

## **School Policies**

### **General Admission** (Archdiocesan Policy #5110)

#### **Non Discrimination Policy:**

It is the policy of St. Anne's School to comply with state and federal laws prohibiting discrimination, to the end that no person(s) shall be denied or excluded from enrollment or participation in any educational program or activity operated by the school on the basis of race, color, national or ethnic origin, gender, age, marital status, status with regard to public assistance, or disability.

Every effort is made to provide each qualifying Catholic child the opportunity to attend St. Anne's School regardless of the financial situation of the family. Families should seek the advice of the pastor, principal and the Board of education Finance Committee if a financial problem arises. Students are accepted in the following priority:

1. Current school families and families registered in St. Anne's Parish.
2. Catholic families registered at another Catholic parish.
3. Families who are non-Catholics.

### **Entrance to Kindergarten** (Archdiocesan Policy #5110.1)

St. Anne's School requires children who enter kindergarten to be five years old by September 1 of the year in which they will enroll.

## **Transportation**

### **Role of the Public School District**

Bus arrangements are handled by the local public school district. Bus transportation is a privilege. Students must conduct themselves properly and respect the rights of others. The school bus driver is the authority on the bus and has been directed to maintain order to insure the safety of passengers. Therefore, parents/guardians and students need to support the rules and guidelines regarding the safe transportation of students from the home to the school, etc. Parents/guardians whose children do not follow the bus rule will be notified as to the appropriate behavior of the child. Teachers are not responsible for student behavior on the bus.

### **Instruction and Training for Bus Safety**

Instruction/review in bus and pedestrian safety is required each year. Instruction/review materials appropriate to grade levels are provided to the teachers and students by the local public school districts.

### **Misconduct on the Bus**

Denial to ride the bus may be given for misconduct on the bus. Parents/guardians are notified when such action is necessary.

## **Dress Code**

### **Uniform Policy**

**Girls:** Green plaid skort, or green plaid jumper

navy twill or navy corduroy slacks (no contrast stitching) worn with the red polo shirt (tucked in) and St. Anne's sweatshirt

Plaid uniform walking shorts, navy dress walking shorts or navy Capri pants may be worn in September, October and April, May.

Navy leggings or tights

Red polo knit top needs to be tucked in (same as boys)

Red turtlenecks need to be tucked in

Navy cardigan sweater (crew)

White, red or navy anklets

\*St. Anne's sweatshirts only (red polo knit top or red turtleneck needs to be worn under the sweatshirt.

Socks must be worn

Sandals are not part of the Uniform Dress Code

St. Anne's blue denim shirt or St. Anne's T-shirts may be worn with the uniform only on Fridays and must be tucked in.

### **Boys:**

Navy corduroy or twill pants (no contrasting stitch)

Navy shorts may be worn in September, October, April and May

(medium length, can be hemmed uniform pants)  
Red polo knit shirt needs to be tucked in (long and short sleeve)  
Red turtleneck  
Navy V-neck pullover sweater  
Navy V-neck cardigan sweater  
Socks  
\*St. Anne's sweatshirts only (red polo knit top or red turtleneck needs to be worn under the sweatshirt)  
Socks must be worn  
Sandals are not part of the Uniform Dress Code  
St. Anne's blue denim shirt or St. Anne's T-shirt may be worn with the uniform only on Fridays and must be tucked in.

\* A navy blue St. Anne's sweatshirt is available and order forms will be sent home with the newsletter. Students may continue to wear past navy St. Anne's sweatshirts or purchase the new navy one.

\*Students are encouraged to wear white sole tennis shoes only.

**Jewelry:**

Earrings worn may not extend beyond the earlobe. We discourage the wearing of other inappropriate jewelry. If it is worn, your child may be asked to remove it.

**Student Records** (Archdiocesan Policy #5410)

The school shall collect and maintain the records of students while they attend the school. To transfer records, parents/guardians are asked to inform the school office as soon as possible when transferring a child to another school. Parent/guardian must sign a release authorizing the transfer of records to the student's new school.

No one except appropriate school personnel, parents/guardians of minors, and students who have reached legal age, shall have access to individual pupil records without either subpoena or appropriate written authorization either from the parent/guardian (in the case of a minor student), or from the adult student or former student.

Parents/guardians may ask to review the contents of any records or data collected regarding their child. Records or data may mean any or all the following:

1. Identifying data
2. Academic work completed
3. Level of achievement (grades, standardized achievement test scores)
4. Attendance data
5. Scores on standardized intelligence
6. Health data (maintained separately)
7. Family background information
8. Teacher or counselor ratings and observations
9. Verified reports of serious or recurrent behavior patterns (may be maintained separately)

### **Grievance Policy** (Archdiocesan Appendix C)

If a grievance between parent/guardian or a student and a teacher or school administrator should arise the following grievance procedure shall apply:

1. The parent/guardian or student (grievant) will meet with the teacher or administrator (respondent) to discuss resolution of the grievance.
2. If the grievance is not resolved, the grievant will meet with the school administrator (if the grievance involves a teacher) or with a person designated by the pastor or parish administrator (if the grievance involves the school administrator.)
3. If the grievance is still not resolved, a Grievance Committee will hear the grievance.
4. The Grievance Committee will be made up of three persons: one designated by the pastor, one designated by the respondent, and one designated by the grievant.
5. The committee will meet to receive evidence. It shall have the discretion to determine whether such evidence shall be written, oral, or both.
6. At the conclusion of the meeting, and upon due consideration, the committee will make its recommendation to the pastor. The committee shall not have the power to alter or amend school policies.
7. The pastor or his designate will then decide the grievance.
8. The grievance procedure should be completed within 30 days.
9. If the grievance determination is not resolved to the satisfaction of either party, a referral to Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process procedures.

### **Wellness Policy for Nutrition, Physical Education, Activity and Wellness**

Adopted for 2006-07 school year by School Advisory Board.

#### **Statement of Purpose**

It is the purpose of St. Anne's Wellness Policy to encourage wellness programs in St. Anne's School. Wellness programs will be designed to encourage life-long patterns of healthy eating and regular exercise among all St. Anne's students and staff.

#### **I. Nutrition**

##### **A. Nutritious Food Choices**

Nutritious and appealing food choices will be available wherever and whenever food is sold or otherwise offered at St. Anne's.

##### **B. Food Choices at School**

Food and beverages at St. Anne's shall support the nutritional needs of students and include appealing, nutritious foods and drinks.

1. Most food and beverages available to students before, during and immediately after the regular school day at St. Anne's will meet or exceed the nutrition standards recommended by the USDA.
2. Most food and beverages are designed to supplement, not replace school meals.
3. Commercial advertising that promotes foods other than nutritious foods shall be discouraged by St. Anne's.

##### **C. Promoting Healthy Eating Behaviors**

4. Nutrition education will be integrated into the St. Anne's curriculum where appropriate.
5. St. Anne's will help educate students, parents and staff regarding healthy food choices and eating behaviors.
6. St. Anne's will encourage the use of healthy nutritional promotional materials and minimize the use of marketing materials that promote less healthy food choices.

## **II. Physical Education Instruction**

### **A. Curriculum**

St. Anne's curriculum will provide opportunities for developmentally appropriate instruction for all students in St. Anne's School. The input of staff, students, parents and public health professionals in the development of the curriculum is encouraged and supported.

### **B. Class Structure**

The goal of St. Anne's is to utilize teachers with physical education endorsement or health and fitness endorsements to teach physical education classes.

### **C. Facilities**

1. The school will provide a safe environment to implement the program for the number of students being served.
2. The school will provide both functional and protective equipment for all students to participate actively and safely.
3. The school shall minimize interruptions to scheduled physical education classes.

### **D. Inclusion**

Suitable physical education shall be part of education plans for students with chronic health problems, other disabling conditions, or special needs.

### **E. Assessment**

Assessment will be aligned with the teacher's curriculum.

## **III. Physical Activity**

To the greatest extent possible, schools should expand and/or support extracurricular programs that promote physical activity, and other sports and recreation clubs and lessons that support increasing physical activity opportunities for students during or outside of the school day and for the general community.

### **A. Promotion of Physical Activity**

1. Physical activity education will be integrated into the St. Anne's curriculum where appropriate.
2. St. Anne's will educate staff, parents and students regarding healthy physical activity and active lifestyle behaviors.
3. St. Anne's shall encourage walking to attend school activities.

### **B. Recess**

1. In addition to required physical education, students at the elementary level should have the opportunity to participate in daily recess and physical activity. St. Anne School shall provide daily recess period(s) for its students, featuring time for unstructured but supervised active play.
2. St. Anne's will provide proper equipment and a safe area designated for supervised recess time.

### **C. Before and After-School Programs**

1. St. Anne's will work with the Le Sueur-Henderson community to provide an avenue for reaching all students before and after school through organized physical activities (e.g. intramurals, interscholastic sports, community-based programs and other activities).
2. St. Anne's is encouraged to provide adequate co-curricular physical activity programs; and to promote the use of school facilities for physical activity programs offered by the district and/or community based organizations outside of school hours.

### **D. Supplemental Physical Activity**

1. To the extent possible, school physical spaces and facilities especially outdoor facilities such as sports fields, shall be available to young people before, during, and after the school day, weekends, and during summer and other vacations.

## **IV. Evaluation, Implementation and Enforcement**

St. Anne's shall evaluate St. Anne's nutrition, physical education, physical activity and wellness policy at least annually to monitor implementation and effectiveness.

### **A. Formation of a Committee**

St. Anne's will establish a committee whose charge will be to annually review the implementation of this policy and make a formal report to the administration, school advisory board and St. Anne's school community.

### **B. Committee Membership**

This committee shall include: an administrator, a physical education educator, food service director, and a teacher and be representative of the diversity of the school community.