



# Saint Anne Catholic School

Archdiocese of Portland

1131 NE 10<sup>th</sup> Street

Grants Pass, OR 97526

(541)479-1582

<https://stanneschoolgp.com>

## PARENT/STUDENT



Morning Arrival	7:45-8:00am
School Hours	7:45am-2:40pm
Office Hours	7:30am-3:30pm
After-School Child Care	2:40-5:30pm

### **HANDBOOK DISCLAIMER 2022**

*Updated*

The purpose of this handbook is to serve as a guidebook of information for parents, students and staff of St. Anne Catholic School. No one is required to memorize its content, but everyone is asked to be familiar with it and use it as a reference.

This handbook is intended to describe the philosophy, services and structure of the school's educational program. The administration retains the right to amend the handbook at any time for just cause. The principal is the final interpreter of the content of this handbook.



Welcome to St. Anne Catholic School! In choosing St. Anne, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Anne Catholic School for the 2022/2023 school year and any subsequent years wherein there are no updates. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Anne Catholic School during the 2022/2023 school year and any subsequent years wherein the same handbook is being used.

The faculty and staff of St. Anne look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,  
Mrs. Colleen Kotrba, Principal

### **SCHOOL STAFF AND FACULTY**

Colleen Kotrba	Principal
Cathleen Price	Teaching and Learning Coach
Shawna Prestianni	Office Manager
Juliet Fisher	Secretary
Sunny Barrett	Bookkeeper
Mayra Mercado	Early Childhood Teacher
Kathy Johnson	Early Childhood Teacher
Chauni Burdick	Early Childhood Aide
Carolynne Bohannon	Kindergarten Teacher
Kerry Ogu	1 <sup>st</sup> Grade Teacher
Sue Pitts	2 <sup>nd</sup> Grade Teacher
Sara Derek/Magdalena Johson	3 <sup>rd</sup> Grade Teacher
Kim Bath	4 <sup>th</sup> /5 <sup>th</sup> Grade Teacher
Leslie Macpherson	Science Teacher
Judy Crum	Art Teacher
Marcy Austria	After School Program Teacher and ECE substitute
Jessica Bourquin	Student Supervisor and Instructional Aide
Kathleen Shear	Student Supervisor and Instructional Aide
Shehan Pratt	Student Supervisor and Instructional Aide
Natalie Gladbach	Learning Specialist - Title One Teacher
Terry Holman	Learning Specialist - Title One Teacher
Gary Prestianni	Physical Education Teacher
Michael Garris	Custodian

## **St. Anne Catholic School**

St. Anne serves children from 3 years of age through 5<sup>th</sup> grade under the Archdiocese of Portland, Department of Catholic Schools. We follow the Archdiocesan standards which are formed by a curriculum committee utilizing federal and state standards as well as the standards in other Dioceses. At St. Anne, we strive to provide our students with a well-rounded and culturally rich education. In addition to the regular classroom academics of math, English language arts, social studies, science, religious education and art, our students enjoy PE, foreign languages, music, and a variety of enrichment opportunities such as dance, theater, electronics, and engineering. Each year we enlist the talents of parish, school, and community members to bring new experiences to our students.

### **History**

St. Anne Catholic School was founded in 1992 by St. Anne Catholic Church parishioners who wanted to offer a strong academic education supported by Christian values and principles for the children of the community. The school began as two classes, one first grade class and one combined second/third grade class, with a total enrollment of 38 students. Each year a new class was added. Several years later a new wing was built adding five classrooms and a library and computer lab. Today, St. Anne Catholic School is a thriving community of 90 students offering educational opportunities for children 3 years of age through 5th grade. St. Anne offers an after-school program for preschool through elementary ages as well as a full-day summer program when staffing allows.

**St. Anne School's rigorous curriculum that promotes active learning and critical thinking, along with the teachers who have created a collaborative learning environment, prepared my children to be successful in high school and college.**

*~ Susan, parent*

### **Mission Statement**

***St. Anne Catholic School is committed to faith formation, scholarship, leadership and service according to our Catholic values.***

### **Philosophy**

St. Anne Catholic School honors parents and guardians as the first and most important teachers of their children. As educators, we partner with families to support their child in growing to their fullest potential as faith-filled, responsible, well-rounded citizens and life-long learners. This is accomplished in an environment based on our Catholic principles of love, peace and justice, a strong educational foundation, ongoing faith formation, and with active community participation between families, students, and staff.

St. Anne Catholic School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Archdiocese of Portland.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

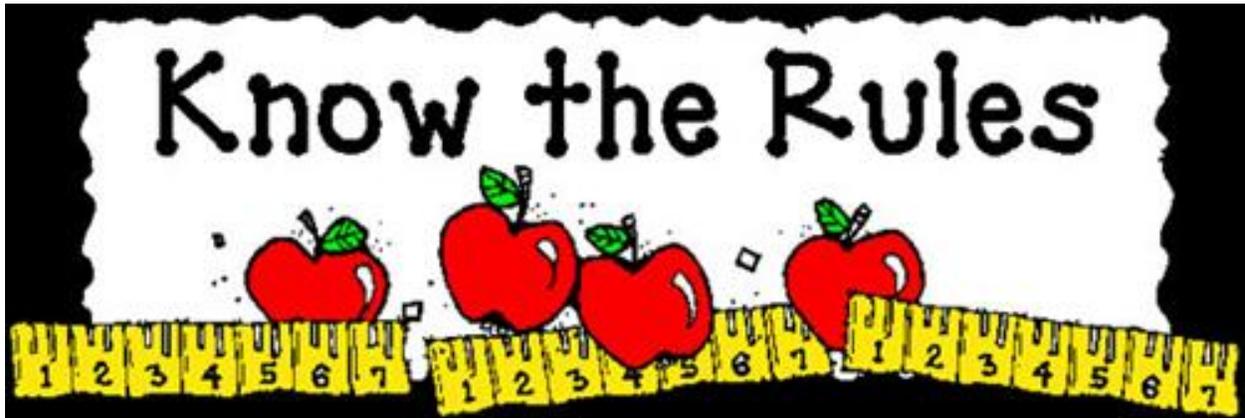
It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

### **Nondiscriminatory Policy**

The Catholic schools of the Archdiocese of Portland admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available at all schools. They do not discriminate based on race, color, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

### **Accreditation**

St. Anne Catholic School is fully accredited through the Western Catholic Educational Association. In addition, our early childhood program as well as the after-school and summer childcare programs are completely licensed through the Early Learning Division of the Oregon Department of Education.



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## ACADEMIC AND ATTENDANCE INFORMATION

### *Absences, Tardies, Make-Up Work*

**Exclusion rules:**

SYMPTOM	RETURN TO SCHOOL
Fever above 100.4	24 hours after the fever resolves without the use of fever-reducing medications such as Tylenol (acetaminophen) or Advil (ibuprofen).
Cough (new, undiagnosed persistent cough)	No cough or cough is well controlled for 24 hours.
Vomiting or diarrhea	24 hours after the last episode or when cleared by a doctor
Any <b>two</b> of these:  Fever, cough, loss of taste or smell, difficulty breathing, shortness of breath	After a negative COVID test AND all the return times above are also met.  <b>OR</b>  Five days isolation at home AND all the return times above are also met.

When a student is absent from school, a parent must call or email the office no later than 9:00am each day of the absence. It is helpful if you tell the office your child's symptoms and any diagnosis they have received. This helps the school keep track of illnesses that are going around. If the office does not receive a call or email, a parent will be contacted. Absences are not differentiated as excused or not excused, they are simply marked Absent. If a student arrives at school later than 8:00am, the parent must bring the child to the school office where their attendance will be adjusted from Absent to Tardy and they will have a tardy slip to take to the classroom to let the teacher know they have gone through the office.

The school calendar provides for extended weekends throughout the school year in addition to two weeks for Christmas break and one week for Spring Break and Thanksgiving Week. Parents are encouraged to schedule trips or family outings during these times so as to eliminate interruption of a child's learning process. Teachers will not give make-up tests or assignments for absences due to vacations. No assignments will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception for homework given in advance of an absence.

For Kindergarten through 3rd grade, it is the responsibility of the parents to alert their child's teacher of absences, either unexpected or planned, and collect work that is appropriate to be done at home. For 4th and 5th grade, it is the responsibility of the student to ask for make-up work when returning to school after an unexpected absence. If there is to be a planned absence, the parents must contact the teacher in advance and ask for assignments that are appropriate to be completed during the absence. Teachers are not required to provide assignments that a student will miss during vacation taken on school days. Assignments to be completed at home due to absences may be picked up at the school office between 3:00pm and 3:30pm.

If students need to leave during the day for a medical appointment, parents are asked to notify the office and the child's teacher in advance and will sign the child out at the office. If the child returns to school during the same school day, he/she must be signed back into school in the office.

### **Academic Honesty**

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one's own), or doing another person's homework assignment are all forms of academic dishonesty. Anyone who violates the policy of academic honesty may immediately receive a failing grade on that exam or assignment. Academic dishonesty may lead to other disciplinary procedures including suspension, or possible expulsion.

### **Classroom Communication and Conferences**

Family portal - upload weekly class newsletter no later than 7:45am Monday. Post office hours, daily schedule, picture and bio - all parents need to get information from all teachers and office in the Family Portal

Parent/teacher conferences are scheduled two times a year, once in the late fall and again in the winter, and attendance is mandatory. Parents can also arrange a meeting with a teacher outside of conferences. Please be as courteous to the teacher as you would expect him or her to be to you. Questioning the teacher's authority is not helpful in front of the child. If you have a disagreement, please request an appointment with the teacher privately. Please try to be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly can lead to unnecessary confrontations with the teacher and unwise decisions. Discuss difficulties in the classroom with the teacher first before bringing them to the principal.

### **Curriculum and Standardized Testing**

The curriculum at St. Anne follows the guidelines of the Archdiocese of Portland in Oregon and textbooks are selected from an approved list. The standards can be found on our website at <https://stanneschoolgp.com/curriculum-stem/>. The school offers a

full academic preparation program which includes Religion, English Language Arts (Reading, Writing, Spelling, and Grammar), Mathematics, Science, Social Studies, the Arts, and Physical Education. The amount of the school day devoted to each discipline is in accordance with the norms of child development and is set by the Archdiocese of Portland. St. Anne participates in Renaissance STAR and Acadiance testing in the fall, winter, and spring. These results allow teachers and learning specialists to further refine each student’s learning experience. 5th grade students also take the ACRE (Assessment of Catechesis of Religious Education) in February as designated by the Department of Catholic Schools.

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Anne Catholic School. Preparations for the sacraments of Reconciliation and Holy Communion form the core of instruction in Grade 2. For students receiving sacraments, they are required to go through the church program for RCIC or Sacramental Preparation.

### **Grading and Report Cards**

Report cards are distributed at the end of each trimester to parents only. St. Anne grades using a skills-based grading system for Early Childhood through 5th grade and a standards-based grading system for 6th grade. The grading scale represents each student’s progress toward meeting benchmark goals. Grade-level benchmarks are broken down into skills and standards that are scaffolded in order to allow each student to gradually build upon their knowledge and understanding of each concept and arrive at the end of the year having mastered the grade level standards. Therefore, it is common for students early in the year to be developing or approaching grade level skills or standards.

<b>Academic Performance Key</b>	
<b>4</b>	<b>Exceeds Grade Level Skills/Standards</b> Demonstrates understanding beyond grade level standards consistently and independently
<b>3</b>	<b>Meets Grade Level Skills/Standards</b> Demonstrates understanding of grade level standards consistently and independently
<b>2</b>	<b>Approaching Grade Level Skills/Standards</b> Demonstrates partial understanding of grade level standards with or without support
<b>1</b>	<b>Developing Grade Level Skills/Standards</b> Demonstrates minimal understanding and does not meet grade level standards even with support
<b>Blank</b>	<b>Skill/Standard Not Assessed During This Trimester</b>

### **Homework**

Reading is the most beneficial homework assignment for children of all ages. Whether they are being read to or reading independently, daily reading improves comprehension and student performance. Daily reading has a wide range of cognitive and literacy building benefits that include enhanced brain activity, improved vocabulary, development of critical thinking, and an increased ability to understand others. All grades will be asked to participate in daily at-home reading. Other homework assignments *may* be finishing work not completed in class, working on

upcoming projects (upper elementary grades), and skills practice as needed (K–3rd grades). If desired, parents may also utilize IXL for math and/or language arts to either challenge their students or give them more practice in skills as IXL is geared toward the individual child’s skill level.

All students in grades K - 2 will be given a folder with homework assignments and reading logs on one side and school communication as well as completed papers to be kept at home on the other side. This folder will be sent home each day and should be checked every night. Parents can help their younger children develop good school habits by going through this folder with them daily. As a reminder, the majority of early childhood learning (through 3rd grade) takes place in experiences and activities, not worksheets. Therefore, your child will not be bringing home a lot of worksheets. Instead, teachers will communicate your child’s learning primarily through conferences and reports. If you have any questions, do not hesitate to contact your child’s teacher. All teachers have office hours during which they will return calls and emails.

2nd and 3rd grade students will be introduced to the use of daily planners. 4th and 5th grade students are expected to use these planners to record all homework assignments, projects, and upcoming important due dates. Please help your child, especially in 2nd and 3rd grade, learn responsibility by asking them to show you the planner daily.

### **Moving-On Ceremony**

At the end of each school year, the last school Mass is led completely by the oldest grade level class. The priest(s) give the class a special moving-on blessing and gift. The families of this class are then invited to attend a small program and reception given by the classroom teacher. End-of-year class parties will be arranged by the classroom teachers.

## **ADMISSIONS AND RECORDS**

### **Admissions Process**

Application and enrollment is all done online with FACTS®. Parents may fill out an inquiry form prior to or during open enrollment and will be contacted by the office manager. Once enrollment is open for all, new students may apply through FACTS®. There is a per student Application Fee that will be assessed with the submission of each application.

For returning students, and for new students whose applications have been accepted, the enrollment/re-enrollment process is next. The per family Enrollment Fee must be paid upon acceptance to the school by the date designated. This fee will reserve space in the classroom.

The per student Books and Supplies Fee is due by July 31st prior to the beginning of the new school year. This fee covers all hard-cover textbooks, consumable workbooks, e-books, classroom supplies, assignment books, art and science materials and supplies, technology fees, PE and recess equipment, software licenses and audio-visual licenses. All Application Fees and Enrollment Fees are non-refundable. Books and supplies fees are non-refundable effective the first day of school.

Tuition Assistance Applications are available online at [www.factstuitionaid.com](http://www.factstuitionaid.com). There is a yearly per family administrative fee to apply for tuition assistance. Tuition payments are made online only through FACTS Tuition Management with a variety of payment plans available.

Families must notify the school in writing if a student is to be withdrawn from the school prior to the end of the school year. Per contract agreement signed by the parents during the enrollment process, the parents are responsible for paying in full for any trimester in which the student attended at least one day. Once a child has attended at least the first day of school, the books and supplies fees are non-refundable as the books and supplies have already been purchased for that student.

### **Ages and Readiness of Admission**

The information regarding school readiness is taken directly from the Archdiocese of Portland Department of Catholic Schools Policy book.

#### **Early Childhood Education Program**

To be eligible for the Early Childhood Education program, children must be 3 years old on September 1 and toilet independent. The Early Childhood Program has two classrooms. Students will be placed according to their age, with the younger half being in one class and the older half being in the other class. When applying for the program, parents will simply enroll their child in the Early Childhood Program, not in a specific classroom.

#### **Kindergarten**

A child may be admitted to Kindergarten education if the fifth birthday of the child occurs on or before September 1st.

#### **Readiness of Students – Transfer Students**

Ordinarily, it is recommended that any new child applying be evaluated for appropriate grade placement. A student should not be required to repeat a year unless there is good reason based on previous academic record, recommendation of the previous school, test data, and parental request. The schools are to follow the state and Archdiocesan age entrance guidelines. Exceptions must be approved by the Superintendent of Catholic Schools.

#### **Early Entrance into School**

The decision to admit a child at an age earlier than the stated Archdiocesan age and entrance guidelines may be made only after consultation with the Department of

Catholic Schools and the approval of the Superintendent. Such a decision would address those children who have demonstrated or shown potential of a very high level of academic or creative aptitude.

### **Buckley Amendment**

St. Anne Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. Be advised that if a teacher, staff member, or principal is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

### **Emergency Forms**

Each year parents/guardians must complete a current Emergency Form in the FACTS SIS. This form will include the names of any individuals who are authorized to pick up students at dismissal or due to an emergency. Information stays in the system from year to year, but it is the responsibility of the parents/guardians to check each year to ensure accuracy. In addition to the custodial parents, students will only be released to the individuals named on this form. Parents are to update this form with current contact information should phone numbers, names, etc. change during the year.

### **Emergency Disclosure of Information**

The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

### **Enrollment Forms and Records**

Students entering school for the first time are required to bring a birth certificate, a baptismal record (if applicable), and a record of state required immunizations. Parents of new students transferring from another school will be asked to sign a Transfer of Records request. This will allow the school to transfer all student records from the prior school. For students transferring from St. Anne to another school, a Request for Records form will be sent to the school. Parents may not hand-carry records to another school.

Parents of students currently in attendance at St. Anne Catholic School may review the student's education records. Parents wishing to review student records should make a written request to the principal at least 48 hours in advance. An amendment to the student's education records may be requested if the student's parents believe the contents are inaccurate. If the school concludes that the request is valid, the record will be amended. If the school concludes that the record need not be amended, the parent may place a statement with the record commenting on the disputed information.

The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

## **ARRIVAL AND DISMISSAL**

### **Arrival**

Students are expected to arrive between 7:45am and 8:00am in preparation for the school day beginning promptly at 8:00am. Academic language arts and math blocks are held during the morning hours prior to lunch and therefore, when students arrive late, it disrupts their own learning as well as the learning process happening for all the students in their class. We ask that you be respectful of the learning environment and ensure that your child arrives on time and ready for school each day.

For kindergarten through 5th grade, drop off your child(ren) in the alley at the opening between the parish center and school building. If you arrive before 7:45am, please have your child(ren) wait with you in the car until the supervisor arrives. Classroom doors do not open until 7:45am giving teachers time to prepare for the day. For students in the early childhood program, parents are to park in front of the school or to the side of the church and walk their child(ren) to the classroom using the side gate that is between the church and school buildings. The gate will be propped open at 7:45am. All gates will be closed and locked at 8:00am. Students arriving after gates are closed must come through the school office.

### **Dismissal**

Students will be released only to a custodial parent/guardian or to an individual authorized for pick-up in the FACTS SIS. Parents are required to supply a current court-ordered Custodial Agreement and/or Parenting Plan if there is one in place. Students must be picked up promptly after school. Students not picked up within 15 minutes of dismissal time will be brought to the office. After 15 minutes, the school reserves the right to sign the student into the extended-care program and parents/guardians will be charged \$4.50/hour rounded up to the nearest hour.

For safety reasons, no student will be permitted to leave St. Anne Catholic School during the school day without a written note, email, or fax from the parent/guardian requesting the child's release and to whom they are to be released. Anyone coming to pick up a child during the school day must come directly to the school office and be on the pick-up list in the FACTS SIS. The designated pick-up person will sign the student out, indicate if the student will return or not, and wait for the student to come to the office. UNDER NO CIRCUMSTANCES may the teacher release a child from class without the authorization of the school office.

For all grades, authorized pick-up persons are to park, either on the side of the church or in the back parking lot, and come to the classroom for dismissal. Early childhood parents may park in the front of the school. Gates will be opened at 2:30pm and parents are encouraged to take that time before dismissal at 2:40pm to visit with each other.

Please do not wait out in the parking lot and call to your child to come to you for dismissal. Students will only be dismissed to an authorized pick-up person who is within sight and sound of the teacher. Dismissal time is a good time to get to know other families and your child's teacher. As a reminder, dismissal is not a time for conferencing with the teacher. If you have matters to discuss with your child's teacher, please contact them via email and you can expect to hear back from them during their posted office hours.

## **CODE OF CHRISTIAN CONDUCT**

As parents, you are the primary educators of your child. By enrolling your child at St. Anne Catholic School, you are choosing its programs and curriculum over those available at other schools. In the spirit of subsidiarity (support), if you have a complaint which you believe is important to communicate, speak to the person with whom you have the complaint. If it is a concern related to the classroom, address this concern at a pre-arranged meeting with the teacher. If your complaint is not resolved, talk with the principal. If you feel the complaint is still not resolved, speak with the pastor. If after this process you still do not feel your complaint has been resolved, send a signed and dated letter to the superintendent of the Department of Catholic Schools at the Archdiocese of Portland.

If you lose confidence in the programs and curriculum at St. Anne or if you find yourself in dispute with staff and administration, we respect your right to enroll your child elsewhere. In that event, please contact the principal to discuss your concerns before making a final decision. Similarly, if the administration and pastor at St. Anne conclude that you are not supportive of the school's programs and curriculum, or that you have become antagonistic toward staff or other members of the school community, they will contact you to discuss these concerns. If they cannot be resolved, you will be asked to make arrangements for the education of your child elsewhere.

St. Anne Catholic School respects the right of parents to have their own values, beliefs and expectations of behavior. Having chosen to send their children to a Catholic

school, St. Anne expects parents to in turn respect the values, beliefs and expectations for behavior that are in line with the Catholic church and its teachings. Students are expected to live their school lives according to the fruits of the Spirit - love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control. St. Anne Student Learning Expectations (SLEs) - to be faith-filled, respectful, present and involved - arise from the fruits of the Spirit and support individual and collective growth in a positive learning environment.

## **PARENT/GUARDIAN EXPECTATIONS**

The staff and teachers of St. Anne Catholic School consider it a privilege to work with parents in the education of their children. It is the right and duty of parents to be the primary role models for their child's development - physically, mentally, spiritually, emotionally, and psychologically. When parents choose to send their children to St. Anne Catholic School, they show a commitment and concern for their children in recognizing God as the foundation of all life and the development of faith in God as the greatest gift.

Once you have chosen to enter into a partnership with St. Anne Catholic School, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from parents and school staff to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority.

If there is an incident at school, parents must make investigation of the complete story the first step. Evidence of mutual respect between parents and teachers will model mature behavior and cooperation. Speaking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent. As partners in the educational process at St. Anne Catholic School, we ask parents:

To set rules, times, and limits so that your child:

- gets to bed early on school nights;
- arrives at school on time and is picked up on time at the end of the day;
- is dressed according to the school dress code;
- completes assignments on time; and
- has a nutritional snack and lunch every day.

Parents are asked to:

- actively participate in school activities such as Parent-Teacher Conferences;
- see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- notify the school office via email or phone call when the student will be absent;

- notify the school office of any changes of address or important phone numbers;
- meet all financial obligations to the school;
- inform the school of any special situation regarding the student's well-being, safety, and health;
- complete and return to school any requested information promptly;
- read school notes and newsletters and to show interest in the student's total education;
- support the religious and educational goals of the school;
- support and cooperate with the discipline policy of the school;
- treat teachers with respect and courtesy in discussing student problems;
- not post negative comments about students, teachers, or the administration on social media.

Concerns regarding individual school staff members should first be directed to that staff member. If the issue is not resolved, the parent should then address it with the principal. Finally, if the concern is still unresolved, the pastor should be contacted.

Under normal circumstances a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

## **STUDENT EXPECTATIONS**

In order to show deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires graciousness in all personal relationships, promptness in fulfilling obligations, concern for others and the environment, and many other factors which the students' sense of appropriateness will indicate to them. St. Anne expects, encourages and trusts all students to be safe and make healthy decisions regarding their behavior. This applies to students at all times while on school property and at any school-sponsored activity or event. The principal and teaching/learning coach reserve the right to determine the appropriateness of an action if any doubt arises.

St. Anne Catholic School is here to support families in the development of each student. An important part of education is to teach self-discipline by guiding and allowing students to make choices while emphasizing that they are accountable for the results of their choices. Cooperation between the school and the parents regarding student accountability is essential. Your child's teacher is always available to discuss questions or problems which may arise.

We understand that all students will, at one time or another, test or break the rules. When that happens, teachers discipline firmly but kindly and positively. The goals are (1) to address the misbehavior as quickly as possible so that the child (and classmates) can get back to learning and (2) to teach the child to reflect on and control his or her

own behavior. There are typical developmental skills that teachers and staff are able to help children learn at school through the use of Responsive Classroom, Second Step and supports that can be put in place utilizing the staffing and resources available.

When a pattern of behavior has developed that needs to be changed, teachers will work in partnership with parents on a behavior plan to address the behavior. However, in the event that behavior plans and supports do not result in a change in these behaviors, St. Anne administrators and pastor will determine if it is in the best interest of the child's growth and development to be moved to another school that is able to provide specialized services.

As it is not possible to list all disciplinary infractions that may occur, St. Anne Catholic School reserves the right to determine appropriate action for behavior that does not align with our Catholic values. There are behaviors that are extreme or fall outside of age-appropriate typical behaviors. Such offenses will be referred to the administration and parents will be notified. These behaviors include, but are not limited to:

- safety concerns (i.e. repeatedly running away from staff or out of the classroom)
- causing bodily injury to another person with intent to harm or as a response to a perceived wrong
- emotional taunting, bullying behavior
- stealing

These behaviors will be addressed in the following manner:

- Parent is called and the student is sent home for the remainder of the day.
- Incident is documented in FACTS SIS.
- Student (or parent for younger student) fills out the St. Anne Catholic School Incident Report explaining the SLE that was not met, describing the incident, and how it does not meet student behavior expectations and writes an apology letter to the victim.
- For EC3 through kindergarten, the Parent and Teacher Form will be completed by the teacher and administration and sent home for review and input by parents.
- Parent and student meet with administration the next morning to discuss the incident and share the apology letter with the victim.

If the same behavior occurs more than once, it is addressed in the following manner:

- 2nd incident
  - The same procedure as for the first incident is followed.
  - School community service hours are assigned and the schedule for service hours is discussed with the parent.
- 3rd incident
  - Parent is called and the student is sent home.
  - The family prepares one day of academic materials for the student to complete for the following day as an in-school suspension.
  - In-school suspension may be one to three days depending on the severity of the incident.

- Parent and teacher meet with administration to set up goals and actions on the Parent and Teacher Action Form. The action form will have a date on which to review progress. \*This form is the first step for EC3-K.\*

There are times when St. Anne staff and resources are unable to address behavior in a way that results in necessary changes. If student behavior cannot meet St. Anne student expectations after working through these strategies, it may be necessary for the student to be placed at a different school. This decision will never be made lightly and will always include the priest and superintendent.

## **GENERAL INFORMATION**

### **Birthdays**

Students may come to school in free dress on their birthday, Friday or Monday if their birthday falls on the weekend, or on a day near the beginning or ending of the school year if their birthday is in the summer. Birthday treats may be brought to school after arrangements have been made with the classroom teacher. All treats should be pre-packaged with ingredients listed on the package. No birthday party invitations should be given out at school unless the entire class is being invited. Parents have access to family addresses, unless withheld, in the school directory that can be found on the Family Portal. It is recommended that birthday party invitations be mailed instead of handed out at school.

### **Campus Safety**

St. Anne Catholic School recognizes that attempting to maintain the safety and security of students, staff, and visitors to our school is implemented with a multifaceted approach. To the extent that modern technology provides tools to maintain safety and security, the use of video surveillance cameras are in place in the school and on school property. Cameras will not be permitted in areas where there is a reasonable expectation of privacy.

The school campus is enclosed with fences and gates that are kept locked from 8:05am to 2:30pm on school days. All visitors are required to enter the campus through the school office. All visitors must sign in on the Visitors and Volunteers sign-in sheet in the school office and wear a Visitor or Volunteer badge while on campus. Any students arriving after 8:05am will encounter locked gates and must check in at the school office.

### **Cell Phones, Watches and Other Items**

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to the office upon arrival in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at

dismissal. At no time during the day should a cell phone be in a student's backpack or in his/her possession. Similarly, any watch or other electronic device that is capable of texting, accessing the internet, or making phone calls must be treated in the same manner as a cell phone. The administration reserves the right to search the contents of a confiscated cell phone or other electronic device.

Items such as, but not limited to, drugs, alcohol, e-cigarettes, questionable books and pictures, knives, guns, matches, cigarettes, toys, or anything that will detract from a learning situation are not allowed at school at any time. The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school.

### **Dress Code**

The purpose of a school uniform is to provide unity and equity in the educational setting whereby our uniforms and other dress code descriptions allow students to excel in faith, virtue, morals, and learning. That means our dress code does not change simply due to the latest fashion. When variations occur that are unexpected, we may need to respond with clarification. Our policy around dress code is also a reflection of our Christian values of modesty and honoring the complementarity of the sexes which God has made. Therefore, our dress code applies to all children, as designated, and honors traditional attire appropriate for boys and girls. Our policy creates an opportunity for students to develop pride in their school and in their appearance. Clothes must be well-fitting and in good condition (no tears, holes or obvious stains). No jewelry, with the exception of stud earrings, is allowed at school for students through 2nd grade. Jewelry will be confiscated and kept in the school office for parents to pick up after school. Nail polish is allowed for girls in light colors - no dark nail polish. Hair color should be natural hair colors only. Parents will be contacted to bring the appropriate uniform clothes to school if their child is not in the correct uniform.

**Oversight of Dress Code:** Teachers will fill out an oversight of dress code form when students have not come to school in the correct uniform. A copy of the form will be given to the office and the original sent home with the student. Parents are required to sign the form and return it to the school office the following day. If a student consistently fails to comply with the dress code, the parents will need to meet with administration to develop a plan to ensure compliance.

- **Bottoms:** pants, shorts, skorts, skirts or jumpers in solid navy blue or khaki. NO denim, cargo or athletic-style. Girls must wear solid colored shorts underneath skirts or jumpers. Shorts, skirts or jumpers must be no shorter than three inches above the knee.
- **Tops:** solid colored navy blue, white or red polo or a St. Anne t-shirt. Students may wear St. Anne sweatshirts or a solid navy blue or red sweatshirt or sweater indoors as needed. NO outside coats, jackets or hats may be worn indoors.

- **Shoes:** closed-toed with a back. NO sandals, crocs or flip-flops. Rain or mud boots are acceptable for wearing outside only.
- **Coats/jackets/hats:** students should always have a coat or jacket suitable for the weather when it is cold and/or rainy. Hats and gloves are allowed outdoors.
- **Mass dress uniform:** Mass dress creates uniformity for all students in attendance. Kindergarten students' parents will be notified prior to their attendance, usually after the first couple of months of school.
  - **Boys:** solid khaki pants and a red polo shirt
  - **Girls:** solid khaki jumper or skirt (white tights, leggings or bike shorts must be worn underneath) and a red polo shirt
  - **Shoes:** same as regular uniform - closed-toed with back, no sandals, crocs or flip-flops

**Free Dress:** Students love free dress and it is a fun way for them to express their tastes. Please monitor your student's free dress choices and make sure they are respectful and modest. As with the regular uniform, shorts, skirts or dresses must be no shorter than three inches above the knee. Straps must be at least two inches in width. NO spaghetti straps or tops that show the midriff are allowed. Shoes must still be closed-toed with a back strap. Shirts must be appropriate for children with no scary or inappropriate pictures or words.

### **Emergencies Closures**

If it should be necessary to close the school because of weather conditions or other emergencies, an announcement will be made over local television stations, on the school's FaceBook page, and a message will be sent to the home phone, cell phone, and e-mail account listed on a student's file. If the closure is to occur during school hours, a Parent Alert will be sent through FACTS SIS to the cell phone numbers listed as emergency contacts in each student's file.

### **Field Trips**

Field trips are designed to correlate with teaching units and to achieve curricular goals. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity. Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct. Dress code for field trips, unless otherwise noted, will be jeans or uniform pants and a red St. Anne t-shirt.

A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission or a telephone call will not be accepted in lieu of the proper field trip permission slip. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.

Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. St. Anne Catholic School risk management insurance company insures the “official” chaperones, and participation by unofficial chaperones jeopardizes the protection for our students and all other official adults on the trip. Parents who chaperone a field trip may not bring preschool or school-age siblings on the field trip. All chaperones must be 25 years of age or older. The school office has all information required for chaperones and drivers.

### **Medication and Allergies**

Part of enrollment and registration on FACTS SIS is medical information for each child which includes any allergies the child may have. This information is given to all office staff and teachers. For children with asthma or severe allergies, immediate access to reliever inhalers and Epi-Pens® is vital. Children are encouraged to carry their reliever inhaler/ Epi-Pen®. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler/Epi-Pen®. All inhalers/Epi-Pens® must be labeled with the child's name. It is the responsibility of the parent/guardian to make sure that all medications are unexpired.

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma or allergies. St. Anne Catholic School makes no claim to be an allergen or peanut-free school.

In order to minimize the incidence of life threatening allergic reactions, St. Anne Catholic School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy. Teachers will be familiar with the Emergency Action Plan of any students in their classes and respond to emergencies as per the protocol documented in the Emergency Action Plan. Allergy information will be kept in the classroom and in the substitute emergency folder, accessible by teachers, substitutes, and other responsible adults.

The school recognizes that administering medication to students and self-medication may be necessary when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if medication were not made available during school hours. An Authorization for Medication Administration by School Personnel form must be filled out by a parent or guardian before any medication can be administered. The school reserves the right to reject a request to administer prescription or nonprescription medication when, in the judgment of the school, the administration of such medication is not feasible. This policy shall not prohibit, in any way, the administration of recognized first aid to students by school personnel in accordance with established state law.

The following is required for “...*any non-injected drugs, chemical compounds, suspensions or preparations which are taken either internally or externally by a student under the instruction of a physician.*”

- Written instructions from the doctor which include:
  - Name of student
  - Name of medication
  - Dosage
  - Time and/or frequency of administration
  - Method of administration (e.g., mouth, nose, ear, etc.)
- It is recommended that the physician note any possible adverse reactions and action required. These instructions may be included on a prescription label or in separate written directions from the physician. “Take as directed” or “as needed” cannot be taken as specific direction.
- The authorization form attached must be signed and filled out completely by the parent or guardian.
- All prescription medication must be in the prescription bottle and clearly labeled. (If the student is also taking the medication at home, the medication can be issued by druggist in two separate bottles).
- Unused medications must be picked up by parent when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.

The following is required for “...*any injected medication for students who have severe allergic responses to insect sting, to other specific allergens and to students who are experiencing severe hypoglycemia and diabetes when other treatment has failed or cannot be initiated.*”

- Written instructions from the doctor which include:
  - Name of student
  - Name of medication
  - Dosage
  - Time and/or frequency of administration
  - Method of administration (e.g., mouth, nose, ear, etc.)
- The parent shall make the request in writing for the school to administer, as necessary, injected medication (*medication administered by the intramuscular route*) to the student.
- The request must include written instructions of the doctor for the administration of an injected medication to the student. (A prescription label on the original container of the injected medication is deemed sufficient to meet the requirements for written physician instruction).
- The training of staff members to be authorized to administer injected medication must be conducted under the supervision of a licensed physical or nurse practitioner. Parents/guardians cannot train the designated school personnel in the use of injected medication.

The following is required for “...*only commercially prepared, non-alcohol based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eyes, nose and cough drops, cough suppressants, analgesics*”

(pain relievers), decongestants, antihistamines, topical antibiotics, anti-inflammatory and antacids.”

- Written instructions from the parent which include:
  - Name of student
  - Name of medication
  - Dosage
  - Time and/or frequency of administration
  - Method of administration (e.g., mouth, nose, ear, etc.)
- All non-prescription medication must be in the original container or packaging.
- Unused medications must be picked up by parents when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.

### **Search and Seizure**

Students have no right or expectation of privacy in desks or other school property. School property is subject to search for good cause. Students’ personal property, including backpacks, is subject to search if there is a reasonable belief that contraband or stolen property will be found. The administration reserves the right, as a private educational institution and for the safety of all students, to search and confiscate items. The student will voluntarily surrender items in question. If the student does not comply, parents will be summoned, the student will be suspended, and the search will continue in the presence of the parents.

### **Social Media**

St. Anne Catholic School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. St. Anne Catholic School adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at St. Anne are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on their personal Facebook®, Instagram®, or any social media page. Such postings are a violation of the school’s adherence to FERPA and the Child Protection Act.

Engagement in social media such as, but not limited to, Facebook®, Twitter®, Instagram®, etc. may result in disciplinary actions if the content of the student or parent’s post or comment includes defamatory comments regarding the school, the faculty, other students, other parents, or the parish. No parent should open a Facebook®, Twitter®, or Instagram® account under the name of the school or a particular grade or organization. The only official St. Anne Catholic School pages are those created and monitored by the school.

## **Teen Dating Violence and Domestic Violence Policy Pursuant to ORS 339.366 and 339.368**

Teen dating violence is unacceptable and prohibited at St. Anne Catholic School. Each student has the right to a safe learning environment. St. Anne Catholic School will comply with all current requirements (including those in Oregon law) for the education of its students, personnel, and others on the prevention, recognition of, and reporting requirements for teen dating violence and domestic violence. This policy applies to behavior on school grounds, at school-sponsored activities, and on school-provided transportation.

### **Education and Training**

School faculty and staff, including agents, contractors and volunteers at St. Anne Catholic School will receive training on the topic of teen dating violence and domestic violence annually.

St. Anne Catholic School will adopt a poster that contains information, in both English and Spanish, regarding domestic violence, including at least one toll-free hotline number that a student may call to obtain information and help regarding domestic violence. Posters will be in clearly visible locations on the school campus.

### **Response and Reporting Procedures**

Any violation of this policy must be reported immediately to the school principal or designee in absence of the school principal. The school principal or designee in absence of the school principal has responsibility for investigations concerning incidents of teen dating violence and will report any incidents immediately as required by law.

### **Notification of Policies**

At a minimum, St. Anne Catholic School shall make the policy:

- annually available to parents, guardians, school employees, and students in a student or employee handbook; and
- readily available to parents, guardians, school employees, volunteers, students, administrators, agents, contractors, and community representatives at each school office or at the office and on the school website.

### **Definitions**

**“Dating”** or **“dating relationship”** means an ongoing social relationship of a romantic or intimate nature between two persons. **“Dating”** or **“dating relationship”** does not include a casual relationship or ordinary fraternization between two persons in a business or social context.

**“Domestic violence”** means abuse as defined in ORS 107.705 (Definitions for ORS 107.700 to 107.735) between family and household members, as those terms are defined in ORS 107.705 (Definitions for ORS 107.700 to 107.735).

**“Teen dating violence”** means a pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

## **TELECOMMUNICATIONS USE AGREEMENT**

### ***Telecommunications Use Agreement***

*Adapted from NCEA’s From the Chalkboard to the Chatroom.*

By using technology, I am explicitly agreeing that I will follow the rules and code of ethics in all of my work with computers while attending St. Anne Catholic School:

1. I recognize that all technology users have the same right to use the equipment; therefore, I will not use the technology resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, flash drives, and discs that are provided by the school. When I am using an electronic device, I will keep my work area clean and free of food and liquids.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, or games from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for technology equipment; I will not use technology systems to disturb or harass other technology users or use inappropriate language in my communications.
4. I will honor my school’s procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the server.
5. Each student who receives Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network resources must comply with the appropriate rules for that network or resource.

6. As a user of a network, I will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

7. Parents must realize that their students may encounter material on a network that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) despite the fact that we have protection in place to prevent this to the greatest extent possible. The student is responsible for not pursuing material that could be considered offensive and notifying the teacher if an inappropriate web page is reachable via internet searches. This will allow us to add that page to our block list.

8. The use of school technology resources is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

### **Telephone**

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in a teacher's office is for the use of the teacher only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home. Students should NEVER use the teacher's cell phone to make a telephone call.

### **Visitors**

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when entering the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

## **Volunteers**

We are very appreciative of all who give their time at St. Anne Catholic School. Volunteers provide much-needed assistance and add to the family environment that we strive to foster. All volunteers will sign in at the office upon arrival and sign out when departing. Volunteers will wear a Volunteer badge while on campus. The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, or to decorate bulletin boards.**

Typical volunteer jobs:

- Classroom helper - reading with students, making copies for teachers, helping with projects, being a supportive adult in the lives of our students
- Office helper - doing a variety of things for Shawna depending on the time of year and what's happening at the school
- Student supervisor - supervising students along with staff and teachers during snack, recesses and lunch
- PTO - be a part of the PTO and choose from a variety of projects, activities and other fun stuff
- Fundraisers - help with one or more of the annual fundraisers such as Dinner & Bingo Nights, Jog-A-Thon, and Auction Dinner

All individuals who volunteer at St. Anne Catholic school will be required to complete all necessary protocol mandated by the Archdiocese of Portland. The following are the requirements to volunteer with children in accordance with the Archdiocese of Portland:

1. Background Check: Every volunteer at the school must have a background check completed whether working with children or not. The Archdiocese of Portland utilizes the Praesidium Program to process background checks which are renewed every three years.
2. Attend C.A.S.E. Training: This is required for all first-time volunteers who will be in contact with children. The training consists of watching and discussing a video and lasts approximately two hours. Training days and times will be determined once people have notified the school office of their intent to volunteer.
3. Complete the "Standards of Conduct for Ministry with Children & Youth" module: Once your background check is complete, you are entered into the Armatus® system by the Archdiocese and will receive login information. You need to login, read and agree to comply with the Archdiocesan Standards of Conduct prior to volunteering.

4. Complete online yearly “refresher” training courses: After completing the initial *C.A.S.E.* in-person class, volunteers are required to complete yearly online refresher courses as outlined by the Archdiocese of Portland.

**PHOTO-VIDEO RELEASE**

To whom it may concern:

I hereby give permission for my son/daughter to be photographed or videotaped at St. Anne Catholic School. I realize that the photo may be published in the newspaper, a magazine, the school website, the school Facebook® page, or other publications. The video may be used for informational or educational purposes regarding the programs or curriculum at St. Anne Catholic School.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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

## **Parent/Student Agreement Page**

I have read the 2022/2023 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

**Family Name** \_\_\_\_\_

\_\_\_\_\_  
Parent (Legal Guardian) signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent (Legal Guardian) signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

**\*Parents and students must both sign.**

***This page must be signed and turned into the school office no later than Friday, September 16, 2022.***