

SAINT ANN SCHOOL

2007 - 2008

PARENT and STUDENT HANDBOOK

446 W. Church Ave
Ridgecrest CA 93555

TEL (760) 375-4713
FAX (760) 375-6345

Website: www.school.parishofsaintann.org
E-Mail: school@parishofsaintann.org

Saint Ann School

Mission Statement

The primary mission of Saint Ann School is to be an effective educational instrument of the Catholic Church. We exist as a faith community of parents, students, teachers, pastor, parishioners, and Advisory Council members to provide a Christian educational atmosphere enlivened by the Gospel Spirit. Our unique task is to teach the life of Christ and to assist each child in growing into the fullness of that life. We promote the complete development of each child to serve the family, Church, local, national and global communities.

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I. INTRODUCTION

HISTORY OF SAINT ANN SCHOOL

In 1946 the resident pastor, Father Francis Pointek of the Church of Santa Barbara in Randsburg, decided to initiate steps to establish a permanent Ridgecrest facility, named Church of Saint Ann. Father Pointek took up residence at Saint Ann, and Santa Barbara of Randsburg became part of this new parish. Because of the growth of the communities of Ridgecrest, China Lake, and Inyokern, a school was built to meet the educational and religious needs of the children of the parish. A four-classroom school building was constructed, and the new Saint Ann School commenced operation in 1952.

During that first year, four classes were in operation, the first through fourth grades. Total enrollment was 100 to 110 students. The school was initially staffed by the Handmaids of Mary Immaculate of the Diocese of Helena. In the summer of 1954, fire gutted the school building. For the next year, classes were held in the old Rowe Street huts in China Lake. In September 1955, classes resumed in the rebuilt school building in Ridgecrest. Sister Mary Bridget, a Dominican nun, was principal and first grade teacher. Enrollment was constant at 100 to 110.

In 1956 the fifth grade was added, the sixth in 1957, the seventh in 1958, and the eighth in 1959. Construction of four additional classrooms was started in 1959 and completed in 1961. In 1969 Sister Claudine and Sister Gabriel of the Holy Name Sisters joined the school staff. Sister Claudine became principal as well as full-time teacher. Sister Joan and Sister Barbara of the Dominican Order arrived in 1970. During this period, Saint Ann School had a staff of fifty-percent religious and fifty-percent lay teachers. Enrollment was 240 to 250 students.

In 1977 Father Heffernan became pastor of Saint Ann Church. In 1978 Sister Kay, Sister Frances, and Sister Paula of the Dominican Order replaced Sister Claudine and Sister Gabriel, who were transferred. In 1979 Father Heffernan and Sister Kay established a kindergarten and a ninth grade after Sierra Sands Unified School District decided to expand the junior high concept to seventh, eighth and ninth grades. Due to this expansion, an additional wing was built. With the addition of kindergarten and ninth grades, the school enrollment was 270 to 275 students.

Monsignor Cleary replaced Father Heffernan in 1980. In 1981 the School Board eliminated the ninth grade and maintained a kindergarten through eighth grade format. Mrs. Carol Brown was asked to be principal and part-time sixth grade teacher. In 1982 the School Board eliminated the seventh and eighth grades and acquired a full-time principal, Mr. Dan Clark. Mr. Stan Kus was principal from 1985 - 1989. Mrs. Patricia Bailey was principal from 1989 - 1999. In 1999 Father Gamel became pastor of Saint Ann Church and Ms. Clara Finneran became principal of Saint Ann School. During the 2003 – 2004 school year, Mrs. Mary Little became the principal.

The school remained at kindergarten through sixth grade through June 1995. Beginning with the 1995 - 1996 school year, the academic structure was kindergarten through fifth grades in order to align the school with the Sierra Sands Unified School District. Sixth grade was reinstated for the 1997 - 1998 school year. Seventh grade was added in 1998. Eighth grade was added for the 1999 - 2000 school year.

PHILOSOPHY STATEMENT

The philosophy of Saint Ann School is founded on the principle that the whole child is to be educated in an academically challenging atmosphere permeated by Gospel Spirit. Teachers are facilitators of learning who recognize that families provide the foundation and support for the education of their children. Teachers engage students in developmentally appropriate academic activities, thereby encouraging mastery of knowledge and skills. The school community ensures that children experience Christian community, meaningful worship, service, and a sense of the sacred. Thus, students are prepared to live in service to others.

SCHOOL-WIDE LEARNING EXPECTATIONS

A student attending Saint Ann School is:

1. A Catholic learner who:
 - Expresses faith through participating in the Holy Mass, sacraments, devotions, prayer and Christian service
 - Studies and understands the doctrine, scriptures and Sacred Tradition of the Catholic faith
 - Makes decisions that demonstrate Catholic values including compassion, tolerance, justice and respect for the dignity of life
2. A Life-Long Learner who:
 - Has a solid foundation in basic learning skills and concepts as stated in the Diocese of Fresno Curriculum Guidelines
 - Utilizes technology competently and responsibly
 - Knows the importance of making healthy choices
3. A Communicator who:
 - Articulates ideas clearly and creatively through writing, speaking, graphics and other non-verbal communication
 - Listens actively and critically
 - Expresses opinions thoughtfully
4. A Responsible Citizen who:
 - Supports and participates in school and community activities
 - Understands and appreciates our multicultural society
 - Articulates an awareness of current events and global issues
 - Demonstrates responsibility to the environment
 - Is collaborative and respectful in relationships
5. A Critical Thinker and Problem Solver who:
 - Works independently and collaboratively
 - Resolves conflicts peacefully
 - Analyzes alternatives in order to identify solutions
 - Accepts responsibility for one's actions

POLICY STATEMENT

Saint Ann School, mindful of its mission to be a witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded to students. Saint Ann School does not discriminate on the basis of race, color, national and/or ethnic origin, age, sex or disability in the administration of educational policies, scholarship and loan programs, and athletic and other school-administered programs.

Likewise, Saint Ann School does not discriminate against any applicant for employment on the basis of sex, age, disability, race, color, and national and/or ethnic origin.

ACCREDITATION

Saint Ann School is accredited by the Western Association of Schools and Colleges and the Western Catholic Educational Association.

THE ROLE OF PARENTS

Saint Ann School endeavors to act in partnership with parents for the benefit of students. We believe the academic, moral, and spiritual growth of children to be a ministry that begins at home; therefore, parents are the primary educators of their children. Through the continuing, active role of parents, children develop their Christian identity and become responsible to witness to the world a life of love and service.

We are aware as we prepare students for life in the twenty-first century that ours is a world at times challenged by high mobility, ethnic diversity, increasing technological innovations, and time constraints that impact family life. As a school community, we invite parents and staff to constantly reinforce the importance of the relationship between parent and child, to act as partners in nurturing that relationship, and to provide for an appropriate balance between school and home outside of the school day. As role models for children, parents and teachers realize that their example of effective partnership is vitally significant. To this end, the faculty and associates commit themselves to working with parents in order to develop in each student those qualities which more perfectly mirror the example of Christ's life.

Saint Ann School has high expectations for parent commitment and behavior. A student or students may be removed, at the discretion of the principal and/or pastor due to unsatisfactory parental behavior.

THE ROLE OF FACULTY AND ASSOCIATES

The challenge set before us is to establish an atmosphere for learning in which who we are as individual teachers, as well as how we function as a faith community, give witness to the message of Christ.

It is imperative that, as partners with parents, we permeate our message with methods and materials which take into consideration the world from which the student comes, as well as the world in which the student will function as a young Christian adult. We seek to develop in all students a faith based on sound Christian doctrine, supported by an ever-growing faith community which leads to a life-long mission of Christian service and commitment.

“The prime responsibility for creating this unique Christian School climate rests with the teachers, as individuals and as a community. The religious dimension of the school climate is expressed through the celebration of Christian values in Word and Sacrament, in individual behavior, in friendly relationships, and in ready availability. Through this daily witness, the students will come to appreciate the uniqueness of the environment to which their youth has been entrusted.”
(1988 document issued by the Vatican Congregation for Catholic Education entitled “The Religious Dimension of Education in a Catholic School.”)

THE ROLE OF THE CATHOLIC COMMUNITY

The Catholic community of Saint Ann School encompasses the relationships which exist between our school and parish, and the values and beliefs which are reflected in our daily actions. As we interact with students in the classroom, on the playground, in church, or in community activities, we give witness to our faith. Our actions reflect the teachings of Jesus. We help children to recognize that their actions also need to reflect Catholic beliefs and values. Their faith calls them to go beyond mere knowledge, particularly when faced with situations in which it is difficult to respond as Jesus would. Conflicts do occur and resolving them in a Christian manner is a lifelong challenge.

Praying as a staff and praying with our students are important aspects of our school. The formal prayers of the Church, spontaneous prayer, reading and reflecting on a particular Scripture passage, meditating silently, or praying with music offer numerous opportunities to build community through prayer. At times, the parish and school communities gather together for such experiences as May crowning, prayers and lighting of the Advent wreath, Stations of the Cross, weekly attendance at Mass, and para-liturgies to commemorate celebrations throughout the school year. Through service projects and mission awareness, students learn from the witness of the adults around them the importance of sharing our time, talent, and treasure.

The integration of religious truth and values is brought about by the presence of teachers, staff, parents, and parishioners who express and exemplify their Catholic faith in their private and professional lives.

THE ROLE OF STUDENTS

Recognizing the fact that Christian personality grows neither in constraint nor permissiveness, we seek to teach students that through responsible decision making the capacity for self-discipline is best achieved. In working toward this end, we wish to motivate the student to acquire knowledge and to permeate intellectual growth with the teachings of Christ.

In a world of increasing technological specialization and dehumanization, it is imperative to be able to think critically, creatively, and conscientiously. We hope to teach our youth how to think by providing academic tasks which stress critical thinking skills.

THE ROLE OF THE CATHOLIC STUDENT IN THE WORLD

The ultimate end of the educational structure of Saint Ann School is to help the student acquire the skills and habits of thought and character which are attributes of a Catholic education. It is our hope that the youth of Saint Ann School will be prepared to contribute to society as capable citizens and Christian leaders.

II. GENERAL POLICIES

LITURGY AND RELIGIOUS EDUCATION

Religious instruction, including the formal study of Roman Catholic beliefs, Sacred Scripture and Tradition, and Liturgy, is a central aspect of teaching at Saint Ann School.

In addition to regular daily religious instruction in all grades, the school community celebrates special liturgical and prayer services.

Parents are urged to discuss their child's religious training with individual teachers or the priest at Saint Ann in order that a coordinated effort linking home, school, and Church may be achieved.

Non-Catholic students are required to take part in religious instruction and liturgical celebrations.

GENERAL ADMISSION POLICIES

Saint Ann School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. The school does not discriminate on the basis of gender, race, color, national or ethnic origin in the administration of its educational policies, admission policies, scholarship programs, or other school-administered programs.

Primary preference for admission is given to active, contributing Catholic parishioners. Secondary preference is given to siblings of Catholic students and to siblings of students of other faiths. Tertiary preference for admission is given to committed students of other faiths. Students may be placed on waiting lists beginning September first of the year prior to the year in which admission is desired.

A child entering kindergarten should be five years of age on or before December 2 of that year. A child entering first grade should be six years of age on or before December 2 of that year. Birth and baptismal certificates are required. Incoming kindergarten and incoming first grade students must be pre-tested with the Gesell Readiness Assessment. Passage of this assessment is necessary for entrance consideration. This assessment reliably identifies a child's developmental and behavioral readiness for the Saint Ann School environment.

New students will be accepted selectively at the beginning of the second semester. Catholic families who have relocated to Ridgecrest after the school year has already begun may apply for an exemption to this policy. All new students are required to perform satisfactorily on the grade-level entrance exam. Parents of new students are required to show report cards and standardized test scores from the previous two school years.

Registration and testing fees are due on the day of testing. All incoming students will be placed on academic and conduct probation for at least one quarter.

We wish to clearly state that Saint Ann School is not designed to accommodate students

who demonstrate severe grade level deficiencies or behavioral problems. We will recommend specialized testing where academic deficiencies may be caused by specific learning disabilities, behavior problems or severe physical disabilities, and we will assist in referrals for alternative school placement where necessary.

PHYSICAL EXAMINATIONS -- IMMUNIZATION RECORDS

Registration will not be complete unless the following requirements have been met:

Students entering Saint Ann School for the first time must bring a record of:

- Four (4) DPT, or DT, immunizations
- Three (3) polio, measles (10 day), rubella, and mumps immunizations, and
- Hepatitis B immunization for seventh grade students.

The month and year of the immunization must be furnished to the office. State examiners periodically check our office files for compliance.

First grade students must have a Report of Diagnostic Examination on file. Forms are available in the office.

COMMUNICABLE DISEASES

Saint Ann School works cooperatively with state and local health agencies to prevent, control, and contain communicable diseases. Communicable disease is a serious concern for both the afflicted person and the school community. Each communicable disease case shall be judged on its own merits following the policies and procedures established by the Diocese of Fresno.

Parents/guardians must immediately notify the school office if they suspect that their child has been exposed to or has a communicable disease that may present a serious health threat to their child or to others.

AIR QUALITY

Saint Ann School will take appropriate steps to protect the health of students and employees during unhealthy and hazardous air quality episodes. The administration shall monitor local air quality and shall limit or restrict physical activities at school or at any school-sponsored activity during declared unhealthy and hazardous air quality episodes.

The school shall create a confidential list containing the names of students, especially those with respiratory diseases such as asthma, who are sensitive to air pollution (hereafter "Sensitive Group"). To assist the school to identify students to be included in this Sensitive Group, parents/guardians must notify the school in writing of their child's sensitivity to air pollution. Any student who complains of respiratory difficulty shall be treated as a member of the Sensitive Group.

Based on the Air Quality Index, the school administration shall limit or restrict physical activity as needed.

SUPERVISION OF STUDENTS

All students of Saint Ann School are under the supervision of a designated adult school authority at the following times:

Full Days..... 7:15 a.m. - 2:55 p.m.
Minimum Days..... 7:15 a.m. - 11:45 a.m. (or 7:15 a.m. - 10:15 a.m.)

For safety and insurance reasons, we ask that no student arrive at school before 7:15 a.m. or remain on campus after 2:55 p.m. Students who arrive before 7:15 a.m. or who remain after 2:55 p.m. will be escorted to the Extended Day Program (EDP) and families will be charged at the drop-in rate.

Saint Ann School and any and all of its agents are hereby released from liability arising out of or in any manner related to supervision outside these designated hours.

Kindergarten Schedule: Classroom Opens.....7:15 a.m.
Regular School Day.....7:30 a.m. - 11:30 a.m.

Daily Schedule for Grades 1 through 8:

Regular School Day 7:30 a.m. - 2:40 p.m.
(Students should be in their desks ready to begin the day by 7:30 a.m.)

Morning Recess/Break: Elementary..... 10:00 a.m. - 10:20 a.m.
Middle School 10:10 a.m. - 10:25 a.m.

Lunch Periods: Elementary School..... 12:00 p.m. - 12:45 p.m.
Middle School 12:15 p.m. - 1:00 p.m.

Mass on Fridays and Holy Days of Obligation: 8:15 a.m.

Dismissal on Minimum Days:..... 11:30 a.m. (or 10:00 a.m.)

During the period from 7:15 a.m. to 7:30 a.m., children who are on the school grounds will remain in the quad area or in the classroom.

Students should be in their desks ready to begin the day by 7:30 a.m.

After dismissal, children must remain on the cement area in front of the school office or in front of the middle school. Children are not to be in front of the church or wandering in the parking lot. When a child has not been picked up 15 minutes after the end of the school day, he or she will be escorted to the Extended Day Program (EDP) and the family will be charged at the drop-in rate.

No child is permitted to change into or out of the school uniform on the school grounds, unless given specific permission by the principal or teacher for a special event.

MEDICATIONS

When possible, medications should be taken at home. Medication must always be in its original container labeled with the student's name. If a medication has to be refrigerated, the parent must clearly mark it as such. Unless the *Parent or Guardian's Request for Assistance with Physician Prescribed Medication* is on file in the office, indicating that a student may carry his/her medication, all medication is kept in the office.

The Diocesan forms labeled *Parent or Guardian's Request for Assistance with Non-Prescribed or Over-the-Counter Medicine* and *Parent or Guardian's Request for Assistance with Physician Prescribed Medication* must be completed and on file in the office before any assistance with administering medication will be given. One form must be filled out for each medication.

School personnel who assist students when taking medication are not likely to have medical training. In case of an error or adverse reaction to medication, the school resources are limited to calling emergency services (911) and the parent or guardian.

DIAGRAM OF PHYSICAL PLANT AND FACILITIES

ARRIVAL/DISMISSAL POLICIES

The Chancery Office of the Diocese of Fresno has directed the school to publish and enforce strict policies and procedures for the arrival and dismissal of school children. Please share this information with your child(ren).

Children should not arrive on campus before 7:15 a.m. Any student arriving before 7:15 a.m. will be escorted to the Extended Day Program (EDP) and the family will be charged at the drop-in rate.

To avoid being tardy, children should be dropped off by 7:25 a.m. Every child should be in the classroom ready to begin the day when the bell rings at 7:30 a.m.

Children should be dropped off in the main parking lot in front of the school or in the Middle School/Parish Center parking lot. Students must be in their desks ready to begin the day by 7:30 a.m. After school they will wait for rides in front of the south building between the office and the fifth grade classroom door. Middle School students and siblings of middle school students may wait in front of the Middle School and Parish Center.

Day care busses **ONLY** will drop off and pick up children in the back parking lot. These children will wait in the area for pick up under the supervision of a teacher.

Bike riders, rollerbladers, and skateboarders are to arrive and leave school via the alley on the east side of the Church. Rollerblading, bike riding, or skateboarding is not allowed on campus. Bikes must be locked. Children riding bikes, skateboards, or rollerblades must wear a helmet.

Children may not return to the school grounds after dismissal.

Children must be picked up **NO LATER THAN 15 MINUTES AFTER DISMISSAL**. Children left on campus after the 15-minute interval will be escorted to the Extended Day Program (EDP) and the family will be charged at the drop-in rate.

The seven parking spaces directly in front of the south school building and the six spaces directly in front of the Parish Center are not to be used for student drop off or pick up because of the great potential for accidents when backing out of these spaces.

Parents/drivers must pull into a parking place when dropping off or picking up children. Parking places must be released promptly for use by another driver.

Your cooperation will minimize congestion and ensure the safety of your children.

EXCUSES FOR ABSENCES AND TARDINESS

Consistent and prompt attendance is crucial to school success. A student who has been absent is required to present a written excuse from parent/guardian prior to re-admission stating the reason for the absence. These excuses shall be kept by the teacher on file until the end of the school year. Tardy students must report to the office for a tardy slip before going to class. Absences and tardiness will be noted on the report card. If the school

office has not been previously informed, parents must call by 8:00 a.m. on each day that their child is absent.

When a student accrues more than five tardies and/or absences, he or she may be recommended to the Student Success Team which may monitor his/her attendance record. Students may also be referred to Study Hall or may miss out on classroom privileges if they are tardy.

Excessive absences and tardies may result in a recommended transfer or in the loss of tuition assistance that has been granted.

Unexcused absences such as absence for a family vacation, must be kept to a minimum, preferably less than three (3) days a year. Teachers are not required to give make-up tests or assignments for absences due to vacations.

A student who achieves perfect attendance for the duration of the school year will be acknowledged at the end of the year. *Perfect attendance* means that the student is in class 100% of the day [no absences (excused or un-excused), no tardies (excused or un-excused), no doctor's appointments, no early releases, etc.].

EARLY DISMISSAL

Students who need to be dismissed early must have a parent/guardian's written request. Students will be released through the office only. The dismissing teacher will send the student to the office in order for a parent/guardian to pick the student up.

At no time during the daily session are pupils allowed to leave the school grounds, even during recess or lunch period, except when accompanied by an adult who has checked the child out in the office.

If someone other than the parent or guardian is picking up the child, the parent or guardian must provide a signed note or make other arrangements with the School Office.

INTERRUPTIONS

Parents should not interrupt classes at any time during school hours. Parents are advised to speak with teachers via appointment after school or at other teacher-appointed times so as not to interrupt class instruction. Any visitor, including parents and relatives, entering the school grounds during regular school hours must report to the school office and sign the Guest Sign-In and Sign-Out Log before visiting the classroom or releasing the child from school. Every visitor on campus must wear a Visitor's Badge.

Parents are encouraged to see that students bring all the necessary books, homework assignments, sports clothing, etc. prior to the beginning of school. Bringing forgotten items to school for your child does not support training in responsibility.

To minimize the disruption to the school day and the teacher's instruction, parents are asked to pick up make-up work for absent students only at the end of the school day.

PHYSICAL DISABILITIES

Any physical disability or known illness/allergies which would jeopardize a child's progress should be made known to the principal and the respective teacher so that proper seating or other arrangements can be made. Making these disabilities known will enable the staff to deal sympathetically with the child, and will be a means of preventing failure in school. It will also help the staff to cope with any emergency that might arise for the child.

STUDENT INSURANCE

Students have extended insurance coverage through a Diocesan approved plan as part of the registration fee. Additional optional coverage is available for a fee through Myers-Stevens Insurance Group. Enrollment forms for additional insurance are distributed on the first day of school.

BICYCLES

Bicycles, skateboards, scooters, and roller blades are to be walked or carried on and off the school grounds. Students who violate this rule will not have the privilege of riding any of these pieces of equipment to school for a designated time. It is necessary that the child's bike have a lock and that the child wears a helmet when riding any of the above. The school accepts no liability for any of these pieces of equipment if they should become damaged, lost or stolen.

In addition, all riders are to enter and leave the school grounds by walking their bikes away from traffic. All other equipment is to be carried on and off campus.

BOOK BAGS AND PERSONAL EQUIPMENT

All students are encouraged to use a durable, protective bag so that wear and tear on school materials may be lessened. Personal equipment not specifically requested by a teacher is not allowed. Books must be covered at all times. Key chains and toys may not be attached to student backpacks.

Personal toys from home, games, sports equipment, cell phones and valuables may not be brought to school. If an unusual circumstance arises in which these items must be brought to school, the teacher and principal must be made aware and given time to approve of the item's presence on the school ground. Otherwise, these items may be confiscated and returned to the student at the end of the year.

LOST AND FOUND ITEMS

Clothing and belongings should be marked with the student's name; this includes sweaters, lunch pails, book bags, etc. Items will be kept in the lost and found for one month. Thereafter, they will be given to the needy in our community. The school will not be responsible for lost or stolen personal items or money brought to school by students.

TELEPHONE USAGE -- FORGOTTEN LUNCHESES, BOOKS, HOMEWORK, ETC.

To minimize classroom interruptions, any forgotten article brought to school during classime must be deposited at the office, not at the classroom. The children may come to the office at recess or lunch to collect anything left for them. No parent may visit a classroom during school hours unless provision has been made through the principal.

Any student who needs to use the telephone during the school day must have permission from the teacher and the principal or secretary. Only in an emergency or exceptional circumstances will permission be granted.

STUDENT RECORDS

Saint Ann School abides by the provisions of the Buckley Amendment.

No persons other than the principal, school personnel, other personnel, or authorities having legitimate need shall have access to the student's records without parental consent. A student's record is accessible to the parents or guardians in the presence of the principal, but copies are never given. Records may be reviewed by requesting an appointment with the principal with at least 24-hour notice.

REQUEST TO LIMIT PHOTOGRAPHY / VIDEOTAPING

While your child is at school, he/she may be photographed and/or videotaped by members of the school staff, by parents, by newspaper staff, and by others. If you would like to limit the photographing and videotaping of your child, please obtain a "Request to Limit Photography and Videotaping Form" from the school office.

FINES

If the building, furniture, textbooks, and/or equipment are destroyed or marred through carelessness or willful act, the student will be fined according to the damage done or cost of repair or replacement. In some cases, at the principal's discretion, the restitution will be in the form of a donation to the Saint Vincent de Paul Society.

LIBRARY

The purpose of the school library is to offer a learning and enrichment program for each student in the school.

During the elementary grades, students become familiar with the structure of the library and the resources available. Reference skills become important for all grades.

The children are reminded that keeping a book longer than one week denies it to another child.

All lost or severely damaged books will be billed at cost.

FIELD TRIPS

Attending field trips is a privilege and not a right. No child will be permitted to go on a school sponsored field trip unless the field trip permission slip is returned with the parent/guardian's signature, and the "Diocese of Fresno Annual Consent for School Activities Permission, Consent for Emergency Medical Treatment, and Release of Liability" form is on file in the school office. All field trips have an educational purpose.

Parents providing transportation must have the required car insurance. Each student must be placed in a separate seat belt.

Parents providing transportation must stay with the class during the entire field trip (i.e. – no "drop off and return").

Misbehaving students may be sent home from a field trip at the parents' expense.

Children who do not attend Saint Ann, including younger/older siblings of students, are not allowed on field trips or in the classrooms.

ATHLETIC POLICIES

The athletic program at Saint Ann School offers opportunities for students to enrich their education through participation in team sports. In the context of Catholic education, the athletic program supports the school's mission to form the whole child. The school expects all participants in the athletic program including, but not limited to, students, teachers, parents, and coaches to abide by all policies as listed in the Parent-Student Handbook. The following policies are particularly applicable to the athletic program and its participants.

Coaches are expected to:

- Be committed, knowledgeable, and willing to prepare all students to compete to the best of their abilities.
- Help students reflect Catholic Christian values during all athletic functions.
- Care for each student, acting in the best interest of all students, promoting their complete development.
- Demonstrate fair play and sportsmanship to all, while never placing winning above instilling character.
- Create an atmosphere of pride and respect for the sport, and toward the players, officials, opponents, and other coaches.

Students/Players are expected to:

- Represent Saint Ann School with pride, handling adversity and success with dignity.
- Demonstrate respect for all sports, coaches, officials, teammates and opponents.
- Be committed to the highest standards of sportsmanship, leadership, and personal conduct, on and off the field.
- Honor all commitments made to the sport, one's coaches, and teammates, by giving one's best effort at each practice, game, and/or event.

Spectators are expected to:

- Represent Saint Ann School with pride, handling adversity and success with dignity.
- Recognize that involvement in athletics is a learning experience, and that mistakes are inherent to learning. Praise the participants as they learn and grow.
- Create an atmosphere of respect for the sport, the players, officials, coaches and fellow spectators.
- Demonstrate sportsmanship through positive support and encouragement of all players, coaches and officials.

Sports that are offered during the 2007-2008 school year are:

- Middle School Girls' Volleyball.....Fall
- Middle School Boys' Basketball.....Winter
- Middle School Girls' Basketball..... Winter
- Fifth Grade Girls' BasketballSpring
- Fifth Grade Boys' Basketball.....Spring

Participants in the above sports must be students in good standing at Saint Ann School.

The following are additional policies related to student participation:

- Participating students must submit a signed "Diocese of Fresno Permission to Participate in a School Activity, Release of Liability, and Consent for Emergency Medical Treatment" form for each sport.
- Progress reports will be issued periodically during the season. Any class grade below a C- may warrant a child's removal from any practices, games and/or events for one week or more.
- Any student who receives a behavior referral will be removed from practices, games, and/or events for one week.
- Students must attend regularly scheduled practices and games. Coaches are responsible for communicating the practice and game times, verbally and in writing. Coaches may remove students from games and/or events due to lack of attendance at practice.
- Teachers and/or coaches, in consultation with the principal, may make decisions regarding student eligibility based on criteria other than those listed above.
- The principal and/or pastor reserve the right to determine the appropriateness of any action and/or decision if any doubt arises.
- Families will be asked to pay an athletic fee for each of their children who participate in sports. This fee will be assessed for each sport, and it will be used to defray the costs incurred (gym and referee fees, uniforms, equipment, etc.).

SCHOOL APPEARANCE

We all want to be proud of the appearance of our school, its furnishings and its grounds. This concern is part of the total curriculum.

To reduce maintenance on floors, carpet, furniture, sidewalks, etc., students are to refrain from chewing gum, eating sunflower seeds/shelled nuts, and dropping paper or other debris anywhere on the school premises. Receptacles are provided for all trash.

USE OF RESTROOMS

Except in cases of emergency, students are only to use the restrooms before school, during snack and lunch recess, immediately after school, and when the class takes a break as a whole. The restrooms will be locked from 2:50 p.m. until 7:15 a.m. each day.

TRANSFERS TO / FROM ANOTHER SCHOOL

Please see the "General Admission Policies" section.

When a student transfers to another school, the student's official file is mailed to the new school upon receipt of request directly from the new school. Files are never given to a parent or a student to hand carry to the new school.

Children who are withdrawn from school by their parents/guardians for reasons other than financial problems would not normally be re-admitted. Each case will be left to the discretion of the principal and/or the pastor.

III. HOMEWORK AND GRADING POLICIES

HOMEWORK POLICY

In recognition of the role of parents as primary educators, and in recognition of the school's philosophy with respect to the value of quality time outside of regular school hours, homework is not assigned on weekends except in the following cases:

- Unfinished class work may be assigned as homework where the student was given opportunity to finish the work in class but did not do so.
- Homework may be assigned on Thursday and due the following Monday.
- If a student has been absent, make-up class work may be assigned over the weekend.
- If a student has been absent, previously assigned homework will be assigned over the weekend.

The time spent on homework/reading should be quiet and uninterrupted. Homework should be completed on the average within this approximate daily time frame:

Kindergarten	10 - 15 minutes
First Grade	20 minutes
Second Grade	30 minutes
Third Grade	45 minutes
Fourth Grade	60 minutes
Fifth Grade	100 minutes
Sixth Grade	120 minutes
Seventh Grade	140 minutes
Eighth Grade	160 minutes

If a student cannot finish his/her homework in the time given, the signature of either parent on the paper with appropriate explanation will be accepted provided this is done only for exceptional reasons. If a student is spending far in excess of this amount of time doing homework on a regular basis, the parent should request a conference with the teacher to discuss this situation.

Long-range research assignments or projects should be carefully planned giving adequate time so as to avoid last minute rush efforts.

For any student, homework prudently assigned and carefully executed can be considered as preparation for the type of work demanded in successive years. We urge all parents to take an active interest in the child's homework. It is the responsibility of the student to see to it that assignments are properly written down and are completed on time. All students are expected to contact the teacher if problems arise, and parents are asked to monitor their child's efforts in this regard. Concerns related to homework should be addressed to the teacher who assigned the homework.

GRADING POLICY

Insofar as possible, the administration and faculty of Saint Ann School are seeking to measure total student performance: in class work, homework, evaluative testing performance, class participation, and where, appropriate, work on special projects. Therefore, written grades will be given so as to keep students and parents aware of performance.

The present grading system is as follows:

Evaluation and Effort Code:

- + Very good progress
- ✓ Satisfactory progress
- Experiencing difficulty
- U Unsatisfactory effort and progress
- NA Not applicable

Grading Scale:

	<u>GPA</u>	<u>GPA</u>
A+ 100+	(4.1)	Middle School Only
A 100 – 97	(4.0)	
A- 96 – 93	(3.8)	
B+ 92 – 90	(3.5)	
B 89 – 87	(3.0)	
B- 86 – 85	(2.8)	
C+ 84 – 80	(2.5)	
C 79 – 75	(2.0)	
C- 74 – 70	(1.8)	
D+ 69 – 68	(1.5)	
D 67 – 66	(1.0)	
D- 65	(0.8)	
F Below 65	(0.0)	

Effort Scale:

- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory Effort

Honor Roll:

- A middle school student will be named to the semester honor roll if he or she meets the following conditions –
 - maintains an overall GPA of 3.0 or above in Language Arts, Math, History/Social Studies, Religion, and Science, and
 - maintains a citizenship grade of 1 or 2 in all classes (including Art, Music, Physical Education, and Computer).

At the end of each grading period, report cards will be distributed. A formal parent-teacher conference will accompany the distribution of report cards and discussion of the student's work at the end of the first and third quarters. At any other time, parents and/or teachers may request a formal conference after school hours. Parent-teacher conferences are recommended any time a parent or teacher recognizes a need. Informal contact by note, phone, or visit is welcomed with the reminder that arrangements should be made in advance for a visit with the teacher.

Promotion from grade to grade is expected unless students show significant decline in or difficulty with their academic tasks. Decisions to retain students will be made carefully via collaboration among parents, teachers, and principal. Of particular concern is eighth grade promotion. As a general rule, eighth-grade students failing two (2) or more classes will not be promoted to ninth grade.

Tutoring and/or summer school classes may be recommended and/or required at any grade level.

IV. DRESS CODE (GRADES K THROUGH 8)

It is the intent of Saint Ann School to maintain a neat and well-groomed appearance throughout the student body. Slovenly, excessively casual, suggestive and unkempt dress is not in keeping with the Christian education environment.

Bottoms (from Dennis Uniform only):

Boys - Gray twill slacks or gray twill shorts.

Girls - Plaid skorts, plaid shorts, plaid jumpers or gray twill slacks.

Shirts (from any store):

Boys & Girls - White polo knit shirt; long or short sleeve.

White turtleneck knit shirt; long or short sleeve.

Note: Middle School students may wear a black polo shirt.

Sweaters (from any store):

Boys & Girls - Plain red sweaters; crew, V-neck, or cardigan; no logos.

Sweatshirts (from any store):

Boys & Girls - Plain red sweatshirts only; no logos.

Jackets (from any store):

Boys & Girls - Any color. If not solid red, cannot be worn in the classroom or church.

Socks:

Boys & Girls - Red, black or white (plain with no embellishments or adornments). Crew, anklets, knee-highs, or tights. Leggings are not permitted.

Shoes:

Boys & Girls - Dress and casual shoes in good condition (any color).

Clean un-tattered tennis shoes (any color; properly laced).

No shoes with wheels.

No shoes designed for sliding.

No sandals at any time.

No boots – except to and from school in inclement weather, but students must change into other shoes while at school.

Jewelry:

A non-beeping watch; one pair of earrings (not larger than a dime and not longer than 1/2 inch); one ring on each hand; one wrist bracelet; and one simple necklace (i.e. - a cross or holy medal). Any piece of jewelry may be deemed inappropriate at the discretion of the teacher and/or principal.

Makeup, Nail Polish, or Other Embellishments:

Cannot be worn.

Hair:

The school considers student haircuts and styles to be a matter of parental responsibility and urges all parents to keep children's hair well groomed. In exceptional cases, the principal will inform parents as to the necessity for proper hairstyle. Extreme fad hair colors (including glitter) or fad haircuts (either above or below the collar) will not be acceptable at school.

Free Dress:

Free dress days will be announced in advance by the principal. Students are expected to dress appropriately on free dress days. Halter necks, bare midriffs, plunging necklines, excessively short hemlines, or bare feet are not permitted. Shirts and blouses must have collars. Clothing must not be made of transparent material. When t-shirts and/or tank tops are specifically allowed, the sleeves/straps must be at least three inches wide. The principal will specifically announce whether or not jeans of any color and style may be worn for Sports Day. Students are to be well-groomed and within acceptable limits of dress.

Other Dress Code Information:

- Uniform-approved Spirit Wear items (polos and sweatshirts with school logo) are sold occasionally as fund-raisers.
- Students will not be permitted to wear non-uniform sweatshirts or sweaters in the classroom or in church.
- Brownie uniforms and Scout uniforms may be worn on meeting days. Students may not wear leggings, t-shirts, or more casual options of Brownie or Scout apparel.
- No jeans or overalls of any color or style are permitted at anytime, including free dress days (unless specifically required by the teacher – i.e. for field trips or costumes). The principal will specifically announce whether or not jeans may be worn for Sports Day.
- **All slacks, shorts, skorts, and jumpers must be purchased from Dennis Uniform Company in order to ensure uniformity of style and color.** All other clothing may be purchased from any store. Dennis Uniform Company's address and phone numbers are:

Dennis Uniform Company	TEL: 1-800-473-8130
250 S. Flower St	TEL: 1-818-843-8306
Burbank, Calif 91502	FAX: 1-818-843-8412
School Code: LA00GE	Website: www.dennisuniform.com

Enforcement of Dress Code:

1. The responsibility for compliance with this Dress Code policy rests with parents/guardians and students.
2. ***If at any time a student is wearing clothing that is deemed by the administration to be too short or too tight, parents/guardians will be contacted.***

V. EMERGENCY PROCEDURES:

EMERGENCY/NATURAL DISASTER

Parents/guardians are notified immediately of serious injury or sudden illness that occurs during school hours. For this reason, the school office must be notified of any change in phone number or persons to be contacted when parents/guardians cannot be reached. It is understood that enrollment in Saint Ann School confers upon the school the obligation to select emergency care providers in the absence or our ability to reach the parents, and that no liability would be attached to such a decision in the event the parents or alternates cannot be reached.

In the event of a natural disaster, we will ordinarily follow the direction of the Sierra Sands Unified School District as to the opening or closing of school.

All families must fill out a "Diocese of Fresno Annual Consent Form for School Activities Permission, Consent for Emergency Medical Treatment, and Release of Liability" form on the first day of school each year. These forms are kept separately from the classroom emergency kits to allow for the systematic release of your child from the school grounds for necessary emergency care.

All students are required to provide their own Individual Emergency Kit for the classroom.

EMERGENCY OPERATION PLAN

A. Student Management Directives:

1. The safety of the students and school staff is of paramount importance. All actions taken shall bear in mind the safety and well being of students and staff members. In the event of a major disaster, school will not be dismissed and children will remain under the supervision of school authorities.
2. Under no circumstance shall any student be released from the custody of school personnel unless and until such may be done with complete safety.
3. Students shall be released only to persons authorized by parents and guardians. Any adult calling for a student will be required to identify him/herself before the student shall be released. Appropriate records of the release of students shall be kept.
4. Parents and guardians are reminded of the necessity of providing an accurate and current list of persons authorized to assume custody of their child in an emergency. The "Diocese of Fresno Annual Consent Form for School Activities Permission, Consent for Emergency Medical Treatment, and Release of Liability" form must be kept current.

B. The Principal's Emergency Responsibilities:

1. The principal is responsible for the emergency planning and preparedness of the school. In the event of an emergency, the principal or a designated representative will assume overall direction of emergency procedures for the school.

The following alternatives are appointed to act in succession in the absence of the principal.

- A. Tina Rockdale
- B. School Secretary
- C. Christine Simolon

2. The principal shall ensure that a "Drop Procedure" practice shall be held at least once each quarter. The "Drop Procedure" is an activity whereby each student and staff member takes cover under a table or desk, dropping to his/her knees, with the head protected and the back to the windows.

3. The principal shall also ensure that fire drills occur once a month.

C. The Teachers' Emergency Responsibilities:

Teachers are always responsible for the supervision of students in their charge. In discharging this responsibility, each teacher shall:

1. Regarding Pre-Emergency Preparedness:

- a. Know and understand the hazards associated with different disasters and the survival techniques for each.
- b. Provide instruction and practice for students in the techniques of survival and the emergency procedures to be followed.
- c. Keep readily accessible at all times the class register in order to take roll in an emergency.
- d. Have planned activities (music, games, lessons, etc.) for use during periods of confinement and to lessen tension during a disaster.

2. Regarding Emergency Responsibilities:

- a. Give “DROP, DUCK and COVER” command during an earthquake. Command students to grab hold of desk legs.
- b. Remain with students until the emergency is over or until authorized by principal to leave the school premises.
- c. Direct evacuation of students to inside or outside assembly area, in accordance with signals, warning, written notification, etc.
- d. Take roll call after class relocates in an outside or inside assembly area or at another location, or as soon as conditions permit such action.
- e. Report missing or injured students to principal.
- f. Provide or assist with first aid as needed.
- g. Extinguish small fires, restore order, and assist other teachers and children as needed.
- h. If not on classroom duty with students, report at once to pre-assigned station or to the principal.

D. Specific Staff Assignments and Stations:

	Responsible Person	From What Location
Communications (with Police, Fire, Emergency Services, Parents, Media, Etc.):	Principal Secretary	Office Office West Bldg
First Aid	Principal Secretary	Office Office
Utilities Shut-Off:		
Natural Gas	Facilities Manager / Maintenance	Outside Parish Center; Along Monroe Fence; Outside CCD Door
Electricity	Facilities Manager / Maintenance	Utility Room – South Bldg; West Bldg; Room Next to Sacristy Door
Heating Plant	Classroom Teachers	Each Classroom
Water Shut-Off:		
Main Shut-Off	Facilities Manager / Maintenance	Main Parking Lot (3 Feet from Sidewalk)
School	Facilities Manager / Maintenance	Utility Room – South Bldg; Book Room
Rectory, Parish Center, and Middle School	Facilities Manager / Maintenance	Lawn between Rectory and Parish Center (6 Feet from Fence)
Rectory	Facilities Manager / Maintenance	Tool Shed
Middle School	Facilities Manager / Maintenance	Outside CCD Door

VI. COMMUNICATION

OFFICE HOURS

The school office hours are from 7:00 a.m. until 2:55 p.m. on full school days, until 11:45 a.m. on 11:30-dismissal days, and until 10:15 a.m. on 10:00-dismissal days.

Summer hours are published in late May.

The office phone number is 375-4713.

MONDAY ENVELOPE

Each family will receive important items of school business on Mondays. This information is sent home with the oldest or only child in the family, although every child has an envelope containing class letters and announcements. The Monday Envelope should be returned with any and all responses on Tuesdays.

COMMUNICATION OF PARENTAL CONCERNS

Parents are invited to communicate their concerns with the principal or teachers in writing, in person, or by telephone. Appointments are generally necessary so that the principal and teachers may maintain their daily schedules which focus on student education. Appointments may be made either directly with the teacher/principal, or through the office.

The principal is also available at P.T.G. and School Advisory Council meetings.

An open forum period is available at School Advisory Council meetings.

The following is the Dispute Resolution Procedure, adopted in 1999:

Disputes arise in schools due to misunderstandings, differences in judgment, opposing interpretations of school policy, or alleged inequalities in the relationship between and among students, parents, teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual understanding, confidentiality and Christian charity.

If an individual Advisory Council member is approached with complaints about the school, they should listen to the complaint and demonstrate their concern by identifying established procedures and channels through which the complaint may receive attention (as defined below). Unless authorized by the pastor, complaints may not be addressed directly to the School Advisory Council, either in closed or open session.

To resolve disputes, the following steps will be taken:

Step 1. Disputes shall be presented *verbally* within ten (10) calendar days of the incident that caused the dispute to the person most directly responsible for the matter involved in the dispute. For example, a parent complaint regarding a teacher's homework policies should be taken directly by the parent to the teacher for resolution.

Step 2. Disputes concerning school policy or unresolved disputes concerning school personnel shall be referred within ten (10) calendar days of the incident that caused the dispute or within ten (10) calendar days of the presentation described in Step 1 above to the principal in writing for his/her review and decision. A *signed, written* dispute/complaint must include the name of each employee involved and a brief but specific summary of the dispute/complaint and the facts surrounding it. It must also include a specific description of a prior attempt to discuss the dispute/complaint with the employee involved and the failure to resolve the matter.

If the dispute is concerning an employee, the principal shall advise the employee of the nature of the complaint. The employee shall be given ample opportunity for explanation, comment, and presentation of facts as he/she sees them. The principal shall conclude his/her review of the dispute and render his/her decision within ten (10) days of the referral described in this step.

Step 3. If the dispute cannot be resolved at Step 2, the complaining party, within ten (10) calendar days of the principal's decision in Step 2 may present the written dispute to the pastor for his review and decision. The pastor shall conclude his review of the dispute and render his decision within ten (10) calendar days of receipt of the referral.

Any disputes concerning the principal shall be made in writing directly to the pastor. This *signed, written* dispute must include the criteria as outlined in Step 2, including documentation of any attempt to resolve the dispute directly with the principal. The pastor shall conclude his review of the dispute and render his decision within ten (10) days of receipt of the written dispute. Parties are encouraged to speak directly to the principal regarding their concerns prior to filing a written dispute to the pastor.

Diocesan Review: If the dispute cannot be resolved at Step 3, any party to the dispute, within ten (10) calendar days of the pastor's decision at Step 3, may petition the superintendent of Catholic schools in writing for his/her review of the dispute. The superintendent, at his/her sole discretion, may decide to review or not review the dispute in question. If the superintendent chooses to review the dispute, he/she shall render an advisory recommendation to the pastor in writing within ten (10) calendar days of receiving the written petition.

PARENT-TEACHER CONFERENCES

Parents will always enjoy the privilege of being the first educators of their children. Communication with parents is a vital ingredient in the educational process.

Parent-teacher conferences will be held at the end of the first and third quarters for the purpose of constructively discussing the child's progress and other matters of mutual concern.

Additional conferences may be requested by either the parent or the teacher.

At all other times, parents and adults are requested to check in through the office upon arrival at the school campus.

PARENT-TEACHER GUILD (PTG)

The purpose of this organization is to bring about a closer relationship between the school, the home, and the parish, and to give all of us the spiritual and material support without which we could not function effectively.

The services you contribute help us to operate, maintain, and improve the school.

Meetings are usually held on the second Thursday of each month, except in December. Parents should check the monthly calendar for the time and location of each meeting.

Your active involvement in this organization has its own rewards and shows your child that you are vitally interested in him/her and the school.

The following are the goals of this organization:

- To promote a broader appreciation of the ideals of Catholic education;
- To enlist the spiritual, educational, and social resources of home and school to provide the best Catholic education possible;
- To provide an advisory function to the school administration and a forum of exchange for parents and teachers;
- To provide a solid organization to improve the school's fund raising efforts;
- To correct and improve the neighborhood's environmental conditions which influence the children's behavior; and,
- To bolster the integration of families into the life of Saint Ann Parish.

PARENT PARTICIPATION PLAN

Each family agrees to perform a minimum of 30 hours of service (15 hours for single parent families) to Saint Ann School. Families receiving tuition assistance perform additional hours per the tuition assistance agreement. These hours must be logged in the Parent Participation Hours Log Book in the office. Only hours that are in direct service to Saint Ann School and its students will be valid for inclusion in the Parent Participation Hours Log Book. Failure to perform the 30/15 hours will result in an additional assessment of \$30.00 per hour not donated. This assessment will be added to the tuition schedule at the end of the school year. Half of the hours are due by January 1 and the remainder due by May 1. Exceptions may be made by contacting the principal.

Hours may be accumulated by a donation of time, talent and goods. The following list is designed to provide a set of examples. It is not all-inclusive.

- Assist with Saint Ann School fundraisers
- P.T.G. Officer
- Advisory Council Member
- Room Parent
- Chairperson of a school committee
- School committee member
- Assist teacher (at home or in class)
- Crafts for bazaar or children's bazaar
- Bake for school events or help with bake sales
- Drive for field trips
- Assist on Sports Day
- Help with classroom fundraising
- Attend meetings of Advisory Council and/or P.T.G.
- Decorate/Set-Up for school/class events
- Assist Librarian, Music, Art, or Computer Teachers
- Help with classroom parties/events
- Coaching Saint Ann sports team

SCHOOL ADVISORY COUNCIL

The School Advisory Council is an advisory body providing support to both the pastor and principal. The School Advisory Council assists the pastor and principal in establishing local education policies for Saint Ann School in accord with diocesan policies and regulations. General policy areas are school philosophy, administrative practices, personnel practices, student practices, instructional programs, fiscal management, advisory council, public relations, facility maintenance/utilization, and educational planning.

Voting membership of the Council includes five to seven representatives who are elected by the Parish or appointed by the Pastor. Regular meetings are open to the public and are held on the last Monday of each month (except in June, July, August, and December) in the School Library at 7:00 p.m.

ROOM PARENTS

Duties of Room Parents include, but are not limited to:

1. Organizing transportation for field trips.
2. Organizing classroom parties upon teacher request.
3. Assisting with special liturgical and school programs.
4. Phone calling for special functions.
5. Calling for refreshments and help when your grade is hosting at P.T.G. meeting or for baked goods when your grade is conducting a bake sale.
6. Assisting with P.T.G. activities.

These duties seem to be quite demanding; however, this is not only your job, but the job of all school parents in your classroom. Each and every parent has a responsibility to assist and support you when they are called to do so.

VII. DISCIPLINE POLICY

Students' actions and attitudes should reflect a Christian ethic and be in accord with the moral and religious expectations contained in the philosophy and goals of Saint Ann School.

Discipline in the Catholic School is an essential aspect of Christian development. Its purpose is to educate students to an appreciation of the importance of developing responsibility and self control, to build a sense of Christian community, and to provide an environment for learning; therefore, it is to be considered an expression of moral guidance and not a form of punishment.

STUDENT CODE OF CONDUCT

Disciplinary action may be taken by the school if a student conspires or engages in any of the following activities on or near campus or at any school function, including, but not limited to:

1. Any disruptive behavior or conduct at school or in public that reflects adversely on the school.
2. Disobedience, insubordination, or disrespect for authority or property.
3. Cheating.
4. Obscene acts, possessing or distributing obscene materials, or engaging in habitual profanity or vulgarity.
5. Attempting, threatening, or actually injuring, intimidating, degrading, or disgracing any student, member of the staff, or visitor to the school. The school's disciplinary response may include restitution. Any threats, whether in jest or genuine, will be taken seriously.
6. Attempting to damage or actually damaging school or private property. The school's disciplinary response includes restitution.
7. Attempting to steal or actually stealing school or private property. The school's disciplinary response includes restitution.
8. Possession of dangerous objects or substances: guns, knives, weapons, water pistols, fire crackers, fireworks, matches, alcohol, cigarettes, drugs, or any object intended to be used or used in a dangerous or hurtful manner.
9. Committing any serious offense against civil or Church laws.
10. Violating any other school policy, procedure or practice.
11. Ridgecrest City Ordinance 93-05 makes it a crime for minors to possess graffiti implements such as aerosol spray paints, paints, dyes, polish, and broad tip markers. These items are not to be brought to school at any time.
12. Students may not bring personal toys, games, cards, or audio equipment to school

at any time unless an exception has been clearly made by a teacher or the principal. Such objects will be confiscated by the school and held until the end of the school year. Key chains and toys may not be attached to student backpacks.

13. Bullying of any kind is unacceptable at school. Bullying is defined as the use of aggression with the intention of hurting another person either verbally or physically that results in pain or distress to the victim. If bullying does occur, students are expected to inform any member of the school's staff and know that the bullying incident will be dealt with properly.

GENERAL GUIDELINES

1. Chewing gum and sunflower seeds are never permitted at school.
2. Hats worn inside of buildings or at assemblies will be removed or confiscated.
3. Personal property or toys brought to school will be confiscated.
4. No electronic devices are permitted at school, including but not limited to recorders, disc players, radios, boom boxes, telephones, beepers, etc., unless specifically permitted by the teacher or principal.
5. Students may not leave the school grounds at anytime during the school day unless checked out in the office by an adult.
6. Students should remain in their assigned play areas during snack and lunch times. Running or ball playing is not permitted in the quad area.
7. Students are not allowed in the classroom at any time unless a teacher, teacher's aide, or the principal is present.
8. All students will be responsible for the protection and preservation of school property and for the good of others.
9. Fighting and "play fighting" are prohibited and subject to suspension or expulsion from school.
10. Violent or obscene behavior of any kind will not be tolerated and may result in suspension or expulsion from school.
11. A student may not throw **ANY** object that inflicts or intends to inflict injury.
12. Actions occurring off campus, but related to school, shall be dealt with as if they occurred at school.

The principal reserves the right to determine the appropriateness of an action if any doubt arises.

We invite your support in assisting us to direct your children to consistent, correct decision making, and we pledge our support of your efforts for follow-up at home.

DETENTION

A student may serve a detention before, during, or after school for a violation of school regulations.

1. Detention will be proportionate with the act committed. A school day detention would normally not exceed one hour.
2. Detentions to be served outside of school hours shall only be allowed when parents have been given advance notice.

ACADEMIC PROBATION AND DISCIPLINARY ACTION

A student may be placed on probation for either academic deficiency or for misconduct.

A student may also be placed on home study pending an investigation.

STUDY HALL

Students in Grades 2 through 8 who are not meeting expectations academically may be referred to Study Hall. Circumstances warranting a referral include: making up missing work due to absences, failure to complete homework or class work, and making up or re-taking a test. Study Hall meets from 12:00 Noon to 12:30 PM each day. Study Hall locations are posted on the bulletin board in the quad.

BEHAVIOR CONTRACT

A student may be required to sign a Behavior Contract before being readmitted to school. A sample Contract, to be amended as appropriate, is displayed on the next page:

SAMPLE BEHAVIOR CONTRACT

I, _____, hereby agree to the following:

1. I will be respectful and obedient to the faculty and the staff; refrain from answering back, and/or offering excuses for all my actions contrary to school regulations.
2. I will show a marked improvement in attitude and behavior in the classroom and in the school yard.
3. I will be respectful to other students and their feelings.
4. I will use appropriate language at all times.
5. I will not bring my personal toys, possessions (except for necessary school supplies), and/or contraband to school for any reason without expressed permission from the principal or my teacher.

An infraction of any of the above points will result in one of the following consequences:

First Behavior Referral = Sent home from school that day and suspended from school for the next school day.

Second Behavior Referral = Sent home from school that day and suspended from school for the next three school days.

Third Behavior Referral = Sent home from school that day and suspended from school for the rest of the school year.

Student Signature _____ Parent Signature _____

Classroom Teacher's Signature _____ Principal's Signature _____

Date _____

SUSPENSION AND EXPULSION

1. Specific Guidelines:

Suspension from school is not an ordinary punishment. It will be used when other corrective measures have failed or a serious offense has been committed. When a student is suspended, the parents will be notified of the suspension and the reason for this disciplinary measure. The following quotations, taken from the California Education Code (E.C.), will be the criteria used at Saint Ann School for suspension or expulsion.

E.C. 48903: Continued willful disobedience, habitual profanity, open and persistent defiance of the authority of the school personnel, or assault or battery upon a student, upon school premises or while under the authority of school personnel, or any threat of force or violation directed toward school personnel, at any time or place shall constitute good cause for suspension or expulsion from school.

E.C. 48901: Smoking or having tobacco on school premises constitutes good cause for suspension of a student.

E.C. 48904: The school may suspend or expel a student who has on school premises or elsewhere used, sold, or been in the possession of narcotics or other hallucinogenic drugs or substances.

E.C. 48907: The school may suspend or expel pupils for misconduct when other means of correction fail to bring back proper conduct.

E.C. 48909: Any minor who willfully cuts, defaces, or otherwise injures in any way property, real or personal, belonging to a school is liable for all damages so caused by the minor.

Students are forbidden to use or possess intoxicating liquor while on the school grounds, or elsewhere when under the authority or direct supervision of school personnel, or when such conduct is otherwise related to school activity or school attendance.

2. Suspension -- General Guidelines:

A student may be placed on suspension for serious misconduct, on campus or off campus during school related activities, or for continued misconduct after having been placed on probation. Official suspension may assume the following various forms or a combination of them depending on the circumstances.

- a. **Non-Privilege Suspension:** The student loses the right to participate in any school activity on or off campus.
- b. **On-Campus Suspension:** The student is required to report to a specific place on campus during the school time. The student shall be assigned academic work to make up for the loss of class time. Parents may be charged for the cost of a substitute during on-campus suspension.
- c. **Home Suspension:** The student may be sent home for the entire period of suspension. The student shall be assigned academic work to make up for the loss of

class time. Home suspension would generally not exceed five (5) school days.

- d. **Emergency Suspension:** The principal or delegate may, without following the procedure, impose an immediate suspension on a student when, in the judgment of the principal or delegate, such critical, emergency action is in the best immediate interest of the student, any other student, members of the school staff, visitors to the school, or the general good of the school. In “emergency suspension” situations, the procedures required shall be followed as soon as practical after the emergency condition has subsided.

3. Specific Procedures:

- a. The student shall be given oral or written notice of the charges against him/her, and a fair opportunity to present his/her side of the story.
- b. The gravity of suspension requires that notice be given to the parents by telephone or other appropriate methods within a reasonable time, followed by a written notice signed by the principal.
- c. A conference with the parents, student(s) and appropriate school staff will be arranged.
- d. The principal will maintain dated documentation of the facts and of the parent conference.
- e. In emergency situations constituting a clear and present danger to the lives, safety or health of students or school personnel, suspension may be imposed without a prior conference. In this case, notice to parents will follow within 24 hours.
- f. Since the grounds for suspension ordinarily differ only in degree from the grounds for expulsion, the possibility of expulsion or a recommended transfer for continued or repeated misconduct will be clearly stated to student and parents.
- g. A suspension must be approved by the principal and/or the pastor.
- h. The length of any suspension is left to the discretion of the principal and/or pastor in accordance with the nature of the conduct and all circumstances.
- i. To the extent that such opportunity can be reasonably provided, a suspended student has the right to make up all assignments and tests missed during the period of suspension, and upon satisfactory completion, to be given full credit.

4. Expulsion - General Guidelines

- a. The final decision to expel a student rests with the pastor.
- b. A student may be expelled for continuing misconduct (after having been placed on probation and/or suspension) or for serious misconduct as determined by the pastor and principal.
- c. The principal shall keep a written record of the offense and the expulsion process.

RECOMMENDED TRANSFER

A recommended transfer is the school's decision to permanently remove a student from the school without the stigma of a formal expulsion.

REASONS FOR RECOMMENDED TRANSFER

1. The student will not profit from continued attendance (e.g. severe academic deficiency, emotional instability, etc.). In cases of severe academic deficiency, the school will only impose a recommended transfer after having previously placed the student on academic probation.
2. The student's continued attendance will make demands upon the school which the school cannot meet.
3. The student's parents or guardians have failed to meet their obligations to the school which they accepted upon enrolling their child (e.g.. Failure to meet their tuition commitment as contracted with the school, etc.).
4. The student's parents or guardians have failed to cooperate with the school staff and have not complied with the school's policies, practices, or programs (e.g.. Interfacing with the school's administrative functions or disciplinary actions, etc.).

A written record of the procedures followed in the recommended transfer process shall be kept.

Approved by Diocesan Board and Bishop Joseph Madera: 11 March 1991
Effective Date: 01 July 1991
Revised: 01 November 1991

VIII. TUITION

Tuition should not be thought of as a monthly fee. As you enroll your child(ren) in the school, an annual tuition rate is given to you and, as a courtesy for those who cannot pay the total amount on the first day of school, a monthly payment is required. It is imperative that tuition be paid promptly and regularly. No refunds will be given for money paid to the school.

Arrears Procedures:

Tuition will be paid on or before the tenth of the month. Tuition paid after the tenth of the month will be assessed a \$20.00 late fee. A notice will be sent home when a family is 30 days in arrears. A final notice will be sent home when a family is 60 days in arrears. After 75 days without full payment, barring extraordinary circumstances, the child/children of the family in arrears will not be readmitted to Saint Ann.

Registration fees and the current school year's tuition must be paid prior to the re-registration of a student.

Tuition (2007 – 2008):

Regular Rate: Registered Contributing Catholic Parishioner

<u>With Scrip Purchases *</u>	<u>Without Scrip Purchases</u>
1 Child = \$3,330.00 Annual	1 Child = \$3,555.00 Annual
2 Children = \$6,010.00 Annual	2 Children = \$6,235.00 Annual
3 Children = \$8,050.00 Annual	3 Children = \$8,275.00 Annual

Non-Parishioner Rate:

<u>With Scrip Purchases *</u>	<u>Without Scrip Purchases</u>
1 Child = \$3,950.00 Annual	1 Child = \$4,175.00 Annual
2 Children = \$7,900.00 Annual	2 Children = \$8,125.00 Annual
3 Children = \$11,850.00 Annual	3 Children = \$12,075.00 Annual

* The "With Scrip Purchases" tuition rates are only available to families who met their scrip obligation the previous year.

Registration and Other Fees:

\$300.00 per Student (Grades K through 8)

The registration fee is due for each school year, is non-refundable, and is required to be paid in full at the time of registration. Registration paid after the deadline date will be assessed a \$50.00 late fee.

The school may charge additional fees as needed such as fees for fingerprinting volunteers, athletic teams participation, field trips, raffle tickets, and parish contributions.

IX. PROGRAMS AND COMPLIANCE REGULATIONS

EDUCATIONAL PROGRAMS FOR FAMILY LIFE AND SEXUALITY

General Principles: Rights and Responsibilities

1. The Universal Church

The Catholic Church recognizes and affirms its right and its urgent mission to proclaim to all people the Christian vision of marriage and family. Essential to this right and responsibility is the irreplaceable mission of presenting sexuality as a value and task of the whole person by providing positive and prudent sex education to young people.

Because the mission of the Church is to bring the whole person to maturity in Jesus Christ, education in sexuality includes all the dimensions of the topic: moral, spiritual, psychological, emotional, and physical.

2. The Local Church

As part of the universal Church, the Catholic Diocese of Fresno recognizes and accepts its right and duty to assist and guide parents by providing comprehensive, age-appropriate, values-oriented Catholic instruction in family life and sexuality for both parents and their children. This education in human sexuality is an important priority in Christian education, met in part through diocesan approved family life education in Catholic schools.

3. Parents

Parents have the primary right and duty to teach their children regarding family life and sexuality. This includes the right and duty:

- To create a home environment of love wherein children can learn from experience the purpose and meaning of family life;

- To become well informed both about the Church's teaching regarding family life and sexuality, and about their own children's developmental needs for instruction in those areas;

- To make and to implement informed, prudent, and positive choices about when and how to proceed with instruction in those areas.

While primary, parental rights are neither absolute nor exclusive, parental rights are circumscribed by the rights of their children to age-appropriate, values oriented Catholic instruction, by the rights of the Church to preach the whole Gospel to all people, and by the rights of society as a whole to have its citizens appropriately prepared for responsible and mature living.

4. The Child

The child has correlative rights and duties to receive and cooperate with the efforts of his/her parents and of the Church to provide him/her with age-appropriate, values-oriented Catholic instruction in family life and sexuality.

In order to respond to the obligation of educators set forth in Church documents, Saint Ann School provides a course of instruction in family life which includes positive and prudent education in sexuality. This course of instruction will be implemented and carried out in accordance with official diocesan guidelines formulated in the Superintendent's office.

HARASSMENT POLICY

Saint Ann School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student, employee, or priest by any other student, employee, or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Anyone found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to mistreatment, or is in a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex.

Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any and all of the following:

VERBAL HARASSMENT: Derogatory comments and jokes; threatening words spoken to another person;

PHYSICAL HARASSMENT: Unwanted physical touching, contact, assault, deliberately impeding or blocking movements, or any intimidating interference with normal work or movement;

VISUAL HARASSMENT: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures; and,

SEXUAL HARASSMENT: Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of a student's academic status or progress;
2. Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual; and,

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to:

1. Making unsolicited sexual advances and propositions;
2. Using sexually degrading words to describe an individual or an individual's body;
3. Displaying sexually suggestive objects or pictures;
4. Telling inappropriate or sexually related jokes; and,
5. Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances.

It is the responsibility of Saint Ann School to:

1. Implement this policy through regular meetings with the pastor and principal, all employees, the School Advisory Board and the Parent Teacher Guild to ensure that the policy is understood.
2. To make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement;
3. Remain watchful for conditions which create or may lead to a hostile or offensive school environment;
4. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

It is the student's responsibility to:

1. Conduct him/herself in a manner which contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing;
3. Consider immediately informing anyone harassing him/her that the behavior is offensive and unwelcome;
4. Report all incidents of discrimination or harassment to the principal; and,
5. Be aware that he/she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, and to discontinue that conduct immediately.

Complaint Filing and Investigation Procedures:

The following procedures must be followed for filing and investigating a harassment claim:

1. The student, employee or priest may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the victim must report the harassment to the principal, or to a teacher who will report it to the principal, or the Pastor, if the principal is the subject of the allegation. Additionally, in the case of sexual harassment allegations, the victim is free to raise the issue with another, same-sex administrator if he/she prefers to do so.
2. The person alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave or suspension during the course of the investigation.
4. Once the facts of the case have been gathered, the principal, in consultation with the Pastor, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate dismissal.
5. If the complaint is against non-employee or non-student, such as a parent, parishioner, volunteer, or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

SAFE ENVIRONMENT

When you drop your children off at school and entrust them to our care, we know you have confidence that we will do everything we can to protect them and to help them learn how to make smart decisions. Teachers, staff, volunteers, and parents who come into contact with students must, at all times, be aware of the responsibilities that accompany their work. They must also know that God's goodness and grace support them in their ministry. All individuals who come into contact with students must be informed of their responsibilities to keep students safe.

The Diocese of Fresno, Office of Catholic Education, has completed a comprehensive review of existing policies, both for training of adults and for education of our children. The result is a Safe Environment Program Protocol for Schools in the Diocese of Fresno along with a Code of Conduct for Employees and Parents.

If you intend to volunteer in any capacity where you will have contact with children, you will be required to participate in training. All individuals who have regular, frequent contact or unsupervised contact with children will also have to be fingerprinted.

To protect the safety and security of students, school employees, and volunteers, all Catholic school campuses and their scheduled off-campus events and activities are closed to the public. The school, with or without cause, may at its sole discretion invite parents, guardians, relatives and friends of students and others to come on campus or attend off-campus school events and activities.

- A. The school shall reasonably attempt to control and monitor all visitors to campus during instructional time. All classroom visits must be pre-approved by the school designee.
- B. The school, with or without cause, may deny or limit entry and access to the campus or to off-campus events or activities to anyone including a student's parent or guardian.
- C. Registered sex offenders listed on the Megan's Law website who are disclosed to the school are prohibited from coming on campus unless accompanied or supervised by a school employee.

CHILD ABUSE REPORTING OBLIGATIONS

In accordance with Diocese of Fresno policy and California law, school employees are obligated under penalty of fine and jail term to report to legal authorities the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious area, the school is not obliged to contact parents in advance of making a report to legal authorities which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse is made. School employees will make such reports in the best interests of the affected child, and they do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

FEDERAL ASBESTOS MANAGEMENT COMPLIANCE

Asbestos regulations for schools found in the Asbestos Hazard Emergency Response Act and as promulgated by the Environmental Protection Agency are followed at Saint Ann School and monitored by the Diocese of Fresno.

ELECTRONIC INFORMATION RESOURCE CONTRACT

Saint Ann School School-Wide Learning Expectations state that a student attending this school will develop into a life-long learner who "utilizes technology competently and responsibly to facilitate learning, research, and growth." As a result of our efforts to promote this development, Internet electronic information services are now available to students and teachers. Saint Ann School staff members strongly believe in the educational value of such electronic service and recognize the potential of such to support our curriculum and student learning. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The school will make every effort to protect students and teachers from any misuses, abuses, or exposure to inappropriate material as a result of their experiences

with an information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service. Any student granted access to on-line electronic services (Internet) must first sign, along with his or her parents, the *Electronic Information Resource Contract*. The parents of students in Grades K through 4 must sign the contract after discussing it with their children.

RIGHT TO AMEND/REVISE

Saint Ann School and the Diocese of Fresno reserve the right to amend and/or revise this handbook at any time.

DIocese OF FRESNO CODE OF CONDUCT SAFE ENVIRONMENT PROGRAM

The Charter for the Protection of Children and Young People, adopted by the United States Conference of Catholic Bishops requires:

- All employees and volunteers, who work regularly with children, to be cleared through a background evaluation conducted by the Diocesan Department of Human Resources.
- Participation in the safe environment training, *Creating Safe Environments for Our Children and Ourselves*, or online training at an approved website, or viewing *KidSafety of America* video training program.
- Acceptance of and sign off on the Diocese of Fresno *Code of Conduct*.

Parishes and schools will maintain a record of compliance of all three mandatory elements. These records for clergy, employees, and volunteers will be maintained in a confidential space.

CODE OF CONDUCT FOR MINISTERS

The Diocese of Fresno developed the following Code of Conduct for ministers in the Diocese of Fresno. **In this Code of Conduct clergy, employees, and volunteers are considered ministers.** The Diocese requires all clergy, employees, and volunteers to acknowledge receipt of the document, understand the document, and comply with the document by signing and dating this Code of Conduct.

Professional Ethical Obligations

1. Ministerial Role

- a) Ministers work collaboratively with all those engaged in ministry.
- b) Ministers faithfully represent the teachings of the Catholic Church with integrity in word and action.
- c) Ministers are competent and receive ongoing education and training commensurate with their role(s) and responsibilities.

2. Inclusion

- a) Ministers recognize the dignity of each person.
- b) Ministers serve all people without regard to gender, creed, national origin, age, marital status, socio-economic status, or political beliefs.
- c) Ministers ensure that all persons with special needs have reasonable accommodations.

3. Accountability

- a) Priests are accountable to the Bishop of the Diocese of Fresno or the person he designates; all other ministers are accountable to the pastor, principal, or other duly appointed representative under the authority of the Bishop of the Diocese of Fresno.
- b) Ministers are called to serve the faith community, carrying out their ministerial functions “... conscientiously, zealously, and diligently”.
- c) Ministers exercise responsible stewardship of resources while holding themselves to the highest standards of integrity regarding the fiscal matters placed in their trust.
- d) Ministers are responsible for supporting each other toward being effective leaders. This support must include discussing concerns about inappropriate behaviors concerning children, youth, or vulnerable adults with the particular minister and/or minister’s supervisor.

4. Confidentiality

- a) Ministers respect confidentiality when appropriate except in a Mandated Reporting situation, threats of suicide, or in response to acts of violence to self, others, or property.
- b) Ministers adhere to civil law concerning the reporting of neglect or abuse or whenever physical harm could come to children, youth, or vulnerable adults.
- c) Ministers support the rights and roles of parents, guardians, and caretakers while ministering to the needs and concerns of children, youth, or vulnerable adults.

5. Conduct

- a) Ministers will sustain respectful relationships with all those they serve, avoiding sexual harassment and other abuses of power.
- b) Ministers maintain appropriate professional boundaries with colleagues. Romantic or sexual relationships between a minister and a child, youth, or vulnerable adult are inappropriate and unethical, regardless of who initiates the conduct.
- c) Ministers must model healthy and positive behaviors with all children, youth, or vulnerable adults.
- d) Procuring, providing, or using alcohol and/or controlled substances for or with children, youth, or vulnerable adults is prohibited.

6. Referrals and Intervention

- a) Ministers should be aware of the signs of physical, sexual, and psychological abuse and neglect.
- b) Ministers should be aware of their limitations and make appropriate counseling referrals.
- c) Ministers should adhere to civil and ecclesial law, policy, and procedure for

reporting child, youth, or vulnerable adult abuse, suspected abuse, or neglect.

7. Parish/School/Diocesan Policies and Guidelines

- a) Ministers should be aware of and comply with all applicable parish/school, organizational and/or diocesan policies and guidelines with special attention to ministerial competency, sexual misconduct, safety, transportation, and parental permission.

Behavior Standards

1. Any verbal or nonverbal sexual behavior with any child, youth, or vulnerable adult is inappropriate and forbidden.
2. All reasonable suspicions of child or sexual abuse must be reported as required by state law and diocesan policies. Any knowledge or suspicion of any minister, employee, or volunteer having an inappropriate relationship with a child, youth, or vulnerable adult must be reported immediately to that person's supervisor and to a representative of the Bishop's Sensitive Claim Committee.
3. All observed violations of this Code of Conduct must be reported to a supervisor and documented.
4. Dating any child, youth, or vulnerable adult is forbidden.
5. Discretion must be used in dealing with all, especially regarding physical contact. Any overt display of affection should be made in a public setting in front of others and should respect the wishes of the other person.
6. If a child, youth, or vulnerable adult makes sexual gestures or overtures to a minister it should be reported to the minister's supervisor so that discussion of this behavior can be held with the child, youth, or vulnerable adult.
7. The "Buddy System" should be used by ministers whenever possible, especially when children, youth, or vulnerable adults are involved. Two adults or one adult and one teen are required in all religious education programs, classes and activities. This includes all activities for children and all youth ministry events and activities. Please note, that an adult must always be certain that all interaction/planning meetings with a teen assistant/helper must take place in public or in the presence of another adult or teen. Teens helpers must always be supervised by an adult that meets all Safe Environment requirements.
8. One-to-one communication with a child, youth, or vulnerable adult should occur in a public setting.
9. Driving alone with a child, youth, or vulnerable adult should be avoided at all times.
10. Two adults should be present until all children/youth have left the premises.
11. Never swear or use foul or abusive language in the presence of those you serve in ministry.
12. Never speak graphically about sexual activities, including your own, and do not allow others to do so.
13. Never show pornographic materials to those you serve in ministry.
14. Never use your role to degrade, ridicule, or threaten another person.

15. Never give children, youth, or vulnerable adults tobacco, alcohol, or unauthorized drugs.
16. Never allow children, youth, or vulnerable adults to become sexual with one another during ministry activities.
17. Never invite or host children, youth, or vulnerable adults in your home unless another adult is present.
18. Never spank, shake, slap or physically punish children, youth or vulnerable adults.
19. Never use, or be under the influence of alcohol at any time while ministering to children, youth, or vulnerable adults.
20. Never use, possess, or be under the influence of illegal drugs at any time.
21. Never wrestle with or tickle a child, youth, or vulnerable adult.
22. All behavior standards also apply to electronic media, including internet access, email, chat rooms, and phone conversations.

Unacceptable behaviors:

- Meeting alone in isolated places.
- Showing favoritism.
- Physical contact that can be misinterpreted.
- Commenting on others' bodies.
- Sexually provocative or revealing attire.
- Meeting in homes without others present.
- Being nude in front of children, youth, or vulnerable adults.
- Sleeping in bed with children, youth, or vulnerable adults.
- Failing to adhere to uniform or accepted standards of affection.
- Taking pictures while others are dressing or showering.

Warning signs in relationships between adults and children, youth, or vulnerable adults:

- Spending extra time grooming yourself when you know you're going to see a certain person.
- Finding ways or reasons to be alone with a certain person.
- Keeping aspects of your relationship with a person secret from others (such as how often you talk on the phone or see each other alone).
- Giving and receiving special gifts from a certain person.
- Sharing personal information or seeking help with personal problems from a certain child, youth, or vulnerable adult.
- Fantasizing or daydreaming about a certain person.

Inappropriate displays of Affection in Ministry:

- Any form of unwanted affection.
- Kisses on the mouth.
- Touching bottoms, chests, or genital areas.
- Lying down or sleeping beside others.
- Messages.
- Patting others on the thigh, knee or leg.
- Tickling or wrestling.

- Touching or hugging from behind.
- Games involving inappropriate touching.
- Compliments that relate to physique or body development.
- Showing affection in isolated areas such as bedrooms, closets, restricted areas, or other private rooms.

Remember part of your responsibilities in ministry are to communicate when you have concerns about others serving in your ministry as well as yourself.

Violations of The Code for Ministers, Employees, and Volunteers which involve minors or vulnerable adults, are grounds for disciplinary action, up to and including dismissal.

To be signed by parent(s)/guardian(s) for School Year 2007 – 2008:

I have read and understand the Parent and Student Handbook and the above Code of Conduct for Ministers, Employees, and Volunteers. I commit to uphold this Code of Conduct in my ministry and the policies in the Parent and Student Handbook.

Signature: _____ Print Name: _____

Parish/School: Saint Ann School Location: Ridgecrest, California

Date: _____

C U T

I have read and understand the Parent and Student Handbook and the above Code of Conduct for Ministers, Employees, and Volunteers. I commit to uphold this Code of Conduct in my ministry and the policies in the Parent and Student Handbook.

Signature: _____ Print Name: _____

Parish/School: Saint Ann School Location: Ridgecrest, California

Date: _____

H E R E

Please sign this page . . . carefully tear it out of the handbook . . . then return this page to the School Office.

C U T

H E R E