

Saint Anne Parish School

Dear Parent,

This is your copy of the Family Handbook for the 2018-19 school year. In order that you may understand the philosophy and requirements of our school, it is important that you read this booklet. Please note that Saint Anne Parish School follows the Archdiocesan Policies and Procedures. However, this handbook may not be inclusive of all Archdiocesan Policies. Updates may be sent as procedures evolve throughout the year. Please sign and return this card indicating you have read and discussed these procedures and guidelines with your student(s).

Please return this acknowledgment to the homeroom teacher of your oldest student.

Thank you for your prompt reply.

Sincerely,

Mrs. Dawn Kapka
Principal

I have read and discussed the 2018-19 Parent/Student Handbook with my student(s).

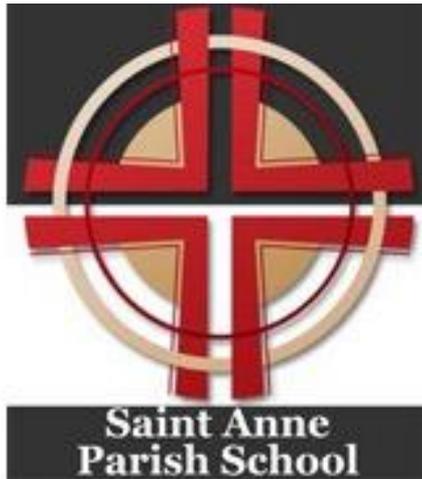
(Please print family name)

Parent Signature: _____

Parent Signature: _____

Student Signature(s): _____

Saint Anne Parish School



Family Handbook 2018-2019

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.

Nondiscrimination Policy

Saint 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-administered programs. Saint Anne Parish School endeavors to educate all students within the limits of the established educational program and facilities, noting that no portion of the Saint Anne School curriculum is optional. Further, Saint 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.

Per the Office of Catholic Schools Non-Discrimination Policy stated below:

Archdiocesan schools admit 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 these schools in accordance with applicable local, state and federal anti-discrimination statutes to the extent that such anti-discrimination statutes do not conflict with the teachings of the Roman Catholic Church.

Archdiocesan schools do not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs in accordance with applicable local, state and federal anti-discrimination statutes to the extent that such anti-discrimination statutes do not conflict with the teachings of the Roman Catholic Church.

Schools may admit students who are not Catholic provided that these students will not displace Catholic students and that both students and parents clearly understand that participation in Catholic religious instruction and school activities, related to the Catholic identity of the school, are required.

Saint 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 8th.

The feast of Saint Anne is July 26th.

THE MISSION STATEMENT

At Saint Anne Parish School, it is our mission to grow servant leaders from the inside out while maximizing the potential in every child. As 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

Saint Anne Parish School is a school in the Archdiocese of Chicago, the largest private school system in the United States. Saint Anne Parish School is located in the village of Barrington, which is approximately 35 miles northwest of Chicago. Saint 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 300 students, drawing from 25 different postal zip codes in the Barrington area and beyond. In 2000, Saint 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

Saint 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 Saint 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 Saint Anne handbook, representing Saint 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.

Fri., Nov. 2	NO BUS SERVICE
Fri., Nov. 16 Begins	3:00PM Thanksgiving Break
Mon., Nov. 26	Classes Resume
Fri., Dec. 21 NO PM BUS SERVICE	Christmas Break Begins – 3:00
Mon., Jan. 7	Classes Resume
Mon., Jan.21 NO SCHOOL	Dr. Martin Luther King, Jr. Day --
Sun., Jan. 27-Fri., Feb. 1 Week Sunday, 9 AM Mass followed by an Open House	Catholic Schools'
Fri., Feb. 15 DISMISSAL- NO BUS SERVICE	Winter Conferences – NOON
Mon., Feb. 18	Presidents' Day – NO SCHOOL
Wed., March 6	Ash Wednesday
Fri., March 22 BUS SERVICE	3:00PM Spring Break Begins – NO
Mon., April 1	Classes Resume
Fri., April 19	Good Friday, NO SCHOOL
Mon., April 19	Easter Monday, NO SCHOOL
Tues.-Wed., April 23-24 SCHOOL	Required NCEA Conference NO
Mon., May 27	Memorial Day – NO SCHOOL
Wed., May 29	Graduation Banquet
Thurs., May 30 Commencement	Baccalaureate Mass & Graduation
TBA	BUS SERVICE END DATE

Thurs., June 6
DISMISSAL
(With No Snow Days)

Last Day of School 3:00 PM

First Eucharist Dates

May 4, 2019 10:30AM 1:30PM
May 11, 2019 10:30AM,

GRADE 1 ORIENTATION

Mon, Aug 21 - This will be a short orientation including the parent in the morning in your child's first grade classroom. Homeroom 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

Mon., Aug 20	Kindergarten Orientation
Tues., Aug 21	Kindergarten Classes Begin
Wed., June 5	Kindergarten Prayer Service; Closing Date

PRESCHOOL ORIENTATION, OPENING & CLOSING DATES

Mon., Aug. 20	Preschool Parent Information Night - 6:30PM
Mon. Aug. 20 - Tues. Aug. 21	Preschool Meet Your Teacher Day
Wed., Aug 22	Full Day Preschool Sessions Begin
Thurs., Aug 23	5 Half Day Preschool Begins
Fri., Aug 24	3 Half Day Preschool Begins
April 8-12	Week Of the Young Child
Thurs., April 11	Annual Preschool Art Show
Tues, June 4	Preschool Closing Date

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SECTION ONE: ADMISSION

Admission and Registration

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

Saint 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.

Saint 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 –

For Three-Year Old Preschool Programs, children must be 3 years of age on or before September 1 of the current school year with *no exceptions*. Under no circumstances may children younger than 3 years of age be accepted into a preschool program. Schools may not accept children as they turn 3 years of age during the school year if the child was not 3 years old by the September 1 deadline.

For Four-Year -Old Preschool Programs, children must be 4 years of age on or before September 1 of the current school year. Children who turn 4 years of age after the September 1 deadline may (at the

discretion of Administration) be accepted into the preschool with the understanding that the child will remain in the program until they are age-eligible for kindergarten.

Kindergarten –

Kindergarten students must be 5 years of age on or before September 1 of their kindergarten year. Based upon an assessment of a child's school readiness, Administration may choose to permit a child to attend school prior to that date. Criteria needs to be met prior to early age admission to kindergarten which includes but not limited to social, emotional, and academic readiness.

First Grade –

First grade students must be 6 years of age on or before September 1 of their first grade years. Students who turn 6 years old between September 2 and December 31 of their first grade year may be eligible for early entrance to first grade provided based upon assessments of the child's readiness. Saint Anne Parish School shall make the ultimate determination of admissions of the child to first grade.

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 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.

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 Saint 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 Saint Anne Catholic Community who have other siblings already enrolled at Saint 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 Saint Anne Catholic Community whose siblings have previously attended or graduated from Saint Anne Parish School Grades K – 8 and whose tuition/fee accounts are current.
- D) Students ages K – 8 of Saint 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 Saint 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 Saint 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 Saint Anne Catholic Community.

The term “registered, active, supporting and contributing” includes consideration of length of Saint Anne Catholic Community membership and stewardship along with levels of activity and support including regular attendance at Mass at Saint 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) Saint 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 Saint 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 Saint 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 Saint 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 Saint 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 7:50 a.m.
 2. Tardy bell rings at 8:00
 3. School hours are 8:00-3:00 for all Grades K-8 students
Monday, Tuesday, Thursday, and Friday.
- 3:00 p.m. dismissal for walkers

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

2:30 p.m. dismissal for walkers

AM Half-day kindergarten attends from
8:00 – 11:00 a.m.

4. Students are expected to proceed directly to their homeroom at 8:00 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 7:50 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, FOX-TV-CH32

2. Saint Anne will follow District 220 in closing for inclement weather.
3. Saint 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 email blast will also be sent to all email addresses provided by parents/guardians.

SECTION THREE: STUDENT HEALTH

WELLNESS VISION

Saint 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 Saint 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 do 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. Pinworms-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 regimen, 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 Dental Examination Requirements

Any child three 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 a medical examination with required immunizations, a current dental exam for grades K and Six, and a vision examination for K shall be submitted by the first day of school.**

Failure to comply by the first day of school will result in exclusion from school until required forms are presented to the health office. In the case of a student entering school after the first day of classes the required proof shall be submitted within 10 school days. **Any student who fails to submit proof of these medical examinations and required vaccinations shall be denied enrollment and/or may be excluded from the School.**

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 11th 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 nor 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.

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 4th birthday.

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.

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.

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.*

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.

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 with 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 with 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 may be 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 Saint 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. **Saint 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 Saint 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

Saint 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. Saint 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 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 Saint 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.

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

Procedure for Communication

Saint 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, Saint 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 ongoing 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, fundraising, etc.	Principal or School Advisory Board Members

How Should You Make Contact?

All Saint 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. Saint 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:



We encourage you to raise your questions or concerns in a timely manner. Faculty and administration personnel may be reached via email or school voicemail. Board members may be reached either through the Saint Anne’s School Office or directly through their contact information in the Student Directory.

Saint 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

Saint 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, Saint 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.

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 3:45 p.m. each school day except Wednesday and Friday, when the office closes at 3:00 p.m.

Telephone Calls/Email

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 email addresses. Neither teachers nor students will be called out of class to receive phone calls. Parents are encouraged to utilize the voice mail or email systems within the school. Email 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 Saint 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:

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

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, Saint 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 Points	Cutoff %
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 emails.

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 3rd trimester.
- Must pass Federal and State Constitution Test
- Must complete a Science Fair Project (7th 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 Administration generates a weekly academic at risk 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 Administration 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 Saint 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:

6th gr. - 10 hours

7th gr. - 15 hours 5 of the 15 hrs will be met serving the 8th grade graduation banquet.

8th 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

Saint 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. www.dennisuniform.com 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. If worn under polos, oxfords, and sweatshirts, undershirts should be plain white.

- Navy sweaters – cardigan, v-neck, crew neck or vest (only school logos).
- Shoes – dress shoes or athletic shoes are acceptable. Shoes will be completely laced at all times. Sandals, clogs, or backless shoes are not part of the SAS uniform and may not be worn at any time.
- Belts (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 must be worn
- Leggings/tights-may be worn under skirts/dresses but must be solid black or blue.
- Navy sweaters – cardigan, v-neck, crew neck or vest (only school logos.)
- Shoes may be dress shoes or athletic shoes. Sandals, clogs, backless shoes, 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.

www.dennisuniform.com

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 www.dennisuniform.com. 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-All students

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. 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.

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 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.

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, Saint 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 after-school 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 after-school 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 extracurricular activity on the day of suspension.

Lunch and Recess Procedures

Lunch times are scheduled as follows:

Kindergarten	11:00-11:20	Recess	11:20-11:40	Lunch
Grades 1-2	11:00-11:20	Lunch	11:20-11:40	Recess
Grades 3,4,5	11:45-12:05	Lunch	12:05-12:25	Recess
Grades 6,7,8	12:30-12:50	Lunch	12:50-1:10	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. Saint 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 Saint 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 text, 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

Saint 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 email
- 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 Saint 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 Saint Anne Advisory Board, revised May 2013)

Purpose

The Catholic identity requires that all students, their families, employees and volunteers within the Saint Anne School Community have the right to a learning/work environment free from intimidation, humiliation and hurt. The entire Saint 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 Saint 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 cyberstalking, 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 (other messaging devices)

Cells phones, iTouches, Apple watches, or other devices used for messaging are not to be used within the building at any time. Cell phones or smart devices brought into the building must be kept in backpacks and remain in the off position. Students may use them once they have left the school campus. If a member of the faculty sees a child with such a device 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.

Saint Anne Parish Middle School Handbook

Dear Middle School Parent(s),

This document contains important forms and information pertaining to your child(ren) during the 2018-2019 school year. We have reviewed each of these items with them in class and are asking that you also read them and discuss them with your child(ren). Our goal is to create an environment where the 7 Habits are modeled by each student, thus taking responsibility for their choices and being responsible for their overall success in middle school. As teachers we hope to work together with all of you to help your child(ren) meet this goal. A strong awareness of the procedures outlined in this packet will help ensure a more successful and enjoyable school year. Please feel free to contact us if you have any questions or concerns.

Respectfully,

Mrs. Lisa Torrence, Assistant Principal and the Middle School Team

After you have read each of the attached sections, please keep them for reference and:

1. Print, Initial, and Sign the lower portion
 2. Provide preferred email and phone number along with your signature
 3. Have your child sign the lower portion
 4. Return this sheet and the email request form to the homeroom teacher by Monday, August 27, 2018.
-

I have seen and am familiar with the following information:

- _____ Introduction letter to middle school
- _____ Outline of procedures
- _____ Printed, signed and turned in Dismissal form
- _____ 1:1 [Technology Handbook Agreement](#)

Parent Signature: _____
Date _____
Preferred email: _____
Phone: _____
Student Signature: _____
Date _____

Assignments

- 1 Assignments are an extension of classroom work. Therefore, no part of the curriculum is optional. Students are expected to submit their assignments, whether online or offline, on time. Clear expectations will be set by each teacher. Students who are absent and those with education plans will be given appropriate accommodations.
- 2 In addition to communications sent by each individual teacher, academic progress may be monitored through PowerSchool, news posted on the St. Anne Parish School website (www.stanneschoolbarrington.org), School Rush notifications, and Google Classroom.
- 3 Upon returning to school after an absence, it is the **STUDENT's** responsibility to discuss with each teacher what work needs to be completed. Students will have the same number of days as the **EXCUSED** absence to complete any outstanding assignments. Homework may be requested on the second day of absence. Please review the student handbook for more information on procedures for absences. Any long term projects or scheduled tests missed **due to planned absences must be made up within 2 school days upon return.**
- 4 Students should come prepared to class every day ready to learn and participate. It is very important that each child have all of the supplies, **including a charged Chromebook**, they need every day. Teachers will inform the students of what they need to bring to each class each day. **Students are not to go to their locker during class time. All textbooks should be covered with a book cover** by the second week of school.
- 5 Each student must purchase an **assignment notebook/planner** provided by their homeroom teacher in August. This must be brought to school daily. The student is responsible for keeping track of assignments. The planner is also used as a hall pass.

Discipline System

1. Referrals/After School Detentions

We will be using a 2-step detention system this year. Minor infractions will result in 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 be issued an After School Detention. Major Infractions or repetitive minor infractions will result in an after school detention. If a student receives three referrals, it results in an after school detention. Any direct violation of the St. Anne Code of Conduct (*see Student Handbook*) may result in an after school detention. After School detentions will be served from 3:10 – 4:00 every Thursday. Detentions will be cumulative throughout the school year.

2. In-School Suspensions

Students will receive an in-school suspension for every three after school detentions. In-school suspensions will be a combination of time spent in the office and additional intervention activities reflective of the behavior. Some major infractions may result in an immediate suspension.

Out of Uniform Days

Students need to be appropriately dressed for school on out of uniform days. In addition to the basic guidelines provided in the student handbook, students need to remember that “tops and bottoms” should always meet (even when the hand is raised), jeans should be free from holes and rips and should have hemmed bottoms, skirts should be no shorter than 2 inches above the knee, writing on t-shirts should be appropriate for school, and shoes should be appropriate, comfortable and safe for a day at school. Students who are inappropriately dressed will be sent to the office, and parents will be notified to bring them a change of clothes. If parents cannot be reached, students will need to change into their gym uniforms for the remainder of the day. Abuse of this privilege could result in a student’s loss of ALL out of uniform days.

Snack Policy

Due to the nature of the later lunch in middle school, students may bring a **healthy** snack to eat in the morning.

Please help your child to make smart choices in selecting a snack. Beverages should be plain water bottles. Snacks should be limited to healthy items like fruits, breakfast and granola bars, vegetables, and other responsible choices. Gum is not allowed. Students should not bring items like flavored waters, energy drinks, cookies, or other unhealthy snacks. Snack privilege may be suspended or revoked if students don't clean up after themselves. **NO PEANUT PRODUCTS WILL BE ALLOWED. WE HAVE STUDENTS WITH SEVERE PEANUT ALLERGIES.**

Birthday Treats

Birthday celebrations are left to the individual homerooms. Students may be out of uniform on their birthday.

Service Hour Requirements

An important component to our religion program is service and living out the 7 Habits of Effective Servant Leaders. Each day we should strive to follow in Christ's example and help those in need. It is our duty as Christians to share our talent with others and give of ourselves to the best of our capabilities.

The middle school teachers feel it is important for each student to evaluate their own situations and come up with service opportunities fitting their own special gifts and talents. Each **6th** grade student is being asked to spend **ten hours** providing service for others: each **7th** grade student is required to spend **fifteen hours** of service. *Note that five of these fifteen will be earned serving at the 8th grade graduation banquet;* and each **8th** grade student is being asked to complete a total of **twenty service hours**. **All service hours are due May 17, 2019. Students will be reminded throughout the year with benchmark due dates.**

Our goal is to involve students in service that focuses on outreach to the community, involving them in tasks **outside** their daily responsibilities and routines. This service can be done in a number

of ways. Students are asked to look at the world around them and decide how they can better their school, church, neighborhood, and world. We encourage the students' families to participate in the service as well so the students can see service as an important part of our Christian values. Check with the faculty and staff for suggestions on service projects.

To receive credit for the service, each student must fill out a [Community Service Reflection Sheet](#). This sheet will provide basic information about the service and allow the the student to reflect on the service they provided and how it impacted them and those helped. In order to for the reflection sheet to be considered valid, it must have the signature of an adult associated with the supervision of the service or an attached sheet of comparable verification.

If a student has questions or concerns about the service requirements, they are encouraged to speak with their religion teacher.

Academic At-Risk Supports

Saint Anne Parish School takes a great deal of pride in providing an environment that is not only rich in faith but also one that works to achieve the highest level of academic excellence. The teachers have set forth high expectations for our students and regularly assign homework and projects to reinforce the many concepts that are taught in the classroom each day. The completion of those assignments and projects is essential to the academic success of any student.

Parents may follow their child(ren)'s academic progress through PowerSchool in addition to the communications sent by the classroom teachers through email, School Rush and/or Google Classroom. These should be reviewed on a regular basis along with the child(ren). Students receiving an F in any class or receiving a D in more than one class will be considered ineligible. Grade reports are reviewed each Monday morning. Students have until the next day, Tuesday, at 3:00 to raise their grades before becoming ineligible. If a student remains ineligible at this time, he/she will be required to follow through with the academic plan on the [Academic](#)

[At-Risk Form](#) created along with their homeroom teacher and subject matter teacher. This plan will be implemented during, but not limited to, a mandatory lunch time study hall. The period of ineligibility will be from Wednesday through Tuesday of the following school week.

1:1 Student and Parent/Guardian Tech Handbook

Saint Anne Parish School believes that technology should be an interdisciplinary and collaborative approach involving authentic, real-world, engaging learning experiences for all of its stakeholders. All learners gain and utilize essential skills that extend beyond the classroom and foster lifelong learning with the goal of creating productive citizens that contribute and thrive in our ever-changing society.

1. *Receiving Your Chromebook*

a. Parent/Guardian Orientation

- All parents/guardians are required to attend an Orientation Meeting and sign the *Saint Anne Chromebook Agreement* before a Chromebook can be issued to their student.

b. Student Distribution

- Students must also sign the *Saint Anne Chromebook Agreement* prior to receiving their Chromebooks.

c. Transfer/New Student Distribution

- All transfers/new students will be able to pick up their Chromebooks from the Main Office after they have registered for classes and have attended/viewed the presentation. Both students and their parents/guardians must sign the *Saint Anne*

Chromebook Agreement prior to picking up a Chromebook.

2. Returning Your Chromebook

a. End of Year

- At the end of the school year, students must turn in their Chromebooks. Failure to turn in the Chromebook will result in the student being charged the full replacement cost of the device. The school may also file a report of stolen property with the local law enforcement agency.

b. Transferring/Withdrawing Students

- Students that transfer out of or withdraw from St. Anne must turn in their Chromebook to the school's Main Office on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost of the device. Unpaid fines and fees of students leaving Saint Anne Parish may be turned over to a collection agency. The school may also file a report of stolen property with the local law enforcement agency.

3. Taking Care of Your Chromebook

- Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher. Students must provide any information they may have as to why the device does not work properly. "Tech Help" tickets will be available to all teachers to fill out as issues present themselves with the Chromebooks. School-owned Chromebooks should never be taken to an

outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended. ***Failure to take proper care of the Chromebook and power cord may result in disciplinary action and/or being charged up to the full replacement cost of the Chromebook. NOTE: Lost or stolen power cords will not be replaced by the school.***

a. General Precautions

- Food or drink should not be next to a Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into a Chromebook.
- Chromebooks and accessories should not be used or stored near pets.
- Power cords must not create a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.

b. Protective Carrying Cases

- Families are required to purchase a Bump Armor™ Tech-Pro Protective Case for each student at the parent orientation meeting. The cases are available in black and red. The cases include an ID slot and removable strap.
- Bump Armor™ Tech-Pro Protective Cases are not guaranteed to prevent damages as it remains the student's responsibility to care for and protect his/her device.
- Bump Armor™ Tech-Pro Protective Cases shall only be used to store or transport a Chromebook (not

textbooks, pencils, etc. as these may damage the device.)

c. Carrying Chromebooks

- Always transport a Chromebook in the Bump Armor™ Tech-Pro Protective Case. Failure to do so may result in disciplinary action and/or being charged up to the full replacement cost of the Chromebook if damaged.
- Never lift a Chromebook by the screen.
- Never carry a Chromebook with the screen open.

d. Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, cleaning solvents and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective carrying case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils or flash drives).
- Only clean the screen with a soft, dry microfiber or anti-static cloth.

e. Asset Tags/Serial Number/Barcodes

- All Chromebooks will be labeled with a Saint Anne asset tag and barcode.

- The asset tag and barcode may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a school asset tag or barcode or turning in a Chromebook without a school asset tag or barcode.

4. Expectations for Using Your Chromebook At School

- Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher. **Failure to bring the Chromebook to school each day may result in disciplinary action.**

a. Repairing/Replacing Your Chromebook

- All Chromebooks in need of repair must be reported to the Technology Department so that a “Tech Help” ticket and be submitted and a replacement provided as soon as possible.
- Loss or theft of the Chromebook is also the student’s responsibility and may result in the student being charged and a police report being filed.
- Estimated Costs for repair or lost items (subject to change)
 - Chromebook Replacement - \$250.00
 - Power cord - \$32.00
 - Broken Screen - TBD

b. Charging Chromebooks

- Students should charge their Chromebooks at home every evening.
- Chromebooks **must** be brought to school each day with a full charge.

c. Backgrounds and Themes

- Students may set school appropriate backgrounds and themes for their Chromebook.
- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media may result in disciplinary action.

d. Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones/earbuds may be used at the discretion of the teachers.
- Students should have their own personal set of headphones/earbuds for sanitary reasons.

e. Camera

- Chromebooks have a built-in webcam. The school does not have the ability to remotely access the webcam. At no time will webcams be used to monitor students.

f. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers. Teacher approval will be required for any printing at school.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

h. Managing and Saving Digital Work With a Chromebook

- The majority of student work will be stored in Google Drive and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- The school will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device (such as a USB) or by having multiple copies stored in different Internet storage solutions.

5. Using Your Chromebook Outside of School

- Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use. *Some applications **can** be used while not connected to the Internet.*
 - Students are bound by the St. Anne Technology Acceptable Use Policy, Administrative Procedures, and all other guidelines and appendices attached to this document wherever and whenever they use their Chromebooks.

6. Operating System and Security

- Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the school.
 - a. Updates
 - The Chromebook operating system, ChromeOS, updates itself automatically.

Students do not need to manually update their Chromebooks.

b. Virus Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

c. Malicious Use

- Students are bound by the St. Anne Technology Acceptable Use Policy, Administrative Procedures, and all other guidelines and appendices attached to this document for all Chromebook use.

7. Content Filter

- Saint Anne utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA).
 - All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the school.
 - If a website is blocked in school, then it will be blocked out of school.
 - If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

8. Software

a. Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs, Spreadsheets, Presentations, Drawings, Forms and more.
- St. Anne utilizes various additional Google Apps as well.
- All work is stored in the Cloud.

b. Chrome Web Apps and Extensions

- Students are NOT allowed to install Chrome web apps and extensions from the Chrome Web Store.
- All Web Apps will be installed by the Google Admin upon teacher approval.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

9. Chromebook Identification

a. Records

- The school will maintain a log of all Chromebooks which includes the Chromebook serial number, asset tag number, barcode and name and ID number of the student assigned to the device.

10. No Expectation of Privacy

a. Anyone using a school-owned Chromebook, using school equipment and/or the school network systems has no expectation of privacy in such use. The school has the right to, and does, monitor use of these systems.

b. Monitoring Software

- Teachers, school administrators, and the Technology Integration Educator may use monitoring software that allows them to view the screens and activity on a student Chromebook.

11. Appropriate Uses and Digital Citizenship

- School owned Chromebooks are to be used for educational purposes and students are to adhere to the Saint Anne Acceptable Use Policy and all of its corresponding administrative procedures at all times.

Saint Anne Parish School Student Technology Commitment



PURPOSE: Students will utilize technology as a tool to challenge, expand, and enhance learning. Saint Anne Parish School may provide and assign student digital learning tools for use both at school and at home as a means to promote achievement and provide flexible learning opportunities. This document provides guidelines and information about the school's expectations for students and families who are being issued these one-to-one

(1:1) digital learning tools, as well as students who are issued devices to be used in the classroom. Additional rules may be added as necessary and will become a part of this guide.

It is our expectation and belief that students will use technology responsibly and that they understand the appropriate and acceptable use of both the technology and school network resources. We also expect that students will live out the 7 Habits with their school-issued devices. Our policies and procedures include the following specific responsibilities and restrictions.

RESPONSIBILITIES

The student WILL:

1. Adhere to this technology commitment both at home and school.
2. Charge their 1:1 device nightly, and make sure it is ready each day with a full charge.
3. Will communicate in a responsible, ethical, and polite manner, avoiding profanity, obscenity and offensive or inflammatory speech.
4. Respect the Internet filtering and security measures included on the device.
5. Back up important data files using cloud storage (such as Google Drive) regularly.
6. Use technology for school-related purposes *only*.
7. Follow copyright laws and fair use guidelines. Only download or import music, video or other content that students are authorized or legally permitted to reproduce or use.
8. Allow an administrator or teacher to inspect the content of any school-issued device; understanding that any content may be viewed, monitored, or archived by the school at any time.

The student WILL NOT:

1. Mark, deface, or place stickers on the school-issued device.
2. Attempt to override, bypass, or otherwise tamper with the Internet filtering software, device settings, hardware, software, or network configurations.

3. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
4. Share passwords, attempt to discover passwords, 'hack' to gain access to any Chromebook other than your own.
5. Download harmful, malicious, or inappropriate content including the intentional introduction of computer viruses and other spyware.
6. Attempt to locate, view, share, or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video, or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by teachers and administrators.
7. Reveal or post identifying personal information, files or communications to unknown persons.
8. Participate in Cyberbullying, including personal attacks or threats toward anyone made while using either school-owned or personally-owned technology.
9. Use the school-issued device for commercial or political purposes.

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of school-provided computer technology.

The school is not responsible for any loss resulting from use of school-issued technology and makes no guarantees that the technology or the school's network systems that support student use will be available at all times.

By signing this policy you agree to abide to all of the conditions listed above and assume responsibility for the care and proper use of St. Anne Parish School issued technology. You understand that should you fail to honor any and all of the terms of this commitment, access to 1:1 technology, network access, and other electronic media may be denied in the future. Furthermore, students may be subject to disciplinary action outlined in the Student Handbook.

Saint Anne Parish School Chromebook Agreement

This sheet must be signed by both student(s) and parent(s). You must present the signed sheet at the parent meeting/Chromebook pick-up of your choice.

As the parent/guardian, my signature indicates I have read and understand the Guidelines, Procedures and Technology Use Commitment outlined in this handbook, and give my permission for my child to have access to and use the school-issued technology.

Parent/Guardian Name (please print):

Parent/Guardian Signature:

Date: _____

As the student, my signature indicates I have read or had explained to me the Guidelines, Procedures and Technology Use Commitment outlined in this handbook, and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

Student Name (please print):

_____ Grade: _____

Student Signature: _____

Date: _____

By signing below, I acknowledge that my student has received his/her Chromebook.

Parent/Guardian Name (please print):

Parent/Guardian Signature:

Date: _____

Saint Anne Parish School Extended Day Care Program Handbook

Email: edc@stanneschoolbarrington.org

Extended Day Care Program Director - Pat Rasheff

Email: prasheff@stanneschoolbarrington.org;

Teacher Coordinator - Michelle Woods

Location of EDC: AM Cafeteria PM Room L17

SAINT ANNE PARISH SCHOOL EXTENDED DAY CARE PROGRAM HANDBOOK

We have attempted to include in this handbook all the information essential to your child's well being and the successful operation of our Extended Day Care Program. You should be able to find answers to most of your questions in these pages.

Your needs and those of your children are very important to us. If you have any questions or suggestions, please speak with our Extended Day Care Program staff or call the school office.

EXTENDED DAY CARE PROGRAM

Available before and after regular school hours, the Extended Day Care Program provides professional care, supervision, recreation, and enrichment activities for your child. It serves the working parent who desires both Catholic school education and supplementary care in a Christian environment. This program is open only to students

enrolled in Saint Anne Parish School. The school reserves the right to exclude a child whose needs cannot be met.

The Extended Day Care Program complies with the non-discriminatory policies of the school and Archdiocese of Chicago.

This program allows children to experience a rich diversity of growth activities planned to complement the philosophy and value systems of our school and our school families. Art and craft projects, indoor and outdoor recreation, snack time and rest periods are available. In addition, there is time set aside for homework, with some assistance and resource materials available.

HOURS

7:00 A.M. – 8:00 A.M.

3:00 P.M. – 6:00 P.M.

2:30 P.M. – 6:00 P.M. (Wed. only) This time frame is for Wednesdays only due to our regularly scheduled early dismissal.

The program will operate on school days when school is in session. A weather emergency or other emergency that causes school to be cancelled will also result in canceling the Extended Day Care Program.

There is one Wednesday each month, which is to be determined, when **kindergarten classes** have an early release at 11:00 A.M.. Extended Day Care is available on those days. There is a fee of \$22 for the time frame of 11:00-2:30 P.M. Standard Extended Day Care fees apply after 2:30 p.m. Children should bring a lunch on these days.

PLEASE NOTE: staff members are employed only until 6:00 P.M. Children **must** be picked up by that time. An additional \$5.00

charge will be assessed for every 5 minutes you are late in picking up your child/children!

ATTENDANCE

Please inform your child's homeroom teacher if your child will be attended Extended Day Care, on a daily, weekly, or monthly basis.

Please inform the Extended Day Care Director as well so she can plan for your child's arrival by completing the provided calendar.

ABSENT

If you know in advance that your child will NOT be a part of the program for any amount of time, please notify the homeroom teacher and the Extended Day Care Director in writing.

If you call the school to report a last minute absence of your child, ask that the call be transferred to the homeroom teacher and the Extended Day Care Program Director.

If you take your child home from school for any reason, please inform the homeroom teacher and leave a written message for the Extended Day Care Program Director.

TOYS FROM HOME

We ask that children not bring toys from home. Often these items are very personal and important, so the child feels they must be defended and protected. This is not consistent with the sharing atmosphere we encourage. If you wish to donate toys or games to be used by all the children, you may do so.

FEES

Registration Fee: \$25.00

(Payable each year per family and non-refundable)

Students	1	2	3	4+
Mornings	\$10	\$15	\$25	\$35
Afternoon	\$15	\$25	\$37	\$45
Morning & Afternoons	\$22	\$34	\$53	\$68
Tutor Time only	\$10	\$20	\$30	\$40
Monthly Mornings and Afternoons	\$310	TBD	TBD	TBD

Punch cards must be purchased from the school office. Please attach the punch card to your child's backpack if the teacher or Extended Day Care Program Director has not attached it. Please pay by check. Your cancelled check will be your receipt. In December and again in June, we can provide a statement of fees paid to date for income tax purposes.

As a member of a Christian and caring community, the children will be expected to respect each other, the staff, and the materials and environment provided. **If a child consistently misbehaves, the child will not be allowed to continue in the program.**

Children may **never** leave the building or grounds without explicit permission of the Extended Day Care staff.

SPECIAL PROCEDURES

Illness/Accident: The same procedures followed during the school day will be followed when your child is participating in the Extended Day Care Program.

Parents will be expected to make provisions for taking sick children home.

You are asked to fill out a separate Emergency Form for this program.

SNACKS

Each afternoon, the children receive water and a nutritious snack at no additional cost.

PLAYTIME

Children may bring a change of clothes, as outdoor play is regularly scheduled throughout the year. Please have your child dressed appropriately.

Each afternoon allows time for free and organized playtime designed to stimulate small and large motor skill development, creativity, cooperation and social skill development.

QUIET HOMEWORK TIME

Each day also includes 30–90 minutes of homework time. At this time, any student with homework may concentrate on their assignments and receive assistance from a certified staff member. The staff member will check in all students' planners at the beginning of homework time. Each assignment will be checked off

and signed by the staff member once the assignment is completed. It is the child's responsibility to acknowledge his/her assignments. The staff has no way of knowing what each teacher assigned. All students that have homework will work quietly in the Hospitality Room until their homework is completed.

IMPORTANT PARENTAL RESPONSIBILITIES

Children being dropped off in the morning should report to the Extended Care room where they are to be signed in by a parent.

After school, children should report to the cafeteria immediately after dismissal. A teacher walks the preschool and kindergarten students to the cafeteria.

Children being picked up in the afternoon should be signed out by a parent. Children will be released only to their own parent or guardian. A photo ID will be required for pick up if the Extended Care Director is unfamiliar with the individual picking up the child.

IMPORTANT: We will release a child to someone else only upon receiving written instructions from the parent who signed the Extended Day Care Program Emergency Card. In that case, an ID will be required.

Telephone requests to send a child to a particular place after school or to arrange a pick up by someone other than the parent will not be honored.

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.

SAINT ANNE PARISH PRESCHOOL HANDBOOK

SAINT ANNE PARISH SCHOOL INFORMATION:

319 E. Franklin St.
Barrington, IL 60010
1-847-381-0311
Fax: 1-847-381-0384

STAFF INFORMATION:

Principal: Mrs. Dawn Kapka
Assistant Principal: Mrs. Lisa Torrence
Early Childhood Director: Mrs. Nancy Meehan

PRESCHOOL SCHEDULE:

3 day 3 year old program	8:00 - 11:00	Mon., Wed. and Fri.
5 day 3 year old program	8:00 - 11:00	Monday through Friday
Full day 3 year old program	8:00 - 3:00	Mon., Tues., Thurs., Fri.
	8:00 - 2:30	Wednesday
5 day 4/5's program	8:00 - 11:00	Monday through Friday
Full day 4/5's program	8:00 - 3:00	Mon., Tues., Thurs., Fri.
	8:00 - 2:30	Wednesday

PRESCHOOL PHILOSOPHY STATEMENT

As a Catholic preschool we believe it is our mission to provide a strong Catholic educational environment for young children in a setting that supports their developmental needs. Our curriculum is designed to support the needs and interest of the children as well as their developmental level. Respect for the child as an individual and as a learner is vital.

We emphasize and support the importance of the family in the life of the young child as they begin their school experience. We strive to help children discover their fullest potential both academically and spiritually.

PRESCHOOL GOAL/MISSION STATEMENT

We feel that parents/caregivers are partners with the teacher and the school in educating their children.

The goals for each child will be different depending on his/her range of experiences and abilities. There are five areas we consider when developing goals for our children: they are social/emotional, cognitive, small motor, gross motor and language. Our program is designed for the age group served and implemented with attention to the needs and differences of the individual children enrolled.

The goal of the Saint Anne Preschool is to instill Christian values in the children and to provide assistance and encouragement to parents. We want children to:

- Develop a positive self-image and acknowledge his/her self worth;
- Develop basic social skills;
- Increase independence;
- Develop a trust in adults other than his/her parent(s);

- Enjoy being a part of a group and accept the need to share and cooperate;
- Respect the rights of others and be responsible for his/her own behavior;
- Develop the desire to learn
- Continually become aware of the fact that he/she is a child of God and will grow in the Creator's love.

PRESCHOOL ADMISSION AND REGISTRATION

The Director, Principal and Pastor will make final determination of admission and registration of preschool students based, in part, on the procedures established by the Saint Anne School Advisory Board.

PROCEDURES:

1. Registration will be accepted as follows:

- a) Students currently attending the preschool program at Saint Anne Parish School whose tuition/fee accounts are current.
- b) Children of registered Catholic families of Saint Anne Parish who have other siblings already enrolled at Saint Anne Parish School (including the preschool program) and whose tuition/fee accounts are current.
- c) Children of all other registered, active, supporting and contributing Catholic families of Saint Anne Catholic Community.
- d) 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.

2. Attendance at the preschool program **IS NOT** a qualifying criterion for admission into the kindergarten program.
3. Applications for registration received after registration closes will be processed only as openings become available.
4. Waiting lists **do not** roll over from school year to school year.
5. The number of student admissions will be based on class size limits as determined by the Director, Principal and Pastor, as well as Office of Catholic Education Ministry guidelines.

CERTIFICATES

Official county birth and baptismal certificates are required for each student enrolling in the preschool program.

PRESCHOOL REQUIREMENTS

A child entering the first year preschool program must be three (3) years of age on or before September 1. A child entering the second year preschool program must be four (4) years of age on or before September 1 and must have prior preschool experience in an established 3 year old program. Public school testing will not be considered for early entrance in our three year program. Students must be toilet trained to participate in Saint Anne Preschool. No “pull-ups” are permitted.

ABSENCES

If your child is sick please report any absence by calling the school office (847-381-0311) before 8:00 A.M. A call must be made for each day of absence. If we determine your student to be too ill to remain in school, we will expect the student to be picked up immediately.

ILLNESS

The health of every child is important to us. You must have a physical form filled out by your doctor and immunizations must be kept up to date or your child will be removed from preschool until we have verification of full compliance. If your child has any of the following symptoms keep your child at home and please call the school to report the absence:

- Fever or has had one during the previous 24 hours.
- Nausea, stomach ache and /or diarrhea in the previous 24 hours
- Nasal discharge that runs ,regardless of color, onto the child's face. Young children are unable to use tissues in a way that contains mucous and avoids the spread of germs. If your child has allergies with symptoms that mimic colds and flu we require a doctor's note to that effect if their nose is continually stuffy and running.
- Rash with fever or behavior change until a physician has determined the illness non-communicable.
- A Red/running eye (suspected pink eye) until 24 hours after treatment has been initiated.
- Streptococcal laryngitis, until 24 hours after treatment has been initiated, and until the child has been without a fever for 24 hours.
- Vomiting in previous 24 hours.
- Scabies, until after treatment has been completed.
- Pertussis (confirmed by the lab), until after 5 days of appropriate antibiotic therapy

- Varicella (chickenpox) until the 6th day after the onset of a rash or until all lesions have dried and crusted.
- Head lice until the morning after the first treatment and removal of all nits.

HEALTH RECORDS

- All students entering preschool must show proof of having received a complete physical examination as well as required immunizations. The physical must be current and dated within one year prior to the date of entrance. Failure to comply by the first day of school (unless the student is transferring from out of state) will result in exclusion from school until required forms are presented to the health office.
- The state of Illinois requires three signatures on the health form: 1) The physician who examined the student 2) The health care provider who verified immunizations 3) The parent or guardian
- A dental exam and an eye exam are required for all students new to the building..
- To administer any medications, including over-the-counter medications, the school health office must have on file a written order, signed by the physician and written authorization from the parent. Medication must be delivered in its properly labeled, original container.

PARENT PARTICIPATION

The success of your child's experience in our program greatly depends on parental support and participation. Your active interest and involvement will show your child your genuine concern for what they do! Please review the guidelines for volunteers in the school in

your Parent Volunteer Handbook. There is a mandatory orientation meeting at the beginning of the school year for preschool families. Each child must be represented by one parent. Sign ups for volunteer opportunities are available at this meeting. Preschool volunteer opportunities include but are not limited to Room Parents, Cooking Parents, Parent of the Day, field trip chaperones, guest readers, newspaper supplier, library liaison, sewing instructor and field trip coordinators. Younger siblings are not permitted to join parents while they are volunteering in the school. All volunteers must complete a diocesan online background check and Virtus training through the diocese before any onsite volunteer work is initiated. This includes chaperoning field trips.

COMMUNICATION

If you need to write a note to your child's teacher, you may do so by putting the note in the take home folder that should be left in your child's backpack. It is vitally important that you check this folder on a nightly basis to keep current on classroom and school events.

The glass doors outside the preschool lobby are used as bulletin boards for daily communication as well as a posting place for photos and other child made work samples. Please "read the doors" on a daily basis to stay current. The bulletin boards inside the preschool lobby are used for more long range announcements as well as volunteer postings etc. We would recommend checking them at least once a week. There are bulletin boards outside each preschool classroom in the school hallway where you will always see children's work displayed. Newsletters are sent via email in a timely fashion in order to keep you abreast of current classroom culture and events. School wide news is communicated every Friday through the emailing of the Cardinal Connection-it is very important that this communication is read every week.

Preschool will hold mandatory parent/teacher conferences twice a year. If you chose to use these days to take family vacations or to make other plans, a phone conference will be arranged at another

mutually agreeable time.

If you have concerns you need addressed at other times please do not hesitate to contact the teachers to arrange a meeting. If you would prefer to speak on the telephone, please call the teacher's voicemail and leave a message indicating several times that would be convenient for a return phone call. Teachers will return your call or email within 24 hours.

WHAT TO WEAR TO SCHOOL

Boys 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
- Spirit wear t-shirts or sweatshirts purchased through the school

Girls 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
- Spirit wear t-shirts or sweatshirts purchased through the school

Preschool is a “media free zone” . Please refrain from dressing your child in clothing that features media based characters This includes

backpacks and outerwear that show pictures of these characters. If your child wears such an item to school we will discreetly offer them the choice of turning their clothing inside out or changing into their extra clothes.

Every child needs a seasonally appropriate **COMPLETE** change of clothes sent to school in a ziplock bag labeled with their name. This should include 2 pair of underpants, 2 pair of outer pants, 2 pair of socks, extra shirt. This bag will remain in school in case it is needed. If wet clothes are sent home please wash and replace as soon as possible. In the winter we ask that each child keep an inexpensive pair of Velcro sneakers in the cubby to avoid the need for an extra pair of shoes on the many days they wear boots. Boots will be removed in the lobby and sneakers put on in the classroom. The sneakers may not be media based and must fit in the bottom of the cubby. We will go outside everyday (except rainy days, or extreme cold) so please dress children for the outside weather. When in doubt, put on layers of clothes because children can always take off an extra shirt if they get too warm. Snow pants, boots, hats, and mittens are all absolutely necessary during the winter months. Shoes should be sturdy and good for climbing, jumping, etc. **There are no “cros” permitted.** Open toed sandals, slip-ons or dress shoes are not recommended. Please put your child’s name on each item. Writing on the tags with permanent marker works well. Please do not send umbrellas to school with your child as they may not be used by the students.

ITEMS FROM HOME

Please do not allow your child to bring toys from home to school unless we specifically request a sharing item. Toys that are sent for sharing must be kept in a tote bag. Be sure their name is on every toy. Toy weapons do not belong in school and will not be removed from backpacks. Half day students should not bring “security items” such as blankets to school. They should not be in the backpacks either, as this results in trips being made to the cubbie to “visit” the item. Please insist that your child leave these items at home or in the

car. Children who stay all day may bring one small item to sleep with as well as a small pillow and blanket. These items must stay at school and will not be sent home except for washing.

Sleep mats for full day students will be purchased during the Meet Your Teacher Day and remain in school for use during rest time. Mats and other items used during nap time will be sent home at the end of every month for laundering.

BIRTHDAYS

We will celebrate your child's birthday at school on a day chosen by you and the teacher together. We do not include snack treats as part of the birthday celebration. Each family is invited to celebrate their child's birthday by purchasing a book for the preschool library in your child's name. On the day of your child's birthday celebration a parent is invited to come to class at the beginning of the day to read the donated book to the class. A list of appropriate book choices is available from the teachers.

Summer birthdays may be celebrated at any time and should be arranged with the teacher.

SNACKS

Snack is served as a station during free choice time. Children are better listeners and better learners when they are not hungry or thirsty ,so we allow them to eat when they decide they need to do so. They may have a snack when there is an empty seat at the snack table during work time. Children serve themselves, developing counting, pouring and social skills through this independent activity.

Responsibility for providing snack is assigned to families on a repeating weekly basis. We maintain a healthy snack policy that is outlined by the teachers at the beginning of the year. Juice is not served – only milk or water. If your child has a food allergy we request that you provide this information to the teachers in detail and then bring individual snacks to be served to your child when

necessary. We are a **nut free preschool** and we request that you **refrain from choosing any snacks that include nuts or nut products.**

DISCIPLINE

We respect all children. We treat them fairly and consistently. We talk quietly and suggest problem-solving ideas. We try to anticipate a problem and avoid it before it occurs. We change activities or redirect a child to a more positive activity. If these strategies are not successful, a more individualized plan may need to be implemented. Parents will be involved in that process. We demonstrate appropriate behaviors, reinforce appropriate behaviors, and always accentuate the positive in each individual.

In rare instances, excessive behavior problems, which interfere with the teacher's effectiveness, may result in removing the student from the preschool program. The procedure for dealing with these types of issues would be as follows:

- 1) First warning – Parents would be invited in to discuss the behaviors with the teacher and to participate in a plan to avoid their reoccurrence.
- 2) Second warning – Parents would be invited in to discuss the behaviors with the teachers, principal and/or school counseling team to modify the plan to help and support the child to become successful. Community special services may be suggested at this time.
- 3) Subsequent occurrence –Community services may be suggested at this time. Parents may be asked to withdraw their child from preschool.

Behaviors that may fall under this plan include but are not limited to biting, hitting, bullying, refusal to follow safety rules or compromising the educational environment for other students.

PICK UP AND DROP OFF POLICY

A.M. – All preschool children arrive through the front door (door #1) at 8:00 A.M. Students arriving after the tardy bell must be brought to the front office to report in as late.

P.M. – Students are released at curbside pick up proceeding the school at large. Older students with preschool siblings will come directly to the cars. Preschool students will be dismissed a few minutes earlier than the upper grades.

Children will not be released to any person whether related or unrelated to the child who has not been authorized, in writing, by the parent or guardian to receive the child. On occasion this may include a parent who has not yet met the teachers. Persons not known to the staff shall be required to provide a driver's license with photo or a picture identification card to establish their identity prior to a child's release to them.

Notes or emails are required on a daily basis when children are having play dates or being picked up by anyone who is not part of your immediate family or your established carpool. All communications must be dated, and include specific information (e.g. proper names of people picking up) as well your signature. We realize emergencies do occur and occasionally unplanned changes in procedure become necessary during school hours. In those cases you must call the school office and speak with the administration, as well as fax your written permission for this change to take place. (FAX 847-381-0384) or email.

FIELD TRIPS

Parents will receive information/permission slips at least one week prior to a scheduled trip. Chaperones will be chosen at the discretion of the teacher. An effort will be made to include as many people as want to attend at some point during the school year. Please do not include payment for chaperoning until you are invited to accompany the group. Siblings may never be included in class

trips. Chaperones must be a parent, not a nanny or grandparent, unless the grandparent is the legal guardian of the child. Virtus training and background check must be complete to serve as a chaperone.

LAST DAY

The last day of the 2018-19 preschool year will be Tuesday, June 4, 2019.