St. Anne School Handbook

Revised August 2022

Learn, Succeed, Lead

ST ANNE SCHOOL HANDBOOK

Dear Parents,

Thank you for choosing St. Anne School for your child's education. Our faculty and staff are dedicated, first and foremost, to providing your children with an outstanding Catholic School education. Safety is our number one priority, and we continue to make upgrades to our facility to provide the safest surroundings for all of our St. Anne Family. We look forward to working alongside you to form a strong partnership between home and school.

Mission Statement

St. Anne School serves students from early education through 8th grade. Our program goal is to help students excel through sound academic preparation, commitment to prayer, service, and respect for others. We strive to nurture our students' individual God given gifts, challenging them to lead and contribute to their community. St. Anne's administration and faculty work to provide a secure and safe setting in which students may celebrate the joy of learning.

Our program continues its long and rich tradition of academic excellence, partnering with families to lovingly teach students values and enthusiastically value every student.

ADMINISTRATION OF THE SCHOOL

St. Anne School is a Pre-K -8 school that operates under the auspices of the Diocese of Allentown. The guidelines, policies, and procedures of the Diocesan Department of Education govern the school. The St. Anne Parish pastor is our spiritual leader. The pastor, in concert with the school principal, oversee the general and financial operations. The principal is responsible for the day to day and academic decisions of St. Anne School

ST. ANNE SCHOOL ADMINISTRATIVE DIRECTORY

Title	Name	Phone	Availability
Principal	Mr. Jim Krupka	610-868-4182 ext. 39	Monday- Friday 7:30AM - 3:30 PM
Assistant Principal	Mrs. Kim Abrams	610-868-4182 ext.17	Monday- Friday 7:30AM - 3:30 PM
Admissions Director	Mrs. Connie Druckenmiller	610-868-4182 ext. 44	Monday- Friday 7:30AM - 3:30 PM
Advancement Director	Mrs. Anne Houston	610-868-4182 ext. 44	Monday- Friday 7:30AM - 3:30 PM
Lead Teacher - Gr. 2-4	Mrs. Betsy Blumetti	610-868-4182 ext.17	Monday- Friday 7:30AM - 3:30 PM
Lead Teacher - Gr. 5-8	Mrs. Karen Miklus	610-868-4182 ext.17	Monday- Friday 7:30AM - 3:30 PM
Preschool Director	Mrs. Amy Lisson	610-868-7513	Monday- Friday 8:30AM -3:00PM
Office Staff	Mrs. Monica Emrock	610-868-4182 ext. 10	Monday - Friday 7:30 AM - 3:30 PM
Option C/Tuition	Mrs. Rayann Vasko	610-868-4182 ext. 11	Monday- Friday 7:30 AM - 11:30 AM
PRO Lunches	Mrs. Pam Oravec	610-868-4182 ext. 41	Monday- Friday 9:00 AM -12:30 PM
Director of Religious Education	Mrs. Monica Emrock	610-868-7514	Monday- Friday 7:30AM - 3:30 PM

Bethlehem Area School District Transportation Department - 610-861-036

School Admission Process

All are Welcome!

Your first step in attending St. Anne School is to follow the admission process:

1. Visit our school website for information at www.stannebethlehem.org.
2. Contact the Advancement Office to request information or to set up a visit - 610-868-4182 or TBD@stannebethlehem.org
3. Complete all registration forms and submit all required paperwork-
    - Completed registration form.
    - Copies of birth certificate, up to date immunization records, baptismal certificate (if applicable), registration fee, and other forms that may be required if your student is transferring from another school.
    - Testing evaluations, IEPs and 504 plans.
    - If your student requires learning support or has any special educational needs, you **must submit that paperwork for review prior to registration.**
4. **Kindergarten** - Kindergarten students are considered new students to the school and as such, are encouraged to tour the school and submit all required paperwork and registration forms. All students entering Kindergarten must be 5 years old by October 15 of the year they enter Kindergarten.
5. **Transfer students grades 1- 8** - If your child is registering from another school, the following is required:
    - Current report card
    - Special test results, IEP, 504 plans, etc.
    - Discipline or other behavioral reports
    - A meeting must be arranged with the student and Principal and tour the school.
    - Students 4-8 grade are strongly recommended to attend a student shadow day prior to enrollment.

Transfer Procedure

When students are transferring to another school, the parents are asked to notify the office personnel. Please complete an exit survey. Upon request from the receiving school, the student's academic and health records will be forwarded to the receiving school. All financial obligations must be met before school records will be transferred.

Attendance

St. Anne School follows the school attendance guidelines of the Commonwealth of Pennsylvania and the Diocese of Allentown.

On the day of absence, you must call the office by 8:45 AM at 610-868-4182. Follow the voicemail instructions for reporting an absence. If your child is absent and the school does not receive your phone call, St. Anne School will call you to verify your student's absence.

The Commonwealth of PA requires a written note of excuse stating the reason, date of absence, and parent or guardian signature. This note must be presented to the homeroom teacher upon returning to school.

- The absence will be considered unexcused until proper documentation is provided.
- If a student is absent a total of 10 days for any reason, a doctor's note is required for each subsequent absence.
- Students who are absent for three consecutive days or more due to illness, a note from the doctor is required in order to return to school
- Chronic attendance offenders will be reported to the School District Truant Officer.

Parents are encouraged to make doctor appointments before and after school hours. Provide a written note if the student needs to leave school early. Parents or guardians must come to the school office to sign the student out and in upon returning. No student may leave the school grounds without permission from their parent and school principal.

Lateness

A student arriving after 8:10 is considered late. The student must report to the school office with a parent or guardian or a note signed by the parent or guardian stating the reason for being late.

Excused lateness - doctor /dental appointment, car trouble, weather or similar reasons

Unexcused lateness - over-sleeping, recurring car trouble, etc. Three unexcused lateness's result in a disciplinary slip being issued.

Make-up work

All homework, quizzes, tests, presentations, projects, etc. assigned for the day of absence are due within one day of returning. All missed work is made up in a one-to-one time frame. For example, if a student is absent three days, he/she has three days to make up work. **It is the student's responsibility to make arrangements with their teacher in order to complete all missed work. Work not submitted will receive an incomplete, which is averaged in as a zero until the work is submitted.**

Vacation

If a vacation absence extends three days or more, the parent or guardian must complete a vacation absence form stating the destination, dates, etc. It is the parent, guardian, and student responsibility to make up work, as per the make-up policy for absence due to illness.

Arrival and Dismissal Procedures

The safety of our students is our primary concern. These procedures will be strictly enforced, no exceptions.

Double parking around the school grounds, including parking lot, Hickory Street, Easton Ave., or Washington Ave. is prohibited at all times.

Morning Arrival

All car riders or walkers enter the building on Hickory Street through the Community Center doors from 7:45-8:00 AM. All bus riders will disembark on Cloverleaf Street and enter the red door near the main office. Please do not drop students off prior to 7:45 AM; they will be unattended.

Afternoon Dismissal

If you need to change the way your student goes home, please call the office by 2:00 PM.

This dismissal procedure has been put into place by the Bethlehem Police Department and is safe and effective.

Car Riders-

Parents and Guardians are asked to park on Hickory Street no earlier than 2:40 PM. The street will be closed off to through traffic and cars will form four lines. Students will exit the school building and will not be released to parents until vehicles are parked and not moving. If parents arrive after the students are released, they are asked to remain parked on Easton Ave. until they are directed to move forward. We will not release students to anyone parked on Easton Ave. You must wait your turn to be guided onto Hickory Street. Students will not be released to parents parked in the strip mall parking lot. The business owners will call the police.

Walkers

Walkers are dismissed in two lines - Easton Ave and Linden Street.
Students may not be removed from their line.

Parents and guardians may meet students at the corner of Linden and Washington, or the corner of Easton and Washington Ave.

Bus Riders

Bus Riders are picked up on Cloverleaf Street and the parking lot and supervised by teachers.

Extended Care

The students are escorted to Extended Care by the staff. Parents may pick up students beginning at 3:15 PM. Extended Care can be accessed from the Extended Care entrance off the parking lot.

Bus Service

The public school district in which the student resides provides bus service for students attending St. Anne School. Bus schedules are sent to parents/guardians from their public-school district's Department of Transportation in the latter part of August.

Students are expected to conduct themselves in a respectful and safe manner while traveling on the bus to and from school. In case of frequent misconduct reports from the bus driver, a student may be denied bus privileges by the Principal and/or the public school district.

Questions concerning bus schedules or bus stops should be brought to the attention of the Department of Transportation of the student's home school district

Early Dismissal

On early dismissal days, students will be dismissed at 12:00. The schedule does not allow for students to eat lunch at school on early dismissal days. If your child is attending extended care on early dismissal days they must bring lunch.

Extended Care

For an additional fee, St. Anne School provides a before school and after school program. This program is available from 7:00 AM until 6:00 PM. All children must be registered to attend. A separate invoice will be sent home for this service.

Transportation

A handwritten note must be sent to school if a child is changing the way they go home. Parents/guardians may also call the school office before 2:00 PM to request a change in the way a student goes home.

Dress Code and Personal Appearance

All students are expected to come to school neat and clean. Now that shorts are permitted all year, students should dress according to the weather and expect to go outside for recess, weather permitting.

K-5 DRESS CODE

Girls	Boys
Flynn and O'Hara plaid jumper, skirt must touch the top of the knees.	Khaki dress pants/chinos with brown or black belt; belts are optional for grades K-2. **NO cargo pants or jeans.**
Hunter green polo with St. Anne School logo on the front, long or short sleeve, purchased at Flynn and O'Hara.	Hunter green polo with St. Anne School on the front, long or short sleeve, purchased at Flynn and O'Hara.
Khaki long pants with brown or black belt; belts are optional in grades K-2. **NO cargo pants or jeans.**	Khaki walking shorts with brown or black belt; belts are optional in grades K-2. **NO cargo shorts.**
Khaki skort	White or hunter green over the ankle socks MUST be worn with shorts.
Khaki walking shorts with brown or black belt; belts are optional in grades K-2. **NO cargo shorts.**	Sneakers may be worn, no glitter, light up, wheeled or adorned sneakers.
Navy blue or Hunter green tights or knee socks with jumper and skort. White or hunter green over the ankle socks may be worn with shorts.	
Sneakers may be worn, no glitter, light up, wheeled or adorned sneakers.	
Blue, black, or brown shoes, No boots, heels, clogs, open-toed or backless shoes	
Hunter green or Navy-blue sweater (optional)	
Navy blue, hunter green or school plaid headbands may be worn.	

Gym Uniform K-5

- NO JEWELRY, except post earring for girls
- Hunter green St. Anne sweatshirt and sweatpants purchased at Flynn and O'Hara.
- Spiritwear or CYO sweatshirts and sweatpants
- St. Anne mesh gym shorts and T-shirt purchased at Flynn and O'Hara.
- T-shirt may be from Spirit Wear, CYO, or Marathon Day
- Sneakers, no dark soles
- White, green, or black socks

Grades 6-8 DRESS CODE

Girls	Boys
Flynn and O'Hara plaid kilt, skirt must touch the top of the knees	Khaki dress pants/chinos with brown or black belt. **NO cargo pants or jeans**
Hunter green polo with St. Anne School logo on the front, long or short sleeve, purchased at Flynn and O'Hara.	Hunter green polo with St. Anne School on the front, long or short sleeve, purchased at Flynn and O'Hara.
Khaki dress pants/chinos with brown or black belt. **NO cargo pants or jeans**	Khaki walking shorts with brown or black belt. **NO cargo shorts**
Khaki walking shorts with brown or black belt. **NO cargo shorts**	Black or Brown leather or leather like school shoes
Navy blue, black, or brown leather or leather-like dress shoes, No boots, heels, clogs, open-toed or backless shoes	Tan, black, white or hunter green socks
Navy blue or Hunter green tights or knee socks White or hunter green over the ankle socks	White or hunter green over the ankle socks
¼ zip hunter green pullover from Flynn and O'Hara (optional)	¼ zip hunter green pullover from Flynn and O'Hara (optional)
Hunter green or Navy-blue sweater (optional)	Hunter green or Navy-blue sweater (optional)
Navy blue, hunter green or school plaid headbands may be worn.	

Gym Uniform 6-8

- NO JEWELRY, except post earring for girls
- Hunter green St. Anne sweatshirt and sweatpants purchased at Flynn and O'Hara.
- Spiritwear or CYO sweatshirts and sweatpants
- St. Anne mesh gym shorts and T-shirt purchased at Flynn and O'Hara.
- T-shirt may be from Spirit Wear, CYO, or Marathon Day
- Sneakers, no dark soles
- White, green, or black socks

Important Dress Code Concerns

- Pants must be worn at the waist.
- Skirts/jumpers must touch the top of the knee.
- Skirts may not be rolled.
- Shirts must be tucked in.
- All hair accessories must be school plaid, navy blue, or hunter green and all headbands must be worn in the hairline.
- Headbands with large bows or flowers are not permitted.
- Small barrettes and hair pins to keep the hair out of eyes are allowed.
- Hair is to be kept neat and clean at all times and out of students' eyes.
- Students may not alter natural hair colors. No extreme hairstyles (fades, mohawks, etc).
- Boys' hair must not touch their collar. Haircuts are a must. No facial hair allowed.
- **Permitted Jewelry:** religious necklace, watch (SMART watches or any watches that connect to the internet are not allowed), religious bracelets or bracelets for a cause, **limited to 3 total bracelets**.
- Girls may wear post earrings, and one ring.
- **Earrings may not be worn by boys. Girls may wear only 2 post earrings in the lower lobe. No hoops or dangling earrings. No cartilage piercings allowed.**
- Visible body piercing jewelry and tattoos must be covered.
- **Nail polish** - Girls may wear clear or pastel pink nail polish on natural nails. No fake nails allowed.
- **Make-up-** No student shall wear make-up.
- **Hats** may not be worn in the school building unless it is for a special occasion or with teacher and Principal approval.
- Boots may be worn to school in inclement weather but must be removed during the school day.

Dress Down Day Dress Code

- **Clothing must be neat, clean, and modest.**
- No rips or tears in pants/jeans/shorts.
- No pajamas
- No objectionable sayings or pictures on T-shirts.
- No camisoles, tank tops, or low- cut necklines are permitted. Shirts must cover the midriff and cannot ride up to expose skin.
- Shorts must be fingertip length - no biker or spandex shorts permitted.
- No flip flops, backless sandals, clogs, open-toed, or heels over 1 inch.
- Make-up or jewelry - follow the rules for regular school days.
- Tight fitting pants such as yoga pants; must be worn with a shirt that extends past the hips at fingertip length

Tuition and Financial Obligations

All tuition and fees must be paid in a timely manner. The cost to educate each child comes from a variety of sources - tuition, parish subsidy, and financial assistance.

TUITION AND FEE PAYMENT RESPONSIBILITY

The tuition policy requires that the parents and/or guardians must arrange to pay the total tuition and fees charged for the current year. All school families are required to make tuition payments using the STS Tuition Management System. Each family's preferred manner of payment must be submitted each year at the time of student registration. Through this plan, the parent/guardian authorizes the bank to transfer the tuition payment from a checking or savings account.

It is the responsibility of each parent and /or guardian to keep the STS Administrator of the school informed of their need to make any changes in their preferred tuition payment plan. It is the responsibility of each parent/guardian to make the necessary arrangements with STS to facilitate any changes in their preferred tuition payment plan. It is NOT the responsibility of anyone at the school to change these options with STS.

NEW REGISTRATION

Parents/guardians will be required to complete registration forms for each child. Each registration form must be complete prior to the start of school. The registration fee will be due at the time of registration.

TUITION AND FEE SCHEDULE

The Board and Pastor will determine the Tuition schedule and it will be posted.

- Fees are non-refundable.
- Fees charged by STS are not controlled by St. Anne School and are the responsibility of each school family to address.

DIFFICULTY IN PAYMENT OF TUITION

It is the obligation of each parent/guardian to contact the school as soon as possible when they are experiencing economic difficulties or changes in life situations. Families who experience these problems may contact the Principal of St. Anne School. We will arrange a confidential meeting to discuss arrangements. All conversations will be held in strict confidence.

TUITION AND FEE DELINQUENCY

School families know that their child/children will not be allowed to attend St. Anne School if they fail to pay tuition according to the agreement that they have made with STS or who have not reached out to the Principal for suitable arrangements. Tuition collection will be initiated through the school attorney.

If there is outstanding tuition or fees at the end of each trimester or the end of the year, report cards and other documents will be held until all financial obligations are met. Students may not be able to participate in school events such as field trips or graduation.

Drills

Fire, weather, active shooter and intruder drills will be conducted throughout the school year. Directions for prompt and orderly exit from the building are reviewed with faculty and students.

Grading System

Homework

Teachers assign appropriate home study to reinforce and supplement the lessons presented in class and to keep parents/guardians aware of the various curriculum areas.

Ten minutes of homework per grade level is generally expected for an average student. If a student is spending excessive time on homework, please contact the teacher.

Parents/guardians should see that homework is completed and checked for neatness **after the** student has completed the homework assignments. If it is required by teacher policy, parents/guardians should sign homework books on a daily basis.

Assessment Results

Grades are available through the school's student management system: Option C. Information for accessing Option C will be sent home at the beginning of the year. Parents and students will be able to access and view all grades. Teachers will post graded assessments within a week of the assessment.

If a parent would like to see a particular test, he/she may contact the teacher and it will be sent home with the student. It needs to be returned to the teacher within the week.

Report Cards

According to the Diocesan schedule, report cards are issued three times a year.

If a student is failing a subject, parents/guardians are contacted in time to allow for improvement.

Each trimester, students in Grades 3-8 can achieve Distinguished, First, or Second Honors if the following criteria is met:

Distinguished Honors: 95% or higher general average, with no trimester grade lower than 90% in a major subject area, an S or above in all minor subjects and G or above in effort and conduct

First Honors: 90-94% general average, with no trimester grade below an 85% in a major subject area, an Sor above

Second Honors: 85-89% general average, with no trimester grade below an 80% in a major subject area, an S or above in all minor subjects and an S in conduct and effort

Evaluation Codes

Primary Grades (K-2)

A letter grade on the dark ruled line indicates progress in that subject or area of development. Progress in basic skills is reported according to the specific level on which the student is working.

O - Outstanding	97-99
VG - Very Good	90-96
G - Good	85-89
S - Satisfactory	75-84
N - Needs Improvement	70-74
U - Unsatisfactory	Below 70

- A plus mark underneath the letter mark indicates strength in a specific area of achievement or development
- A check mark indicates that the student meets expectations.
- A minus mark indicates areas of weakness.
- If the skill has not been assessed, the area will be left blank.

Grades 3-8

Exact numerical grades are used. This grade reflects the major areas of evaluation, namely tests, quizzes, homework, projects, class participation, and daily work.

The codes 0, VG, G, S, N, U are used to evaluate Minor Subjects (Handwriting, Art, Music, Physical Education). The evaluation should reflect the philosophy of continuous progress. Frequent parent/guardian conferences should clarify this concept of continuous progress.

Promotion/Retention Policy

Students who successfully complete the course of study as prescribed by the Diocese of Allentown in each grade level are promoted to the next grade level.

Students who fail **two or more major subjects** for the year will be retained. The school shall have the final decision for retention. Students who fail one or more subjects must receive 20 hours of tutoring during the summer or must attend summer school before being promoted to the next grade.

Students who have a **failing average for the year (below 70)** may be required to repeat the grade. In some cases, a student may not be able to repeat at St. Anne School.

Parent/Guardian Conferences

Formal Parent/Guardian- Teacher conferences are held once a year. Parents will be contacted with instructions to sign up for conferences. If questions or concerns arise at other times of the year, parents/guardians are strongly encouraged to contact the teacher and arrange for a conference.

Health Policy

Parents /guardians are asked to notify the school office if a student has an illness. Leave a message on the office answering system. To prevent the spread of contagious, infectious diseases, parents/guardians are requested to keep sick students at home as soon as symptoms are detected. **A student must be fever and vomit free for 24 hours before returning to school.**

Parents will be notified if their child becomes sick or injured during the school day. Students who come to the office and have a fever above 100° F will automatically be sent home.

If parents/guardians cannot be reached, the person designated on the emergency information sheet will be contacted. **Please keep this emergency information updated. Inform the office if your phone number or other information changes.**

Medical

The Bethlehem Area School District provides a nurse to St. Anne's School. This nurse is at school one day a week and she is responsible for the maintenance of health records, health assessments, parental contact concerning health care of minor injuries, and as a resource in health education. The nurse also performs regular height and weight checks, and hearing and vision screening.

When the BASD nurse is not here, the office staff will attend to minor injuries, dispensing approved medication, and parental contact concerning health.

The school nurse administers the following health screenings:

Grades K-8	Height, weight, BMI (body mass index), vision
Grades 6 & 7	Scoliosis
Grades K-3, 7	Hearing
Grade 1	Color vision
Grade 2	Depth perception, stereo optic testing
Grades K & 6	Physical exam
Grades K, 3 & 7	Dental exam

Medication

School personnel may give prescribed medication only if the *Authorization for Medication During School Hours* form has been signed by both parents/guardian and the attending physician. This form must be kept on file in the school office. If necessary, a parent may come to school to administer the medication to their child.

Any medication sent to school must be in a properly labeled container. No medications of any kind are kept in a child's desk, pocket, lunch box, school bag, pencil pouch or locker, unless it is a rescue inhaler or EpiPen. All medications are kept in the health room.

Insurance

The Diocese of Allentown has implemented a Student Accident Insurance Program covering all students attending St. Anne School.

Counseling

Colonial Northampton Intermediate Unit 20 provides a school counselor for St. Anne School. The counselor may see students individually for emergency situations. They will evaluate situations, and will provide a recommendation to the administration. All other work by IU20 counselors will be done in a group setting.

Lunch Program

- Lunch is eaten in the Community Center. Students may pack or buy lunch.
- A hot lunch program is offered to all students five days a week provided by PRO Lunches.
- Hot lunch costs $3.75
- Students may use tickets or pay cash on the day they wish to purchase lunch.
- **Students are encouraged to purchase lunch tickets through PRO Lunches. Please send in a check made out to PRO Lunches, place it in an envelope with the students' name and room number on the front and turn it into their teacher.**
- Ticket orders will be returned the day of purchase.
- A monthly menu is provided to families on the St. Anne school website.
- Glass containers and soda are prohibited.
- Students will pray reverently before and after lunch

Field Trips

Field trips are an extension of the curriculum and are considered part of the normal school day.

Parent/guardian permission slips are required for a student going on a field trip. These forms will be given to the students at school.

An adequate number of chaperones must be available for supervision. All chaperones must have diocesan and state clearances. Siblings are not permitted on field trips. Chaperones must be at least 25 years of age.

Private cars are sometimes used as a means of transporting students to and from field trips. All drivers must complete a driver information sheet before the trip.

Students who are not permitted by their parent/guardian or the school (discipline, academic, or tuition problems) to participate in the trip will be required to report to school for the entire day.

Recess

All students will have outdoor recess when weather permits; otherwise, recess is indoors. Please be prepared with the proper, weather-appropriate clothing.

Student Intervention Team {SIT)

The student Intervention Team identifies students who need academic or behavioral support. Members of this team are Parents, Teacher, Principal, School Psychologist provided by the IU, and Remedial Teacher. The SIT process is initiated by the teacher or parent request.

Class Parties

Class parties are allowed with the authorization of Teachers and Principal. Birthday treats, that have been pre arranged with the teacher, are welcome. Please follow the teacher's guidance on food allergies in the class. Invitations to home parties may be given out in school only if the whole class or gender is invited.

Religion

In conjunction with Diocesan policy, students in all grades must attend Religion classes daily. The entire student body attends Mass when scheduled. The Sacraments of Reconciliation, Communion and Confirmation will be offered to Catholic students.

Preschool

Preschool programs for three- and four-year-olds are available. For more information, please contact The Preschool Director or Advancement Director.

Search Policy

Student lockers or other storage spaces and their contents, including personal items belonging to students, may be searched at any time at the discretion of the administration.

Technology Concerns

Students' or parents' postings on social media that contain defamatory comments regarding the school, the faculty, other students or the parish or any harmful postings made while representing St. Anne School (wearing clothing with the school's name or logo, naming the school) will result in disciplinary action including possible expulsion. Such postings about the school community will result in the child/children being disenrolled from the school. There will be no reimbursement for tuition following the student's disenrollment.

Cell Phones

Cell phones may be brought to school. Cell phones must be turned off. In grades 6-8, they will be collected and stored until the end of the day. Students may retrieve them at the end of the day. Cell phones must not be used during the school day. Cell phones being used during school will be confiscated and turned in to the Principal. Parents will be contacted to pick up the phone at a mutually convenient time. Students with inappropriate photos or the transmission of those photos, will be subjected to law enforcement.

Communication

A communication email will be sent weekly. Please read this important communication and respond to any forms or requests asked.

Pandemic

All faculty, staff, students, and visitors to the school must adhere to the current COVID-19 guidelines established by the Diocese of Allentown.

Discipline Policy

St. Anne students are expected to be good role models. We expect everyone to accept his/her responsibility as a member of St. Anne School. Discipline codes are established so that every child is protected and has the opportunity to learn in a safe, orderly and disciplined environment that allows each teacher to educate.

- Continued disregard for school regulations and disrespect for others will lead to disciplinary action. Infractions will be handled according to time, place, age and circumstances.
- The school reserves the right to suspend, expel, or dis-enroll a student for unsatisfactory academic performance, disciplinary problems, failure to pay tuition, and for other justifiable reasons.
- Any direct threat that disrupts the learning environment will be addressed according to the policies of the school and civil laws.
- Discipline slips will be issued for the Minor and Major Infractions (listed below)
- Three minor infractions will result in a detention
- Five minor infractions will result in one day of in-school suspension (ISS)
- After two in-school suspensions, one day of out-of-school suspension will be issued

MAJOR INFRACTIONS
bomb threat
smoking/vaping
vandalism/major property damage
cheating/lying/forgery/stealing
truancy
drug usage
physical/verbal altercation between students
physical assault of a faculty/staff member
weapons
violations of social media code
violations of the Technology Protection Measure of the Acceptable Use Policy

MINOR INFRACTIONS
chewing gum
minor property damage
disrespecting teacher/staff
disrespecting other student
eating/drinking at inappropriate time
incomplete homework
unsigned test folders
profanity
technology usage violating classroom rules (not including Acceptable Use Policy)

Discipline Code

Primary Grades Kindergarten - Second Grade
In the event of inappropriate behavior, the parents will be contacted so that a solution can be worked out between home and school. Continual disregard for school regulations and disrespect for others may necessitate more serious action.

Intermediate and Middle School Grades 3-8
The discipline policy for Grades 3-8 incorporates discipline slips. When a student receives a discipline slip, the parent/guardians will be notified via email by the issuing teacher. The parents/guardians are asked to sign the form and return the blue copy of the demerit to school the next day, retaining the pink copy for their records. Scheduled detention dates, if applicable, will be noted on the demerit form.

Parents/guardians and students should review the discipline code carefully. **Students who acquire 5 minor/1 major infractions may relinquish their rights/privileges to participate in school activities including field trips, Olympic Day, Assemblies, or any other special school events.**

Detention
Detention is held on a Thursday from 3:10-4:10 PM. Two days' notice will be given when a detention is assigned. Students are released at 4:10 in the main parking lot. Parents are asked to pick up your student on time. If the student is supposed to go to Extended Care or walk home, a note must be sent to the teacher in the morning.
When a student receives detention, the infraction form will inform the parent/guardian of the date for the detention.

In-School Suspension
If a student receives an in-school suspension, the student is removed from the classroom for at least one day. The student is placed in a supervised area where all work for the day will be completed. All privileges are relinquished. In-school suspension is a major step toward possible dismissal from the school.

Out-of-school suspension
If a student receives an out-of-school suspension, missed tests, quizzes etc. must be made up the day of the student's return to school. The student is responsible to complete all work assigned. On the day of the student's return, the parent/guardian must accompany the student to school and meet with the Principal before returning to class.

Expulsion
In extreme cases, the school reserves the right to expel a student (Please see the demerit form for reasons). If a student is in possession of any illegal drugs, firearms, ammunition, and/or explosives or selling drugs, he/she will be immediately expelled. The authorities will be called. **The administration reserves the right to waive a disciplinary regulation for good cause.**