



Dear St. Anne Parents,

I would like to welcome each of you to our 2016–2017 school year. Our school has a long-standing tradition of teachers and families working together to offer our students a strong education grounded in the Catholic tradition. The staff and I are confident that we will continue to build on the commitment and dedication of our staff and parents from years past and look to a stronger future for your children.

As we begin our ninety-seventh year of Catholic education, we must remember to thank all those who have been a part of our school's life and welcome everyone who joins us this year helping to shape our school's future for the coming years.

On behalf of the entire school staff, I would like to extend a warm welcome to you. If we can be of any help over this school year, please do not hesitate to give us a call, send a note, or email us.

Sincerely,

Thomas C. White  
and  
St. Anne School Staff

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## **St. Anne School**

### **Mission Statement**

St. Anne School Community is committed to carrying out the ministry of Jesus Christ in the education of the youth we serve.

We seek to evangelize and strengthen faith formation in partnership with the family and parish.

We value the cultural diversity of our school and welcome the unique gift each student contributes to our school community.

We seek to develop the whole person, fostering spiritual, intellectual, physical, and psychological growth in a caring Catholic environment.

## **PHILOSOPHY**

### **ST. ANNE SCHOOL . . .**

- Recognizes that parents are the primary educators of their children.
- Recognizes its obligation to provide quality education to promote the realization of each student's potential.
- Endeavors to be a Catholic community united in Christ. We strive to be a light to the world, strengthened by the truths we teach, and by the Catholic community we build through experience, witness, and service.
- Seeks to assist the student in developing positive Catholic values to bring about an awareness of the dignity of others and a sense of responsibility to society.
- Recognizes that physical awareness and well-being are essential to the development of the whole child.

St. Anne School is fully accredited by the Western Catholic Education Association (WCEA) and the Western Association of Schools and Colleges (WASC).

**St. Anne School**  
**School Wide Learning Expectations**  
**Primary Grades K through Third**

**1. I am a follower of Jesus:**

- a. I pray and worship in many ways.
- b. I listen to God's word.
- c. I help others.
- d. I treat others the way Jesus would.

**2. I am a well-rounded student:**

- a. I respect all members of God's worldwide family.
- b. I am a cooperative team player.
- c. I take care of my body.
- d. I share my talents in helpful ways.
- e. I am a peaceful problem solver.

**3. I am a lifelong learner:**

- a. I am curious to learn new things.
- b. I do my best work.
- c. I am a good speaker, reader, and writer.
- d. I listen and participate.
- e. I use many different learning tools.

**4. I am a good citizen:**

- a. I show respect for God's world.
- b. I show self-control.
- c. I help my community.
- d. I use good manners.

**St. Anne School**  
**School Wide Learning Expectations**  
**Fourth through Eighth Grades**

**1. Christ-centered individual who:**

- a. Makes choices based on Gospel values.
- b. Develops a relationship with God through scripture, prayer and community.
- c. Shares personal gifts in service to others.
- d. Appreciates and respects Catholic sacraments and devotional practices.
- e. Knows basic Catholic Scripture, history and teachings.

**2. Well-rounded individual who:**

- a. Practices self respect.
- b. Appreciates and demonstrates respect for diversity.
- c. Demonstrates good sportsmanship.
- d. Practice physical and emotional healthy habits.
- e. Recognizes his/her ability and utilizes them effectively.
- f. Recognizes and takes responsibility for the effects of ones' own actions.

**3. Lifelong learner who:**

- a. Is motivated by curiosity and a desire to learn.
- b. Organizes and communicates thoughts well, both orally and in writing.
- c. Demonstrates basic skills and knowledge in all curricular areas.
- d. Participates in a group by being an active listener and working cooperatively.
- e. Responsibly uses a variety of research materials and tools for formal and informal learning.

**4. Active community member who:**

- a. Shows love and respect for all living things.
- b. Participates in activities such as those sponsored by a church, local community organization, and/or government.
- c. Values common property.
- d. Is ecologically responsible and aware of local/global issues.



## SCHOOL STAFF

Pastor	Reverend Daniel Nascimento
Principal	Mr. Thomas White
Vice Principal/Tech Coordinator	Ms. Barbara Creedon
Administrative Assistant	Mrs. Jackie Finnegan
Records Secretary	Mrs. Sharon Perez
Kindergarten	Ms. Candice Galdo
First Grade	Ms. Mily Lam
Second Grade	Mrs. Susan Alioto
Third Grade	Mrs. Diane Hanni
Fourth Grade	Mrs. Candice Sturges
	Ms. Michelle Der
Fifth Grade	Ms. Catherine Vollert
	Mrs. Kathleen Phillips
Sixth Grade	Mr. Andrew Josias
	Ms. Chris Mangini
Seventh Grade	Mrs. Katie Wilson
	Mrs. Patricia Meek
Eighth Grade	Ms. Kathleen Kelly
	Mrs. Kimberly Bingham
Kindergarten Aide	Mrs. Peregrina Urmeneta
First Grade Aide	Mrs. Mandy Bourdin
Second Grade Aide	Mrs. Denise McCarthy
Third Grade Aide	Mrs. Aida Hammond
Fourth Grade Aide	Ms. Rachel Abaqueta

### **SCHOOL STAFF (continued)**

Physical Education and Extended Care Director	Mr. Rodney Campbell 415-753-3105
Librarian	Mrs. Gail Woo
Spanish Instructor	Mr. Marco Morales
Counselor	Mrs. Melodie Del Rio
Preschool / Pre-K Director	Ms. Judy Glaeser 415-731-2355
Resource Specialists	Sr. Katie O'Hanlon, R.S.M. (K-4) Mrs. Claudine Hallisy (5-8)
Science Instructors	Sr. Jane Meuse, R.S.M. (1-4) Mrs. Saroj Pandey (5-8)
Music Specialist	

### **SUPPORT PROGRAM CONTACTS**

KidzArtz Program	Ms. Karen Liu 415-816-6788
CYO Sports	Mrs. Mie Mie Kwong 415-606-5776
Chinese School	Mrs. Eva Wong 415-665-3929
MUSE Band	Mr. Josh Frye 1-800-233-6873
Academic Chess Club	Mr. Jesse D' Aquino 415-412-4040
International Folk Dance	Mrs. Julia Zachariah 415-287-0632
Cub Scouts (grades 1-5)	Dr. Mark Edmunds 415-527-6287 Edmunds.mr@gmail.com
Boy Scouts (grades 1-5)	Mr. Kenneth Chin 415-517-4974
Keyboard Educators Inc.	Ms. Ann Poverello 415-665-2290
ANTS Tennis	Derek Lynch 505-715-3317

## STAFF EMAIL ADDRESSES

### **Staff Member**

Susan Alioto  
Kimberly Bingham  
Rodney Campbell  
Barbara Creedon  
Michelle Der  
Jacqueline Finnegan  
Candice Galdo  
Judy Glaser  
Claudine Hallisy  
Diane Hanni  
Andrew Josias  
Kathleen Kelly  
Mily Lam  
Chris Mangini  
Patricia Meek  
Sr. Jane Meuse, R.S.M.  
Marco Morales  
Sr. Katie O'Hanlon, R.S.M.  
Saroj Pandey  
Sharon Perez  
Kathleen Phillips  
Candice Sturges  
Catherine Vollert  
Gail Woo  
Thomas White  
Kathryn Wilson

### **Email Address**

[Alioto@stanne.com](mailto:Alioto@stanne.com)  
[Bingham@stanne.com](mailto:Bingham@stanne.com)  
[Campbell@stanne.com](mailto:Campbell@stanne.com)  
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[Sturges@stanne.com](mailto:Sturges@stanne.com)  
[Vollert@stanne.com](mailto:Vollert@stanne.com)  
[Woo@stanne.com](mailto:Woo@stanne.com)  
[White@stanne.com](mailto:White@stanne.com)  
[Wilson@stanne.com](mailto:Wilson@stanne.com)

## **School Holidays**

September 5	Labor Day
October 10	Columbus Day
November 11	Veteran's Day
November 24 – 25	Thanksgiving Holiday
December 19 – January 2	Christmas Vacation
January 16	Martin Luther King, Jr. Day
February 3	Archdiocese-In-Service Day
February 20	President's Day
March 17	Faculty Retreat
April 14	Good Friday
April 17-21	Easter Vacation
May 29	Memorial Day

## **Special Dates**

June 2	Eighth Grade Graduation
June 7	Kindergarten Graduation
June 8	Pre-K Graduation

## **Minimum School Days**

August	
September	24,25,26,29
October	26
November	11,24
December	7,8,9,10,23,28
January	16
February	27
March	27
April	13,26
May	1, 22
June	6,7
June	8 (10:00 A.M. Dismissal)

## TUTION

Parents are responsible for registering with Smart Tuition Management Company at: [www.smarttuition.com](http://www.smarttuition.com)

The tuition schedule for the 2016 – 2017 school year is:

**\*Schedule A** – families who attend Mass regularly, are registered at St. Anne Church for 1 year prior to enrolling your child and regular use of the Sunday envelopes, actively participate in some aspect of St. Anne Parish, complete the parish/school service hours, and purchase \$1500.00 of SCRIP:

One Child	\$ 7,600.00
Two Children	\$11,750.00
Three Children	\$14,750.00

\*Note: additional fees will be added

Note: Parish records of families who are on Schedule A are reviewed four times a school year. Families that fail to meet the Parish criteria will be removed from Schedule A and placed on Schedule B for the remainder of the school year.

**\*Schedule B** – for non-Catholic or non-registered Catholic Families who complete the school service hours and purchase \$1,500 of SCRIP:

One Child	\$ 9,350.00
Two Children	\$13,700.00
Three Children	\$15,980.00

\*Note: additional fees will be added

**\*Schedule A1** – Families who have completed all, but the Scrip requirement during the school year:

One Child	\$ 7,720.00
Two Children	\$11,900.00
Three Children	\$14,900.00

\*Note: additional fees will be added

**\*Schedule B1** – Families who have completed all, but the Scrip requirement during the school year:

One Child	\$ 9,520.00
Two Children	\$13,810.00
Three Children	\$16,120.00

\*Note: additional fees will be added

**\*Schedule B2** – Families who have not participated in Scrip and have not completed parent service hours during the school year:

One Child	\$10,000.00
Two Children	\$14,300.00
Three Children	\$16,700.00

\*Note: additional fees will be added

*Kindergarten	\$300.00 additional
*Twins	\$250.00 additional per child

**Tuition is paid over 10 months August – May. Tuition is due on the 1<sup>st</sup> or 15<sup>th</sup> depending on the date you choose to make your tuition payment with *Smart Tuition*. Delinquent payments and/or payments that do not clear are subject to the policies out lined by *Smart Tuition and the St. Anne School Tuition Agreement*.**

### **Registration Fee**

The registration fee for the incoming school year is due in April. The fee covers the following expenses: Archdiocesan Administration, Student Accident Insurance, Student Testing, Catholic Tele-Media Network, Textbooks, Pupil Supplies, Workbooks, Duplication Materials, School Assembly Fee, and Audiometric Screenings.

### **Admission Procedures**

Applications for new students are available in September. Forms may be obtained from the school office or downloaded off the school website. Entrance/Readiness tests are administered in early February.

### **Non-Discrimination Policy**

St. Anne School, mindful of its mission to be witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. St. Anne School does not unlawfully discriminate on the basis of race, color, and national and/or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### **Parent Handbook Amendments**

The principal retains the right to amend the Parent Handbook for just cause and parents will be given prompt notification if/when changes are made.

### **School Pictures**

Individual student pictures will be taken and a class composite will be made available. There is no obligation to purchase pictures.

### **Preschool Schedule**

Regular Schedule	8:00 a.m. – 12:30 p.m.
Extended Day	8:00 a.m. – 3:00 p.m.
Full-Time	7:00 a.m. – 6:00 p.m.

### **Kindergarten – Eighth Daily Schedule**

Grades K – 3	8:10 a.m. – 2:50 p.m.
Grades 4 – 8	8:10 a.m. – 3:05 p.m.

Children are not to be in the schoolyard before 7:55 a.m. Faculty supervision begins at 7:55 a.m. Students are “tardy” once the class has reached their classroom.

Recess	10:40 a.m. - 10:55 a.m.
Lunch	12:30 p.m. - 1:15 p.m.

All students not involved with extended care or after-school sports must be picked up by 3:30 p.m. Unsupervised students on the school grounds after this time will be taken to Extended Care and the parents will be charged accordingly.

### **Minimum Day Schedule**

Grades K – 8	8:10 a.m. – 12:30 p.m.
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### **Early Dismissal**

Dismissal for medical or other appointments will be granted when a signed written request from a parent is presented to the appropriate teacher/staff member. If the child is leaving school without adult supervision, a written request must clearly state that the student has permission to leave school without an adult. All students are picked up at the school health room. The adult must sign out the student at that time.



### **Drop-Off/Pick-Up**

All parents are expected to follow the parking rules when at school. **At no time are parents to leave their cars double-parked and unattended!!** Please use Funston Avenue and Irving Street only to drop-off and pick-up. Students are to be dropped on the schoolyard side of these streets. **Please do not drop-off children and have them walk across the street.** Students will wait in the yard after school at their appointed gate until they see their parent's car or their ride home. Please exercise CAUTION AT ALL TIMES when driving near the school!!

### **Rainy Day Drop-Off/Pick-Up**

During rainy days, parents are allowed to drive into the schoolyard to drop-off and pick-up their children. Please follow the directions of the yard monitors and **EXERCISE CAUTION AND A SLOW SPEED AT ALL TIMES WHILE IN THE YARD.** Students will be looking out the classroom windows and awaiting your arrival. When they see you arrive, they will exit the building and wait for you at the center yard doors. **Parents are to come over to the center doors and walk their child (ren) over to their cars.**

### **Yard Closure**

All students must be picked up and off the school grounds by 3:30 p.m. After that time, the yard gates will be locked. All students not registered in Extended Care or any other after school program must go home directly after school. No student is permitted to be in the schoolyard unsupervised after school. Students who are not picked up by 3:30 will be sent to Extended Care and billed accordingly. Students are not allowed to leave the school premises to purchase food/drink after school and then return to the school premises to be picked up by parents.

### **Faculty Meetings**

Faculty meetings are held on Mondays. These are 2:00 p.m. dismissal days for all students. The fourth Monday is a 12:30 p.m. dismissal for religion updating or staff in-service meetings.

### **Family Vacations/Extended Vacations**

Should parents decide to take their child out of school for several days because of family vacation plans, the teacher and school office should be notified. The final decision is the responsibility of the parents. This decision should take into account the effect the absence will have on the child's academic progress. Assignments will not be prepared for students to take on family vacations. Students will be required to make up certain assignments after s/he returns to school.

### **Absence**

Please call the school on the first day of your child's absence from school. A written note must be submitted to the classroom teacher after each absence. The note should state the reason and the date(s) of the child's absence. Please report all communicable diseases to the school office immediately.

### **Medical Appointments**

Whenever possible, notice of medical/dental appointments and/or doctor's appointment card should be sent to the school office the day before the appointment. Parents and students must check in and out in the Health Room. A "medical pass" will be given to the student for admittance to the classroom.

### **Medications**

Health Services for California Schools, section C.E.C. indicates school personnel may administer medication to any student who is required to take medication during school if the school receives:

1. A written statement from physician detailing method, amount, and time to be taken and
2. A written statement from the parent/guardian indicating the desire that the school assist the student in the matter set forth.
3. Student may not have medication in their possession during school hours. All medication must be kept in the school Health Room (the only exception are inhalers). Students may keep his/her inhaler with them if needed.

### **Head Lice**

Students found with head lice will be sent home for treatment. Before students are readmitted to school, they must present documentation indicating that the head lice has been professionally treated.

### **Lunch Service**

Our school uses The LunchMaster as a lunch provider. Parents wishing to order lunch may do so online at [www.thelunchmaster.com](http://www.thelunchmaster.com).

***The order deadline is 10:00AM the previous business day from delivery.*** For same day “late orders”, the deadline is 6:45AM with a convenience extra charge of \$1.50. For questions, please contact The LunchMaster at (650) 596-8008.

### **Lunch Period**

Students who do not purchase lunch should bring their lunch to school. Children going home for lunch must bring a written note from their parent indicating the date(s) their child will be walking home for lunch. Permission will not be granted to any student who wishes to leave the school grounds to purchase lunch at stores or other eating establishments.

### **Low-Waste Lunch and Composting**

St. Anne School supports a low-waste lunch program. All students who bring their lunch/snacks to school must bring them in a re-useable container/bag. In addition, we encourage lunch items to be stored/wrapped in re-useable containers.

Our school has an active composting program to cut down on garbage. All students are encouraged to use recycling and composting containers.

### **Extended Care Program**

St. Anne School offers a morning and afternoon extended care program from 7:00 a.m. - 7:55 a.m. and from dismissal time until 6:00 p.m. The program provides a safe and supervised environment for the St. Anne students. The program includes activities such as arts and crafts, music, story telling, homework time, structured play and relaxation. The Extended Care phone number is 753-3105.

### **Emergency Cards**

Each student must have a completed Emergency Card on file in the office. As no child is permitted to leave school alone when he or she is ill, it is necessary to have the name and phone number of two persons in case a parent cannot be reached. Please update the information as needed throughout the year.

### **Earthquake/Emergency Dismissal**

St. Anne School has a formalized Emergency/Earthquake Disaster Plan in place. As such, each year parents must fill out an earthquake information form for their child(ren). Parents must designate in writing the person(s) to whom their child(ren) can be released if a serious earthquake or another disaster should occur. In the event of a serious earthquake, the building would be evacuated and the children would wait for parents in the schoolyard. Formal dismissal procedures will be followed before any child will be released to any adult. In case of a City-wide emergency, please note that all Catholic Schools in San Francisco will follow the lead of the San Francisco Unified School District as to whether they will remain open or close the schools.

### **Forgotten Lunches/Books**

Parents are asked to drop off forgotten lunches, books, assignments, etc. at the school office. All items will be given to the student by a staff member. Be sure your child's name is clearly marked on these items.

### **Change of Address, Telephone Numbers, Email**

Please send notice immediately to the classroom teacher and the school office if you have a change of address, email, or telephone number. It is extremely important for your child's welfare that all student records are kept up-to-date.

### **Messages**

Students will not be summoned to the telephone or called from class to receive messages. Messages of an important nature will be taken

by the school secretary and delivered to the student's teacher. The note will then be given to the student.

### **Cell Phone**

Students do not need to bring cell phones to school. They can use the school phone in cases of emergency. If a student must bring a cell phone to school, the following must be adhered to:

1. Phones must be kept in the OFF position from the time they arrive at school until they leave school.
2. No cell phones may be used for picture taking.
3. No harassment or threatening of persons via the cell phone is permitted.
4. Cell phones may not be used for game playing, Internet or email access, texting, gambling or making purchases of any kind.
5. Those who violate any of the rules regarding cell phones will have the cell phone confiscated for an unspecified period of time and may forfeit the privilege of bringing it to school.

### **Electronic Virtual Envelope**

Every Wednesday, an electronic email will be sent to the primary email alerting you that our Virtual Envelope is posted on our school website: [stanne.com](http://stanne.com). Our "Virtual Envelope" will contain the weekly newsletter and all other important communications from school.

Please be sure to read over all the information on the day it is sent!

This is each parent's responsibility to stay informed about school events.

### **Monthly Calendar**

Our school calendar is posted monthly on the school website and will contain the following information: holidays, school schedule, meetings and most school activities. We encourage parents to print a copy of the calendar as a reference guide.

### **Teacher Appointments**

Parents are encouraged to consult with a teacher whenever any question, difficulty, or misunderstanding occurs concerning your child. An appointment should be made with the teacher as soon as possible after any of the above occurs. Appointments can be made through the school office or by sending a note or email to the classroom teacher requesting an appointment. It is school policy that no one goes to a classroom to confer with a teacher or student before, during or after the school day without prior arrangement. Parents are to sign in at the main office whenever in the school building.

### **Parent-Teacher-Student Conference**

Parent-Teacher-Student Conferences will be held in November. School will be dismissed at 12:30 p.m. on conference days. Conference appointments are arranged with the classroom teacher. Students are expected to attend these conferences along with their parents.

### **Principal Appointments**

Appointments are always welcomed. Appointments to see the principal may be made by calling the school secretary. The principal should be approached about classroom difficulties only after the teacher(s) or concerned parties has/have first been consulted.

### **Technology**

Students must abide by the rules as stated in the school's "Acceptable Use of Internet Policy". Parent/guardian and student are required to read and understand the contents of the St. Anne School Policy and Parent/User Contract.

### **Picture Release Form**

Every parent is required to fill out and return the Permission and Release Form (copy in the appendix) for use of their child's pictures taken during various activities/field trips/outings on and off-campus which may appear in a school publication/advertisement/website. Students' names will never be included in any of the school's publicity items without permission from the parent.

## **Report Cards**

These are distributed approximately every nine weeks and are an indication of your child's progress. The following information may be helpful in interpreting "letter grades" which are given in grades three through eight.

- A - is given to top range mastery which is 93% to 100% of the basic skills/understandings of a grade level.
- B - represents the above average mastery – 84% to 92%
- C - represents the average mastery – 70% to 83%.
- D - represents the lowest acceptable mastery 60% to 69%.
- F - is given for achievement so low as to fail the mastery.

In Grades Kindergarten to Second Grade, the following marking code is used:

- E = Exceeds standard
- M = Meets standard
- W = Working toward standard
- N = Not at grade level standard

No Mark = Standard not addressed during current marking period

Report cards will be distributed on October 29, January 21, March 23, and June 8. A \$5.00 fee will be charged for any lost report card envelope.

Students absent 15 days or more in a quarter may not be eligible to receive a report card for that current report card period.

## **Honor Roll**

Students in grades 5 – 8 are eligible to be placed on the quarterly honor roll, as follows:

Principal's Honor Roll: (7<sup>th</sup> and 8<sup>th</sup> grade only)  
Must have a 4.0 G.P.A. - An "A" in all subjects

1<sup>st</sup> Honors:  
At least a 3.5 G.P.A.

2nd Honors:  
At least a 3.0 G.P.A.

in the major academic areas – religion, math, reading, English, social studies, spelling and science AND they have a Behavioral Expectations code of 2 or above.

Students cheating or copying other student's work without teacher authorization will not be eligible for the Honor Roll for that quarter.

## **Homework**

Homework is usually given every night. Weekend homework will be given only for purposes of making up work missed through absence or poor effort or in the upper grades for long-range projects. The following are approximate time allotments for each grade:

- |                       |                  |
|-----------------------|------------------|
| a. First and Second   | 25 minutes       |
| b. Third and Fourth   | 45 minutes       |
| c. Fifth and Sixth    | 60 – 90 minutes  |
| d. Seventh and Eighth | 90 – 120 minutes |

Since home study is given to supplement class work, much good can be accomplished if parents will help foster systematic study habits in their children by providing adequate study space and an environment free from distractions. Homework should be requested and completed when a student is absent from school.

If you need to get your child's make-up assignments, please allow one day's advanced notice. The assignments can be picked up at 3:05 in the school office.



## **Tardies**

Students who are tardy to school cause an unnecessary disruption to the child, teacher, and class. Excessive tardiness can result in disciplinary action for the child and/or a parent conference.

## **School Uniforms**

St. Anne School uniforms may be ordered through The Dennis Uniform Mfg. Co. (206-0111). The following is the list of uniform requirements:

Girls:

1. \*Plaid jumper – Kindergarten through Fifth Grades.
2. \*Plaid skirt – Fifth through Eighth Grades.
3. White Dennis uniform blouse.
4. Cardinal sweater or pullover.
5. All white socks/tights. Socks must be crew or knee high.
6. Solid white low-top leather tie sport/athletic shoes. Velcro closure permitted in kindergarten only.

\*Optional: girls' navy blue uniform twill pants

Boys:

1. Navy blue cord uniform pants and black or brown leather belt.
2. White Dennis uniform shirt.
3. Cardinal pullover sweater.
4. Socks must be crew.
5. Solid black low top leather tie sport/ athletic shoes. Velcro closure permitted in kindergarten only.

Students are expected to be in complete uniform each day.

Unavoidable circumstances require a written note to the classroom teacher. Other colored sweaters or jackets may not be worn in place of the regulation ones, nor may colored t-shirts or long sleeve shirts, sweaters, etc., be worn underneath school regulation shirts or blouses.

Turtleneck t-shirts may be worn underneath the blouse/shirt in cold weather ONLY. They must be white in color only!

The uniform should be neat and clean at all times. Make-up, jewelry and nail polish are not allowed. Girls may only wear small post earrings.

### **Hair Styles**

Hair Styles for both boys and girls must be neat and traditional in style. “Fad” cuts, dyed or colored hair, etc., are not acceptable. Boys’ hair should not hang below the top of the shirt collar or over the ear. Extremely short “buz-cuts” are not allowed. Students that do not comply with the hair policy will be sent home and a meeting will be called with the parents to address the infraction.

### **Identification**

**ALL** sweaters, jackets, lunches, books and book bags should be clearly marked with the student’s name and grade.

### **Lost and Found**

Lost and found clothing is put in the red garbage bin located in the lower cafeteria. Please check it when your child is missing an item.

### **Student Conduct**

It is the responsibility of all students at St. Anne School to:

- obey the rules of the school.
- pursue the prescribed course of study.
- respect and respond to the authority of the teachers and other school personnel
- arrive to school on time
- be courteous to fellow students, faculty members and staff
- respect the rights and property of others.

## **Code of Christian Conduct**

The students' interest in receiving a quality, morally based education can be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behave in a manner, both on an off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school. It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These Christian principles further include, but are not limited to, the following:

Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events. The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school.

Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school. The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant

immediate action without a warning and/or without an intermediate step short of withdrawal.

### **Harassment Policy**

In 1992 the Archbishop of San Francisco promulgated a comprehensive set of policies and procedures covering all forms of unlawful harassment, with particular emphasis on sexual misconduct, verbal, written, physical, or visual, in the workplace and in ministerial relationships, as well as highlighting the unique respect and responsibility which is owed by adults to children. This supplement to the Comprehensive Guidelines is designed to serve as a more detailed policy and teaching tool for the students in the Archdiocesan schools. It serves as a tangible witness to the Catholic commitment to live, love and respect as Jesus did.

The Archdiocese of San Francisco affirms the Christian dignity of every student. Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. Harassment of any student by any other student is prohibited and will not be tolerated.

A charge of harassment shall not in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to, and including, dismissal. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation by the school.

### **Communication**

Good communication is an essential component of a good working relationship. Teachers will communicate any compliments or concerns they have to students and parents in a timely manner. Likewise, if parents have a compliment, concern or complaint, please bring it to the attention of the teacher for resolution. If the problem is not resolved, please contact the principal asking for assistance. If resolution is not reached after meeting with the principal, the pastor can be contacted for resolution. Parents are to never approach another parents' child if they have a concern. Parents are to direct any concerns of other children to the teacher or principal.

### **Discipline and Academic Referrals**

Discipline and/or academic referrals may be given when children do not fulfill their obligations as students of St. Anne School. These referrals will be signed by the teacher and/or principal and sent home. Parents will be asked to sign the referral and return it to school the next day.

### **Probation**

A pupil may be placed on probation for relatively serious offense, or for continued misconduct after a warning when the misconduct does not require more serious action.

### **Suspension**

A pupil may be suspended from school for serious misconduct on- or off-campus during school related activities, or for continued misconduct after having been placed on probation.

### **Expulsion**

A pupil may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension, or for a repetition of conduct for which the pupil has been suspended one or more times.

### **Grounds for Expulsion\***

Grounds for expulsion are not to be applied automatically. There are, nevertheless, acts which constitute good cause for suspension or expulsion from school when the conduct is committed by a pupil while under the jurisdiction of the school, or when the conduct is directly related to a school activity or school attendance. Among these offenses are the following:

1. Actions gravely detrimental to the moral welfare of other pupils.
2. Incurable or disruptive behavior which impedes the progress of the rest of the class.
3. Assault, battery, or any threat of force or violence directed toward any school personnel, pupils, or other persons on school property or during school related activities.
4. Habitual or persistent violation of school regulations.
5. Use, sale, distribution, or possession of narcotics or alcoholic beverages.
6. Malicious damage or destruction of real or personal property at school.
7. Theft, extortion, arson.
8. Habitual truancy.
9. Hazing.

\*Taken from the Administrative Handbook Office of Catholic School, Archdiocese of San Francisco.

### **St. Anne Endowment Fund**

St. Anne School is very fortunate to have such dedicated parents, alumni, and parishioners. Thanks to the generosity of these individuals, St. Anne School has an active Endowment Fund. The interest from the fund is used to assist the school in three areas: tuition assistance, capital improvement, and program enhancement. Every year, parents are contacted by the Endowment Committee and asked to contribute to the Fund. It is hoped that every parent will contribute, thus ensuring that future generations of students will have the same benefit their children are enjoying today.

### **St. Anne Parent Teacher Organization**

All St. Anne parents are members of the St. Anne Parent Teacher Organization (SAPTO). This organization exists to develop community and further communication and cooperation between home, school and parish as well as to raise funds for the school operation. It offers the opportunity to come together in a spirit of Christian friendship.

The parent services and financial support allow St. Anne School to offer a variety of services and programs to the students. All parents are invited to attend the monthly meetings. A light supper is provided before the meeting starts. Free childcare is provided.

### **Parent Service Hours (All School Families)**

Parent involvement is critical for our school programs and operation. As such, families with both parents must put in 40 hours of service each year; a single parent must put in 20 hours of service each year. Parents are responsible for recording their own hours and submitting the service card (on the dates indicated) to the school office. In addition to the many opportunities available for service, it is important to note that Parish Service Hours and coaching in the CYO Sports Program can be credited towards school service hours. Families that fail to perform agreed upon service hours will result in paying the “non-participant” tuition rate the following school year. **No monetary donations will be accepted in exchange for parent service hours.**

### **Parish Service Hours (Schedule A Families)**

Parent involvement is critical to the parish. As such, families must put in 10 hours of service to the parish. Parents must keep track of their own parish service hours. To download a Parish Service Hour form, go to the Parish website ([www.stanne-sf.org](http://www.stanne-sf.org)) click on “Ministry” at the bottom of the homepage. Then on the left side of the Ministry page see Schedule A family link for the Volunteer Form. Parents are responsible for filling out the form and getting it to the rectory office.

### **Student Service Hours**

Every eighth grade student is required to perform service hours as part of the eighth grade religion curriculum. The 24 hours of service will cover three areas: church, family, and community. The eighth grade teachers may provide suggestions as to where to serve. It is ultimately up to each student to find his/her own placement. Successful completion is part of our school's graduation requirements.

### **Student Recognition**

A variety of student recognition programs take place every year within the classroom and the school. Students are featured every month in every classroom. Pictures of students are on display outside the Principal's office. Be sure to stop by and see who's being recognized!

### **Extra-Curricular Programs**

St. Anne School offers a variety of after-school programs. The after-school sports program is a sponsored program by the Parish Athletic Board for students in grades 3-8. Chinese language classes are offered 4 days a week after school. Piano lessons are offered to students after school in grades K-8 on Mondays. A Cub Scout and Boy Scout Program is offered to students through the parish. An Instructional Band Program (MUSE) is offered to students in grades 3-8. A Speech Club and a Chess Program are available to interested students after school. International Folk Dancing, and tennis are also offered to students. Flyers are sent out via email with our weekly virtual envelope.

### **Outdoor Education Program**

All sixth grade students are required to participate in the Outdoor Education Program as part of their science and religion curriculum. Orientation/information sessions are held for parents and students prior to the trip. There is a fee attached with the program. Parents are responsible to be sure that the cost of the trip is paid in full by the date established by the sixth grade teachers. All volunteers must



first complete a training course, background check and be finger printed through “Shield The Vulnerable”.

### **Confirmation Retreat**

Our eighth grade students are required to attend a retreat as part of their religion curriculum and Confirmation preparation. In addition to deepening the faith of each student, this experience strengthens the bond among all the students in the class. Parent volunteers assist the teachers as chaperones for this retreat. All volunteers must first complete a training course background check and be finger printed through “Shield The Vulnerable”.

### **Washington DC Trip**

All seventh and eighth grade students participate in a five day trip to Washington DC every other year. This trip is an extension of the students’ social studies and religion curriculum. Fundraising activities are coordinated and sponsored by seventh and eighth grade parents.

### **Field Trips**

Students must have turned in a signed permission slip BEFORE s/he will be allowed to participate in any school/class field trip. Verbal permission will not be accepted as parental permission. Students without a signed form will remain at school. All volunteers must first complete a training course and background check through “Shield The Vulnerable”.

### **Parent Field Trip Drivers**

Volunteers driving students on class fieldtrips must be over 21 years of age. All volunteers must first complete a training course and background check through “Shield The Vulnerable”. All drivers must provide copies of a valid unrestricted driver’s license and liability insurance card with the vehicle license number. A copy of declaration coverage must be turned in to the records secretary at least two days before the field trip. Every child must have his/her own seat belt in the car. Children under the age of 6 years or under 60 pounds must be placed in a car seat. Drivers are **not permitted** to deviate from the scheduled field trip location. Drivers are not

allowed to take the children in their car for fast food, ice cream, etc., while chaperoning a class field trip **unless** it is part of the field trip destination and has been notated on the permission slip.

### **Overnight Retreat or Field Trip**

All volunteers must first complete the training course “Protect Children” and be finger printed before attending any overnight retreat or field trip. Upon completion of the course the volunteers should download the Live Scan form for finger printing in “Shield The Vulnerable” and have finger prints completed. All volunteers that require finger printing will pay out-of-pocket for the service. All information provided by the volunteer is confidential.

### **Shield The Vulnerable**

It is the Bishops’ Charter and the policy of the Archdiocese that all employees and volunteers that work in schools and parishes in the surrounding of children complete a training course and background/finger print check through “Shield The Vulnerable” in order to ensure a safe environment for the children entrusted in our care. All fees for training and background are covered through St. Anne School. If finger printing is required, you must download the Live Scan Form from Shield The Vulnerable and make arrangements for finger printing at a location near you. All volunteers that require finger printing will pay out-of-pocket for the service. All information provided by the volunteer is confidential.

### **Visitor/Volunteer Sign-In**

A visitor or volunteer to St. Anne School **MUST** sign-in at the main office. A badge or visitor pass will be issued to the visitor or volunteer either in the main office, record secretary office, or the school library. The badge **MUST** be returned to the appropriate staff member before exiting the school building.

## **Appendix**

Archbishop letter on “Shield the Vulnerable”

“Shield The Vulnerable” Online Training Guidelines

St. Anne Student Expectation Guidelines

General Terms of Parental Consent

Universal Medical Information/Emergency Contact  
Release and Consent Form

Medical Release and Consent for Treatment of Child

Earthquake Disaster Emergency Contact Form

Photograph/Video/Film/Website Permission and Release Form

School Policy and Parent/User Contract Pertaining to the Acceptable  
Use of the Internet and Electronic Information Resources

School Counseling Release Form