

PARENT HANDBOOK 2024-2025



Saint Anne School
1320 14th Avenue
San Francisco, CA 94122
(415) 664-7977
www.stanne.com



Dear St. Anne School Families,

Welcome to a new and exciting school year! Whether you are returning or joining our community, we are thrilled to have you with us. As we embark on this journey together, we are filled with positivity, knowing that this year will be filled with growth, learning, and unforgettable memories for our students.

To our returning families, welcome back! Your continued trust and partnership mean the world to us, and we are eager to build upon the foundation we have already established. Your involvement and support play a crucial role in the success of our school community, and we are excited to continue working together to provide the best possible experience for your child.

To our new families, we are delighted to have you join the St. Anne Family. Transitioning to a new school can be both exciting and overwhelming, but please know that we are here to support you every step of the way. We are confident that you will find St. Anne to be a welcoming, inclusive, and nurturing environment where your child will thrive.

As always, we are committed to fostering not only academic excellence but also the personal, social, and spiritual growth of each student. We encourage you to stay connected and involved throughout the year by attending school events, participating in parent-teacher conferences, and reaching out to us whenever you have questions or concerns. Your engagement and feedback are invaluable as we strive to create the best possible learning environment for all of our students.

Please take the time to review the Parent Handbook, as it contains important information about our school policies, procedures, and expectations. If you have any questions or need clarification on any section, feel free to reach out—we are here to help.

Thank you for entrusting us with the care and education of your children. Together, we will make this a memorable and successful year.

Mily Lam

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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 frdan@stanne-sf.org
Principal	Ms. Mily Lam lam@stanne.com
Office Manager	Mrs. Jackie Finnegan finnegan@stanne.com
Administrative Assistant	Ms. Jenny Aliangan aliangan@stanne.com
Kindergarten	Ms. Elizabeth Ibalio ibalio@stanne.com
First Grade	Mrs. Mary Keller keller@stanne.com
Second Grade	Ms. Talia Zerna zerna@stanne.com
Third Grade	Ms. Elizabeth McGovern mcgovern@stanne.com
Fourth Grade	Ms. Lauren LeTourneau letourneau@stanne.com
Fifth Grade	Mrs. Michelle Der der@stanne.com
Sixth Grade	Ms. AnneMarie Di Geronimo digeronimo@stanne.com
Seventh Grade	Mrs. Kathryn Wilson wilson@stanne.com
Eighth Grade	Ms. Catherine Vollert vollert@stanne.com
Computer/IT	Mr. Jonathan Wei wei@stanne.com
Choral Director	Mr. Randell Rentar rentar@stanne.com

Science Instructor	Ms. Tatiana Reardon reardon@stanne.com
Spanish Instructor	Mr. Marco Morales morales@stanne.com
Resource Specialist	Ms. Denise Hamilton hamilton@stanne.com
Physical Education	Mr. Rodney Campbell campbell@stanne.com
Librarian	Mrs. Myra Montemayor montemayor@stanne.com
Preschool Director	Ms. Judy Glaeser stanneps@gmail.com
Kindergarten Aide	Mrs. Jennifer Chew chew@stanne.com
First Grade/Resource Aide	Ms. Kari Perea perea@stanne.com
Second Grade Aide	Mrs. Tanu Dalal dalal@stanne.com
Third Grade Aide	Ms. Myriam Serrano Dalal serrano@stanne.com
Fourth Grade Aide	Ms. Celeste Yeung-Phanhdara yeungphanhdara@stanne.com

SUPPORT PROGRAM CONTACTS

Academic Chess Club	Jesse D'Aquino (415) 412-4040
ANTS Tennis & Yoga	Adam Ziegler (262) 389-8588
Boy Scouts	Kristin Gonsar 415-203-5218
Chinese School	Eva Wong (415) 665-3929
CYO	MieMie Kwong (415) 606-5776
Extended Care	Rodney Campbell (415) 753-3105
Girl Scouts	Giselle Palacios (808) 384-3424
KidzArtz	Karen Liu (415) 816-6788
Music Matters	Joshua Frye 1-800-233-6873
Robotics	Jonathan Wei (415) 664-7977
St. Anne Choir	Randell Rentar (415) 664-7977
St. Anne Preschool	Judy Glaeser (415) 731-2355

SCHOOL HOLIDAYS & SPECIAL DATES

September 2	Labor Day
October 14	Columbus/Indigenous Peoples' Day
November 11	Veterans Day
November 27-29	Thanksgiving Holiday
Dec. 23 - Jan. 3	Christmas Break
January 1	New Year's Day
January 20	Dr. Martin Luther King Jr. Day
February 17	Presidents' Day
March 17	Pastors' Holiday
April 18	Good Friday
April 21-25	Easter Break
May 26	Memorial Day
May 30	Eighth Grade Graduation
June 4	Kindergarten Graduation
June 5	Pre-K Graduation

MINIMUM SCHOOL DAYS

August	20, 21
September	9, 23
October	28
November	5-8, 25
December	20
January	27
February	10, 24
March	24, 31
April	17, 28
May	N/A
June	3, 4
June	5 (10:00 dismissal)

Tuition

Parents are responsible for registering with FACTS Tuition Management.

The tuition schedule for the 2024–2025 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	\$11,300.00
Two Children	\$17,500.00
Three Children	\$22,360.00
Four Children	\$26,100.00

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	\$13,520.00
Two Children	\$20,000.00
Three Children	\$23,200.00
Four Children	\$27,600.00

*Families that do not complete all the requirements for their particular tuition schedule during the 2024-2025 school year will automatically be placed on a separate schedule for the following year.

Tuition is paid over 10 months September-June. The first tuition is due on September 1st or September 15th depending on the day of the month you requested as your payment date to begin with FACTS Tuition Management.

Registration Fee

The registration fee (per child) 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 Fees, 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 Photos

Individual student photos are taken in the Fall. There is no obligation to purchase photos.

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 – 8	8:00 a.m. - 3:00 p.m.
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Children are not to be in the schoolyard before 7:45 a.m. Faculty supervision begins at 7:45 a.m. Students are tardy once the class has gathered in the 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	8:00 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 off 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 parents' 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 Archdiocesan Faculty 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 they return to school.

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.

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 school assist the student in the matter set forth.

3. Students 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 “Choicelunch” as a lunch provider. Parents wishing to order lunch must register online at order.choicelunch.com. For further questions, contact [customerservice@choicelunch](mailto:customerservice@choicelunch.com) 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

St. Anne School offers a morning and afternoon extended care program. For further information see pages 34-38.

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. The emergency card may be modified in writing throughout the school 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 office. Students will pick up items from the office. 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 Office Manager 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.

Smart Watch

Smart Watches are not to be worn or brought 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. 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 available through Google docs on the school website and will contain the following information: holidays, school schedule, meetings and most school activities. We encourage parents to review the calendar monthly 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.

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.

Principal Appointments

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

Technology

Students and Parents must abide by the rules as stated in the Archdiocese of San Francisco Technology Responsible Use Policy. Students/Parents/Guardians are required to read and understand the contents of the Archdiocese of San Francisco Technology Responsible Use Agreement.

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' last 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 90% to 100% of the basic skills/understandings of a grade level.
- B - represents the above average mastery – 80% to 89%
- C - represents the average mastery – 70% to 79%.
- 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 (FACTS)

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.

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 3:00 in the school office.

School Uniforms

St. Anne School uniforms may be purchased online or in person through [Dennis Uniform](#).

All students are expected to be in complete uniform each day.

- Uniform regulations will be strictly enforced at all times.
- Unavoidable circumstances require a notice to the classroom teacher & the main office.
- The uniform should be neat and clean at all times.
- Students may wear a t-shirt (white only) underneath the blouse/shirt.
- Students may wear a turtleneck (white only) underneath the blouse/shirt in cold weather.
- Students may not wear colored sweaters, colored, patterned and/or character t-shirts underneath their uniform shirts or blouses.
- Name brand sweatshirts and/hoodies are not permitted.

Girls:

- *Split Front Knife Pleat Jumper – K-4th Grades.
- *Knife Pleat Skirt – 5th-8th Grades.
- White Short Sleeve Peter Pan Collar Blouse or Jersey Polo with logo.
- V-Neck Button Front Cardigan. (required)

*Optional: girls' flat front stretch twill pants
Crew Neck Sweatshirt with logo.
Zip-Front Microfleece Jacket with logo.

**Girls' jumper/skirt lengths must not be more than one inch above the knee.

Boys:

- Navy blue corduroy pants and black or brown leather belt.
- White Short Sleeve Oxford Shirt or Jersey Polo with logo.
- V-Neck Pullover Sweater. (required)

*Optional: Crew Neck Sweatshirt with logo.
Zip-Front Microfleece Jacket with logo

**Boys must wear belts and shirts must be tucked in pants at all times.

Socks/Shoes:

- Girls' socks must be white and must cover the students' ankle and be visible above the shoes.
- Boys' socks must be white or black and must cover the students' ankle and be visible above the shoes.
- Shoes must be solid white or black athletic shoes.
- Shoes must not bear markings or colored accents of any kind.
- Shoes must be tied in a proper manner at all times.
- Velcro shoes are permitted in kindergarten only.

Make-Up/Jewelry/Smart Watches:

Make-up and nail polish is not permitted. This includes but is not limited to:

- Eyeliner and eye shadow.
- Clear and colored mascara.
- Curled and fake eyelashes.
- Clear, colored and gel nail polish.

Excessive jewelry for all students is not permitted.

- Earrings are allowed for girls only.
- Only one pair of earrings is permitted.
- Dangling and hoop earrings are not permitted.

Students are permitted to wear watches that do not emit audible sounds or have calculator capabilities.

- Smart watches are not permitted.
- Students wearing smart watches will be required to remove and store them in their backpacks for the duration of the school day.

Hair Styles

Students are asked to maintain a neat, tidy and traditional hair style.

Hair trends that involve chemical alterations, resulting in unnatural hair color or textures are not allowed. This includes but is not limited to:

- Coloring
- Highlighting
- Dying
- Perming

Boys' hair should be kept neat and tidy, with a length that does not obstruct their vision or cover their ears. Extreme buzz cuts or shaved sculptured sides with lines are not permitted. Boys must also be clean shaven.

Identification

PLEASE LABEL ALL sweaters, jackets, lunches, books and book bags. The student's name and grade should be on all items indicated. A permanent marker is recommended to label all items.

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 about that child. 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 any 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:

- Actions gravely detrimental to the moral welfare of other pupils.
- Incurable or disruptive behavior which impedes the progress of the rest of the class.
- 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.
- Habitual or persistent violation of school regulations.
- Use, sale, distribution, or possession of narcotics or alcoholic beverages.
- Malicious damage or destruction of real or personal property at school.
- Theft, extortion, arson.
- Habitual truancy.
- Hazing.
- Threatening or inappropriate internet communications.

*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. One hour is earned for each parent's attendance.

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 record on the dates assigned. In addition to the many opportunities available for service, Parish Service Hours and coaching in the CYO Sports Program can be credited towards school service hours. **No monetary donations are 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 may record the Parish service hours on the school service record.

Student Service Hours

Every sixth, seventh and eighth grade student is required to perform service hours as part of the religion curriculum. The hours of service will cover three areas: church, family, and community. The 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 3 days a week after school. Boy/Girl Scout Programs are offered through the parish. An Instructional Band and Percussion program are offered for grades 3-8. Chess, choir, robotics, art, tennis, yoga and theater are also offered. Information regarding all after-school programs is provided via flyer or included with our weekly Family Newsletter 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 teacher.

The Sacrament of Confirmation

The Confirmation Program is a two-year program starting in seventh grade. This program involves both students and parents. Confirmation will be administered to 8th grade students every 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 participation in the Parent Confirmation meetings is required. These meetings are intended 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, literature and religion curriculums. Fundraising activities are coordinated and sponsored by seventh and eighth grade parents.

Field Trips

Students must have turned in a signed permission slip BEFORE he/she 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 a field trip must be over 25 years of age. All drivers must provide copies of a valid unrestricted driver's license an up-to-date liability insurance card with the vehicle make and 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 who work in schools and parishes in the surrounding of children **must complete** the training and fingerprints 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.

Visitors

All visitors must check-in at the main office before entering school grounds or attending an appointment.

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 Extended Care phone number is 753-3105.

Hours of Operation

Extended Care is available during regular school days according to the school calendar. We are closed the first/last and all school holidays. **No morning care before 7:00 a.m. Clock at sign in/out area is the official time.**

Mornings	7:00 – 7:45 a.m.
Regular Days	3:00 – 6:00 p.m.
Minimum Days	12:30 – 6:00 p.m.
First three Mondays	2:00 – 6:00 p.m.

All families must register with the Extended Care Program to participate. Registration forms available in the main office.

Registration Fee (non-refundable)

To guarantee a spot for your child in the Extended Care program for the incoming school year a \$35.00 per child is due by June 1st. Please note, a registration fee is due yearly.

Extended Care Tuition

The Extended Care tuition is paid in ten monthly installments. **TUITION IS DUE THE FIRST OF EACH MONTH**, unless other arrangements have been made with the Extended Care Director. Fees include a light breakfast and/or afternoon snack.

Extended Care payments should be paid in form of check, cashiers' check or money order. **Please make payments out to: St. Anne Extended Care.**

If a parent/guardian fails to meet the Extended Care payments, the child will not be allowed to continue in the program. A \$20 fee will be added for all returned checks and any payment received after the 10th of each month. **NO REFUNDS IF A CHILD IS ABSENT OR ON VACATION**

Extended Care Rates

5 Day Rate

\$312.00 /month (1st child)

\$258.00 /month (2nd child)

\$150.00 /month (3rd child)

4 Day Rate

\$280.00 /month (10% discount for two children)

3 Day Rate

\$250.00 /month (10% discount for two children)

2 Day Rate

\$222.00 /month (10% discount for two children)

AM Rate

\$35.00 /month (if attending am/pm session)

\$85.00 /month (if attending am session only)

Fee includes a light breakfast. No sibling discounts for am session.

Hourly Rate

\$12.00 /per hour (drop-ins and irregular attendees, please call main office)

\$ 8.00 /per hour (each additional child)

Students who will be attending Chinese School

Tues., Wed., Thurs. \$262.00 / month.

Late Pick Up

Parents must call Extended Care (415) 753-3105 if they are going to be late.

A \$2.00 late fee per minute after 6:00 p.m. will be charged **PAYABLE IN CASH AT TIME OF PICK UP TO THE STAFF MEMBER ON DUTY. NO EXCEPTIONS!!!**

Morning Care

All children arriving between 7:00 – 7:45 a.m. shall enter through the 14th Avenue cafeteria door and must be signed in by a parent/guardian.

Afternoon Care

Upon daily departure between the hours of 3:00 – 6:00 p.m., all children must be signed out by a parent/guardian, or an authorized person listed on the emergency card (this form may be modified in writing throughout the year). Release will not be granted to any person whose name is not on that emergency form unless a dated written note from either parent/guardian is received for a person other than those currently authorized to pick up the child from Extended Care. Children are to exit through the 14th Avenue cafeteria door.

Children are not allowed to sign themselves out of Extended Care. We encourage parents to make themselves aware of information about the program and its operation by checking the sign-in/sign-out table for handouts, etc.

School gates close at 3:30 p.m. Any child who is not picked up at time of closure is sent to Extended Care and charged accordingly.

Changes in Schedule & Family Info.

With the children's safety and well-being in mind, it is **MOST IMPORTANT** that parents inform Extended Care Director of changes in your child's daily schedule (i.e., absent, medical/dental, early pick-up. Also, phone number, emergency contacts, individuals authorized for pick-up etc.

Homework Club

Extended Care offers a homework club Monday-Thursday for grades 1st – 8th. NO homework club is offered to Kindergarten students. The staff supervises and encourages completion of homework, but cannot teach concepts. It is the child's responsibility to be familiar with his/her assignments and to use the resources available. Interested students should sign up on the Director's homework club list.

Medication

St. Anne Extended Care staff may only dispense medication to students when: 1) the School form is signed by physician and 2) the medication is in its original container.

Nutrition

A light breakfast is provided from 7:15-7:45 a.m. Afternoon snack on Mondays is provided at 2:00 p.m. and Tuesday-Friday (regular days) at 3:00 p.m.

Personal Items

Our program offers a wide variety of toys and board games. We kindly ask that children DO NOT bring toys or personal items from home. St. Anne School will not be responsible for any lost or broken personal items. **We DO NOT ALLOW ANY TYPE OF GUNS, WAR TOYS OR ANY ITEMS ASSOCIATED WITH VIOLENCE.**

Parking

Parking is limited around the school. Please do not double-park or block neighboring driveways.

Extended Care Daily Operation

Monday

2:00-2:30 Check-in/snack
2:30-2:45 Announcements
2:45-5:00 Homework Club
2:45-5:30 Free indoor/out-door play
5:30-6:00 Clean-Up

Tuesday-Friday

3:00-3:30 Check-in/snack
3:30-3:45 Announcements
3:45-5:30 Homework Club
3:45-5:30 Free indoor/out-door play
5:30-6:00 Clean-Up

12:30 Dismissal

12:30-1:00 Check-in/lunch
1:00-1:15 Announcements
1:15-5:00 Homework Club
1:15-5:30 Free indoor/out-door playtime (or a planned field trip)
5:30-6:00 Clean-Up

Appendix

St. Anne Student Expectation Guidelines

St. Anne General Terms of Parental Consent

Universal Medical Information/Emergency Contact
Release and Consent Form

St. Anne Medical Release and Consent for Treatment of Child

Archdiocese of SF Technology Responsible Use Policy / Agreement

Archdiocese of SF Media and Student Work Agreement

St. Anne Earthquake Emergency Contact Form

St. Anne School Tuition Agreement

ST. ANNE SCHOOL STUDENT EXPECTATION GUIDELINES **2024-2025**

Uniform

- Students must be in complete uniform at all times
- Uniform must be clean, neat and fit properly. NO baggy clothing permitted.
- Students must wear solid white or black leather low-top sport/athletic shoes.
- Velcro permitted on Kindergartener shoes only.
- Student's name must be labeled on all sweaters, jackets, coats, etc.
- Refer to Parent Handbook for Boys/Girls required uniform.

Yard

- Students are to play in their assigned areas.
- Reusable lunch containers are to be used by all students.
- While eating or drinking at recess or lunch, students must remain seated in their assigned eating areas.
- All waste is to be thrown into the proper receptacle – garbage, recycling, or compost.
- Equipment/toys cannot be brought from home to be played with in the schoolyard.

School Building

- Students must remember to be courteous and considerate at all times while in the school building and the yard.
- Food may be eaten in the school building only with the permission from a staff member.
- Gum is **NEVER** permitted at any time on the school premises.
- Walk at all times.
- Use quiet voices in the hallway.
- Respect all the rules when using the library.
- Students are not to be in the building without teacher's/yard supervisor's permission at recess or lunch.

Computers

- Students given permission to access the Internet must follow guidelines as stated in the St. Anne School Internet Acceptable-Use contract.
- Under no circumstances may food/drink be around computers/printers.
- Students are not allowed to sign into their personal accounts, such as email, instagram, snap chat, facebook, twitter or websites, without specific permission. Accounts such as Google Docs assigned by the school are for school-related work only.
- Students are not allowed to post pictures and/or videos taken at school or school-sponsored events to the Internet.
- Electronic devices and/or cell phones, if carried to school, **MUST** be turned off during the entire school day.
St. Anne assumes no responsibility for lost or damaged devices.
- Smart Watches are not to be worn or brought to school.

Preparedness

- All students are expected to be in line at the start of the day.
- Excessive tardiness may result in detention after school and/or parent-student -principal conference to remedy the tardiness.
- Textbooks are to be properly covered and maintained at all times throughout the year.
- All students will come to class prepared with the necessary completed assignments, books, and class materials.

Before School

- Students are to enter through Funston and/or Irving Street Gate and congregate near the school building.
- No games are to be played before school – **NO RUNNING**.
- All students must remain in the schoolyard once they are dropped off at school.

After School

- After school sports cannot begin before 3:15 p.m.
- Students are not to return to school once they leave the schoolyard.
- The gates are locked at 3:30 p.m. All students must be signed up for extended care by that or be supervised by a coach to remain in the schoolyard after 3:30 p.m. Unsupervised students will be signed into extended care at that time.

**Please sign, detach and return bottom portion to your teacher by
Tuesday, September 3, 2024**

I have read the 2023-2024 St. Anne Student Expectation Guidelines and agree to all its contents.

Student Signature - Date

I have read the 2024-2025 St. Anne School Student Expectation Guidelines and the St. Anne Parent Handbook and agree to all its contents.

Parent Signature - Date

Parent Signature - Date

ST. ANNE SCHOOL
SCHOOL TERM: AUGUST 2024 TO JUNE 2025

General Terms of Parental Consent:

Confidential medical or educational information as set forth in this form will be gathered, used and disseminated only by the persons and only for the purposes set forth herein, or as otherwise allowed by law.

This authorization is effective only for the school year listed above, and will expire on June 2025. It may be revoked at any time by a written note signed by the parents. However, if revoked the school reserves the right to suspend or terminate the attendance of the child at the school.

I agree to and consent to the actions set forth herein and hereby grant authorization of the school to obtain and use medical information and records by the persons, for the purposes, and during the time set forth above.

I understand that I have a right to receive a true copy of this authorization. By my signature, I acknowledge that a true copy of this authorization has been received by me.

Print Childs Name: _____ **Grade:** _____

Print Parent Name: _____

Relationship to Child: _____

Signature of Parent: _____

**MEDICAL RELEASE AND
CONSENT TO TREATMENT OF CHILD**

I am a parent or legal guardian of [INSERT NAME OF CHILD]
_____, ("my child") who is a student at ST. ANNE
SCHOOL. I have read, understood and consent to the following concerning my child:

1. First-Aid/Emergency Treatment: Without limiting other emergency powers that may be provided by law, I authorize school personnel to administer first aid to my child if the school administration deems it necessary and appropriate to preserve the life, limb or well being of my child. If the school administration believes, in its sole discretion, that a medical necessity exists beyond that which can reasonably be dealt with on school grounds by school personnel, I authorize the school to contact and engage qualified medical personnel and arrange for emergency treatment of my child, including transportation either by school staff or by professional transport for medical, dental, surgical or hospital care or diagnosis, and I consent to that treatment for my child. Arrangements for treatment will be made in the following order of priority: 1) The "emergency physician" listed above; 2) the "primary physician" listed above; 3) another physician or health-care professional licensed by the State of California. I understand and agree that I will be financially responsible for any such medical treatment.

2. Medical Supervision/Administration of Medicines: I understand that the school is not legally obligated to store or administer medication for students and will not do so, either on a temporary or ongoing basis, except by special agreement. If I have indicated, by signing this consent below, that the school may administer medications to my child, and if the school has agreed to administer medications by signing this consent below, I authorize the school to administer the medicines listed on this form, as indicated, but recognize that the school does not thereby undertake any ongoing duty to administer drugs or medicine, or to supervise or participate in any self-medication or medical program or ongoing, routine or non-emergency needs of my child, all of which remain my responsibility. Before any medication is given by the school, I will provide those medications in their original pharmacy containers, with the child's name and doctor's instructions on the label, and I will provide a written, signed authorization from a physician, including complete instructions.

3. Release of Student to Qualified Emergency/Medical Personnel and Third Parties: Without limiting other emergency powers as may be allowed by law, in the event of disaster or medical necessity involving the life, limb or well-being of my child in which it is necessary in the opinion of the school administration to transport my child from school property, or if it is necessary to evacuate the school grounds, the school will make a reasonable effort (in view of the nature of the necessity) to first contact a parent or legal guardian. If no parent/legal guardian is available, I authorize the school to release my child into the custody of third parties for the purpose of transporting my child from school grounds and arranging for such care as my child may need, in the following order of priority: 1) the persons listed above as emergency contacts; 2) qualified medical/emergency professionals; 3) another responsible adult.

4. Gathering, Use and Release of Medical Information: Without limiting other emergency powers that may be provided by law, in the event of disaster or medical emergency, I specifically authorize the gathering, use and release to, from, and among the school personnel and to, from and among any medical professionals, of any medical information reasonably necessary to provide emergency medical care and otherwise ensure the life, limb and well-being of my child, including without limitation, the information contained in this form, until I can reasonably be notified and take custody of my child. I understand that this information will be requested, gathered and/or released only for the purpose of providing first-aid or emergency medical care necessary in the absence of a parent or legal guardian, or as otherwise allowed by law.

Updated 5/9/03

**MEDICAL RELEASE AND
CONSENT TO TREATMENT OF CHILD**

5. School Athletic Program: As a condition of participating in school athletics, the school reserves the right to obtain medical information regarding any physical or emotional condition or injury that pertains to my child's ability to participate safely and constructively in school sports, and to require a written medical clearance at any time before my child may participate in, or return to participation in, school sports activities during the school year. This information will be used solely for the purpose of evaluating my child's ability to participate in school sports activities and will not be obtained by or disseminated to any third parties, except the school's coaches, administrators, trainers and athletic staff, and only for these purposes or as otherwise allowed by law.

NOTE: ALL MEDICATIONS TAKEN ON SCHOOL PREMISES, WHETHER SELF-ADMINISTERED OR ADMINISTERED BY SCHOOL PERSONNEL (IF SCHOOL AGREES TO DO SO), MUST BE ARRANGED IN ADVANCE, AND MUST BE PROVIDED IN THEIR ORIGINAL PHARMACY CONTAINER, INCLUDING THE CHILD'S NAME AND PHYSICIAN INSTRUCTIONS.

THE SCHOOL WILL NOT ADMINISTER MEDICATION UNLESS A PHYSICIAN STATEMENT AND SIGNED AUTHORIZATION WITH COMPLETE INSTRUCTIONS IS ATTACHED TO THIS FORM (to get a copy of the Physician Statement log onto the school website at www.stanne.com or contact the school office).

In consideration of the arrangement indicated in this consent, the undersigned hereby releases and discharges the Archdiocese of San Francisco, its constituent organizations, including but not limited to The Roman Catholic Welfare Corporation, the Department of Catholic Schools and the school, and their respective officers, agents and employees for any and all claims for personal injuries or property damage that I or my child may suffer as a result of this arrangement whether or not such injuries or damages be caused by the negligence (whether active or passive) of any of the entities or individuals named or described above, excepting only injuries or damage resulting from Archdiocese's willful misconduct. I authorize and request the school to administer the above medications to my child on these terms.

Signature of Parent/Legal Guardian

On behalf of the School, I agree to supervise administration of the above medications, consistent with the terms contained herein.

Signature of School Principal

Updated 5/9/03

**UNIVERSAL MEDICAL INFORMATION/ EMERGENCY CONTACT
RELEASE AND CONSENT FORM**

School: _____ School Year: _____

Name of Student (Last, First, Middle) _____

Grade: _____ Teacher Name: _____

Student Address: _____

Street: _____ Apartment _____

City _____ State _____ Zip _____

Home Telephone: () _____

Siblings at school: _____

Name	Grade	Teacher
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Student lives with (check all that apply):

Mother

Father

Guardian(s) (specify): _____

Father's **Legal Guardian's Information:**

Name (Last, First) _____

Work Address: _____

Street _____ City _____ State _____ Zip _____

Home Address (If Different from child's): _____

Street _____ City _____ State _____ Zip _____

Home Phone (If Different from child's): () _____ Email address: _____

Work Telephone: () _____ Mobile phone: () _____

Mother's **Joint Legal Guardian's Information:**

Name (Last, First) _____

Work Address: _____

Street _____ City _____ State _____ Zip _____

Home Address (If Different from child's): _____

Street _____ City _____ State _____ Zip _____

Home Phone (If Different from child's): () _____ Email address: _____

Work Telephone: () _____ Mobile Phone: () _____

Updated 2/17/12

**UNIVERSAL MEDICAL INFORMATION/ EMERGENCY CONTACT
RELEASE AND CONSENT FORM**

Emergency Contacts:

Name and Address	Telephone Number(s)
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Student Medical Information:

Primary Physician:

Name _____

Address _____ Telephone _____

Emergency Physician:

Name _____

Address _____ Telephone _____

Medical Conditions: (e.g., diabetes, epilepsy, heart conditions, etc.)

Disabilities: _____

Allergies: (e.g., hay fever, strawberries, peanuts, etc.) _____

Medications: _____

Allergies to Medications: _____

Medicines to be Self-Administered by the Child: (See Below): _____

Dosage: _____ **Frequency:** _____

Medicines to be Administered by the School (IF parents/guardians and school both agree that school shall do so; see below): _____

Dosage: _____ **Frequency:** _____

DATE: _____

SIGNED: _____

PRINT NAME: _____

RELATIONSHIP TO CHILD: _____

Updated 4/1/02

ST. ANNE SCHOOL
1320 – 14th Avenue
San Francisco, CA 94122
Office (415) 664-7977 Fax (415) 661-6904

EARTHQUAKE PREPARENESS FORM

Student's Name _____ Grade _____

Address _____

Father Work #: _____ Father Cell Phone #: _____

Mother Work #: _____ Mother Cell Phone #: _____

In the event of an earthquake, fire, or other emergency and I cannot pick up my child the school has my permission to release my child to:
(Please list at least two people.)

1. Name: _____ Phone _____

Address: _____ Cell #: _____

2. Name: _____ Phone _____

Address: _____ Cell #: _____

3. Name: _____ Phone _____

Address: _____ Cell #: _____

Parent/Guardian Signature _____

Please list any medical conditions and/or allergies we should be aware of:

School Procedure:

- Evacuate the building.
- Children proceed to a designated area in the schoolyard.
- Email notification goes out to parents (if technology allows).
- Teachers will release child to parent or designated person(s).

Archdiocese of San Francisco Technology Responsible Use Policy Students and Parents

Introduction

The Archdiocese of San Francisco recognizes the various ways, both positive and negative, that students and parents can use technology both in school and at home. This responsible use policy is built upon state and federal laws and guidelines as outlined in the addendum. Our objective is to fully prepare students to use the resources available in ethical, constructive, productive and intelligent ways as Christian citizens in a global community. While using technology, as a digital citizen, students are expected to:

1. Treat others with respect and compassion in all interactions, including online communication
2. Care for school devices and systems, and not vandalize or intentionally damage them in any way
3. Respect others privacy and work, by protecting and not sharing or using passwords, messages, photos, recordings, or personal information of someone without their permission
4. Use school technology resources for educational purposes only
5. Use personal technology only as directed by staff while at school

Students are expected to abide by this code of conduct anywhere or anytime their actions can affect the school or other students. While the school is not responsible for policing online activity, conflicts online between students, parents, or staff rarely stay online; the school is notified when such conflicts affect the wellbeing of members of the school community. Students and parents who use technology in ways that are contrary to our mission will face disciplinary action, up to and including expulsion.

Definitions

While using technology, students are expected to comply with the code of conduct published in the school's parent-student handbook. The school's authority with respect to conduct includes:

- When the student is on school grounds or distance learning
- At officially sanctioned school-sponsored events
- Outside of the school when a student's actions negatively impact another student, staff member, or the school

Parents are also expected to abide by the code of conduct found in the school's parent-student handbook, to the extent that their technology use affects other members of the school community.

For purposes of this document, "technology" includes, but is not limited to:

- Hardware: computers, servers, tablets, e-Readers, phones, smartphones, digital cameras, gaming devices, wearable devices, networking equipment, or accessories
- Software: operating systems and programs
- Services: email, web sites, web apps, learning platforms, internet service
- Telecommunications: transmission or publishing text messages, chat room commentary, comments, pictures, videos, audio recordings, posts on social networking sites, blogs, wikis, gaming, chats, and other digital transmissions.

"Personal information" includes a person's name, address, email addresses, phone numbers, online accounts, or other contact or identifying information.

Technology Responsible Use Agreement

As a member of the school community, I agree to the following rules and code of ethics:

1. **I am respectful and compassionate in all interactions**, including online communication. I will treat others kindly in all communications, including "private" messages. I will not submit anything anonymously. I will not publicly disparage

the school, staff, students, or other members of the school community. I recognize that anything sent using technology can be copied and saved forever online.

I will not transmit inappropriate material to others via messages, social media, or other ways. Examples of inappropriate material include messages or images that are intentionally insulting, sexually explicit, racist, sexist, use foul language, depict alcohol or drug use, or include graphic violence. Such material usually upsets other students and is brought to the attention of teachers, even when sent outside of school.

2. **I am respectful of school devices and systems**, and not vandalize or intentionally damage them in any way. I will appropriately maintain and clean my device according to the manufacturer's recommended guidelines. This includes hardware, software, and internet services owned, provided, or supported by the school. System settings may not be changed. I will not waste school resources like paper or ink. The Archdiocese of San Francisco strongly discourages the use of any social media due to its addictive nature. Students must follow the terms of service policies and minimum age requirement (usually 13 years old). Students need to demonstrate honesty and responsibility.

3. **I am respectful of others' privacy and work**, by protecting and not sharing or using passwords, messages, photos, recordings, or personal information of someone without their permission. I will not attempt to log into any device, program, or service as another person. I will protect and respect others' work: for other students, I will not attempt to alter or delete their work without permission. For creators who have shared their work online, I will respect copyright, abstain from piracy, and avoid plagiarism.

Using AI (Artificial Intelligence) for essay generation or revision can be seen as plagiarism since it does not reflect my own words. Sites such as OpenAI/ChatGPT taking prompts to write about a subject or DeepL "fixing" spelling, grammar, and sentence structure to the extent of even rewriting an essay will not allow me to learn how to write and discover your own voice. Refer to your teacher for specific guidelines.

I will give credit where it is due. I acknowledge that all work submitted is my own. I will not post/share unlawful information.

4. **I use school technology resources for educational purposes only.** I will stay on task during classroom activities using technology. I will not use school devices, software, or systems (like wifi) for non-school purposes like chat, video chat, gaming, playing music or watching videos. I will not use school resources for any commercial enterprise. I will not search for material on the internet that is illegal or inappropriate for school, and if I encounter such material accidentally I will not pursue it.

5. **I will use personal technology only as directed by staff while conducting school work.** I will only use my personal technology (including devices and internet service) at school if allowed by the school and staff. If permitted, I will use my personal technology only for educational purposes. I understand that my personal technology is still governed by this Technology Responsible Use Policy and/or the school's BYOD (Bring Your Own Device) policy. The school will not be responsible for the security, troubleshooting, charging, or repair of personal devices.

Any user who violates the Responsible Use Policy or local, state, or federal law, faces disciplinary action, and may face legal prosecution. Parents may be held financially responsible for any student action that results in damage to school technology or a cost to the school.

Student Signature: _____ Date: _____

Printed Student Name: _____

By signing below, I give permission for my child to use technology in accordance with the rules and code of ethics above:

Parent/Guardian Signature: _____ Date: _____

Printed Parent/Guardian Name: _____

Archdiocese of San Francisco Media and Student Work Agreement

_____ <School Name> requests your consent for faculty and staff to use photos or videos of your child, as well as your child's work, in school publications, both in print and online. Photos, videos, and student work is published to promote the school, Catholic education and students!

Definitions

Media: photos, videos, or audio recordings

Publish: distribution of media online, in print, or elsewhere such that it is publicly accessible

Media Policies for Families

1. Media taken by students or families at school or school events are for private use only.
2. Media depicting anyone in the school community may not be published or posted online (even to a small group) without the consent of that individual and/or their legal guardian.
3. Posted media will be removed ASAP if requested by an individual or their legal guardian.

_____ We agree to comply with the Media Policies for Families.

Media Policies for the School

1. Media taken by school staff in classrooms or at school events will be stored securely.
2. Media depicting anyone in the school community will not be published without the consent of the individual and/or their legal guardian.
3. For safety and privacy, student names will not be included with any published media.

_____ The school may publish media of the student named below.

Student Work Policies for the School

1. Student work will only be published with consent of the student and their legal guardian.
2. Student work will only be published with the intent to celebrate the student, promote the school, inspire educators, or for educational purposes.
3. Published student work will not include media depicting the student unless the student's legal guardian has also consented to media publishing.

_____ The school may publish work by the child named below.

This consent will remain in effect until such time as I inform the school otherwise.

Student Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Printed Name: _____

ST. ANNE SCHOOL
1320 14TH Avenue San Francisco, CA 94122
Office: (415) 664-7977 www.stanne.com

**TUITION AGREEMENT
2024-2025**

Important! All NEW families **must** register with *FACTS* and abide by its company policies. To register please visit: <https://factsmgt.com/login/>

1. I (We), _____ have read, understand and agree to the 2024-2025 tuition and fee schedule, criteria for tuition and fee payments, and related expectations for parental support at St. Anne School.

I (We), would like to enroll the following children for the 2023-2024 school year:

Name _____ Grade _____
Name _____ Grade _____
Name _____ Grade _____
Name _____ Grade _____

2. I (We) agree to pay the monthly tuition by the specified due date(s), and I (we) agree to pay fees designated by the school by the specified due date(s).

- a. Tuition is due on the first or fifteenth depending on the date you choose to make your tuition payment with *FACTS*. Delinquent payments and/or payments that do not clear are subject to the policies out lined by *FACTS*.
- b. At the end of the quarter, the principal will consider dropping from the enrollment names of families who:
 - 1) have made no payment toward a delinquent account; or
 - 2) have made no effort to discuss the problem with the Principal/Pastor/Finance Committee.
- c. Families with delinquent accounts will not be allowed to re-register for the following school year.
- d. Insufficient funds will be charged a delinquent fee. After two attempts to collect, families must pay all fees by money order or cashier check for the remainder of the school year.
- e. Parents will be held responsible for reasonable attorney fees and collection costs necessary for collection of any amount not paid when due.

3. I (We) authorize St. Anne School to release my (our) tuition account along with other necessary record (e.g., transcript) which is requested by any public and/or private school, local credit bureau, collection agency, or any school official, employee or agent who has a legitimate educational or legal interest in the information

4. School last attended:

Name _____

Address _____

5. Is tuition owed to St. Anne School or any school your children have attended?

YES NO

Explanation _____

6. All policies, terms and conditions, as set forth in the Parent Handbook (Including but not limited to such items as school fundraisers, service hours etc.), to the extent that are in accord with Archdiocesan policy and procedures, are incorporated by reference and made a part of this agreement.

I have registered with *FACTS*.

Note: Parents **must** register with *FACTS*. Please visit: <https://factsmgt.com/login/>

Parent/Guardian

Mily Lam.

Principal

Signature

Signature

Address

Date

City, State, Zip

