

# ***SAINT ANNE'S SCHOOL***

## **STUDENT/PARENT HANDBOOK**

### **INTRODUCTION**

Among the goals of the Saint Anne's School Community is to have our children develop a meaningful understanding of our loving God. To know Him better - To love Him more deeply – and - To speak with Him more consistently. This requires an environment in which every student 'Loves his neighbor as himself'. The individual talents each student brings with him/her to St. Anne's are taken and nurtured so that each child's potential can be realized. This positive and personal atmosphere leaves each child knowing they are God's children. It is this awareness of God that will remain with each student for life.

In order to ensure that all students can participate in this experience, there must be a consistent discipline that one accepts as his/her personal responsibility.

Saint Anne's School does not discriminate on the basis of race, color, creed, national or ethnic origin in the administration of its admission, educational, or other administered policies or programs.

### **SCHOOL REGULATIONS**

#### **ATTENDANCE**

All students are expected to be in attendance on all school days. There are times when it is necessary for a student to be absent – i.e. sickness, death in family, court appearances, remedial health treatment. In case of absence from school, parents must call the school attendance office between 8:00a.m. and 9:00a.m. (352-1295). **When a student returns to school, he/she must bring a note to the teacher indicating the date(s) and the reason for the absence(s).**

Students who are absent during all, or a major part, of the school day are not permitted to participate in any extracurricular activities scheduled for that date unless special permission is granted by the school principal.

Excessive absence and/or habitual lateness without sufficient reason will require a meeting with parents and the principal to discuss the problem. Excessive absence could jeopardize a student's right to remain at Saint Anne's. Good habits of attendance and punctuality are developed throughout a child's formative years and will serve that child well when he/she reaches adulthood.

Family vacations which interfere with a student's attendance are taken at academic risk to the student. It is requested that vacations be planned so that they coincide with the school calendar. Students are responsible for all school work missed because of absence.

## **TRUANCY**

Truancy is absence from school without the knowledge of parent or guardian. Truancy is a violation of State Law as well as school regulation and is considered a most serious offense. A student who is truant and his/her parents must meet with the principal. Severe disciplinary action will result from this behavior. A repeat of this behavior may lead to the student's dismissal.

## **LATENESS**

The school day starts at 8:00 a.m. Any student arriving later than 8:15 a.m. must report to the office for a late slip before going to class. This slip must be presented to the classroom teacher upon entering the class. The McCloskey doors will be closed at 8:00 a.m. each morning. After that time students must enter through the main doors of the school.

## **EARLY DISMISSAL**

Parents wishing to have their children excused early are to inform the class teacher by note at the beginning of the day. This request will then be authorized by the principal. The child's parent or guardian must report to the school office to sign the release book and to personally accompany the student from the building. Parents are strongly urged to schedule all medical, dental, and other appointments after school hours to help ensure an undisturbed learning experience for their child.

## **MESSAGES**

Parents are requested to recognize our obligation to interrupt class as little as possible.

**PLEASE DO NOT ASK THAT WE CONTACT STUDENTS DURING THE SCHOOL DAY UNLESS THERE IS AN EMERGENCY.**

All calls made by students must be made from the school office and are only allowed with permission. *Please note that students will not be permitted to call home for books, assignments, or other forgotten material.* In urgent situations, an exception may be made by the administration.

## **INCLEMENT WEATHER**

In case of inclement weather, please do not call the school. Please turn to Channel 12 on your television dial, if you have Cablevision. You may also check our website at: **[www.stannegcschool.org](http://www.stannegcschool.org)**.

St. Anne's School will follow the Garden City Public Schools' Program for inclement weather. (Note: When listening to the radio please **DO NOT CONFUSE** the Garden City South district with Garden City.) **If Garden City announces a delayed opening, Saint Anne's will have a regular opening with no transportation. If Garden City announces schools are closed, St. Anne's will also be closed.** If the school district of residence does not provide transportation because of weather, it is at the discretion of the parents whether or not to transport the children to and from school that day.

## **ILLNESS**

If a student is ill, he/she will be sent to the Nurse's Office. If necessary, the parent or guardian of the child will be contacted to come to get the child or to arrange to have the child brought home by someone else designated to do this. The office must be informed of the person's name before the child is released. Students are not permitted to call home to request that their parents pick them up. All dismissals of students who are ill are made by the nurse or administration. Parents/or designated person must report to the office before taking the student from school. Any student who fails to adhere to these procedures will be considered illegally absent from class and/or school.

If a parent knows beforehand that his/her child will be absent from school for a prolonged period of time for medical reasons, it is his/her responsibility to notify the school to arrange for work to be sent home or to arrange for a tutor.

Any student returning to school after a serious injury, surgery, or using crutches **must** have a doctor's note stating that the student may return to school and/or must use crutches in school.

Under no circumstances are students to carry medication on their person during school hours. If medication must be taken, the parent must deliver the medication to school and supply a note giving the nurse permission to administer the medication and a doctor's note stating his orders. The medication must be in the original container with the student's name and prescription on the label. This applies to prescription and over-the-counter medications also. The school nurse may be reached at 352-1295 and is available to discuss any health needs of a student.

## **PHYSICAL EXAMINATIONS**

Physicals are required for grades Nursery, Pre-K, K, 2<sup>nd</sup>, 4th, and 7th grades. These must be done no more than 12 months prior to school entrance in September. The school nurse conducts screening examinations for hearing, vision, scoliosis, and those things which the state mandates. When possible concerns are identified, parents are notified and requested to continue the investigation with their personal physician. The school nurse provides medical treatment only in emergency situations.

## **IMMUNIZATIONS**

The New York State Department of Education requires that all children must be immunized against diphtheria, pertussis, tetanus, poliomyelitis, measles, German measles mumps, hepatitis B and varicella. HIB is needed for Nursery and Pre-K attendance. Please check with your physician to ensure that your child's immunizations are up to date. New students must present written documents of immunization before they can be admitted to class. All grade 6 students must receive a new Tdap vaccine. You must be 11 years old to receive this. Proof of this vaccination, on a physician's letterhead, is required to attend 6<sup>th</sup> grade. Varicella is also required.

All Kindergarten students must have a second measles vaccine. Contact your physician to see if your child has received this. It must be documented on the bottom of the physical exam form you received or on physician's letterhead.

### **COMMUNICABLE DISEASES**

In order to prevent the spread of communicable diseases and to ensure rapid recovery with a minimum of after-effects, children should be kept out of school when they have the symptoms indicating that such a condition exists. Whenever possible, the school will notify parents of known exposure of their child to a communicable disease.

Children who are ill with any communicable disease may be excluded from school and may be required to bring a doctor's certificate on return indicating that their illness is no longer communicable.

If a child becomes ill or meets with an accident during the school day, every attempt will be made to contact the parents. Please be sure that the office has on file such necessary information as the home and business telephone numbers, and the name and telephone number of a person to be called in the event the child's parent or guardian cannot be reached.

### **ACCIDENT REPORT**

Any student who has an accident in school or on the school grounds or while engaging in a school activity away from school must notify the teacher in charge, the principal or the nurse immediately.

### **DRESS CODE**

Please refer to the Uniform Information link on our website for detailed information on the required uniform. Only approved uniforms may be worn in school.

**All shirts must be tucked inside the uniform at all times.**

Parents have the responsibility to see that their children adhere to the uniform requirements and that their children are always clean and presentable. This is a valuable learning opportunity for the child as he/she prepares for the future.

***Students are permitted to wear sneakers only on the day that they have gym class.***

For safety reasons dangling earrings and hoop earrings (larger than a quarter) are not permitted on girls. Boys are not permitted to wear earrings. Only one small necklace is permitted. Hairstyles may not be distracting. No makeup, heavy chains, dyed hair or dark colored nail polish is permitted. Colored bracelets with slogans are not allowed.

## **GYM UNIFORM**

The school gym uniform consists of a gym shirt and shorts, white socks and sneakers. Gym uniforms with the uniform sweat suit or uniform warm-up suit may be worn to school on gym days, instead of the school uniform. Shorts and T-shirts are to be worn under the sweat suit. Only the navy blue shorts are permitted for gym.

## **OUTDOOR DRESS**

Since it is school policy to recreate out-of-doors on any day when there is no precipitation or when temperatures are not below freezing, it is important for children to come to school **dressed according to the demands of the season**. Recreation will be held outdoors at recess time and is important for the health of the child.

## **TEXTBOOKS**

At the end of the school year, books distributed under the New York State Textbook Law will be collected. Students are responsible for the books they received. If they are not returned, they must be paid for by the family. **If a textbook is damaged or lost students will be expected to pay fines to cover the cost of repairs or replacement.** A student must fulfill this responsibility before they will receive their year end report card.

## **HOMEWORK**

Homework is assigned for the purpose of extending student learning and to provide reinforcement of skills developed in the classroom. At the same time it is a process which encourages the development of self-discipline and the ability to work independently. Homework is a requirement for any student if he/she seeks to be academically successful. The nature and degree of home study requirements will vary with each grade level, subject area, and individual learner. Parents are urged to offer proper supervision and guidance to their children in completing homework assignments. When a student is absent from school it is their responsibility to make-up all missed class and homework assignments. Parents are strongly advised not to plan vacations during official school days. Teachers are not required to provide assignments in advance.

## **PHYSICAL EDUCATION PROGRAM**

The playground and physical education programs provide excellent opportunities for training the children in healthy competition, good sportsmanship and thoughtful consideration for others. Every child is expected to participate in these activities unless excused by a physician's note. The school gym uniform is mandatory for physical education class.

## **PARENT-TEACHER CONFERENCES**

Opportunities for parents to meet with the teachers of their children are scheduled in December and March upon the completion of the first and second trimester. Parents are urged to contact teachers at other times to gain information or clarification of any issue. Parents should arrange to take care of these matters by appointments through the main office. These conferences provide the opportunity for parent and teacher to discuss the child's educational growth and development on all levels. Individual conferences may be

arranged at other times by making an appointment with the grade or subject teacher. The school office is available to facilitate the arrangement of such conferences. **Teachers are not permitted to conference while they are working in a supervisory capacity.**

First trimester report cards are distributed by class homeroom teachers. Individual appointment times will be assigned. Students in grades 6-8 are expected to attend the conference with their parents. If there is any conflict as to appointment times, please contact the homeroom teacher for a change.

All visitors must report to the school office. **It is not permitted to visit a classroom during class time. This ensures that instruction will be not disturbed.**

### **SCHOOL LUNCH**

Children may purchase milk, snacks and ice cream in school. Daily lunches may be purchased on a schedule arranged by the HSA. Snacks will be limited to two per child in grades 2-8. Snacks are not available for kindergarten and first grade students. Milk money is to be paid according to the schedule issued at the beginning of the school year. Milk is provided only to students who pay for it.

Children may not leave the school grounds during the lunch-recreation period. Any pupil who consistently manifests a disruptive behavior pattern during lunch period will be required to bring his/her parents to meet with the principal to discuss the matter. He/she may be denied the right to eat lunch in school or to participate in the recreation program.

### **PARKING REGULATIONS**

Parents are reminded to observe the "NO PARKING" signs posted at the front of the school building. On school days no one is permitted to park in front of the church. Please do not park or enter the rectory driveway at any time. Parking in the school yard is permitted for the faculty only, on school days and in the section of the field assigned for that purpose. Since the parking field is used as a playground by the children during the school day any outside parking must be restricted to ensure the safety of all concerned.

### **USE OF BUILDING**

Students are not permitted to remain in the building, on school grounds, or to use the facilities after school or on days when school is not in session unless under the direct supervision of a member of the staff who is present during the time the school-sponsored activity is taking place.

### **DISCIPLINE**

The staff at Saint Anne's is committed to provide quality education for each child and to work with each child in as constructive and positive a way as possible. This does not mean that the staff is expected to tolerate disrespectful attitudes or behavior from any student. It is important for children to know that they are loved, but they must also understand that they are responsible for their actions. They must be willing to accept the consequences of their behavior. It is hoped that parents share similar views and will

cooperate with the disciplinary measures of the administration and staff as promulgated in this handbook. It is only when there is cooperation between the school and the parent that good behavior patterns are able to be developed.

Suspension from school or in school is considered very serious. It is employed by the principal only for serious infractions of school regulations. Probation is a consequence of suspension. If this is violated, a student may lose his/her right to remain in the school.

Parents will be informed of any serious discipline problems by the grade or subject teacher either by phone or by a mailed conduct referral form. All conduct referrals should be signed by a parent and must be returned to the teacher involved. Three conduct referrals within one trimester will result in a parent conference with the administration and possible suspension. More than two suspensions could result in expulsion.

The administration reserves the right to expel, at any time, any student who by their behavior or academic work demonstrates a continued inability to meet the expectations associated with membership in our school.

### **CHEATING**

Cheating is a serious matter. Therefore, students who cheat on homework, classwork, or tests will receive a zero on their work and other disciplinary actions will be taken.

### **VANDALISM**

To steal, destroy or to deface the property of the school or others is to violate their rights. Violation of these rights will demand restitution. Repeated or serious offenses may result in expulsion.

### **ARTICLES PROHIBITED IN SCHOOL**

Items which are not conducive to an academic environment or which are hazardous to the safety of others are not permitted in school or on school grounds at any time. Examples of such items include but are not limited to: I-pods, playing cards, cell phones, water guns, cameras, etc. These items will be confiscated and returned only when the parent comes to school to retrieve the said item. No toy gun of any kind should be brought to school.

The possession of a weapon, fireworks or firecrackers will result in suspension, referral to the Garden City Police Department and possible dismissal. No pocket knives of any kind are permitted in school.

### **SMOKING**

Smoking and the lighting of matches, etc. is forbidden at all times by any student in the school building, on the grounds, or at any activity sponsored by the school or the parish. Students violating this regulation will have a parental conference with the principal and the pastor. On the second offense, the student may lose his/her right to remain in the school.

## **FIGHTING/BULLYING**

Fighting, bullying or acts of harassment are counter to our mission as a Catholic School. Consequently, fighting, bullying and/or harassment are considered a very serious matter and will not be tolerated at Saint Anne's. Students who involve themselves in a pattern of such behavior may be suspended and will be subject to dismissal.

## **DRUGS AND ALCOHOL**

A student found possessing or using alcohol or drugs during the school day, at any school activity or on the school grounds at any time will be reported to his parents immediately. A conference with the principal and the pastor will follow. The student will be required to be enrolled in a counseling program that deals with such behavior if he/she desires to remain in the school. Any student apprehended selling or making available drugs or alcohol will be expelled from school and reported to the GCPD.

## **FIRE DRILLS**

Fire safety is always important. To ensure this safety, regular fire drills are conducted. During a fire drill, all students will leave the building immediately with their teacher or supervisor, maintain silence throughout the drill, and remain orderly. Any student who violates these rules must know that this is an act of misconduct which will be dealt with seriously. Any student turning in a false alarm will be expelled immediately. Suspension from school will be imposed on any student who irresponsibly activates a fire extinguisher.

## **TRIPS**

All school sponsored field trips will be supervised by members of the faculty and will require a parental permission slip. All school regulations will be in force on these trips.

## **STUDENT ARRIVAL AND DISMISSAL PROCEDURES**

### **BUSES**

It is the responsibility of the parents to arrange for bus transportation to Saint Anne's School with the school district of residence. Behavior at school bus stops is a mutual concern. School authorities make every effort to cooperate with local residents in maintaining order and control of students at bus stops. In order to maintain safety and punctuality for all children who ride the buses between school and home, we request the cooperation of all parents in helping their children to understand and observe the following rules of conduct:

1. Be at the bus stop on time.
2. Respect private property at and near your bus stop.
3. Go directly to your seat; remain seated until the bus stops.
4. Do not put books and other items in the aisle of the bus.
5. Recognize the authority of the bus driver; do not distract him/her in any way.
6. Keep hands, arms, and head inside bus.
7. Avoid shouting, pushing, shoving and annoying behavior.
8. Do not touch any part of the bus as it pulls away from you after you get off.

9. Walk at least ten feet ahead of the bus when the driver is holding traffic for you to cross.

**Saint Anne's, the school district of residence and the individual bus company reserve the right to suspend a student from riding a school bus for disorderly or disrespectful conduct.** A student may not ride any bus except the bus assigned by the school district. The school has no jurisdiction in this matter. If a student is entitled to bus transportation, he/she must take the bus unless other provisions have been made previously. The school office must be informed of this change in writing. At dismissal time, all bus students will be supervised by a team of teachers as the students board their buses.

### **WALKERS**

Students who walk to school, and who must cross New Hyde Park Road, must do so at New Hyde Park Road and Fairmount Blvd. where a crossing guard has been stationed by the Nassau County Police Department for the protection of St. Anne's students. All walkers should enter the school using the McCloskey entrance doors on Dartmouth Street. **Walkers are not permitted to walk through the parking lot.**

All walkers will be dismissed as follows after the buses have left:

McCloskey – Grades Pre-K – 3  
Main Door – Grades 4-5  
Center Back Door – Grade 6  
East-End Back Door – Grades 7 - 8

### **CAR TRANSPORTATION OF STUDENTS**

At arrival time, please enter the parking lot using the entrance on Dartmouth Street. The children should enter the school using the McCloskey doors. Please leave the lot using the exit on to Fairmount Boulevard.

At dismissal time, please park in the parking lot and then walk to the appropriate exit to pick up your child. **PLEASE DO NOT PARK ON DARTMOUTH STREET** during arrival or dismissal times as this presents an unsafe situation for the children. Please note that at dismissal the mini-buses will line up in the parking lot to transport students home. The curb in front of McCloskey must be kept clear for the safe discharge of bus students.

### **OTHER RULES**

Any accidental damage to school facilities through the fault of the student will be repaired or replaced with the student sustaining the expense.

No student is permitted in school unless his/her immunizations are up-to-date.

All new students are automatically placed on academic and disciplinary probation for one semester.

Parents registering their child at Saint Anne's are expected to share all information that is pertinent to their child, i.e. learning problems, physical needs, etc. so that the staff can professionally work with the child. Any such vital information that is not shared with us may result in the school asking the parents to register the child in another school.

The chewing of gum is not permitted at Saint Anne's during the school day.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY**

The parent or eligible student has a right to:

1. Inspect and review the student's educational records;
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records;
4. File with the U.S. Department of Education a complaint, concerning alleged failures by the institution to comply with the requirements of the act.

*The regulations that appear in this handbook are promulgated to cover any of the many possible occurrences in the behavior of students in an N-8 elementary school. They in no way indicate that these behaviors have occurred or are a problem within the school community. The school administration and the pastor believe that students and parents must be clear on what is expected of students on all age levels and at all times. It is in this clarity that a school can function professionally and not in any arbitrary and capricious manner.*

### **PESTICIDE NOTIFICATION**

Saint Anne's School has adopted an Integrated Pest Management Program in accordance with the New York State Education Department Regulations. This program dictates that the least toxic pesticide will be used only when absolutely necessary. Any student, parent or staff member may register to receive written notification 48 hours prior to a regulated pesticide application. All interested parties should contact the main office of the school in order to register for such notification. The school office is open on the days when school is in session.

## **TESTING PROGRAM**

The testing program at Saint Anne's is used to monitor each student's progress. In addition to teacher-constructed tests, Saint Anne's administers the Diocesan Education Department's Testing Program (IOWA, COGAT) in the fall of each year. New York State Assessment tests are given in grades 4, 6 and 8. All eighth grade students will take the Integrated Algebra Regents exam. Parents are urged to call an individual teacher whenever they feel a need to discuss their child's progress.

## **HONOR ROLL**

The purpose of these honors is to recognize and reinforce those students whose spirit, effort and achievements are to be commended.

All students who receive honors must have at least a "C" in Physical Education, Art, Music, Library and Health and at least a "B" in EFFORT and an "S" IN CONDUCT in all areas. The major subjects are: Religion, Science, Social Studies, Math, Language Arts, and Spanish (grades 6-8).

### OUTSTANDING SCHOLASTIC ACHIEVEMENT

No achievement grade below an A

### EXCELLENT SCHOLASTIC ACHIEVEMENT

No achievement grade below a B

Besides the awards for Outstanding Scholastic Achievement and Excellent Scholastic Achievement at an assembly in June we will also present awards for:

### PERFECT ATTENDANCE

---These students had perfect attendance for the entire school year.

To be placed on our Honor Roll students must have a 1(commendable) or 2(satisfactory) on the Personal Growth and Community Awareness section of the Assessment Card. More than three unexcused lateness's in the same trimester may preclude students from honor roll status.

## **TUITION**

Tuition includes Books and Activities. The completed re-registration form (FACTS) and \$200 check made payable to "Saint Anne's School" confirms your child's/children's registration. Registration fees of \$200 per child for in-parish and out-of-parish families are **NON-REFUNDABLE** if a child registers but does not attend Saint Anne's.



SAINT ANNE'S ELEMENTARY SCHOOL  
25 DARTMOUTH STREET  
GARDEN CITY, NEW YORK 11530

STUDENT/PARENT HANDBOOK

SEPTEMBER 2016

We have read this handbook and have discussed the school's philosophy, rules and procedures with our children. We agree to uphold and abide by these policies.

Date: \_\_\_\_\_

Parents Signature: \_\_\_\_\_

Students (Gr. 4-8): \_\_\_\_\_

Signatures: \_\_\_\_\_

\_\_\_\_\_

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**PLEASE RETURN THIS PAGE OF THE STUDENT/PARENT HANDBOOK TO  
YOUR OLDEST CHILD'S HOMEROOM TEACHER AT YOUR EARLIEST  
CONVENIENCE.**

