

St. Anne Mission Elementary School

Welcome

PARENT-STUDENT HANDBOOK

Saint Anne School Parent-Student Handbook



Welcome to the Parent-Student Handbook. It provides essential information about the policies and procedures that the school expects parents and students to understand and follow. By reading the Handbook and signing the [Acknowledgment](#), parents and students agree to be bound by the school's Code of Conduct and all other school policies and procedures. You can print out a copy of the Handbook if you wish, but the binding document is the one that is online.

The school reserves the right to amend the Parent-Student Handbook at any time. Parents/guardians will be notified of any amendments and will be asked to sign an acknowledgment of receipt.

Chapter-1

INTRODUCTION TO THE HANDBOOK

Introduction to the Handbook

Sections of this Parent-Student Handbook are particular to Saint Anne School. Other sections are policies and procedures of the Archdiocese of Los Angeles, most of which can be found in the ADLA Administrative Handbook at [ADLA Handbook](#).

Chapter-2

GENERAL INFORMATION

About Saint Anne School

Section-2-01

Mission Statement and Philosophy

Mission and Philosophy

Mission Statement:

We, the school community of Saint Anne, recognize our purpose to provide a quality Catholic education that encourages students to achieve excellence and model Christ. By utilizing adaptive software and differentiated instruction, we address the individual needs of our students. In addition, we create the opportunity for each child to realize his or her unique potential in a safe and nurturing environment. We support and acknowledge the dual partnership of parents and teachers to nourish the development of each child’s spiritual, emotional, social, physical, and academic growth. We strive to serve the entire community and we continue, both locally and globally, to honor our commitment to the less fortunate.

Philosophy:

In summary, the philosophy reinforces and expands upon the mission statement, as stated above.

Our philosophy at Saint Anne School embodies and encourages “spiritual, emotional, social, physical and academic growth,” while striving to serve our community locally, at a global level, and to honor our commitment to the less fortunate. We have found that focusing on our philosophy allows us to expand upon the ideas presented in the mission statement in greater detail. In our sections detailing our academic and physical philosophy, we clearly address how our school encourages students to achieve academic and physical excellence by differentiating instruction. In the spiritual section, we address how our school encourages and enables students to model Christ and care for their community and the less fortunate. In the social/emotional section, we address how our school works to make students feel safe and nurtured.

Section-2-02

Integral Student Outcomes (ISO) / Learning Expectations

Student Learning Expectations



Section-2-03

History of the School

Saint Anne School: School History

Established 1908

Founded in 1908 by the Sisters of the Holy Names of Jesus and Mary to provide a quality education

Founded in 1906 by the Sisters of the Holy Names of Jesus and Mary to provide a quality education option for the then largely migrant farm-workers in the community, Saint Anne School maintains its commitment to the founding Sisters' policy of providing the highest quality education for all, including exercising a preferential option for the less fortunate. While proud of its rich Latino heritage, SAS is now, and always has been, a community welcoming people of all backgrounds. Migrant farmer-workers from Mexico worked side by side with those from Oklahoma and the Southern states as their children studied together in the school. Saint Anne School's nurturing family environment and strong sense of community is evidenced by the many two, three, and even four generation families who entrust Saint Anne School to deliver a quality education to their children.

After suffering damage in the Northridge Earthquake of 1992, the school underwent a period of refurbishment and transition until the arrival in July of 1999 of its current Principal, Michael Browning. Together with a new pastor, the school made a Herculean effort in recruitment, and the school re-opened in September 1999 with one hundred forty one students. Over the succeeding years, enrollment continued to grow to its current level of around two hundred students. With a dedicated administration and highly qualified and credentialed faculty, the school established a reputation for excellence. Through strong partnerships within the business and giving communities, the school continues to develop and flourish.

In February of 2006, the Saint Anne School Support Council (SASSC) was formed. Comprised of administrators and parents from Saint Anne School, alumni, representatives from various private schools on the Westside of Los Angeles, as well as representatives from other local business institutions, SASSC has raised over \$2,000,000 for Saint Anne School.

Section-2-04

Accreditation

Accreditation

Saint Anne School is accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges.

Section-2-06

School Personnel Lists

School Personnel

Learn more about the current faculty and staff at Saint Anne School by visiting our website: [Faculty and Staff Page](#).

Daily Bell Schedule:

Morning Assembly/Late Bell 8:00 a.m.

Morning Recess 10:30–10:45 a.m.

Lunch for K–2 12:00–12:40 p.m.

Lunch for 4–8 12:15–12:55 p.m.

Dismissal M, T, Th, F 3:00 p.m.

Dismissal Wednesday 4:00 p.m.

Noon Dismissal Schedule:

Lunch 11:30–11:45 a.m., no lunch recess

Dismissal 12:00 noon

Section-2-07

School Schedule and Calendar

School Schedule and Calendar

View our Yearly School Calendar [here](#).

View our Monthly School Calendar [here](#).

View our Daily School Schedule [here](#).

Section-2-08

About Our School

About our School

Saint Anne is the mother of Our Lady, Mary. By tradition and legend, Anne and Joachim are Mary's parents. According to legend, after many years of childlessness, an angel appeared to Anne and Joachim and told them they would have a child. Anne promised to dedicate this child to God. It was Anne, along with Joachim, who nurtured Mary, taught her, brought her up to be a worthy Mother of God. It was their teaching that led her to respond to God's request with faith, "Let it be done to me as you will." It was their example of parenting that Mary must have

followed as she brought up her own son, Jesus. It was their faith that laid the foundation of courage and strength that allowed her to stand by the cross as her son was crucified and still believe.

Saint Anne is the patron saint of mothers and women in labor. Saint Anne's Feast Day is celebrated on July 26.

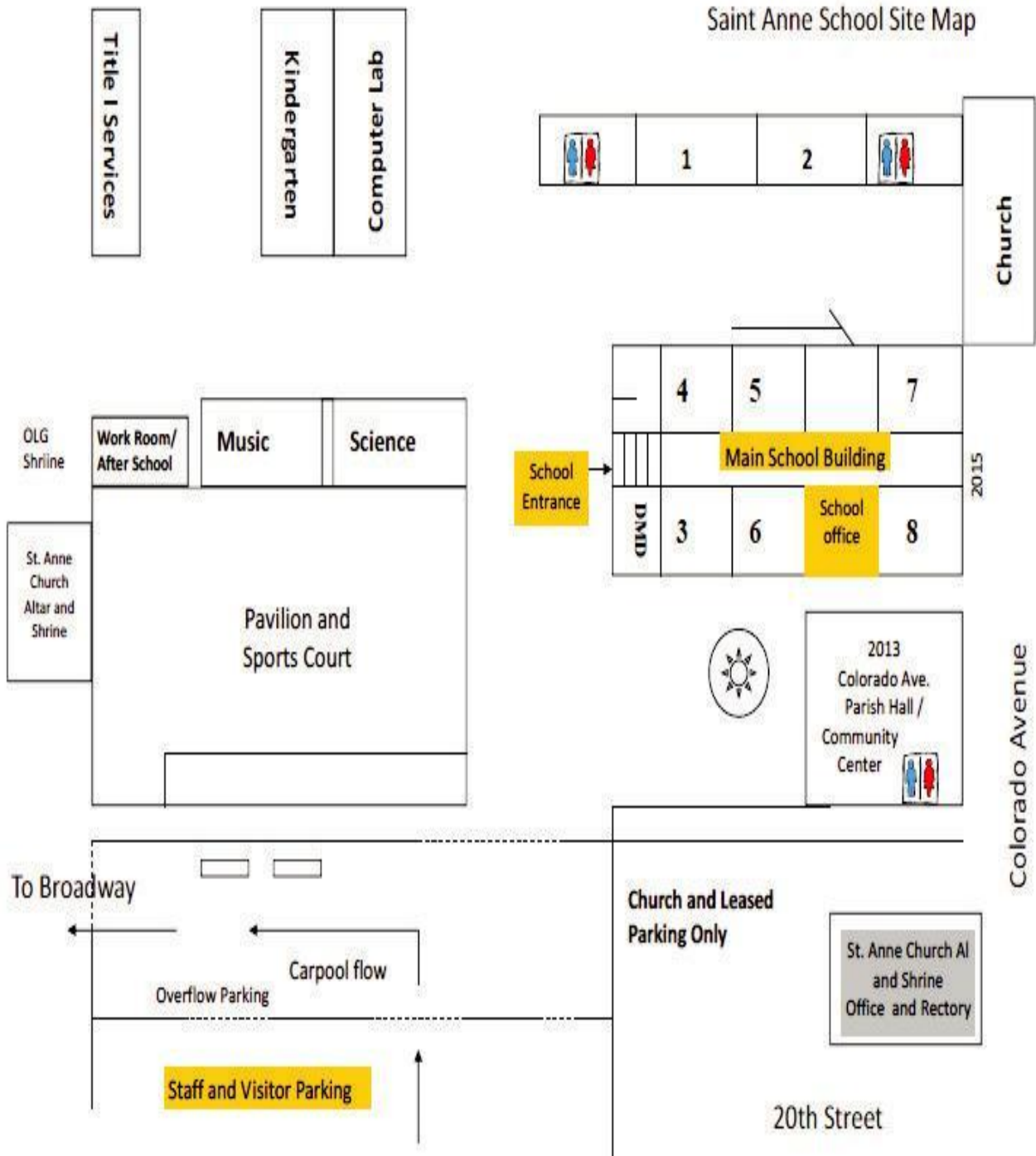
Our School Crest



Our School Colors

Blue and Gold

School Map



Digital Presence and Social Media

The school must own and control all internet presence including all social media. Individuals or groups may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by the parish, school, or any related or affiliated ministry. Individuals or groups may not host any school website on their own domain or with a web hosting service that does not have a contract with the school itself. Those who violate this section will be asked to shut down their site or turn it over to the school. Failure to comply may result in removal of student from school.

Link to our official website: saintanneschool.com

Social Media: [Instagram](#) || [Facebook](#)

Section-2-14

Dress/Uniform Code

Uniform Code

Parent Responsibility for Student Dress

It is the responsibility of parents to see that their children adhere to all regulations regarding dress code. Our school's dress code is clearly defined. We ask that parents support the school's philosophy by helping their children adhere to the dress code rules. When purchasing your children's school wardrobe, please be certain that the articles of clothing you buy are in compliance with the dress code. You send your children to our Catholic school for good reasons. One of those reasons is the greater structure we require to enable the learning experience. Our dress code helps provide that structure. Your cooperation and support on this matter are very much appreciated.

Issues relating to dress or appearance of a student that are not specifically mentioned in the parent/student handbook, but are inconsistent with the school's regulations, may be deemed unacceptable at the discretion of the principal.

If a student frequently offends against normal standards of dress, grooming, or hygiene, and has been corrected in this regard, the cooperation of parents shall be sought to correct the problem. Lack of improvement in personal appearance is grounds for the suspension of a student until the situation is resolved. The school may also reserve the right to require that parents bring an appropriate change of clothes to school if a student is inappropriately dressed. The principal will make the final decision.

GIRLS

Shirt: K-8th grade: White Polo with school logo; polo shirt may be worn with jumpers skirt, skort, pants, or shorts and must be tucked in.

School Logo is mandatory on all polo shirts.

Blouse: White, may be worn under the jumper only.

Skort: K-8th grade: Ford plaid, no more than 2" above the top of the kneecap.

Jumper: K-5th grade: Ford plaid, no more than 2" above the top of the kneecap.

Skirt: K-8th grade: Ford plaid, no more than 2" above the top of the kneecap.

Shorts: K-8th grade: Navy blue twill **walking** shorts. No more than 2" above the top of the kneecap. **No tight, oversized, or baggy shorts permitted.**

Pants: K-8th grade: Navy blue twill may be worn. **No tight, oversized, or baggy pants permitted.**

Sweatshirt: K-8th grade: Navy blue long sleeve with school logo. Zip up or hooded sweatshirts are never acceptable with the exception of 8th grade graduation sweatshirts.

Sweater: Navy blue with logo, long sleeve

Undershirts: Solid white only

BOYS

Shirt: K-8th grade: White Polo with school logo
School Logo is mandatory on all polo shirts.

Pants: Navy blue twill

Shorts: Navy blue twill walking shorts, hemline must not pass the kneecap. **No tight, oversized, or baggy shorts permitted.**

Belt: Plain black, blue, or brown belts may be worn with shorts and pants; buckle must be simple, with no symbols, logos, or designs.

Sweatshirt: K-8th grade: Navy blue long sleeve with school logo. Zip-up or hooded sweatshirts are never acceptable with the exception of 8th-grade graduation sweatshirts.

Sweater: Navy blue with logo, long sleeve

Undershirt: Solid white only

All Students

Clothing must always be clean, pressed, untornd, modest, and appropriate for school wear. All shorts, skirts, and pants must be worn at the waist. Shirts must be long enough to be worn tucked-in.

P. E. Uniforms

On days when the class attends P.E., the uniform of the day will be our PE uniform which is a T-shirt w/logo and navy sweat gym shorts w/logo or Navy sweat pants w/logo.

Shoes:

Shoes must be solid black or white or a subtle combination of black and white, which cover the entire foot. No additional color anywhere on the shoe. Shoes must be free of holes and tears and have laces that are kept tied at all times. (Velcro is okay for K-2). No boots of any kind, except rain boots on rainy days. Shoes must be in good condition and no open-toed sandals or shoes can be worn.

Socks & Tights:

Black, white, or navy blue. Socks must be visible. No ankle or no-show socks may be worn and socks may not go above the knee. No leggings.

Shorts:

The wearing of uniform walking shorts is allowed on any day including Mass days. Hemline must touch the kneecap. Tight, baggy, or hemlines below the knees are not acceptable.

Sweatshirt:

Plain navy crew sweatshirt embossed with Saint Anne name and logo. Any other sweatshirts are not allowed. **Students will not be allowed to wear any greatly oversized sweatshirt.** Zip-up or hooded sweatshirts are never acceptable with the exception of 8th-grade graduation sweatshirts.

Jackets:

A navy blue jacket and Saint Anne School jacket is acceptable. Jackets are not allowed to be worn in the classroom, hall, or Church.

Hair:

No bleached, colored or tinted hair; no extreme styles (including excessive teasing, spiking, or use of mousse or other products). Any child who comes to school with an excessive haircut or hairstyle (according to the judgment of the principal) may be suspended until the haircut or hairstyle is corrected. Boys' hair must be neat and tidy. Students may not shave their heads. Girls must wear their hair neatly off the face. This can be achieved by wearing ponytails or braids, or through the use of headbands, barrettes, or hair ornaments.

Cosmetics:

No make-up or nail polish.

Jewelry:

Pierced ears (girls may wear two pairs of studs in the lobe only) may be worn during school hours or extra-curricular school events. One necklace—a cross or saint medallion—may be worn but kept underneath school shirt. Only SLE bracelets may be worn. One ring may be worn on each hand. Boys may not wear earrings.

Non-Uniform Birthday Dress

Birthdays are special, and as the Saint Anne School family, we love to celebrate them. Each morning during announcements, the name of students celebrating a birthday will be announced. Students celebrating birthdays will be allowed to wear free dress that day or another day that week.

General Guidelines

The following is a partial list of items that are **not appropriate** at **any** time for Non-Uniform dress days:

The administration and staff reserve the right to make the final determination of whether an individual student is in accord with the dress code policy. If, in the judgment of the staff and/or the administration, a student is in violation of the rule or the spirit of the dress code, the student may be sent home to change and may not return to school until the problem is corrected. Failure on the part of the staff and/or administration to invoke consequences for violation of the Uniform or Non-Uniform Dress Code on one occasion shall not in any way be construed as a change of policy.

Section-2-15

Relationship of School to Parish

Relationship of School to Parish

Saint Anne School exists as a ministry of Saint Anne Parish, supported by the pastor and parishioners of Saint Anne. The pastor is the chief administrative officer of the school. He implements the policies of the Catholic School Board of the Archdiocese of Los Angeles in the school, and on points not covered by Archdiocesan policy; he determines policies consistent with Board policy and appropriate to the needs of our school. The pastor has administrative, personnel, financial, and spiritual responsibilities to the school. The immediate direction and supervision of the school program he delegates to the principal.

Section-2-16

School Governance

School Governance

Saint Anne School is governed by the Archdiocese of L.A. Administrative Structure of Elementary Schools. See more in the [ADLA Handbook Ch. 3.](#)

Topic-2-16-4

School Boards

Consultative School Council

Saint Anne School Support Council (SASSC) is a consultative council composed of the school principal, parents and representatives from private schools and businesses in the Los Angeles area. The general responsibilities of the consultative school council are in the following areas: strategic planning; resource development; institutional advancement; advice and counsel with regard to financial planning, management and reporting; marketing of the school and evaluation of the council's goals and activities.

The membership of the consultative school council should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines, the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team.

Review more in the [ADLA Handbook 3.2.3.](#)

Topic-2-16-5

Parent or Parent-Teacher Organizations

Parent/Parent-Teacher Organizations

Review more in the

Saint Anne School has an active PTA. Those involved are advised that these bodies exist to support the school and are important for the school's viability, but they have very different functions. Parent, parent-teacher organizations, consultative school councils, and their members do not have any authority to act independently on behalf of the school or parish. They are not "agents" of the school or parish and any actions taken must receive the official written approval of the pastor and/or the principal as the case may be.

The main functions of a parent or parent-teacher organization are to promote parental support for the school program and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school, where applicable. Financial operation of a parent or parent-teacher organization shall be governed by the regulations for financial operations as found in the parent or parent-teacher organization bylaws.

[ADLA Handbook 3.2.4.](#)

Chapter-3

CATHOLIC IDENTITY

Catholic Identity

Topic-3-1-3

Additional Practices

Additional Practices

All students participate in either a weekly Friday Mass or Eucharistic Prayer Service if no priest is available. In addition students participate in paraliturgical celebrations throughout the year celebrating the feast of the season such as May Crowning, Advent Wreath Blessing, Distribution of Ashes, Stations of the Cross etc.

As a Catholic school it is understood that a family's weekly attendance at liturgy provides a tremendous opportunity for community and faith building in a Christ-centered environment. It is therefore essential to our mission as Catholic educators, in partnership with parents for the Catholic education of our children, that families attend Liturgy on a regular basis. As the primary religious educators of their children, parents are encouraged to consistently follow through on this most serious obligation. As a school with few students from our parish, we encourage families to attend these liturgies in their home parishes. In addition, we recognize a significant percentage of our student body is non-Catholic and encourage those families to participate as prescribed within the precepts of their faith tradition.

Review contents of the ADLA Administrative Handbook 4.3.7.

Section-3-2

Sacraments (First Reconciliation, First Communion, Confirmation)

Sacraments at Saint Anne

In second and third grade, curriculum emphasis is placed upon the preparation of the students for the reception of the sacraments of Reconciliation and Holy Eucharist which baptised Catholic students receive in the Spring of third grade. We strongly encourage Catholic families with non-baptised children to do so before the end of second grade. Families with students beyond second grade will be referred to the parish office for information regarding the Rights of Christian Initiation For Children (RCIC) program. Baptised students in grades 4-8 wishing to participate in receiving First Holy Communion and First Reconciliation may do so. 12 weekly classes will be provided to prepare them for receiving the sacraments. Parents must attend two mandatory meetings with catechetical focus on both sacraments. Failure to attend either will result in your child not receiving the sacrament that year. Further pertinent information about the sacraments will be provided and discussed at these meetings.

Section-3-4

Campus Ministry

Not applicable, as Saint Anne is an elementary school.

Section-3-5

Christian Service Program

Christian Service

Value of Recognizing Christian Service

"The experience of Christian community leads naturally to service" (To Teach as Jesus Did: A Pastoral Message on Catholic Education, 28).

Through the Christian service program, students at all class levels give service beyond the school setting in ways that further their faith, engender hope, and witness love. Christian service programs should foster an understanding of the essential connection between the Eucharist and Christian service.

Catholic educators work to form young people who will lead happy and meaningful Christian lives of faith and service. Catholic schools provide students with the tools—intellectual growth, doctrine, piety, an understanding of the roots of societal problems, and the practice of the virtues—to become productive and transformative members of society.

A Eucharistic spirituality that propels students into Christian service will help them not only to meet any crisis of values and meaning in their lives but also to be transformative agents in the world. The Eucharist is lived daily as the faithful take Christ to others.

Religious formation and Christian service programs should inspire young people to have a vision of their mission in society and the Church. These programs should inspire young people to aspire to be leaders in government, education, the service professions, and the arts. It is not good enough for them to think that they will just try to be good. Christ asks them to be the salt and light of the earth. Religious formation and Christian service programs should transmit this vision to them.

Social justice teachings are very important at Saint Anne School and are integrated into every subject area and grade level. Christian Service is taught and practiced at all grade levels. Junior High students are required to complete and document Christian service hours as part of their religion coursework. Numerous opportunities exist within the school, parish, and larger community, and teachers will apprise students of activities on a regular basis in the form of grade level specific activities or whole school service learning projects.

Section-3-6

Retreats

Retreats

The retreat experience is intended as an effective means of evangelization and spiritual development of both faculty and students. The principal, elementary school religion coordinator, or high school campus ministry team,

as applicable, determines the type and number of retreat experiences that best meet the needs of the particular school community.

Retreats are not frequent at Saint Anne and are planned and implemented according to the above guidelines. Eighth grade students have an annual graduation retreat designed to meet their age-appropriate spiritual needs in preparation for their graduation from Saint Anne School.

Chapter-4

ADMISSION AND ATTENDANCE

Chapter 4: Admission and Attendance

Section-4-01

School Student Non-Discrimination

School Student No

Section-4-03

Admissions Policy

Admissions Policy

Topic-4-03-4

Inoculation requirements of the CA Department of Health

Innoculation Requirements

Saint Anne School follows the inoculation requirements of the CA Department of Health detailed here: shotsforschool.org.

Section-4-04

Absence, Tardiness, and Truancy

Absence, Tardiness, and Truancy

This section details the Attendance policies specific to Saint Anne School. For more about Attendance policies throughout the Archdiocese, see the [ADLA Handbook 13.2](#).

Topic-4-04-1

Absence

Absences

Principals and teachers are responsible for checking the regular attendance of all students. Every absence must be recorded on an attendance register (hard copy or electronic). All attendance policies should be clearly defined in the parent/student handbook.

At Saint Anne School, for the safety of your child/children and the convenience of the teacher please call the office before 9:00 a.m. the first day your child is absent. When absent from school a student may not legally be readmitted without a written note explaining the absence. It must be presented to the homeroom teacher when the student returns to school or the **parents may be called to bring a note for readmission**. While a phone call regarding the student's absence is mandatory the day of the absence, it does not replace the written note.

If a child has been diagnosed with a communicable disease, please call the office so that precautions may be taken and notification sent home. A student who has been absent from school because of a reportable communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse, before s/he is readmitted to school.

Topic-4-04-2

Absences with Acceptable Excuse

Excused and Unexcused Absences

Excused and Unexcused Absences

When a student has been absent, a written excuse signed by the parent or guardian is required, and the excuses are kept on file for a period of one year. An acceptable excuse includes illness, attendance at medical or dental appointments, funeral services for family members, quarantine directed by County or City Officials or emergency or special circumstances as determined by the school authorities. Please make every effort to keep medical and dental appointments scheduled during the school day at a minimum, as frequent absences of this nature are detrimental to the student's classroom performance. We also ask that the appointments do not conflict with dates of standardized testing. Medical or dental appointments during school hours will be marked as an absence.

Excused absences include illness, [medical](#) or dental appointments, funeral services for family members, quarantine directed by city or county officials, or emergencies or special circumstances as determined by the school.

Schools may establish a policy for determining what constitutes excused and unexcused absences. Excessive absences may result in the loss of academic credit.

If parents/guardians wish to temporarily take their child out of school for family reasons, the principal and teacher should discuss with the parents/guardians the possible effects of such an absence. It is advisable that the school keep on file a record of the recommendation made to the parents/guardians.

Physical education is an important aspect of the curriculum. It is expected that every student will dress in the P.E. uniform on P.E. day(s), and participate in the activities. To be excused from class it is necessary to have a written excuse signed by a parent or guardian. For prolonged absences from the P.E. program, a doctor's excuse is needed, and no grade will be issued.

Topic-4-04-3

Extended Absences

Extended Absences

When a student is absent for an extended time, the school may withhold official grades. The school process and policy for extended absences will be decided on a case-by-case basis, taking into account the particular situation of the student and their family.

At Saint Anne School, when, for family reasons, parents wish to take their children out of school temporarily, the principal and teacher will discuss with the parents the possible effects of such an absence. If a student is absent for an extended time, (ex: 15 or more days), official grades may be withheld. A student absent from school because of a television or movie contract is considered as an ordinary absentee and is marked as such in the Attendance Register.

Topic-4-04-4

Leaving School Early

Leaving School Early

A student may not leave Saint Anne School before the regular dismissal time without a request from a parent or guardian. The request must state the reason for early dismissal. At no time during the daily session are pupils allowed to leave the school grounds, including recess or lunch period, unless prior arrangements have been made with the office. If arrangements have been made and the child is to be picked up, the parent, legal guardian or authorized person must report to the office (not the classroom) before the child is released. The child is then signed out and released and the reason for the early leave recorded. Leaving early is recorded in the same way as a tardy and leaving before 2:30pm is marked as a half day absence in the register. A parent or guardian must send a signed note and contact the office if someone other than those previously authorized is to pick up the child. A phone call will not suffice. Students are required to sign in at the office when returning from an appointment. The school assumes no liability in cases where students leave the premises in violation of the above policy.

Topic-4-04-5

Tardiness

Tardiness

At Saint Anne School a student is tardy if he or she arrives after 8:00 a.m., which is marked by the second bell during morning assembly. If the student comes after 8:30 a.m., he or she is marked absent half a day. A record of all tardiness is kept in the attendance register and records. It is the parent's responsibility to see that a student arrives on time for school. Those students who consistently arrive late interrupt the classroom and disturb the learning process for all students. Persistent tardiness may, at the discretion of the principal, result in denial of re-registration for the next school year. Tardy students must report to the office for a tardy slip in order to be admitted to class after 8:00 a.m. At the end of each trimester, if the student has more than 15 tardies the parents will be required to meet with the principal. If two such meetings occur in a school year, the student may not be permitted to re-register at Saint Anne School. Leaving early is recorded in the same way as a tardy and leaving before 2.30pm is marked as a half day absence in the register.

Topic-4-04-6

Truancy

Truancy

A student is considered [truant](#) when he or she is absent from school without a valid excuse for three full days in one school year or is tardy or absent for more than any 30-minute period during the school day on three occasions in one school year, or any combination thereof. The school shall report the student to the local public school district's attendance office or the public school district's superintendent.

In the event that Saint Anne School suspects that a student is truant (absent from school without a valid excuse), the school administration will first contact the parents/guardians. If the school suspects that the student is a habitual truant (absent three times in a school year without a valid excuse) and all resources at the school level have been exhausted, the school principal will notify the local [Child Welfare and Attendance](#) authorities.

If a student has been reported once as a truant and then is absent again for one or more days without a valid excuse or tardy on one or more days without a valid excuse, the school would again report the student as truant to the local public school district's attendance office or the public school district's superintendent. A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal.

If a student has been absent without excuse, and it is impossible to contact the parents/guardians or designated emergency contacts within 4 hours and after repeated attempts, the school should notify the attendance office of the local public school district, the local police department, [Child Protective Services](#), or all of those agencies.

Section-4-05

Communications Procedures

Communications Procedures

Learn more about communication procedures and expected behavior at Saint Anne School in [ADLA Handbook 13.8](#).

Code of Christian Conduct Covering Students and Parents/Guardians

Students can best receive a quality, morally based education if students, parents/guardians, and school officials work together. Normally, these parties can resolve their differences. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to [withdraw their child](#).

As an express condition of enrollment, students and parents/guardians shall follow standards of

conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include but are not limited to any policies or procedures set forth in the school's parent/student handbook.

These Christian principles include but are not limited to:

Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.

Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

Topic-4-05-1

Parent Teacher Conferences

Communications Procedures

Topic-4-05-2

Parent Messages and Phone Calls

Communications Procedures

Topic-4-05-3

Parent to School Communication

Code of Christian Conduct Covering Students and Parents/Guardians

Taken from [ADLA Handbook 13.8.1](#).

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These Christian principles include but are not limited to:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
- In a place where a school employee is required to be in the course of his or her duties, any parent/guardian or another person whose conduct materially disrupts classwork or extracurricular activities or involves substantial disorder may be guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee-concerted activity, including but not limited to picketing and distributing handbills.
- Any parent/guardian or another person could risk his or her child's continuation in school if he or she insults or abuses the principal or any teacher in the presence of students, parents/guardians, or other school personnel while on school premises, public sidewalks, public streets, other public ways adjacent to school premises, or at some other place if the principal or teacher is required to be there in connection with assigned school activities.

These expectations for students and parents/guardians include but are not limited to all school sponsored

These expectations for students and parents/guardians include but are not limited to all school-sponsored programs and events (e.g., extended care, athletics, and field trips).

The school reserves the right to determine, at its discretion, when conduct is severe enough to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

See [section 4-05-2](#) for more about Parent to School communication policies.

Section-4-07

Safety and Security Procedures

Archdiocesan Policy on Health and Safety

State and federal laws require employers, schools, and places of public assembly to provide an environment that is healthy and safe for all. The archdiocese is committed to ensuring that all staff, parishioners, students, and guests can work, worship, learn, and visit without encountering known health hazards or dangerous conditions. As ministers and the faithful, every clergy member, employee, and volunteer in our parishes and schools shall place the safety and welfare of the young and vulnerable above their own safety. Due to the multifaceted services the archdiocese offers in different locations, and in deference to the canonical principle of subsidiarity, as a matter of archdiocesan policy, each location is separately responsible for providing a safe, secure, and healthy environment for all.

Each location must follow the programs, policies, and procedures of the archdiocese as distributed or posted by the archdiocese. Everyone at each location is responsible for maintaining overall environmental health and safety. However, certain persons are charged with specific responsibilities in this regard:

- The [person in charge](#) at every location must, in consultation and collaboration with others, develop and implement [emergency programs and plans](#), risk management procedures, and [injury and illness prevention programs](#).
- Staff members should be trained to observe their surroundings and inform the person in charge of potential hazards, dangerous conditions, and people who may need attention.
- Students and other participants in school and parish programs should be taught the elements of safe conduct and environmental awareness.

For more about the Archdiocesan plans and policy on health and safety, see the [ADLA Handbook, Ch. 8](#) for specific information relating to the following areas:

- [8.1 - Archdiocesan Policy on Health and Safety](#)
- [8.2 - Health and Safety Codes and Regulations](#)
- [8.3 - General Health and Safety Measures](#)
- [8.4 - Person in Charge and Plan Administrators](#)
 - [8.4.1 - Person in Charge](#)
 - [8.4.2 - Plan Administrators](#)

- 8.5 - Emergency Plans at All Locations
 - 8.5.1 - Introduction
 - 8.5.2 - Emergency Plan Kit
 - 8.5.3 - Particular Threats and Hazards
 - 8.5.4 - Locations as Emergency Shelters
- 8.6 - Injury and Illness Prevention Program
 - 8.6.1 - Creating the Program
 - 8.6.2 - Enforcement of the Program
- 8.7 - Accident Procedures
 - 8.7.1 - Responding to an Injury
 - 8.7.2 - Reporting an Injury or Accident
 - 8.7.3 - Investigating an Accident
 - 8.7.4 - Opening a File
- 8.8 - Hazard Communication Program
 - 8.8.1 - Written Hazard Communication Program
 - 8.8.2 - Pesticides
 - 8.8.3 - Toxic Substances in the Classroom
 - 8.8.4 - Personal Protection Equipment
- 8.9 - Kitchen Safety
- 8.10 - Animals
- 8.11 - Blood-Borne Pathogens and OPIM
- 8.12 - Communicable Diseases
 - 8.12.1 - Head Lice
 - 8.12.2 - COVID-19 Guidance and Reporting
- 8.13 - Yard and Outdoor Safety
- 8.14 - Student Health
 - 8.14.1 - Student Emergency Card
- 8.15 - First Aid
 - 8.15.1 - First Aid Kit
- 8.16 - Medical Immunizations and Exemptions
 - 8.16.1 - Immunization Exemptions
- 8.17 - School Health Records
 - 8.17.1 - Medical Appointments
 -
- 8.17.2 - Medications Administered at School

Section-4-08

Arrival/Dismissal Procedures

Arrival/Dismissal Procedures

Section-4-09

Automobiles/Parking Lot

Automobiles/Parking Lot

Section-4-11

Health, Illness, Accident Procedures

Health, Illness, Accident Procedures

Topic-4-11-04

School Procedures for Immunization and Screenings

School Procedures for Immunization and Screenings

Saint Anne School follows the immunization requirements of the CA Department of Health detailed here: www.shotsforschool.org.

Topic-4-11-09

Allergies

Allergies

Any allergy information shall be noted on the student's medical record and their student emergency card, both of which will be kept on file in the school office. Likewise, necessary medication for the student shall be kept with the office and/or the nurse.

Student Emergency Card

The [Emergency Card](#) for each student shall be complete and current, must be readily available to authorized employees, and shall indicate whether or not the parents/guardians have given the school permission to choose a physician in an emergency.

At the beginning of each school year as well as mid-year, the Emergency Card for each student should be completed by the parents/guardians. Subsequently, the parents/guardians must inform the school when there are changes to key information, including addresses for home or work, phone numbers, names of persons to notify in case of an emergency, or medication prescriptions for the student.

In case of an emergency, the Emergency Card should be shown to the paramedics or emergency room staff in order to authorize treatment and advise them if a student has any particular medical needs or is on medication.

Therefore, it is imperative that the Emergency Card information be accurate, complete, and current. Parents/guardians are required to update information about any medication the student takes on a regular basis.

When a student becomes ill or injured, the parents/guardians must be contacted immediately. If the parents/guardians cannot be reached, the school shall contact another person listed on the Emergency Card.

Topic-4-11-12

Accident Procedures

Accident Procedures

Saint Anne School will establish a procedure to follow in case of an accident. All accidents occurring on Archdiocesan property or at an archdiocesan-sponsored event off the property must be reported immediately to the [person in charge](#) and to the [Insurance Department](#) at the archdiocese. If appropriate, 911 should be called.

Read more about Archdiocesan accident procedures in the [ADLA Handbook 8.7](#).

Section-4-12

Privacy and Access to Records

Privacy & Access to Records

Section-4-13

Transfer of Records

Transfer of Records

Section-4-14

International Students

International Students

The Archdiocese of Los Angeles welcomes international students. Through the cultural exchange of learning, praying, playing, and growing together, the presence of these international students enriches the educational and religious experiences of everyone in the school community.

All international students who do not live with a relative must live in approved housing identified on the student's I-20 forms.

The school is not involved in the selection of host families. A letter from the student's parents/guardians that identifies and approves the host family and place of residence is required.

The parents/guardians, host family, and/or Agency, if used, shall notify the school if there is any change in the student's host family or residence. Faculty, staff, coaches, and/or their spouses may not serve as host families or guardians.

Host families are required to meet with the school for orientation and periodically thereafter. Host families must attend meetings and functions required of domestic parents/guardians. Host families that are not contractually required to attend safe environment training are nevertheless encouraged to do so.

All international students are required to be enrolled in a religion course for a grade/credit each semester (see Knowledge of the Faith). The international student will be expected to participate, as appropriate, in religious functions and events.

The school is not permitted to waive all or part of international students' tuition, or grant them any type of scholarship or financial aid.

The full international student tuition must be listed on the I-20 form and the school is bound by federal regulation to collect the specified amount.

For more information about international students see:

[ADLA Handbook 13.1.6.](#)

Chapter-5

ACADEMICS

Academics

Section-5-01

Curriculum

Curriculum

The curriculum at archdiocesan Catholic schools integrates the mission of Christ to teach the Gospel message to all. The archbishop and archdiocese are committed to providing strong academic experiences for students in school communities that reflect two purposes: the teaching mission of the Church and the need to educate youth for life in a way that relies on academic skills and requires sound preparation. The curriculum consists of all learning experiences that are planned and organized under the principal's leadership, implementing the school's educational goals in a manner that reflects a commitment to Catholic teachings. The curriculum must be consistent with the philosophy of the school, educational policies of the archdiocese, and requirements of the applicable sections of the California Education Code. The commitment to ongoing academic excellence. personal

growth, leadership, and service as components of Catholic identity extends to all aspects of the academic program. The curriculum in elementary schools and high schools is planned at each school to meet these overall objectives and the particular needs of the individual school community. The Department of Catholic Schools provides support for curriculum matters. In parish elementary schools and high schools, the pastor and principal consult on these matters. While the principal may raise curriculum issues with consultative school boards and groups, the principal reserves responsibility for curriculum matters.

Topic-5-01-1

Religion Curriculum

Religion Curriculum

Canonical Authority of the Diocesan Bishop

In accordance with canon law, the archbishop exercises full authority over the religious instruction and formation programs in all Catholic schools of his archdiocese, including both schools of the archdiocese and schools in the archdiocese that are owned and operated by religious orders, institutes, or governing boards. The authority of the bishop extends to but is not limited to the content of the religion curriculum, the hiring of teachers of religion, the visitation of schools, and the use of the title "Catholic school." The archbishop may exercise this authority in person or through designated delegates such as the superintendent and the religion supervisor from the [Department of Catholic Schools](#).

For more information about the religious curriculum in the archdiocese, see the [ADLA Handbook 4.3.13](#).

Elementary School Curriculum

Implementing these standards and evaluating and setting goals is a yearly task of the elementary school in a manner that is consistent with the curriculum standards set by the [Department of Catholic Schools](#).

Curriculum components include:

- The Profession of Faith
- The Celebration of the Christian Mystery/The Seven Sacraments of the Church
- Life in Christ; Man's/Woman's Vocation: Life in the Spirit
- Christian Prayer; Prayer in the Christian Life

These components are based on the four pillars of the [Catechism of the Catholic Church](#).

Topic-5-01-3

Homework

Homework

Homework may serve multiple purposes: to work toward mastery or extend knowledge of standards already addressed in class, to prepare for a new skill or concept, and to develop positive work habits. The specific type and amount of homework are determined at the site level. Principals are responsible for ensuring that teachers assign appropriate homework and provide clear guidelines and relevant, immediate feedback to students. Homework shall not be assigned as punishment.

Topic-5-02-3

Elementary School Grade Reporting

Elementary School Grade Reporting

Purpose

To effectively partner with parents/guardians and meet local reporting needs, the archdiocesan report card is the official vehicle to report student academic progress as well as work habits and behavior to parents/guardians.

The purpose of report cards is to effectively communicate student progress in achieving learning goals. The marks for content area subjects should reflect student mastery of grade-level standards. Work habits, including [homework](#) completion and [behavior](#), should be recorded separately in their respective sections.

Guidelines

Report cards must include a legend that clearly explains the criteria applied for each grade. Report cards may not include information that identifies students as having a disability. Under "Support Team Education Plan (STEP) Meeting and Documentation," see [Report Cards and Cumulative Records](#) for additional guidelines for students with special needs.

Section-5-03

Standardized Testing

Standardized Testing

All schools are required to participate in an archdiocese-wide standardized testing program.

School personnel must be appropriately trained to work effectively and responsibly with the archdiocesan

assessment instruments and data.

Standardized test results are only one indicator of the student's overall academic achievement. Teachers use standardized test results to identify students' relative academic strengths and weaknesses, design curriculum, and plan for instruction, and principals use the results to evaluate curriculum in order to set instructional priorities and plan appropriate [professional development](#).

Principals are expected to instruct parents/guardians on how to interpret their children's test scores and evaluate these in light of the overall school program.

The [Department of Catholic Schools](#) will analyze test scores to identify achievement trends and will assist principals and testing coordinators to analyze and use test scores to improve learning.

Chapter-6

CO-CURRICULAR ACTIVITIES AND ATHLETICS

Co-Curricular Activities and Athletics

Section-6-02

School Field Trips and Excursions

School Field Trips & Excursions

Policies Applicable to All Field Trips, Excursions, and Activities

The policies listed below apply to all excursions, including but not limited to trips for [parish religious education](#), [youth ministry](#) and youth groups, traditional class field trips, travel for specific group events (e.g., choir, adult retreats and outings, science fairs, and academic decathlon), graduation and other celebratory trips, [athletic games and practices](#), and certain ministerial and extracurricular activities held at locations. Contracts for field trips, excursions, and activities must follow the rules on [signing authority](#).

Locations may, at their option, plan trips and activities for one or more days, including overnight field trips, retreats, and other excursions. All excursions, whether day or overnight, must comply with the following requirements:

- The excursion must be approved in advance by the person in charge or, if cosponsored or sponsored by an outside entity, by the regional bishop's office or the [Department of Catholic Schools](#), as applicable.
- Traditional field trips for elementary school and high school classes must have specific educational goals for students.
- For excursions outside a 100-mile radius of the location, in which the participants are students or youth, the person in charge should consider the budgetary constraints of parents/guardians, the excursion's financial impact on other fund-raising activities, and class work that students will miss.

- The person in charge should have a detailed itinerary of any field trip or excursion that involves travel and hotel accommodations, including contact information for all transportation and lodging vendors, coordinators, and sponsors. Verify the licensing and Better Business Bureau ratings of travel agencies, especially those that operate only online.
- On field trips, excursions, or activities with participants who are minors, the supervising adult must have in his or her possession a signed and dated Student and Youth Activity Permission Form ([English version](#) and [Spanish version](#)) for each minor.
- On field trips, excursions, or activities with participants who are minors who take medication, the supervising adult must have in his or her possession a signed and dated [Medication Authorization and Permission Form](#) for each minor who takes [medication](#). During the excursion, the supervising adult also must have any necessary medications in his or her possession.
- All participants—adults and minors—must have appropriate identification and, as necessary, travel documents.
- All chaperones and any vendors who both provide the trip and have contact with minors must follow archdiocesan safe environment policies, including [fingerprinting requirements and background checks](#). No chaperone should ever be alone with a minor who is not his or her own child.
- The supervising adult or adult group leader must have immediate access to a [first aid kit](#). First aid kits must be in all vehicles that transport participants to and from activities.
- In any area where there may be poisonous snakes, the group must have a [snake bite kit](#).
- Vehicles used to transport participants must adhere to the rules on transportation for parishes and schools set forth in [Transportation for Parishes and Schools](#).
- The supervising adult on field trips, excursions, or activities involving minors must have immediate access to [student emergency information](#).
- At least one adult chaperone for field trips, excursions, or activities involving minors shall be in possession of a cell phone.
- Chaperones driving minors should be at least 25 years old. Non-driving chaperones should be at least 21 years old.
- Both male and female chaperones must supervise coed events.
- There should be at least two chaperones on every trip and two chaperones of each sex on every coed trip, so that no chaperone is alone with a minor. The number of chaperones who must be present to supervise minors should be decided on a case-by-case basis, giving consideration to the age of the participants and the nature of the activity. Locations with any questions should contact the [Department of Catholic Schools](#) or the [Office of Religious Education](#).
- Clergy/staff members/faculty/volunteers who supervise minors or young adults, or who are group leaders of parish- or school-sponsored activities, may not be under the influence of alcohol or any substance that can cause impairment and may not offer alcohol or any controlled substance (except [medication](#) that is prescribed for a minor or young adult) to anyone under age 21.

Adult participants should fill out and sign the [Adult Consent and Release Form](#).

Assessing Risk of Certain Activities and Excursions

All activities present some degree of risk. Locations need to identify and evaluate the risks presented by their

All activities present some degree of risk. Locations need to identify and evaluate the risks presented by their activities and, when necessary, take extra precautions or avoid certain activities that present greater-than-normal risk. Each location should be aware of which activities may involve additional risk and seek assistance if there is any question in this regard.

Generally, activities have greater-than-normal risk when:

Participants are exposed to potentially significant risk of bodily injury.

It is not possible to list every activity that may expose locations to greater-than-normal risk. Locations should seek the assistance of the appropriate archdiocesan department before engaging in activities that may involve greater-than-normal risk and locations should use common sense at all times. See the basic risk management strategies below.

For more Archdiocesan field trip policies, see [ADLA Handbook 12.3.1](#).

Section-6-07

Student Publications

Student Publications

Section-6-08

Parent/Guardian Release for Student or Minor (Noncommercial)

Parent/Guardian Release for Student or Minor

Sign [this form](#) as an act of release for the image, name, voice, and work of the student for noncommercial purposes for Saint Anne School or any other events within the Archdiocese.

 [parent_guardian_release_for_student_noncommercial_en.pdf](#)

Section-6-09

Class Rings (High Schools only)

Not applicable to Saint Anne School.

Chapter-7

TUITION AND FEES

Tuition and Fees

Section-7-1

Tuition and General Fees

Tuition and Fees

Tuition and fees are charged for the following types of activities:

- Educational programs and related activities at preschools, elementary schools, and high schools
- Daycare and similar services at parishes and schools
- [Religious education and sacramental education programs in parishes](#)
- Congresses and conferences (e.g., [Religious Education Congress](#))
- Other ministerial and educational activities (e.g., choir tours, World Youth Day, pilgrimages, sports camps, and retreats)

No single rule applies to setting tuition and fees in locations or for events because of the wide disparity in communities served and the programs offered. However, achieving a balanced budget, with a reasonable surplus, is essential. To determine the actual cost of the event and to establish the appropriate tuition and fees, the following factors should be considered:

- Wages and benefits
- Maintaining physical plant (e.g., utilities, insurance)

- Supplies and materials
- Technology costs
- Location and travel costs
- Demographics of the sponsoring location or entity
- Financial resources of the sponsoring location or entity
- Other sources of revenues
- Fund-raising ability
- Comparison with other entities providing similar services
- History of charges and increases at the location

Section-7-2

Tuition Collection

Tuition Management and Collection

Saint Anne School primarily uses an online tuition payment system. In order to better serve our families, Saint Anne's School has contracted with FACTS/Nelnet Business Solutions as an option to manage tuition payments. Through this service, we are able to offer expanded flexibility for making payments. Learn more about online tuition payment at Saint Anne [here](#).

See below and [ADLA Handbook 6.2.3](#) for more on Tuition policies in the Archdiocese.

Every school must have a tuition/enrollment contract that specifies tuition, fees, and other terms and conditions for student enrollment and parent/guardian involvement. The contract must identify if and when tuition and other fees are nonrefundable.

Regular collection of tuition is a necessary component of financial management. Each school must have a stated policy for tuition collection. The archdiocese recommends that every school have a tuition management system that may, depending on local circumstances, include a collection service. A number of commercial providers manage tuition billing and collection on a fee-for-service basis. The plans and costs vary according to the services used. Information on these services is available from the [Department of Catholic Schools](#).

Tuition management services allow families to pay tuition and other regular fees through automatic withdrawal from bank accounts or other cash remittance agencies. This service reduces the need for the school to [handle cash or checks](#), which requires heightened security measures.

Tuition management services provide real-time reporting to the school concerning whether families are meeting their financial obligations, allowing the school to pursue collection from families who are delinquent. Whether or not the school is using a tuition management service, oversight of tuition collection is an essential requirement for school viability.

Every principal must:

- Be fully informed on the status of tuition collection
- Make sure that the parents/guardians are contacted when tuition is in arrears by two weeks
- Personally contact parents/guardians after four weeks of non-payment and must inform the parents/guardians of the actions to be taken by the school if payment is not made promptly (i.e., suspension)

Consult with the [Department of Catholic Schools](#) before refusing to allow students to take examinations because of payment delinquency. This step is allowed only if the above processes have been followed and all other avenues for obtaining payment have failed.

Unpaid Delinquent Tuition Accounts of Former Students

Unpaid tuition accounts of former students should be annotated and maintained separately so that, before requests for transcripts in later years are honored, tuition status can be confirmed. If there is an unpaid tuition account, transcripts may not be withheld from another requesting school for kindergarten through 12th grade, but transcripts, report cards, diplomas, and other reporting forms may be withheld from parents/guardians, students, and post-secondary institutions. See [Withholding of Records](#).

Section-7-3

Tuition Assistance

School Tuition Assistance Policy

Within the parameters of the annual budget, the archdiocese encourages schools to give tuition assistance to students whose families demonstrate financial need. Each school must have guidelines that govern the distribution of these funds.

In determining eligibility, the school should require a formal application and parent/guardian financial statement. Schools should use the same requirements as the [Catholic Education Foundation](#) when determining eligibility for school assistance. Schools may not require parental/guardian service hours in exchange for tuition

school assistance. Schools may not require parental/guardian service hours in exchange for tuition assistance. Without permission from the Assistant Superintendent, the maximum amount of assistance to be awarded should not exceed 80% of the tuition.

The [Catholic Education Foundation](#) provides tuition assistance to students who attend archdiocesan schools and who qualify according to financial guidelines established by the Catholic Education Foundation. The Catholic Education Foundation annually publishes the policies and procedures governing the program.

Schools may seek other sources for tuition assistance such as through private foundations and grants; all agreements with such foundations or grant-making organizations must be reviewed by the [Office of the Legal Counsel](#).

Negotiated Tuition

The entire Catholic community is responsible for the financial support of parish and school programs for the education and formation of children and youth. However, the primary financial responsibility for the education and formation of the individual child resides with the family, through the payment of tuition and fees.

Families who are unable to pay the published tuition rate are required to negotiate a written payment plan that will enable them to pay a negotiated rate in full during the school year in which the child attends the school. This payment plan must be signed and dated by the parents/guardians, the principal, and the pastor for parish schools, and placed on file in the principal's office. The principal is required to review and enforce the plan and if the parents/guardians do not meet the terms of the agreement, they may be required to withdraw the child from the school.

For international students any negotiated tuition must conform to the tuition amount stated on the student's I-20 visa.

Negotiated tuitions have to be reflected in the school budget as a separate line item to show the impact of reduced tuition on total school revenue.

Other fees charged by locations may be negotiated at the discretion of the person in charge.

Employee Tuition Reduction

Employees of the archdiocese or locations may apply for financial aid or scholarships at preschools, elementary schools, and high schools on the same basis as all other families. If their entitlement for scholarship assistance is identical to all other applicants and is generally based on financial need or other criteria the school establishes for scholarships, the aid has no tax consequences to the employees.

If employees are provided tuition reduction because of their employee status, whether or not the reduction is based on need, the employee tuition reduction is taxable compensation to the employee receiving the reduction. This reduction must be reported to the Internal Revenue Service and to the State of California by including the information on the employee's annual [Form W-2](#) as income received, with adjustments if federal and state income taxes have been withheld.

If a school elects, it may develop a written qualified tuition reduction program for all its employees as a non-

taxable employee fringe benefit. Schools considering such a program must first consult with the [Office of Financial Services](#) and the [Department of Catholic Schools](#).

For more on tuition assistance policies in the Archdiocese, see [ADLA Handbook 6.2.3](#).

Chapter-8

DISCIPLINE

Discipline

Topic-8-1-01

Discipline and Procedures

Discipline and Procedures

For more about discipline policies in the Archdiocese, see [ADLA Handbook 13.9](#).

The Following is a partial list of discipline policies relevant to Saint Anne School. They are enforceable unless they contravene any Discipline Policy expressly stated in the ADLA Handbook.

Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

Maintenance of Effective Discipline

Effective discipline is maintained when there is

- Positive correction of behavior
- Constant encouragement of acceptable classroom conduct
- Firm but fair treatment of difficult students
- Consistent follow through

Reasonable quiet and order in the building

Disapproved Disciplinary Measures

1g disciplinary measures are forbidden:

- All corporal punishment, including shaking and slapping
- Language that is calculated to bring ridicule on the student, his or her parents, or background
- Using religious exercises or important class assignments as punitive measures

- Using religious exercises or important class assignments as punitive measures
- Bizarre and unusual punishments
- Withholding or altering rightfully earned academic grades
- **Any disciplinary action that isolates a student without proper supervision**

Saint Anne School requires the following standards of all students in addition to those individual rules posted in every classroom:

- Respect and obey teachers, staff and adult volunteers. Respect and treat with dignity and Christian kindness all members of our faith community and all visitors to the school.
- Complete classroom and homework assignments. Following an absence, contact the teacher(s) and make up all work completely.
- Remain after school dismissal only to participate in school sponsored activities.
- Support the Saint Anne Athletic teams. Proper behavior by athletes and spectators is to be observed at all activities.
- Support Student Council Activities.
- Wear the designated school uniform.
- Refrain from chewing gum or sunflower seeds, riding bicycles, scooters, “heelies” or skateboards in the schoolyard, or climbing on or over any trees, portions of fences, buildings or any other structures.
- Refrain from fighting, using profanity, vulgarity, bullying/harassment, cheating, stealing, lying, dishonesty, or vandalism.
- Absolutely no possession, distribution or use of tobacco (or any other substance which is used for smoking), alcohol or any other illicit or improper substance, or materials is allowed.

Observe the following with respect to leaving the school yard and school safety:

- Students may not leave the school grounds at any time during the school day without being signed out by a parent or guardian and clearance from the office.
- Students should be in their assigned play areas during recess and at lunchtime.
- Students are not allowed in the classroom at any time unless the teacher is present (California Educational Code).

Observe the following rules while on the playground or in the lunch area:

- All students must remain seated at the benches until the 12:30 recess bell rings. Then the teacher may dismiss them, if and only if all trash has been disposed of properly.
- Students should **NEVER** bring food into the playground area or into the restrooms. If a student does bring food into these areas, he/she will be sent back to the lunch benches where he/she can finish eating under supervision.
- **Throwing of food is a serious conduct violation and student will be sent to the principal.**
- Absolutely no playing or socializing in the restrooms or hallways.
- Proper language is expected at all times. No profanity is allowed. No rudeness or talking back.
- No fighting, pushing, shoving, kicking, hitting, playing roughly, or play fighting.
- Respect for the teachers, staff, and yard supervisors are expected at all times.
- No child may leave the school grounds without being properly signed out through the front office.
- No student is allowed to hang from the basketball hoops or the fence at any time. Violation of this rule will result in serious disciplinary consequences.
- Respect school property – keep the bathrooms clean, take proper care of all equipment, clean the lunch area before asking to be dismissed, no spitting, throwing food or water fighting. Use playground equipment properly.
- Use socially acceptable behavior – keep hands, feet, and objects to self, no teasing or name calling, no wrestling or tackling, no pushing in line.

Classroom Discipline

Each teacher has an established discipline plan to which students will be held accountable regarding their behavior in the classroom. Copies of this plan will be available to parents at “Back to School Night” (each classroom discipline plan will be kept on file in the office).

Detention is held weekly on Tuesdays for grades **3 – 8 from 3:00-3:30 p.m.** Detentions will be served on the first Tuesday following the issuance of the detention slip. Detention slips must be signed and returned the day after they are issued. Students who miss a detention, will have their detention the following Tuesday and in addition will serve a recess and lunch detention in the school office. The issuance of the fourth after school detention within one trimester will result in a suspension. A suspension can range from one to three days and may be served in school or out of school at the discretion of the principal. If you have any questions, or if a situation should arise that concern you, please contact your child’s teacher. Mutual respect and support is critical.

Disciplinary Notices

Disciplinary notes sent home from a teacher or administrator are given to help the parents be aware of their child’s unacceptable behavior. It is expected that parents seriously discuss with their children the behavior mentioned in the note. Additionally, the signed notice must be returned on the following day. Failure to return signed notice may result in further consequences.

Students make a negative contribution to the school community whenever they break school or classroom rules. To emphasize the importance of making positive contributions to their community, students who break school or classroom rules may be assigned a consequence at the discretion of the supervising staff member, vice-principal, or principal. It is expected that school staff members will experience the clear and positive support of parents at all times, especially at times of disciplinary action.

It is expected that students work cooperatively with the administration, teachers, aides, volunteers, and other students while at school and school sponsored events so that all children are allowed the freedom needed to study, learn, pray, and play without unnecessary interference from another.

Disciplinary Procedures

When students choose to exhaust classroom consequences or seriously disregard the expectations listed above, they will be sent to the administrative offices for further disciplinary action. Although there may be an incident that is of extreme nature so as to warrant immediate dismissal from the school, the following are the steps of normal administrative disciplinary action:

- Verbal or written warning to student. This handbook will serve as written notice.
- Telephone call or written notice to parents
- Loss of recess time
- After school Detention (grades 3 - 8)
- Parent/Teacher and Principal conference
- Suspension
- Conference with Principal and Pastor
- Expulsion

CONDITIONS OF SUSPENSION

- Receiving four detentions in a trimester
- Any of the reasons listed for expulsion with mitigating circumstances are adequate cause for suspension of a student
- No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire

investigation

- Notice of suspension must be given to the parents or guardians by telephone or in a conference
- The principal shall schedule a conference with the suspended student's parents or guardians to discuss matters pertinent to the suspension, especially the means by which the parents or guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference
- In no case will a teacher on his or her own authority suspend a student

Expulsion

Reasons for Expulsion

Reasons for expulsion are, but are not limited to, the following offenses committed by students:

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery or any threat of force or violence directed toward any school personnel or student
- Bullying, harassing or hazing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale or possession of narcotics, drugs or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking or having tobacco
- Stealing
- Forging signatures
- Cheating or plagiarism
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- Habitual truancy
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school which are detrimental to the school's reputation
- Violation of the Electronic Use policies and guidelines
- **Inappropriate conduct or behavior unbecoming a student in a Catholic school**

Graffiti

All penalties relating to the willful defacing of school property or graffiti include restitution and the possibility of expulsion.

Gangs

Membership in, active involvement in, affiliation with, or dress in a gang or group responsible for coercive or violent activity is grounds for expulsion.

Procedure for Expulsion

Except in cases involving grave offenses, the following steps must be taken:

- A conference must be held with the parents or guardians, student, teacher, and principal present to advise the

- A conference must be held with the parents or guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless behavior improves immediately. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion
- If behavior does not improve, the final decision will be announced at a second conference attended by the principal, teacher, and parents or guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal
- In no case will a teacher on his or her own authority expel a student
- Full credit will be given for all work accomplished by the student up to the moment of expulsion

Written Record

A written record of the steps leading to expulsion must be kept on file with copies of all communications and reports.

Cases Involving Grave Offenses

- In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and there is no requirement to hold the initial parent-principal conference
- The procedure involving cases of grave offenses is followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members
- When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents or guardians

Time of Expulsion

- An expulsion may be made immediately if the reasons are urgent
- If an expulsion is to take place during the last trimester of the school year or during the last semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect
- If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described above

Expulsions

All expulsions even if they occur at the end of the year, are reported to the elementary supervisor at the Department of Catholic Schools. The County Office of Education where the school is located may require notification of pupil expulsions.

Right to Make Exceptions

The principal, in consultation with the pastor, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

Home Study

Circumstances may arise which dictate that a student, at the discretion of the principal, be excluded from school attendance for a period of time. This is a remedy for unusual situations and is not considered a suspension. Students may be given tests, *etc.* outside school hours so that grades can be reported.

Harassment, Bullying And Hazing Policy

The school is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including expulsion of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including expulsion. For students in grades K-2, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 3 through 8, the disciplinary action may include suspension or expulsion.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all of the following:

- **Verbal harassment:** Derogatory comments and jokes; threatening words spoken to another person.
- **Physical harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement
- **Visual harassment:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures
- **Sexual harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Students also may be involved in cyber bullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages
- Posting inappropriate pictures or messages about others in blogs, web sites or social communication networks
- Using someone else's user name to spread rumors or lies about someone

Hazing is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

Students are responsible for:

- Conducting themselves in a manner that contributes to a positive school environment
- Avoiding any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing
- If a student is a target of harassment, bullying or hazing, when possible, informing the other person(s) that

the behavior is offensive and unwelcome

- Reporting all incidents of discrimination, harassment, bullying or hazing to the principal or teacher

As appropriate, the students involved may be asked to complete a formal, written complaint, which will be investigated and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

Student Threats

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal may notify the police and the Department of Catholic Schools.

The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents or guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.

The student who has made the threat will be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified and these actions may result in suspension or removal of a student from school.

School Searches

Students' legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a **reasonable suspicion** that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated.

A student has a greater expectation of privacy concerning his or her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from a trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a search of the student's personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

Dress/Uniform Code

Parent Responsibility for Student Dress

It is the responsibility of parents to see that their children adhere to all regulations regarding dress code. Our school's dress code is clearly defined. We ask that parents support the school's philosophy by helping their children adhere to the dress code rules. When purchasing your children's school wardrobe, please be certain that

the articles of clothing you buy are in compliance with the dress code. You send your children to our Catholic school for good reasons. One of those reasons is the greater structure we require to enable the learning experience. Our dress code helps provide that structure. Your cooperation and support in this matter is very much appreciated.

Issues relating to dress or appearance of a student that are not specifically mentioned in the parent/student handbook, but are inconsistent with the school's regulations, may be deemed unacceptable at the discretion of the principal.

If a student frequently offends against normal standards of dress, grooming, or hygiene, and has been corrected in this regard, the cooperation of parents shall be sought to correct the problem.

Lack of improvement in personal appearance is grounds for the suspension of a student until the situation is resolved. The school may also reserve the right to require that parents bring an appropriate change of clothes to school, if a student is inappropriately dressed. The principal will make the final decision.

If a student is not in uniform that following consequences will apply:

K-2nd grade: The student's name will be written on the board. The student will serve a half recess detention and a note will be sent home to the parents/guardians explaining the infraction.

3-8th grade: The student's name will be written on the board. The consequences will follow the behavior policy for these grades. (e.g. If a student already has their name on the board with a check, being out of uniform will give them a second check and will result in a detention.) In addition, a pink slip will be sent home to the parents/guardians explaining the infraction.

GIRLS

Shirt: K-8th grade: White or Navy Polo with school logo, polo shirt, may be worn with jumpers; skirt, pants or shorts and must be tucked in.

School Logo is mandatory on all polo shirts.

Blouse: White may be worn under the jumper only.

Skort: K-8th grade: Ford plaid, no more than 2" above the top of the kneecap.

Jumper: K-5th grade: Ford plaid, no more than 2" above the top of the kneecap.

Skirt: 6th-8th grade: Ford plaid, no more than 2" above the top of the kneecap.

Shorts: K-5th grade: Navy blue twill **walking** shorts. No more than 2" above the top of the kneecap. **No tight, oversize or baggy shorts permitted.**

Pants: K-8th grade: Navy blue twill may be worn. **No tight, oversize or baggy pants permitted.**

Sweatshirt: K-8th grade: Navy blue long sleeve with school logo. Zip up or hooded sweatshirts are never acceptable with the exception of 8th grade graduation sweatshirt.

Sweater: Navy blue with logo, long sleeve

Undershirts: Solid white only

BOYS

Shirt: K-8th grade: White or Navy Polo with school logo, polo shirt, may be worn with jumpers; skirt, pants or shorts and must be tucked in.

School Logo is mandatory on all polo shirts.

□

Pants: Navy blue twill

Shorts: Navy blue twill **walking** shorts. Hemline must not pass the kneecap. **No tight, oversize or baggy shorts permitted.**

Belt: Plain black, blue or brown (may be worn with shorts and pants) buckle must be simple, with no symbols, logos, or designs.

Sweatshirt: K-8th grade: Navy blue long sleeve with school logo. Zip up or hooded sweatshirts are never acceptable with the exception of 8th grade graduation sweatshirt.

Sweater: Navy blue with logo, long sleeve

Undershirt: Solid white only

All Students

Clothing must always be clean, pressed, untoned, modest, and appropriate for school wear. All shorts, skirts, and pants must be worn at the waist. Shirts must be long enough to be worn tucked-in.

P. E. Uniforms

On days when the class attends P.E. the uniform of the day will be an Ash Grey T-shirt w/logo and Navy sweat gym shorts w/logo or Navy sweat pants w/logo.

Shoes:

Shoes must be solid black or white or a subtle combination of black and white, which cover the entire foot. No additional color anywhere on shoe. Shoes must be free of holes and tears and have laces that are kept tied at all times. (Velcro is okay for K-2). No boots of any kind, except rain boots on rainy days. Shoes must be in good condition.

Socks & Tights: Black, white or navy blue. Socks must be visible. No ankle or no-show socks may be worn and socks may not go above the knee. No leggings.

Shorts:

The wearing of uniform walking shorts is allowed on any day including Mass days. Hemline must touch the kneecap. Tight, Baggy or hemlines below the knees are not acceptable.

Sweatshirt:

Plain navy crew sweatshirt embossed with Saint Anne name and logo. Any other sweatshirts are not allowed. **Students will not be allowed to wear any greatly over-sized sweatshirt.** Zip up or hooded sweatshirts are never acceptable with the exception of 8th grade graduation sweatshirt.

Jackets:

A navy blue Jacket and Saint Anne School jacket is acceptable. **Students will not be allowed to wear any greatly over-sized jacket or sweatshirt.** Non-uniform jackets or zip-front sweatshirts are not allowed to be worn in the classroom, hall or Church.

Hair:

No bleached, colored or tinted hair; no extreme styles (including excessive teasing, spiking or use of mousse or other products). Any child who comes to school with an excessive haircut or hairstyle (according to the

judgment of the principal) may be suspended until the haircut or hair style is corrected. Boys' hair must be clear of the eyebrows and ears, must not touch the collar, and must be worn close to the head. Students may not shave their heads nor have haircuts of multiple lengths (e.g. step cuts). Girls must wear their hair neatly off the face. This can be achieved by wearing ponytails or braids, or through the use of headbands, barrettes, or hair ornaments.

Cosmetics:

No make-up or nail polish.

Jewelry:

Pierced ears (girls may wear two pair of studs in the lobe only) may be worn during school hours or extra-curricular school events. One necklace – a cross or saint medallion - may be worn but kept underneath school shirt. Only SLE bracelets may be worn. One ring may be worn on each hand. Boys may not wear earrings.

• Non-Uniform Birthday Dress

Birthdays are special, and as the Saint Anne School family, we love to celebrate them. Each morning during announcements, the name of students celebrating a birthday will be announced. Students celebrating birthdays will be allowed to wear free dress that day or another day that week.

• General Guidelines

The following is a partial list of items that are **not appropriate** at **any** time for Non-Uniform dress days:

Sleeveless shirts Bare midriffs Short shorts
Oversized shirts Baggy pants or shorts Low-cut blouses or dresses
Makeup/nail polish Cut-offs Sweats/athletic pants
Halter tops Spaghetti straps Low rise jeans □
Tight fitting or “clingy” shirts, pants, skirts, or dresses.
Skirts or dresses more than 2” above the knee (including miniskirts)
Shorts more than 2” above or 2” below the knee

- Clothing must always be clean, pressed, untoned, modest, and appropriate for school wear.
- Shirts must be long enough to be worn “tucked-in” – shirts that expose a bare midriff are not allowed. Dress shirts must always be worn “tucked in.”
- T-shirts with negative or inappropriate messages, slogans, or pictures are not allowed – any logo or graphic present must be appropriate for a Catholic school environment
- All shorts, skirts, and pants must be worn at the waist
- Makeup is not allowed.
- Nails must be kept short – **no** nail polish or artificial nails
- Socks must be worn at all times. Socks must be “crew” style and at least 2” above the shoe and ankle line, covering the ankle completely.
- No sandals, open-toed shoes, high heels, platforms over 1”, or slip-on shoes are allowed for safety reasons.
- No excessive jewelry.
- No tattoos, temporary tattoos, stickers or writing on the body (temporary tattoos may only be worn when sold by student council for special occasions).
- Girls may wear only two stud earrings in the lobe of each ear. No dangling or hoop earrings are allowed.
- Hair must be of a natural color with no extreme or fad hairstyles. Noticeable changes in student hair color are distracting to learning, therefore, bleached and/or dyed hair is never permitted. Students and parents are asked to refrain from the use of any chemical process that changes students' hair color. Infractions will result in written notice to parents in which a request to re-dye the hair to the natural color will be made. Excessive hair adornments are not allowed. Boys' hair must be cut above the eyebrows, above the ears, above the collar, and must be worn close to the head. Girls' hair must be neatly combed and off the face and eyes.
- Any clothing, haircut, or accessory that becomes a distraction to the student, the teacher, or the class in

any clothing, haircut, or accessory that becomes a distraction to the student, the teacher, or the class in general and therefore interferes with the learning process is not appropriate. The principal reserves the right to define what is "appropriate."

The administration and staff reserves the right to make the final determination of whether an individual student is in accord with the dress code policy. If, in the judgment of the staff and/or the administration, a student is in violation of the rule or the spirit of the dress code, the student may be sent home to change and may not return to school until the problem is corrected. Failure on the part of the staff and/or administration to invoke consequences for violation of the Uniform or Non-Uniform Dress Code on one occasion shall not in any way be construed as a change of policy.

Archdiocesan Policies and Procedures

The following policies are implemented by the Archdiocese of Los Angeles Department of Catholic Schools. They cover a variety of sensitive issues. While we would normally never expect to encounter such problems at Saint Anne, the Archdiocese now mandates that these statements appear in every school handbook.

HIV/AIDS Infection Policy

The Archdiocese of Los Angeles reserves the right to revise the following guidelines at any time for any reason including developing medical knowledge, changing legislation and law.

HIV/AIDS is not spread by casual, everyday contact; therefore, barring special circumstances, persons infected with HIV/AIDS may be employed in Catholic schools. Usually, these employees are entitled to all rights and services accorded to other employees. Their situation will be responded to as their circumstances require. Decisions regarding these employees must take into account Christian concern and compassion, community health and well-being, and individual privacy and needs.

The schools will undertake an educational effort to inform staff, students and parents about serious communicable diseases in general and acquired immune deficiency syndrome (AIDS), in particular.

The California Fair Employment and Housing Act (FERA) prohibits employers from discriminating on the basis of physical handicap or medical condition (Cal. Govt. Code 12940 a). The Fair Employment Housing Commission has held that AIDS constitutes a physical handicap within the meaning of FERA. The Superintendent of Schools must be consulted before any decision is made to terminate a school employee with HIV/AIDS.

Should any school employee be diagnosed with HIV/AIDS, the employee should inform the principal, as he/she should in the case of any other serious communicable disease. The employee should also keep the principal informed about the progress of treatment.

Subject to the requirements of the law and Archdiocesan guidelines, the school will keep in strict confidence all information it receives from any source regarding those employees that may be informed of the infection. The principal must keep all medical information, notes and documentation of telephone conversations, proceedings, and meetings in a locked file. Infected employees should be advised that this file relating to their illness is being kept separately from their other records. Access to this file will be granted only to those persons who have the written consent of the infected employee. To further protect confidentiality, names will not be used in documents except where they are essential.

Any person who willfully or negligently discloses the results of an HIV test and thereby causes economic, bodily, or psychological harm to an affected employee is guilty of a misdemeanor and can be imprisoned and/or fined up to \$10,000 for each disclosure. Current law further provides for a civil penalty of up to \$5,000 for each willful disclosure of a person's test results and \$1,000 for each negligent disclosure (Chapter 1.11 of the California Health and Safety Code). Any violation of confidentiality by a school employee will be referred to a special committee composed of the principal, the pastor, the regional supervisor and the Superintendent of Schools.

Any school employee who learns of a breach of confidentiality must immediately report that information to the principal and, in turn, maintain confidentiality.

It is the position of the Archdiocese that any person, whether or not employed by the Archdiocese, who in any way breaches confidentiality by disclosing the name of an HIV infected employee shall be liable as an individual for

this breach and individually responsible for any penalties that may be levied. The school will not provide any defense or liability coverage for any acts that contravene the confidentiality laws mandated by the State of California.

Conclusion

We, the pastor, administration, faculty, and staff of Saint Anne Catholic School, welcome you to our school community, which is firmly committed to providing a quality Catholic education for your child. The success of our school community demands the commitment and dedication of the administration, staff, and parents to the philosophy and goals of the school. Thus, we ask you to read the following Agreement and to sign it as an indication of your acceptance of your obligations to the school community.

1. We understand the school is a Catholic, parochial school under the jurisdiction of the Archdiocese of Los Angeles. We accept therefore:
 - a. That the pastor of the parish is the ex-officio chief administrative officer of the school who carries out Archdiocesan policy, determines policies appropriate to the needs of the school.
 - b. That the principal is responsible for the immediate direction and supervision of the school program.
2. We understand that certain responsibilities require our continuous support if the school is to achieve its goals.

We agree, therefore,

- a. To participate at Mass at least weekly and to regularly participate in the sacraments and parish activities so that our children may have a sense of the importance of their faith commitment and community in their lives.
 - b. To participate in the religion program, sacramental preparation program, and related activities in order to make the teaching of religion a reality in the lives of our children.
 - c. To encourage our children to learn by providing the environment, space, and time suitable for home study.
 - d. To abide by all school and Archdiocesan policies and regulations and to positively accept all disciplinary actions for non-compliance with these policies and regulations.
 - e. To communicate respectfully with all school personnel at all times and to communicate to our child (ren) our positive support of school personnel and policies.
 - f. To promptly complete and return all forms and records necessary to comply with school, Archdiocesan, and state regulations.
 - g. To attend all General Parent Meetings which occur during the school year and to respond to all requests for conference appointments.
 - h. To abide by the Archdiocesan *Code of Christian Conduct Covering Students and Parents/Guardians*.
 - i. To abide by all school policies as stated in the *Parent Student Handbook*.
3. We understand that tuition and fees cover only a part of the total costs of providing education at Saint Anne School.

We agree, therefore,

- a. To make regular and prompt payment of tuition and fees by the scheduled due dates.
- b. To assist the fundraising efforts of the school.

c. LO devote a minimum of 25 service hours to the school between September through June.

- a. To abide by the decision of the pastor should our circumstances lead us to request exemption from all or part of our obligations.

Chapter-9

LAW ENFORCEMENT

Law Enforcement

Chapter-10

ELECTRONIC USAGE POLICIES

Electronic Usage Policies

Section-10-1

Electronic Devices

Electronic Devices

Chapter-11


PARENT-STUDENT POLICIES AGREEMENT FORM

ACCEPTANCE OF PARENT-STUDENT HANDBOOK FORM

Please print and sign this form and send it to school with your child.

Find it here: [ADLA Saint Anne Parent-Student Handbook Agreement Form](#)

or download it here:

 [Parent-Student Handbook Agreement Form.pdf](#)

