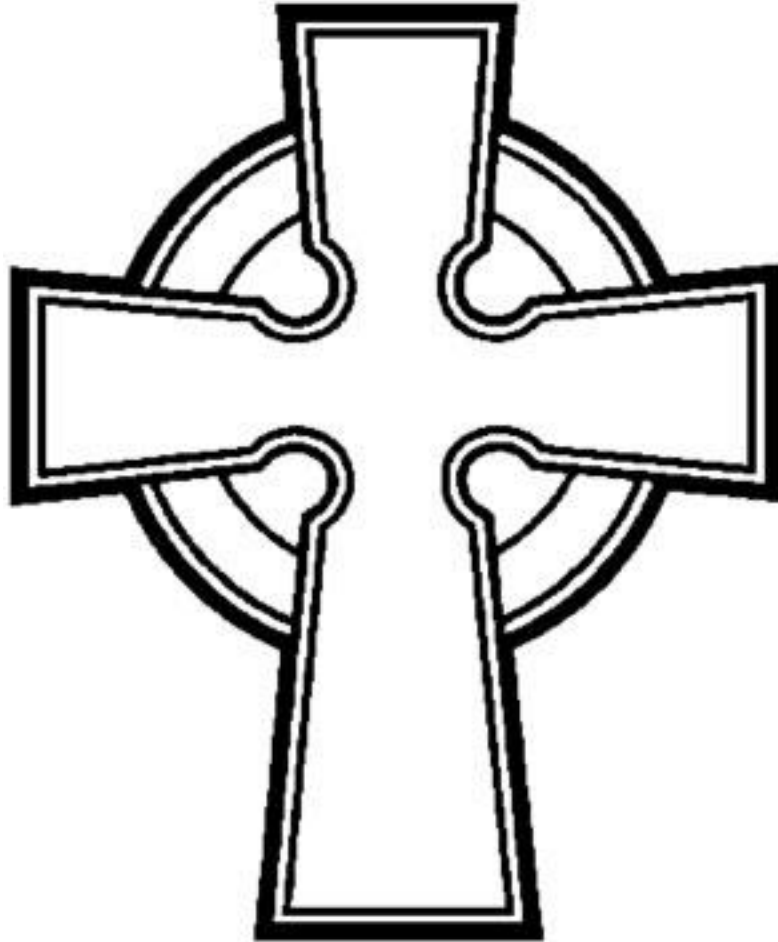


*St. Anne & St. Jude  
Catholic School*



**Parent/Student Handbook  
2016-2017**

11 S. Magnolia St.

Phone: 803-775-3632

Sumter, SC 29150

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***“What greater work is there than training the mind and forming the habits of the young?”  
St. John Chrysostom***

Dear Parents and Students,

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

The Parent/Student Handbook reflects the policies of St. Anne & St. Jude Catholic School for the 2016-2017 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Anne & St. Jude Catholic School during the 2016-2017 school year.

The faculty and staff of St. Anne & St. Jude Catholic School 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.

Peace in Christ,

Kristi Doyle  
Principal

## **St. Anne & St. Jude Catholic School**

St. Anne & St. Jude (SASJ) Catholic School is a Kindergarten through 8<sup>th</sup> grade Catholic Elementary and Middle School under the Diocese of Charleston Catholic Schools Office.

The curriculum stresses academic achievement within a Christian community where each child feels that he/she is loved and respected by his/her peers as well as the faculty and staff. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. Anne & St. Jude Catholic School, we work together to inspire excellence in God's children.

The Diocesan curriculum guidelines, consistent with the State of South Carolina guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. The emphasis is on enduring learning. We strive to offer a program which makes use of many sources of reading material, a variety of audio-visual and technology tools and a multi-text approach to the content areas.

### **History**

The roots of Catholic education run deep into South Carolina soil. St. Anne Catholic School was founded in 1954 by the Sisters of Charity of Our Lady of Mercy and continues an extensive tradition of more than 135 years of Catholic education in Sumter, South Carolina. The War Between the States forced the Sisters of Our Lady of Mercy (OLM) to move from Charleston to Sumter. In the 1860's the sisters founded St. Joseph's Academy, Sumter's first educational institution to serve the needs of students. Parents were billed \$2.00 per month for the education of each child and students came from as far away as Georgia and North Carolina. Since 1990, our school has been staffed entirely by lay personnel.

The Diocese of Charleston purchased the historic Lincoln High School building in 1984 and moved St. Jude Central High School to that location. In 1987 grades seven and eight were moved from St. Anne to St. Jude Central High School. In 1996 the sixth grade was moved to the high school, renamed Sumter Catholic High School in April 1993. With the closure of Sumter Catholic High School, St. Anne resumed its pre-1987 status of K-8. St. Francis Xavier High School opened its doors in 1996. From August 2008 through May 2015, St. Anne Catholic School operated a four-year-old kindergarten program. Then, in Spring 2016, Bishop Robert Guigliemone approved changing the school's name to St. Anne & St. Jude Catholic School to reflect the unified Catholic community in Sumter. Between St. Anne & St. Jude Catholic School and St. Francis Xavier High School, we are blessed to have Kindergarten through twelfth grade Catholic education in Sumter.

### **Mission Statement of St. Anne I St. Jude Catholic School**

Through the guidance of the Holy Spirit, St. Anne & St. Jude Catholic School partners with families and the greater community to inspire excellence in God's children by educating them to become empowered learners, compassionate believers, active citizens and energized leaders.

## **Philosophy**

St. Anne & St. Jude 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 Diocese of Charleston:

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 enduring knowledge and formation.
4. To aid students in the 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 of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

## **Core Values**

In keeping with the bountiful tradition of Catholic education, we Inspire Excellence in God's Children by educating the whole person as articulated by our Core Values:

### ***Empowered Learners***

We are first and foremost a school, and we strive to provide our students with the best education possible. We work to give all students the educational foundation they need to thrive and contribute in an ever-changing world. As evidenced by our outstanding national test scores, students excel in our challenging and stimulating academic environment. Our talented and caring faculty, dedicated parents, low student-to-teacher ratios, and technology all play a role in our students' academic success.

### ***Compassionate Believers***

St. Anne & St. Jude Catholic School offers an enriching spiritual environment for students of all faiths. We firmly believe that God loves each of us and that we are, in turn, called to love one another. Students are afforded the opportunity to grow in their faith through religious instruction, prayer, worship, reflection, and service to others. Faith is woven into the fabric of academic and extra-curricular activities. This faith-filled atmosphere encourages students and their families to integrate their faith into daily living.

### ***Active Citizens***

Inherent in a Christian way of life—and the spirit of St. Anne & St. Jude Catholic School—is the belief that we must look beyond ourselves to the greater good, that we are called to serve our neighbor, and that we must work toward making the world a better place for everyone. We strive to put this ideal into action every day. Students participate in service projects and community service throughout their years at St. Anne & St. Jude. They also grow into responsible young people who understand the importance of our nation’s values. Active civic involvement becomes second nature as students prepare to take on the responsibilities of citizenship.

### ***Energized Leaders***

We recognize that we are educating future leaders. In order for students to be capable of leading in the future, they must have opportunities to gain leadership skills during their formative years. We ask students to step forward and lead in a variety of ways—academically, spiritually, athletically, musically, morally, and interpersonally. Because we know our students as individuals, we are able to encourage them to recognize the leadership qualities that exist within themselves. Furthermore, the firm foundation our students gain in morality, personal responsibility, and self-discipline instills in them a greater sense of purpose and clarity when they take on leadership within our community.

### ***Administration and Personnel***

The pastor of St. Anne & St. Jude Catholic Church, along with the principal, administers the operation of St. Anne & St. Jude Catholic School. A member of the faculty also serves as assistant principal.

The faculty and staff of St. Anne & St. Jude Catholic School are dedicated to the well-being of the students. Teachers maintain baccalaureate degrees and/or teaching certification in the subject area they teach.

The office staff consists of two part-time administrative assistants. The administrative assistants are First Aide certified and provide minor health care for students, faculty and staff.

### ***Administration***

Principal	Mrs. Kristi Doyle
Assistant Principal	Mrs. Denise Spivey
Pastor, St. Anne & St. Jude Catholic Church	Father Frank Palmieri
Parochial Vicar, St. Anne & St. Jude Catholic Church	Father Noly Berjuega
Administrative Assistant	Mrs. Annette Doyle
Administrative Assistant	Mrs. Laurie Pelletier

***Faculty and Staff***

Kindergarten Teacher	Mrs. Beth Walker
First Grade	Mrs. Amy Doneth
Second Grade	Mrs. Kelly Snell
Third Grade	Mrs. Allison Austin
Fourth Grade	Ms. Meghan White
Language Arts 5-8	Mrs. Leah Kiernan
Math 5-8	Ms. Deanna Woodberry
Social Studies 5-8	Mr. Dan Spivey
Science 5-8	Mr. Robert Carneal
Religion 5-8	Mrs. Denise Spivey
Algebra	Mrs. Jan Hilton
Art K-4	Ms. Meghan White
Music	Mr. Chuck Wilson
P.E.	Mr. Mike Davey
Library	Mrs. Laurie Holzapfel
After School Care	Mrs. Pam Eaker Ms. Casey Doyle
Custodian	Mr. Don Vargas

**Absences**

**When a student is absent from school, a parent should call the office by 10:00 AM each day of the absence.** If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Anne & St. Jude students.

**Students should be fever free, without medication, for 24 hours before returning to school.** Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24-hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness **must** be brought to the student’s teacher upon the student’s return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child’s learning process. Missed assignments are the student’s responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent, a parent should call the school office before 9:30 AM to arrange for homework assignments. Homework assignments should be picked up at the school office between 3:00 PM – 3:30 PM.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.**

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken immediately upon return from an absence.

**Excessive absence 10 days or the equivalent of 10 days including tardies**, can be cause for a student to be retained in the current grade for another year.

### **Absence During the School Day**

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office by the parent. Students who are away from school for an appointment for 3 ½ hours or more will be counted absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence.

### **Academic Information**

#### ***Curriculum***

The Diocesan curriculum guidelines, consistent with the State of South Carolina guidelines, are followed for the teaching of all secular subject areas.

St. Anne & St. Jude Catholic School offers students opportunities for growth in the following core subjects:

#### ***Religion***

Catholic doctrine and tradition, bible study, social justice, and preparation for the reception of the Sacraments of Reconciliation and the Eucharist are the focus in the Religion programs.

Liturgical services are held each Wednesday, or Holy Days of Obligation, for the entire school community. K-8<sup>th</sup> grade students begin attending Mass on the first Wednesday after Labor Day.

#### ***Technology***

Topics of interest in the computer program are word processing, databases, spread sheets and power point presentations. Integration of technology within curricular subjects is also a focus. Middle school students may select Computer class as an elective. Electives are scheduled from 8<sup>th</sup> grade to 5<sup>th</sup> grade so students may not get their first choice.

#### ***Fine Arts***

Music and Art are offered to all students in Kindergarten through 4<sup>th</sup> grade. Fifth through 8<sup>th</sup> grade students all take music. The 5<sup>th</sup> through 8<sup>th</sup> grade students may also select choir as an elective. Electives are scheduled from 8<sup>th</sup> grade to 5<sup>th</sup> grade so students may not get their first choice.

### ***Handwriting***

Neat and legible handwriting is expected of all students. Kindergarten through 2<sup>nd</sup> grade students focus on manuscript. Students are taught cursive handwriting in 3<sup>rd</sup> grade. Students in 4<sup>th</sup> through 8<sup>th</sup> grade are expected to turn in all written assignments in legible cursive handwriting. Students in grades 5 through 8 will be given remedial handwriting lessons when teachers determine handwriting has become illegible. Students will be dropped from handwriting club with the approval of all their teachers.

### ***Language Arts***

Reading, grammar, spelling, vocabulary, composition, library skills, and literature are the focus of the language arts programs.

### ***Mathematics***

Numbers and operations, geometry, measurement, data analysis, probability and Algebra are the basis of the math programs. Students in 8<sup>th</sup> grade will be assessed and placed in either Pre-Algebra or Algebra I. Students in Algebra I must make an 85 or better for the year in order to receive high school credit for the course.

### ***Physical Education***

Physical fitness programs are based on the skill levels of each grade.

### ***Science***

Science programs focus on general science content and laboratory skills.

### ***Social Studies***

History, Geography, Economics, South Carolina History and current events are the focus of the Social Studies programs.

### ***Spanish***

Vocabulary, common expressions, grammar, conversation and culture are the focus of the Spanish programs.

### **Academic Probation**

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students will be placed on academic probation if they earn any grade less than a "C" in a core subject area. Students will remain on academic probation until all core subject grades are "C" or above. Student academic progress will be assessed on interims and report cards. Students on academic probation will be removed from elective courses and/or fun activities until interim/report card grades indicate acceptable levels.

### **Accreditation**

St. Anne & St. Jude Catholic School is accredited through the Southern Association of Colleges and Schools and the South Carolina Independent Schools Association.



## **Admission Information**

### ***Nondiscriminatory Policy***

St. Anne & St. Jude Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to St. Anne & St. Jude Catholic School:

1. Registered members of South Carolina Catholic parishes
2. All other students

Children entering Kindergarten must be five (5) years of age by September 1<sup>st</sup>.

At the time of registration, all new students seeking admission to St. Anne & St. Jude Catholic School are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

- \*Verification of active parish affiliation/stewardship
  - +Use of weekly envelopes or automatic deposit
- \*Health Records
- \*Immunization Records on the South Carolina Immunization Form
- \*Birth Certificate (original)
- \*Baptismal Certificate (Catholic applicants only)
- \*Report Cards
- \*Standardized Test Results
- \*Record of IEP

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Anne & St. Jude Catholic School will meet the educational needs of the students.

Testing in some academic areas may be held for new incoming students to determine accurate placement in the school's program.

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Anne & St. Jude Catholic School.

Non-Catholic students whose parents accept the philosophy of St. Anne & St. Jude Catholic School will be accepted on a space available basis.

## **Financial Obligations**

### **Tuition Payment Options:**

#### **Payment Options:**

- Pay in full by August 31<sup>st</sup>, or
- Pay ½ annual tuition by August 31<sup>st</sup> and the remainder by January 15<sup>th</sup>, or
- Pay monthly beginning in July and ending the following June

## **Student Fees**

- The \$200.00 Registration Fee for students must be submitted upon registration.
- Book and maintenance fees are due by September 1<sup>st</sup>.
- Returning students must reserve their spot by paying the Registration Fee by the date designated.
- All student fees are NON-REFUNDABLE.
- There will be a \$25 returned check fee for all checks made payable to St. Anne & St. Jude Catholic School that do not clear the bank.

## **Withdrawal Policy**

- Families must notify the school in writing if a student is withdrawn from the school.
- The school will not forward records for students who withdraw with an outstanding financial obligation to the school.

**A RETURN FEE OF \$25.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED CHECK WRITTEN TO THE SCHOOL.**

**PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL OFFICE at 775-3632.**

Registration and book fees cover registration materials, rental of hard-cover textbooks, consumable workbooks, art materials, physical education equipment (playground balls, jump ropes, etc. for use by classrooms during recess times), Science lab fees for consumable materials; DOES NOT COVER FIELD TRIPS, AFTER SCHOOL CARE, ATHLETIC PROGRAMS (basketball, volleyball, soccer, etc.), LUNCHESES or other after school activities.

## **Allergy Policy**

St. Anne & St. Jude Catholic School recognizes that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma. Individual limitations set by medical professionals will be followed by school personnel. Parents are responsible for obtaining updated instructions from medical personnel if individual limitations change.

This school encourages children with asthma to achieve their fullest potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy.

### ***1. Asthma Medication***

Immediate access to reliever inhalers is vital. Inhalers should be left in the school office unless other arrangements are made with administration. All inhalers must be labeled with the child's name by the parent. A medication form must be completed and presented to the school office for any student requiring the use of an inhaler.

### ***2. Record Keeping***

At the beginning of each school year, or when a child joins St. Anne & St. Jude Catholic School, parents are asked to submit a child's medical record. From this information the school keeps its asthma register which is available for all school staff. If medication changes in between times, parents are asked to inform the school.

### ***3. The School Environment***

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

### ***4. Food Allergy Policy***

St. Anne & St. Jude Catholic School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Anne & St. Jude 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.

### ***5. Classrooms***

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school administration will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

### ***Asbestos Management Plan***

The St. Anne & St. Jude Catholic School Asbestos Management Plan is available in the school office.

### ***Athletics***

St. Anne & St. Jude Catholic School offers students the opportunity to participate in competitive sports. Students participate on school teams through local the Parks and Recreation Department and interscholastic programs with local private schools and organizations.

## **Awards**

### ***All "A" Honor Roll***

Each student who receives A's in all core academic subjects and satisfactory marks (minimum) in all other areas will be recognized at the end of the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Quarters.

### ***A/B Honor Roll***

Each student who receives A's and B's in all core academic subjects and satisfactory marks (minimum) in all other areas will be recognized at the end of the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Quarters.

### ***Guardian Award***

Each homeroom teacher will nominate one student to receive a Guardian Award each quarter. Students will be nominated for this award because they exemplify the spirit of the mission of St. Anne & St. Jude Catholic School.

#### Criteria:

- +Spirit of reverence
- +Academic effort
- +Appropriate conduct
- +Respect for others
- +Integrity
- +Evidence of service (willingness to help)
- +Leadership skills
- +Good deeds above and beyond the norm

## **Birthday Observances**

Birthday treats may be brought to school for students to distribute at snack time or lunch as determined by the teacher.

Invitations for slumber parties or birthday parties must be sent to the homes of students through the United States mail. Personal party invitations may NOT be distributed on school grounds or at school sponsored activities.

Balloons, flowers and other gifts may NOT be delivered to children at school.

## **Blogs**

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

## **Buckley Amendment**

St. Anne & St. Jude Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents.

## **Bullying and Cyberbullying**

St. Anne & St. Jude Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

## **Car Pool**

Parents/guardians are responsible for ensuring students get to and from school within school hours as defined by the yearly calendar. Students will only depart the school premises during school hours in the care of a parent/guardian.

St. Anne & St. Jude Catholic School is committed to the safety of the children, before school in the morning and at dismissal in the afternoon. Teachers will report to morning assembly by 7:45 am and there is no supervision after 3:10 pm except for those students attending after school care. If children are not picked up by 3:10 pm they will be sent to afterschool care, the cost of which will be borne by parents/guardians.

All cars must have a name card clearly displayed in the front windshield on the driver's side of the car. The name cards are distributed from the school office on the first day of classes. Students will be called to the appropriate pick-up area by their last name.

Drivers should enter the parking lot on the west side from Magnolia Street and exit to the west onto Magnolia Street for morning drop off and afternoon pick up.

Parents are asked to remain in their vehicles during the drop off and pick up times as this allows the process to flow more efficiently. For the safety of the children, we will not allow them to cross through traffic to the parking area without adult supervision. Parking spaces marked in red are not to be used for parking from 7:00 am to 8:30 am or 2:00 pm to 3:30 pm.

The Magnolia Street circle is used for dropping off students in the morning. There should be absolutely NO parking in this area during school hours.

Parents are asked to pay close attention during the carpool process. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the teachers on duty.

It is the responsibility of the parent to contact carpool members and after school care agencies when a child is absent, leaves school early, or needs other arrangements to be made.

The school office should be advised in writing if a child is to go home in a different car pool or by a different means on a given day.

Morning drop off and afternoon pick up are not suitable times to conference with your child's teachers. They are on duty and responsible for the students in their care. If you must speak to a teacher, please contact the school office to make an appointment.

## **Cell Phones**

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 locker or in his/her possession. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

## *Cheating*

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating will also be unable to participate in sports.

## *Child Abuse Laws*

St. Anne & St. Jude Catholic School abides by the Child Abuse laws of the State of South Carolina. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

## *Code of Conduct*

A firm disciplinary code is an essential part of our school program and unquestionably enhances the academic environment. As with all discipline, common sense enforcement of rules is necessary and parents/guardians are expected to support the enforcement of the follow regulations. All rules of behavior are for the common good of the student body and will be equally enforced. School guidelines for discipline apply to off campus school sponsored activities as well as on campus activities.

1. Each student should be aware that his/her primary obligation is to give service to God and country.
2. Each student is expected to use class time effectively by taking pride in doing his/her best work at all times.
3. Each student is expected to respect the time of faculty, staff and peers by refraining from disruptive behaviors while engaged in school activities of any kind.
4. Each student is expected to do his/her own schoolwork. Cheating includes, but is not limited to, plagiarism, copying another student's work and verbally receiving answers for an assignment.
5. Each student is expected to respect fellow classmates. Students may not threaten strike or otherwise harm another individual.
6. Each student is expected to respect the property of the school, parish and others.
7. Each student is expected to be in supervised, designated areas at all times while at school.
8. Each student is expected to display respect, tact and a good manner in language and deed at all times.
9. Each student is expected to report unfamiliar persons on school grounds to a faculty or staff member immediately. Students should refrain from talking with unfamiliar persons.
10. Each student is expected to utilize school and playground equipment in an appropriate manner.
11. Each student is expected to adhere to the St. Anne & St. Jude Catholic School dress code while at school and school related activities.
12. Each student is expected to follow the instructions and directives of administration, faculty and staff.
13. Students may not possess, sell or use any tobacco product, alcoholic beverage, non-medical controlled substance, sexually explicit written or photographic material, or weapons on school premises or at off campus school sponsored events. This includes the school bus and private vehicles traveling to school functions.

14. Students may not chew chewing gum on school premises.
15. Students may not bring or use personal electronic devices on school grounds unless approved by school administration.
16. Students may not depart any class or activity without the permission of the teacher or supervisor.

### **Conduct**

In accordance with the stated philosophy of the school, which emphasizes 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 courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Principal or Assistant Principal reserves the right to determine the appropriateness of an action if any doubt arises.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of contraband items in the school.

**Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

### **Crisis Plan**

St. Anne & St. Jude Catholic School has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to St. Anne & St. Jude Catholic Church-West Oakland Street property.

### **Discipline**

#### **Notices**

Students may incur the following levels of discipline while at St. Anne & St. Jude Catholic School for violations of the Code of Conduct. Infraction notices are issued to the student in order to notify the parent/guardian of the infraction. Students will be given appropriate consequences as reinforcement for rules violations.

#### ***Pink Slip***

Pink slips are given for violations of the school dress code. Students will receive one detention for each pink slip.

#### ***Blue Slip***

Blue slips are given for minor infractions such as, but not limited to, lack of supplies, missing assignments, tardiness and unsigned papers. Students will receive one detention for each blue slip.

### ***Yellow Slip***

Yellow slips are given for repetitive unacceptable behaviors, more aggressive and/or disruptive behaviors such as, but not limited to, disrespectfulness and major classroom or playground disruptions. Students will receive two detentions for each yellow slip.

### ***Orange Slip***

Orange slips are given for major infractions such as, but not limited to, cheating, forgery or telling lies. Students will receive five detentions or in school suspension for each orange slip.

### ***Special Notification***

Parents will receive special notification if a student's behavior requires suspension or expulsion.

### ***Detention***

Detentions will be served during recess on the day closest to the time of the infraction. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

### ***Suspension***

All suspensions will be served in school. Students who receive suspension will not be allowed at school related activities during the time of their suspension. Students must complete all class work and tests from the days of suspension but full credit will not be given for the assignments.

### ***Expulsion***

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Anne & St. Jude Catholic School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

### ***Special Note***

At any point, a student may lose the privilege to participate in extra-curricular, athletic and out of school activities such as field trips based on behavioral choices. The faculty and administration will make these determinations based on the infractions and/or frequency of infractions incurred.

### ***Drugs and Alcohol***

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

### ***Emergency Drills***

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column, facing away from the building;
5. Return to building when signal is given.



Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given.

### **Field Trips**

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.
7. 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.
8. 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 **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. **Note:** a fax does **not** take the place of an original signature.
10. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
11. 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.
12. Students who are participating in the field trip must ride the bus or in approved personal vehicles to and from the field trip with their class.
13. For local field trips involving volunteer drivers, minimum automobile liability coverage of \$100,000/\$300,000 is required by the Diocese of Charleston. A driver information sheet must be completed each year. \$100,000/\$300,000 refers to personal injury-- \$100,000 coverage for an individual’s injuries/\$300,000 coverage for total injuries sustained in a single accident. Any damage to the volunteer’s own automobile must be covered by personal policies.
14. All monies collected for the field trip are **non-refundable**.
15. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.

16. 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. Our 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.
17. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
18. All chaperones must be 25 years of age or older.

### **Fundraising**

Fundraising is an important function in the operation of St. Anne & St. Jude Catholic School. As a school, we work hard to keep tuition affordable to our community. However, in doing so, it becomes necessary to raise additional funds for extras within the school. These include, but are not limited to, technology, library, professional development, and financial assistance.

As a school we expect all of our school families to support all school fundraisers to the extent they are able financially.

### **Gifts**

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the United States mail.

Balloons, flowers and other gifts may NOT be delivered to children at school.

### **Grading Scale**

A	93-100
B	85-92
C	77-84
D	70-76
F	Below 70
I	Incomplete

Effort grades will be given in all elective subject areas:

O	Outstanding
S+	Above Average
S	Good
S-	Capable of better effort
U	Serious lack of effort

## **Grievances**

Parents/guardians are encouraged to make suggestions and/or constructive criticisms (stating concerns and offering solutions). The administration, faculty and staff of St. Anne & St. Jude Catholic School insist that parents/guardians follow the proper chain of command when dealing with situations that arise within the school setting. This means that the supervising teacher would be the first point of contact. Should further assistance be required, the parents/guardians should meet with the principal. The final link in the chain of command is the pastor. If parents/guardians wish to confer with the faculty, staff and/or administration, an appointment should be made through the school office. Conferencing with a teacher while the teacher is on duty prevents that teacher from fulfilling his/her responsibilities to the students and therefore interferes with the efficient running of the school day.

## **Gum**

Students may not chew gum at any time that they are at school. This includes before school, during school, and after school. Disciplinary action will occur for students chewing gum during the course of the school day or during carpool.

## **Harassment**

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

## **Home-School Communication**

St. Anne & St. Jude Catholic School makes every attempt to keep our school community informed. School communications are distributed by homeroom teachers as necessary. Notifications may also be found on the school website and Facebook page. St. Anne & St. Jude Catholic School will employ SchoolReach for school-wide emergency communications.

## **Homework**

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Students are responsible for completing their own homework assignments on their own as they are assigned. It is extremely important for the teacher's assessment that homework reflects the student's own efforts.

Students are expected to write all homework assignments in their homework notebook or assignment book. Teachers utilize Homework Center on the school website to assist families in obtaining assignments due to absences. Homework Center should be a back-up to the student's homework notebook or assignment book.

## **Homework Club**

Students experiencing difficulties with organization and/or course material may benefit from Homework Club. Teachers, administration and parents work together to identify students for such intervention. Homework Club meets Monday through Thursday afternoons from 3:10-4:00pm. There is no charge for Homework Club. Students must use Homework Club on a regular schedule. Homework Club cannot be used in place of after school care for the occasional need. Students not picked up from Homework Club at 4:00pm will be sent to after school care, the cost of which will be borne by the parents.

## **Homework due to Vacations/Planned Absences**

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment 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 or offer payment for homework given in advance of an absence.**

## **Homework Policy Due to Illness**

When a student is **absent**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM. Students may also check Homework Center for assignments or receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness to make up missed assignments. For example, a student who was absent three days should be given three school days to complete the missed work.

## **Library**

The school has a well-equipped library. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. Students may not check out books if they have borrowed books that have not been returned.
3. A fine of one canned good per day is required for overdue books with a maximum fine of ten cans. (Canned goods are donated to local food banks). Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost, overdue, or damaged books do not receive progress reports or quarterly report cards until their account is cleared.

## **Lockers**

Each student is assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers/cubbies

only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out with anything that is not easily or completely removable. Everything must be in good taste. Student schedules and pencil holders facilitate learning and may be posted on the interior of a student's locker door.

Students in Grades 6 – 8 are issued a school-owned combination lock to use to protect their personal items during the evening and on the weekends. With parent permission, students may choose not to use a lock on their locker. The school does not assume responsibility for items lost, stolen or misplaced from school lockers or student cubbies. The school maintains a universal key and reserves the right to open student lockers at any time without probable or reasonable cause. The locks are the property of St. Anne & St. Jude Catholic School. Students will be responsible for replacement of any lost lock. A lock that is not locked on a student's locker during the school day will be taken from the locker. The student must come to the office to retrieve his/her lock. A \$5.00 fine is charged after the second infraction.

### **Lost and Found**

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity.**

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

### **Lunch Program**

St. Anne & St. Jude Catholic School orders lunch from local establishments daily. Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. **Students who forget their lunch will be provided a cheese or peanut butter sandwich. Phone calls will not be made for forgotten lunches.**

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

The school does not have the capacity to refrigerate or heat lunches for students. Student lunches should be packed accordingly.

Families may purchase milk for their student(s) through the school office on a monthly basis.

### **Medication**

Students requiring medication at school must have a medication form on file in the school office for each medication being administered by school personnel.

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Office in the container received from the pharmacy and must have on its label the following information:

- a. Child's name
- b. Name of doctor prescribing the child's medication
- c. Frequency
- d. Dose
- e. Date

All non-prescription medication (cough drops, eye drops, etc.) should be taken to the School Office with the following information:

- a. Child's name
- b. Frequency
- c. Dose
- d. Date

### **Off-Campus Conduct**

The administration of St. Anne & St. Jude Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

### **Office Records**

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

### **Parents as Partners**

As partners in the educational process at St. Anne & St. Jude 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 lunch money or nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To attend Mass/Church and teach the Christian faith by word and example;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student issues and concerns.

### **Parent's Role in Education**

We, at St. Anne & St. Jude Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Anne & St. Jude Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Anne & St. Jude Catholic School, we trust you will be loyal to this commitment. During these formative years (K to 8), your child needs constant support from both parents and faculty in order 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, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

### **Parent Teacher Conferences**

At St. Anne & St. Jude Catholic School, we encourage communication between parents and teachers. If parents/guardians wish to confer with the faculty, an appointment must be made through the school office. Conferences will be scheduled before school, after school, or at the convenience of the teachers and/or administration. Middle school conferences will be conducted with the whole middle school faculty and a member of administrative team unless otherwise cleared by the administration of the school. Conferencing with a teacher while the teacher is on duty prevents that teacher from fulfilling his/her responsibilities to the students. This interferes with the safe and efficient running of the school day.

### **Parent Teacher Organization**

St. Anne & St. Jude Catholic School Parent Teacher Organization works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization.

### **Parties**

Students are permitted four class parties a year: All Saints Party, Christmas, Valentine's and End of Year. Room parents may assist the classroom teacher with these four parties. We request that treats be already prepared into individual servings.

### **Promotion Policy and Retention Policy**

Advancement to the next grade in St. Anne & St. Jude Catholic School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Students may also be TRANSFERRED to the next grade. A student who is transferred to another grade may not be allowed to continue as a student at St. Anne & St. Jude Catholic School.

### **Report Cards/Progress Reports**

**Report Cards** are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks.

**Progress Reports** will be given mid-way between each nine-week grading period.



No student will be given a Progress Report or Report Card if tuition, library fines, or Afterschool Care Program fees are in arrears.

### **Returning to School After Dismissal**

Students are not permitted to return to the school building after the 3:10 PM dismissal unless accompanied by a teacher. Students who choose to return to school after 3:10 PM without a teacher face detention, suspension, or expulsion.

### **Sacramental Program**

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Anne & St. Jude Catholic School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Holy Eucharist will receive the sacrament of Reconciliation prior to First Holy Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

### **School Advisory Board**

The task of the St. Anne & St. Jude Catholic School School Advisory Board is to advise the pastor and the principal on the educational programs and needs for St. Anne & St. Jude Catholic School. These needs and programs are subject to such regulations as proceed from the Diocesan of Charleston Catholic Schools Office and the Office of the Bishop of Charleston. Board members are elected annually on a rotating basis.

The Advisory School Board meets every other month at the school with the first meeting being in September. Parents of students at St. Anne & St. Jude Catholic School may submit a written request to the principal to address the board. If deemed appropriate for the School Board (for information or action), the item will be included on the next meeting's agenda.

### **School Hours**

Regular school hours for all students are 7:45 AM to 2:50 PM. Students not in Morning Assembly at 7:45 AM are considered tardy.

At St. Anne & St. Jude Catholic School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

The school doors are opened for students in grades K through 8 at 7:00 AM. Students arriving at that time will go to the cafeteria until Morning Assembly begins at 7:45 AM.

Afternoon homeroom begins at 2:40 PM each day. Dismissal immediately follows. Please check the school calendar for early dismissal dates.

St. Anne & St. Jude Catholic School offers an after school care program. There is a \$4.00 per hour charge for the first child in a family and a \$2.00 per hour charge for each

additional child. The full charge applies to any portion of an hour used. A fee of \$1.00 per minute is charged for students remaining in the program after 5:30 PM.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. Students who are not picked up by 5:30 PM will receive:

1. a phone call reminding you to pick up your students on time
2. a registered letter reminding you that failure to pick up your child on time constitutes neglect.
3. Repeated failure to pick up your child from after school care on time will result in your child not being allowed to attend the after school care program.

Three (3) tardies or three (3) early withdrawals are considered a one-half day absence. Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade.

Students not picked up by the end of carpool (approximately 3:10 PM) will be sent immediately to the After School Care Program. Parents are charged the hourly rate for using the program.

### **School Office Hours**

The school office is open on all school days from **7:30 AM – 3:30 PM**.

### **School Property**

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

### **School Safety**

St. Anne & St. Jude Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

### **Service Projects**

The purpose of the stewardship program for students in Kindergarten through Grade 8 is to provide students with the opportunity to make a difference in our Church and surrounding community through various service and support programs. Each grade will participate in a pre-planned monthly service project.

## **Sexting**

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

## **Sickness and Injury**

Students who become ill while at school or who are injured will be sent to the office. No internal medication will be given. If more than minor first aid is needed, parents/guardians or the person listed on the student's emergency card will be notified and arrangements made to pick up the student.

## **Student Directory**

Within the first month of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses.

The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be **used** or **sold** for other purposes.

## **Student Records**

St. Anne & St. Jude Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. Anne & St. Jude Catholic School office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

**No records will be sent to transferring schools of students whose financial commitment is in arrears.**

## **Technology Concerns**

**Blogs:** Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

**Cell Phones:** 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 locker or in his/her possession. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

**Sexting:** Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

**Texting:** Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

**Virtual Reality Sites:** Virtual Reality Sites such as, but not limited to, [www.there.com](http://www.there.com)® and [www.secondlife.com](http://www.secondlife.com)®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

**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. Forgotten homework, athletic equipment, lunches etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

### **Testing**

The Iowa Test of Basic Skills is given in Grades 1 through 8. The Diocese of Charleston Religion Assessment is given to students in Grades 5 and 7.

Middle School students (Grades 5 – 8) may be given **multiple tests on a given day just as elementary students are.** Teachers allow adequate time for preparation for all major assessments.

### **Title IX**

St. Anne & St. Jude Catholic School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

### **Transfer of Students**

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until all financial obligations to the school have been settled.** (See previous section on Student Records for transcript information.)

### **Uniforms and Dress Code**

Historically, the wearing of a school uniform has proven to be a significant advantage for parents, students, and the school. Besides keeping down the costs to parents by reducing fashion competition, wearing the St. Anne & St. Jude Catholic School uniform develops a sense of pride

and orderliness among the students. Neatness and a complete ensemble are of utmost importance in wearing the uniform because it reflects not only upon the person but also the school's reputation. New uniform components must be purchased through

James Formal Wear  
8 West Hampton Ave.  
Sumter, SC 29150  
Phone 803-773-2320

Parents may purchase used uniforms from the St. Anne & St. Jude Catholic School used uniform store. These are the only option so that we may preserve the consistency of the school uniform.

All students must be in uniform every day. There will be no uniform today (NUT) days which will be announced or earned during the course of the school year (a dress code for such days is included in this section).

Students who are out of uniform will be sent to the office and the parent will be called to bring the proper clothing. Students will receive a detention for being out of uniform.

#### **Boys K-4 Regular Day Uniform**

- Navy blue pants or shorts
- Light blue St. Anne knit polo shirt (long or short sleeve)
- Belt (K does not require a belt)
- Navy, black or white socks

#### **Boys K-4 Mass Day Uniform**

- Navy blue pants
- White dress shirt (long or short sleeve) with or without St. Anne patch on upper, front, left
- St. Anne blue plaid tie
- Belt
- Navy, black or white socks

#### **Boys 5-8 Regular Day Uniform**

- Khaki pants or shorts
- Navy or white St. Anne knit polo shirt (long or short sleeve)
- Belt
- White, black, navy or tan socks

#### **Boys 5-8 Mass Day Uniform**

- Khaki pants
- White dress shirt (long or short sleeve) with or without St. Anne patch on upper, front, left
- St. Anne plaid tie
- Belt
- White, black, navy or tan socks

#### **Girls K-4 Regular Day Uniform**

- Navy pants, shorts or skirt

- St. Anne blue plaid jumper
- Light blue St. Anne knit polo shirt (long or short sleeve)
- Belt
- Navy, black or white socks

#### **Girls K-4 Mass Day Uniform**

- Blue plaid jumper with St. Anne patch on upper, front, left
- Blue blouse (long or short sleeve)
- St. Anne blue plaid crisscross tie
- Navy, black or white socks
- Navy or white, unembellished tights or leggings (cold weather) that meet the ankle

**Or**

- Navy pants or skort
- Blue blouse (long or short sleeve) with St. Anne patch on upper, front, left
- St. Anne blue plaid crisscross tie
- Belt
- Navy, black or white socks
- Navy or white, unembellished tights or leggings (cold weather) that meet the ankle

#### **Girls 5-8 Regular Day Uniform**

- Khaki pants, shorts, skort or skirt
- Navy or white St. Anne knit polo shirt (long or short sleeve)
- Belt
- Navy, black, tan or white socks
- Navy or white, unembellished tights or leggings (cold weather) that meet the ankle

#### **Girls 5-8 Mass Day Uniform**

- Khaki skirt, skort or pants
- White blouse (long or short sleeve) with or without St. Anne patch on upper, front, left
- St. Anne plaid crisscross tie
- Navy, black, tan or white socks
- Navy or white, unembellished tights or leggings (cold weather) that meet the ankle

#### **Boys and Girls K-8 P.E. Uniform**

- Navy athletic shorts with school logo or no logo at all
- Navy St. Anne t-shirt—NO names, pictures, etc. on front or back (i.e. no soccer uniform shirts, no spirit shirts, no owl shirts)
- Navy sweat pants (necessary for cold months)
- Navy sweatshirt (necessary for cold months)

#### **Boys and Girls In-Class Outerwear**

- Navy St. Anne sweatshirt
- Navy St. Anne jacket
- Navy sweatshirt/hoodie with or without school patch or logo (no other logos allowed)
- Navy cardigan with or without school patch or logo (no other embellishments allowed)

- Navy pullover sweater or vest with or without school patch or logo (no other embellishments allowed)

**All other outerwear may only be worn outside.**

### **Boys and Girls Footwear**

- Comfortable and conservative shoes/tennis shoes
- Colors must be primarily white, black, brown, navy or gray
- Socks must be worn at all times
- Socks must be visible above the shoes at all times
- Shoes may be tie, Velcro or slip-on style
- Shoes must be completely closed around the foot
- Shoelaces must not stand out from the shoe color and match one another
- No boots or high-top shoes
- No open toe shoes
- No sandals
- No clogs or crocs
- No shoes with lights or characters
- No high heels

### **N.U.T. (No Uniform Today) Card Days**

N.U.T. cards days are days when students may put aside their school uniforms and wear contemporary clothing that is in good taste. School wide N.U.T. days will be granted at the Principal's discretion. Students will also earn N.U.T. cards for various activities throughout the year. Students may use their N.U.T. cards on MONDAYS only. The following guidelines are applicable to N.U.T card days.

- Neat, clean and appropriate clothing
- Shoes must be completely closed around the foot
- Boots, high tops and colored shoes may be worn
- No sleeveless tops
- No t-shirts with questionable sayings or logos
- Socks are optional
- No high heels

### **General Uniform Guidelines**

- Uniforms are to be neat, clean and in good repair; free of permanent stains, tears/holes, and wrinkles.
- Shirrtails must be tucked in while at school.
- Socks should include no logo, writing or embellishments.
- Supplemental clothing is not permissible. This includes, but is not limited to, turtlenecks and long sleeve undershirts.
- Belts should be conservative. Permissible colors are brown, black, navy, white and St. Anne & St. Jude plaid.
- Shorts must be as long as the tip of the middle finger when students are standing.
- Skirts, skorts and jumpers should be no shorter than three inches above the knee.

- Colored undershirts and shirts with logos are not to be worn under school uniform shirts.
- Hair accessories should match the school uniform and be conservative in nature. Permissible colors are St. Anne plaid, navy, light blue, white, khaki and brown. Head scarves and headbands with long ties are not permissible.
- Hair beads pose a hazard during periods of activity and are not permissible at school.
- Hats/head coverings are not permitted inside school buildings for any students.
- Students may wear a single piece of any type of jewelry. Jewelry should be conservative in nature. If a student plays with the jewelry, it will be considered a toy and confiscated.
- Girls only are permitted to wear a single pair of stud earrings. Hoop, loop and dangling earrings are not allowed.
- Hair is to be neat, well-groomed and conservative. Highlighting and color streaking of the hair is not permitted for boys or girls. Girls must keep hair out of their eyes. Boys must keep hair cut above the eyebrows and off the shirt collar.
- Heavy facial and/or eye make-up is not permitted.
- Clear nail polish is the only acceptable nail polish.
- Temporary tattoos must not be visible on any student.
- Writing/drawing on one's body is not permitted.

Good Rule #1: If you think you shouldn't wear it, you shouldn't.

Good Rule #2: Seek clarification from the principal before you wear something you are questioning.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND ASSISTANT PRINCIPAL.

### 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 he/she enters 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.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school **may not drop in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

### Volunteers

Volunteerism is an extremely important aspect of St. Anne & St. Jude Catholic School. It is by example that our students learn. Therefore, when children see their parents/guardians volunteering, they learn the value of helping others through volunteer efforts. It is through the volunteer efforts of our families and Church parishioners that we are able to make improvements to our school and continue to provide students with the best opportunities available.

Each family is obligated to fulfill a minimum of 20 volunteer hours each year. Families should track their volunteer hours in the office throughout the year. Volunteer hours may also



be bought out at a rate of \$10 per hour. At the end of the year, a fee will be assessed for any unfulfilled volunteer hours.

All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete the Diocesan mandated background check AND Virtus training before volunteering.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

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 to serve lunches, to assist with class parties, or to decorate bulletin boards.**

### **Weather Emergencies**

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent to the home phone, cell phone, and e-mail account listed on a student's file via the SchoolReach system.

### **Right to Amend**

St. Anne & St. Jude Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents in hard copy or through e-mail communication.

**PHOTO-VIDEO RELEASE**

To whom it may concern:

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

Signed:

\_\_\_\_\_

Date:

\_\_\_\_\_

Return by October 3, 2016

**YEARBOOK RELEASE**

To whom it may concern:

I hereby give permission for my son/daughter  
\_\_\_\_\_ to be photographed for the St. Anne  
& St. Jude Catholic School yearbook.

Signed:

\_\_\_\_\_

Date:

\_\_\_\_\_

Return by October 3, 2016

## Volunteer/Fundraising Agreement

I understand that by enrolling my student in St. Anne & St. Jude Catholic School, I am obligated to:

- Serve twenty hours of volunteer time before the last day of the school year and that it is my responsibility to record my volunteer time in the school office. I understand that I may buy-out my volunteer time at a rate of \$10 for each volunteer hour. This can be in cash or additional items purchased for the school. Receipts must be provided on my volunteer log sheet. I also understand that I will be billed \$10 for each unmet volunteer hour at the end of the school year.
- Support all St. Anne & St. Jude Catholic School fundraisers to the extent that I am financially able. The ideal fundraising contribution would be \$150 for the St. Anne Benefit Auction.

Family Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

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

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

Return by October 3, 2016

***Handbook Acknowledgement Page***

I have read the 2016/2017 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

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

\_\_\_\_\_  
Parent signature Date

\_\_\_\_\_  
Parent signature Date

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

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

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

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

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

**SIGNED FORM DUE OCTOBER 3, 2016**