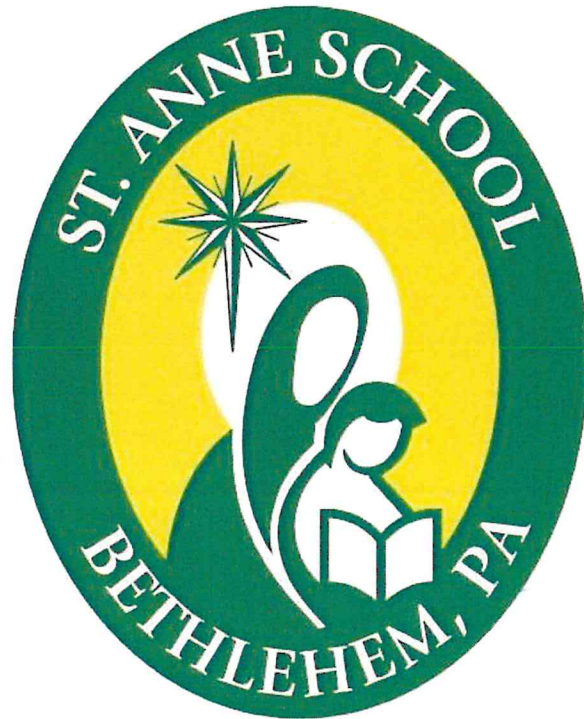


St. Anne School Handbook

Revised March 2021



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

Principal	Mrs. Karen Bentz	610-868-4182 ext. 39 Hours: Monday – Friday 7:30AM – 3:30 PM
Advancement/Enrollment Director	Mrs. Eileen Brida	610-868-4182 ext. 44 Hours: Monday – Friday 8:00 AM – 3:30 PM
Preschool Director	Mrs. Amy Lisson	610-868-7513 Hours – Monday – Friday 8:30AM -3:00PM
Office Staff	Mrs. Monice Emrock	610-868-4182 ext. 10 Hours: Monday – Friday 7:30 AM – 3:30 PM
FACTS/Tuition	Mrs. Rayann Vasko	610-868-4182 ext. 11 Hours: Monday – Friday 7:30 AM – 11:30 AM
PRO Lunches	Mrs. Pam Oravec	610-868-4182 ext. 41 Hours: Monday – Friday 9:00 AM – 12:30 PM
Director of Religious Education	Mrs. Monica Emrock	610-868-7514

Bethlehem Area School District Transportation Department – 610-861-0360

School Admission Process

All are Welcome!

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

1. Logon to 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 ebrita@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, IEP's 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, families must 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
 - Must set up a meeting 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. This phone line is operational 24/7, leave a message. Follow the voicemail instructions for reporting an absence. Leave the students name, homeroom, reason for absence and homework instructions. **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. Students who are absent for three days or more due to illness, a note from the doctor is required in order to return to school.

If a student is absent a total of 10 days for any reason, a doctor's note is required.

Parents are encouraged, when possible 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 be picked up in the classroom under any circumstances. No student may leave the school grounds without permission from their parent and school principal.

Chronic attendance offenders will be reported to the School District Truant Officer.

Lateness

A student arriving after 8:15 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. A late slip will be provided.

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 demerits being issued.

Make-up work

One day absent – All homework, quizzes, tests, presentations, projects, etc. assigned for the day of absence are due the day the student returns.

Two – five consecutive days of absence - 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 arrangement with their teacher in order to complete all missed work. Work not completed will receive a failing grade.**

Vacation

Parents are strongly discouraged from removing students from school for vacation purposes. If the vacation absence extends three days or more, the parent or guardian must complete a vacation absence form stating the destination, dates, etc.

Work Missed During Vacation

It is the parent, guardian, and student responsibility to make up work. No work will be given prior to the vacation.

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 7:45-8:15 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 2:30 PM.

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 on to Hickory Street. Students will not be released to parents parked in the strip mall parking lot. The business owners will call the police.

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

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.

Dress Code and Personal Appearance

All students are expected to come to school neat and clean.

Summer Uniform may be worn from the first day of school until October 31 and April 1 to the end of school.

Girls – Grades K-5

- Flynn and O'Hara plaid jumper with hunter green golf shirt with St. Anne School on the front, long or short sleeve.
- Khaki long pants with brown or black belt; belts are optional in grades K-2
- Khaki skort
- Navy Blue or Hunter green tights or knee socks
- Sneakers may be worn, no high tops, glitter, light up or adorned sneakers.
- Blue, black, or brown shoes, No boots, heels, clogs, or backless shoes
- Hunter green or Navy-blue sweater (optional)
- Navy blue, hunter green or school plaid headbands may be worn.

Grades 6-8

- Plaid kilt with hunter green golf shirt
- Long khaki pants with brown or black belt
- $\frac{3}{4}$ zip hunter green pullover from Flynn and O'Hara (optional)
- Navy blue or Hunter green sweater (optional)
- Navy blue or hunter green knee socks or tights.
- Shoes must be brown, black, navy blue leather or leather like dress shoes.

Gym Suit for K-8

- Hunter green St. Anne sweatshirt and sweatpants purchased at Flynn and O'Hara.
- Spirit wear purchased through St. Anne School
- 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
- White, green, or black socks

Girls Summer Uniform (optional)

- Khaki walking shorts
- Hunter green Polo Shirt purchased at Flynn and O'Hara.
- White or hunter green over the ankle socks
- Sneakers

Boys – Grades K-5

- Khaki Pants with brown or black belt; belts are optional for grades K-2.
- Hunter green polo with St. Anne School on the front, long or short sleeve, purchased at Flynn and O'Hara.
- Sneakers

Grades 6-8

- Khaki Pants with brown or black belt
- Hunter green polo with St. Anne School on the front, long or short sleeve, purchased at Flynn and O'Hara.
- Black or Brown leather or leather like school shoes
- Tan, black, white or hunter green socks

Gym Suit for K-8

- Hunter green St. Anne sweatshirt and sweatpants purchased at Flynn and O'Hara.
- Spirit Wear purchased through St. Anne School
- St. Anne mesh gym shorts and T-shirt purchased at Flynn and O'Hara.
- T-shirts may be from Spirit Wear, CYO, or Marathon Day
- Sneakers
- White, green, or black socks

Boys Summer Uniform (optional)

- Khaki walking shorts
- Hunter green Polo Shirt purchased at Flynn and O'Hara.
- White or hunter green over the ankle socks
- Sneakers

Dress Down Day Code

- **Clothing must be neat, clean, and modest.**
- No rips or tears in pants/jeans.
- 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, or heels over 1 inch.
- No 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

Important Dress Code Concerns

- Pants must be worn at the waist. Skirts/jumpers must touch the top of the knee.
- Headbands with large bows or flowers are not permitted. Headbands of navy blue, hunter green or school plaid allowed. Small barrettes and hair pins to keep the hair out of eyes are allowed. Cloth headbands are permitted but must be worn in the hairline. They can be grey, black, hunter green or navy blue.
- **Hair** is to be kept neat and clean at all times and out of their 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.
- Jewelry is limited to a religious necklace, watch (SMART watches or any watches that connect to the internet are not allowed), girls may wear 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.**
- Bracelets are not permitted
- Visible body piercing jewelry and tattoos of any kind are not permitted.
- Sweaters or the ¾ zip pullover for the Middle School students, can be worn with the school uniform. Do not wear the gym sweatshirt or spirit wear sweatshirt with the school uniform.
- **Nail polish** – Girls in grades 6-8 may wear clear or pastel pink nail polish on natural nails. No fake nails allowed unless with a written note approved by the Principal.
- **Make-up** – Girls in grades K-7 and all boys, may not wear make-up.
Girls in grade 8 only may wear light mascara. Eye liner, blush, or foundation (powder or liquid) will not be permitted.
- Hats may not be worn in the school building unless it is for a special occasion or with teacher and Principal approval.
- Leg warmers, and boots may be worn to school in inclement weather but must be removed during the school day.
- Skirts may not be rolled.
- Shirts must be tucked in.

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 FACTS 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 FACTS 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 FACTS 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 FACTS.

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 FACTS 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 FACTS 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. Study homework is a very important part for progress.

Parents/guardians should strive to help students develop good study habits and provide them with a quiet atmosphere whenever possible. Ten minutes of homework per grade level plus 5 minutes is generally expected for an average student. If a student is spending excessive time on homework, please contact the teacher. This may indicate a learning difficulty and a meeting may be needed through the Student Intervention Team process. (SIT)

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, parent/guardians should sign homework books on a daily basis.

Assessment Results

Grades are available through the school's student management system: FACTS. Parents and students will be able to access and view all grades. Teachers will post graded assessments within a week of the assessment. An account must be set up for this purpose. Please contact the office to set up an account.

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 a time to allow for improvement. Progress Reports will be given in the middle of each trimester.

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 S or 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 O, VG, G, S, N, U are used to evaluate Minor Subjects (Handwriting, Computer, Art, Music, Foreign Language, 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 tutoring during the summer.

Parent/Guardian Conferences

Formal Parent/Guardian- Teacher conferences are held in October. Parents will use the FACTS portal 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.

If your child is ill in the morning, please keep them home. Parents will be notified if their child becomes sick or injured during the school day. If parents/guardians cannot be reached, 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.**

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.

The school nurse administers the following health screenings:

Grades K-8	Height, weight, 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 Exams
Grades K,3,7	Dental Exams
Grades K-8	BMI (body mass index)

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 psychologist for St. Anne School. Counselors may see a student for up to three times without parental notification and consent. After the third visit, parents/guardians will be notified. If serious concerns exist, parents/guardians will be promptly notified.

Lunch Program

A hot lunch program is offered to all students five days a week. PRO Lunches provides lunch to St. Anne School. Students are required to purchase lunch tickets through PRO Lunches. Please send in check made out to PRO Lunch, place in an envelope with the students' name on the front and turn into the office. Tickets will be returned the day of purchase. Students use tickets on the day they wish to purchase lunch.

A monthly menu is provided to families via the St. Anne school website.

Lunch is eaten in the Community Center. Students may pack or buy lunch.

Glass containers and soda are prohibited. The students must always treat the lunch monitors with respect. The monitors have the authority to correct the children and demand good order during the lunch period. Reciting prayers during and after lunch will be treated with respect.

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.

All field trips are curriculum based.

The field trips for each grade are as follows however they may be adjusted for different circumstances:

Kindergarten – DaVinci Center

First Grade – Lehigh Valley Zoo

Second Grade – Crystal Cave

Third Grade – Burnside Plantation

Fourth Grade – Harrisburg

Fifth Grade – Philadelphia

Sixth Grade – Penn Museum

Seventh Grade – Liberty Science Center

Eighth Grade – Gettysburg and Washington DC

Recess

Students in Kindergarten through fifth grade have outdoor recess when weather permits; otherwise, recess is in the gym. Please be prepared with the proper weather appropriate clothing. Misbehavior during recess will result in disciplinary action.

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. Only Grades PreK – 5 are allowed to have parties. Parties during holidays or birthdays are allowed with pre-wrapped treats, being mindful of food allergies. Invitations to home parties may be given out in school only if the whole class or gender is invited.

Medical

St. Anne School is provided a nurse by the Bethlehem Area School District. This nurse is at St. Anne 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.

Medication

State law prohibits the administering of both over-the-counter (nonprescription) and prescription medication in school. Parents should administer medication to their child at home. If necessary, a parent may come to school to administer the medication to their child. School personnel may give 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.

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.

Religion

In conjunction with Diocesan policy, students in all grades must attend Religion classes daily. The entire student body attends Mass when scheduled. The Sacrament of Reconciliation 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.

Retention

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. Summer school may be required for students failing a major subject or 20 hours of tutoring before being promoted to the next grade.

Search Policy

Students have no expectation of privacy in their locker, or any other storage space assigned to them. 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. The administration may authorize or undertake such searches regardless of whether the administration has reason to believe that prohibited materials or evidence of a violation of law or school policy will be found in any particular locker or storage area.

Technology Concerns

When conflict arises, parents should address their concerns with the classroom teachers and with administration when necessary.

Posting on social media, such as but not limited to Facebook/Twitter, will result in disciplinary action including expulsion if the content of the students' or parents' postings include defamatory comments regarding the school, the faculty, other students or the parish. Parents should set a positive example of conflict resolution in keeping with our Catholic faith and values. Parents should refrain from making negative social media postings. 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, sealed in a plastic bag 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.

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 2:15 PM to request a change in the way a student goes home.

Communication

A weekly Communication Packet will be sent home via email. Please read this important communication and respond to any forms or requests asked. This communication keeps parents updated on events going on in school and the community.

Early Dismissal

Students who need to be excused for part of the day due to a medical appointment should send a note to school and given to their homeroom teacher. Parents may pick up the child in their office.

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.

Pandemic

All faculty, staff, students, and visitors to the school **must** wear a COVID face covering.

DIOCESE OF ALLENTOWN
ST. ANNE SCHOOL
INTERNET SAFETY POLICY FOR
USE OF THE COMPUTER, NETWORK, INTERNET,
ELECTRONIC INFORMATION AND COMMUNICATIONS

Introduction

It is the policy of St. Anne School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; (d) prevent use of network or computer resources to publicly oppose, degrade, or intentionally misrepresent any teachings, beliefs, or practices of the Catholic Church and € comply with the Children’s Internet Protection Act. [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children’s Internet Protection Act.*

Access to Inappropriate Material

To the extent practical, technology protection measures (or “internet filter”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the St. Anne School online computer network when using electronic mail, social networking or chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking", and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of St. Anne School staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the principal or designated representatives.

The principal or designated representatives will provide age-appropriate training for students who use the St. Anne School Internet facilities. The training provided will be designed to promote the St. Anne School's commitment to:

- a. The standards and acceptable use of internet services as set forth in the St. Anne School Internet Safety Policy;
- b. Student safety with regard to:
 - i. Safety on the internet;
 - ii. Appropriate behavior while on online, and social networking Websites, and in chat rooms; and
 - iii. Cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA")

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the Diocese's acceptable use policies.

*CIPA definitions of terms:

MINOR. The term "minor" means any individual who has not attained the age of 18 years.

Technology Protection Measure. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, that is anything that is of indecent or immoral character, including pictures, written words, recorded sound, or profane language, as that term is defined in section 1460 of title 18, United States Code;

2. **CHILD PORNOGRAPHY**, means any visual description, including any photograph, film, video, picture, or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, as that term is defined in section 2256 of title 18, United States Code; or

3. Harmful to minors.

Harmful to Minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Sexual Act; Sexual Contact. The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

DIOCESE OF ALLENTOWN
St. Anne School

ACCEPTABLE USE POLICY
For
COMPUTING AND INTERNET ACCESS

Please read the following carefully before signing this document. This is a legally binding document.

SECTION ONE: GENERAL COMPUTING POLICY

1) Acceptable Use

In order to ensure smooth system operations, the system administrator has the authority to monitor all accounts. A user must abide by the terms of all software licensing agreements and copyright laws. A user can be monitored at any time. Once a user receives a user ID to be used to access a computer or network and computer systems on that network, he or she is solely responsible for all actions taken while using the user ID. Therefore the following are prohibited:

- a) Applying for a user ID under false pretenses
- b) Sharing your user ID with any person. (If you do share your user ID with another person, you will be solely responsible for the actions of that other person)
- c) Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent
- d) Attempts to evade or change resource quotas
- e) Use of facilities and/or services for commercial purposes
- f) Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation, regardless of system location or time duration

- g) Copying programs purchased by you onto St. Anne School computers and/or the network systems, without the express, written consent of St. Anne School.
- h) Copying programs licensed to St. Anne School for personal use.
- i) Abusing computer equipment.

2) Security

As a user of a computer or network, you may be allowed to access other networks and/or computer systems attached to those networks. Therefore the following are prohibited:

- a) Use of systems and/or networks in attempts to gain unauthorized access to remote systems
- b) Decryption of system or user passwords
- c) Copying, deleting, or moving system files
- d) Deleting, examining, copying, or modifying files and/or data belonging to other users
- e) Copying of copyrighted materials, such as third party software, without the express written permission of the owner or the proper license
- f) The willful introduction of computer "viruses" or other disruptive or destructive programs into the computer and/or network or into external computers and/or networks
- g) Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data on another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.

- h) Willful destruction of computer hardware or software or attempts to exceed or modify the parameters of the system are prohibited. Nothing in this policy shall prohibit the school/institution operator from intercepting and stopping Email messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school/institution computer resources.

Section Two: Internet Access

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a St. Anne School user violates any of these provisions, his or her account will be terminated, and future access could possibly be denied. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws may also be taken. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

INTERNET ACCESS TERMS and CONDITIONS

1) Acceptable Use

The purpose of accessing the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research, and consistent with the educational objectives of St. Anne School. Each user is personally responsible for this provision at all times when using the network.

- a) Use of other organization's network or computing resources must comply with the rules appropriate for that network.
- b) Transmission of any material in violation of local, state, and/or federal statutes or regulations is strictly prohibited. This includes, but is not limited to: copyrighted material, material protected by trade secret, threatening or obscene material, and criminal activity.

- c) Use by student users for commercial activities or product advertisement (including campaigns for student government/council) is prohibited.
- d) Do not use the network in any way that would disrupt network use by others.
- e) **NEVER** reveal personal information, such as your address, phone number, password, or social security number. This also applies to others' personal information or that of organizations.
- f) Use of the network or computer resources to publicly oppose, degrade, or intentionally misrepresent any teachings, beliefs, or practices of the Catholic Church are strictly prohibited.
- g) Use of technology resources **to create**, access, or to distribute obscene, profane, lewd, vulgar, pornographic, harassing, or terroristic materials, **firearms**, or drug paraphernalia. "(emphasis added). The Acceptable Use Policy applies to any such use of a school district (or IU) 3D printer.

2) Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will be a part of a discussion with a St. Anne School faculty member pertaining to proper use of the network.) The system administrator will deem what is inappropriate use and his or her decision is final. Also, the system administrator may close an account at any time. An administrator, faculty member, or staff of St. Anne School has the right to request, for cause, that the system administrator deny, revoke, or suspend specific user accounts.

3) Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette (netiquette). These include, but are not limited to, the following:

- a) Be polite. Do not send, or encourage others to send, abusive messages.
- b) Use appropriate language. Remember that you are a representative of your school and district on a non-private network. You may be alone on a computer, but what you say can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.

- c) All communication and information accessible via the network should be assumed to be private property.

4) Electronic Mail (E-Mail)

Whenever you send electronic mail, your name and userID are included in each message. You are responsible for all electronic mail originating from your userID. Therefore:

- a) Unauthorized attempts to access another person's Email or similar electronic communications or to use another's name, Email or computer address or workstation to send Email or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- b) All users must understand that the school/institution cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the Email
- c) The school/institution reserves the right to access Email to retrieve school/institution information and records. To engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.
- d) Any information contained on a school/institution computer's hard drive or computer disks which were purchased by the school/institution are considered the property of the school/institution.
- e) Forgery (or attempt forgery) of electronic mail is prohibited.
- f) Attempts to sending harassing, obscene and/or other threatening email to another used prohibited.
- g) Attempts at sending unsolicited junk mail, "for profit" message or chain letters is prohibited.

5) Security

Security on any computer system is a high priority, especially when the system involves many users. Never use another person's account to log on to the system. If you feel you can identify a security problem, you must notify the system administrator. Do not demonstrate the problem to other users. Do not reveal your account password to anyone. Users are responsible for any misuse of their account that is due to their own negligence. Users are responsible for reporting unauthorized use of their account to the system administrator.

6) Updating Your User Information

If any information on your account changes, e.g., telephone number, location, home address, it is your responsibility to notify the system administrator.

Adopted by St. Anne School, Bethlehem, PA 18017 on June 1, 2020.

The Department of Education of the Diocese of Allentown would like to thank Bishop O'Reilly High School, Kingston, PA, the Luzerne Intermediate Unit #18, and the Diocese of Galveston-Houston for their assistance in developing this Acceptable Use Policy.

St. Anne School
Agreement for the Use of
Computers and Telecommunications
Parental Consent Form

St. Anne School has chosen to permit students access to computer and telecommunication resources to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the material available through the use of educational software and telecommunications. However, parents and guardians are warned that St. Anne School and the Diocese of Allentown do not have total control of the information on the Internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child or ward should follow. Therefore, St. Anne School supports and respects each family's right to decide whether or not their child may have access to this resource.

1. I am the parent/guardian of the below named student. I have read the Acceptable Use Policy for Computers and Telecommunications ("the policy") and I have explained it to my child/ward ("student") or I have assured myself that the student understands it. I also understand my own and the student's responsibilities regarding computer hardware, software, and Internet access at St. Anne School.

2. **Check one:**
[] I hereby consent to the student having access to, and use of, the telecommunications resources at St. Anne School. I also hereby indemnify and hold harmless The Diocese of Allentown and St. Anne School from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

[] I do not consent to the student having access to, use of, the telecommunications resources at St. Anne School

Parent/Guardian's signature

Date

Name of Parent/Guardian (Please print)

Name of Student (Please print)

City/State/Zip

Home phone/Cell phone

Work phone

**St. Anne School
Agreement for the Use of
Computers and Telecommunications**

Faculty/Staff/Volunteer Form

I have read the Acceptable Use Policy for Computers and Telecommunications ("the policy"). I understand its significance, and I voluntarily agree to abide with all terms and conditions of it, imposed by the policy. I further understand that any violation of the policy or any applicable law or of this agreement would be unethical and might even constitute a criminal offense. Should I commit any such violation, I understand that my privileges will be revoked, and disciplinary action, and/or appropriate legal action may be taken. I also hereby indemnify and hold harmless The Diocese of Allentown and St. Anne School from any claim or loss resulting from any infraction by me of the policy or any applicable law.

User's Signature

Date

Name of User (Please Print)

Job Title or position

Street Address/ City/State/Zip

Home /Cell Phone

Work Number

St Anne School
Agreement for the Use of
Computers and Telecommunications

Student Form

I have read the Acceptable Use Policy for Computers and Telecommunications, I understand its significance, and I agree to voluntarily abide with all terms and conditions of it. I further understand that violation of this agreement would be unethical and might even constitute a criminal offense. Should I chose to violate this agreement, my privileges will be revoked, and disciplinary action, and/or appropriate legal action may be taken.

Student Signature _____ Date _____

Name of Student (Please print) _____

Name of Parent/Guardian (Please print) _____

Street address/City/State/Zip

Home phone/Cell phone _____

Sponsoring Teacher (Must be signed if the applicant is a student.) I have read the Terms and Conditions of this agreement, the Acceptable Use Policy for Computing and Internet Access, and agree to promote this agreement with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student's use of the network. As the sponsoring teacher, I do agree to instruct the student on the acceptable use of the network and proper network etiquette.

Teacher name (please print) _____

Teacher signature _____

Date _____

Discipline Policy

St. Anne students are expected to be good role models. We endeavor to encourage each student to reach goals he/she has set, to encourage the growth of virtues a mature adult should possess- self-control, self-reliance, and respect for others. We expect everyone to accept his/her responsibility as a member of St. Anne School.

Norms of behavior are a must. Continual reminders about school procedures should not be necessary. Discipline codes are established so that every child is protected and has the opportunity to learn in a safe, orderly and disciplined environment that follows 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.

Smoking is NOT permitted at any time in the school building or on school premises. Vaping or electronic cigarettes are also prohibited.

Students and their parents/guardians shall be responsible for all damages to equipment or school property. This policy applies to the matter of books and supplies of all kinds as well as equipment, the building, and grounds.

If parents/guardians need to contact the teacher regarding classroom procedures, kindly contact the respective teacher by email, telephone, or sealed note. If further discussion is needed, call the office to make an appointment with the Principal. 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.

As a school we are responsible for the safety of our students, at times that safety is threatened and the school is legally obligated to act on these threats. Any direct threat that disrupts the learning environment will be addressed according to the policies of the school.

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 a demerit system. When a student receives demerits, the parent/guardians will be notified via email by the issuing teacher. The parents/guardians are asked to sign the demerit 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 demerit form carefully. **Students who acquire 50 demerits may relinquish their rights/privileges to participate in school activities including field trips, Olympic Day, Assemblies, or any other special school events.**

When a student receives detention, the demerit form will inform the parent/guardian of the date for the detention. Detention is held on a Thursday from 3:00-4:15 PM. Students are released at 4:15 from the Community Center doors. 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 given to the teacher in the morning.

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.**