

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 LeSueur-Henderson School District. If LeSueur-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 2:55 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 2:55.

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 as 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 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 Way 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.