



*(Please note that many of the schedules/information noted in this handbook do not reflect the current schedules/practices due to the Pandemic. Please check our school's website for our Mitigation Plan)*

Dear Parents,

What a year last year was for all of us here at St. Anne School. Our school community had a fabulous Centennial Celebration Gala in February and many other events that helped recognize our school's outstanding present and past faculties, staffs, students, and families as well as highlight our school's successful history of educating students in the Catholic tradition. As we begin this new year with Distance Learning, it is my hope that we will be able to welcome students back into the school building in the not-to-distant future. For those children who will not be returning to our school building, they will continue with Distance Learning until such time that their parents decide to transition their child(ren) to in-school instruction. The faculty, staff, and I are committed to keeping your child healthy and safe.

Our teachers will continue to partner with you to educate our students. Education is so much more than just their academic preparation. Education is an ongoing process that involves a child's spiritual, social, emotional, physical, AND academic growth and development. Our teachers are dedicated to educating all those areas in each one of their students. Partnering together our students will continue to grow and develop as the outstanding young people that they are. I am confident that when this pandemic is over, we will all come away from this time with a stronger and greater appreciation of all that God has given us.

As I like to say and truly mean it when I say:

*"St. Anne Students, Faculty, Staff and Parents are ...simply "THE BEST!"*

With thanks and appreciation,

Thomas C. White

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## 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

### **Well-Rounded Individual Who:**

1. Recognizes and takes responsibility for his/her actions.
2. Practices healthy physical and emotional habits.
3. Maintains a balance between academics, social, and extra-curricular activities.
4. Treats others with kindness and respect.

### **Active Community Member Who:**

1. Contributes to school and community activities.
2. Is ecologically responsible.
3. Keeps informed of local/global issues.
4. Demonstrates respect for diversity.

### **Lifelong Learner Who:**

1. Is motivated by curiosity.
2. Organizes and communicates thoughts clearly.
3. Demonstrates core skills and knowledge.
4. Assumes responsibility for his/her own learning.
5. Uses critical thinking skills.

### **Christ-Centered Individual Who:**

1. Respects Catholic teachings and traditions.
2. Makes choices based on the teachings of Jesus.
3. Works to maintain a relationship with God through prayer.
4. Shares personal gifts in service to others.

## SCHOOL STAFF

Pastor	Reverend Daniel Nascimento
Principal	Mr. Thomas White
Vice Principal/Tech Coordinator	Miss. Barbara Creedon
Office Manager	Mrs. Jackie Finnegan
Records Secretary	Mrs. Sharon Perez
Kindergarten	Ms. Michelle Addae
First Grade	Ms. Mily Lam
Second Grade	Mrs. Susan Alioto
Third Grade	Ms. Michaela Ruiz
Fourth Grade	Mrs. Candice Sturges
Fifth Grade	Mrs. Michelle Der
Sixth Grade	Ms. Claire Gotch
Seventh Grade	Mr. Andrew Josias
Eight- One	Mrs. Kathryn Wilson
Eight-Two	Ms. Catherine Vollert
Kindergarten Aide	Ms. Tatiana Reardon
First Grade	
Second Grade Aide	Mrs. Denise McCarthy
Third Grade Aide	Ms. Diana Ow
Fourth Grade Aide	Ms. Barbara Ragusin



## SCHOOL STAFF (continued)

Physical Education and Extended Care Director	Mr. Rodney Campbell 415-753-3105
Spanish Instructor	Señor Marco Morales
Counselor	
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 Instructor	Ms. Nancy Wong (4-8)
Music Specialist	Mrs. Laura Flaviani

## SUPPORT PROGRAM CONTACTS

Academic Chess Club	Jesse D'Aquino 415-412-4040
ANTS Tennis, Karate and Yoga	Adam Ziegler 262-389-8588
Girl Scouts	Giselle Palacios 808-384-3424
Keyboard Educators Inc.	Roselyn Senkbeil 415-665-2290 roz@keyboardeducators.com
KidzArtz	Karen Liu 415-816-6788
CYO Sports	Mie Mie Kwong 415-606-5776
Chinese School	Eva Wong 415-665-3929
Music Matters	Josh Frye 1-800-233-6873
Robotics	Barbara Creedon 415-664-7977
St. Anne Choir	Laura Flaviani 415-664-7977

## STAFF EMAIL ADDRESSES

### Staff Member

Michelle Addae  
Susan Alioto  
Rodney Campbell  
Barbara Creedon  
Michelle Der  
Jacqueline Finnegan  
Laura Flaviani  
Judy Glaeser  
Claire Gotch  
Claudine Hallisy  
Andrew Josias  
Mily Lam  
Marco Morales  
Sr. Katie O'Hanlon, R.S.M.  
Sharon Perez  
Michaela Ruiz  
Candice Sturges  
Catherine Vollert  
Thomas White  
Kathryn Wilson  
Nancy Wong

### Email Address

[Addae@stanne.com](mailto:Addae@stanne.com)  
[Alioto@stanne.com](mailto:Alioto@stanne.com)  
[Campbell@stanne.com](mailto:Campbell@stanne.com)  
[Creedon@stanne.com](mailto:Creedon@stanne.com)  
[Der@stanne.com](mailto:Der@stanne.com)  
[Finnegan@stanne.com](mailto:Finnegan@stanne.com)  
[Lflavianimusic@gmail.com](mailto:Lflavianimusic@gmail.com)  
[Stanneps@gmail.com](mailto:Stanneps@gmail.com)  
[Gotch@stanne.com](mailto:Gotch@stanne.com)  
[Hallsy@stanne.com](mailto:Hallsy@stanne.com)  
[Josias@stanne.com](mailto:Josias@stanne.com)  
[Lam@stanne.com](mailto:Lam@stanne.com)  
[Morales@stanne.com](mailto:Morales@stanne.com)  
[Ohanlon@stanne.com](mailto:Ohanlon@stanne.com)  
[Perez@stanne.com](mailto:Perez@stanne.com)  
[Ruiz@stanne.com](mailto:Ruiz@stanne.com)  
[Sturges@stanne.com](mailto:Sturges@stanne.com)  
[Vollert@stanne.com](mailto:Vollert@stanne.com)  
[White@stanne.com](mailto:White@stanne.com)  
[Wilson@stanne.com](mailto:Wilson@stanne.com)  
[Wong@stanne.com](mailto:Wong@stanne.com)

## School Holidays

September 7	Labor Day
October 12	Columbus Day
November 11	Veterans' Day
November 26 - 27	Thanksgiving Holiday
Dec. 21 - 31	Christmas Vacation
January 1	New Year's Day
January 18	Martin Luther King, Jr. Day
February 15	Presidents' Day
March 5	Faculty Retreat / Student Holiday
April 2	Good Friday
April 5-9	Easter Vacation
May 31	Memorial Day

## Special Dates

May 28	Eighth Grade Graduation
June 2	Kindergarten Graduation

## Minimum School Days

August	19,20,21,24
September	28
October	26
November	3-6, 23, 25
December	18
January	25
February	22
March	22
April	1, 26
May	24
June	1, 2
June	3 (10:00 am dismissal)

## TUITION

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

The tuition schedule for the 2020 – 2021 school year is:

**\*Schedule A** – families who attend Mass regularly, are registered at St. Anne Church and regularly use the Sunday envelopes, actively participate in some aspect of St. Anne Parish, and complete the required Parish/School Service Hours:

One Child	\$ 9,150.00
Two Children	\$14,250.00
Three Children	\$18,200.00
Four Children	\$20,500.00

Note: Parish records of families who are on *Schedule A* are reviewed four times during the school year. Families who 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** – Non-Catholic or non-registered Catholic families who complete the required Parent Service Hours:

One Child	\$11,050.00
Two Children	\$16,370.00
Three Children	\$19,800.00
Four Children	\$22,500.00

\*\$300.00 extra per year for a Kindergarten Child.

Kindergarten Twins: Add \$250.00 per child per year to the above tuition.

Tuition is paid over 10 months August – May. The first tuition is due on August 1<sup>st</sup> or August 15<sup>th</sup> depending on the day of the month you requested as your payment date to begin with Smart Tuition.

### **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. All students will be screened and / or shadow a day in the present grade as part of the admission procedure.

### **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 look out the classroom windows 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 at the front entrance to the school. 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 (Not available during the Pandemic)**

Our school uses “**Choicelunch**” as a lunch provider. Parents wishing to order lunch must register online at [www.choicelunch.com](http://www.choicelunch.com).

**Deadline to order is 9:00 a.m. the day prior for full menu or 6:00 a.m. the morning of school for limited “last minute” options.** For further questions, contact [customerservice@choicelunch](mailto:customerservice@choicelunch) or call (855) 465-8624.

### **Lunch Period**

Students who do not purchase lunch should bring their own 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 (Not available during the Pandemic)**

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's front entrance. 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 their 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 an email to the classroom teacher requesting an appointment. Conferences will be held via Zoom during the Pandemic. Parents will not be allowed into the school building during this time.

### **Parent-Student-Teacher 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. Conferences will be held via Zoom.

### **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

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

## **Administrative Management System (My Students Progress)**

Parents and students in grades 3-8 are encouraged to check the academic progress throughout the four quarters during the school year. The grading portal is closed the week before and the week after report cards are distributed.

## 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. Kindergarten       | 15 minutes       |
| b. First and Second   | 25 minutes       |
| c. Third and Fourth   | 45 minutes       |
| d. Fifth and Sixth    | 60 – 90 minutes  |
| e. 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.

### Tardy

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 Fourth Grades.
2. \*Plaid skirt – Fifth through Eighth Grades.
3. White Dennis uniform blouse or logoed polo shirt.
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 or logoed polo 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.

Students may wear a turtleneck (white only) underneath the blouse/shirt in cold weather ONLY.

Students may not wear colored sweaters, colored t-shirts or long sleeve shirts underneath their uniform shirts or blouses.

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 and 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, 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 seventh and eighth grade student is required to perform service hours as part of the religion curriculum. The 24 hours of service will cover three areas: church, family, and community. The seventh and 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 in grades K-8 on Mondays. A Boy Scout Program is offered through the parish. An Instructional Band Program (MUSE) is offered for grades 3-8. Chess, art, tennis, karate and Yoga are also offered. Information regarding all after school programs is provided via flyer or included with our virtual envelope before programs begin their sessions.

### **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 the cost of the trip is paid in full by the date established by the sixth grade teachers.

### **The Sacrament of Confirmation**

Confirmation will be administered to 7<sup>th</sup> and 8<sup>th</sup> grade students every other year. 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 Confirmation meetings are held each year to strengthen the faith experience for candidates and parents.

### **Washington DC Trip**

All seventh and eighth grade students participate in a five-day trip to Washington D.C. 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

### **Volunteer Drivers**

Volunteers driving students on class fieldtrips must be over 25 years of age. 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 prior to 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.

### Volunteering and Chaperoning Events

All parents are now required to be fingerprinted in addition to completing the on-line Virtus course, *Protecting God's Children*, if they are going to volunteer at school or chaperone a field trip. Once a parent has been fingerprinted as a school volunteer or chaperone, they will not be required to be fingerprinted again as long as their child is attending St. Anne School.

### Field Trips, Overnights and Drivers

All chaperones and volunteers must complete the training course in "VIRTUS" along with fingerprints prior to any field trip, overnight or driving. Please follow the "VIRTUS" guidelines in the appendix to complete the course and fingerprints. All information provided by participants shall remain confidential.

### VirtusOnline

In order to ensure a safe environment for the children entrusted in our care, it is the Bishops' Charter and the policy of the San Francisco Archdiocese that all employees, and volunteers that work in schools and parishes in the surrounding of children **must complete** the training and finger prints through "VIRTUS". Please follow the "VIRTUS" guidelines in the appendix to complete the course and fingerprints. Please note, all parent participants shall pay out-of-pocket for fingerprints. All information provided by participants shall remain confidential.

### Visitor/Volunteer Sign-In (Parents/Volunteers will not be allowed into the school building during the Pandemic)

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

“VIRTUS” 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 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