

# *Saint Anne Catholic School*



## *Parent/Student Handbook 2021-2022*

*1813 South Maryland Parkway*

*Las Vegas, NV 89104*

*Office: 702-735-2586*

*Website: <http://school.stannelvnv.org>*

*Home of the Crusaders*

*Revised June 2021*

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## **Introduction**

This Handbook is only a guide. This Handbook is not a contract. The Diocese of Las Vegas and St. Anne School reserves the right to unilaterally change the policies contained in the handbook at any time, to cancel any policy, or to decline to apply any particular policy to a given situation if in its discretion to do so would best serve the interests of the Diocese of Las Vegas and St. Anne School.

Diocese of Las Vegas  
P.O. Box 18316  
Las Vegas, NV 89114  
(702) 697-5918 -- Fax (702) 735-8941

The St. Anne Parent/Student handbook is published to inform parents/guardians and students of the policies, rules, and regulations for St. Anne Catholic School. Both parents/guardians and students are responsible for reading and supporting all of these policies, rules, and regulations as presented in this Handbook.

We recognize that parents are the primary educators of their children, and that the school serves as an extension of that responsibility. The faculty and staff of St. Anne School take this responsibility seriously and endeavor to assist you in developing Catholic attitudes and behaviors as an integral part of your child's growth process. Should misunderstandings arise between home and school, the first avenue of discussion should be with the school personnel directly involved (usually the classroom teacher or activity supervisor); he/she is the person best able to provide you with the facts. If, after discussion with the appropriate school personnel, the misunderstanding cannot be resolved by mutual agreement, please consult with the Principal.

Please keep in mind that your support of school policies, rules and regulations is imperative, and your child is to respect the authority and expertise of the school staff. This is essential if a positive learning environment is to exist. The staff of St. Anne School strives to work with you in order to provide each child with the best Catholic, academic education possible. It should also be noted that Saint Anne is a tobacco free campus.

## **Notice of Non-Discriminatory Policy as to Students**

The Diocese of Las Vegas complies with all applicable state and federal law with regard to the administration of its educational policies including, without limitation, the admission of students and administration of all other school-related programs.

## **Principal's Message**

Welcome to the Saint Anne Catholic School family!

The Parent/Student Handbook provides our school families with important information regarding school policies and outlines the general operation of the school. Rules and regulations are necessary to maintain a cooperative spirit, and to provide the best learning atmosphere for our students. Please become familiar with the policies of the school, and conscientiously follow the directives outlined in the following pages. Whether you are a new family or a returning family to Saint Anne Catholic School, we are glad you are with us.

It is the responsibility of the school Principal and Pastor to carry out the policies and procedures outlined here in this handbook. This book can be amended at the discretion of the Principal and Pastor.

Please remember that you are the primary educator of your child spiritually, academically, socially and behaviorally. We the faculty, staff and administration of Saint Anne Catholic School are here to assist you in that role. No concern is unimportant to us. Your child's teacher is always the first person you should speak with concerning your child's needs or any concern you might have.

Thank you for entrusting your children to the care of Saint Anne Catholic School. It is a ministry that our school community regards with compassion and sincerity.

Yours in the ministry of Catholic education,

Mrs. Abigale Carpenter  
Principal



# Our Catholic family...

## DIOCESE OF LAS VEGAS

“The Diocese of Las Vegas is a community of believers who proclaim the Gospel message of hope by serving all through evangelization, life-long formation, and worship.”

Most Reverend George Leo Thomas Ph.D.  
Bishop of Las Vegas

SAINT ANNE ROMAN CATHOLIC CHURCH  
Pastor: Father Miguel Coral

Parochial Vicars: Rev. Gregorio Leon

## SAINT ANNE ROMAN CATHOLIC SCHOOL

Mrs. Abigale Carpenter	Principal
Mrs. Emma Rubio	Teacher Assistant
Mrs. Ana Takemoto	Teacher Assistant/After School Care
Miss Angelica Lopez	Teacher Assistant/After School Care
Miss Laura Brown	Kindergarten
Mrs. Jessica Lawson	Grade 1
Mrs. Yvette Andes	Grade 2
Mrs. Pamela Charles	Grade 3
Mrs. Lori Hevrin	Grade 4
Mrs. Alexis Bryant	Grade 5
Mrs. Laura Waller	Grade 6
Miss Malika Markham	Grade 7
Mrs. Adrian Taylor-Allen	Grade 8
Mr. John Smyth	Technology
Mrs. Sheila Solomon	Library
Mr. Thomas Hughes	Physical Education/Health and Athletics
Mrs. Susan McDonald-Ruiz	Administrative Assistant
Mr. Steve Ferris	Plant Manager
Mrs. Silvia Corral	Director of Religious Education

## **Mission Statement**

The Saint Anne Catholic School Community, a ministry of Saint Anne Catholic Church, is committed to the fundamental obligation to teach and live the Gospel message as well as preparing students to be productive, responsible and effective members of the world community. We prepare students for a lifetime service to God and the quest for knowledge.

## **School Philosophy**

Saint Anne Catholic School is a community in which teachers, clergy, parents, and parishioners are dedicated to providing a Christian education for each student in the school. As facilitators of the educational program, the faculty, staff, and administration consider it essential to teach the students to live in accordance with the spiritual, moral and ethical principles exemplified in the life of Christ.

We realize the necessity of educating and developing our community of students to its fullest potential spiritually, ethically, intellectually, socially, and physically in a caring, nurturing environment. While we recognize the parent as the primary educator, we realistically acknowledge and contribute to the partnership between home and school.

In the tradition of global awareness characteristic of our universal church, we further realize the need to prepare and instill in each student a global perspective, that will move him or her to recognize and accept responsible membership in his or her school/family community, and in the world community.

### **Spiritual Goals**

In accordance with the statement of our philosophy, Saint Anne Catholic School endeavors to:

- Develop in each student a life centered in Jesus Christ and to help the student maintain a personal relationship with God.
- Encourage living in accordance with ethical and spiritual principles based on the teachings of the Gospel.

### **Ethical Goals**

To teach as Jesus did, the community of Saint Anne Catholic School strives to empower students with:

- a basic understanding of the Ten Commandments and the ability to apply them in everyday situations.
- the desire to love God with their whole heart, mind and soul.

### **Intellectual Goals**

The faculty of Saint Anne Catholic School is committed to:

- guiding the student toward mastery of fundamental subject matter.
- encouraging the pursuit of knowledge for personal growth and stimulating a lifelong desire to learn.
- providing solid academic training through a wide spectrum of subjects and instructional methods, and motivating students to excel in all areas.
- Awakening in the student a realization of the need to develop the total person spiritually, intellectually, physically and socially. Developing an understanding and appreciation of the fine arts through discovery, experience, and personal creativity.

### **Social Goals**

We recognize the necessity of:

- developing an understanding of oneself through a positive self-image.
- nurturing a closer relationship between home and school.
- developing a sense of responsibility to self, family, peers and the world community.

### **Physical Goals**

We believe that each student should:

- Participate in physical activities to achieve the personal dignity and respect which contributes to physical growth and the development of specialized skills.
- Participate in a physical education and health program that will enhance the student's life with a sound and healthy body, and the students' self-concept.

# **Saint Anne Catholic School – School-Wide Learning Expectations**

Saint Anne Catholic School Students are:

1) Active faith-filled Catholics who:

- pray everyday
- strive to live each day as Jesus did
- demonstrate a spirit of service
- share the teachings of Jesus with others
- understand and participate in the teachings and traditions of the Catholic Church

2) Life-long Learners who:

- love to learn
- use and apply basic skills
- develop independence in learning
- utilize critical thinking skills
- appreciate the fine arts

3) Effective Communicators who:

- speak well
- listen to others
- write ideas clearly
- read with understanding and enjoyment
- understand the tools of technology and use them responsibly

4) Responsible Citizens who:

- make good choices
- think before they act
- help and take care of others
- accept accountability for their actions
- recognize, appreciate, and use their God-given talents

5) Culturally Aware/Global Citizens Who:

- “Crusade for Kindness”
- respect themselves and each other
- are peacemakers
- appreciate and care for all of God's creation
- recognize that everyone is equal in God's eyes

## **School Mascot and Colors**

School Mascot: Crusader  
School Colors: Red, White and Blue

## **Accreditation**

Catholic schools in the Las Vegas Diocese are evaluated every six years and accredited under a program sponsored by the Western Catholic Educational Association, an organization formed to promote standards of excellence among Catholic schools in the western United States. Saint Anne Catholic School welcomed the W.C.E.A. Visitation Committee in March 2017 and is proud to have earned a full six-year accreditation, which will take us through 2023.

## **Admissions**

Saint Anne Catholic School admits students regardless of race or sex and grants to them all rights and privileges offered by the school. St. Anne Catholic School is operated as an exempt school under the provision of NRS 394.211 and as such is exempt from the provisions of the Private Elementary and Secondary Education Authorization Act.

New students are on probation the first year they attend the school. Conduct, effort, and responsibility to class work are considered when approving permanent status for any student.

- Children four years old by September 30th of the school year may be registered for pre-kindergarten.
- Children five years old by September 30th of the school year may be registered for kindergarten.
- Children six years old by September 30th of the school year may be registered for first grade.

Saint Anne may be unable to accept all who apply for admission. In such cases new applicants will be placed on an admission waiting list. When a vacancy occurs, preference is given to students whose families have:

- Children of registered and contributing parishioners with siblings currently attending Saint Anne Catholic School
- Children of registered and contributing parishioners
- Children of non-parishioners who are meeting their responsibilities to the school and parish community as stated in the Parent/Student Handbook and who currently have siblings attending Saint Anne Catholic School
- Children of non-parishioners

## **Absence and Tardiness**

A parent/guardian is required to call the school office to report a child's absence. On the day the child returns following an absence, an excuse note from the parent/guardian is to be submitted. Please include the following:

1. Date(s) the child was absent.
2. Reason for the absence and, if absent more than three consecutive days, a release from the child's doctor.
3. Signature of parent/guardian.

Please note: if a student is absent for more than three days, a note from the doctor will be required. Further, if a student is absent for more than twenty days in one school year, promotion to the next grade may be denied.

### **Tardy:**

Please be sure that your child is in the classroom at 8AM so that daily directions and announcements will not be missed. Arriving late can be disruptive for the entire class. Consistent tardiness teaches children that being on time is not very important. Please teach your child good habits by arriving at school on time.

A student may only accumulate three tardies in the same trimester. After three tardies, the student will be issued a Parent Notification Form.

### **Minimum Days:**

Classes are dismissed at noon on minimum days. Minimum days are scheduled during our annual parent-teacher conference week in October. In addition, the first Friday of each month (except

**September** is a minimum day for teacher in-services and workshops. To help teachers keep abreast of the latest teaching techniques, it is necessary for the teachers in the Diocese of Las Vegas to attend full day or half-day in-service workshops during the school year. When these workshops are held for teachers, school is dismissed for that day or half-day. While those days are considered free days for the children, they are not free days legally because the teachers are in session for the length of the school day.

## **After School Program**

A supervised After School Program including indoor/outdoor activities and study time is available from 3:00PM (12:00PM on minimum/noon dismissal days) after school to 6:00PM for Saint Anne Catholic School students.

Bills for the After School Program occur at the end of the month in which they attended. All bills are due by the end of the following week, Friday. Please be sure to pay your After School bill in a timely manner. Parents who continuously leave an unpaid balance will be asked to find other childcare options for their children.

**Registration and Fees:** A registration fee of \$25.00 per child will be required to receive a \$5.00 per hour per child rate. Non-registered families will be charged \$10.00 per child per hour. There is a late charge equal to \$1 per minute after 6:00PM – not to exceed \$20.00.

A student still on the school grounds at 3:00 PM will be escorted to the After School Program, and parents will be charged accordingly. This is for the safety of all children and will be strictly enforced.

After School Care will be offered on minimum days with the exception of the following dates:

**December 17<sup>th</sup> and May 31<sup>st</sup>-June 3<sup>rd</sup> (the last week of school).**

**NOTE:** Brothers, sisters, and friends waiting for students involved in sports and other after-school activities are not allowed to be in the gym, classrooms or to wait anywhere (lunch tables, basketball court, etc.) They must be supervised in the After School Program.

Children may not bring personal toys from home to the After School Program.

## **Before School Program**

Saint Anne Catholic School has a morning program from 6:30AM until 7:45AM in Ghanem Center (Gym) for children needing care before school. Any child that arrives before 7:30AM will be charged \$5. A registration fee of \$25 per child is required for Morning Care. There is a single registration fee for Before and After School Program.

**NOTE:** All pupils arriving before 7:45AM are to report directly to the Before School Program in the Ghanem Center (Gym). Children may not leave school grounds for any reason once they are dropped off. Those arriving after 8:00AM are tardy.

## **Birthdays**

If you wish to send a special treat for your child's birthday, please feel free to do so! Party invitations may be distributed during class; however, students are to ask their teachers for permission to do so.

Invitations must include all students in the class (or all boys or all girls). No exceptions.

All birthday celebration requests must be approved by the homeroom teacher in advance.

## **Classroom Parties**

Classroom parties may be an occasion to celebrate a curricular, holiday, or religious event. All classroom parties are directed by the homeroom teacher with the permission of the Principal.

## **Communication**

The primary means of communication between home and school is the FACTS Student Information System. You will be able to access announcements, attendance records, grades, and many more things through the parent portal. We ask that each family create their account by following these steps:

- Go to <https://logins2.renweb.com/logins/ParentsWeb-Login.aspx>
- Click “Create New Family Portal Account”
- Enter District Code: STA-NV and the email you have provided on your registration packet
- Click “Create Account”
- You will receive an email to setup your account’s username and password

It is imperative that you have provided the correct email address to the office, or else you will not be able to receive school communication from any staff member. You can also go to the school website or Facebook page for information. Please follow our school Facebook page @stannelv or search Saint Anne Catholic School Las Vegas.

Direct conversations, between parents and teachers are the best source of information about the school and the education of your child. Parent-teacher conferences at regular intervals during the school year are recommended. For appointments with teachers, please use the information system to email your child’s teacher. Please call the School Office, (702) 735-2586, for appointments with the principal.

The procedure for addressing concerns is **first the teacher**, next the Principal, and finally, if necessary, the Pastor. Please see the Student Progress section of this handbook for additional information on communication.

## **Correct Address**

The school MUST maintain the CORRECT and CURRENT home addresses, home and business telephone numbers of parents, and e-mail addresses. With this information the school can contact parents immediately during any emergency. It is imperative for parents to notify the school promptly of changes in address or telephone numbers; this is for your child’s safety.

## **Counseling**

The role of the counselor at St Anne School is to provide services that will facilitate an educational and developmental process for all students. The counselor serves the school community through personal, social and academic counseling. The counselor organizes and administers a guidance program that disseminates information to support students in planning goals. Some of the services provided include academic planning and interpretation of various tests, classroom guidance lessons and small groups. The counselor is available to meet with parents during the time of Parent-Teacher Conferences and daily through appointments scheduled through the counselor. Items to discuss with the counselor include academic advising and social, personal, or behavioral concerns. The counselor serves as a facilitator for administrators, teachers, parents and students. The counseling relationship is confidential in nature unless a student has displayed intent to hurt herself/himself or others.

## **Counseling Appointments**

There are four primary ways available for a student to make an appointment with the school counselor once the parental consent form has been signed. Should it be necessary to speak to a student prior to parental consent, the parent will be notified immediately after and asked to complete the parental consent form at that time.

- ❑ Asking permission of the teacher at the beginning of class
- ❑ Stopping by the main office and filling out a request form – before or after school, during lunch/recess, or between class changes
- ❑ Stopping by the counseling office and filling out a request form
- ❑ Counselor request forms are also available in each classroom

## **Curriculum**

The curriculum at St. Anne School is based on the guidelines and objectives detailed in the Graded Course of Study, (a series developed and published by the Archdiocese of Cincinnati), as adapted by the Department of Education, Diocese of Las Vegas. St. Anne School complies with all mandates regarding curriculum matters as required by the State of Nevada.

### **Primary: Kindergarten**

The primary unit is comprised of kindergarten (ages 5-6). The program developed by the early childhood staff enhances the physical, emotional, and intellectual development of the young child. On a practical level, these objectives are achieved by providing the young child with a warm and stimulating environment. The students have the opportunity to interact within a Christian atmosphere. Daily activities include teacher-directed lessons, small group work, and individual attention. Emphasis is placed on learning from the immediate environment and in providing many concrete experiences consistent with the developmental stages of young children aged 5-6. Large and small motor activities, musical and science experiences, and skills necessary to the development of reading and math readiness are encouraged in the early childhood unit.

### **Elementary: Grades 1 & 2**

The elementary unit is comprised of first, second, and third grade students. The elementary unit strives to meet and develop the spiritual, intellectual, emotional, and social needs of each child in a positive and caring environment. Relationships branch out from family to include neighborhood and school. The first steps toward independence and self-responsibility are nurtured in these grades. The student improves in his/her ability to think logically and can form concepts, see relationships, and solve problems as long as they involve objects and situations that are familiar.

Learning in the elementary unit is designed with consideration for level of readiness and individual abilities. Emphasis areas include religion, language arts, and mathematics as well as social studies, science, technology, physical education, music, art and library skills. In addition to preparation for receiving the sacraments of Reconciliation and Eucharist, the religion curriculum focuses on our relationship with God and others, elements of the Mass and the Church as a community. Participation in service projects is encouraged. Language Arts encompasses reading, phonics, grammar, spelling, listening and speaking skills and the writing process. Through a variety of literature, the student is immersed in language skills and emerges into a reader and writer. Mathematics in the elementary grades concentrates on the development of concepts, problem solving, critical thinking and the mastery of basic facts. Social studies and science introduce the student to the world around them. In addition to physical education classes, students have a daily lunch recess. These classes provide students an opportunity to interact with peers, exercise their bodies, and learn appropriate social skills. In the elementary grades, students are

expected to spend between twenty to thirty minutes on homework each night. In addition to homework, students are expected to read and practice basic math facts nightly.

### **Intermediate: Grades 3-4-5**

The intermediate unit consists of fourth and fifth grade students. Every year in the life of a child is filled with significant growth. Visually we see the physical side – size, facial features, and strength. A child grows and matures in other dimensions. The intermediate grades see a student develop in many areas – personality, character, faith, responsibility, and friendship. Family life begins to share the spotlight with outside interests and friends. Keeping up with this growth and finding a balance is a challenge shared by both parents and teachers. The intermediate grades attempt to help the students find that balance.

Education in the Catholic faith is a priority. Religion is not just taught in a formal class; spiritual growth and continuing development of Christian values are an integral part of every school day. The curriculum includes the academic subjects of Reading, Math, Grammar, Vocabulary, Science, Social Studies, Spelling, and Handwriting. Students also have classes in Technology, Physical Education, Art and Music. There is an emphasis on developing and using good writing skills in all subjects. Daily homework/study time of forty-five to sixty minutes is required.

Classes are grade level, with consideration made for individual needs and abilities. Technology is integrated in areas of the curriculum where it enhances the educational program. The students are offered a variety of opportunities for growth in other areas as well. Participation on school sport teams begins in fifth grade with an instructional emphasis and progresses to inter-league competition. These are exciting years with many opportunities.

### **Middle School: Grades 6-7-8**

The middle school unit consists of sixth, seventh, and eighth grade students. The goal in middle school is to work in cooperation with parents to assist students as they develop spiritually, academically, physically, socially, and morally. This goal is achieved through departmentalization, each teacher being responsible for a particular area of the curriculum. Religion, Science, Social Studies, English, Literature, Vocabulary and Mathematics are the core of the middle school academic curriculum.

Religion is more than an academic subject; it is a way of life. The religion program in middle school has two goals: to contribute to the spiritual growth of each teen and to invite each one into responsible participation in the life and work of the faith community. Students learn through such educational techniques as small-group projects and discussions, shared study, reflection, journaling, and prayer, where they experience themselves as a small faith community within the larger Church community.

The middle school faculty is dedicated to helping students recognize and appreciate their own academic talents and the academic talents of others. In accordance with St. Anne expectations, approximately sixty to ninety minutes a day is a reasonable allotment of time for homework. This includes review and enrichment as well as long-range assignments. Classes in Physical Education, Art, and Technology complement the core curriculum and contribute to the development and well-being of the student.

The ultimate goal of the middle school program is to send students to high school who have a solid moral and ethical foundation, are academically prepared, and are life-long learners.

## **School Wide Programs**

### **Technology (Grades K-8)**

The technology curriculum includes keyboarding, word processing, database, spreadsheet, drawing skills, online research and multimedia presentations. Skills are introduced and taught at age appropriate levels

to students in kindergarten through eighth grade. Many assignments and projects are coordinated with grade level teachers.

Student use of the Internet is in support of instruction and research. Firewalls are installed to protect the students' access to inappropriate sites. Each student is required to sign a contract regarding use of computers. In order to assure the proper use of Internet accounts and resources, all students and parents must sign the school's Technology Agreement before the student has permission to access the Internet at school. Signing the Technology Agreement indicates that the user will abide by the rules governing Internet access as stated in the contract and will not hold the school, its personnel and/or the Diocese of Las Vegas liable in the event of a breach of this contract by the user.

### **My Access Writing Program (Grades 4-8)**

This is an award-winning Web-based tool that builds better writers. It is an outstanding tool that helps provide the students with the opportunity to write on a variety of topics that help them to become better writers as well as prepares them to take standardized tests. The students receive immediate prescriptive feedback that engages and motivates them to succeed. It provides the students with an objective assessment of their work with a qualified outside source. It stores student's work in an online portfolio where students can work on their assignment anywhere and anytime that they have access to a computer and the internet, thereby gaining unlimited opportunities to practice writing. The writing is scored on a 6-rubric scale, that will be correlated with our ECRA writing assessment.

### **Accelerated Reading Program (Grades K-8)**

The Accelerated Reading Program's main goal is to develop lifelong learners who love to read. This program is based on the fundamental principle that practice improves reading. It combines the power of computer technology with a set of sound teaching strategies in a new and effective way. This combination is called Reading Renaissance. Reading Renaissance enables the teachers to give students large amounts of reading practice and helps them to monitor and guide that practice. The teachers have the ease of using the STAR reading assessment tool to find out the student reading level. When a student finishes a book, they take an Accelerated Reader Reading Practice quiz, which is a brief check of reading comprehension. Both the student and teacher receive immediate feedback about the student's understanding of the book. An award certificate is given at the end of the year ceremony for the highest point scorers in each classroom.

### **Diocesan "Touching Safety" Program (Grades K-8)**

This is a sexual abuse prevention program. The creators of the *Protecting God's Children* program developed the *Touching Safety* program as well. This program is provided to us by the Las Vegas Diocese and is part of our ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse.

### **Library/Media Center (Grades K-8)**

Students in grades one through eight visit the library weekly to select reading materials. Story times are offered for the younger children; the librarian teaches library skills to all children. These presentations cover a variety of topics so that students learn how to access information on their own from a variety of resources. The Library is also used as a research facility especially in the upper grades. The library is fully automated and the student's ID Badge is their library card with bar code.

### **Art (Grades K-8)**

The goal of the program is to develop in each child an appreciation for art.

## **Daily Schedule**

From Grade 1 through Grade 8 the daily schedule is 7:50AM to 2:45PM. Kindergarten begins at 7:50AM and end at 2:30PM. Daily schedule(s) are made available to each student and parent by the individual homeroom teacher.

Every Friday children in Kindergarten through Grade 8 attend Mass, Prayer Service and Benediction, or Stations of the Cross and Benediction at 8:30AM. On First Fridays all students are dismissed at noon. These afternoons are reserved for teacher in-service and faculty meetings.

## **Academic Dishonesty**

Cheating on tests, quizzes, homework, and projects is a serious offense. A student who cheats on tests, quizzes, homework, and projects will receive a zero (0%) on the tests, quizzes, homework, and projects on which he/she cheated until they have resubmitted the assignments for partial credit. Students who copy or allow others to copy tests, quizzes, homework, will be penalized. A detention will be assigned immediately in the case of academic dishonesty for the first offense. The second offense will result in suspension. An unsatisfactory grade (U) for effort and conduct on the trimester report card will also occur.

## **Discipline Code**

Discipline is to be considered as an aspect of moral guidance – a firm, yet fair approach to discipline is the basis of our philosophy. The purpose of discipline is to promote genuine student self-development, to increase respect (for students and teachers), and to provide an atmosphere that is conducive to learning. St. Anne is a Catholic school and the conduct for all students shall conform to this Christian philosophy. Respect for others and self is basic.

One of the most important facets of education involves the learning of an inner discipline and the wise use of freedom. At all stages of their development, young people need to experience both freedom and control. We attempt to help the students develop the kind of discipline that will enable them to grow into responsible persons.

When behavioral problems become evident, teachers and parents must work together to develop plans for improving behavior. A student's eligibility for continued enrollment at St. Anne School shall be reviewed if parents/guardians are not supportive of attempts made to work with the student on behavioral or emotional problems, or if the student makes no attempts to improve his/her behavior.

Disruptive and uncooperative behavior seriously interferes with the learning environment and the learning process; such behavior prevents other students from learning and is, therefore, unacceptable.

Disciplinary action shall be taken when, in the judgment of the teacher, little or no improvement has been made by a student regarding an attitude or behavior. Parents'/guardians' efforts to work with the teachers are essential. If a solution cannot be reached with the teacher, please consult with the Principal. Lack of parent/guardian support pertaining to serious disciplinary matters is sufficient reason for not accepting a child's registration for the following year. The school reserves the right to refuse to accept a registration and/or a re-enrollment.

## **Expectations For Students:**

At the beginning of each school year, all teachers will fully explain classroom expectations to parents/guardians and students. In addition, a written explanation will be provided for our parents at our "Back to School Parent Night" in August. Should students have difficulty in fulfilling classroom/school

expectations, a Parent Notification Form will be issued to students in Kindergarten through Grade 8. (In addition, variations of the “Red Light/Green Light” system are used in Kindergarten through Grade 2). The purpose of the Parent Notification Form will be to make certain that parents are aware of the area(s) in which student growth is needed. We recognize parents as the primary educators of their children and that the school serves an extension of that responsibility. St. Anne provides an environment where all students are learning to be responsible for making good choices. If a Parent Notification Form is issued, please discuss the situation with your child - your support of our school policies is greatly appreciated.

Parent Notification Forms will be issued for the following reasons:

1. Incomplete homework assignments – there is no grace period.
2. Poor effort.
3. Excessive talking during class
4. Throwing objects
5. Horseplay
6. Lack of preparedness
7. Misuse of school property/materials
8. Improper uniform, inappropriate haircut, hair colored/dyed, wearing nail polish, wearing jewelry, wearing make-up, etc. (as documented in the uniform section of this handbook).
9. Excessive tardiness (after a student has been late three times)

The following (more serious issues) would result in an immediate conference with your child’s teacher and/or Principal:

1. Fighting/aggressive behavior
2. Poor conduct at recess
3. Poor conduct in class
4. Use of inappropriate language/comments
5. Lack of respect (shown to teachers, staff, adults and/or students)
6. Vandalism
7. Violation of academic honor code (cheating or forgery).
8. Violation of Technology Use Agreement policies
9. Possession/use of a cell phone
10. Violation of Respectful Learning Environment policies.

### **Parental Interference**

Normally, a student is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school’s ability to effectively serve its students that the parents may be required to remove the student(s) from the school for any of the following reasons:

- Refusal to cooperate with school personnel
- Repeated instances of disrespect or insubordination to school administration
- Refusal to adhere to school policies, procedures, and regulations
- Interference in matters of school administration, discipline, or finance
- Refusal to accept administrative decisions surrounding academic or disciplinary matters
- Refusal to accept Diocesan policies
- Advocating positions that conflict with Catholic moral and/or doctrinal definitions as related to the operations of the school

### **Merits Awards:**

In addition to the Parent Notification Form St. Anne also uses a positive behavioral system of Merits to

notify parents of each child's outstanding behavior/work! Merits are awarded for the following accomplishments/reasons:

1. Outstanding academic achievement/accomplishment
2. Making good choices
3. Achieving a high score on tests/quizzes
4. Improvement (in effort, behavior, grade(s))
5. Outstanding participation (in class discussion, academic competitions, challenging assignments, and at school Masses)
6. Displaying exemplary behavior – students who exemplify our life skills and are kind, tolerant, respectful, cooperative, responsible, caring, curious, and patient
7. Problem solving and/or coming up with innovative ideas
8. Volunteering/assisting in the classroom, at school functions, or anywhere on the school/parish grounds

To encourage good choices and academic excellence each Merit erases one Parent Notification Form.

### **Detention:**

Students will be required to attend detention after receiving three Parent Notification Forms and/or notification of more serious behaviors (such as poor conduct in class or during recess, inappropriate language, fighting, violation of academic honor code, etc.). Please note: one Merit erases the issuing of one Parent Notification Form. Parents/guardians will be notified at least one day in advance when a student is assigned a detention and are expected to cooperate. Students will serve detention under the supervision of the Principal or other designated official.

Detentions may also be automatically assigned for reasons such as:

1. Inappropriate/unacceptable classroom behavior
2. Non-compliance with school rules and regulations
3. Poor conduct at recess
4. Fighting
5. Inappropriate language
6. Violation of academic honor code
7. Violation of Technology Use Agreement policies
8. Possession/use of a cell phone
9. Violation of the Respectful Learning Environment policies
10. Habitual Tardiness

Upon receipt of a third detention, and each one thereafter in a single trimester, the student will be required to serve a one-day suspension. Following the suspension, a conference will be held with the parent/guardian, student, teacher, and Principal. A Disciplinary Referral Notice will detail the course of action to be taken and specify corrective measures needed. Three Disciplinary Referral Notices may result in expulsion.

### **Suspension/Expulsion:**

A suspension is the temporary removal of a student from the classroom and/or school. The primary purpose of suspension is to give the student, parent/guardian, and the school the time needed for resolving a problem. Suspension is considered a serious matter, which could lead to expulsion from school. It is not used for minor infractions. Every effort is made to resolve problems before considering suspension. Grounds for suspension include, but are not limited to, the following:

- A. Violation of any Federal, state or local laws.
- B. Conduct that harms the good name of St. Anne School.
- C. Violation of school policies, rules or regulations such as:
  - 1. Disrespectful attitudes:
    - a. Inappropriate or disrespectful comments/actions or arguing with a teacher/staff member.
    - b. Questioning a teacher's/supervisor's authority.
    - c. Harassing/bullying fellow students. Bullying and harassment can look like: pushing, shoving, hitting and spitting, as well as name calling, picking on, making fun of, laughing at and excluding someone. Harassment/bullying is conduct that creates an intimidating, hostile or offensive school environment and is prohibited. Harassment can be electronic, verbal, visual, physical, or sexual. Harassment is considered from the point of view of the recipient of the unwanted attention. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing" or any other rationalization. The victim is not responsible for being a target of bullying.
  - 2. Violent fighting (parents/guardians are called immediately and students sent home-out of school suspension):
    - a. Causing physical harm or injury (or attempting to injure).
    - b. Provoking a fight.
    - c. Losing control (temper tantrums).
  - 3. Disruption/disturbance of class:
    - a. Ignoring classroom rules.
    - b. Ignoring playground and/or lunchtime rules.
  - 4. Profane language:
    - a. Using vulgarity or profanity (whether written or spoken).
    - b. Using profane or vulgar signs or actions.
  - 5. Repeated refusal to do or complete required work.
  - 6. Stealing or cheating (includes plagiarism).
  - 7. Vandalism (deliberate destruction or damage of property-parish, school, staff or student).
  - 8. Violation of Technology Use Agreement policies.
  - 9. No improvement following a Disciplinary Referral Notice.

**Duration of Suspension:**

Solely the Principal determines the length and type of suspension. Either in-school or out of school suspension may be imposed for infractions. The type of suspension imposed depends on the severity and/or nature of the offense. In school suspension and out of school suspension are not interchangeable.

**Admission Following Suspension:**

Re-admission requires evidence that the problem that led to the suspension has been resolved. In addition, the student must be accompanied back to school by his/her parent/guardian and must have completed all work assigned during the suspension.

**Expulsion:**

Expulsion is the removal of a child from attendance at St. Anne School by the Principal and the Pastor as a result of (but not limited to) such things as:

- 1. Behavior so serious that future attendance is not acceptable. Involvement with drugs, alcohol and/or weapons, on or off school grounds is one area that constitutes cause for immediate expulsion.
- 2. A consistent pattern of disruptive/disrespectful behavior. Three Disciplinary Referral Notices in a school year is one such criterion, as is three suspensions or any combination thereof.

3. A consistent refusal to complete schoolwork may result in expulsion.
4. Gross lack of improvement following suspension(s) may result in expulsion.
5. Other behavior or action deemed serious by the Principal.

### **Procedure to be followed with regard to Expulsion:**

Expulsion procedures follow Diocesan regulations. These include:

1. The Principal shall make a recommendation for expulsion to the Pastor.
2. Notification of the Office of Education, Diocese of Las Vegas.
3. Notification of the parents/guardians.
4. If parents/guardians so request, a meeting with the Pastor and the Principal will take place at which time the reasons will be made known (as stated in written form). Documentation for the incident(s) leading up to the recommendation for expulsion shall be presented.
5. Following the meeting, the Pastor and Principal, after consulting with the Office of Education, will make the final decision regarding the recommended expulsion.
6. Parents/guardians will be notified of the decision in writing.

### **Proper Grievance Procedure:**

If a parent/guardian is dissatisfied with a child's status or progress, the proper procedure is:

1. Consult with the respective teacher(s).
2. If the problem cannot be solved by mutual agreement, consult with the Principal.
3. If that doesn't appear to alleviate the situation, consult with the Pastor or his representative.

Be aware that the person with whom you wish to consult will advise you to refer to the previous step if it has been omitted, prior to meeting with him/her.

### **Leaving school grounds without permission:**

Once a student comes on the school property, he/she is not to leave except by following the procedure set forth in the handbook.

### **Prohibition of Bullying, Intimidation and Harassment**

Bullying, harassment and/or intimidation of any student on school property, at school-sponsored functions or through electronic means (on or off campus) are prohibited. St. Anne is committed to each student's successful education within a safe and respectful atmosphere.

All reports of bullying are to be reported immediately to the Diocese of Las Vegas Director of Safety and Emergency Management.

As used in this policy, "bullying, harassment, and/or or intimidation" means unwelcome, intentional conduct that is not authorized by law which is either severe or is repeated over time in a situation where an imbalance of power exists between those involved.

- Intentional conduct means the act or conduct is willfully, knowingly, and with deliberate intent to hurt or harm a person or that person's property.
- An imbalance of power can exist on the basis of, but not limited to, a students' physical strength, their access to embarrassing information, or popularity to control or harm others. Power imbalances can change over time and vary in different situations, even if they involve the same people.
- Bullying, harassment, and/or or intimidation can take various forms, including physical or social, oral or written (including electronic writings).

- Bullying, harassment, and/or or intimidation may be motivated by an actual or perceived personal characteristic, which include, without limitation, race, religion, national origin, socioeconomic status, disability, sex, sexual orientation, etc.
- Behavior that may not qualify as bullying, harassment, and/or or intimidation may nevertheless be inappropriate and subject to disciplinary action.

### **Investigation of Reports**

Within one business day of the receipt of a report the school, with guidance from the Director of Safety and Emergency Management, will commence a preliminary investigation into the allegation to obtain further information and to ascertain whether the allegation has merit, which may include speaking with the alleged bully and the alleged victim. If, after the initial investigation, there is substance to the allegation, the parent(s) of the alleged victim will be contacted within the next business day. Additional investigation, as well as reports to the authorities, may occur thereafter depending on the facts and circumstances of the matter. Bullying, harassment, intimidation, and the making of false reports are all considered serious infractions.

**Safe Voice:** The Diocese of Las Vegas students now have access to SafeVoice. The SafeVoice program offers a hotline, mobile app and website for the purpose of reporting threats to the safety and well-being of our students. SafeVoice was established by the Nevada Department of Education and is operated in partnership with the Nevada Department of Public Safety. Reports are anonymous unless the reporter chooses to share his or her name. **The SafeVoice App is free and the reporting system can be accessed by visiting [www.safevoicenv.org](http://www.safevoicenv.org) or by calling 833-216-7233(SAFE).**

### **Arrival/Dismissal/Traffic Safety**

*Simple Parking Lot Procedures for Arrival and Dismissal:* The safety of our children is our primary concern. All drivers are respectfully asked to and required to follow these procedures. Please be reminded of the serious fact that during dismissal procedures the teachers are on SAFETY PATROL and are not permitted to conference with parents. Teachers can be easily distracted, and the safety of the children can be compromised. In unity, Christian respect, and good cooperation, we ask all parents to participate in the school regulations for drop off and dismissal. Do not use the neighborhood for drop off or pick up the children

*Morning Drop-off:* For Morning Care, you will need to park in the church parking lot and accompany your child to the gym to sign in. Please allow a few extra minutes for this.

For normal drop off, you will need to park in the church parking lot if you want to accompany your child to the classroom. For drop off, please enter on the east side of the faculty parking lot and proceed through the lot to drop your child at the pedestrian gate to enter school grounds. All student belongings should be in the vehicle with them. Parking in the faculty parking lot is prohibited.

*Afternoon Pick-up:* Parents, and the persons they have approved, are expected to pick up primary, elementary and intermediate students, grades K-4, at their classroom doors. Travel North on Maryland Parkway and turn right (East) on Bonita Avenue. Immediately on your right is the Church parking lot. Park your vehicle and use the crosswalk to enter the small gate onto campus. Once back in your vehicle, exit the back of the Church parking lot through the eastern most exit (not where you entered the lot).

If your child is in grades 5-8, please use the drive thru traffic pattern. Travel North on Maryland Parkway and turn right (East) on E. St. Louis Avenue. At the four way stop (E. St. Louis Avenue and S. 15th Street) turn left (North) followed by an immediate left (West) on Bonita Avenue. To be considered in the pick-up line use the first entrance of the school parking lot. Middle school students will be

waiting by the gate to get in their cars quickly. Once the student(s) have safely got in the vehicle exit the parking lot and turn right (West) on Bonita Avenue.

**NOTE:** No families are permitted to park in the school parking lot for afternoon pick-up and cannot make a left (East) when exiting the pick-up line. This creates a dangerous situation for students, faculty, and families. Also, families with students in grades 5-8 and K-4 cannot use the pick-up line at dismissal.

### **Early Pickup from School**

There are times when children must be excused early from school. Please notify the School Office in writing or by phone at least one hour prior to your arrival on campus if there is need to pick up your child(ren) earlier than dismissal at the end of the day. Please do not disturb classrooms, for any reason, at any time during the school day. All parents must report to the school office if they are on campus during school hours.

### **Eighth Grade**

The eighth-grade year is a very exciting time for students. Besides being an enriching year academically, there are many activities in which the students are able to be involved. There are dances, a retreat, and field trips, one being the big end of the year “trip.” Please be advised that any student who has unsatisfactory conduct or missing work will be excluded from one or all of these activities. These activities are privileges for those who have done what is expected of them and not rights just for being an eighth grader. A Valedictorian for the eighth-grade class will be chosen based on averaging the grades in all core subjects for the seventh and eighth grade in May, after final exams have been completed. The student with the highest average will be named Valedictorian. The student with the next highest average will be named Salutatorian.

A \$150 Graduation Fee is charged to all eighth-grade students. This fee must be paid in full no later than May 1, 2022. All tuition and fees must be paid in full for the student to participate in eighth grade activities.

### **Electronic Devices/Cell Phones/Telephone Usage**

Personal electronic devices such as digital cameras, digital voice recorders, cell phones, iPods, iPads, Kindles or other similar electronic devices are not to be used on school grounds before school while in the Before School Program, during the school day or in the After School Program. The item must be turned off at all times. Students who use these items or whose items are left on during the school day will have them confiscated and placed in the safe in the School Office. Such items will be maintained in the principal’s office until the parent and principal can schedule a meeting to address/return such item(s).

Students will be permitted to use the telephone in the School Office for emergencies (with a teacher’s permission). The phone cannot be used to make arrangements for personal activities or to request forgotten homework, P.E. uniforms, lunches, etc. The school’s Administrative Assistant will contact the parent/guardian if a student is ill and needs to be picked up. Cell phone usage by students is not allowed during the school day or in the After School Program. If a student needs to contact a parent during after school, they must ask the After Care supervisor.

### **Emergency Evacuation Procedures**

In the event of an emergency situation that would require the evacuation of our school, all students and teachers from St. Anne School will be evacuated to Trinity Life Center. This would become the evacuation pick up point for our students. Trinity Life Center is located at 1000 East St. Louis Ave.

## **Family Participation Program**

Saint Anne Catholic School is a cooperative endeavor in which every family in the school community has a vital role to play. Through combined efforts of the school and home working together, the spiritual, academic, and financial goals of our school are met in the best interest of our children. Volunteers are an indispensable component of the life of our school. Our Family Participation Program encourages your involvement in the school. Through involvement, we get to know one another, and you are given the opportunity to develop a real sense of “belonging” to the school. Your volunteer efforts are especially needed in fund-raising activities which provide the support that makes it possible to keep our overhead and tuition within manageable levels.

The Catholic education your child receives is a great blessing, but it comes with some responsibility and, often, sacrifices. It is through parent involvement that we improve the quality of education for our children and impart to them its importance. For this reason, Saint Anne has established a community Family Participation Program, in which all families are REQUIRED to participate. It helps us to get to know other parents and to observe our children’s school life.

It is a requirement of registration that volunteer hours be offered to the school or monetary compensation is made for volunteer hours not provided.

### **General Content and Guidelines of the Family Participation Program:**

Eighteen (18) hours per year per family in the assistance of Saint Anne Catholic School are required. Single parents are required to work 10 hours. Hours can be earned throughout the year through participation in the Saint Anne Catholic School Fun Fair and assisting at the Saint Anne Catholic School Sports BBQ.

Every family is required to work at least six hours at Fun Fair. If a family does not participate or fulfill all required hours at the event, they will be billed immediately following the event. Parents will be assessed a \$50 fee per hour not worked. It is the responsibility of each family to record their job description and hours worked and obtain the signature of the supervisor for the event. Parents may not give additional hours worked to other school families.

If the Family Participation Program hours have not been completed by May 20, 2022, families will be billed for the missed hours. If the bill has not been paid by the end of the school year, report cards and/or transcripts will not be issued. If you anticipate having problems fulfilling your Family Participation Program obligation, you must contact the Principal well in advance to discuss this matter.

Listed below are examples of jobs which fulfill volunteers’ requirements:

Yard duty (daily: recess & lunch)	Classroom parties	Multicultural Day
Field Day	Open House	Coaching
Classroom aide	PTO Meetings/Events	Occasional maintenance
Library aide	First Communion	Picture Day

### **ShopWithScrip Program:**

Each family is asked to provide a minimum profit of \$100.00 from all purchases of Scrip, beginning in July and ending in June. If you choose not to participate in the Scrip program, you are asked to pay a \$200.00 buyout fee per year, which represents profits to the school from participation in the Scrip Program. Visit the school website for more information regarding use, payment, and profit.

The more we use scrip, the more profits there will be to cover the miscellaneous out-of-budget improvements and costs for our school. Other than some advanced planning, there are no costs to our

families. The Scrip Program is a great way to raise additional funds for the school, without excessive tuition increases, or having to ask all of us to get involved in one labor intensive fund-raiser after another.

## **Field Trips**

Educational, sports, school clubs/organizations and cultural field trips may be taken. After receiving approval from the Principal, these are arranged at the discretion of the teacher, with the assistance of the room parent(s), and supervised by the teacher, classroom aide, and parents (if applicable).

Field trips are educational experiences that we provide for your child. If your child is unable to behave according to Saint Anne school policies, as evidenced by unsatisfactory grade or behavior, your child may not be allowed to go on a field trip. Parents will be notified in advance, and an alternate assignment will be given.

Chaperones must be fingerprinted; certified under the Diocesan CMG Safe Environment Training; be able to adhere to the rules and codes set forth by the teacher as well as remain with the group throughout the duration of the trip.

Class parties and dances are privileges, not rights. Unsatisfactory behavior or failure to do required work will result in loss of privileges.

## **Medication**

If a student requires medication during school hours, the parent/guardian must complete the Diocesan Medication Form, which can be obtained from the School Office (stating the type of medicine, the amount to be taken and the time it is to be taken, etc.). Medicine will be kept in the school office and the child will be directed to report to the office for dispensing. Prescription medication must be in the original bottle with the student's name on it. The school does not provide aspirin or the like for students. Under no circumstances may children have medicine (including aspirin or cough drops) in their classroom or lunch boxes.

## **Homework**

Home study is an integral component in the educational process. Motivation for home study is developed through the cooperative effort between home and school.

The following indicates the average amounts of time that should be spent doing homework nightly.

Grades K – 2	up to 30 minutes
Grades 3 – 5	45-60 minutes
Grades 6 – 8	60-90 minutes

Homework assignments include studying, written work, recalling information, explaining and/or discussing what has been learned in class, reading a good book and/or working on long- range projects. Additional reading time may be required.

As the primary educators of your child(ren), you can assist the learning process by providing an atmosphere appropriate for studying. Please talk with your children about school; listen and encourage them. Please do not do the work for your children. A child learns by doing the work with guidance, when necessary. Parental supervision and checking your child's homework for accuracy is extremely important. Teachers in Kindergarten through 4<sup>th</sup> grade may require parents to initial HW or planners nightly.

We expect our students to be responsible for completing their homework each night. All students are required to utilize their homework assignment planner on a daily basis – this is not an option. Time is set aside at the end of each school day (or at the end of class for middle school students) to make certain that all students have had the opportunity to write their assignments down. In addition, students/parents must check to be certain that they have all items needed to complete homework before leaving the classroom/school grounds (the students in the After School Program will also be given the opportunity to do the same). Parents/students may not be permitted to return to classrooms later in the afternoon/early evening for forgotten books/materials as this does not encourage responsibility or assist in developing good work habits and organizational skills.

Students in Grades 7 and 8 may regularly be assigned weekend homework. Students in Grades 4 through 6 may have weekend homework on occasion, this includes long range projects.

If a student has not done his/her homework, he/she will receive a Parent Notification Form and may be required to remain inside during recess in order to complete those assignments. (If your child was unable to complete homework due to an emergency situation, please notify your child’s teacher of the situation – via note or email. Our teachers will be happy to work with you and your child.)

### **Makeup Work**

In Grades 6 through 8, students will be given one day to return their work – for each day absent. In Kindergarten through Grade 5, the children will be given two days to return work – for each day absent. Please note in extreme cases, additional days will be allowed for the completion of “make-up work” – please send a note or e-mail to your child’s teacher regarding the circumstances.

### **Long-Term Assignments**

Teachers will frequently ask students to complete projects or long-term assignments. The purpose behind long-term assignments is to have the student investigate a subject thoroughly and thoughtfully. Long-term assignments will teach a process as well as result in greater understanding of a product such as a report, an artifact, etc. Long-term assignments should be worked on daily to avoid last minute anxiety, a sense of being overwhelmed, and/or a rush to completion devoid of understanding.

### **Honor Roll**

Honor Roll: An Honor Roll is published at the end of each trimester for the students in Grades 5 through 8. The students achieving honors in a given trimester are recognized at the school-wide Awards Assembly.

A grade of “D” or “F” in any subject, or an “unsatisfactory” grade in behavior/work habits categories will keep a student from the Honor Roll using the following system. The average of Math, Reading, Writing (Language Arts), Social Studies, Science, and Religion are used to determine the following:

Principal’s Honor Roll: An overall average of 96% and above

Gold Honor Roll: An overall average of 92%-95.9%

Silver Honor Roll: An overall average of 88%-91.9%

Kindergarten through Grade 4 earn scholarship, effort, achievement, math excellence or reading excellence awards instead of Honor Roll.

## **Insurance**

The Diocese of Las Vegas has mandated that every student enrolled in diocesan Catholic schools *must* participate in the student insurance program. This student insurance is in addition to any other insurance coverage students may have.

## **Library**

Students may request additional library time for research with written permission from their teachers and notice to the librarian. Library books are generally checked out for one week. If a library book is overdue, no other books or library materials can be borrowed until all late items are returned.

If a student loses a library book, parents are responsible for the actual replacement cost. The library will not reimburse students for lost books that resurface at a later date. If the library book does resurface, it becomes the property of the student. All outstanding library charges must be paid upon receipt of the notice. If not paid, the library fees will become part of the student's outstanding account balance and report cards and transcripts will be held for non-payment.

Reference or research materials such as encyclopedias, dictionaries, atlases, etc. may not be removed from the library. Students who abuse library privileges due to unsatisfactory behavior, or who constantly return books late may lose library privileges.

## **Lost/Damaged Textbooks/Workbooks**

If a student loses a textbook or workbook, parents will be responsible for the replacement costs for these items. Replacement costs vary according to the specific item lost.

## **Lost and Found**

The Lost and Found is located in the School Office. Students and parents should look there for lost items such as clothing, eyeglasses, lunch boxes, and school supplies.

## **Lunch**

Lunch is eaten in the outside lunch area unless the weather is extremely cold, windy, rainy or hot. At those times lunch will be eaten in the classroom. Nutritious lunches are encouraged; candy and “junk food” are discouraged. Carbonated and caffeinated drinks will not be allowed. Please note students may not leave the school grounds for lunch. If children forget their lunch at home, they should notify the homeroom teacher immediately. At such time, the parent will be notified and required to bring a healthy lunch to school.

## **National Junior Honor Society**

The National Junior Honor Society is one of Saint Anne Catholic School's service organizations. Membership is open to students in the seventh and eighth grades, who have successfully completed the NJHS application packet. Students will then submit the application for review by an Admission Committee.

## **Non-Custodial Parent and Shared Custody**

Please be advised that unless we, the Saint Anne Catholic School Office, have a restraining order from the court system of Nevada, which states that one parent may not have contact with his/her child, we, Saint

Anne Catholic School, will not prevent any parent from seeing and taking his/her child off school grounds.

Saint Anne Catholic School will not be responsible for keeping track of which parent is to pick up the child on which day. This is the responsibility of the parents.

Saint Anne Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, Saint Anne will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. (Source: Family Educational Rights and Privacy Act – 1975)

### **Parent/Teacher Conferences**

Formal conferences for all families are scheduled during the first week of October and minimum days (dismissal at noon) are observed. Parents are welcomed to confer with a teacher at any time, please make prior arrangements (via written note, e-mail, or telephone call). This will ensure that your child's teacher is available and prepared to assist you. Many times, our teachers have full schedules at the end of the school day (meeting with other parents, working with students, attending workshops, meetings, etc.). We recognize the importance of good communication and enjoy working with parents on behalf of our students.

### **Parent/Teacher Organization**

Parents are invited to join the Saint Anne Catholic School Parent/Teacher Organization. The Saint Anne Catholic School Parent/Teacher Organization has two major goals, community building among families and fundraising for Saint Anne Catholic School. Meetings are held once a month on the second Tuesday of every month at 5pm. One family participation hour is awarded for attending a meeting.

### **Re-Enrollment and Registration Fee**

Saint Anne Catholic School requires a non-refundable registration fee for each child. The Application to Re-Enroll is due in February. Payment plans are available, and Registration Fees must be paid in full no later than June 1<sup>st</sup>. Registration is not complete and classroom space is not guaranteed until the Registration Fee is paid in full.

### **School Masses/Prayer Services**

Students attend Mass or Prayer Service every Friday. The liturgy for these services is prepared by the students, and parents are most welcome to attend them. Holy days of obligation are observed and during Lent, students will participate in Stations of the Cross. Grades 3-8 participate in Reconciliation twice a year during the liturgical seasons of Advent and Lent.

### **School Supplies**

Supply lists for each grade will be provided before the opening of school at <http://school.stannelvny.org>. Please check under the "Parent" link.

## **School Visits**

Parents are always welcome at Saint Anne Catholic School. For the safety of the children, **all visitors must always report to the School Office and NOT directly to the classroom.** School office hours are **7:30 AM to 3:30 PM**, Monday through Friday. Summer and holiday hours vary. All hours are posted at **<http://school.stannelvnv.org>**.

## **Searches/Seizures/Inspections**

Students do not have a right of privacy in their cubbies, desks, bags, backpacks, computers, or in any other property belonging to St. Anne/Diocese of Las Vegas, or that is brought onto the property of St. Anne/Diocese of Las Vegas. Property belonging to St. Anne/The Diocese of Las Vegas includes, but is not limited to cubbies, desks, storage areas, computers and/or other work space. Personal property brought onto the Diocesan/St. Anne's premises, includes, but is not limited to backpacks, purses, bags, computers, I-pods, game-boys, cellular telephones, and vehicles. St. Anne/The Diocese of Las Vegas reserves the right to search such property at any time, without warning, to ensure compliance with our policies, including, without limitation, policies on safety, theft, drug and alcohol use/possession, etc. Accordingly, no student or other person on the St. Anne/Diocese of Las Vegas premises should have an expectation of privacy while on St. Anne/Diocesan property. Failure to cooperate in searches or inspection may result in disciplinary action, up to and including expulsion.

## **Sports/Cheer Eligibility**

Students participating in sports, cheer and other extra-curricular activities are required to have no grade lower than a 70% in more than one subject and no unsatisfactory grades in effort, conduct, or homework. Ultimately all sports eligibility decisions are made by the Principal. There is a \$25.00 per sport fee to participate in Soccer, Basketball, and Volleyball. All other sports have a \$10.00 fee per each sport. Excessive tardies and/or absences may prevent a student from participating in sports or cheer.

## **Student Academic Progress**

Teachers use progress reports, report cards, standardized test results, online gradebook and conferences for reporting student progress. During each trimester students in grades kindergarten through grade 8 will receive a mid-trimester progress report after six weeks and a report card after twelve weeks. The school calendar marks the mid-trimester progress reports and report card dates. You can find the most up-to-date calendar on the Saint Anne Catholic School website.

At the start of the year standardized tests are administered to students in grades 2-8. Test results are given to parents at the end of the first trimester.

## **Grading Scale**

A+	97-100	4.0
A	93-96	4.0
A-	90-92	4.0
B+	87-89	3.0
B	83-86	3.0
B-	80-82	3.0
C+	77-79	2.0
C	73-76	2.0
C-	70-72	2.0
D+	67-69	1.0
D	63-66	1.0
D-	60-62	1.0
F	Below 60	0.0

### **Kindergarten through 4<sup>th</sup> Grade**

For students in grades Kindergarten through 4<sup>th</sup> Grade, achievement is determined by overall progress in Religion, Mathematics, Reading, Phonics, Spelling, English/Language Arts, Science, and Social Studies. Art, Technology, and Physical Education are also considered.

If in determining the academic progress of a child at these grade levels, we find that he/she is not meeting grade level expectations in two out of the five subject areas, the school will consider retention. For promotion to the next grade level, there must be positive proof of academic growth for the year. Further, if a student is experiencing difficulties or showing little progress or academic growth in Reading or Mathematics, summer tutoring may be recommended or required.

### **5<sup>th</sup> through 8<sup>th</sup> Grade**

For students in grades 5 through 8, promotion or retention is determined by the cumulative grade point average for the current school year or if we find that he/she is not meeting grade level expectations in two out of the five subject areas, the school will consider retention. This GPA is determined based on an average of the grades earned in Religion, Mathematics, Reading, Spelling, English/Language Arts, Science, and Social Studies. Art, Technology, and Physical Education are also considered.

For promotion to the next grade level, the cumulative GPA must be a 1.0 or above. There must be positive proof of academic growth for the year. Students with less than a 1.0 will be considered for retention by the school. Further, if a student is experiencing difficulties or showing little progress or academic growth in Reading or Mathematics, summer tutoring may be recommended or required.

### **Promotion/Retention**

Promotion in the primary grades depends upon the proficiency achieved in Language Arts and Mathematics. Retention, if necessary, is more beneficial in these grades than in the upper grades.

Students with irregular attendance or poor work may be retained or conditionally placed. When it is necessary to retain a student, the parents, teacher, and principal should reach a mutual agreement. However, the school has the right of not accepting the student in the next grade if the student is incapable of academically performing at that level.

### **Academic Probation**

If a student has a GPA of 1.0 or has failed one or more subjects, he/she will be placed on academic probation for the following school year. He/she will be required to be tutored during the summer. All work completed must be turned in to the school by the family with a written report outlining dates and times from the tutor.

If the student maintains a grade of “D+” or better by the end of the first trimester of the next school year, the probationary status will be removed.

A student whose “Behavior/Work Habit” grades are “Unsatisfactory” and who does not maintain at least a “D” average while he/she is on probation, may not be allowed to continue as a student at St. Anne Catholic School.

Parental awareness and cooperation are the key. The parent/guardian must be aware of the child’s progress. It is the teacher’s responsibility to contact the parent/guardian when a problem arises. Teachers are expected to meet with parents to discuss the situation when the problem could lead to academic retention.

When a student's progress is border line, that is, just barely passing, and in the teacher's judgment there is doubt about the child's ability to succeed in the next grade level, a conference shall be held to discuss the situation and arrive at an acceptable solution. This conference shall take place by the end of the second trimester of the respective school year and will include the following individuals: parent/guardian, teacher, and Principal. If the parent/guardian and professional staff are not able to reach an agreement, the school reserves the right to refuse the student's registration for the next school year.

## **Student Council**

The purpose of this organization shall be to promote citizenship, encourage a high standard of scholarship, arouse school spirit, demonstrate the practical application of democracy, and to advance the welfare of the school and its members in every possible manner.

Students from grades six through eight will elect members to Student Council that will serve as their representatives. Only the students in grades seven and eight will be eligible to run for Student Council Offices.

To be a part of Student Council, each member is expected to demonstrate personal leadership skills and responsible citizenship. The students have to maintain a high standard of scholarship and promote the mission of our school.

## **Technology**

Every student and parent attending Saint Anne Catholic School is required to read and sign the Acceptable Internet User Policy Form. This form must be returned to school before your child(ren) can use the school's computer lab. The school has implemented several safeguards to restrict access to controversial materials; however, it is impossible for the school to restrict access to all internet sites where controversial material and images can be accessed. Therefore, the school cannot be responsible for such materials. The following guidelines list the proper use regarding all technology equipment at the school:

Students are responsible for good Christian behavior when using the school computers. General school rules for behavior and communications apply. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of this privilege. Disciplinary action may result in, but is not limited to, Parent Notification Form, detention, suspension, and revoking computer use privileges.

Vandalism or internal modification of system settings will result in disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student. Students are warned not to change local workstation settings such as screen savers and desktop settings.

The work of all users is valuable. Therefore, all students will protect the privacy of others by not trying to learn passwords. Students will not copy, change, read, or use files from another user. Copying another student's computer files to present as his own work is the same as cheating, and the school rules on cheating will apply.

Students must respect all copyright laws that protect software owners, artists, and writers. Students will not bring software programs from home to load on the school's computers. Students will not copy software programs to take home.

Students understand what appropriate usage is and are responsible and trusted to use technology access in the appropriate manner. Students are expected to only use the internet for directed educational searching

as their teachers assign work. Students are not to use the internet for games and private interest searches such as music groups, sports, etc.

Students have a responsibility to report any behavior observed by another student that is inappropriate. Students are forbidden to enter chat rooms or engage in communication with any person or persons outside the school's network. Students are ***not allowed*** to be on social networks such as Facebook, Twitter, Snap-Chat, Tik-Tok or Instagram during school hours.

## **Tuition and Parish Rate Criteria**

Saint Anne Catholic School offers children education, religious instruction, socialization, and worship in exchange for tuition paid by the parents. For the school to fulfill its mission, tuition payments must be made in a timely manner. The school, like families, has financial obligations that must be paid on time, such as monthly utility bills, and payroll every two weeks. When parents register a child for admission to Saint Anne, they are making an agreement with the school to pay their tuition bills as scheduled.

Saint Anne Catholic School tuition may be paid in full or in twelve (12) monthly installments, beginning July 1 and ending June 1. Tuition, registration fees, program fees and security fees are non-refundable. There will be no refund of pre-paid tuition, registration fees, program fees or security fees. Before a child can attend classes, parents/guardians must initial and sign the Tuition Agreement and addendum. All accounts must be current by the end of each trimester.

Any family who fails to remain current in its tuition may be asked to leave Saint Anne Catholic School. If your account is not paid in full (this includes not only tuition but the Before/After School Program, and Family Participation Program hours) by end of the school year, your child(ren) will not receive their final report card and their transcripts will not be forwarded to a new school. Final balances, for families not returning to Saint Anne, must be paid in cash, money order, credit card or debit card. Checks will not be permitted.

To qualify for the *discounted* Registered and Contributing Parishioner Rate, a family must be registered at St. Anne Parish, attending mass and tithing at least 42 weeks per year to Saint Anne Catholic Church. There is a mandatory minimum contribution of \$210.00 per year, but contributions must be identifiable, such as in the parish envelope provided for registered parishioners, an envelope with the name and address of the school family, with a personalized check or using our online payment system. A pledge of \$100.00 to the Catholic Stewardship Appeal is also required every school year. We encourage families to sign up for automatic payment, which is available by contacting the parish office. Those families receiving the Non-Parishioner Rate are those families not registered, and not attending mass and not tithing to Saint Anne Roman Catholic Church. There is no separate category for non-Catholic families.

Tuition payments are due on the first of the month. A \$25.00 late fee will be added to accounts if payments are not made by the due dates agreed upon in the Tuition Agreement. If the family becomes delinquent after the second month, a mandatory meeting with the Principal and Pastor will be called to rectify the situation. There will also be consequences for the student regarding attendance at school and access to homework.

A service fee of \$35.00 will be charged for all checks returned by the bank for non-payment. Late fees and returned check fees will be strictly enforced. Please be advised that during any period of the school year if one (1) personal check is returned to the school for non-payment you will be required to make ALL remaining payments to the school in cash, money order, credit card, debit card or cashier's check. ONLY certified funds will be accepted from that point on.

## **Unacceptable Use of Outside Technology**

The school expects students to use information technology (including but not limited to the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Catholic moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illicit activities.

Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks such as TikTok, Twitter, Instagram, Snap Chat and Facebook. Students are responsible for all materials and communications made on personal websites and social networks and the materials and communications should be consistent with Catholic moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees is strictly prohibited.

## **Uniforms**

**August thru October: Summer Uniform**

**November thru February: Winter Uniform**

**March thru May: Summer Uniform**

All students are to be dressed in the proper school uniform that is purchased through the approved uniform stores. Students who do not come to school in proper attire will be given an infraction slip or Parent Notification Form and sent to the office to call home for a change of clothes. It is the responsibility of the parent before bringing the child to school to make sure they are in proper uniform. All uniforms can be purchased through Dennis Uniforms.

### **Summer Uniform Boys and Girls:**

Shorts: Navy (with black belt)  
Skorts: Navy blue  
Shirts: Red knit polo shirt with embroidered school logo  
Socks: Plain, white crew or ankle socks (no logos)  
Shoes: Athletic/running/tennis shoes; white in color. All shoes must tie/Velcro and provide appropriate support (no Vans or "Heelys" permitted.)

### **Winter Uniform Girls:**

Plaid Jumpers: Grades Kindergarten through Grade 5  
Plaid Skirts: Grades 6 through 8: Jumpers and skirts no higher than 3 inches above the knee  
Blouse/Shirt: K-5: white, round collar with jumper, short or long sleeve  
6-8: Oxford collar short or long sleeve.  
Tie: Hamilton Plaid; K-5: with pants  
Sweater: Red cardigan with embroidered Saint Anne Logo  
Pants: Navy (with black belt)  
Socks: Plain navy-blue knee socks (or navy-blue tights in cold weather)  
Shoes: Black leather or vinyl lace-up shoes, Mary Janes or Penny Loafers  
Chunk heels, boots, and platforms are not permitted.

### **Winter Uniform Boys:**

Slacks:	Navy
Belt:	Solid black belt (belt is required.)
Shirt:	Pressed, buttoned to the neck, short or long sleeve Oxford
Tie:	Hamilton Plaid
Sweater:	Red cardigan with embroidered Saint Anne Logo
Socks:	Navy or black crew socks only
Shoes:	Black leather or vinyl lace-up shoes or Penny Loafers*

Please note, the following types of shoes do not meet the school's winter uniform policy criteria: Vans, TOMS, Skechers, tennis shoes, other types of slip on shoes.

### **P.E. Uniform Boys and Girls:**

#### **Summer**

Shorts:	School shorts with Saint Anne Catholic School logo
Shirt:	Any royal blue t-shirt from a SACS school athletic sponsored event, "Be Kind" t-shirt, school logo t-shirt; and/or PE shirt available at Dennis Uniform
Shoes:	Athletic/running/tennis shoes; white in color. All shoes must tie/Velcro and provide appropriate support (no Vans or "Heelys" permitted)
Socks:	Plain white crew or ankle socks – (no logos except Saint Anne logo socks)

#### **Winter**

Sweatpants:	Navy blue with Saint Anne Catholic School logo
Sweatshirt:	Navy blue with Saint Anne Catholic School logo
Shirt:	Any royal blue t-shirt from a SACS school athletic sponsored event, "Be Kind" t-shirt, school logo t-shirt and/or PE shirt available at Dennis Uniform
Shoes:	Athletic/Running/Tennis shoes; white in color. All shoes must tie/Velcro and provide appropriate support (no Vans or "Heelys" permitted.)
Socks:	Plain white crew or ankle socks – (no logos except Saint Anne logo socks)

\*The entire P.E. uniform is to be worn all day when students are scheduled for P.E. Class. \*

### **Additional Information Regarding Uniforms for All Students**

All uniforms must fit properly. Large, baggy, and over-sized uniforms will not be permitted. Faded, ripped or torn uniforms need to be replaced in a timely manner. In addition, all uniform shorts (including P.E. shorts), jumpers, and skirts must be an appropriate length, no more than three inches above the knee.

Jackets/coats may be worn over the school sweater on extremely cold days for outdoor activities only.

Officially approved uniforms of Scouting may be worn on meeting days. Sports uniforms are not permitted to be worn at school on game days, unless special permission is given from the principal.

All decisions regarding the appropriateness of student appearance rest with the Administration. Please note that students will receive disciplinary consequences for not adhering to the uniform code.

Infractions to the policy are listed below including, but are not limited to:

- Wearing make-up or nail polish. (No tips or acrylic nails)
- Wearing excessively tight or revealing clothing (spandex, tube tops or spaghetti straps, etc.)
- Wearing over-sized, baggy clothing; leaving shirttails out.
- Wearing shoes with stacked or large heels with open back or soles greater than 1" in thickness.

- Having improper hair styles, such as the following: Shaved, carved, dyed, frosted, or layered hair.
- Hairstyles are to be traditional in nature. Boys hair will be above ears, eyes, collar and neatly combed.
- Girls with long hair should have it looking neat and pulled away from the face.
- Hair extensions or fake hair of any kind is not allowed.
- Jewelry is not to be worn by students with the exception of a single religious medal or cross. Chains without crosses and/or medals are not acceptable. One wristwatch is acceptable.
- Girls may ONLY wear post earrings; one per earlobe. No earrings permitted for boys.
- Jackets and hats are not worn in the classrooms.
- Headbands, scrunchies, etc. are to match the uniform (i.e. matching plaid; solid navy or white). Sparkly fabrics are not acceptable.

## **Non-Uniform Day Dress Code**

When students are given permission to have “free dress,” the following guidelines are to be followed:

### **Girls**

May wear a dress, skirt, jeans, or shorts. Shorts are permitted when summer uniform policy is in effect. All dresses, skirts and shorts must be an appropriate length (no more than 3 inches above the knee). Leggings are only acceptable if worn with a dress or skirt of an appropriate length (no more than three inches above the knee.) Blouses and dresses must have sleeves and should appropriately cover the midriff. No make-up or nail polish.

### **Boys**

Slacks, jeans, or shorts. Shorts can be worn when summer uniform policy is in effect. Extremely baggy clothing is not to be worn. All shirts must have sleeves.

### **All Students**

Socks or stockings are to be worn (no sandals). Clothing with profanity, inappropriate language, pictures, or symbols will not be permitted.

Please note: Students will be asked to refrain from wearing “free dress” on all School Mass days (Fridays and Holy Days of Obligation.)

## **Vacations**

Please refer to our school calendar and plan your vacations to coincide with what is already scheduled. Your child will suffer academically when missing regular class instruction. It is also difficult and frustrating for students to make up the work when they return. The teacher is not under any obligation to help students make up missed work. It will be the parent’s responsibility to assist in making up all assignments that were missed. If it is necessary for your child to miss school for vacation, schoolwork will not be provided prior to your vacation. Please do not request work beforehand. No exceptions.

The school principal and/or the pastor retain the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

## **Volunteer Program**

Volunteers are valued members of our community and we sincerely appreciate your hard work and dedication on behalf of our children. Without volunteers, we would have a difficult time providing many of our extra programs. Giving of your time and talents adds so much to our school community. There is

no job that is too small and no task that is too insignificant. May God bless you for all that you do for our children.

The Diocese of Las Vegas has the following requirements for all adults who are employed or who volunteer in our Catholic communities. Each volunteer must attend an Awareness Session entitled "Protecting God's Children," also known as VIRTUS Training. All employees and certain designated volunteers are also required to complete a monthly on-line training bulletin. In addition to this training, each person must be fingerprinted. All volunteers are required to read the Diocese of Las Vegas Volunteer Handbook, complete the Diocese of Las Vegas Volunteer application, and sign the acknowledgement form which can also be obtained through our school website, under the "Parent" tab.

### **Volunteer Rights**

You are a valued member of our school community.

You have the right to be treated with the same respect as any adult staff member, whether paid or not.

You have the right to worship with us.

You have the right to the tools and information necessary to perform the tasks to which you are assigned.

You have the right to ask questions and receive assistance.

### **Volunteer Duties**

Volunteers are asked to arrive on time, sign in at the school office and perform the assigned task.

The volunteer respects and enforces the rules.

The volunteer remembers that the school exists for the students and treats students the way that Jesus would if He were a volunteer.

The volunteer asks for instruction and assistance when needed.

The volunteer will dress appropriately for the situation, remembering that moral values are part of our teaching.

The volunteer will be a positive role model at all times.

The volunteer will be supportive of St. Anne School.

## Appendix A

### After School Program Guidelines

*Reference the After School Program Handbook for more detailed guidelines.*

#### Introduction

The After School Program provides professional care, supervision, recreation, and enrichment activities for families who desire both parochial school education and supplementary day care in a Christian environment at the end of the school day. The program does not discriminate on the basis of race, color, nationality and ethnic origin, age, sex, or disability in the administration of policies and procedures. Children enrolled in Saint Anne Catholic School are eligible for enrollment in the After School Program. This program allows children to engage in a rich diversity of growth activities within a Catholic environment.

The program strives to provide individual attention, security, consistency and enrichment for all children. Qualified staff supervises the After School Program. These people, employed on a part-time basis, work together to maintain an atmosphere wherein respect and understanding others is realized.

**Registration and Fees:** A registration fee of \$25.00 per child will be required to receive a \$5.00 per hour per child rate. Non-registered families will be charged \$10.00 per child per hour. There is a late charge equal to \$1 per minute after 6:00PM – not to exceed \$20.00.

A student still on the school grounds at 3:00PM will be escorted to the After School Program, and parents will be charged accordingly. This is for the safety of all children and will be strictly enforced. After School Care will be offered on minimum days with the exception of the following dates:  
**December 17<sup>th</sup> and May 31<sup>st</sup>-June 3<sup>rd</sup> (last week of school).**

#### Billing

The After School Program is billed through the School Office at the rate of \$5 per hour. Hours are billed in increments of 15 minutes beginning at 3:00PM. Payment is due the 1st of the month. Failure to pay the cost each month will result in disqualification from the program.

#### Child Arrival

It is necessary for safety and supervision that all students check in no later than 15 minutes after class dismissal.

#### Meals and Snacks

The After School Program does not provide snacks. Children who are going to be staying in the After School Program must have a healthy snack with them to eat.

#### Child Pickup/Late Policy

It is your responsibility to sign your child out each day. Children may leave the After School Program only with the parent, guardian, or other persons authorized by the parent. **Authorization must be in writing.** If a change in pick up is necessary, please notify the school office prior to noon that day. If you are contacted to pick up your child for illness or behavior problems, you must make arrangements for your child to be picked up within an hour. For this reason, it is important that you, or a responsible adult, can be reached at all times that your child is in After School care. Please keep emergency work and home

numbers current. Staff members are employed only until 6:00 PM. It is common courtesy to respect the time of closure.

### **Late Policy for Parents Picking Up Children After 6:00 PM**

Time is based on the After School Program's clock. You are considered late after 6:00 PM. If pick up is after 6:00 PM, parents will be charged \$1 dollar/ per minute starting at 6:00 PM, the amount charged not to exceed \$20.00. After three instances of late pickup after 6:00 PM, parents must meet with the Principal who will decide whether the family will be allowed to continue in the program.

### **Student Behavior**

Every child is expected to abide by the rules of the school, respect all staff members, other students, and all property. If a child violates these standards, we will first take action by removing the child from the group and seating him by himself for whatever period the staff feels is sufficient. After each infraction, the child will receive a warning slip from a staff member who, in turn, will hand the slip to the parent to sign when the child is picked up (warning slips are kept in a confidential file). If the child does not respond and the problem behavior persists, the parent will be called in for a conference. Should there continue to be a problem, a second conference will be arranged and at that time that child may be dismissed from the program.

There will be a warning slip given to a child concerning the following:

Inappropriate language  
Running in the room  
Destruction of property

Hitting and/or fighting  
Showing disrespect to the After School Staff  
Leaving the designated area without permission

Staff members of the After School Program try to meet the rudiments of due process and fair play! Problems will be discussed with students; at that time, they are allowed to present their side of the story. For serious disciplinary matters, the avenue of appeal is the Principal.

### **Homework**

Each day a homework period is scheduled. It is the child's responsibility to acknowledge his/her assignment, and then to use the resources available. The After School Program staff has no way of knowing what homework, if any, has been assigned to which student. For the benefit of all, behavior disturbances will not be tolerated in study hall. If your child is removed from study hall, a note will be sent home that evening as to why your student did not work on his/her homework. Your support and cooperation with our study hall procedures are very much appreciated. As usual, it is important to check your children's homework each night in order to remain current with their classroom activities and to show support and interest in their academic efforts. It is not to be expected that all homework is completed during study hall.

### **After School Activities**

After School students may be involved in tutoring, assisting a teacher, clubs, or athletic activities after school. Correspondence between the classroom teacher, coaches and the After School Program staff is necessary if a student is remaining with the teacher after school, attending an athletic practice or game, or joining in other after school activities. It is imperative for their safety and supervision that all enrolled After School Program students check in with the Program Staff daily before taking part in other functions.

**NOTE:** Brothers, sisters, and friends waiting for students involved in sports, are not allowed to be in the gym with the student involved in the particular sport. They must be supervised in the After School Program.

### **Cell Phones**

Children are not allowed to use cell phones during the After School Program. Cell phones must be turned off and stored in the child's backpack.

### **Toys From Home**

Children may not bring toys or games from home. Often these items are very personal and important, so the child feels they must be defended and protected. This is not consistent with the "sharing" atmosphere encouraged in our large family environment. If a child is bringing a "show-and-tell" item for a class, it will need to remain in the child's cubby or backpack during their time in the After School Program.

### **Health & Emergency Policies / Emergency Cards**

Please keep your child's emergency card up to date. People on the emergency card will be contacted when a parent cannot be reached in the following situations: Late pickup, illness, accident, or behavior problems.

Please be sure that people on the emergency card are aware that they are an emergency contact and know the location of the After School Program. Children will not be released to persons whose names are not on file (on their emergency card). Appropriate identification may be required prior to releasing children from the program.

### **Illness**

Parents should keep their child at home when signs of infection or illness appear. This is for the child's own welfare and for the welfare of others. A child is contagious at the onset of cold symptoms: weepy eyes, coughing, sneezing, runny nose, and should be kept at home until these signs disappear. At no time will a child with a fever or contagious disease be allowed to attend the After School Program.

If the child is ill or becomes ill during After School hours, the parent or guardian will be notified immediately to pick up the child within one hour.

### **Health and Medication**

All health problems and medications should be put on the emergency card. Any medication should be given from the school office before 3:00 PM. If a child becomes ill while attending the program, a parent/guardian will be notified (or another person listed on your emergency card if the parent/guardian cannot be reached).

### **School Right to Amend**

The program reserves the right to amend the handbook for just cause. Parents will be promptly notified, in writing, if changes are made.

## **Appendix B**

### **Parent/Student Athlete/Spirit Leader Guidelines**

#### **Saint Anne Catholic School Philosophy of Athletics**

Saint Anne Catholic School encourages the participation of all students who are interested in competing on a school sponsored athletic team. It is our belief that this participation will provide these students with the opportunity to learn new athletic skills and develop an appreciation of the importance of teamwork, sportsmanship, and self-discipline in an environment promoting religious, educational, and athletic values. It is our intent that these skills will provide each participating student with an understanding of the value teamwork, sportsmanship, and self-discipline have in everyday life both now and in the child's future.

#### **Saint Anne Catholic School Sports Objectives**

The purpose of athletics is to foster human and Christian development through exercise, example, and athletic competition. The objectives are as follows:

- to instill sportsmanship in the lifestyles of the participants;
- to teach the participants the proper attitude toward winning, losing, and competing with dignity;
- to develop school spirit, team spirit, and personal acceptance;
- to develop acceptance and appreciation of others;
- to train and instruct in athletic rules;
- to develop the student's physical abilities and coordination;
- to develop good health habits;
- to provide a proper atmosphere and outlet for youthful energy;
- to teach the positive value of athletic participation;
- to show the necessity of practice, hard work, and proper use of time.

#### **Athletic Teams Sponsored by Saint Anne Catholic School**

The following sports will be offered during this school year:

- Junior Varsity Soccer
- Varsity Soccer
- Cross Country (One-day event)
- Boys' Junior Varsity Basketball
- Boys' Varsity Basketball
- Girls' Junior Varsity Basketball
- Girls' Varsity Basketball
- Junior Varsity Volleyball
- Varsity Volleyball
- Track (One-day event)
- Junior Varsity Softball (Multi-day event)
- Varsity Softball (Multi-day event)

#### **Participation on Athletic Teams**

All students are eligible to participate on athletic teams sponsored by Saint Anne Catholic School. Varsity teams are composed primarily of 7th and 8th grade students. Junior Varsity teams are generally composed of 5th and 6th grade students. Specific guidelines are as follows and may be adjusted as league rules change:

- If a 6th grade student is capable, an exception will be made on an individual basis, as to his/her participation on a varsity team. Fifth graders are not eligible to participate on varsity teams.
- Junior Varsity teams are primarily composed of 5th and 6th grade students.

### **Catholic Schools Sports League**

All teams sponsored by Saint Anne Catholic School play under the guidelines of the Catholic Schools Sports League sponsored by the Diocese of Las Vegas. In order to participate in the league, Saint Anne Catholic School must abide by the rules and guidelines expressed by the league.

### **Pre-Season Meeting for Parents and Athletes**

Prior to the beginning of each season, there will be a mandatory meeting held for parents and athletes who are participating on a team during that season. Parents and athletes will receive information from their coach regarding the season, his/her expectations, practices, and games.

### **Conduct of Players During Games and Practices**

Athletes are expected to conduct themselves appropriately at all games and practices. It is the responsibility of the coach to ensure that all players are aware of the type of behavior that is expected and what “appropriate behavior” is. Athletes are expected to represent Saint Anne Catholic School in a manner that exemplifies pride and respect. If an athlete is displaying inappropriate behavior either at practice or at a game, it is the responsibility of the coaching staff to intervene. If the coaching staff does not intervene, the Athletic Director, Principal, or any staff member of the school that is present will make the intervention.

### **Conduct of Parents and Fans**

It is the decision of the coaching staff as to whether practices are to remain “open” or whether practices are “closed.” Coaches are responsible for ensuring that parents and fans that are not on the coaching staff are letting the coaches do their job.

Parents who are demanding that their child listen to them during practices or games will put the athlete in an undesirable position. Your child will want to please both you and his/her coach. The coach is the leader of the team; therefore, athletes are expected to follow his/her directions during both practices and games.

***Parents need to refrain from coaching unless they have been asked to do so by the head coach.***

While we welcome and encourage parent support and enthusiasm, we ask you to remain as spectators during games. Any opinions and suggestions from you will be welcomed and considered by the coach; however, never on the playing field or gym while the coach is supervising students.

If coaches are aware of inappropriate behavior from any Saint Anne Catholic School supporter, it is their responsibility to ask them to discontinue their behavior. The Athletic Director, Principal, or any Saint Anne Catholic School staff member will speak with the parent/fan that is causing the difficulty, so as to allow the coach to continue doing his/her job without interruption. Anyone from Saint Anne Catholic School displaying inappropriate or unsportsmanlike conduct during a game may be asked to leave the site. Continual disruptions by parents during athletic events may affect the student’s future participation in athletics and/or enrollment at Saint Anne Catholic School.

### **Donations**

All donations to the athletic program must be presented to the Principal. Any monetary donation is tax deductible and may be made payable to Saint Anne Catholic School.

### **Player Eligibility**

For many students, sports are the only motivating force in their lives. Often times, those students having difficulty in school will do much better in their classes when they have the encouragement and support of their coaches and their teammates.

*It is important that we remember that students are at Saint Anne Catholic School to get a good education first. They are not at Saint Anne to play sports. Coaches and parents sometimes forget this fact.*

“They are in school to be students first and athletes second. Student athletes realize that they are committed Christians who function every day in the school community. They realize that religion needs to be alive in them inside and outside of athletic competition.” -Fr. Richard McGrath, OSA, Ph.D.

### **Sports/Spirit Leader Contract and Sports/Spirit Leader Eligibility Check**

Before a student may try out for a sport, he/she and their parents must complete and sign the Sports or Cheerleader Contract. In order to determine their eligibility, they must have their teachers complete the Sports or Cheerleader Eligibility Check. Both documents must be turned in to the Athletic Director in time for the Principal to review and approve student participation.

Students participating in sports and cheer are required to have no grade lower than a 70% in more than one subject and no unsatisfactory grades in effort, conduct or homework on midterm and/or end of trimester report card during the season. Students are not permitted to participate if they have an F in any subject.

### **Participation Following an Absence**

Players may not participate in a game or a practice on any day that they have been absent from school in whole or in part. The only exceptions are made for validated medical appointments. Parents should write a note to the coach following an absence to assure him/her that the student is well enough to participate.

### **Emergency Forms**

All participants must have the ATHLETICS /ACTIVITIES EMERGENCY FORM ADDENDUM completed and turned in to the School Office so it will be in the possession of the coach prior to their first practice. *No athlete is allowed to participate until this form is completely filled out.*

### **Athletic Fee**

There is a \$25.00 athletic fee for each sport and \$10 for each one-day/multi-day event. Any waiver or exception to the athletic fee must be cleared through the Principal. The athletic fee must be turned in prior to receiving a uniform.

Although the athletic fee is needed and has been included in the athletic budget, no student will be refused participation on a team due to financial reasons only. If a parent is unable to pay the fee, please contact the Principal. A waiver will be given on an as-needed basis.

### **Transportation**

Parents generally provide transportation for their children to and from practices, games, etc. School personnel and coaches cannot and will not be able to arrange student transportation in private vehicles to or from games, practices, etc. If a team does not have enough rides, then they must forfeit the game. All athletes should know how they are getting to a game prior to the day of the game.

If a student is riding with a parent other than their own, a written notification or email must be sent to the office no later than the morning of the event. Students will not be permitted to leave with any other parent without prior notification.

### **Reporting of Injuries and Special Limitations**

Players are to report all injuries to the coach as soon as possible. Parents should discuss with the coach any special limitations that their child may have. It is important that there be communication in this area so that coaches are not expecting an athlete to perform a skill that may cause harm to him/her.

### **Awards**

Athletes will be recognized at the Sports Awards Assembly held in conjunction with the Annual Sports Barbecue. The school will provide all the awards presented at the ceremony. If individual coaches want to have an end of the season party, they may do so; however, any awards presented at this time must have been discussed with the Athletic Director and approved by him/her after consultation with the Principal. This will avoid conflict with those awards given at the Sports Awards Assembly. Parents may not present awards to students without the knowledge and approval of the Athletic Director and Principal.

**\*Reference:** Athletics and the Gospel Mission of the Catholic School, Fr. Richard McGrath, OSA, Ph.D.

### **Diocesan Student Athlete Code of Conduct**

The Diocese of Las Vegas expects competition between our Catholic schools to be friendly and free of negativity. Our priorities are the formation and safety of our Student-Athletes and maintaining positive relationships consistent with the Mission of our schools.

### **The goals of our Sports Programs include:**

1. Promoting lifetime fitness behaviors by developing self-esteem and healthy competition;
2. Encouraging social skills while learning rules and strategies;
3. Fostering commitment, accountability to other members of the team, self-discipline, leadership and sportsmanship.

### **Respect for Teammates, Opponents, Coaches, and Officials**

Student-Athletes must demonstrate respect toward their teammates, opponents, coaches, officials, spectators, and fans. Athletes are expected to show good sportsmanship, play by the rules, and handle winning and losing with an attitude appropriate of a Student-Athlete representing the Diocese of Las Vegas. Losing self-control, displaying unsportsmanlike conduct, using inappropriate gestures, verbalizing foul or abusive language, arguing a referee's call or a coach's decision, or displaying other signs of disrespect will be reasons for disciplinary action. These expectations are also detailed in the Student-Athlete Code of Ethics below.

### **Student-Athlete Code of Ethics**

All student-athletes are expected to exhibit the following behaviors:

- Display good sportsmanship and respect toward all opponents (whether winning or losing)
- Work for the good of the team
- Accept the decisions of the officials with respect
- Demonstrate respect for all coaches
- Exhibit appropriate behavior toward fans and personnel from other schools
- Display conduct expected of a Catholic School Student-Athlete before, during, and after games as well as at practices and visits to other schools and facilities

**Failure to abide by the Student-Athlete Code of Conduct may result in reduced playing time, suspension or expulsion from the team at the sole discretion of the Diocese.**

*Collaboration with parents, the primary educators, is essential to our success. The purpose of the Student-Athlete Code of Conduct is to help define appropriate actions and behaviors that support the mission of our athletic programs. Please review this document with your student to ensure understanding of these expectations.*

**Appendix C: SLE Rubrics**  
**School-wide Rubric for active faith-filled Catholics who:**

Indicators:	Highly developed	Developed	Emerging	Exploring
a. pray everyday	Students actively and enthusiastically participate in daily prayer experiences	Students routinely participate in daily prayer experiences	Students periodically participate in daily prayer experiences	Students rarely participate in daily prayer experiences
b. live each day as Jesus did	Students consistently model Christian behavior in the classroom and on the playground	Students model Christian behavior in the classroom and on the playground	Students occasionally model Christian behavior in the classroom and on the playground	Students rarely make an effort to model Christian behavior in the classroom and on the playground
c. demonstrate a spirit of service	Students willingly and enthusiastically share their time, talent and treasure to promote social justice in the service of others	Students share their time, talent and treasure to promote social justice in the service of others	With some prompting, students share their time, talent and treasure to promote social justice in the service of others	Students rarely share their time, talent and treasure to promote social justice in the service of others
d. share the teachings of Jesus with others	Students' actions always reflect Jesus' Gospel message in everyday life (use of Life Skills)	Students' actions usually reflect Jesus' Gospel message in everyday life (use of Life Skills)	Students' actions sometimes reflect Jesus' Gospel message in everyday life (use of Life Skills)	Students' actions rarely reflect Jesus' Gospel message in everyday life (use of Life Skills)
e. understand and participate in the teachings and traditions of the Catholic Church	Students confidently demonstrate in words and actions their knowledge of the Catholic faith	Students are able to demonstrate in words and actions their knowledge of the Catholic faith	With some guidance, students demonstrate in words and actions their knowledge of the Catholic faith.	Students cannot demonstrate in words and actions their knowledge of the Catholic faith

Revised April 12, 2010

## School-wide Rubric for lifelong learners who:

Indicators:	Highly developed	Developed	Emerging	Exploring
a. love to learn	Students consistently demonstrate a high level of enthusiasm and enjoyment about learning	Students usually demonstrate enthusiasm and enjoyment about learning	Students sometimes demonstrate enthusiasm and enjoyment about learning	Students rarely demonstrate enthusiasm and enjoyment about learning
b. use and apply basic skills	Students consistently demonstrate an in-depth understanding and application of basic skills	Students generally demonstrate understanding and application of basic skills	Students occasionally demonstrate understanding and application of basic skills	Students seldom demonstrate understanding and application of basic skills
c. develop independence in learning	Students consistently engage in assignments and activities without prompting	Students typically engage in assignments and activities without prompting	Students engage in assignments and activities after numerous prompts	Students do not engage in assignments and activities without prompting
d. utilize critical thinking skills	Students critically analyze and evaluate topic and content in-depth on a regular basis	Students analyze and evaluate topic and content to draw logical conclusions	Students draw some logical conclusions from topic and content	Students are not always able to draw logical conclusions about topic or content
e. appreciate fine arts	Students constantly integrate fine arts into their products and performances	Students generally integrate fine arts into their products and performances	Students integrate fine arts into their products and performances with some prompting	Students never integrate fine arts into their products and performances
f. value every life situation as a learning experience	Students describe in-depth what they learned from the experience and what they could do differently next time	Students describe with detail what they learned from the experience and what they could do differently next time	Students briefly describe what they learned from the experience and what they could do differently next time	Students make little attempt to describe what they learned from the experience and what they could do differently next time

**School-wide Rubric for effective communicators who:**

Indicators:	Highly developed	Developed	Emerging	Exploring
a. speak well	Students speak in a highly focused, coherent and organized manner, clearly addressing the intended audience	Students speak in a focused, coherent and organized manner that addresses the intended audience	Student ideas sometimes lack focus, coherence and organization, and only partially address the intended audience	Student ideas are unfocused, incoherent and disorganized, and do not address the intended audience
b. listen to others	Students listen consistently and contribute constructively and with insight to class discussions	Students listen and contribute with some insight to class discussions	Students listen and contribute to class discussions	Students don't often listen and contribute very little to class discussions
c. write ideas clearly	Students write with clarity, purpose, understanding, and creativity, utilizing a variety of sentence structures and word choice	Students write related quality sentences and paragraphs, utilizing varied sentence structures and word choice	Student writing does not clearly communicate knowledge and is loosely organized with limited sentence structure and word choice	Student writing is brief and underdeveloped; sentences are fragmented with careless or inaccurate word choice
d. read with understanding and enjoyment	Students demonstrate a thorough and insightful comprehension of the text by understanding the full message, including subtleties	Students demonstrate sufficient and accurate comprehension of the text by understanding the full message, including subtleties	Students demonstrate partial (mostly literal) comprehension of the text	Students demonstrate insufficient and/or inaccurate comprehension of the text
e. understand the tools of technology and use them responsibly	Students demonstrate highly effective and responsible use of technology tools, abiding by the SACS Internet Use Policy	Students demonstrate effective and responsible use of technology tools, abiding by the SACS Internet Use Policy	Students demonstrate partially effective and responsible use of technology tools	Students demonstrate ineffective and irresponsible use of technology tools

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Revised April 12, 2010

### School-wide Rubric for responsible citizens who:

Indicators:	Highly developed	Developed	Emerging	Exploring
a. make good choices	Students prioritize connections related to decisions and apply concepts and reasoning to support decision making	Students make connections related to decisions and apply concepts and reasoning to support decision making	Students make minimal connections related to decisions and apply limited concepts and reasoning to support decision making	Students make no connections related to decisions and cannot apply concepts and reasoning to support decision making
b. think before they act	Students develop highly effective strategies for problem-solving	Students develop effective strategies for problem-solving	Students develop some strategies for problem-solving	Students have not developed strategies for problem-solving
c. help and take care of others	Students demonstrate a high degree of compassion and empathy when responding to others	Students demonstrate compassion and empathy when responding to others	Students demonstrate some degree of compassion and empathy when responding to others	Students demonstrate little or no compassion and empathy when responding to others
d. accept accountability for their actions	Students demonstrate a high degree of ethical behavior and honesty while showing an openness to suggestions for improvement	Students generally demonstrate ethical behavior and honesty while showing an openness to suggestions for improvement	Students occasionally demonstrate ethical behavior and honesty while showing an openness to suggestions for improvement	Students seldom demonstrate ethical behavior and honesty, and hardly ever show an openness to suggestions for improvement

e. recognize, appreciate, and use their God-given talents	Students consistently reflect upon and utilize their strengths and abilities	Students usually reflect upon and utilize their strengths and abilities	Students occasionally reflect upon and utilize their strengths and abilities	Students infrequently reflect upon and utilize their strengths and abilities
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Revised April 12, 2010

### School-wide Rubric for culturally aware/global citizens who:

Indicators:	Highly developed	Developed	Emerging	Exploring
a. follow the Golden Rule	Students consistently demonstrate a high degree of positive interaction with others	Students usually demonstrate a high degree of positive interaction with others	Students occasionally demonstrate positive interaction with others	Students rarely demonstrate the ability to positively interact with others
b. respect themselves and each other	Students persistently demonstrate a high level of reverence for themselves and others	Students typically demonstrate a high level of reverence for themselves and others	Students sometimes demonstrate reverence for themselves and others	Students have difficulty demonstrating reverence for themselves and others
c. are peacemakers	Students consistently strive to create and promote a harmonious environment in the classroom and on the playground	Students generally strive to create and promote a harmonious environment in the classroom and on the playground	Students strive to create and promote a harmonious environment in the classroom and on the playground from time to time	Students do very little or nothing to create and promote a harmonious environment in the classroom and on the playground
d. appreciate and care for all of God's creation	Students consistently practice good stewardship	Students usually practice good stewardship	Students occasionally practice good stewardship	Students rarely practice good stewardship, even after frequent reminders
e. recognize that everyone is equal in God's eyes	Students constantly and genuinely demonstrate an appreciation and acceptance of diversity	Students generally demonstrate an appreciation and acceptance of diversity	Students sometimes demonstrate an appreciation and acceptance of diversity	Students seldom demonstrate an appreciation and acceptance of diversity



## Catholic School Technology Acceptable Use Policy and User Agreement

*"Do not conform yourselves to this age but be transformed by the renewal of your mind, that you may discern what is the will of God, what is good and pleasing and perfect."* Romans 12:2

*"Young people in particular need to be taught 'not only to be good Christians when they are recipients but also to be active in using all the aids to communication that lie within the media...So, young people will be true citizens of that age of social communications which has already begun' - an age in which media are seen to be 'part of a still unfolding culture whose full implications are as yet imperfectly understood.' Teaching about the Internet and the new technology thus involves much more than teaching techniques; young people need to learn how to function well in the world of cyberspace, make discerning judgments according to sound moral criteria about what they find there, and use the new technology for their integral development and the benefit of others." **The Church and Internet, 7.***

We believe that technology is a vital means to assist those who carry out the educational ministry of the school. We are pleased to offer our students access to our computer network, including access to the Internet. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to school. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

### Acceptable Use Policies

- 1. Catholic, Christian Behavior:** Students are responsible for good Catholic, Christian behavior on the school computer networks, just as they are in a classroom or on the playground. General school rules for behavior apply in the use of the school technology equipment. The use of computers is a privilege, not a right. Disciplinary action will include, but is not limited to, revoking computer use privileges, suspension, and/or expulsion.
- 2. Network:** Vandalism or intentional modification of system settings will result in disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student, including the fee for a technician to restore the systems. Students are aware that they are not permitted to change local workstation settings, such as screen savers and desktop settings.
- 3. Filtering:** Technology access is designed for educational purposes. It is impossible for the school to restrict access to all controversial materials and cannot be held responsible for materials acquired in use. Although every precaution and use of filtering has been incorporated, students may still encounter inappropriate material.
- 4. Appropriate use:** Students understand what appropriate usage is and are responsible and trusted to use technology in an appropriate manner. Students are expected to use the Internet for directed educational searching as their teachers assign work. Students are not to use the Internet for games unless the game is authorized by a teacher for academic use. Further, students are not permitted to use the Internet for private interest (music, sports, etc.) or personal searches (checking home e-mail accounts, use of social networking sites - "social network" web sites include, but are not limited to, *Facebook, YouTube, Twitter, TikTok, Snapchat, Instagram, MySpace, Xanga, Pinterest, and Tumblr*. The use of the St. Anne name may not be used or referenced (this includes pictures/video) on any social networking site at any time or for any reason unless authorized by the Principal.
- 5. Plagiarism:** Plagiarizing is considered a violation of the academic honor code and will be subject

to disciplinary action as described in the Parent/Student Handbook. Plagiarism takes many forms, some of the most common include:

- "Cutting and pasting" to create a paper from several sources.
  - Downloading and use of free research papers.
  - Copying an article from the Web or an online or electronic database.
6. **Copyright:** Students must respect all rules of copyright and personal property. Ownership of text, music, software, and other media is protected to the full extent of the law. Students cannot bring software programs from home to load on school computer equipment. Students will not copy school software programs to take home.
  7. **Passwords:** The work of all users is valuable; therefore, students will protect the privacy of others by not trying to learn or access their passwords. Never share your password or account with anyone. You have full responsibility for the use of your account and will be held responsible for any violations that are traced to your account. Students will not copy, change, read, or use files from another user. Copying another student's computer files to present as their own work is a violation of the academic honor code and will be subject to disciplinary action as described in the Parent/Student Handbook.
  8. **Unauthorized use of technology:** Students are not authorized to use cell phones, cameras, or any ancillary devices (cell phone cameras, digital cameras, video, etc.) while on school property. The only exception to this would be with the approval of a teacher when taking pictures/video for specific lessons, assignments, or special events. Such use will result in the loss of computer privileges as well as disciplinary action.
  9. **Unacceptable Use of Outside Technology:** The school expects students to use information technology (including but not limited to the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Catholic moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks such as *Instagram* and *Facebook*. "Social network" web sites include, but are not limited to, *Facebook, YouTube, Twitter, TikTok, Snapchat, Instagram, MySpace, Xanga, Pinterest, and Tumblr*.
  10. Students are responsible for all materials and communications made on personal websites and social networks and the materials and communications should be consistent with Catholic moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees is strictly prohibited.
  11. Failure to comply with these rules may result in disciplinary actions, up to and including dismissal from school, and the loss of the privilege of using computers, and other equipment or technology services, and/or accessing the Internet at St. Anne School. Students in grades 5-8 will have a software monitoring program license installed on their device by our I.T. Department. This monitoring program will be inactive once the student leaves campus for the day and not connected to our server. If a student brings a new device replacing the previous one, we will need 24-28 hours to install the monitoring program license.
  12. If you and your child fail to sign the **Technology Acceptable Use Policy agreement**, your child will not be able to use a device or have access to the internet while on campus.

**As a user of the Saint Anne Catholic School computer network, I hereby agree to comply with the above stated rules detailed within this agreement.**

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE SIGN AND RETURN THIS\* Technology Acceptable Use Policy and User Agreement and Parent Permission Form BY **Wednesday, August 25, 2021.** Saint Anne Catholic School. Please return to school with student who can turn it in to his/her Homeroom teacher.

**\*Each student is required to have his or her Parent Notification Acceptable Use Policy and User Agreement and Parent Permission Form.**

The purpose of this notification is to be certain that parents are aware of the area(s) in which student growth is needed. We recognize parents as the primary educators of their children and that the school serves an extension of that responsibility. Saint Anne Catholic School provides an environment where all students are learning to be responsible for making good choices. Please discuss the following information with your child. We greatly appreciate your support of our school policies and helping to maintain a positive learning environment.

Student's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

Grade: \_\_\_\_\_

This "Parent Notification Form" has been issued due to the following infraction of our school rules:

\_\_\_\_\_ Incomplete homework assignments

\_\_\_\_\_ Poor effort

\_\_\_\_\_ Excessive talking during class

\_\_\_\_\_ Throwing objects

\_\_\_\_\_ Horseplay

\_\_\_\_\_ Lack of preparedness

\_\_\_\_\_ Misuse of property/materials

\_\_\_\_\_ Improper uniform/hair/jewelry, etc.

\_\_\_\_\_ Excessive tardiness

\_\_\_\_\_ Fighting/aggressive behavior\* \*

\_\_\_\_\_ Poor conduct at recess\*\*

\_\_\_\_\_ Poor conduct in class\*\*

\_\_\_\_\_ Inappropriate language/comments\* \*

\_\_\_\_\_ Lack of respect\*\*

\_\_\_\_\_ Vandalism\*\*

\_\_\_\_\_ Violation of academic honor code\*\*

\*\* Denotes serious behavioral issue(s) and the need for an immediate conference with your child's teacher and/ or Principal.

Additional information/teacher's explanation of this notification: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent's Signature: \_\_\_\_\_



Saint Anne Catholic School  
A Ministry of Saint Anne Roman Catholic Church  
**Respectful Learning Environment**

Increasingly, the media has been filled with disturbing stories about bullying in our nation's schools. We all know that bullying can cause pain and embarrassment and at the very least has no place in any school or institution that is about the dignity of human persons, about life. The fact that some of the most prominent incidents have not happened at a Catholic school does not imply that we can be complacent. Our challenge as Catholic educators is to be alert and wide-awake to any behavior that does not align with the values we hold and teach and to step in immediately to stop such behaviors, should they occur.

St. Anne School believes that everyone should enjoy our school equally, feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality. This is essential if a positive learning environment is to exist. As stated in our school's Mission and Philosophy Statements, St. Anne is committed to developing a framework for moral reasoning and ethical decision-making. The faculty and staff of St. Anne take this responsibility seriously and endeavor to assist you in developing Catholic attitudes and behaviors as an integral part of your child's growth process. Further, our curriculum, School-wide Learning Expectations, and Life Skills support the necessary opportunities which allow students to grow in a school community of faith where Gospel values are nurtured and sustained.

On July 1, 2010, NRS 388.123-139 became law. It prohibits bullying in general and cyberbullying specifically. The definition is "a willful act or course of conduct on the part of one or more pupils which is not authorized by law and which exposes a pupil repeatedly and over time to one or more negative actions which is highly offensive to a reasonable person and is intended to cause and actually causes the pupil to suffer harm or serious emotional distress."

1. Is intended to cause or actually causes the person to suffer harm or serious emotional distress;
2. Exploits an imbalance in power between the person engaging in the act or conduct and the person who is the subject of the act or conduct;
3. Poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person;
4. Places the person in reasonable fear of harm or serious emotional distress; or
5. Creates an environment which is hostile to a pupil by interfering with the education of the pupil.

The law encourages us to adopt policies that ensure "a safe and respectful learning environment."

Bullying and harassment can look like: pushing, shoving, hitting and spitting, as well as name calling, picking on, making fun of, laughing at and excluding someone. Harassment/bullying is conduct that creates an intimidating, hostile or offensive school environment and is prohibited. Harassment can be electronic, verbal, visual, physical, or sexual. Harassment is considered from the point of view of the recipient of the unwanted attention. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing" or any other rationalization. The victim is not responsible for being a target of bullying. Such behaviors cannot be tolerated. As stated within our Parent/Student Handbook, such repeated behaviors overtime will result in required parent conference/suspension/expulsion.

Parents will be notified in the event of any instance of bullying.

**We believe a responsible student at St. Anne School should:**

- Value student differences and treat each other with respect.
- Not become involved in bullying incidents or be a bully.
- Be aware of the school’s policies and support system with regard to bullying.
- Report honestly and immediately all incidents of bullying to a faculty member.
- Be alert to your surroundings, especially in places without adult supervision, i.e. bathrooms.
- Support students who have been or are subjected to bullying.
- Talk to teachers, counselor, and parents about concerns and issues regarding bullying.
- Work with other students and faculty, to help the school deal with bullying effectively.
- Be a good role model for other students and support them if bullying occurs.
- Participate fully and contribute to classroom lessons dealing with bullying.

Students who have been bullied or have seen someone being bullied, should tell the bully to stop the behavior and/or speak to an adult, (parent and/or faculty member) about the incident.

**We believe Saint Anne Catholic School parents should:**

- Work in partnership with the school to encourage positive behavior, valuing differences, and promoting sensitivity to others.
- Discuss regularly with their child their feelings about schoolwork, friendships, and relationships.
- Inform faculty of changes in their child’s behavior or circumstances at home that may change a child’s behavior at school.
- Keep themselves and their child informed and aware of school bullying policies.
- Alert faculty if any bullying has occurred.
- Support the faculty’s intervention policies.

**As a student of Saint Anne Catholic School, I have read and agree to abide by all of the above.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**As a parent/guardian of Saint Anne Catholic School, I have read and agree to abide by all of the above.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return this document to your child’s homeroom teacher by Wednesday, August 25, 2021.

# Saint Anne Catholic School

A Ministry of Saint Anne Roman Catholic Church

## CONSENT FOR MEDICAL TREATMENT 2021 - 2022

### Emergency Medical Treatment:

I/We hereby warrant that to the best of my/our knowledge, my/our child(ren) enrolled at Saint Anne Catholic School are in good health, and I/we assume all responsibility for the health of my/our child(ren).

In the event of an emergency, I/we hereby give permission to transport my/our child(ren) to a hospital for emergency medical or surgical treatment. I/We wish to be advised prior to any further treatment by the hospital or doctor.

Family Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Person Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Family doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Family Health Plan Carrier: \_\_\_\_\_ Policy #: \_\_\_\_\_

**Medications:** If my/our child(ren) need to take medication, I understand that I/we need to fill out the Parent Request and/or Physician Request Forms that available from the office. No medication of any type, whether prescription or non-prescription, may be administered to my child unless the situation is life threatening and emergency treatment is required.

\_\_\_\_\_  
Name Child #1

\_\_\_\_\_  
Name Child #2

\_\_\_\_\_  
Name Child #3

\_\_\_\_\_  
Name Child #4

THIS RELEASE MUST BE SIGNED BY BOTH PARENTS. If only one parent signs this document, that parent presents and warrants to the Diocese that he/she is the sole custodial parent of the student participant with the authority to sign this waiver and release form.

Signature of Father: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Mother: \_\_\_\_\_ Date: \_\_\_\_\_

**Diocese of Las Vegas**  
**Saint Anne Catholic School**

PARENT REQUEST FOR THE ADMINISTRATION OF MEDICATION  
BY SCHOOL PERSONNEL  
**2021-2022**

I hereby request, authorize, and give my permission to the principal or his/her designee (e.g., school nurse or responsible person) to administer the following medication to my child.

Prescribed medication \_\_\_\_\_  
(See physician's completed request form attached)

Non-prescription medication \_\_\_\_\_  
(Over the counter)

\_\_\_\_\_  
Name of Student Date of Birth

\_\_\_\_\_  
Street/ Address/City/State/Zip Code

\_\_\_\_\_  
Name of prescribed drug/dosage/and routine of administration

\_\_\_\_\_  
Times of day to be administered

\_\_\_\_\_  
Beginning date of this request expiration date of this request

It is not possible for this medication to be taken at home by my son/daughter, and it must be administered during the school day.

In consideration of my child being administered, the above specified medication at my request, on behalf of my child, my spouse, and myself, I hereby assume all risks in connection therewith, and I further release the Diocese of Las Vegas, the Bishop of the Roman Catholic Diocese of Las Vegas, Saint Anne Catholic Church, Saint Anne Catholic School, employees and volunteers from all claims, judgments, liability for any injury or damage due to the designated administration of said medication to my son/daughter.

\_\_\_\_\_  
Parent/Guardian Signature Date

**NOTE: This form should be updated not less than once each school year.**

# Saint Anne Catholic School

A Ministry of Saint Anne Roman Catholic Church

## PHOTO RELEASE AND AUTHORIZATION 2021-2022

Parent (Family) Last Name: \_\_\_\_\_

I/We, the parent(s) and/or guardian(s), of my/our minor child(ren):

\_\_\_\_\_  
Name Child #1

\_\_\_\_\_  
Name Child #2

\_\_\_\_\_  
Name Child #3

\_\_\_\_\_  
Name Child #4

do hereby consent and authorize the release, publication, dissemination, distribution, use and/or reproduction of any and all photographs taken of my/our son or daughter during the **2021-2022 school year** by an employee, agent or representative of Saint Anne Catholic School, or by an independent contractor.

This Release and Authorization acknowledges that all photographs, negatives, positives and prints shall constitute the property of Saint Anne Catholic School or by the Department of Catholic Education of the Diocese of Las Vegas for any purpose determined by their discretion, without further notice or without any compensation to me/us or to my son(s) or daughter(s).

\_\_\_\_\_  
Parent and/or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent and/or Guardian

\_\_\_\_\_  
Date

Saint Anne Catholic School

**Sport's Contract**  
**2021 – 2022 School Year**

I desire to try out for \_\_\_\_\_

I realize if selected,

1. I must have no grade lower than 70% in more than one subject.
2. I must not have an F in any subject.
3. I must have no unsatisfactory grades in effort, conduct or homework.
3. My academic and conduct grade will be reviewed periodically to ensure I am meeting the grade criteria.
4. If my academic subject grades fall below 70% in more than one subject, I will be subject to suspension until the grades meet the established criteria.
5. If my grades in effort, conduct or homework fall below satisfactory, I will be subject to suspension until I meet the established criteria.
6. I also realize that if approved to participate there will be a \$25 Athletic fee for seasonal sports or a \$10 fee for one day / multi-day sports. This fee is due before uniform distribution.

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Student Name (print)	Grade
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Student Signature	Date
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Parent / Guardian Name (print)	Signature
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# Cheerleaders' Contract

## 2021 – 2022 School Year

Student's Name: \_\_\_\_\_

I realize, if selected for the Cheer Squad, I must meet the following expectations:

- maintain an average GPA of 70% or higher. I may not have lower than a 70% in more than one subject or an F in any subject.
- have my academic and conduct grades reviewed before the start of each “sport activity” and or competition, Progress Report and Report Card marking period.
  - **If I do not** maintain an average GPA of 70% or higher or earn an unsatisfactory grade (“U”) on my Progress Report or Report Card, I will be suspended from partaking in cheering for the “sport activity” and/or competition until either the next **“sport activity” and or competition begins, Progress Report or Report Card marking period.**
- ensure that I arrive at all cheer practices, games, cheer camps and other cheer activities/competitions prepared and on time.
- present a note from my parent allowing me to leave with another family if I am carpooling with another family.
- conduct myself to the highest caliber befitting a SACS cheerleader and understand that I do not only represent my school, but my family and myself as well.

If my child is selected to be a member of the Saint Anne Catholic School Cheer Squad, in addition to supporting my child in the above expectations, **parents** understand and agree to the following:

- I realize and understand that if my child is selected as a member of the SACS Cheer Squad, there will be a fee for the Cheer uniform which must be paid for before it will be ordered.
- ensure that my child arrives at cheer practices, games, cheer camps and other cheer activities/competitions prepared and on time.
- write a note for my child indicating that my child has permission to carpool with another family
- be prompt when picking up from cheer practices, games, cheer camps and other cheer activities/competitions

Please keep the above for your own reference.

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I understand and agree with what is expected of the Saint Anne Catholic School Cheerleaders' Contract.

Student name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Saint Anne Catholic School



# Merit

Date: \_\_\_\_\_

Congratulations! Your student,

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has earned a Merit for

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Keep up the good work.....We are all so proud of you!

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Teacher's Signature

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Student's Signature

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Parent's Signature

Updated 7/20/2018

Saint Anne Catholic School

Dear Parents:

Re: Auto-Injectable Epinephrine (Epi Pens)

The following details our school policies and information regarding auto-injectable epinephrine (Epi Pens). Auto-injectable epinephrine, given for the treatment of life-threatening allergic reactions (anaphylaxis), comes as a pre-filled automatic injection device. Each school is required to maintain a minimum of two doses which must be replaced upon use or expiration. All auto-injectable epinephrine medication must be maintained and stored in the School Office, secure but unlocked, for easy access.

Epinephrine, also known as adrenaline, is a hormone and neurotransmitter. Epinephrine has many functions in the body, regulating [heart rate](#), [blood vessel](#) and air passage diameters, and metabolic shifts. Epinephrine release is a crucial component of the [fight-or-flight response](#) of the [sympathetic nervous system](#), allowing the body to respond to a perceived threat.

The injections of any dose of epinephrine is not life threatening. Epinephrine provides temporary relief and the individual receiving the dose will be transported to the hospital immediately. All teachers, educational administrative staff and trained unlicensed assistive personnel with knowledge of the device at St. Anne will have access to the auto-injectable policy at all times. The policy and procedures are kept in their emergency folders for quick access. Teachers, educational administrative assistants, and staff are trained with the procedure.

Below is a permission slip for you to sign in compliance with the Nevada State Law to allow use of the auto-injectable epinephrine pen if deemed necessary, by a teacher or educational administrative staff member, for your child. Please do not hesitate to contact us if you have any questions or concerns. Our goal is to provide a safe and healthy school environment for your child.

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**2021 - 2022 Permission Form Auto-Injectable Epinephrine (Epi Pens)**

Student Name(s) \_\_\_\_\_ Grade \_\_\_\_\_

Please allow my child(ren) to receive appropriate doses of the Auto-Injectable Epinephrine if deemed necessary.

**Check one:** Yes \_\_\_\_\_ No \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_