

Table of Contents

Introduction

- Mission Statement - 2
- Philosophy – 2
- Belief Statements – 2
- School Accreditation – 2
- School History – 3

School Procedures

- Parental Roles and Responsibilities – 3
- Contacting the School – 3
- Attendance – 3
- Illness during the School Day – 4
- Tardiness – 4
- School Closing (emergency/
inclement weather) – 4
- Arrival/Dismissal Procedures – 4
- Bicycles – 4
- Visitors – 4
- Telephone Usage – 4
- Valuables – 4
- Money – 5
- Lost and Found – 5
- Invitations – 5
- Treats – 5
- School Supplies – 5
- Lice – 5
- Promotion/Retention – 5
- Achievement Testing – 5
- Communication with
Parent/Guardian– 5
- Student/Parent Handbook – 5
- Office Communication
Newsletter/Folder – 5
- Report Cards – 6
- Parent/Child/Teacher Conferences – 6
- Communication Procedure – 6
- School Records – 6
- Religious Education – 6
- School Patrols – 6
- Playground Supervision - 7

Services

- School Lunch and Milk Program – 7
- Hot Lunch Policy – 7
- Title I – 7
- Special Education – 7
- School Pictures – 7
- Yearbook – 7
- Field Trips – 8
- Guest Speakers/Assemblies – 8
- Homework – 8
- Make-up Work – 8
- Daily Schedule – 9

Conduct

- St. Anne’s Code of Conduct – 9
- School Discipline Philosophy &
Procedure – 9
- St. Anne’s Policy – 10
- Bullying Policy - 10
- Suspension – 11
- Expulsion – 12
- Smoking/Tobacco – 12
- Alcohol/Chemical/Drug Abuse – 12
- Harassment – 13
- Weapons/Explosives/
Dangerous Items – 13

Healthy and Safety

- Emergency Information – 13
- Health Records – 13
- Immunizations – 13
- Medication during a School Day – 14
- Health Screening – 14
- Illness/Injury during School – 14
- Accidents – 14
- Reporting of Child Abuse/Neglect – 14
- Drills, Fire, Weather, Safety/Lockdown,
Crisis – 15

School Policies

- General Admission – 15
- Non-discrimination – 15
- Entrance into Kindergarten – 15
- Transportation – 15
- Instruction and Training for
Bus Safety – 16
- Misconduct on the Bus – 16
- Dress Code – 16
- Student Records – 16
- Grievance Policy – 17
- Wellness Policy - 17

Finance/Fundraising

- Budget Process – 19
- Tuition – 19
- Financial Assistance/Tuition Assistance
Scholarship – 19
- Fees – 19
- Fundraising – 19
- State and Federal Programs – 20
- State Programs – 20
- Federal Programs – 20

School Organizations

- Patrons of St. Anne’s - 21
- St. Anne’s Advisory Board – 21

Student/Parent Handbook

Introduction

Mission Statement

St. Anne's Parish School, a nonpublic accredited school, believes Catholic values empower our students to live out their faith guided by the Holy Spirit. St. Anne's community is committed to fulfilling the needs of each child by providing a safe, nurturing environment to equip students for life-long learning.

Philosophy

- We believe that a nurturing environment consists of a faith-filled community that shows respect and compassion for themselves and others.
- We acknowledge the uniqueness of each child making them feel safe spiritually, academically, socially and physically.
- We celebrate and model the teachings of Christ to create life-long learning.
- Christ is our foundation.

Belief Statements

- I. We believe in assisting the child in his/her growing relationship with God and proclaiming the Gospel message through:
 - A. Knowledge and understanding of the Gospel and Catholic beliefs
 - B. Providing opportunities to plan and participate in various types of worship (prayer styles, art, music, drama, etc.)
 - C. Development of personal responsibility to the Liturgy of Word and Eucharist (Mass), Sacramental reception and living the Christian life.
 - D. Fostering a concern of the universal church in accepting responsibility to the communities locally, nationally and internationally.
- II. We believe in providing the child an opportunity to strengthen the following qualities for the 21st Century.
 - A. Applying of knowledge in all academic areas.
 - B. Experiencing of music, art, literature, drama through active participation.
 - C. Developing fundamentals of speaking, reading, listening, thinking and writing throughout the entire curriculum and in family activities.
 - D. Recognizing and valuing their strengths and challenges.
 - E. Ability to adapt and grow through change.
 - F. Encourage the development of an inquiring mind through a nurturing environment.
 - G. Growing in life skills for daily living and interaction with others.
 - H. Creating an awareness and involvement in stewardship of the earth through rethinking, reducing, reusing and recycling.
 - I. Incorporating technology and provide hands on experience to improve learning and quality of life.
 - J. Becoming knowledgeable and respectful of cultures, religions, genders and disability diversity.
 - K. Promoting decision making about choices of a healthy lifestyle including: nutrition, lifetime activities, chemical awareness and physical fitness.
- III. We believe in helping each child to grow in becoming a viable community member by:
 - A. Reaching out to others and working together to build community.
 - B. Accepting social responsibility to local, national and international happenings.
 - C. Respecting self, others and property.
 - D. Recognizing and valuing their strengths and challenges.
 - E. Realizing and understanding that learning is an ongoing process.
 - F. Using social and academic skills toward service of self and others.

School Accreditation

St. Anne's is accredited by the Minnesota Non-public School Accrediting Association and annual reports are submitted to this agency in order to meet Association standards.

Curriculum evaluation is an on-going process at our school. Programs are selected after careful study and consultation of the part of the staff.

School History

St. Anne's School was started in September of 1882. The dreams and labors of Father Wurst, the first pastor at St. Anne's, became a reality with approximately twenty-five families who were determined to give their children a Catholic education.

The present St. Anne's facility opened its doors on September 3, 1957 to 271 students in grades one through eight. St. Anne's continues to remain a viable part of St. Anne's Parish and the community of Le Sueur.

School Procedures

Parental Roles and Responsibilities

Parents/guardians are informed of the programs, regulations, and policies of the school. (This document, the Parent/Student Handbook, includes this information.) In assisting your child, we require the following:

1. Familiarity with information contained in handbooks and other newsletters from the school.
2. Inform the school in writing of:
 - a. student illness or absence
 - b. parental status and custodial constraints
 - c. change in transportation routine
 - d. change in address, phone, emergency contact, child care, etc.
 - e. arrangement that might affect communication with the school.
3. Meet financial obligation of tuition, fees, lunch accounts or other accounts that apply.
4. Meet admissions regulations.
5. Comply with:
 - a. policies and regulations
 - b. goals and objectives of the Catholic schools as identified in this parent/student handbook
6. No student may leave the premises at any time for any purpose without a written request from the custodial parent/guardian and approval of the principal.
- 7.

Contacting the School

The school's telephone number is 665-2489 or 665-6186. Office hours are 7:00 A.M. -3:00 P.M. Voicemail may be activated periodically during the school day, after school hours or during faculty meetings.

Attendance (Archdiocesan Policy #5210)

It is St. Anne's policy that it will adhere to all State of Minnesota regulations concerning school attendance. All work missed by students who were absent must be made up as soon as possible after returning to school. Excessive absences often result in poor school

work. When an absence is necessary these steps are to be followed:

1. Parent/guardian will call the school between 7:15 and 8:10 A.M. each morning of a student's absence. If the student attends Park, the parent is responsible for notifying them also.
2. Parents/guardians will write an excuse giving name, date, days of absence and reason for absence, which the student will present to the office upon return.
3. Student will make immediate plans to do all make-up work due to absence upon return to school.
4. All homework should be requested in the morning before classes begin.
5. If absence is due to work, travel, or some other reason, parent/guardian should notify the school prior to the absence. Work may not be issued ahead of time for students who anticipate being out of school. This will need to be made up upon the student's return.

Minnesota truancy law states that any elementary school child missing three full days without a valid excuse is considered "continually" truant.

A "**habitual**" truant means a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school, for one or more class periods on seven school days if the child is in middle school or high school. The names of truant children must be referred to the designated public school official.

Children arriving late must report to the school office. Excessive tardiness (More than three times per month) will result in parent/guardian being called and the student must make up the time missed.

Illness During the School Day

The principal or the school secretary dismisses or approves the dismissal of a student who becomes ill or hurt during the school day. Parents/guardians are notified when the illness is reported. If they are unable to come for the student, they must make arrangements for a relative or other authorized person to pick up the student in the school office. No student will be sent home due to illness if no one is at home to be with the student.

Tardiness: Students who arrive in the classroom after the 8:10 A.M. bell are considered tardy. Continued tardiness will warrant a call by the school office to the parents/guardians.

School Closing (emergency or inclement weather)

In case of emergency or severe weather, please listen to WCCO (Channel 4), KSTP (Channel 5) KARE (Channel 11) and KRBI radio (1310 AM, 105.5 FM) and WCCO radio (830 AM) for school closings. St. Anne's School follows the schedule of Le Sueur-Henderson School District. If Le Sueur-Henderson Schools are closed due to inclement weather, St. Anne's will also be closed.

There are times that students will be dismissed early due to deteriorating weather conditions. Discuss your emergency prearranged plans with your child and inform the school office if there are changes in your emergency plan. It is imperative that the staff of St. Anne's School knows where your child should go in the event of early dismissal.

Arrival/Dismissal Procedures

There is no playground supervision before school in the morning; therefore, students should not arrive before 7:55 A.M. Students are expected to enter the building when the first bell rings at 8:01 A.M. During inclement weather students are permitted in the building earlier than 8:01 A.M. Classes begin at 8:10 A.M.

Students are dismissed at 2:50 P.M. All students are expected to go directly home since the school grounds are not supervised. No student should be in the school building after 3:00 P.M. without the permission of a teacher. Parents will need to come to the office to pick up their child if they have not picked them up when buses leave, for safety reasons students will not be allowed to wait outside by themselves. Please pick up your children promptly at 2:50.

Bicycles

Children are allowed to ride bicycles to school. Racks are provided for parking them, but the school does not accept responsibility for the bicycles.

Those who ride bicycles to school should observe the following rules.

1. All bicycles are to be parked in the bicycle racks.
2. No one should ride another person's bicycle.
3. Bicycles should be locked.
4. No one should be given a ride on a bicycle.
5. All traffic rules and School Safety Patrol Members should be obeyed.
6. Bicycles are to be walked on the sidewalks.
7. Bicycles are not to be ridden during recess and lunch hours.
8. We discourage riding bicycles during inclement weather.

Rollerblades Are Not Allowed

Visitors

All parents/guardians/visitors/volunteers must sign in at the office before going to a classroom. Parents/guardians and visitors are welcome for open houses, special programs, or observations, and are encouraged to attend. Visitors who wish to observe classrooms are asked to make an appointment with the appropriate teacher and check in at the school office before going to the classroom.

Telephone Usage

A child may not call home to make arrangements to go home with a friend, to have a parent/guardian bring forgotten piano books, books, assignments, etc. without the permission of teacher/principal/staff member.

As a rule, neither teachers nor pupils are called to the phone during the hours of class. Messages may be left with the school secretary if it is necessary to contact either a student or teacher. Children may not use the school/class phone except in cases of an emergency.

Valuables

School insurance does not cover loss of personal possessions; therefore students are to refrain from bringing cell phones, ipods, laptops, cameras, electronic toys, etc. to school.; these items may not be allowed usage during the school day.

Money

When money is sent to school, it should be placed in an envelope and labeled with the student's name, grade, and the purpose for the money.

Lost and Found

Lost items will be kept on the shelf and hooks outside of the library. Encourage students to check for lost items in the Lost and Found area when something is missing.

Invitations

Invitations to parties – it is preferred that these are taken care of from home. Invitations that are passed out at school need to be cleared with the teacher/principal before student/parent passes them out.

Treats

For the health and safety of our students and staff it is recommended that all treats be store bought and individually wrapped.

School Supplies

Parents/guardians will provide school supplies for their child(ren). A list of needed supplies will be provided for each year. Notes will be sent home when supplies need to be replenished.

Lice

If it is determined by the discretion of school personnel that a student has live lice the following will be the procedure used:

- #1. Call parent for the child to be picked up.
- #2. Parent is instructed to buy the lice shampoo, treat the student with appropriate shampoo at home, and given instructions for home cleaning.
- #3. Student will be admitted back to school 24 hours after the initial treatment but will be checked periodically to ensure that the infestation has been taken care of.
- #4. If a classmate has lice, the whole class will be checked and monitored as needed.
- #5. Notes will be sent home to classmates' homes asking their parent to check their heads regularly.

Promotion/Retention

Promotion/retention will be based on academic achievement and physical, emotional, psychological and developmental maturity. In the case of retention, parents/guardians will be notified of their child's situation as soon as possible. If a recommendation is made to retain a child and parents/guardians reject it, the parents/guardians are asked to sign a written acknowledgment of the school's recommendation. That acknowledgement shall serve to release the school from any responsibility for failure to follow the school's recommendation.

Achievement Testing

Students in grades 3-5 will be tested for achievement through Sat 10 by Pearson. The main purpose for testing is to evaluate student progress and help with curriculum planning. Parents/guardians will be notified of the test results through a report.

The MN Comprehensive Achievement tests may also be given to students in grades three - five.

Communication with Parents/Guardians

The school has established ways of communicating with the parents/guardians of its students in order to increase the understanding of the school's mission, programs, and goals in general. The following means of communication are used to share information with parents/guardians concerning the functions of the school and progress of their child(ren).

Student/Parent Handbook

The Student/Parent Handbook is issued at the beginning of the school year.

Office Communication Newsletter/Folder

This will contain newsletter, classroom notes, and pertinent notices. The oldest student from each family will take home the office communication information each week. Please return on the following day.

Report Cards

Report Cards/Progress Reports are issued at the end of each trimester in grades K-5. Reports are sent at mid-term of each trimester to parents/guardians whose child(ren) is/are in grades three, four, and five.

Parent/Child Teacher Conferences

Parent/Child/Teacher Conferences are scheduled three times during the school year. A parent/guardian and/or teacher may request a special conference at any time as the need arises.

Communication Procedure

To help with the lines of communication between teachers and parents/guardians, the following actions should be taken.

- A. If the parent/guardian has a concern about what is happening in the classroom please make an appointment with the teacher.
- B. If you have met with the teacher and are not satisfied, then make an appointment with the principal. At that time, a meeting with the teacher, student, principal, parents/guardian may be called.
- C. If you are still not satisfied with the results of the meeting with the principal, make an appointment with the pastor.
- D. If still not satisfied, a written statement may be filed with the Grievance Committee of the School Advisory Board, who will decide whether to pursue the concern.

Refer to the Grievance Policy of this handbook.

School Records

Parents/guardians may ask to review the contents of records or data on their child. "Records or data" is defined by any or all of 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 testing
6. health data (separate records kept in health file)
7. family background information
8. teacher or counselor ratings and observation
9. verified reports of serious or recurrent behavior patterns

Religious Education

The formal study of the Catholic religion, as well as curriculum which reflects Catholic values and tradition, are integral parts of our total education. It is St. Anne's School policy that all students, including non-Catholics, attend religious instruction and liturgies.

Classes at St. Anne's School take turns preparing the liturgy for the weekly school Mass, usually scheduled for Tuesday mornings.

Parents/guardians are invited to attend this school Mass whenever their schedules permit. On holy days of obligation, the students attend Mass on the holy day in lieu of Tuesdays.

The Sacraments of Reconciliation and Eucharist are celebrated for the first time in second grade. Parents are invited to become involved in their child's preparation by attending meetings and assisting with studying material at home.

Periodically during the school year, students in grades two, three, four and five will have the opportunity to receive the Sacrament of Reconciliation.

The Stations of the Cross is a traditional Friday event during Lent.

School Patrols (Archdiocesan Guideline #5840)

In accordance with M.S. 126.15, St. Anne's School has established a safety patrol program.

The safety patrol program is operated under the supervision of the principal, with a teacher coordinating the program. The School Patrol Members are from the fourth and fifth grades. Their chief responsibility is to assure the safety of the students in the school parking lot before and after school. Parents who have a child serving on the patrol are urged to give their fullest cooperation in encouraging and helping their child carry out his/her particular duty.

Patrol on duty: 7:50 – 8:05 A.M. & 2:50 – 3:05 P.M.

Playground Supervision

Students are supervised by teachers during morning and any afternoon recess times. Teachers with the aid of parents help supervise students during the noontime recess. Parents are asked to either volunteer for 7 times or more of noon recess or give a donation of \$50. Supervision times or donation payments are coordinated with the school secretary.

Services

School Lunch and Milk Program

The school lunch and milk program is provided at St. Anne's School by the State's matching funds to the school's established price.

Student lunch	= \$2.50
Adult lunch	= \$3.50
Milk	= \$.50

St. Anne's Hot Lunch Policy

Lunch at school is part of the total learning situation and as such, good conduct is to be expected. Table manners and other lunchroom conduct is discussed as a regular part of respecting others and health studies, etc.

Lunch statements with balances due will be sent out the 2nd Thursday of the month and payment is due the 25th of each month.

Application forms for reduced or free lunches are sent home prior to the beginning of school in August and are also available upon request from the school office.

If your child needs lactose reduced milk or has any other dietary needs please contact the office and we will supply you with the form that needs to be completed.

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call (800) 795-3272 or (202)720-6382 (TTY)." "USDA is an equal opportunity provider and employer."

Title I

The purpose of Title I is to provide assistance to state and local education agencies to meet the needs of children in the areas of math and reading.

Working with the classroom teacher and the Title I contact person from Park Elementary School, students are scheduled for Title I services.

Special Education

The special needs of students in St. Anne's School are addressed through the public school district in three ways:

1. Classroom teachers see the needs of their students and consult with the St. Anne's TAT (teachers assisting teachers) team. Interventions may be suggested to meet the needs of the students. The needs may be in the areas of academics, behavior, health, or motor skills.
2. If the interventions are not successful, the student may be referred for assessment by either the school or parent/guardian. If the assessment is initiated by the school, written parent/guardian permission will be required. Once the assessment is complete a meeting is set up to report on the results and possibly develop an Individual Education Plan (IEP).
3. The IEP may be written with the goals to help improve the areas of need. The services may be direct or indirect. Indirect service is done at St. Anne's. Direct service is done off site and transportation is provided by the public school.

School Pictures

Individual and classroom pictures are taken each year. Notification of this will be given well in advance of the photography session(s).

Yearbook

The school publishes a yearbook each school year. Individual or classroom pictures are featured in the yearbook, as well as other photographs portraying the many activities and events that take place. Notification regarding the cost and time when the yearbook is available is sent to the parents/guardians.

Field Trips Archdiocesan Guideline #6630, Form A)

Field trips are part of the educational program. These trips are designed to support the curriculum and introduce the students to community resources. Students are expected to participate in field trips and parent/guardian will be notified of the scheduled field trips.

Insurance regulations of the Archdiocese require the use of the parent/guardian authorization form EACH TIME the students participate in a field trip. Failure to return the form means that the student may not go on the field trip and must stay at school. **PHONE CALLS TO OR FROM PARENT/GUARDIAN DO NOT FULFILL AUTHORIZATION REQUIREMENTS FOR PARTICIPATION.** Whenever possible, field trip participants travel by bus. Should it be necessary to use transportation provided by parents in private vehicles, parent/guardian will be notified. All private vehicles used to transport students must have documented current registration, proof of insurance, a background check and Virtus training.

All student-sponsored field trips should have an educational purpose and outcome. Any student misbehaving will be isolated and chaperoned by an adult for remainder of field trip and discipline policy will be enforced.

Guest Speakers/Assemblies

Throughout the year, assemblies are held with invited resource guests to enhance the students' learning opportunities. Guest speakers invited and topics discussed should be consistent with the mission, philosophy, and objectives of the school. Speakers/assemblies need to be cleared through the principal.

Homework (Archdiocesan Guideline #6540)

Homework refers to tasks that the student is assigned to do on his/her own time after school hours. Homework assignments serve as a means of providing a bond of common effort between parent/guardian, child, and teacher. In order for homework to be effective, each participant—teacher, student, and parent/guardian—must understand and be committed to carrying out his/her responsibility. If any of the three (parent/guardian, teacher, student) do not fulfill their responsibilities, then the positive effects of homework will be reduced and may cause a negative impact on the student's learning.

Homework Responsibilities of Teachers

1. Communicate to students and parents/guardians homework goals and expectations.
2. Set clear and concise expectations concerning assigning, returning, and evaluating homework.
3. Assign appropriate homework according to students' needs.

Homework Responsibilities of Students

1. Know and understand the purpose of the homework assignment.
2. Responsible for copying assignments into assignment notebook, understanding directions and knowing what is required for completion of the assignment.
3. Responsible for completing and returning assignments.
4. Understand when some assignments are to be completed independently, others as a team effort.
5. Complete assignments neatly and do quality work.

Homework Responsibilities of Parents/Guardian

1. Maintain a positive attitude towards learning and the value of homework.
2. Be aware of the homework policy and individual teacher requirements.
3. Help your child find a study area that is quiet and relatively free of distractions.
4. Be patient with your child and praise him/her for any effort made.
5. If the child has trouble understanding directions, help her/him with explanations.
Do Not Do The Homework For The Child.
6. Look over the assignment to affirm completion and quality. Praise your child.
7. Support the teacher and the child. Get both sides of story before making a judgment.

Make-Up Work

It is the student's obligation to obtain and complete work missed during an absence; if homework is to be picked up, please inform teachers in the morning who will come for the homework. Teachers will have assignments ready for pick-up at 2:50 or after the regular school day. (Archdiocesan Guideline #6140)

St. Anne's Daily Schedule

8:01 First Bell – students enter building
8:10 School day officially begins
9:45 Recess – Grades K-4
10:00 Classes Resume

Lunch & Noon Recess	Out	Back In	Lunchroom
Grade 5	11:25	11:50	11:50 –12:20
Grade 4	11:25	11:50	11:50 - 12:20
Grade 3	11:25	11:50	11:55 –12:20
Grade 2	11:25	11:50	12:55 –12:25
Grade 1	11:25	11:50	12:00 - 12:25
Kindergarten	11:25	11:50	12:00 - 12:25
2:50	End of day dismissal (may be later or earlier depending on bus service)		

Code of Conduct for St. Anne's School (adopted May 2005)

Dear St. Anne's School family member,

All of us are unique individuals who believe a quality education is important in order for your experience at St. Anne's School to be enjoyable and successful; we encourage your motivation and commitment to learning.

For all of us to do our best, we must share the responsibility of keeping our school a safe, positive, and respectful environment. We will work together to solve problems and protect your right to learn. We recognize the diverse range of social and academic development at St. Anne's. We strive to provide discipline which is fair and consistent.

We look forward to working together as a school family to make your St. Anne's experience both positive and rewarding. Your School Staff

Student Roles and Responsibilities

Respect and responsibility are demonstrated when students:

- come to school prepared with the required materials and completed assignments,
- show respect for themselves, others and especially persons in positions of authority,
- do not bring anything to school that may endanger the safety of themselves or others,
- follow rules, take responsibility and accept consequences for their words and actions,
- follow the school's dress code and bring/wear appropriate gear for recess.

Parent/Guardian Roles and Responsibilities

Parents/guardians fulfill their responsibility to support their child's education when they:

- make sure their child is at school on time, promptly report child's absences or late arrival to school office; and schedule appointments after school and vacations when school is not in session, whenever possible
- help their child to be rested, clean and appropriately dressed for class and recess time,
- provide appropriate, required and needed school tools,
- become involved in their child's education by signing and returning daily planners, communication folders and forms,
- follow through at home with teacher recommendations for improving academic performance and behavior.

Staff Roles and Responsibilities

Teachers and support staff uphold high standards or respect and responsible behavior when they:

- establish and maintain a safe, orderly and respectful environment for all by following the discipline plan,
- serve as role models,
- communicate regularly with parents, students, and administration,
- challenge each student to perform to the best of their ability,
- prepare students to be responsible individuals.

Administrators Role and Responsibilities

Administrators, as school leaders, have a duty to manage the operations of the school by:

- demonstrating care and commitment to academic excellence and a safe teaching, learning and working environment,
- providing assistance, support and feedback to staff and parents,

- communicating regularly with school families and staff,
- providing assistance to staff in addressing the individual needs of each student,
- supporting and maintaining the respect and responsibility discipline plan.

Volunteer Roles and Responsibilities

As role models, volunteers provide support by:

- supporting the mission of St. Anne's School,
- maintaining confidentiality regarding student information,
- receiving work direction from classroom teachers,
- undergoing an Archdiocesan background check and Virtus training,
- communicating with classroom teacher on student progress.

St. Anne's Discipline Philosophy

Respect and Responsibility/Expectations of Students

In order to maintain a Christian learning environment it is necessary to have a Code of Conduct which provides a safe and secure setting for students, faculty, and administration. Students are given clear and specific expectations as they are led toward becoming self-disciplined individuals. Students are responsible and accountable for their behavior and must accept the consequences for their actions by:

- Acting in a Safe and Healthy Way
- Treating all Property with Respect
- Respecting the Rights and Needs of Others
- Taking Responsibility for Learning

St. Anne's School Discipline/Respect & Responsibility Procedure

St. Anne's School believes each student is responsible for his/her own behavior and in maintaining a Christian atmosphere within the school. The goal is to promote self-discipline. Respect for oneself, others, authority and property, and the maintenance of a safe and healthy environment of respect and responsibility in which to learn is at the heart of St. Anne's philosophy. Students are to behave in a manner which is morally responsible and brings credit to themselves, their families, and St. Anne's School. Parental support is an essential part of this policy.

Together with you, St. Anne's continues to nurture the way of life for your child. As partners on this journey, we build on the Gospel values in our work and relationships, creating the balance for our children, including the faith dimension, respect, responsibility and love within the education atmosphere.

Each classroom teacher will establish consequences, both positive and helpful, appropriate for the students that they teach.

Bullying Policy

Definition

Bullying occurs when one person promotes, acts and plots against another to earn power' Bullying is three-fold: emotional, verbal and physical. Bullying can also be seen in acts of intimidation and manipulation.

Policy Purpose

To create and maintain a healthy, safe and Benedictine Value philosophy bullying will have zero tolerance enforcement. In order to assure all students, families, staff and stakeholders that success will occur in the classroom it is nonpermissible to occur. Students will be given every opportunity to learn in a safe environment where students are able to learn and teachers are able to teach. Bullying is not always seen, but when notified or observed staff will take immediate action to curb, prevent and redirect behavior. The purpose of the policy is to be proactive and preventative as well as responsive to acts of emotional, verbal, physical bullying violence and hence other intimidating or manipulative behavior.

St. Anne's mission is to foster and provide education all encompassing of Catholic faith and values. Bullying is conscience act against Catholic faith and value including disrespecting of persons, stewardship, truthful living and awareness of God.

General Statement of Policy

Bullying by a single or group of people is strictly unacceptable at St. Anne's, which a Zero limit will be tolerable. This policy is in conduct at all times within the school and premises. Misuse of technology to instigate or carry out acts of bullying will be treated as a threat to another person's wellbeing and right to dwell and learn in a healthy, friendly and safe environment. All staff and students are responsible to report acts of

bullying. Retaliation against a victim, incident reporter or witness will not be prohibited. Circumstances that will be taken into account when taking account the situation will be:

- age
- level of maturity
- relationship of parties involved
- past violations and behavior patterns
- context of incident

School authorities will take all reports, complaints and all other information when investigating an act(s) of bullying.

Bullying Examples (not limited to)

- Derogatory racial, gender and/or ethnic that are deliberately spoken, written or acted out.
- Physical manipulation or contact involving personal space and physical harm.
- Harassment of any degree.

St. Anne's Policy

It is the policy of St. Anne's School to maintain a learning environment which provides a safe, secure setting for students, faculty and administration. St. Anne's will take such action it deems necessary and appropriate to provide such an environment, including the immediate suspension or expulsion of students enrolled in this school under certain circumstances.

This policy provides that a student may be immediately removed from class, suspended or expelled on the following grounds:

1. Willful conduct which endangers or has the potential to endanger the student or other students, faculty or administrators, or the property of the school;
2. Willful conduct which disrupts or threatens to disrupt the ability of others to obtain an education.
3. Willful conduct which violates or may violate any rule of conduct/expectations of students specified in the student policies of the school.
4. Other conduct or behavior on the part of the student which, in the opinion of the school, adversely affects the desirability of continued enrollment.

For the purposes of this policy, the terms "willful conduct," "other conduct," or "behavior," refers to actions or events whether occurring on school property or elsewhere.

The school shall retain the sole discretion to determine the nature, extent or duration of any such removal from class, suspension or expulsion of a student under this policy. Where it appears that the student will create an immediate and substantial danger to the student or others, or property around the student, the classroom teacher has the authority to remove the student from the room immediately. The classroom teacher may not, in so removing the student, use unreasonable physical force that causes or may tend to cause bodily harm.

In the event of removal from class, suspension or expulsion of a student is imposed, the school will make reasonable efforts to assist the student and the student's parents in seeking alternative educational programs or services, with the participation of teachers, administrators, students, and such other individuals or organizations as the school determines appropriate.

Removal from class: Removal from class is any action taken by a teacher, administrator or the school to prohibit a student from attending his/her classroom or activity for a period of not more than one day. Work will be assigned and must be completed by the student. Parents may/will be notified.

Out of school suspension: Out of school suspension is an action taken by the school to prohibit a student from attending school for a period up to three school days. While at home, work will be assigned and must be completed by the student. The student will also be responsible for writing a Respect and Responsibility Plan. The student will not be allowed to return to school until the Responsibility Committee is comprised of: Pastor, Principal, Teacher of the student and a person appointed by the Pastor or Principal.

St. Anne's Suspension Process:

1. Investigation, including informal conference with student to inform student about the violation. The conference will not be held if it appears to the school that the pupil will create an immediate and substantial danger to himself, other persons, or property.

2. Prepare written notice of suspension which outlines grounds for suspension and period of suspension.
3. Provide student with written notice of suspension at or before time suspension is to take effect. Parents/guardians will be notified in writing of the student's violation and resulting suspension.
4. A conference will be scheduled with the student and/or parent/guardian to discuss the incident.

Expulsion: Expulsion means action taken by the school to prohibit an enrolled pupil from further attendance at the school.

St. Anne's Expulsion Process:

1. Conduct prompt investigation.
2. Notify the student and student's parents/guardians in writing of the punishable violation, proposed expulsion, and date, time, and place of hearing on expulsion (must be scheduled within 10 days of notice).
3. Arrange for a consultation of appropriate school personnel (teachers, counselor, etc.).
4. At hearing, record statements, examine witnesses and documents. Student cannot be required to testify or make recommendations(s) to pastor or canonical administrator.
5. Pastor or canonical administrator takes action on recommendation within two days of hearing.

Smoking/Tobacco & Alcohol/Chemical Drug Abuse (Archdiocesan Policy #5750)

At no time may students at St. Anne's School possess or use alcohol, tobacco or illegal drugs. If any student attending St. Anne's School is found:

1. buying, selling, or giving away mood altering chemicals,*
2. under the influence of mood altering chemicals* or
3. in possession of mood altering chemicals* while on St. Anne's School grounds or attending any school sponsored event, this same student will face immediate suspension by the principal.

Before the suspension is lifted, the parents/guardians and student will be required to:

1. provide valid proof that the student is receiving professional help from a drug counseling agency as per evaluation.
2. agree to being placed on six months probation at St. Anne's School. (If summer vacation intervenes, the probationary period will extend to the next school year.), and
3. agree to immediate expulsion from St. Anne's School if a second offense against the above mentioned drug policy should occur.

*Mood altering chemicals include any substances such as drugs or alcohol that substantially changes the behavior of the person taking them.

Harassment (Archdiocesan Policy #5750)

Policy:

St. Anne's shall maintain a learning and working environment that is free from harassment.

This policy applies to all students, faculty, staff, and administrators, members of the St. Anne's Parish Board of Education, parents, vendors, volunteers, guests and others who act on our behalf. It applies whenever and wherever a school program takes place. Anyone who violates this policy is subject to appropriate disciplinary action, which may include separation from the school program.

Definition:

Harassment is unwelcome verbal or physical conduct which has the purpose or effect or unreasonably interfering with an individual's performance, or which creates an intimidating, hostile or offensive working or learning environment. The basis for harassment may be any protected class, including age, creed, color, disability, national, origin, race, marital status, status with regard to public assistance, religion, gender, and sexual orientation.

One particular category of harassment, sexual harassment, consists of: unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature which substantially interferes with an individual's employment or education, or creates a hostile, intimidating or offensive working or learning environment. It also includes situations where submission to such behavior affects decisions about the individual's employment or education. Sexual harassment may be directed to members of the same or opposite sex.

Sexual harassment includes, but is not limited to:

- teasing or joking of a sexual nature, sexual name calling, making references to past or present sexual activity, spreading sexual rumors, or making derogatory or dehumanizing sexual remarks;
- subtle pressure for sexual activity;

- intentional brushing against a person’s body;
- display of offensive pictures, posters, or graphics;
- leering, inappropriate patting or pinching, and other forms of unwelcome touching;
- otherwise creating a hostile, intimidating, or offensive environment.

St. Anne’s School Procedures for dealing with religious, racial and sexual harassment and violence.

1. Everyone at St. Anne’s School has the right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender: name calling, jokes, or rumors, graffiti, notes or cartoons, unwelcome touching of a person or clothing, offensive or graphic posters or book covers, or any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or action makes you feel uncomfortable or fearful, you need to tell a teacher, the principal or the Pastor of St. Anne’s Church.
4. You may also make a written report. It should be given to a teacher, the principal or the pastor.
5. Your right to privacy will be respected. Confidentiality will be upheld.
6. We take seriously all efforts of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
7. St. Anne’s School will also take action if anyone tries to intimidate you to take action to harm you because you have reported.
8. This is a summary of St. Anne’s School policy against religious, racial, and sexual harassment and violence.

Religious, Racial, and Sexual Harassment and Violence are against the law. Discrimination is against the law.

Contact:

Pastor:	507-665-2047
Principal	507-665-2489
Rel. Ed. Director:	507-665-2995
Archdiocesan School Teams Office:	651-251-7761

Weapons/Explosives/Dangerous Items (Archdiocesan Policy #5610, Appendix A)

Students and non-students, including adults and visiting youth, are forbidden to possess, store, transmit, or use any instrument that is considered a weapon or a look-alike weapon in school, on school grounds, at school activities, at bus stops, on school buses or school vehicles or school-contracted vehicles, or entering upon or departing from school premises, property or events. Students who violate this policy may be subject to mandatory expulsion.

St. Anne’s School prohibits real and look-alike weapons on campus, including but not limited to:

1. All firearms (whether loaded or not), firearm muffler, or firearm silencer.
2. Other guns of all types including pellet, starter, or B-B.
3. Knives of any kind.
4. Explosives, including firecrackers or live ammunition.
5. Any other destructive devices.

Health/Safety

Emergency Information

An emergency sheet on each student is sent home at the beginning of each year to be filled in and signed by the parent/guardian. If changes occur during the year, it is the responsibility of the parent or guardian to notify the school in writing or by phone.

Health Records

Health records are required for each student. It is recommended that the student have a physical before entering kindergarten or first grade, and again in fourth grade. The State of Minnesota requires immunizations to be up-to-date.

Immunizations (Archdiocesan Policy #5810)

St. Anne’s School follows the requirements of the Minnesota School Immunization Law, (Minnesota Statutes Section 123.70).

All immunization dates are to be submitted to the school prior to the fall start date of the school's present school year. Parent/guardian is responsible for providing this information in writing to the school office, and to include additional immunizations each year as they are administered to the student by the family's physician.

Medication During A School Day (Minnesota Statute 126.202)

A written statement is required of the parent/guardian who requests and authorizes the giving of medication in the dosage prescribed by the physician; thereby releasing school personnel from liability should reactions result from the medication.

Drugs or medicines must be in a container with a label prepared by a pharmacist. Administration of the medication during school hours shall be by qualified personnel in a manner consistent with instructions on the label.

Aspirin and similar over-the-counter medications should be considered the same as prescription medication.

Health Screening

Annual vision, hearing, and scoliosis examinations (5th grade only) are conducted by the school nurse for all students each school year.

Illness/Injury During School

If a student becomes ill or injured during the school day, a phone call will be made to the parent/guardian to come and pick up the child. You are required to make arrangements for picking up your child. No student will be sent home without parent's/guardian's permission. Students should not return to school until 24 hours after fever or vomiting.

Accidents

A student accident insurance program is in place to help pay the excess medical bills incurred when a student is injured at school. The parent's own medical insurance coverage will still be primary.

If your child is injured at school you will need to contact the school office.

Reporting of Child Abuse/Neglect (Archdiocesan Guideline #5640, Appendix B)

The staff members of the school are legally required to follow the requirements of Minnesota law pertaining to reporting child neglect and/or abuse which may be summarized as follows:

Staff members are mandated reporters and are required to report a suspected case of child abuse/neglect to the local law enforcement agency or social service agency. This must be done if they know of or have reason to believe there is abuse or neglect. They must do a verbal report within 24 hours and a written report must be filed within 72 hours of the verbal report.

Abuse can be physical or sexual abuse, or emotional maltreatment.

Child Neglect is defined as failure to provide food, clothing, shelter or medical care, failure to protect a child from conditions or actions which endanger the child's physical or mental health or failure to take steps to ensure that the child is educated in accordance with state law or prenatal exposure to controlled substances.

All employees of Archdiocesan schools who have knowledge of or reasonable cause to believe that a student is victim of physical/sexual abuse or neglect are required to report the suspected case to the local law enforcement agency or social service agency. This must be done if they know or have reason to believe there is abuse or neglect presently or has been within the past three years.

The report should be made by telephone and in writing to the appropriate agency.

Anyone who reports child abuse or neglect in good faith is immune from any civil or criminal liability. Mandated reporters (educators, members of clergy and other professional helpers) who fail to do so may be guilty of a misdemeanor.

Procedure:

1. If an employee of the school or principal should become aware of a child's abuse/neglect, the employee or principal should report this to the local law enforcement agency or social service agency within 24 hours.
2. If an employee is accused of child abuse, the principal must report the abuse and follow the procedures as outlined by the agency contacted.
3. All reports should be maintained for three years, but should NOT be included in the student's permanent file.

Drills

The school shall conduct a minimum of: one severe weather drill, five fire drills and five safety drills (lockdowns) per year.

Fire: To indicate a fire drill or fire emergency, the fire alarms will sound. At the sound of the alarm all students are to exit quickly and quietly. The first student to the door leads the students out of the classroom and through the hallway to the designated exit for that classroom. The teacher should have a class list near the classroom door that she takes with her during a fire drill. The teacher should close the door on the way out of the classroom. Exits are shown on a fire exit map located next to each classroom door. If the exit is blocked, the class shall use the closest alternate route as indicated by the teacher. A designated adult will check the bathrooms for any children and closes the doors. Once all children have safely left the building, they continue to walk in their lines until they are in their designated meeting spot. Teachers should then immediately take roll call. Should someone be missing, the teacher reports it immediately to the principal or emergency personnel. Classes remain outside until notified by another staff person, or emergency personnel, that it is safe to return to the building.

Severe Weather: In case of severe weather, students at St. Anne's are asked to go to their designated areas of safety. Basically, all students on the west side of the building go over to rooms on the east side. They crouch down, covering their heads with their hands, lined up along the hall wall. Lights should be turned off, windows should be closed by the classroom teacher and doors should be shut, with the exception of two doors. The bathroom door between the kindergarten room and the first grade room and the office bathroom door should be left ajar.

Safety/Lockdown: When a safety announcement is made, all students go to the golden key area in whatever classroom they are in. As the students go to the designated key area the teacher is responsible for making sure the door is locked by pushing it tightly and checking it, moving the colored paper over the door window and shutting the blinds. Once the class is in the safe area, the teacher continues teaching in the area below the key until given word that the building is secured.

Crisis Plan: If any other crisis event should occur, we should refer to the crisis plan binder located in the office. The binder will guide us step by step through each scenario. The binder was developed in conjunction with the public school, the fire department, police department and other community members.

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.

Finance/Fundraising

Budget Process (Archdiocesan Policy #4210)

The school's budget planning is a process that coincides with the parish's budgetary process. The budget preparation process shall include direction from the school principal, along with the pastor and other appropriate persons involved in the educational program. Budget planning considers annual goals and objectives as well as the long range plan.

St. Anne's School's budget process includes input from members of the School Advisory Finance Committee.

Tuition (Archdiocesan Policy #4250)

Each school should have an established and published tuition policy. The policy should include tuition rates (parishioner and non-parishioner), family size tuition scales (when applicable), payment plans, and delinquent tuition policies.

St. Anne's School Advisory Board sets a yearly tuition rate during its budget process. The tuition charged represents only a portion of the actual cost of educating each student. Parish subsidy, fundraising and state funds provide the remainder of the costs. (Tuition agreements indicating payment plan are to be completed and returned to school by April 15 of the school year.) **Tuition is non-refundable.**

St. Anne's School is currently utilizing the services of Cornerstone State Bank for automatic withdrawals and check deposits for tuition.

Financial Assistance/Tuition Assistance Scholarship

(Archdiocesan Guideline #4250.1)

Each school should establish a process and criteria for the evaluation of financial need. Confidentiality must be maintained. The school's financial assistance policy should be published and made available upon request.

St. Anne's School policy states no student or family will be excluded from St. Anne's School because of inability to pay, but arrangements must be made with the Pastor, Principal and the Advisory Board Finance Committee.

	<u>Actual Tuition Cost Per Student = \$5974</u>			
	<u>Parishioner Cost</u>		<u>Creative Tuition</u>	
	<u>Scholarship</u>	<u>Tuition</u>	<u>Non – Parishioner Scholarship</u>	<u>Tuition</u>
1 st Child	\$3141	\$1925	\$3141	\$2150
2 nd Child+	\$3141	\$1800	\$3141	\$2025

*Also will raise \$280 for marathon, work 8 hours at Patron Sponsored event, and raise a minimum profit of \$225 in Scrip.

	<u>No Hassle Tuition</u>			
1st Child	\$3141	\$2630	\$3141	\$2855
2 nd Child	\$3141	\$2505	\$3141	\$2730

Fees

Party-Extra Curricular Money

The \$20.00 fee is for students in Grades 1-5. Kindergarten fee is \$25.00 which includes materials for special projects. This money is used for special projects, birthday gifts for the teachers/staff and special treats in the classroom.

Please send extra curricular money in a marked envelope.

Fundraising (Archdiocesan Policy #4280)

All fund-raising efforts require prior approval by the school principal. This process eliminates scheduling conflicts and insures compliance with the parish/school's mission statement and philosophy. Archdiocesan and legal regulations should be considered when planning fundraising programs/events.

The Patrons of St. Anne's School is a nonprofit organization formed to maintain and increase the status of St. Anne's School as a Christian education institution through financial and personal support. All parents/guardians of St. Anne's School children are automatically members of this organization.

St. Anne's School families are expected to participate in fund-raising activities and or on committees. **Each** parent/guardian volunteers at the beginning of the school year to work a minimum of 8 hours per school year at the various fundraising projects or committees. Each family is also asked to meet their chosen Fair share Contribution as they designate on their Registration Form, \$280. by Marathon Day or including \$280. in their tuition. Families are also expected to meet their chosen Scrip obligation as noted on their Registration form, raise \$225 profit or pay \$250. or include \$250. extra in their tuition.

State and Federal Programs

There are several federal programs that non-public students may participate in on an equal basis with public school children. These programs are administrated through the local public school district.

St. Anne's School receives state and federal entitlements allocated on a per pupil basis.

State Programs include:

Education Aids for Non-public School Children – provides textbooks and related individualized instructional materials, health services, and secondary guidance and counseling.

Transportation - Minnesota public school districts must provide “equal transportation” within the district boundaries. The public school shall have sole discretion, control, and management of scheduling, routes, bus stop locations, and discipline.

Shared Time Program – Non-public school students may be admitted by the school district to public school programs for part of the day.

School Lunch Program – State funds are matched with federal funds to assist families who qualify for free or reduced lunch, as well as providing kindergarten students with at least one serving of milk each school day. No student will be denied a lunch because of the inability to pay.

State Income Tax Deduction – Taxpayers who internalize deductions may possibly make deductions for books, tuition, and transportation costs. This amount may vary from year to year. Please refer to your State Income Tax Manual's directions.

Federal Programs include:

Special Education – Districts shall identify students and make available special education to all who are disabled, regardless of whether they attend a non-public school. The district must provide assessment, periodic observation, review of progress and establish an IEP (Individual Education Plan), which generally involves tutoring by a special education teacher.

Title I – This program provides supplementary instruction in math, reading and language arts to students who have been identified as “at risk.” Computer-aided instruction may be an acceptable alternative to direct services.

Title IV – Safe and Drug Free Schools – Nonpublic schools receive monies, on a per pupil entitlement basis, for programs which address drug and safety issues.

Title VI – Block Grant – Non-public schools receive monies, on a per pupil basis, to be used for technology-related reform programs, professional development, and other student-directed improvement programs and materials identified in the school's improvement plan.

School Organizations

Each parent is asked to either serve a term on the Patrons Board or Advisory Board while their child is a student at St. Anne's.

Patrons of St. Anne's School

St. Anne's School has a parent/guardian group. The Patrons of St. Anne's School, a nonprofit organization, formed to maintain and increase the status of St. Anne's School as a Christian educational institution through financial and personal support.

The Patrons' Board coordinates fundraising activities for the organization. The Patrons' Board has monthly meetings usually on the third Monday of the month. All parents/guardians of students enrolled in St. Anne's School are automatically members of this organization and are welcome to the meetings.

This year the Patron's group is responsible for raising \$40,000 for our school. Scheduled fund raisers are: the June golf tourney, fall school marathon, Pioneer Power Pancake House, Belgium Waffle Breakfast & Cookie Walk, Lenten fish fry, ongoing Scrip and possibly a Scrap booking event.

St. Anne's Advisory Board

St. Anne's Advisory Board serves in an advisory and consultative capacity to the pastor and the principal of the school. The board usually meets the first Tuesday of the month except during the month of July. The purpose and role of the Advisory Board are consultative and advisory in planning, policy development, financing, public relations, building and grounds maintenance, school handbooks and general advice concerning school and religious education operations.