
Saint Anne Catholic School

Parent/Student
Handbook

2010-2011
Last updated:
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New or modified items are indicated by yellow highlighting.

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Principal's Message

Welcome!

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

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

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

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

Yours in the ministry of Catholic Education,

A handwritten signature in cursive script that reads "James C. Machinski, Ed.D.".

Dr. James C. Machinski,
Principal

Our Catholic family...

DIOCESE OF LAS VEGAS

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

Most Reverend Joseph A. Pepe, D.D.J.C.D.
Bishop of Las Vegas

SAINT ANNE CATHOLIC CHURCH

Administrator: Fr. Dave E. Casaleggio

Parochial Vicar: Rev. Gregorio Leon

SAINT ANNE CATHOLIC SCHOOL

Dr. James C. Machinski, Principal

Mrs. Mary Harrington	Pre-Kindergarten
Mrs. Carmen Miller	Kindergarten
Ms. Bonnie Burge	1 st HR, Religion; 1 st & 2 nd Phonics, Handwriting
Mrs. Nina Chase	2 nd HR, Religion; 1 st & 2 nd Social Studies, Science
Mrs. Bernadita Helstrom	3 rd HR, Religion; 3 rd , 4 th , 5 th Social Studies
Ms. Catherine O’Sullivan	4 th HR, Religion; 3 rd , 4 th , 5 th English
Mrs. Sherry Dixon	5 th HR, Religion; 3 rd , 4 th , 5 th Science
Mrs. Linda Studdard	6 th HR, Religion; 6 th , 7 th , 8 th Mathematics, Science
Mr. Andrew Driscoll	7 th HR, Religion; 6 th , 7 th , 8 th Social Studies, Reading/Literature
Mr. Thomas Ruggles	8 th HR, Religion; 6 th , 7 th , 8 th English, Composition
Mrs. Linda Niles	Library, Kindergarten – 8 th Computer
Mr. Thomas Hughes	Kindergarten – 8 th Physical Education, Health/Athletic Director
Ms. Susan McDonald	School Secretary; Kindergarten – 8 th Music
Mrs. Silvia Corral	Aide
Mrs. Virginia Howard	Aide
Ms. Marycruz Perez	Aide / After School Program
Mr. Rene Gastelum	After School Program
Mr. Steve Ferris	Plant Manager
Mr. Clarence Craun	Custodian/Grounds Keeper

School History

In 1952 when the second Pastor of Saint Anne Parish was appointed, one of his first projects was the construction of a Catholic grade school. Built by mostly volunteer workers, the brick and mortar brigade laid the cornerstone for Saint Anne Catholic School, located at 1813 Maryland Parkway, Las Vegas, NV 89104, in the county of Clark. It was to be the second Catholic school in Las Vegas. The school opened in the fall of 1954 with grades one through four staffed by two Sisters of the Holy Cross, Notre Dame, Indiana, and two lay teachers. The total number of students enrolled the first year was 184 (102 boys and 82 girls). In December 11, 1955, Saint Anne Catholic School was dedicated by the most Reverend Robert J. Dwyer, D.D., Bishop of Reno.

Each year after the 1954 school year, another grade was added until all eight grades were opened. The first eighth grade graduation was held in 1959. In 1983 a modular unit was added to the campus and a kindergarten offering morning and afternoon sessions was opened.

In 1984 the last two Holy Cross Sisters left Saint Anne Catholic School to return to California. At that time, Saint Anne Catholic School hired Mr. Neil Harrington, its first lay Principal. One Franciscan Sister of Perpetual Adoration joined the staff as librarian and teacher of advanced math, grades six through eight, and an honors science class for eighth grade. Specialists in art, music, and physical education were added to the staff, as well.

In the summer of 1988, an addition to the library/annex building created a larger space for the kindergarten which had changed to an all-day program under the direction of one teacher and one aide for the second semester of the 1987-1988 school year. In the fall of 1988 an all-day pre-kindergarten program was opened in the modular unit with one teacher and an aide.

In September 1988 Saint Anne Catholic School began an After School Program for the benefit of working parents. The program is overseen by a staff member as supervisor and two aides.

The second lay Principal, Mrs. Rosemary Ashton, a former Saint Anne Catholic School assistant Principal and 5th grade teacher, was hired in the summer of 1989. Father Robert Votta was appointed Pastor in 1992.

The third lay Principal, Phyllis Joyce, was hired in 1994. During the same year the Diocese of Reno/Las Vegas split and Saint Anne and all Catholic schools in Southern Nevada became known as the Diocese of Las Vegas.

In 1995, Mrs. Ellen Ayoub was appointed superintendent of the Diocese of Las Vegas. In the fall of 1997 under Father Votta's leadership, Saint Anne Catholic School and Parish broke ground for the development of a multi-purpose center to be named the Fadwa Ghanem Center. In March of 1997 the school opened its gym and computer lab in the new building.

At the end of March 1997, an Administrator, Father John Andrew Sullivan, was assigned to Saint Anne Catholic School and Parish. In the year 2000, Dr. Richard Facciolo took over as superintendent of the Diocese of Las Vegas.

Beginning with the 2000-2001 school year, Saint Anne Catholic School instituted a daily hot lunch program since there now was a full service kitchen in the multi-purpose center.

In July of 2001 our parish administrator, Father John Sullivan, was replaced by a new Pastor, Father John Ahearn, M.M.

During the school year 2001-2002, the 1988 addition of library/annex was renovated to refurbish a large meeting room and expand the library and computer lab. This building was named Ryan Hall II.

In August of 2002, Father Francis Timoney came to Saint Anne as Pastor. Upon his retirement, Father Dave Casaleggio became parish Administrator, effective February 1, 2008. The fourth lay Principal, Dr. Kathleen Dunne, was hired in May 2007. At the beginning of the 2008-2009 school year, Dr. James Machinski was appointed Principal.

Mission Statement

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

School Philosophy

Saint Anne Catholic School is a community in which teachers, clergy, parents, and parishioners are dedicated to providing a Christian education for each student in the school.

As facilitators of the educational program, the faculty, staff, and administration consider it essential to teach the student to live in accordance with the spiritual, moral and ethical principles exemplified in the life of Christ.

We realize the necessity of educating and developing our community of students to its fullest potential - - - spiritually, ethically, intellectually, socially, and physically - - - in a caring, nurturing environment.

While we recognize the parent as the primary educator, we realistically acknowledge and contribute to the partnership between home and school.

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

Spiritual Goals

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

- Develop in each student a life centered in Jesus Christ and to help the student maintain a personal relationship with God.
- Guide the student into an inner-directed life, capable of making choices in conformity with conscience.
- Encourage living in accordance with ethical and spiritual principles based on the teachings of the Gospel.

Ethical Goals

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

- A basic understanding of the Ten Commandments and the ability to apply them in everyday situations.
- The desire to love God with their whole heart, mind and soul.
- An ability to reach out to all people as neighbors and accept differences in each person in the understanding that all are members of God's Kingdom.

Intellectual Goals

The faculty of Saint Anne Catholic School is committed to:

- Using age-appropriate current events and outreach projects at every level to heighten awareness and concern in matters of social injustice.
- Guiding the student toward mastery of fundamental subject matter.
- Encouraging the pursuit of knowledge for personal growth and stimulating a lifelong desire to learn.
- Providing solid academic training through a wide spectrum of subjects and instructional methods, and motivating students to excel in all areas.

- Awakening in the student a realization of the need to develop the total person spiritually, intellectually, physically and socially. Developing an understanding and appreciation of the fine arts through discovery, sensory, experience, and personal creativity.

Social Goals

We recognize the necessity of:

- Developing an understanding of oneself through a positive self-image.
- Nurturing a closer relationship between home and school.
- Developing a sense of responsibility to self, family, peers and the world community.
- Experiencing Christian family/community living as preparation for roles and participation in the larger world/Church community.

Physical Goals

We believe that each student should:

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

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Absence and Tardiness

Absence from school is considered acceptable because of illness, doctor or dentist appointments, family emergencies, and circumstances of an unusual nature. When returning to school students must present a note of explanation signed by the parent/guardian. Even though these are excused absences, they are still counted as days missed from school.

When possible, medical and dental appointments should be made during school vacations or after school hours.

A signed note by the parent/guardian to the teacher is required whenever the early dismissal of a student is requested. Parents must meet students who are dismissed early in the School Office where they are to be signed out.

PLEASE NOTE: Absences are limited to no more than ten days in a semester. Any student missing more than ten days in a semester may be denied grades and promotion. It may also mean a loss of privileges for the student.

The school day begins at 8 a.m. A student not in line for morning prayer, Pledge of Allegiance and announcements when the bell rings at 8 a.m. is tardy. Students who are tardy are to report directly to their classrooms if morning exercises have completed.

If a student is late five times a Required Parent Conference will be mandatory. If a student is continually late or absent, he/she may be asked to leave Saint Anne Catholic School.

It is the student's responsibility to make up work missed because of tardiness or absence.

Accreditation

Catholic schools in the Las Vegas Diocese are evaluated every six years and accredited under a program sponsored by the Western Catholic Educational Association, an organization formed to promote standards of excellence among Catholic schools in the western United States. Saint Anne Catholic School, in October of 2004, received its six year evaluation. The W.C.E.A. evaluators commended the school and gave it full accreditation until June 30, 2010. In March 2009 Saint Anne Catholic School requested and was granted a one-year extension of the term of accreditation. This extension will expire June 30, 2011.

Activity Fee

A student involved in forensics, Student Council, cheerleading, or any other extra-curricular activity will be assessed a \$20.00 fee per activity. A student involved in sports will be assessed \$20 for a team/seasonal sport or \$10 for an individual/one-time sport event. This helps to defer the costs of uniforms, referees, trophies, medals, certificates, etc. This fee will be required before the activity begins.

Kindergarten students graduating in June, or students in grade 2 making First Holy Communion, will pay a \$20.00 fee for expenses.

Admissions

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

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

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

Children five years old by September 30th of the school year may be registered for kindergarten.

Children six years old by September 30th of the school year may be registered for first grade.

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

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

After School Program

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

The Registration Fee of \$30.00 per child is required if your child attends the After School Program at any time during the school year. It is payable in August when all incidental costs are billed. If the Registration Fee is not paid in August, you will be billed the first time your child attends the After School Program.

The hourly rate for the After School Program is \$4.00. There is a .25 hour **per minute late** charge **equal to \$1 per minute** after 6:00 p.m. Parents who are continuously late (after 6:00) picking up their child(ren) will be asked to make other arrangements for them. The school clock is the standard by which time is recorded.

You may register your child(ren) on orientation/registration day or any time during the school year.

The parent will be called to pick up the child if he/she is behaving in an unsatisfactory manner. We reserve the right to refuse after school care for continuous unsatisfactory behavior.

A student still on the school grounds at 3:15 p.m. will be escorted to the After School Program, and parents will be charged accordingly. This is for the safety of all children and will be strictly enforced.

The After School Program is billed from the 21st through the 20th of the month. Payment is due the 1st of the month. Late fees will be applied to payments not received **in accordance with The Tuition Agreement 2010-2011 School Year.**

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

CHILDREN MAY NOT BRING PERSONAL TOYS FROM HOME TO THE AFTER SCHOOL PROGRAM.

Before School Program

Saint Anne Catholic School has a morning program at no charge from 7:00 a.m. until 7:45 a.m. in The Harrington Hall for children needing care before school.

CHILDREN MAY NOT BRING PERSONAL TOYS FROM HOME TO THE BEFORE SCHOOL PROGRAM.

Annual Events and Extra Curricular Activities

Occurring annually at Saint Anne are: Open House, school pictures, Fun Fair, Fright Night, Christmas Program, First Penance, Christmas Bazaar, Diocesan Spelling Bee, Catholic Schools' Week, Diocesan Geography Bee, Spring Pictures, Saint Anne Catholic School Science Fair, Diocesan Science

Fair, Diocesan Forensic Tournament, First Holy Communion, graduation pictures, Annual Fitness Challenge, Field Day, May Procession and Crowning, eighth grade graduation, pre-Kindergarten moving-up ceremony, and kindergarten graduation.

Extra curricular activities include altar servers, National Junior Honor Society, Student Council, Spirit Squad, intra-mural and inter-scholastic activities.

Arrivals

All pupils arriving before 7:45 a.m. are to report directly to the Before School Program in Harrington **Hall**. Children may not leave school grounds for any reason once they are dropped off. Those arriving after 8:00 a.m. are tardy. Students who report to their homeroom classroom after the morning attendance has been taken and collected will report to the office.

Cheating

Cheating on tests and homework is a serious offense. A student who cheats on a test will receive a zero for the test on which he/she cheated and an unsatisfactory grade for conduct on the trimester report card. Students who copy or allow others to copy homework will receive a zero for the assignment. A parent or guardian will be notified of the offense.

Classroom Birthday Parties

We realize there are milestones in all children's lives. Birthdays are such occasions. To ensure the integrity of the learning environment, the safety of the children, and to acknowledge all children, Saint Anne Catholic School children will celebrate their birthdays on the same day. The date will be determined by the Administration and Faculty and coordinated with the Saint Anne Catholic School Parent/Teacher Organization. **THERE WILL BE NO INDIVIDUAL BIRTHDAY CELEBRATIONS ALLOWED DURING THE SCHOOL YEAR.** Each trimester we will have a Birthday Day celebration to honor students birthday: 1st Trimester – August 1 through November 30; 2nd Trimester – December 1 through March 31; 3rd Trimester – April 1 through July 31..

Classroom Parties

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

Communication

The primary means of communication between home and school is the Saint Anne Catholic School website at <http://saintannelasvegas.org>.

To supplement information in this handbook and to keep you informed about current school operations, *The Crusader* (newsletter) and The Red, White and Blue (weekly announcements) are posted on the Saint Anne Catholic School website. *The Crusader* will appear on the first Wednesday of each month beginning August 2010. The Red, White and Blue will be posted beginning August 2009 and updated each Monday.

Direct conversations, however, between parents and teachers are the best source of information about the school and the education of your child. Parent-teacher conferences at regular intervals during the school year are recommended. For appointments with teachers or the Principal call the School Office, 735-2586. The proper procedure for addressing complaints is first the teacher, next the Principal, and finally, if necessary, the Pastor.

Conferences may be scheduled directly with the teachers or through the office.

Please see the **Student Progress** section of this handbook for additional information on communication.

Correct Address

The school MUST maintain the CORRECT and CURRENT home addresses, home and business telephone numbers of parents, and e-mail addresses. With this information the school can contact parents immediately during any emergency. It is imperative for parents to notify the school promptly of changes in address or telephone numbers. This is for your child's safety! If the school finds that repeatedly we cannot contact you in emergency situations, you will be asked to find another school for your child(ren).

Cosmetics and Jewelry

The wearing of make-up is forbidden. Colorless nail polish only is allowed. Students are forbidden to wear acrylic or any type of fake nails.

Plain necklaces with **one small pendant or a religious medal** may be worn. Only girls may wear earrings, and these must be posts – nothing that dangles. Excessive use of jewelry is not allowed. Watches are not to have alarms, calculators, or other distracting features.

Curriculum

Saint Anne Catholic School, as with most Catholic schools in the United States, follows a course of study developed by the Archdiocese of Cincinnati, *Teaching for the 21st Century*. According to this document, daily or weekly lessons are required to be taught in art, health, language arts, mathematics, music, physical education, religion, science, and social studies.

The course of study details what is to be taught at each grade level, K-8. A copy is kept on file in the School Office, and is available for reading on school grounds, by any interested parent.

Daily Schedule

From Pre-Kindergarten through Grade 8 the daily schedule is 8:00 a.m. to 3:00 p.m. Every Friday children in Kindergarten through Grade 8 attend Mass. Children in grades Pre-Kindergarten may also attend Mass. On First Friday all students are dismissed at noon. These afternoons are reserved for teacher in-service and faculty meetings.

Discipline Code

Discipline is an essential element of Christian life. Self-control, respect for peers and adults, pride in school, faith, and nation are basic attributes expected from students who attend Saint Anne Catholic School.

Good habits of conduct and proper attitudes toward school originate in the home. It is not expected that a child will learn self-discipline in school if that development has not been started at home. The school is an extension of the home and shares the responsibility with the parent to help the student develop appropriate behavior and effective learning habits.

To achieve self-discipline in the classroom, the students need to understand the rules and know the consequence.

Self-discipline is a skill and it takes time to develop. Much unacceptable behavior occurs because children are children and they make mistakes in the process of growing up. Usually a serious talk, "time out" during recess, work that is a natural consequence of the child's action, or a talk with the Principal is sufficient to bring about change. However, if no change in behavior occurs, other steps will be taken to maintain a reasonable standard of behavior and a good learning situation. Every student has the right to a proper learning environment and the actions of a few students cannot be allowed to detract from the educational welfare of all the students.

There are many privileges for students at Saint Anne Catholic School particularly in the 8th grade. Inappropriate behavior by a student can result in the loss of some or all of these privileges.

Certain types of behavior are totally inappropriate in a Christian learning center. The following

offenses committed by pupils while under the jurisdiction of the school may be reasons for being kept after school, suspension or expulsion:

1. Use or possession of narcotics, alcohol or tobacco on or near school premises.
2. Action gravely detrimental to the moral and spiritual welfare of other pupils.
3. Habitual profanity or vulgarity.
4. Assault, battery or any threat of force or violence directed toward any school personnel or pupils.
5. **Bullying through written word, spoken word, actions, or gestures**
6. Persistent insubordination.
7. Stealing.
8. Habitual truancy.
9. Willful cutting, defacing or otherwise injuring in any way property, real or personal, belonging to the school.
10. Possession of a weapon on school grounds.
11. Leaving school grounds without permission. (Once a student comes on the school property, he/she is not to leave except by following the procedure set forth in the handbook.)

From parents, we need, expect and require honest and consistent cooperation to implement the spirit as well as the letter of the Handbook's guidelines and rules. Parents or guardians are expected to support teachers and administrators and to recognize that disciplinary action entails the exercise of judgment, often under pressing circumstances.

There are those rare times when the school makes a decision with which a parent or guardian disagrees. If attempts to deal with the matter are unsuccessful, the school reserves the right to require a parent to withdraw from the working partnership.

Any appeal of decisions by the Principal should be directed to the Administrator/Pastor.

Dismissal

Parents/guardians, brothers, and sisters are encouraged to join the students in the yard for prayers at the end of the day. School is still in session until the completion of prayers at the end of the day. Once the children are dismissed from their classrooms and line up for prayer, all activity on campus (walking, running, playing, talking, etc.) ceases until prayers are concluded. **Parents and others picking up children must be respectful of the prayer time at the end of the day. Dismissal is after prayer, not when the children are in line for the lowering of the flag and the recitation of the "Act of Contrition."**

After prayers students are to leave school grounds - walk home, or go directly to their transportation, if it has arrived. Those awaiting transportation are required to remain inside the school's fenced area. Parents/guardians or others picking up students at the end of the day **MUST** come to the gate. Children who walk home will be escorted to the sidewalk by a faculty or staff member. **No child is allowed to walk into or through the faculty parking lot unescorted.**

Students are to be picked up by 3:15 p.m. (Pre-kindergarten and kindergarten students who should be picked up by 3:00 p.m.). Any students still on the grounds at 3:15 p.m. will be sent to the After School Program for their own protection. Families will be charged accordingly.

Early Pickup from School

There are times when children must be excused early from school. Parents/guardians must realize that dropping in and picking up their children on the spur of the moment is **EXTREMELY** disruptive to the classroom and the educational process. It is extremely difficult at the end of the day when teachers are going over homework assignments, answering student questions about assignments, giving out last minute notices, packing up and putting the classroom in order. **Classes will not be disturbed during the last 20 (twenty) minutes of instruction.** Parents/guardians must notify the

School Office in writing or by phone at least one hour prior to their arrival on campus if there is need to pick up their child(ren) earlier than dismissal at the end of the day.

Eighth Grade

The eighth grade year is a very exciting time for students. Besides being an enriching year academically, there are many activities in which the students are able to be involved. There are dances, a retreat, and field trips, one being the big end of the year “trip”. Please be advised that any student who has unsatisfactory conduct or missing work will be excluded from one or all of these activities. These activities are privileges for those who have done what is expected of them and not rights just for being an eighth grader.

Eight Grade Valedictorian

A Valedictorian is named from the 8th grade class provided the following criteria are met:

- 1 The student must have been at Saint Anne Catholic School from the first day of school of 7th grade through graduation at the completion of 8th grade.
- 2 The student must have the highest grade point average as outlined below.
 - a. Five trimesters (7th grade: 3 trimesters; 8th grade: 2 trimesters) will be averaged to determine the Valedictorian.
 - b. The courses included in the computation are: Religion, Reading, Mathematics, English, Science and Social Studies. Beginning with the class of 2011. Composition will be included.
 - c. Each grade will be given the same weight for computation.
- 3 If a student has a grade point average between .1 and .5 percent of the student determined to be the Valedictorian, a co-Valedictorian will be named.
- 4 The Principal is responsible for calculating the Valedictorian grade point average.

Electronic Devices

Beepers, digital cameras, digital voice recorders, cell phones, phones, iPods, iPads or other similar electronic devices are not to be used on school grounds during the school day. Students may keep these items in their backpacks for use after school. The items must be turned off. Students who use these items or whose items are left on during the school day will have them confiscated and placed in the safe in the School Office. If a student has one (1) electronic device or combination of electronic devices confiscated more than once, the item will be kept in the safe in the School Office until the last day of school. Only the Principal will release these items to a parent or legal guardian.

Family Participation Program

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

The Catholic education your child receives is a great blessing, but it comes with some responsibility and, often, sacrifices. It is through parent involvement that we improve the quality of education for our children and impart to them its importance.

For this reason Saint Anne has established a community Family Participation Program, in which all families are REQUIRED to participate. It helps us to get to know other parents and to observe our children's school life.

It is a requirement of registration that volunteer hours be given to the school or monetary compensation be made.

General Content and Guidelines of the Family Participation Program

Six (6) hours each trimester (eighteen hours per year) per family in the assistance of Saint Anne Catholic School are required. Four (4) hours first trimester, three (3) hours second and third trimesters (ten hours per year) will be required for single parent families, **where there is only one parent involved in the child's life**. Parents must establish their status at the beginning of the school year, and it is their responsibility to notify the office of any status change. Any family member of junior high age (7th grade minimum) or older, except the student themselves, may fulfill the hours required. **Parents may NOT give additional hours worked to other school families.**

OF THE EIGHTEEN (TEN) FAMILY PARTICIPATION PROGRAM HOURS, THREE (TWO) HOURS (MANDATORY) MUST BE IN CONJUNCTION WITH THE SCHOOL FUN FAIR AND TWO HOURS (MANDATORY) MUST BE IN CONJUNCTION WITH THE CHRISTMAS BAZAAR. Craft-making or actually working the bazaar will be the only ways to receive credit for hours.

At the end of each trimester, those hours not completed will be assessed \$50.00 per hour. It is the responsibility of each family to record their job description and hours worked on the **Family Participation Program Voucher**. It is the responsibility of family to have the voucher validated by a committee chairperson, teacher or school Principal.

If the Family Participation Program hours have not been completed or assessment not been paid by the end of the school year, **REPORT CARDS AND/OR TRANSCRIPTS WILL NOT BE ISSUED!**

If you anticipate having problems fulfilling your Family Participation Program obligation, you must contact the Principal well in advance to discuss this matter.

The dates for completion of Family Participation Program hours and assessment for non-compliance are as follows:

	LAST DAY (DEADLINE) TO COMPLETE FAMILY PARTICIPATION PROGRAM HOURS AND SUBMIT VOUCHERS	ASSESSMENT FOR FAMILY PARTICIPATION PROGRAM HOURS NOT COMPLETED - \$50 PER HOUR	PAYMENT DUE FOR FAMILY PARTICIPATION PROGRAM HOURS NOT COMPLETED
1 st Trimester	Wednesday, November 10, 2010	Wednesday, November 17, 2010	Wednesday, December 1, 2010
2 nd Trimester	Thursday, February 24, 2011	Thursday, March 3, 2011	Monday, April 4, 2011
3 rd Trimester	Thursday, May 26, 2011	Friday, May 27, 2011	Wednesday, June 1, 2011

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

- | | | |
|-------------------------------------|-------------------------------|------------------------|
| Yard duty (daily: recess and lunch) | Library aide | Multicultural Day |
| Field Day | Classroom parties | Coaching |
| Fitness Challenge | Open House | Christmas Bazaar |
| Health screenings | Art aide | Occasional maintenance |
| Parking lot (morning/afternoon) | First Communion | Chaperone duties |
| Classroom aide | Tutoring Monitor | |
| | Crosswalk (morning/afternoon) | |

Field Trips

Educational, sports, and cultural field trips may be taken. After receiving approval from the

Principal, these are arranged at the discretion of the teacher, with the assistance of the room parent(s), and supervised by the teacher, classroom aide, and parents. Parents generally provide transportation for their children. School personnel cannot and will not be able to arrange student transportation in private vehicles. Field trips that are outside a 25-mile radius from the school require chartered transportation. Parental permission slips are required. When transportation is by chartered bus, the cost will be shared by all who attend.

Field trips, class parties, and dances are privileges not rights. Unsatisfactory behavior or failure to do required work will result in loss of privileges. If students do not accompany the class on the field trip, they remain at school and complete assigned projects.

Chaperones must be fingerprinted; certified under the Diocesan Virtus Program, *Protecting God's Children*; and must remain with the group throughout the duration of the trip.

Hair Policy

Girls:

1. No hair in eyes
2. No shaved hairstyles
3. No extreme or unusual hairstyles or colors of hair
4. No dyed or frosted hair.
5. Girls with long hair (i.e., longer than shoulder length) **MUST** wear the hair in a ponytail or secure the hair in an appropriate manner. The hair is not to be unrestrained.

Boys:

1. No extreme or unusual hairstyles or hair colors
2. No etchings or sculptured hair
3. No hair gel
4. No tails
5. No dyed hair
6. No spiked hair.
7. No hair in eyes
8. No hair length below the ear lobe.
9. Hair pieces of any kind are forbidden at school.

The school administration reserves the right to determine suitability of any student's hairstyle. If any student defies the rules and cannot change his/her hair to adhere to the rules, he/she will be asked to leave Saint Anne.

ANYONE WHO HAS DYED HIS/HER HAIR OVER THE SUMMER MONTHS MUST HAVE IT BACK TO ITS ORIGINAL COLOR BEFORE RETURNING TO SCHOOL.

Health

Appropriate personnel of the Saint Anne Catholic School Parent Teacher Organization will schedule annual visual, auditory, and scoliosis screenings.

Medication – The school secretary DOES NOT have access to any type of medication for your child(ren). **Any medication from home is to be brought to the office** and dispensed by the secretary. A note with a signature by a parent/guardian that includes the date, time the medicine is to be given, and the correct dosage must accompany the medication. For situations where medication must be given to a student on a daily basis throughout the school year an *Authorization for the Administration of Medicine by School Personnel* form must be filled out, signed, and returned to school before dispensation may begin. This form must be filled out annually.

The School Office yearly updates health records including immunizations. Parents are notified of what shots may be needed by students.

The School Office will notify parents of illness or serious injuries that occur at school so the student may be picked up and can receive the proper care.

Homework

Homework may be given Monday through Friday for grades 1-8. Homework is assigned as reinforcement of the day's school work. Teachers grade homework for quality and promptness of completion.

Honor Roll

The Honor Roll criteria for students in grades 4-8 is an overall average of 85% with no grade lower than 70% in any subject and no N's or U's in conduct or effort. Conduct issues are left up to the Principal.

Insurance

The Diocese of Las Vegas has mandated that EACH STUDENT enrolled in diocesan Catholic schools MUST participate in the student insurance program. This insurance is in addition to any other insurance coverage students may have. The cost is \$15.00 per student and will be charged yearly when incidentals and fees are paid in August. The price may vary year to year depending on premium rates.

Library

Classes have a scheduled library period. Students may request additional library time for research with written permission from their teachers and two days in advance notice to the librarian. The library is open during all lunch times for students to utilize.

Books are checked out for one week. If a book is overdue, no other books or library materials can be borrowed until all late items are returned

Students are responsible for the actual replacement cost, as well as the \$10.00 processing and cataloging fees, for all lost or damaged books. The library will not reimburse students for lost books that resurface at a later date. If the book does resurface it is the property of the student. All outstanding library charges must be paid upon receipt of the notice. If not paid, the bill becomes part of the outstanding end of the balance and report cards and transcripts will be held.

Reference or research materials such as encyclopedias, dictionaries, atlases, etc. may not be removed from the library.

Students who abuse library privileges due to unsatisfactory behavior, or constantly returning books late may lose library privileges.

Long-Term Assignments

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

Lost/Damaged Textbooks/Workbooks

Replacement costs for lost or damaged hardbound textbooks will be \$75. Replacement costs for lost or damaged consumables (paperbacks, workbooks, etc.) will be \$25. Parents/Guardians may choose to replace the lost or damaged article(s) themselves. Please check with the School Office for appropriate ISBN numbers.

Lost/Damaged Library Books

Replacement costs for lost or damaged library books will be the cost of the item plus \$10 to cover shipping and handling. Parents/Guardians may choose to replace the lost or damaged article(s) themselves. Please check with the School Library for appropriate ISBN numbers.

Lost and Found

The Lost and Found is located in the School Office. Students and parents should look there for lost items such as clothing, lunch pails, and school supplies. Other good places to look for lost items are the Harrington Hall, Library and the gym. If jewelry or money is lost students and parents should check with the School Secretary in the office

Lost and Found will be cleared every Friday. Items marked with a student name will be returned to that student's classroom. Unmarked, unclaimed items will be stored for one week in the School Office.

Uniform items remaining in the Lost and Found for over one week are placed upstairs in the attic. Parents are welcome to look in the attic for lost items.

Makeup Work

Each student at Saint Anne Catholic School has an obligation to complete the class work and homework assigned by his/her instructors. Sometimes a student may not be able to meet this obligation due to illness or other unintended reasons for missing school. Students who miss school will have the same number of days to complete their makeup work. If, for example, a student misses three days, he/she will have three days to make up the work. The teacher is under no obligation to grant an extension beyond the number of days equal to the absence. The teacher is under no obligation to grade work handed in past the number of days equal to the absence. The student is obligated to complete the makeup work under all circumstances. (See Missing Assignments.)

Mandatory Tutoring

Students whose grades fall below **60% in two or more subjects** at mid-trimester or trimester will be required to be tutored for the remainder of the trimester or the next trimester. The amount of time required each week will be set by the Principal. The Principal will frequently review the student's progress to determine if the amount of tutoring should remain the same or be increased. The Principal approves all mandatory tutoring.

Missing Assignments

Each student at Saint Anne Catholic School has an obligation to complete the class work and homework assigned by his/her instructors. By not completing the assigned work the student is not completing the minimum requirement of the course.

Students who are missing assignments at the end of the trimester will be given an incomplete. The student will have two weeks (10 school days) to complete the missing assignments. The student who does not make up the work within two weeks will receive a failing grade (maximum of 50) for the class. The completion of the missing assignments fulfills the minimum course requirement only. Students will not receive a grade for these late assignments.

National Junior Honor Society

The National Junior Honor Society is one of Saint Anne Catholic School's service organizations. Membership is open to students in the seventh and eighth grades and is granted only to those students selected by the Faculty Council appointed by the Principal. To be considered for membership, a student must have maintained for one trimester, a minimum scholastic average of 87% and no unsatisfactory or

needs improvement grades in conduct, homework, or effort. Meeting these criteria, however, does not mean automatic selection.

At a time of the year, designated by the advisor, the Faculty Council meets and reviews the list of those who are eligible, focusing on the student's service to the school and community, character – the good example the student sets – and leadership individual students have displayed. Students must complete a form detailing their service and leadership qualifications.

After selection by the Faculty Council, students are invited to join. At that time they are given a letter detailing the rules of membership, and the member and his parents are to review it and sign it. Members must at all times uphold their scholastic standards, and maintain good grades in conduct, homework, and effort, or probation and loss of membership will follow. Students are expected to average two hours of service a week during the school year. If they do not, they can lose membership for lack of participation, loss of scholastic average or low conduct, effort, or homework on their report cards lead to automatic probation. If significant improvement is not achieved in the following trimester, the Faculty Council will remove the student from the National Junior Honor Society.

Decisions of the Faculty Council may be appealed to the Principal.

In addition, students are expected to follow all the rules of the chapter, including monthly meetings and involvement in chapter activities. It cannot be stressed enough that NJHS is a responsibility as well as an honor.

Non-Custodial Parent and Shared Custody

Please be advised that unless we, the Saint Anne Catholic School Office, have a restraining order from the court system of Nevada, which states that one parent may not have contact with his/her child, we, Saint Anne Catholic School, will not prevent any parent from seeing and taking his/her child off school grounds.

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

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

Parent/Teacher Conferences

Remember that you are the primary educator of your child academically, socially and behaviorally. We the faculty, staff and administration of Saint Anne Catholic School are here to assist you in that role. No concern is unimportant to us. Your child's teacher is always the first person you should speak with concerning your child's needs or any concern you might have. Formal Parent/Teacher Conferences take place during the 1st Trimester at mid-trimester. These conferences are scheduled through the School Office in September.

Please be mindful of the fact that teachers are not available for conferences after 7:55 a.m., while they are supervising students during lunch, recess or at the end of the day if they are on duty at the gate. There are times when teachers and/or administrators may appear to be free and in fact they are not. Please take no offense if a teacher or administrator excuses him/herself from a conference or conversation to do his/her supervisory duties. Failure to absent oneself or allow oneself to be distracted would be gross negligence on the part of the teacher or administrator.

Parent/Teacher Organization

Parents are required to join the Saint Anne Catholic School Parent/Teacher Organization. The Saint Anne Catholic School Parent/Teacher Organization has two major goals, community building

amongst parents and fundraising for Saint Anne Catholic School.

A Parent/Teacher Organization Executive Board and 10 Delegates are selected each spring and serves for the following school year. The board meets monthly and items may be put on the agenda by contacting board members.

Perfect Attendance

At the end of the school year students will be awarded Certificates of Perfect Attendance according to the following provisions:

1. The student will have been present each day of the school year.
2. The student will not have been tardy for roll at the beginning of the school day.
3. The student will not have reported to school and then have gone home ill
4. The student will not be counted absent for documented medical appointments.
5. The student will not be counted absent while he/she is participating in a Saint Anne Catholic School or Diocese of Las Vegas approved activity.

Principal and Parish Administrator

Parish Administrator	Father Dave Casaleggio
Principal	Dr. James Machinski

Re-Enrollment and Registration Fee

The Saint Anne Catholic School registration fee of \$425.00 for each child is required of every family to reserve classroom space for children for the next school year. The Application to Re-Enroll is due in February 16. Registration is not complete and classroom space is not guaranteed until the Registration Fee is paid in full. The fee, NOT included in the school tuition rate, is NON-REFUNDABLE. The Registration Fee for the 2011-2012 school year may be paid in four installments: February 16, 2011 - \$125/student; March 16, 2011 - \$100/student; April 16, 2011 - \$100/student; May 17, 2011 - \$100/student.

Relaxed Dress Down

On those days where students are granted the privilege of not wearing their uniform dress the following guidelines apply for Relaxed Dress Down:

- ✓ **Boys:** dress pants, jeans, or khakis. Pants must fit appropriately, no tears or rips (no shorts). Shirts with a collar, appropriate t-shirts, sweaters, or pullovers. Tennis shoes are permitted. NO HATS. NO JEWELRY. NO SWEATSHIRTS ALLOWED IN THE CLASSROOM. NO CLOTHING WITH A HOOD ALLOWED IN THE CLASSROOM.
- ✓ **Girls:** pants, slacks, or jeans. Pants must fit appropriately, no tears or rips (no shorts). If dresses or skirts are worn, length may not be more than three inches above the knee. Midriffs, backs, and shoulders must be covered. Tennis shoes are permitted. NO HATS. NO JEWELRY. NO MAKEUP OF ANY KIND. NO SWEATSHIRTS IN THE CLASSROOM. NO CLOTHING WITH A HOOD ALLOWED IN THE CLASSROOM.

Students who have a combination of five (5) tardies, Report of Dress Code Policy Violation or Report of Hairy Policy Violation give up the privilege of Relaxed Dress Down, Relaxed Dress Up and/or Spirit Dress for four (4) school weeks following the date of the fifth infraction. This applies to students who would be eligible to wear a team uniform or a Spirit Leader uniform.

Relaxed Dress Up

On those days where students are granted the privilege of not wearing their uniform dress the following guidelines apply for Relaxed Dress Up:

- ✓ **Boys:** dress pants, or khakis. Pants must fit appropriately, no tears or rips (no shorts). Shirts with a collar, sweaters, or pullovers. NO HATS. NO JEWELRY. NO JEANS. NO DENIM. NO T-SHIRTS. NO TENNIS SHOES. NO SWEATSHIRTS ALLOWED IN THE CLASSROOM.
- ✓ **Girls:** pants, or slacks. Pants must fit appropriately, no tears or rips (no shorts). If dresses or skirts are worn, length may not be more than three inches above the knee. Midriffs, backs, and shoulders must be covered. NO HATS. NO JEWELRY. NO MAKEUP OF ANY KIND. NO JEANS. NO DENIM. NO T-SHIRTS. NO TENNIS SHOES. NO SWEATSHIRTS ALLOWED IN THE CLASSROOM. NO CLOTHING WITH A HOOD ALLOWED IN THE CLASSROOM.

Students who have a combination of five (5) tardies, Report of Dress Code Policy Violation or Report of Hairy Policy Violation give up the privilege of Relaxed Dress Down, Relaxed Dress Up and/or Spirit Dress for four (4) school weeks following the date of the fifth infraction. This applies to students who would be eligible to wear a team uniform or a Spirit Leader uniform.

Religious Education Center

The Religious Education Department is staffed by dedicated, faith-filled people who are committed to teaching and sharing their Catholic faith.

Catechism for four-year-old pre-schoolers through 10th graders preparing for Confirmation is on-going weekly from September through May.

School-Sponsored Lunch

Saint Anne Catholic School does not have a five-day-a-week school-sponsored lunch program. The school does provide occasional opportunities (one, two or three days a week) for school-sponsored lunch from mid-September through mid-May. All persons working in the kitchen are fingerprinted by the Diocese of Las Vegas and have current health cards.

Lunch menus will be prepared on a monthly basis and available on line. School-sponsored lunch menus must be PAID FOR IN ADVANCE. Drinks are not included in the school-sponsored lunch menu.

Please remember that the program is only an option and should you choose not to pay for the school-sponsored lunch, you are expected to pack a lunch for your child(ren).

School Mascot and Colors

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

School Masses/Prayer Services

Students attend Mass or Prayer Service every Friday. The liturgy for these services is prepared by the students, and parents are most welcome to attend them. Holy days of obligation are observed and during Lent Stations of the Cross and **Benediction follow** the regular Friday Mass.

School Supplies

Textbooks, workbooks, and other instructional supplies are provided by Saint Anne Catholic School. The proper care and use of these items should be stressed to help children develop a feeling of personal responsibility for books or supplies furnished for their use. Those who lose or damage school books or other school property will be held accountable for losses and damages.

Other supplies such as pens, pencils, rulers, crayons, writing paper, etc., will have to be purchased by parents. The types, sizes, and numbers of these materials that will be required vary among

the different grades and subjects taught by teachers. Supply lists for each grade will be provided before the opening of school at <http://saintannelasvegas.org>.

School Visits

Parents are always welcome at Saint Anne Catholic School with teacher notification and Principal approval. Visitors must always report to the School Office and NOT directly to the classroom. School office hours are 7:30 a.m. to 3:30 p.m., Monday through Friday. Summer and holiday hours are from 8:00 a.m. to 12:00 p.m. All hours are posted at <http://saintannelasvegas.org>.

Snacks

Students may bring a snack to school to eat in the classroom before being dismissed for morning break. Snacks are limited to a piece of fruit (fresh or dried, such as raisins), fresh vegetables and water as a drink. Fruit juices, coffees, sodas, chips, candy, and/or candy bars are not allowed.

Special Milk Program

Milk is served under a partially funded government Special Milk Program. The Special Milk Program is available to all students without regard to race, color, national origin, age, sex, or handicap. Saint Anne Catholic School is a Pricing Program therefore free milk is not offered. Payment for milk for the school year is taken in August at registration/orientation.

Spirit Day Dress

Once each trimester students will be allowed to show their school spirit but wearing spirit dress. Spirit dress will conform to the following guidelines for all students:

All children may wear their Saint Anne spirit apparel that has been purchased over the years. This includes Crusader and Saint Anne monogrammed t-shirts, sweatshirts, and sweatpants.

Anyone not wearing spirit dress may wear P. E. dress. NO SWEATSHIRTS WITH HOODS AND/OR FRONT POCKETS ALLOWED IN THE CLASSROOM. NO CLOTHING WITH A HOOD ALLOWED IN THE CLASSROOM.

Students who have a combination of five (5) tardies, Report of Dress Code Policy Violation or Report of Hairy Policy Violation give up the privilege of Relaxed Dress Down, Relaxed Dress Up and/or Spirit Dress for four (4) weeks. This applies to students who would be eligible to wear a team uniform or a Spirit Leader uniform.

Sports Eligibility

Students participating in sports and other extra-curricular activities are required to have no grade lower than a 70% in more than one subject and no unsatisfactory grades in effort, conduct, or homework. Ultimately all sports eligibility decisions are made by the Principal. Details about these programs are published throughout the year in *The Crusader* and The Red, White and Blue.

Student Council

Student Council is a major organization in our school that works independently, as well as jointly, with other Catholic schools in the area.

Student Council is an elected body of officers consisting of a president, vice-president, secretary, treasurer, and commissioners of Campus Ministry, and School Spirit. Two representatives each from grades 4 through 8 are chosen by their classmates at the beginning of the school year to represent all grades (Pk-8). The elected officers of the Student Council then appoint the elected representatives to a grade.

This council discusses, organizes, and supervises activities appropriately chosen after approval by the Principal.

All candidates running for office must be:

1. above average students in effort on all report cards
2. above average students in conduct on all report cards
3. approved by the moderator, Principal, and all teachers responsible for grading the student.

Student of the Month

Each month teachers at Saint Anne Catholic School select students who have demonstrated the highest level of achievement or the greatest improvement in their studies. Each month teams of teachers meet to select **two students** from each grade level who each exemplifies the qualities determined by the faculty and administration. Each student of the month will be recognized and presented with a certificate on the 3rd Monday (December, 2nd Monday) or 3rd Tuesday (January and February) during our assembly for morning prayers and announcements.

Student Progress

Teachers use report cards, standardized test results, and conferences for reporting student progress. The school year is 36 weeks or 3 twelve week trimesters. During each trimester students in grades kindergarten through grade 8 will receive a mid-trimester progress report after six weeks and a report card after twelve weeks. Students in grades 4 through 8 who are doing unsatisfactory work or who have unsatisfactory conduct will also receive additional progress reports at the 3-week or 9-week point in the trimester. The 3-week or 9-week progress report may be an e-mail, phone call, conference or written report. Teachers may also send home quizzes, tests, etc. to be signed and returned.

The school calendar which marks the mid-trimester progress reports and report card dates is on page 27 of this Parent/Student Handbook 2010-2011. You can also find the most up-to-date calendar on the Saint Anne Catholic School website ([Click here](#)). **If you do not receive mid-trimester progress reports from your child, please contact the School Office. Report cards are distributed in the School Office during the week following the end of the trimester.**

When failure in any subject is imminent, teachers send home progress reports, and notices which must be signed and promptly returned to school. Phone conversations and conferences are also requested by teachers.

At the start of the year standardized tests are administered to students in grades 1-8. Test results are given to parents at the end of the first trimester.

Saint Anne Catholic School's grading system is: A (100-94); B (93-85); C (84-70); D (69-60); F (59 and below)

Any student who fails two or more major subjects will not be promoted. Some will be placed with the completion of summer, and some will be held back. Every situation is different. Parents will be notified of possible retention by April 30th. Parents will be notified the last week of school if summer school or retention is definite.

Tardy

Students who are not in line for morning prayer, pledge and announcements are tardy.

Students who have a combination of five (5) tardies, Report of Dress Code Policy Violation or Report of Hairy Policy Violation give up the privilege of Relaxed Dress Down, Relaxed Dress Up and/or Spirit Dress for four (4) weeks. This applies to students who would be eligible to wear a team uniform or a Spirit Leader uniform.

Teacher Aides

Saint Anne Catholic School employs personnel to serve daily as teacher aides in pre-kindergarten, kindergarten.

Teacher aides are members of the school staff, and students are to show them the same respect given teachers. During their orientation session at the opening of school, students will be given specific instructions governing their behavior during the noon lunch break.

Technology

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

1. Students are responsible for good Christian behavior when using the school computers. General school rules for behavior and communications apply. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of this privilege. Disciplinary action may result in, but is not limited to, demerit, suspension, and revoking computer use privileges.
2. Vandalism or internal modification of system settings will result in disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student. Students are warned not to change local work station settings such as screen savers and desktop settings.
3. The work of all users is valuable. Therefore, all students will protect the privacy of others by not trying to learn passwords. Students will not copy, change, read, or use files from another user. Copying another student's computer files to present as his own work is the same as cheating, and the school rules on cheating will apply.
4. Students must respect all copyright laws that protect software owners, artists, and writers. Students will not bring software programs from home to load on the school's computers. Students will not copy software programs to take home.
5. Students understand what appropriate usage is and are responsible and trusted to use technology access in the appropriate manner. Students are expected to only use the internet for directed educational searching as their teachers assign work. Students are not to use the internet for games and private interest searches such as music groups, sports, etc.
6. Students have a responsibility to report any behavior observed by another student that is inappropriate.
7. Students are **forbidden to enter CHAT ROOMS OR ENGAGE IN COMMUNICATION WITH ANY PERSON OR PERSONS OUTSIDE THE SCHOOL'S NETWORK.**

Telephone Services/Telephones/Beepers

Telephone messages of an emergency nature are given to students. Personal, routine messages, however, are given no priority, and may not be delivered to a student. The use of the school intercom for such messages could interrupt classroom instruction.

Students may use the school telephone for **emergency calls only!** Parents should not call to leave messages for their children unless it is an extreme emergency.

Students may not use cellular phones during school hours. They may, however, carry them in their backpacks for use after school hours when there is no phone available or when they are off school

grounds. Cell phones in the classroom will be confiscated from the students and given to the Principal who will return the cell phone to the parents.

Traffic Safety

Morning Drop-off

1. You may pull up to the curb on both sides of the street, **but you cannot leave your vehicle or sit and wait for your child to walk to his/her classroom. THIS IS A DROP OFF ZONE ONLY!**
2. You may pull into a parking space in the church parking lot only if it does not have someone else's name on it.
3. **Do not** drop off children in the driving aisles, driveway, or street.
4. The faculty parking lot is **always off limits!**
5. **Do not** make u-turns in the middle of the street.

Afternoon Pick-up

1. NO red curb parking or pick-up!
2. You may pull in to a parking space in the church parking lot.
3. Overflow parking is on St. Louis Ave., 14th St., or Bonita Ave. east of Saint Anne Catholic School.
4. **Do not** make u-turns in the middle of the street.

Remember

1. Use the designated crosswalks at all times.
2. 15 MPH in school zone
3. 5 MPH in church parking lot
4. Volunteers are always needed! Sign up in the School Office.

Although a member of the school staff will be on duty before and after school, it should never be forgotten that children are a carefree and heedless group. It will always be the responsibility of adults to observe the rules and to drive with care, especially in the school area.

Tuition and Parish Rate Criteria

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

Saint Anne Catholic School tuition may be paid in full or in eleven monthly installments, beginning August 1 and ending June 1. **Before a child can attend classes, parents/guardians must initial and sign the Tuition Agreement 2010-2011.** All accounts must be current by the end of each trimester. Any family who is not current in its tuition will be asked to leave Saint Anne Catholic School. If your account is not paid in full (this includes not only tuition but the After School Program, and Family Participation Program hours) in May your child(ren) will not receive the final report card and transcripts to new schools will not be forwarded. Final balances, for families not returning to Saint Anne, must be paid in cash, money order, or cashier's check.

To qualify for the Registered and Contributing Parishioner Rate, a family must be registered, attending and contributing at least 42 weeks per year to Saint Anne Roman Catholic Church. There is no mandatory amount specified, but contributions must be identifiable, that is, in the parish envelope provided for registered parishioners, or in an envelope with the name and address of the school family. Those qualifying for the Non-Parishioner Rate are families not attending and not contributing to Saint Anne Roman Catholic Church. There is no separate category for non-Catholic families.

Tuition payments are due on the first of the month. A \$25.00 late fee will be added to accounts if payments are not made by the due dates **agreed upon in the Tuition Agreement 2010-2011**. A \$35.00 fee plus bank fees will also be incurred whenever tuition payment checks are returned by your bank without payment. **LATE FEES AND RETURNED CHECK FEES WILL BE STRICTLY ENFORCED!** Please be advised that during any period of the school year if a maximum of one (1) personal check is returned to the school for non-payment you will be required to make ALL remaining payments to the school in cash, money order, credit card, debit card or cashier's check only.

Uniforms

The primary purpose of the dress code is to ensure that each student at Saint Anne Catholic School follows our community's uniform regulations. The Saint Anne Catholic School uniform will be worn from the first day of the school year. Uniforms are to be worn by all students in all grades on all days unless otherwise stated. Communication regarding free dress and/or Spirit Day will come via *The Crusader* and/or The Red, White and Blue. It is the parents' responsibility to see that their children are neat, clean, well-groomed and dressed in accordance with this code. Parents should save themselves the inconvenience of having to come and pick up their child from school by making sure that all uniform requirements are met.

Uniforms must be clean and pressed at all times. Shirts must be tucked in at all times. The faculty and Principal handle infractions. Habitual infractions will result in parent conferences and/or possible suspension.

ALL UNIFORMS MUST BE LABELED WITH STUDENT'S NAME AND GRADE

All uniform items will be purchased at Dennis Uniform, the sole distributor of the Saint Anne Catholic School uniform. The school uniform for the 2010-2011, 2011-2012, 2012-2013 school years will be the following:

Boys

- Navy blue pants
- White button-down (short sleeve, **long sleeve**) Oxford dress shirt with Saint Anne logo
- Hamilton plaid tie (clip-on)
- Solid black belt with metal (gold/silver colored) buckle
- Red cardigan sweater with Saint Anne logo (Daily 10/15 – 4/30; All Masses and Prayer services)
- Solid black vinyl or leather, rubber soled, low top, lace-up or Velcro-closing school shoes (heels less than 1 inch). No platform shoes are allowed.
- White crew length socks

Girls

- Navy blue skirt worn to the top of the knee
- White button-down (short sleeve, **long sleeve**) Oxford dress shirt with Saint Anne logo
- Hamilton plaid tie (clip-on)
- Red cardigan sweater with Saint Anne logo (Daily 10/15 – 4/30; All Masses and Prayer services)
- Solid black vinyl or leather, rubber soled, low top, lace-up, strap-and-buckle, or Velcro-closing school shoes (heels less than 1 inch). No platform shoes are allowed.
- White fold-down ankle socks or knee socks
- White tights (cold weather only)

P. E. Uniform: Boys and Girls

- White polo (short sleeve, long sleeve) with Saint Anne logo
- Navy blue p. e. shorts with Saint Anne logo
- White tennis shoes with matching white soles and white shoelaces (If the shoe has a logo, it must meet the "six-foot rule." **Six-foot rule:** If a faculty member, a staff member or the Principal can identify the logo on the shoe standing six feet away, the logo is too big and the shoe cannot be worn.)

- During cold weather students may wear navy blue sweat pants with Saint Anne logo in place of the navy blue p. e. shorts.
- During cold weather students may wear a pullover sweatshirt with Saint Anne logo outside the classroom. The red cardigan sweater with Saint Anne logo is the only outer wear that will be worn in the classroom.

All uniforms must be worn as they were intended:

1. NO SAGGING OF SHORTS OR PANTS! Saint Anne Catholic School is not unreasonable and does allow for growth. It is unacceptable, however, to wear extremely oversized clothing! Students will be given a uniform slip for oversized clothing and be asked to purchase new and better fitting clothes.
2. Any student who needs to wear a T-shirt under his/her Oxford dress shirt must make sure that it is solid white so it does not show through the school shirt.
3. Shirts must be tucked in at all times except during PE.
4. The school sweater must always be worn under jackets or coats added because of cold or rainy weather.

THE SCHOOL THE PRINCIPAL AND/OR THE PARISH ADMINISTRATOR/PASTOR RETAINS THE RIGHT TO AMEND THE HAND-BOOK FOR JUST CAUSE. PARENTS WILL BE GIVEN PROMPT NOTIFICATION IF CHANGES ARE MADE.

**Diocese of Las Vegas/Saint Anne Catholic School
2010-2011 School Calendar**



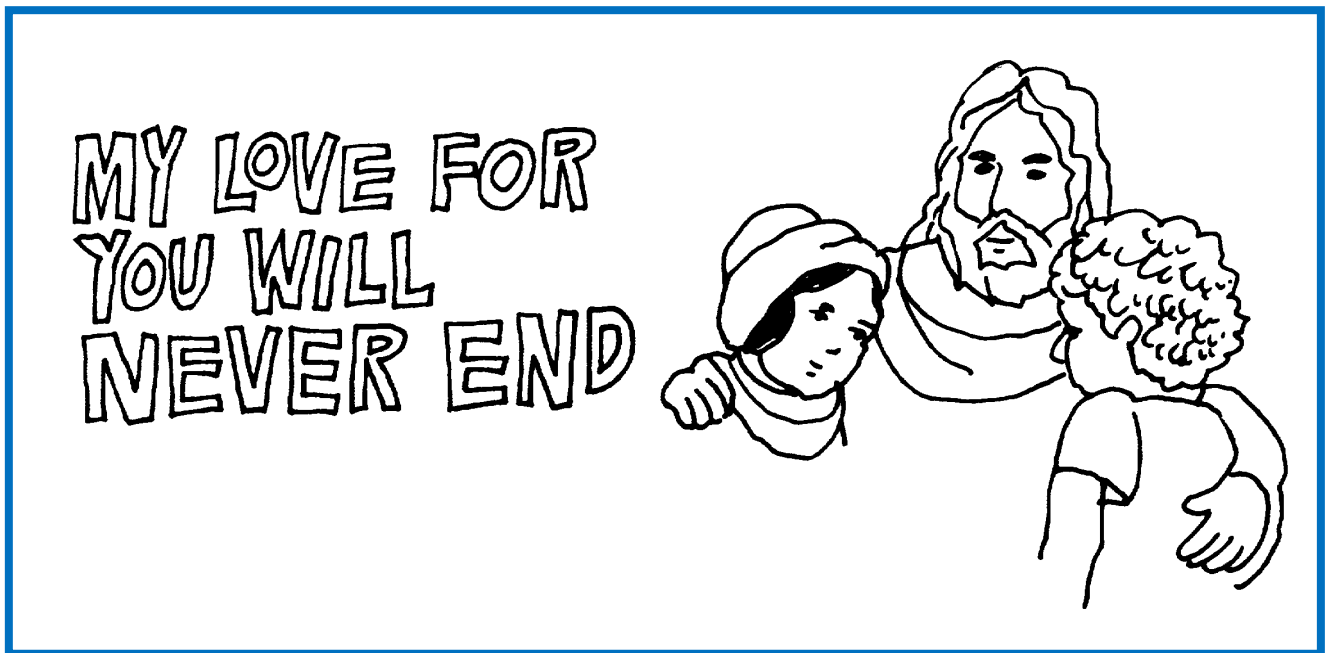
Month	M	TU	W	TH	F	Days	Holidays and Events
August	2	3	4	5	6	8	10-13 Registration Forms, Tuition Agreement, etc. Incidental Costs are Due in the School Office 17-New-to-Saint Anne Parent Meeting 18-Orientation Pre-Kindergarten, Kindergarten 20-Orientation Grades 1 – 8; Noon dismissal 23-First Full Day of School
	9	10	11	12	13		
	16	17	18	19	20		
	23	24	25	26	27		
	30	31					
September			1	2	3	21	3-Noon dismissal 6-Labor Day 20-24 Test Week
	6	7	8	9	10		
	13	14	15	16	17		
	20	21	22	23	24		
	27	28	29	30			
October					1	20	1-Mid Progress Report, Noon dismissal 2-Fun Fair 2010 4-8 Conference, Noon dismissal 29-Nevada Day Observance: No School
	4	5	6	7	8		
	11	12	13	14	15		
	18	19	20	21	22		
	25	26	27	28	29		
November	1	2	3	4	5	17	5-Noon dismissal 11-12 Veteran's Day Observance 12-First Trimester Ends (57 days) 24-26 Thanksgiving Break: No School
	8	9	10	11	12		
	15	16	17	18	19		
	22	23	24	25	26		
	29	30					
December			1	2	3	13	3-Noon dismissal 8-Feast of the Immaculate Conception 17-Noon Dismissal Dec. 20-Jan. 2 Christmas Break: No School
	6	7	8	9	10		
	13	14	15	16	17		
	20	21	22	23	24		
	27	28	29	30	31		
January	3	4	5	6	7	20	3 –Classes resume; 7-Noon dismissal 14- Mid Progress Report 17-Martin Luther King Day: No School 30 – 5 Catholic Schools Week
	10	11	12	13	14		
	17	18	19	20	21		
	24	25	26	27	28		
	31						
February		1	2	3	4	19	4-Noon dismissal;10-Diocese Science Fair (SEAS) 21-Presidents' Day: No School 24-Diocesan Forensics Competition (OLLV) 25-Second Trimester Ends (61 days)
	7	8	9	10	11		
	14	15	16	17	18		
	21	22	23	24	25		
March		1	2	3	4	23	4-Noon dismissal 9-Ash Wednesday 11-Diocesan Geography Bee (BGHS) 18-Diocesan In-service Day/ No School
	7	8	9	10	11		
	14	15	16	17	18		
	21	22	23	24	25		
	28	29	30	31			
April					1	15	1-Noon dismissal 18-25 Easter Break: No School 13-Mid Progress Report Card
	4	5	6	7	8		
	11	12	13	14	15		
	18	19	20	21	22		
May	25	26	27	28	29	21	6-Noon dismissal 30-Memorial Day: No School 31-Last day of After School Program
	2	3	4	5	6		
	9	10	11	12	13		
	16	17	18	19	20		
	23	24	25	26	27		
	30	31					
June			1	2	3	3	3-8 th Grade Graduation: Noon dismissal 3-Last Day: Noon dismissal 3 rd Trimester Ends (62 Days)

For a complete listing of calendar events go to http://saintannelasvegas.org/2010-2011_calendar.

Appendix A

After School Program Guidelines 2010-2011

Dr. James Machinski, Principal
Rene Gastelum, After School Program Staff
Marycruz Perez, After School Program Staff



Fall 2010

To the Parents:

The following material is presented as "Ongoing Guidelines" for the Saint Anne Catholic School After School Program. We have tried to include all information considered for the basic operation of the program, but we realize that some things may have to be modified or changed. As the year progresses, you too, may have some ideas which should be included. We welcome your suggestions, as we all work together to make this a happy and worthwhile experience for both child and family.

Sincerely,

A handwritten signature in cursive script that reads "James C. Machinski, Ed.D.".

Dr. James Machinski
Principal

Introduction

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

This program allows children to engage in a rich diversity of growth activities within a Catholic environment. The daily sessions are planned to complement the philosophy and value systems of the school and family. Arts and crafts, recreational games, music, and rest and snack periods are just a few of the regularly scheduled activities in After School Program. Also, there is a time set aside for homework completion, with occasional tutorial assistance and resource materials available.

Within a large family environment, the program strives to provide individual attention, security, consistency and enrichment for children of working parents.

A qualified staff supervises the After School Program. These people employed on a part-time basis, work together to maintain an atmosphere wherein respect and understanding others is realized.

General Policies

Enrollment

Enrollment in the After School Program is initiated by contacting the School Office. There is an initial, non-refundable registration fee of \$30 per child payable at the time of enrollment. It is necessary to be current in the payment of the school tuition before using the services of the After School Program.

Billing

The After School Program is billed through the School Office from the 21st through the 20th of the month at the rate of \$4 per hour. Hours are billed in increments of .25 hours beginning at 3:15 p.m.¹ Payment is due the 1st of the month. Late fees will be applied to payments not received by the 11th of the month.

Program Participation

Children in attendance are encouraged to take part in all of the activities, both indoors and outdoors. It is expected that children well enough to be in school and attend the program are well enough to be full participants.

Child Arrival

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

¹ If a child is picked up at 3:20 p.m, the billing will be for .25 hour. If the child is picked up at 3:30 the billing will reflect .25 hour. If the child is picked up at 3:31 p.m., the billing will be .5 hour. Specifically the billing will be as follows: 01 – 15 minutes past the hour = .25; 16 – 30 minutes past the hour, .5 hour; 31 – 45 minutes past the hour = .75 hour; 46 – 59 minutes past the hour = 1 hour.

Meals and Snacks

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

Child Pickup/Late Policy

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

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

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

Time is based on the After School Program's clock. You are considered late after 6:00 PM. If pick up is after 6:00 PM, parents will be charged .25 hour/ per minute starting at 6:00 PM, the amount charged not to exceed \$20.00. After three instances of late pickup after 6:00 PM, parents must meet with the Principal and develop a plan for pickup and/or other alternatives, consequences.

Student Behavior

Children explore, observe, feel, interact, and learn through involvement with people and things in their world. All behaviors, even misbehavior, are learned. As members of a Christian and caring community, the children will be expected to respect the staff, each other, and the materials and the environment provided.

Teachers, in their role of caring for children, model and teach appropriate behavior. In keeping with basic regard for children's emotional and physical wellbeing, hitting, striking, and spanking are not allowed by staff or parents on the school grounds. In order to maintain positive behavior, children need continued support, limits, reminders, encouragement, and rewards.

General After School Student Behavior Rules

The following rules have been set to preserve the safety and welfare of all children in the After School Program. *Please discuss them with your child.* Children must be with After School staff immediately after school. Children must stay in assigned supervised areas. Children are not to be in the After School Program areas or rooms at any time unsupervised. The school parking lot, unsupervised areas, and neighboring private property are off limits. Children must have permission from the After School Program staff to leave the room or the supervised play area. Defiance toward After School Program staff is unacceptable and will not be tolerated. Children are to treat each other with courtesy and respect. Teasing, name calling, racial slurs, harassment, and intimidation will not be tolerated. Children may not fight or encourage others to fight. Injury or the threat of injury to children or staff is not permitted. Children must respect and care for other's property. Children in After School Program must also obey the same rules of Saint Anne Catholic School.

Discipline Methods

The following are the most common disciplinary methods used in the After School Program:

1. Having the child take a time out from an activity

2. Providing a related consequence appropriate to the situation and the child's developmental level Children are taught to resolve conflict by problem-solving and discussion.

Occasional methods used in the After School Program:

1. Denying privileges such as participation in an activity or special event
2. Contacting the parent by means of a written note, phone call, or personal contact to make the parent aware of the situation
3. Referral to the school principal
4. Parent conference
5. Behavioral Contract

Rare methods used in the After School Program

1. Parent may be called to pick up child or the child may be delivered to the parent
2. Parent may be asked to repair or replace broken equipment or materials
3. Suspension from the After School Program

Homework

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

After School Activities

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

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

Phone Calls

Occasionally you may need to call your child in the After School room. Please limit these calls to times when it is absolutely necessary.

Cell Phones

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

Clothing Children are active in the program. They will be using expressive materials including paint (which may not wash out), water, mud, and so on. In addition, they will be involved in physical activities. Please identify all of your children's belongings with permanent marker.

Toys From Home

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

Health and Emergency Policies Emergency Cards

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

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

Illness

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

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

Medication

We are unable to administer any medications during the After School Program.

Medical Emergencies The After School Program staff uses the forms on file in the School Office for medical emergencies. These files must be kept current.

Appendix B

Room Parent Guidelines 2010-2011

Introduction

Thank you for serving as a room parent for your child's class this year! We appreciate the time that you will spend in this important role in the classroom and in our community. The role of room parents is pivotal in three ways. Your responsibilities will include:

- 1 Assisting teachers: reaching out to and engaging parents in classroom activities and fieldtrips as well as welcoming new families to the grade level
- 2 Assisting in the community building efforts of the Parents/Teachers Organization: interfacing with the Parent/Teacher Organization Room Parent Coordinators to identify individuals who might be able to assist with school events and communicating community-wide activities in each classroom
- 3 Participating in the Room Parent Council: attending once-a-trimester meeting the Principal, Parent/Teacher Organization Room Parent Coordinators to learn about current initiatives as a forum for. The dates for these meetings will be communicated by the Room Parent Coordinators.

As room parents, you are seen as parent leaders of the class and as such, you may have parents calling you with questions and comments. Please encourage parents to talk directly with the classroom teacher, specials teacher or administration about their concerns or questions, particularly those involving curriculum, program or individual children. Your feedback is also always welcomed and helpful in keeping the administration knowledgeable of areas that may be of concern in the parent community. If you don't know the answer to any question, please don't guess; pass the question on to the appropriate person at the school.

Thanks again for your commitment to the class and to Saint Anne Catholic School!

General Information For Room Parents

After School Program: After School Program is available for the children of Saint Anne Catholic School volunteers at no charge for up to one hour between 3:15 p.m. and 6:00 p.m. while a parent is volunteering at school. Contact Rene Gastelum or Marycruz Perez, After School Program Co-Directors, if you are interested in using this service.

Visitors' Name Badges: All visitors to the school, including parent volunteers, must check in at the School Office when entering the grounds and wear a Visitors Pass while working in the school. Please return to the School Office to sign out before leaving the grounds.

Budgets and Expenses: Budget: The Parent/Teacher Organization budget includes money for room parent use. Each classroom is allotted \$125 for the year. Of this total, \$35 is earmarked for an end of the year gift for the teachers.

End of the year faculty gifts: Teachers most appreciate gifts that involve the students, such as a scrap book of student work, a signed apron or pillow, a collage of photos of the year, homemade edibles, personal notes, or gifts for the classroom. The \$35 budgeted for teacher gifts is available to be used for this gift. Even if you have not spent all funds available for the classroom, only \$35 per classroom should be spent on this

purpose. Do not request additional money from parents.

Reimbursement for expenses: Receipts for reimbursement should be attached to a “check request form” and sent to the School Office. Reimbursement Request forms can be obtained in the School Office. We encourage all room parents to submit expenses. However, if you choose not to request reimbursement, please advise the Parent/Teacher Organization Treasurer of your expenses. These amounts may be considered a donation to the school and may be tax deductible. Before purchasing items for classroom use you must obtain the proper tax letter from the School Office. If you do not use the tax letter and pay tax, you will not be reimbursed for tax paid on purchases.

Building Hours/Meetings: The school building is accessible for use during school hours. Check with the School Office regarding availability of rooms. The Church/School/Building Calendars and Schedule for room usage after school hours is kept at the Saint Anne Catholic Church Parish Office. “The Book” is maintained by the Parish Secretary who oversees building use. The Parish Office telephone number is 735-0510.

Parent/Teacher Organization Bulletin Board: The bulletin board located just to the left of the entrance gate (between Rooms 7 and 8) is available for bulletins, notices of events, etc.

Confidentiality: It is important for everyone working at the school to exercise the utmost discretion with regard to information concerning our students. Volunteers at school interact with students and observe many interactions involving students and teachers. It is critically important that volunteers not discuss with others their observations about students and that they respect the teacher’s responsibility to convey information about the academic, social, behavioral and emotional aspects of a child’s day to other teachers, administrators and parents. Room parents play an important role in establishing the appropriate tone among parents on field trips and special events. Your help in this area is appreciated.

Recruiting Volunteers: Please include as many different people in volunteer activities as possible. This helps us in our effort to build a stronger and more inclusive Saint Anne Catholic School community. It is important for the children to know their families are participating and to see as many parents in the school as possible. Please include a list of all family members who volunteered in your final report.

Siblings: Younger siblings may not accompany parent volunteers when they are working in the classroom. Teachers depend on the total attention and concern of the volunteers for the safety of the Saint Anne Catholic School students in their care.

Supplies: Cups, napkins, and other supplies are available on a limited basis in the kitchen area. Please check with the School Office well in advance of any event. Please contact the front office if you need office supplies.

Working with Students: When working with students, the focus of the teachers and the volunteers is needed on all of the children and the tasks at hand. Special attention to one’s own child is not appropriate, nor is this the time to discuss your child or any other child in the classroom with the teacher.

Guidelines for Saint Anne Catholic School Room Parent Volunteers

When volunteering at school, please be alert to the teacher’s directions and the tone set in the classroom. Saint Anne Catholic School respects the individuality and diverse teaching styles of our teachers. We expect volunteers to follow the lead of the classroom teacher with regard to the tone of the room, response to children’s needs, and the introduction and supervision of curriculum and program activities.

The first priority of the teachers and parent volunteers in a classroom or on a field trip is the **safety** and

education of the entire class. We expect parent volunteers to take this responsibility seriously and not to become distracted by conversations with other adults. The classroom teacher will direct the activities and program; parents should follow the directions of the teacher with their assigned group or help with the larger group.

Cell phones should not be used in the building unless absolutely necessary and ringers must be turned off during volunteering. You may direct all calls to come through the School Office while you are on campus.

Parent volunteers are responsible for all children in the classroom or in their assigned group. Sometimes this can be difficult for your own child to understand; a discussion at home before you begin working in the classroom can be helpful. Volunteers should not request favors for their own children (including changes in groups on a field trip). Children should remain in their assigned group for the educational portion of the trip.

Parent volunteers are expected to enforce behavioral expectations with students in their groups on field trips. Please contact the teacher immediately if students are not meeting expectations and do not respond appropriately to adult reminders. If you have concerns about any incidents that occur when you are with students, speak with the classroom teacher. The teachers are often already aware of individual situations and will handle any additional communication or intervention that may be necessary. Parents are expected to model appropriate behavior on trips; for example, not talking among themselves while docents or teachers are addressing the group.

Siblings are not allowed on field trips for safety, insurance and educational reasons.

Please do not ask questions about individual children while volunteering in a classroom or on a field trip. Teachers will be happy to schedule an appointment or phone conference to answer such questions. When volunteering in a classroom we request that you maintain the confidentiality of the classroom. It is important that the behavior or performance of students at school not be discussed with others.

Room Parent Responsibilities

- Prepare sign up sheet for parent potluck at Open House
- Organize manpower for the class Fun Fair booth.
- Assist teachers with organization of sign-ups for field trips
- Make reminder calls/emails to volunteers before planned class field trips
- Make reminder calls/emails to volunteers before parties.
- Coordinate changes with volunteers.
- Work with the other room parents to plan any events outside of school that might help the new families get to know each other-- afternoon gatherings at a park, etc. It is important to the School that, when activities are scheduled, every effort be made to make it possible for working parents to participate.
- Check in with the families who are new to the school periodically to help them feel part of the Saint Anne Catholic School community; inform them of outside activities such as soccer teams that involve Saint Anne Catholic School students.
- There are many parents willing to help out throughout the year and some who could share the room parent duties midyear. Please be sure to call on all parents to help you.
- Thank you for volunteering for this important role at Saint Anne Catholic School. We look forward to working together with you this year.

Events 2010-2011

<p>The following events are those sponsored and hosted by the PTO (**), those where PTO help is needed to assist the Administration and Faculty (+), those which are school collaborative efforts (**/+), and those which are parish collaborative efforts (P+). As one can see, there are ample opportunities to complete required hours for the Family Participation Program.</p>		
Tuesday – Friday	August 10 – 13	(**) Registration 8 a.m. – 12 p.m.
Tuesday	August 17	(**/+) New-to-Saint Anne Parent Mtng / Reception
Saturday/Sunday	Month of September	(**) Fun Fair Raffle ticket sales after Masses
Tuesday	September 1	(+) Pictures: PK – 8
Wednesday	September 2	(+) Fall Open House and (**) Potluck
Tuesday	September 14	(+) Health Screening
Friday	September 27	(+) Pictures: PK-8
Tuesday	September 28	(+) Health Screening
Thursdays	October 7, 14, 21, 28	(+) Living Rosary outside on the grounds
Thursday	September 30	(P+) Fun Fair Set up
Friday	October 1	(P+) Fun Fair Set up
Friday	October 1	(+) Blessing of the Animals
Saturday	October 2	(P+) Fun Fair
Saturday	October 2	(+) Diocesan All School Dance (7 th & 8 th Grades)
Sunday	October 3	(P+) Fun Fair Clean up
Wednesday	October 13	(**) Birthday Day: July 1 through October 31
Friday	October 22	(**) Fright Night: Trunk or Treat and Potluck
Saturday	November 6	(+) Pasta Night (8 th Grade)
Monday	December 6	(**) Christmas Bazaar Set up
Tuesday	December 7	(**) Christmas Bazaar
Wednesday	December 8	(**) Christmas Bazaar Clean up
Tuesday	December 14	(**) Christmas Program
Wednesday	February 2	(+) Science Fair – PK – 8
Wednesday	February 16	(**) Birthday Day: November 1 to February 29
Wednesday	March 16	(+) 1 st Penance (2 nd Grade)
Tuesday	April 12	(+) Seder Meal Re-enactment (Classes TBA)
Wednesday	April 13	(+) Seder Meal Re-enactment (Class TBA)
Friday	April 14	(+) Living Stations of the Cross (Pk – 8)
Wednesday	April 27	(**) Fitness Challenge Potluck
Thursday	April 28	(**/+) 3 rd Annual SACS Fitness Challenge
Saturday	May 7	(+) 1 st Holy Communion (2 nd Grade)
Friday	May 6	(+) May Procession and Crowning
Friday	May 13	(+) Disneyland Trip (8 th Grade)
Wednesday	May 18	(**) Birthday Day: March 1 through June 30
Friday	May 20	(+) Picnic (8 th Grade)
Tuesday	May 24	(**/+) Field Day
Tuesday	May 24	(**) Sports Awards BBQ Banquet
Thursday	June 2	(+) Kindergarten Graduation
Friday	June 3	(+) 8 th Grade Graduation

On-going help is needed with the Saint Anne Catholic School sporting program. Contact the Athletic Director for more details.

Appendix C

Parent/Student Athlete/Spirit Leader Guidelines

2010-2011

A Message From the Principal

Dear Athlete,

At Saint Anne Catholic School, athletics are an important part of the total educational process. Athletes are expected to develop athletic skills, respect their teammates, respect the rules, their coaches and officials, and exhibit good sportsmanship at all times.

You are representing Saint Anne Catholic School, yourself, and your family. All Saint Anne students must conduct themselves appropriately at all times so as to maintain self-respect and the esteem of those who are watching. We, at Saint Anne Catholic School, take pride in our school teams and respect our teams as they represent us with pride by displaying their hard work, athletic skills, fair play, and hospitality of visiting schools.

Remember to work hard, do the best you are able to do, and always remember to win gratefully and lose graciously.

Sincerely,

A handwritten signature in cursive script that reads "James C. Machinski, EdD." The signature is written in black ink and is positioned below the word "Sincerely,".

Dr. James C. Machinski
Principal

Saint Anne Catholic School Mission Statement

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

“The mission becomes the ‘decision maker.’ It tells the community what is important and the order of importance.” Fr. Richard McGrath, OSA. Ph.D.

Saint Anne Catholic School Philosophy of Athletics

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

Saint Anne Catholic School Sports Objectives

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

1. to instill sportsmanship in the life-styles of the participants;
2. to teach the participants the proper attitude toward winning, losing, and competing with dignity;
3. to develop school spirit, team spirit, and personal acceptance;
4. to develop acceptance and appreciation of others;
5. to train and instruct in athletic rules;
6. to develop the students’ physical abilities and coordination;
7. to develop good health habits;
8. to provide a proper atmosphere and outlet for youthful energy;
9. to teach the positive value of athletic participation;
10. to show the necessity of practice, hard work and proper use of time.

Athletic Teams Sponsored By Saint Anne Catholic School

The following sports will be offered during this school year:

Swim Meet (One-day event)

Junior Varsity Soccer

Varsity Soccer

Cross Country (One-day event)

Junior Varsity Table Tennis (One-day event)

Varsity Table Tennis (One-day event)

Boys' Junior Varsity Basketball

Boys' Varsity Basketball

Girls' Junior Varsity Basketball

Girls' Varsity Basketball

Volleyball

Track (One-day event)

Junior Varsity Softball (Multi-day event)

Varsity Softball (Multi-day event)

(Golf) (One-day event)

(Tennis) (One-day event)

Participation on Athletic Teams

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

1. If a 6th grade student is capable, an exception will be made on an individual basis, as to his/her participation on a varsity team. Fifth graders are not eligible to participate on varsity teams.
2. Junior Varsity teams are composed of 5th and 6th grade students. Fourth graders are not eligible to participate on a junior varsity team at Saint Anne Catholic School.

Catholic Schools Sports League

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

Pre-Season Meeting for Parents and Athletes

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

Cut vs. No Cut Policy

If necessary, varsity teams may be cut if there are too many students wishing to participate. If a coach is finding it necessary to cut, he/she will contact the Athletic Director prior to announcing the "cuts." Cutting a team should not be taken lightly and should only be done when no other alternative can be found.

Conduct of Players During Games and Practices

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

Conduct of Parents and Fans

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

Parents who are demanding that their child listen to them during practices or games will put the athlete in an undesirable position. Your child will want to please both you and his/her coach. The coach is the leader of the team; therefore, athletes are expected to follow his/her directions during both practices and games. **Parents need to refrain from coaching unless they have been asked to do so by the head coach.**

While we welcome and encourage parent support and enthusiasm, we ask you to remain as spectators during games. Any opinions and suggestions from you will be welcomed

and considered by the coach; however, never on the playing field or gym while the coach is supervising students.

“Good people do not need laws to tell them to act responsibly, while bad people will find a way around the laws.”

Plato, Greek Philosopher

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

Donations

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

Player Eligibility

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

It is important that we remember that students are at Saint Anne Catholic School to get a good education first. They are not at Saint Anne to play sports. Coaches and parents sometimes forget this fact. Tuition payments are for the child's education, and although sports are an important part of the child's education, it is not the only part.

“They are in school to be students first and athletes second. Student-athletes realize that they are committed Christians who function everyday in the school community. They realize that religion needs to be alive in them inside and outside of athletic competition.”

Fr. Richard McGrath, OSA, Ph.D.

1. Students participating in sports and/or spirit leading are required to have no grade lower than a 70% in more than one subject and no unsatisfactory grades in effort, conduct, or homework. If more than one academic grade falls below a 70% at any time, the student will be suspended from the sport or spirit leading until the aforementioned criteria is met. **The student will be ineligible for a minimum of five (5) school days beginning the day after the parent is notified. If the effort, conduct or homework grade is noted as unsatisfactory, the same rule applies.**

Teachers will be asked each week to include a “warning sign” if a student is close to being ineligible. The Athletic Director will bring this to the coach's and the parents' attention. Hopefully, both the parent and the coach will provide some assistance in this area.

It is imperative that coaches and parents support this policy and continually emphasize the importance of turning in homework assignments, studying for tests, and displaying

appropriate behavior in the classroom. Athletes need to know from the beginning that their coaches and parents are supporting the policy, but are willing to help them in the process. It is important that athletes feel comfortable enough to tell their parents and coaches how they are doing or if they are worried about a particular class. The teacher will give further assistance to students having extreme difficulty in a subject area.

What To Do If a Player Becomes Ineligible

The Athletic Director in consultation with the Principal and faculty makes eligibility determinations. If, after an initial warning, a player is deemed ineligible, the Athletic Director will notify the athlete, his/her parents, the Principal, and the coach. It is the responsibility of the athlete and his/her parents to contact the teacher to determine what action(s) need to be taken to remove him/her from the ineligibility list. In general, a player will remain ineligible until his/her grades meet eligibility requirements.

Participation Following An Absence

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

Coaches

“Coaches should ask themselves whether or not anyone would identify them with Jesus Christ because of the way he coaches.”

Fr. Richard McGrath, OSA, Ph.D.

The Athletic Director interviews each coach, and based on the interview, recommendations, and previous experience, has recommends the coach to the Principal. Coaching positions are determined as early in the school year as possible if they have not been made during the summer prior to the new school year. Coaching changes/additions will only be made in the case of a coach’s inability to assume the coaching responsibility, either due to health or personal reasons.

The Athletic Director is the key person in developing an athletic program which meets the school’s mission and provides opportunities for participation and excellence in the area of competition. . . . The A.D. must keep in mind that the top priorities of the school – the school’s religious mission and its academic program – always takes precedence over athletics.

Fr. Richard McGrath, OSA, Ph.D.

If a student an/or parent is having difficulty with a coach, it is recommended that they communicate the problem directly to the coach as soon as possible. Discussing issues with other students and parents only stirs up future problems. If, after discussing the problem with the coach, a resolution cannot be agreed upon, the student and/or parent may contact the Athletic Director. A meeting will be set up with all individuals involved in order to reach an agreement.

Practices/Games

“Every day in practice, the coach gathers the team and has something to say about that days’ goals. In these moments, the coach has the full

attention of the athletes and has the opportunity to inject language about values and attitudes.”

Fr. Richard McGrath, OSA, Ph.D.

Practice times should not be over 1-1/2 – 2 hours in length. Students should not be participating in a sport more than 12 hours per week including games and practices. It is understood that on weekends when tournaments are involved, this time may need to be adjusted.

Uniforms

Students will be dressed in their PE uniforms or their team uniform for practice and games. No student will be allowed to practice or play if not properly attired.

To prevent the loss of expensive uniforms, coaches are responsible for having students sign out the team uniform at the beginning of the season, and sign in the uniform at the conclusion of the season. Players are to return their uniform in good condition. All uniforms should be washed before being returned. If a player damages (normal wear and tear is acceptable and understood) or loses a uniform he/she will be expected to pay \$75 for its replacement. Players may not begin practice for another sport until the uniform is accounted for from the previous sport.

Equipment

Players must take responsibility for all athletic equipment. Any player found abusing the team equipment would be required to pay for it. Players should help coaches collect equipment and ensure that everything is accounted for following a practice or a game.

Emergency Forms

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

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

Before a student may try out for a sport, he/she and their parents must complete and sign the SPORTS/SPIRIT LEADER CONTRACT. In order to determine their eligibility they must have their teachers complete the SPORTS/SPIRIT LEADER ELIGIBILITY CHECK. Both documents must be turned in to the Athletic Director in time for the Principal review and approve student participation.

Athletic Fee

There is a \$20.00 athletic fee for seasonal each sport and \$10 for each one-day/multi-day event. This fee will enable us to offset some of the expenses in purchasing new equipment, ribbons, medals, trophies and uniforms for the sport. Any waiver or exception to the athletic fee must be cleared through the Principal. The athletic fee must be turned in prior to receiving a uniform.

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

Transportation

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

Reporting Of Injuries And Special Limitations

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

Awards

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

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