

**Great St. Anne, Whose Name  
Our School Bears,  
Protect Us And Pray For Us,  
That Like You,  
We May Serve God Faithfully  
Here On Earth  
And Be With Him In Heaven  
For All Eternity.  
Amen**



**Dear Parents,**

Discipline is non-negotiable at St. Anne Catholic Grade School. The teachers and I have collaborated on student expectations, consistent throughout grade level. Please read all of these expectations. Please go over these with your child/children, and then sign the bottom of this paper. Please return this page to your child's homeroom teacher by Tuesday, September 14, 2010. This way, we hope to create a positive school year for all.

Sincerely,

Anthony Sahadi

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Map 2

**Student Expectations**

1. Follow all school policies as they relate to the student/parent handbook.
  2. Follow all dress code procedures as they relate to the student/parent handbook.
  3. Do not engage in any form of harassment, bullying, or actions that result/lead into danger for the students or school.
- I have read all of the 2010/2011 student expectations. I agree to abide by the rules, regulations and policies of St. Anne Catholic Grade School.

Parent Signature \_\_\_\_\_

Child/Children Name(s) \_\_\_\_\_

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Map 1

## History of St. Anne Catholic Grade School

In 1948 permission was sought and granted to start a grade school. The first units of St. Anne Grade School and Convent were built and occupied in the fall of 1949 with nearly 200 students. His Eminence Edward Cardinal Mooney presided at the dedication.

Sister M. Lorenza of the Sisters of the Servants of the Immaculate Heart of Mary was appointed Superior. She, with three Sister companions, comprised the pioneer grade school staff.

Through the good will of the late Mr. Oscar Hartsig (President of the Warren School Board for many years) and Dr. Paul Cousino (A former Superintendent of the Warren Consolidated School System), St. Anne children were transported on the Warren Consolidated School busses.

Mother M. Lorenzo was Superior for the first six years until 1955. She was succeeded by Mother Marie Irene.

In 1961, Mother M. Michaeleen became Principal of St. Anne Grade School. During her time the school reached its maximum capacity of students. The addition of 13 classrooms completed the elementary school, making a total of 26 classrooms.

Early in 1968, St. Anne asked Warren Consolidated to enter into a shared-time program for grades 3-8. The two Boards of Education agreed on a contract defining the methods of administrative control, since the type of program would differ from that in the High School. The difference was that the Public School sector of Shared-time would be housed in a wing of the Parochial School Building.

Under this agreement, the Public School took over a wing of St. Anne School consisting of 12 classrooms, a gym, and an office with its facilities. The Public School employed 12 classroom teachers, a full-time principal and secretary. In addition, teachers for music, physical education, and art were supplied.

In 1972 this program was extended to include grades 1-8. The principal at this time was Sr. Lois Morgan. She served as principal from 1968-1978.

Sr. Patricia Lynch, O.P. became Principal at St. Anne from 1978-1983. Her last year included an agreement to end the Shared-time program. The St. Anne Education Commission decided to phase out the Shared-time program over a period of three years – each year lessening the amount of public school teachers and classrooms. Finally, in the fall of 1985, St. Anne Elementary School once again was all parochial.

For the first time since its onset, a layman, Dr. Thom Engel, took over the position of principal at St. Anne in the fall of 1983. As of September, 1994, St. Anne became fully accredited by the Michigan Nonpublic School Accrediting Association.

In 2007, Mr. Anthony Sahadi became the next principal at St. Anne Catholic School.

Throughout all these changes, St. Anne Catholic Grade School has continued to provide its children with quality education and is committed to do so in years to come.

## School Calendar

## **St. Anne Catholic School Technology and Internet Acceptable Use Policy**

The Internet is the largest connected community in the world, encompassing everyone from school children to the Pope (who has his own web site). Electronic information research skills are fundamental to the preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The purpose of student Internet use at St. Anne Catholic School is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of St. Anne Catholic School. Access is a privilege, not a right. Access entails responsibility.

It is expected that students will act in a responsible, efficient, ethical and legal manner as set forth in the statement below. Failure to abide by any of the following statements will result in privileges being revoked.

All equipment will be treated with respect and proper care. No malicious handling will be accepted.

Student Internet access will be conducted only when instructed to do so by a teacher or staff member. Access of the Internet is forbidden unless a teacher or staff member gives permission.

The Internet will be used for the sole purpose of school-oriented projects and research under the direct supervision of the teachers in charge.

Professional and acceptable language will be used in all transmissions.

The privacy of others will be respected by not putting private or damaging information about any individual in any transmission.

Copyright laws will be upheld and respected. Licensed programs and material will not knowingly be copied, sent, or received.

Deliberately requesting, accessing, downloading or publishing or any materials which are considered abusive, profane, sexually or racially offensive is strictly forbidden. Any accidental access must be immediately reported to the teacher.

Deliberate downloading of any and all viral and damaging material is strictly forbidden. Abuse of this is cause for prosecution.

St. Anne Catholic School reserves the right to access, review, and/or delete any information downloaded and/or saved on any school computer by any student.

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## *From the Pastor's Desk*

Education has long been one of the pillars for the bridge between the Catholic faith and the world. It fosters the development of reason and gives order and meaning to human life; it facilitates an appreciation of God, our ultimate reality.

The purpose of a Catholic school then is to form educated, practicing Catholics. A true Catholic education enables one to see beyond the prejudices of color, race and religion. It actually offers a gift – a clarity of vision for seeing new directions for oneself and the skills for making one's own way, but always with a concern for others.

Ideally, the Catholic school supports the values and perspectives parents try to pass on to their children at home, not run in competition with them. The educational efforts of the Church encompass the twin purposes of personal sanctification and social reform in the light of Christian values. With God's blessings, there are positive feelings in a Catholic school: a sense of belonging; a feeling that the pupils are cared for; and the teachers' constant, gentle determination to share with the students a quiet and dependable love.

Pope Pius XII once remarked, "The youth in our Catholic schools today are the hope of the Church tomorrow." St. Anne's Elementary School is living proof of that!

Sincerely in Christ,

Rev. Alberto P. Bondy  
Pastor

## St. Anne Catholic Grade School Mission Statement

### Mission Statement

ST. ANNE CATHOLIC GRADE SCHOOL exists to provide a student-centered Catholic education. It seeks to integrate the spiritual, academic, athletic, and social development of all of our students so they become moral, disciplined and respectful individuals.

### Philosophy

The mission statement speaks of St. Anne Catholic Grade School as a school of teaching and continued learning, of scholarship, of service and community. These components flow from three elements of Roman Catholicism: The person of Jesus, His Gospel, and His Spirit.

St. Anne draws its fundamental inspiration from our Lord as the source of wisdom from who all things can be brought to completion. As a Catholic school, St. Anne expects to contribute to the Church's educational mission.

### Vision

St. Anne Catholic Grade School will be identified as a premier Catholic grade school in the Archdiocese of Detroit. Similarly, St. Anne will be recognized as one distinguished by graduates who learn, lead, and serve in the high schools, college/universities, churches, communities, and professional vocations.

### Promise

"We seek the best for our students."

The promise indicates that Jesus, students, learning, and giving our best is at the core of St. Anne Catholic Grade School's mission; and what motivates students — teachers, teaching, doing well, doing good, and giving our best — are the same characteristics that motivate St. Anne.

### School Prayer

Great St. Anne, whose name our school bears, protect us and pray for us, that like you, we may serve God faithfully here on Earth and be with Him in Heaven for all eternity. Amen.

## SUBSIDIZED TUITION

Kindergarten (with other children)	Rate: 1/2 day	\$1430;	Full day	\$2650
Kindergarten (only child)	Rate: 1/2 day	\$965;	Full day	\$2650
	Deposit: 1/2 day	\$250;	Full day	\$500
	Book Fee:			(included)
1 child:	Rate:	\$2650		
	Deposit:	\$500		
	Book Fee:			(included)
2 children:	Rate:	\$4180		
	Deposit:	\$700		
	Book Fee:			(included)
3 children:	Rate:	\$5225		
	Deposit:	\$900		
	Book Fee:			(included)
4 children:	Rate:	\$6270		
	Deposit:	\$900		
	Book Fee:			(included)

## NON-SUBSIDIZED TUITION

Kindergarten (with other children)	Rate: 1/2 day	\$1685;	Full day	\$4150
Kindergarten (only child)	Rate: 1/2 day	\$2250;	Full day	\$4150
	Deposit: 1/2 day	\$250;	Full day	\$500
	Book Fee:			(included)
1 child:	Rate:	\$4150		
	Deposit:	\$500		
	Book Fee:			(included)
2 children:	Rate:	\$5750		
	Deposit:	\$700		
	Book Fee:			(included)
3 children:	Rate:	\$6550		
	Deposit:	\$900		
	Book Fee:			(included)
4 children:	Rate:	\$8550		
	Deposit:	\$900		
	Book Fee:			(included)

## ST. ANNE CATHOLIC SCHOOL TUITION PLAN FOR 2010-2011

St. Anne Catholic Grade School is committed to provide a faith based environment of learning for all families who desire a Catholic education. Our goal is to supply a quality education to all families at an affordable price. In doing so, we plan to offer a competitive tuition plan for the 2010/2011 year, which is reasonable compared with other Catholic grade schools in the Archdiocese of Detroit.

Typically, we offer two tuition options for families to choose from:

**SUBSIDIZED**, also known as in-parish tuition, is reserved for families that are registered as parishioners of St. Anne Catholic Church of Warren, are supportive of parish activities, and contribute a regular donation to the church. Everyone has the option to join the church at any time and to faithfully abide by the expectations of the parish. The tuition cost for a single child for subsidized families is \$2,650.

Contribution expectations are the same as last year, which is \$1,250 per school year or \$25 per weekly donation. Many families have always given beyond this recommendation in the past. Certainly, we will not discourage those who give beyond the contribution level.

**NEW FAMILIES:** New families that become St. Anne parishioners are expected to assume the financial responsibilities to our parish when the child/children are registered and admitted to our school. No student will be admitted if there is a previous balance at another Catholic/private school.

**NON-SUBSIDIZED:** The second option for families to choose from is the non-subsidized plan. The cost for a single child of families not registered at St. Anne Parish of Warren will be \$4150.

**FEES:** All fees that are included in the tuition costs for this year are the book fees and the student assignment book.

**DEPOSIT:** The deposit for registration for the 2010/2011 school year will be a non-refundable charge. This cost will be applied to the tuition and thus deducted from the tuition balance. Please see chart for deposit requirements.

**FESTIVAL REQUIREMENTS:** School families are required to volunteer eight hours of service time to the festival for 2010. This requirement applies to one parent from each family. If you choose not to volunteer, an assessment of \$400 will be added to your tuition plan. If you have a split family due to divorce, etc., we recommend you split the required time or cost evenly.

Each family will be responsible for \$100 worth of raffle tickets for the parish festival, which will be mailed in the spring. Any sales over \$100 will be credited towards tuition.

**BUS SERVICE:** Students from any area are welcome to enroll at St. Anne Catholic Grade School. However, only those living within the Warren Consolidated School District are eligible for their bus service.

St. Anne will offer a bus to those students who live outside of the Warren Consolidated School District. The fee for this service will be in addition to tuition charges.

## ADMISSION POLICY

St. Anne Catholic Grade School admits students of any race, national, and ethnic origin to all rights and privileges, programs, and activities generally accorded to students of this school. It does not discriminate on the basis of race, national and ethnic origin or sex in the administration of its hiring personnel, educational policies, admissions, scholarships and loan programs, and athletic and other school administered programs as required by the terms of Title IX of the Educational Act of 1972, Public Law 92-318 (as amended by Public Law 92-588).

### I Criteria for accepting registration:

(Preference is given in the following order if there is a waiting list):

1. Membership in St. Anne Parish
2. Activity/contribution to the Parish
3. Brothers/sisters at St. Anne Catholic Grade School
4. Previous enrollment in another Catholic school
5. Date of application
6. Previous academic and behavior records, which will be checked before enrollment is considered final.

### II

1. If a student has completed/graduated from a Catholic grade school or middle school, they may not enter St. Anne.
2. Admissions will be final when the office has all of the paperwork. A student can't enter any interscholastic activities that the school sponsors until admissions is final.
3. Because some students require special assistance that is not available at St. Anne School, it may be necessary to recommend that they be enrolled in a school better able to meet their needs.
4. Kindergarten children must be five years of age by December 1<sup>st</sup> of the year of admission to that grade.
5. First grade children must be six years of age before December 1<sup>st</sup> of the year of admission to that grade.
6. All students participate in the Religious Education Program as developed by the Parish Religious Education Department.
7. All students living in the Warren Consolidated School District are eligible for bus service. All others will have an opportunity to utilize the St. Anne private bus company for an additional fee.

## ATHLETICS

Under the sponsorship of the Athletic Club, St. Anne offers a wide range of team activities through the Catholic Youth Organization (CYO) League.

### Young Ladies

Cheerleading	Gr. 5 – 8	Softball, Varsity	Gr. 7 & 8
Volleyball, Varsity	Gr. 7 & 8	Softball, Junior Varsity	Gr. 6
Volleyball, JV	Gr. 5 & 6	Softball, Junior Varsity	Gr. 5
Basketball, Varsity	Gr. 8	Soccer, Varsity	Gr. 7 & 8
Basketball, Varsity	Gr. 7	Soccer, Junior Varsity	Gr. 5 & 6
Basketball, JV	Gr. 6	Track	Gr. 6, 7, 8
Basketball, JV	Gr. 5	Bowling	Gr. 5-8
Golf	Gr. 6, 7, 8	Instructional Basketball	Gr. 3 & 4

### Young Men

Football, Varsity	Gr. 7 & 8	Baseball, Varsity	Gr. 7 & 8
Football, JV	Gr. 4, 5, 6	Baseball, Junior Varsity	Gr. 6
Basketball, Varsity	Gr. 8	Baseball, Junior Varsity	Gr. 5
Basketball, Varsity	Gr. 7	Soccer, Varsity	Gr. 7 & 8
Basketball, JV	Gr. 6	Soccer, Junior Varsity	Gr. 5 & 6
Basketball, JV	Gr. 5	Track	Gr. 6, 7, 8
Lacrosse, Varsity	Gr. 7 & 8	Bowling	Gr. 5-8
Lacrosse, JV	Gr. 5 & 6	Golf	Gr. 5-8
Wrestling	Gr. 3-8	Instr. Basketball	Gr. 3 & 4

**Age Limitation:** According to the CYO, players whose 15th birthday falls on or after September 1st of the current school year are eligible for the balance of the school year for eighth (8th) grade.

Players whose 13th birthday falls on or after September 1st of the current school year are eligible for the balance of the school year. Players cannot be enrolled in any grade higher than the sixth (6th) grade.

### **NOTE:**

St. Anne also sponsors boys' and girls' soccer teams (Gr. K-8) through Warren Youth Soccer. Instructional Basketball, Cheerleading, Softball and Baseball are offered to the students at the lower grade levels.

Any student may wear a St. Anne green sport jacket. Please see any Athletic Club board member to order athletic sportswear or you may go to our website ([www.st-anne.net](http://www.st-anne.net)) under the Athletics tab.

**Mr. David Mecsey**, B.A and M.A. from Wayne State University.

**Mrs. Carolyn Miles**, B.A. from Michigan State University.

**Ms. Charlotte Moore** has a B.S. degree in Elementary Education from Central Michigan University and certification in Early Childhood Education from Wayne State University.

**Ms. Marie Novak** is a graduate from Wayne State University with a B.A. in Elementary Education and a major in English.

**Mrs. Amy Pasternak** is a graduate of Madonna University College of Education. She also has a Bachelor of Arts degree in History.

**Mrs. Alice Pinelli** is a graduate of Wayne State University College of Education.

**Mrs. Julie Reed** graduated from Michigan State University and obtained a B.A. degree in Education.

**Mrs. Allyson Rozgowski** graduated from Linwood University with a B.A. in Mass Communications and has an Elementary Education degree.

**Mr. Anthony Sahadi** obtained his B.A. degree as well as his M.A. degree from the University of Detroit Mercy.

**Miss Cheryl Shalagan** is a graduate of Oakland University.

**Mrs. Sheri Yanik** obtained her bachelor of science degree from the University of Detroit.

## St. Anne Catholic School Personnel

**Mrs. Mary Allen** obtained her bachelor's degree in Child Development and Teaching from Michigan State University.

**Miss Kate Babcock**, B.A. from the University of Dayton.

**Mrs. Kathleen Belan**, Eastern Michigan University graduate with a major in Science and a minor in Social Science.

**Mrs. Joyce Boyle** is a graduate of Siena Heights College.

**Miss Donna Dalecki** graduated from Eastern Michigan University and obtained her master's degree in Early Childhood Education.

**Ms. Kelly Davis** is a graduate from the University of Detroit Mercy and received her Bachelor's degree in Liberal Arts majoring in social studies with a minor in language arts.

**Mrs. Linda Foeller**, Bachelor's degree from Wayne State University with postgraduate work in Science and Special Education.

**Ms. Andrea Gore** is a graduate of Wayne State Michigan with a bachelor of science degree in Education, majoring in elementary education.

**Ms. Maureen Groesbeck** is a graduate of Michigan State University's College of Education with a degree in Child Development.

**Ms. Samantha Harris** received her bachelor's degree from Western Michigan University in English with certification in K-5, early childhood education (prek and Kindergarten) and integrated science (gr. 6-8).

**Mrs. Gerette Ignash**, B.S. in Elementary Education and a Master's degree in Reading and Language Arts from Oakland University.

**Ms. Lauren Manuszak** graduated from Oakland University with a bachelor's degree in elementary education majoring in language arts with a minor in math.

**Ms. Lauren Mazzonne**, Oakland University graduate with a B.S. degree in Elementary Education, majoring in Language Arts.

**Mrs. Marcia Marchiel** is in her 11<sup>th</sup> year as secretary in the school office and has 18 years of medical experience.

## ATTENDANCE

St. Anne Catholic School abides by the State of Michigan School Code with regard to the minimum number of days and hours that are required in the annual calendar. It is a serious parental obligation to see that children are in attendance each day.

**Absence:** When it is necessary for a student to be absent, please call the school office by 10:00 a.m. It is for his/her safety that you notify the office if your child will not be attending school that day. If we have not heard from you, we will attempt to reach you to verify the whereabouts of your child. Attendance is taken twice daily in each classroom.

**Assignments:** It is the student's obligation to obtain make-up work during or after an absence. Students are not excused from assignments or tests because of their illness.

**Homework:** After a student has been absent for more than one day, parents may request homework. Please call in the morning. Homework will then be available at the end of the school day.

**Tardiness:** A student who arrives late for school MUST report to the office before going to the classroom. Frequent, unexcused tardiness is considered a matter for disciplinary action.

**Early Dismissal:** Students may leave early only upon a parental request. When this is necessary, parents are asked to send in a note of explanation and then come directly to the office to sign out the student. A child may NOT leave the school property without the consent of a parent.

**AWARDS/HONOR ROLL/G.P.A./  
STUDENT OF THE MONTH**

The awards that St. Anne will recognize will be Student of the Month (pk-8); First Honors for each semester and First Honors for the whole year; Second Honors for each semester and Second Honors for the whole year; First Honors in conduct for each semester and First Honors in conduct for the whole year; and perfect attendance. There will also be two new lists that students may strive to achieve: The Pastor's List and the Principal's List. All of these Honors will apply to fifth through eighth grades only. Any other awards that the teacher wants to supply to their students will be maintained by the teacher.

The end of the year should entail **cumulative** grades only-strictly using the core classes, which consist of: religion, English, reading/literature, math, social studies and science.

**PASTOR'S LIST** are merited by those students who have received exclusive A's in all core and non-core academics.

**PRINCIPAL'S LIST** are merited by those students who have received exclusive A's in all core subjects and all A's in conduct.

**FIRST HONORS** are merited by those students whose total marks have achieved an average of 3.5 to 4.0 in the major subjects.

**SECOND HONORS** are merited by those students who have achieved the final average of 3.0 to 3.49 in the core classes.

A = 4 points; B = 3 points; C = 2 points; D = 1 point

Both First and Second Honors also require at least a "B" in effort/conduct.

Calculate: To calculate honors points for each semester, add each of the six core subjects together.

21-24 points—First Honors

18-20 points—Second Honors

**St. Anne Catholic Elementary Staff 2010-2011**

**Principal:** Mr. Anthony Sahadi  
**Administrative:** Mrs. Marcia Marchiel  
Mrs. Sheri Yanik

Grade	Room	Teacher
PK3	1	Ms. Lauren Manuszak/Mrs. Mordarski
PK3	4	
PK4	2	Ms. Samantha Harris
PK4	3	Ms. Kelly Davis
PK4	5	Mrs. Jean Kotlar/Mrs. Nahla Bidawid
PK4	6	Ms. Kate Babcock/Mrs. Sue Trathen
K	101	Ms. Andrea Gore
K	103	Ms. Maureen Groesbeck
K	105	Ms. Charlotte Moore
1	114	Ms. Donna Dalecki
1	116	Mrs. Marie Leach
2	110	Mrs. Amy Pasternak
2	112	Mrs. Alice Pinelli
3	106	Ms. Cheryl Shalagan
3	108	Mrs. Joyce Boyle
4	102	Mrs. Kathleen Belan
4	104	Mrs. Lauren Lewinski
5	8	Ms. Laura Ralstrom
5	12	Ms. Emily Smith
6	9	Mrs. Julie Reed
6	11	Mrs. Mary Allen
7	JH 201	Mrs. Carolyn Miles
7	JH 202	Mr. David Mecsey
7	JH 207	Science Lab
8	JH 203	Mrs. Linda Foeller
8	JH 204	Fr. Bondy
8	JH 204	Mrs. Geri Ignash
8	JH 206	Mrs. Allyson Rozgowski
1-8	14	Mrs. Geri Ignash (Learning Center)

**Art:**  
**Cafeteria Director:** Mrs. Beverly Rogers  
**Computers:**  
**Library Coordinator:** Mrs. Sandy Carra  
**Music:**  
**Physical Education:**  
**Spanish:**  
**Extended Day Staff:** Mrs. Carolyn Simancas  
Mrs. Najjar

## STUDENT RECORDS

Cumulative record forms are used for recording attendance, scholastic progress, test results, health information, and any other information which may contribute to the understanding of the child. Teachers, counselors, and administrators have access to these records. Due to the confidential nature of these records, they are kept secure in a file in the main school office.

## TELEPHONES

Students have access to a telephone in the office to contact their parents in case of an emergency or to contact them regarding school business.

School Office	586-264-2911
Extended Day	586-264-8460
Religious Ed.	586-268-3434
Parish Office	586-264-0713

## TESTING

In the fall, students in Grades 2 – 8 take the comprehensive IOWA Test of Basic Skills. Students in Grade 1 take the Cognitive Abilities section only. These tests are administered so that individual student's strengths and weaknesses can be consistently evaluated. Test results are always sent home to parents with explanations. Eighth graders who wish to apply to Catholic High Schools take the STS placement test in November. Kindergartners take the STS Readiness Test at the end of the school year.

## TRANSFER STUDENTS

When a student transfers to another school or graduates into high school, school records will be forwarded upon written request from the new school. All incoming fifth through eighth grade students who transfer to St. Anne from another school will be on an automatic 30-day probationary period unless otherwise decided by the Principal.

## VISITORS

St. Anne Catholic School welcomes visits by parents, professional education organizations, and appropriate community groups to our school. Such visits should be arranged through the administrators.

ALL visitors to the school MUST report upon entering the building to the school office. This will enable us to ensure the safety of our building, the students, and the visitors.

Cumulative: To calculate cumulative points, look at final grades only and add them together.

3.5-4.0	= A
3.0-3.49	= B
2.5-2.9	= C
2.0-2.49	= D

## BOOKS

Students are issued books at the beginning of each school year. They are responsible for returning these textbooks in good condition at the end of their use. If a student loses or damages a textbook, it is the responsibility of the parent to pay for a replacement book.

## BUS SERVICE

All St. Anne students living within the Warren Consolidated School District have access to bus service. All routes, schedules, regulations, etc., come under the authority of the Warren Consolidated School Transportation Department.

In addition to the Warren Consolidated bus service, St. Anne will utilize a private bus company for residential families living outside of the city of Warren. There is an additional charge to utilize this private bus service.

Guidelines:

1. STAND OFF ROADWAY WHILE AWAITING THE BUS.
2. REMAIN IN YOUR SEAT AT ALL TIMES.
3. KEEP ARMS AND HEAD INSIDE THE WINDOWS.
4. Cross the roadway immediately in front of the bus. Wait for the driver's signal before crossing.
5. Unnecessary conversation with the driver is dangerous. Please remain quiet.
6. Outside of ordinary conversation, classroom conduct is to be observed.
7. The driver is in full charge of the bus and pupils. Pupils must obey the driver.
8. Students may be assigned to certain seats if necessary to promote order on the bus.
9. NO EATING, DRINKING OR SMOKING ALLOWED ON BUSESSES.
10. PUPILS MUST BE ON TIME! The bus cannot wait for those who are tardy.
11. Students must be respectful of neighbor's property, particularly at pick up and drop off locations.
12. NO RADIOS OR VIDEO GAMES ALLOWED ON THE BUS.
13. Students will not be permitted to ride buses other than their own. Parents' written notice requesting changes will be accepted only on an emergency basis.

Penalties:

- 1<sup>st</sup> Offense – parent notification – after school detention
- 2<sup>nd</sup> Offense – removal from the bus for one week
- 3<sup>rd</sup> Offense – removal from the bus for one month

## CURRICULUM

- Art** The art program at St. Anne Catholic School is designed to help each student explore and discover his or her own talents and joy in the fine arts.
- They will color their world in many media, textures and shapes. They will be discovering, thinking, exploring, imitating, figuring-out, creating and sharing.
- Computers** The purpose of Computer Education is twofold. First, it is to allow all students the opportunity to become computer literate and secondly, to provide all students with the skills to enhance their present as well as their lifelong learning process.
- We are proud of the continuing development of our computer labs. Computers with extensive reference software are also available in our library.
- English** Houghton Mifflin English is used in Grades 2-8. This series teaches students how to listen, speak, and write; how to master grammar; how to build word power and study skills; and how to appreciate good books. Ample practice is provided in all these areas.
- Handwriting** The Zaner-Bloser Handwriting Series is used in Grades K-4. It provides a consistent easy-to-follow pattern of instruction. A systematic introduction and development of every letter and numeral is presented with ample practice provided. Letters are grouped for efficient and effective development of penmanship skills. Check-ups and review units appear frequently.
- Math** The Scott Foresman-Addison Wesley Math program is used in Grades 1-6, (as well as Sadlier). This series prepares students for a competitive world where math plays an increasingly important role by emphasizing basic facts and skills, problem-solving strategies, active learning, extensive practice and review, built-in use of manipulatives, while providing a strong support system for teachers.
- Some 6<sup>th</sup> and 7<sup>th</sup> graders use the Prentice Hall Middle Grades Math Course 3. Other 7<sup>th</sup> graders and 8<sup>th</sup> graders use the new Glencoe Pre-Algebra. Algebra – Structure and Method, published by Houghton Mifflin, is used in Grade 8. These texts include sections on whole numbers, fractions, decimals, and percent while also learning basic algebraic skills. Students will also be introduced to operations with integers, solving equations and inequalities, and working with polynomials. Students may also participate in Math Counts and Math Olympiad.

## General Forms of Harassment/Bullying

Other forms of illegal harassment refer to any verbal or physical conduct or communication that shows hostility toward another student for any reason including his/her legally protected status based on race, color, religion, gender, or disability when the conduct or communication is intended to or has the effect of interfering with the individual's education or creates an intimidating, hostile, or offensive educational environment.

Examples of behavior intended to harass, bully, or intimidate could include but not be limited to:

- \* Physical: hitting, shoving, taking or defacing property, inappropriate gestures
- \* Verbal: oral or written threats, taunting, insulting or prejudicial comments
- \* Indirect: spreading rumors or untruths with malicious intent
- \* Relational: spreading rumors, ostracizing or exclusionary behavior
- \* Sexual: inappropriate touching, threatening, or teasing that is sexually harassing
- \* Cyber: bullying behavior expressed through modern conveniences such as internet chat rooms, hand-held devices and cellular phones

## Disciplinary Actions

Students whose behavior violates school policy regarding harassment will be subject to a range of disciplinary actions. One or more of these actions may be implemented by administration in any order determined to be appropriate.

- Student – teacher/administrator conference
- Parent – student-teacher/administrator conferences
- Written reprimand
- Referral to counseling
- Suspension/expulsion

## STUDENT INSURANCE

Each student is provided with limited accident insurance coverage under a program sponsored free-of-charge by the Michigan Catholic Conference. This insurance is intended to cover expenses which are not payable by other family insurance. Extended coverage is also available at your option. An insurance certificate and further information is distributed at the start of the school year.

which are represented to be illegal substances will also violate this policy. “distribution” – includes the passing – or offering to pass – a banned substance to another student, whether for consideration or not.

The possession of substantial quantities or quantities packaged for sale can be considered distribution.

1. Students shall be required to adhere to the drug use policy from the time they have left their parents’ jurisdiction until they return to same. This includes the time spent at bus stops, traveling to and from school, and throughout the school day. Students are also liable before and after normal school hours, including weekends, when involved in any school-sponsored extracurricular activities – whether at school or otherwise – and representing the school.
2. All suspected violations of the drug use policy shall be referred to and handled by the principal and/or associate principal.
3. Students who initiate a request for assistance due to their drug use are assured that their self-referral will be treated in confidence and that no school sanctions will be invoked.
4. If a student is suspected of possessing or using drugs in violation of school policy:
  - A. parents will be immediately contacted
  - B. police may be contacted
  - C. following school guidelines, the student may be suspended for a period of up to 10 days
  - D. a plan for the student’s return to school will include participation in a drug counseling or rehabilitation program
  - E. a student may not participate in any school activities while serving a suspension
  - F. a second violation of this policy will result in expulsion proceedings
5. If a student is suspected of distributing drugs in violation of school policy:
  - G. parents will be immediately contacted
  - H. police will be contacted
  - I. following school guidelines, expulsion procedures will be implemented
6. All areas of the school, including desks and lockers, are the property of the school and may be inspected at any time. School officials may institute a search of a student and his/her personal property if there are “reasonable grounds” to believe that such search will prove that the student has violated the law or school rules.

**Music** Music classes (Gr. K – 6) at St. Anne focus on developing students’ vocal skills and on teaching basic rudiments of music literacy. The goal of the music program is that each child develop skills in reading music and performing music as is appropriate to his/her age level.

**Physical Education** Physical education classes meet weekly. We stress sportsmanship, self discipline and an awareness of physical well-being.

**Reading** The McGraw Hill Reading Program is used in grades K-5 (as well as the Sadlier series). This program is organized by reading-ability levels rather than grade levels in order to provide developmental reading instruction for students who learn at varying rates. It offers a carefully sequenced program of reading instruction, practice, and application that fits all students’ needs and ensures the attainment of skills mastery and reading success at every level.

Skills in the McGraw Hill Reading Program are organized into four major categories: decoding skills, comprehensive skills, reference study skills, and literary skills. The basic components of these major skills are introduced at a reading level that corresponds to the maturity and needs of students.

Supplemental, individualized reading programs are used in the lower grades along with phonics skill sheets which help to reinforce decoding skills emphasized in the Houghton Mifflin Reading Program.

Students in Grades 6, 7 & 8 will enjoy the “Timeless Voices, Timeless Themes” literature series from Prentice Hall. This series exposes the students to major types of literature with appealing selections that range from the classics to more contemporary authors. The program emphasizes the skills and terminology which will help students to more effectively read literature to better enjoy it.

**Catholic Religion** The religion text used in Grades K-8 is Blest Are We, published by Silver Burdett. Age appropriate lesson plans are designed to help the children learn and experience the essential message of the gospel and the basics of their Catholic faith.

This series provides a complete comprehensive basic religion program. It guides students through the rich Catholic heritage of Scripture, doctrine, liturgy and tradition, while communicating the Faith in the context of the students’ everyday life.

The Silver Burdett Sacramental Preparation Program offers a solid catechesis for First Eucharist, the sacrament of reconciliation, and the sacrament of confirmation, presented to the students at the appropriate grade level.

## Science

The Silver Burdett Series Science Discovery Work is used in Grades K-4. This series is comprehensive in scope, covering a variety of topics from all science disciplines. Meaningful connections are made between science and other areas of the curriculum so that students are aware of how fundamental it is to every aspect of their lives. The program is challenging, yet understandable. Students will understand science because concepts and processes are presented at the appropriate developmental level.

The fifth and sixth graders use Scott Foresman's Science. This new program offers separate but comprehensive units on life, physical, and earth science as well as the human body.

The Junior High Science Program is the new Focus on Life Science and Focus on Physical Science by Merrill. This program provides the content students need for the future with sufficient review and reinforcement. Simple-to-complex sequences of topics help promote better student understanding. Students will also be required to contribute a science project for the annual science fair and they can participate in the Science Olympiad.

## Social Studies

The Silver Burdett Ginn Social Studies Program (Grades K-4) emphasizes history, geography, map and graph skills, citizenship, and American values.

Kindergarten	Kindergarten Place
Gr. 1	Family and Friends
Gr. 2	People and Places
Gr. 3	Communities Around Us
Gr. 4	Regions, Resources & Michigan

Students in Grade 5 use the 2005 Houghton Mifflin edition of U.S. History. Students in Grades 6-8 use the 2005 McDougal Littell Social Studies series:

Gr. 6	World Cultures and Geography: Western Hemisphere and Europe
Gr. 7	World Cultures and Geography: Eastern Hemisphere
Gr. 8	Creating America – Beginnings Through Reconstruction

## Spanish

All students in Grades 1-8 will have the opportunity to participate in the Spanish program. The approach will be intra-curricular, with the purpose of introducing the students to the Spanish language. Grades 1-8 will meet once a week.

In order to assist families in preventing any drug use, St. Anne Catholic School will provide information which will help to educate the students about drugs, their harmful effects, and how to avoid their use. All such efforts will emphasize exclusively the “no use” message.

## Premises

1. The mission of St. Anne Catholic School is rooted in the belief that personal transformation and salvation is based on the belief in Jesus Christ. Affecting minds and bodies by using drugs is not an acceptable option in striving to fulfill this mission.
2. All students have a right to attend school in an environment conducive to learning. Since alcohol and drug use interferes with both effective learning and the healthy environment of children, the school has a fundamental legal, ethical, and moral obligation to maintain a drug free educational environment.
3. Given the extensive use and the formal and informal promotion of alcohol, tobacco, and drugs in our society, the school has an obligation to provide education which will help students resist this temptation.
4. Drug education must be based on accurate and scientifically valid information concerning the hazards of drugs.
5. Drug use is illegal.
6. The initial use of any drug is usually casual and naïve, most often having been provided by peer or family members.
7. Children and adolescents are significantly more susceptible to the physical and psychological effects of drugs than are adults.
8. Chemical dependence is a progressive disease. Dependent persons usually do not get better on their own.
9. The use of drugs one time predisposes a person to try again and to encourage others to share the experience.
10. A legitimate program to combat drug use must not include reference to such things as “responsible use”, “freedom of choice”; or “individual rights”.

## Enforcement

Violations of the policy stated will be handled in accord with the guidelines for suspension and expulsion as outlined in the St. Anne Catholic School Handbook. The following definitions will help to explain the policy:

“possession” – implies that a student has on his person, within his personal property, or under his control a banned substance or paraphernalia associated with drug use.

“drug use” – refers to all illegal substances (including alcohol and nicotine which are illegal for school-age children), to any legal medications without a physician’s authorization, and to any other substance being misused to cause a psychoactive effect. “Look alikes” or items

## SUBSTANCE ABUSE POLICY

### Overview

Before 1962, substance abuse by children – other than alcohol and nicotine – was not a prominent concern for educational, legal or medical personnel. Since then, however, the use of illegal drugs has skyrocketed among school-age children. Today there is little question that drug use by students seriously compromises their chances for healthy development and for success in school, diminishes their ability to learn, increases their likelihood of missing school, and contributes to societal woes such as accidents, violence, suicide, and teen pregnancy. Drug use often impacts negatively on children’s behavior and attitude and in the tone of the total educational environment. If schools are to successfully educate children, they have no choice but to deal with the problems of drug use.

Elementary schools have the potential for changing the direction and impact of substance abuse in this country. It is during elementary school that children can best learn the facts about substance abuse, learn and practice decision making and refusal techniques, and develop the skills, attitudes, and Christian values needed to cope with the challenges of life. Children who use drugs typically have their first experience between the grades 4 and 8, about the same time many of them are beginning to challenge parental and institutional norms with those of their peers. Because this age group is so vulnerable, it is mandatory that they have a solid base of knowledge and values as well as an environment both at home and at school which precludes the use of drugs.

While no drug problem apparently exists at St. Anne Catholic School, it is recognized that our children grow up in a society where such problems are rampant. To have even one family fall victim to the results of substance abuse is not only a personal loss, but also one that is shared by the community and which puts all other children at greater risks.

### Policy

The possession, use, or distribution of drugs is strictly forbidden at St. Anne Catholic School, Warren, Michigan, while traveling to and from school, at school sponsored activities, and while representing the school. Throughout this policy statement, the term “drug use”, “drug abuse”, and “substance abuse” will refer to any use of illegal drugs – including nicotine, the use of alcohol, and the use of legal medications without a physician’s supervision.

**Spelling** The Houghton Mifflin Spelling Series is used in Grades 2-8. It is designed to help each pupil learn to spell words in a basic word list; apply spelling principles to other words; and apply spelling skills to independent writing. Each student has available their own consumable text.

**Study Skills** The Zaner-Bloser **YOU CAN TAKE CHARGE** Study Skills Curriculum will be used in Grades 7-8. The purpose of this series is to teach students how to learn. The program consists of lessons on managing time, organization, comprehension boosters, test-taking skills and other learning techniques. The skills learned will be continually reinforced throughout the school year. Teachers in Grades 4, 5 and 6 will continue to teach and reinforce learning skills adapted from the Sensa Study Series and from lessons presented in the Houghton Mifflin English text.

## DAILY SCHEDULE

The school day for students will start at 9:00 am and end at 3:50 pm. Late start Mondays start at 9:45 a.m. for all students (Preschool-8th grade). Preschool starts daily (Tuesday-Friday) at 9:00 a.m. and ends at 3:30 p.m.

## DECORUM/ETIQUETTE

**NON-UNIFORM DAYS:** At St. Anne Catholic School, we will dress according to our dress code, unless there are special circumstances that allow us to dress up. On the unique chance that there is a non-uniform day, students may NOT wear any low cut attire of any kind. There will not be any holes of any kind in any jeans or pants. Open toed shoes may NOT be worn at any time. **DRESS UP DAYS** are days when students will wear dress up attire that you would normally wear to Church. **JEAN DAYS** are days when students may wear jeans with a collar shirt or a St. Anne-specific t-shirt only. Please use common sense when dressing for these special circumstances.

**GUM:** To maintain a clean environment, chewing gum is not permitted in school.

**HATS:** Gentlemen should remove their hats when entering any building.

**HALLS:** It is expected that hallways and classrooms are quiet.

**SCHOOL:** We will maintain a neat, clean and organized school.

**WATER BOTTLES:** There are no water bottles allowed during the school day. The students have appropriate water breaks during the day.

## DRESS CODE

The purpose of the dress code is to allow children to distinguish themselves by their character and achievement, not by their attire. Parents are responsible to adhere to the dress code standards set forth by the St. Anne Catholic School Committee for all children of the St. Anne family, as listed below.

### Young Ladies

<b>Blouses:</b>	A white, plain, oxford tailored long or short sleeve blouse, without any manufacturer's logo available at various local stores. Blouse must be tucked into uniform or pants at all times. Modest undergarments only-beige or white.
<b>Slacks:</b>	Solid navy slacks available at local stores. No slacks are to have contrasting stitching, rivets or denim. No cargo or carpenter pants are allowed. Slacks may be worn without the uniform jumper or skirt during the winter months as announced by the principal.
<b>Skirt/Jumper</b>	Plaid uniform jumpers or skorts (grades PK-4) or plaid uniform skirts (grades 5-8) are available through the <b>Dennis Uniform Company</b> . All skirts are to be unrolled and not more than 1 inch above the knee.
<b>Sweaters:</b>	Solid navy cardigan, crew neck, or v-neck sweaters available through the <b>Dennis Uniform Company</b> . No others are acceptable. Students may wear the grey sweatshirt with the St. Anne emblem. Other St. Anne sweatshirts or "hoodies" are not acceptable to wear during the school day in class.
<b>Shoes:</b>	Dress shoes (leather, suede). No shoe is to be cut above the ankle. No tennis shoes, boots, sandals, backless shoes or canvas shoes of any kind. Heel is not to exceed 1 inch in height. Acceptable colors are brown, black or tan only.
<b>Socks:</b>	Navy or white knee socks or plain anklets (no lace, logos, or characters). Navy or white tights may be worn during the winter months.
<b>Hair, Jewelry, Make-up, etc.:</b>	NO extreme hairstyles, NO hair coloring (dyed, bleached or highlighted), NO excessive jewelry (multiple earrings, thumb rings and/or chokers) or make-up of any kind are permitted. Clear nail polish only. No French nails or false nails or tips are to be worn. Post earrings are the only acceptable earrings for girls. Ink tattoos are strictly prohibited.
<b>Hats:</b>	Students are not allowed to wear hats, caps or other head coverings in the school building.

7. Return expulsion form to Associate Superintendent at the Archdiocesan School Office.
8. Academic assignments will be sent home throughout this process, so that the student's education is uninterrupted. The responsibility to provide the means for this rests with the school. In the event that an expulsion is finalized, it is recorded on the permanent record as an ordinary termination of attendance. No comment is added.

## Weapons

Students are prohibited from bringing weapons to or having weapons in school. Any student who carries, possesses, conceals, transfers to another to hold, hide, etc., any weapon, on school premises or possesses a weapon in the vicinity of the school, shall be immediately excluded from class pending an investigation. Any student suspected of carrying, possessing, concealing or transferring a weapon on school premises or in the vicinity of the school, also shall be immediately excluded from classes pending an investigation.

A weapon is any object which can be used to threaten or injure another. It includes, without limitation: guns, knives, chains, karate sticks, sharpened instruments, and any type of explosives, etc. School premises include the school building and the adjacent grounds, e.g., parking lots and playgrounds, student's lockers and busses.

Investigation may include an inspection and search of students and their book bags, purses, lunch pails, lockers, etc. Investigation also may include questioning by the Pastor, administrators, a teacher, or other person acting in his or her place and/or police.

Any person found to be in violation of the above rule or who fails or refuses to cooperate in an investigation shall be excluded from school.

If the investigation discloses that a student has not violated the above rule, the student will be readmitted to classes after a meeting among the Pastor, administrators, the student, and his or her parents or guardians.

**NOTE:** The federal Gun-Free Schools Act of 1994 requires a provision for expulsion in the weapons policy of each school. Michigan law now requires the reporting of possession of a "dangerous weapon" (firearm, dagger, dirk, stiletto, knife with blade over 3 inches or opened by mechanical device, iron bar, or brass knuckles) to the local police. Expulsion of up to one year is possible.

5. Repeated violation of the Dress Code would necessitate more severe action in keeping with the St. Anne discipline policies.

## Suspension

For serious infractions of school rules (truancy, fighting, smoking, stealing, vandalism, immorality, possession of drugs, alcohol, or weapons and any other matter deemed serious), it may be necessary for the administrators of the school to suspend a student from school.

1. If a student is to be suspended by the school administrator, the administrator will:
  - A. Notify the parents as soon as possible of the suspension, the reasons for it, and the steps necessary to effectuate the student's return.
  - B. Meet within a reasonable time with the parents or guardian and the student to plan the student's return to the school setting.
2. If the parents or guardians are dissatisfied with this action, they may appeal to the pastor immediately.
3. The suspension will be considered an ordinary absence.

## Expulsion

Expulsion is the supreme disciplinary penalty that a school can invoke upon any student. It should always involve the intervention of the School Office of the Archdiocese. It is the policy of the schools of the Archdiocese that a student may be expelled only for a serious offense through which the morals of the school are so seriously undermined that it is deemed necessary to invoke this penalty in order to deter others from similar offenses. This penalty requires the approval and consent of the Pastor in each case.

1. Written notice of charges against a student shall be supplied to the student and his parents or guardian and included within this notice shall be a statement of the time and place for the meeting, which time therefore shall be reasonable for parties involved.
2. Parents or guardian shall be present at the meeting.
3. The student shall be given an opportunity to give his/her version of the facts and their implications. He/she should be allowed to offer the testimony of other witnesses as evidence.
4. The student shall be allowed to observe all evidence offered against him/her. In addition, he/she shall be allowed to question any witness.
5. The meeting shall be conducted by the Pastor, who shall make his determination solely upon the evidence presented at the meeting.
6. Final authority rests with the Pastor. If the Pastor approves, the school office will complete the expulsion form.

## Young Men

- Shirts:** A white oxford or dress shirt in either long or short sleeves without any manufacturer's logo. Golf, polo, or knit style shirts are not permitted. Shirts must be tucked into pants at all times. Only plain white undershirts are allowed underneath.
- Slacks:** Solid navy slacks available at local stores. No slacks are to have contrasting stitching, rivets or denim. No cargo or carpenter pants are allowed. Pants must be worn with a belt for 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders and no sagging pants are allowed.
- Sweaters:** Solid navy cardigan, crew neck, or v-neck sweaters available through the **Dennis Uniform Company**. No others are acceptable. Students may wear the grey sweatshirt with the St. Anne emblem. Other St. Anne sweatshirts or "hoodies" are not acceptable to wear in class.
- Shoes:** Dress shoes (leather, suede). No shoe is to be cut above the ankle. No tennis shoes, boots, sandals, or canvas shoes of any kind. Acceptable colors are brown, black or tan only.
- Socks:** Navy or white socks are acceptable (no logo symbols). No footies or ankle socks may be worn until after May 1<sup>st</sup>.
- Hairstyles:** Young men's hair cuts must be above the collar, eyebrows and ears. Half shaved styles, hair coloring, or any extreme hairstyles are not allowed. Boys are not allowed to wear earrings. Highlights are not acceptable.
- Hats:** Students are not allowed to wear hats, caps or other head covering in the school building.
- Ties:** 7th and 8th grade young men will be required to wear navy blue ties on Monday-Thursday. Friday will be "spirit day" and the boys will not have to wear their ties but can wear their St. Anne jersey's over their oxford shirt.
- Other:** No earrings or tattoos are permitted in the school building at any time nor at any St. Anne function at school or outside of school. A post in the earlobe, even covered by a bandage is not permitted at any time. Only appropriate jewelry may be worn during the school day or at any St. Anne function at school or away. Tattoos are not acceptable even if they are covered up.

## Optional Uniform Weather Policies:

From May 1 to September 30, students in Grades K-8 may choose to comply with our **OPTIONAL Warm Weather Uniform Code**:

1. Navy blue walking shorts. **They must come to the knee.** They must be loose fitting. (No spandex or denim allowed).

2. Regular uniform shirts and blouses must be worn and tucked in.
3. Shoes should be in accordance with the regular dress code. No athletic shoes. Ankle socks are permitted during this time.

### **Cold Weather Uniform Code:**

Denim jeans are not to be worn to and from school during the lunch period. Students will be taken outside for recess, weather permitting. All students should be prepared with coats, hats, and gloves as the winter season approaches.

### **ELECTRONIC COMMUNICATION**

Any student who willfully communicates information either by words, pictures or information sent either verbally, written or electronically that disrespects or bullies a person or people in this conduct or embarrasses the person with offensive behavior in the eyes of God and the Principal, will have to immediately retract the information and take down the words or images within 24 hours.

### **EMERGENCY FORM**

Emergency information sheets are available online ([www.st-anne.net](http://www.st-anne.net)). These forms should be turned into the office at the beginning of the school year and should be current in case it is necessary to contact parents during the school day. If parents cannot be contacted, it is important to have on file other persons to contact.

### **EMERGENCY SCHOOL CLOSING**

Emergency school closings will be announced on radio stations **WJR, WWJ, and TV channels 2, 4, and 7**. In case of inclement weather, **St. Anne Catholic School will be included in the announcements for the Warren Consolidated Schools.**

### **EXTENDED DAY PROGRAM (Latchkey)**

The Extended Day program is an auxiliary service which provides before and after school care for all students at St. Anne Catholic School. The program is under the sponsorship of the school and parish administration and is supervised on a daily basis by the program director and staff.

**LEVEL 3:** indicates a student has continued to display unacceptable behavior while on level 2 probation, and he/she is exhibiting a pattern of misconduct which may lead to expulsion from St. Anne if the pattern continues. Those students on level 3 probation are prohibited from participating in all school-sponsored social activities and athletics on campus as well as off campus.

### **Disciplinary Referral/JUG (Gr. 5-8)**

A JUG may be given to any student in grades 5-8 by any teacher or administrator for any behavior that contradicts with the policies and expectations of St. Anne. JUG is held on Thursdays after school from 3:50 pm—4:30 pm (in most cases). Students are expected to take home the JUG sheet on the same day it was given, to their parents, and return it to the given teacher (the teacher who gave it) the next school day. Parents will be responsible for the students transportation during their JUG.

### **Athletic Eligibility**

A student representing St. Anne in a school function/contest (including practices, rehearsals, etc.) is required to be in school for four (4) class periods on the day of the activity.

Eligibility for extra curricular activities/sports is determined after each quarter's end by using the G.P.A. for the term and the marks therein.

The minimum grade average to be eligible is a C, with no more than one (1) failing mark in core subjects.

A student with a grade average below a C is ineligible for a period of two (2) weeks. At the end of that two week period, if the students progress report indicates no failures and a grade average above a C-, the student becomes eligible again. If not, the student has two more weeks to improve their grades. Students become ineligible when they receive a D or U in ANY subject.

### **Dress Code Violations**

1. All students are expected to be in accord with the Dress Code on a daily basis.
2. Students who are out of uniform in an emergency may be excused without penalty once per quarter if the parents send a note to the teacher.
3. If a note is not presented, students will be referred to the office and parents will be requested to bring in appropriate dress.
4. If a uniform is not available, the student will be subject to a JUG (Gr. 5-8) or be required to wear a uniform on uniform-free days.

Church, school, classroom, and the community – has its own guidelines for the welfare of the group. We must assist each student to know the rules, understand their necessity, and realize the results of violating these principles.

The ability of St. Anne Catholic School to provide a safe and responsible environment is based on general guidelines set forth and enforced with disciplinary procedures. Each situation will be dealt with on an individual basis, however, interpretation and implementation is left to the administration of the school. As a Catholic school, the principal has the final word.

### **Discipline Process**

Students are expected to follow Jesus spiritually, academically, athletically, and socially so all their characteristics are consistent with Him and the policies and traditions of St. Anne. The discipline process flows from this belief. The process is:

1. Student conference with the teacher
2. JUG (detention)
3. JUG and formally bring to parents attention
4. JUG and Principal meeting with student
5. JUG and formal meeting with the student and parents and in-school suspension from the class.
6. JUG and in-school suspension for the day
7. Student is placed on disciplinary probation

### **Disciplinary Probation**

There are three levels of non-academic, disciplinary probation:

**LEVEL 1:** indicates a student's behavior is unacceptable and a warning is given to the student to improve his/her behavior pattern over the next 8-10 weeks. If the student continues to receive a disciplinary referral while on level 1 probation, the next step in the disciplinary process is to be placed on level 2 disciplinary probation.

**LEVEL 2:** indicates a student has continued to display unacceptable behavior while on level 1 probation. Those students on level 2 probation are prohibited from participating or attending in selected school-sponsored social activities and athletics on campus as well as off campus as decided by the Principal. If the student continues to receive disciplinary referrals while on level 2 probation, the next step in the disciplinary process is to be placed on level 3 disciplinary probation.

## **FIRE DRILLS**

In accord with City and State regulations, emergency procedures are posted in each classroom and at least six fire drills are conducted during the school year. Drills are also held in preparation for a possible tornado warning and lockdown procedures.

## **GRADUATION**

A formal graduation ceremony is held for those students who successfully complete the eighth grade. An informal gathering is also held to note the end of the kindergarten and preschool year.

## **HEALTH**

**Immunizations** – State law and the Macomb County Immunization Regulations require that any child entering school in Michigan for the first time must have the appropriate immunizations. Forms are available in the school office or the Health Department. All 6<sup>th</sup> graders must have documentation showing that all immunizations are up to date.

**Injury/Illness** – Should a child be injured seriously or become ill at school, the office would attempt to notify the parents at home or work. If unsuccessful, we would then contact the names listed on your family emergency form.

**Medicine** – As a matter of policy, medication – including aspirin or any over-the-counter medication – is not allowed to be administered by students at school. If it is necessary for a child to take medication, a required form granting permission must be signed and submitted to the office by the parents. Doctor's instructions must be included with prescriptions, and all such medications must be administered by the office staff.

**Communicable Disease** – Parents must inform the school office as soon as it is determined that a child is suffering from a communicable disease. As policy, if your child is sick for whatever reason, the child must be healthy (and without a fever) for 24 hours before returning to school. Good, preventative health measures include having your child wash their hands thoroughly and often; use soap and hot water; avoid touching eyes, nose and mouth; don't cough or sneeze into your hand/use your elbow or sleeve; throw tissues away immediately after use; don't share water bottles; eat healthy, exercise and get plenty of rest.

Some common communicable diseases and the minimum required exclusion from school are:

- Measles – 5<sup>th</sup> day after onset of rash
- Mumps – swelling has subsided
- Whooping Cough – 3 weeks from onset
- Chicken Pox – all lesions have crusted
- Infectious Hepatitis – Physician’s OK
- Streptococcal Sore Throat – Physician’s care – symptoms subside
- Scarlet Fever – Under treatment, temperature down for 24 hours
- Scabies – 24 hours of treatment (treatment repeated in 7-10 days)
- Mononucleosis – Physician’s OK
- Influenza – symptoms subside
- Pink Eye – Doctor’s care, drainage cleared
- Ringworm – Doctor’s care
- Head Lice – treated and nit free

## **HOMEWORK**

Your child’s homework may consist of assignments not completed in school. It may be a project connected with a particular subject or topic being studied. It may be reading a good book or magazine that is recreational or informational. It may even be STUDYING! Not all homework has to be written. All children from grades 1 through 8 have some type of homework every night or several times a week.

The necessary time for homework will vary according to the grade level, the assignments given and the child’s rate of work. If your child seems to be spending an excessive amount of time on his assignments or if he claims to have no homework, a conference with his/her teacher will help clarify this difficulty.

## **LIBRARY**

The school has a central library containing books for leisure reading as well as to supplement on informational subjects. Books may be checked out by students during their regular library period once a week. Books are due back in one week and may be renewed accordingly.

A late fee will be charged for any books returned past their due date and any lost books will be required to be replaced by the student. Respect is to be given to all the items in the library.

- Students are expected to schedule a shadowing visit on a day when St. Anne is NOT in session.
- A student must have the permission of the Principal before scheduling a high school shadow day.

The purpose of this policy is to reinforce that academics come first; students should not be missing class and school work to shadow at another school. They must schedule a shadow visit when St. Anne is not in session.

## **SPECIAL SERVICES**

Auxiliary services for students with special needs are provided through Warren Consolidated Schools. Specialized personnel who visit St. Anne Catholic Elementary on a regular schedule or upon referral include:

- A. Social Worker
- B. Psychologist
- C. Physical/Occupational Therapists
- D. Speech Therapist
- E. Vision & Hearing Clinicians
- F. Teacher Consultant

## **STUDENT ACTIVITIES**

Other activities which are sponsored by the school or parish include:

- |                                |                       |                        |
|--------------------------------|-----------------------|------------------------|
| Altar Servers (Gr. 4-8)        | Daisy (Gr. K-1)       | Chess Club (Gr. 5-8)   |
| Cub Scouts (Gr. 1-5)           | Brownies (Gr. 2-3)    | Student Council (7-8)  |
| Boy Scouts (Gr. 5-8)           | Girl Scouts (Gr. 4-8) | Science Olympiad (6-8) |
| Forensics (Gr. 5-8)            | Math Olympiad (7-8)   | Community Svc. (7-8)   |
| Jr. Science Olympiad (Gr. 3-5) |                       | Ski Club (all ages)    |

## **STUDENT CODE OF CONDUCT**

### **St. Anne Catholic Grade School Discipline Policy**

The ultimate goal of discipline is that all students at St. Anne will exercise the highest degree of self discipline that is possible for their age level. Their actions and attitudes should be appropriate for encouraging the growth of a greater Christian community. Parents and school staff share the responsibility for assisting this growth in each child by providing good examples and by encouraging Christian behavior that recognizes the rights of all others in the community. Each element of society – family,

In addition, sacramental programs are provided under the direction of the pastor, the religious education coordinator and the teachers for students in the following grades: Grade 2 – Eucharist, Reconciliation, Grade 8 – Confirmation preparation. Informative sessions are also scheduled for parents of those students in the sacramental programs.

## REPORT CARDS

Report cards, issued five times a year, are a measure of each student’s achievements and progress.

The marking system:

<b>A</b>	100-93%	Superior
<b>B</b>	92-85%	Above Average
<b>C</b>	84-75%	Average
<b>D</b>	74-70%	Below Average
<b>U</b>	below 69%	Unsatisfactory

## SCHOOL AGE

For our 3-year-old preschool program, students must be at least 3-years-old on the first day of school. **Preschool** students should be **four years of age by December 1st** of the year of admission. **Kindergarten** students should be **five years of age by December 1st** of the year of admission to that grade. **First grade** students should be **six years of age before December 1st** of the year of admission to that grade.

Students whose 15th birthday falls on or after September 1st of the current school year are eligible to be enrolled in eighth (8th) grade. A student who is 16 years of age during enrollment or who will turn 16 during the school year is ineligible to attend St. Anne. The Principal and Pastor have the final say in determining a student’s eligibility.

## SHADOW DAYS

Shadowing is an opportunity for students to visit and spend the day at a high school (typically a Catholic high school) and experience firsthand what it is like to be a student at the school. Ideally, eighth grade students will schedule their shadowing dates in the fall between the beginning of September until the end of November, while seventh grade students will visit between January and May.

The policy of St. Anne is as follows:

- A student may only visit the specific high school once, either during the spring of their seventh grade year or the fall of their eighth grade year.

## LOST AND FOUND

Unmarked items found at school are kept for a brief period in hope that they will be claimed. Items that have not been claimed by a reasonable time are turned over to the St. Vincent de Paul Society. Please remember to put your child’s name on all personal belongings to reduce the risk of lost items.

## LUNCHROOM – PLAYGROUND

During the lunch hour students are grouped by grade levels: Gr. 1-4 and Gr. 5-8. The time period is divided so that each group would be allowed approximately 25 minutes in the lunchroom and 25 minutes on the playground. Students are free to bring their own lunch or purchase food and milk in the cafeteria. Food tickets can be pre-purchased on a monthly basis (please visit our web site at [www.st-anne.net](http://www.st-anne.net) and go to the lunch section where you can download the monthly menu).

- Definite seating area will be assigned for each grade level.
- Food and litter must be disposed of properly. Tables, chairs, and floor should be left litter free. No food may be taken onto the playground.
- Students should visit the lavatory if necessary before leaving for the playground.
- Unreasonable degrees of noise or activity in the cafeteria are unacceptable.
- When the weather is inclement, the children will remain indoors during the lunch period.

### Playground boundaries – DO NOT PLAY

- \* Near the school building
- \* In front of the church
- \* In the driveway between Church and School
- \* In front of the gym
- \* Near Red Run
- \* On our neighbors’ fences or in their yards
- \* On the Edison tower
- Use sidewalks on Parish and neighborhood property to respect lawns.
- Students may not be in the school or church during the lunch hour unless they are under adult supervision.

- Students may not leave the school grounds any time during the day without office permission.
- Students must avoid knockdown games, tackle football, hardballs, snowballing, sliding on the ice, climbing on anything but the jungle gyms, or other such dangerous activities or games.
- Students may not play ball against building walls and should avoid cars parked in the lot.
- General expectations regarding behavior and language are the same during lunch hour as during the rest of the school day.
- Students are expected to demonstrate respect and cooperation with those who supervise the lunchroom and playground.

## **MONEY IN SCHOOL**

It is advised that students not carry any more money at school than is necessary daily. Payments of any type that are sent to school with students should be placed in an envelope that is clearly marked and delivered to the teacher at the start of the day.

## **PARENT GROUPS**

### **SCHOOL COMMITTEE**

The School Committee is an advisory body that collaborates with the pastor and principal of the parish. Members of the School Committee should include parents of children enrolled in the school. The size of the committee should not exceed eleven, including the pastor and the principal. The functions of the School Committee include:

1. Assisting in the development of policy for St. Anne Catholic Elementary School and be supportive of the Administrators and the Pastor.
2. Assist in insuring the implementation of parish and Archdiocesan goals.
3. Be apprised of and study the evaluation reports of programs and procedures from the Archdiocese and other competent agencies.
4. Advance the work of Catholic education and the Catholic Faith.

## **Electronic Devices**

Electronic games and toys are NOT to be brought to school as they tend to be disruptive to the educational process and are at risk for loss or damage.

By law, students are not prohibited from having cell phones; HOWEVER, they may NOT be used or heard in school. Any devices which record audio or video are prohibited for all students.

Any student who is found disregarding this policy will have the device confiscated, will be issued a JUG, will have to have a parent pick up the device in the Principals office, and the student will be prohibited to bring it to school for the remainder of the school year. Continuous disregard for this policy will result in a student fine of \$25 for each instance (which will be donated to the church).

## **PICTURES**

A professional photographer takes pictures of each student early in the school year. Purchase of these pictures, on a pre-paid basis, is optional. A school-wide yearbook is also available at the end of the year. Junior High students will be provided an I.D. card at this time.

## **PROGRESS REPORTS**

At the mid-point of each marking period, teachers send home Progress Reports with students who are not making satisfactory progress or whose work has seriously deteriorated.

## **PROMOTION/RETENTION**

Continuous promotion through the grade levels is the standard for the vast majority of students who are making normal progress. Recommendation for retention would be made only after a thorough study of the child's needs involving parents, teacher, administration, and specialist.

## **RELIGIOUS EDUCATION**

As a Catholic school, religion is a key factor in St. Anne's educational foundation. Each student has religious instruction as part of their daily schedule. This instruction includes the fundamentals of the Faith prayers, and an understanding of Christian values. Regular classes are enhanced by participation in Mass, Benediction, Stations of the Cross, and May Crowning, in addition to prayer services, and other activities. Seventh and eighth graders are required to do community service. Service hours for 7<sup>th</sup> and 8<sup>th</sup> graders is a combined total of 30 hours.

Mandatory service hours will be instituted for the St. Anne festival for the 2010-11 school year. This fundraiser is a very important event for our school and we require your participation. At least one parent from each family will be required to provide at least eight hours of festival service, or you may forgo that option and pay a \$400 fee that would replace your time.

## **PARKING**

In order to encourage safety for all children, parents are asked to follow the traffic guidelines, especially when dropping off or picking up students at school. Parking is restricted to the rectory lot on Mound Road and the main lot, but away from the building and school busses. Both sides of Arden are posted “**No stopping, standing, or parking**”. Parents are also urged not to park on the neighborhood side streets. Also, please be aware that children have a tendency to move between cars. PLEASE drive slowly and be alert.

In addition, while you are waiting for your child, please do not blare your radios and please abide by all public road rules while on school property.

## **PARTIES IN THE CLASSROOM**

Birthday parties are to be kept to cupcakes or donuts or small, simple items. There is to be no pop, pizza, hotdogs, fast food or any additional junk food.

## **PERSONAL PROPERTY**

Care must be taken so that students do not lose personal property at school. Items that many students would have similar of, such as lunch boxes, gym shoes, calculators, book bags, boy’s shirts, etc., are the cause of frequent cases of mistaken identity or exchange.

Students might also be tempted at times to willfully take something not belonging to them. Parents can help to lessen this problem by:

- discouraging students from bringing items to school when unnecessary
- clearly marking identification on personal property that is brought to school
- questioning children about strange items that are brought home
- reaffirming the Christian obligation to respect the rights of others

5. Advance the good of St. Anne Catholic Elementary School and the parish it serves.
6. Approve the budget as prepared by the principal.
7. Assist in maintaining good relationships between the School Committee, the Administrators, the Education Commission, and the Pastor.

### **Members:**

Ann Marie Michol	(Chairperson)	586-726-8149
Dave Darmetko	(Vice Chairperson)	586-772-6963
Patrick Adams	(Member)	586-795-8285
Joe Bartkiewicz	(Member)	586-978-9172
Dave Grudzinski	(Member)	586-573-3988
Jane Henderson	(Member)	586-939-4256
John Kotlar	(Member)	586-939-4332
Michelle Bartkiewicz	(Madonna Guild)	586-978-9172
Dave Darmetko	(Athletic Club Rep.)	
Dave Darmetko	(Men’s Club Rep.)	

## **MADONNA GUILD**

The Madonna Guild is open to all mothers and grandmothers of children attending St. Anne Catholic Elementary School and St. Anne Catholic religious education. The Guild has traditionally supported our school library, technology improvements, in-school field trips, playground equipment, a Santa Shop, a Reading Garden, a school Ice Cream Social, and textbook purchases, as well as other programs.

### **Purpose:**

- A. To work for the educational welfare of St. Anne Catholic Grade School.
- B. To encourage religious interests.
- C. To promote sociability among women.

### **Officers:**

President	Kristen Zygmontowicz	586-983-8410
Vice-President	Ann Marie Michol	586-726-8149
Treasurer	Jean Darmetko	586-596-5273
Secretary	Cindy Hogan	586-939-8173
Membership	Cindy Koleba	586-739-4984

## MEN'S CLUB

All men 21 years old or older are eligible to join the St. Anne Men's Club. Their goal is to provide a social outlet for the men of St. Anne that will allow a new avenue for fundraising. These efforts will be aimed at activities not in our normal realm, nor in competition with current organizations. Membership dues are \$10 per year and meetings are held on the first Wednesday of every month.

### Purpose:

The St. Anne Men's Club has been incorporated with two purposes: to provide charitable support of St. Anne Catholic Grade School, and to provide fellowship among the men of St. Anne Parish.

### Officers:

President:	Ron Yanik	248-608-6968
Vice President:	Russ Dewar	586-983-3775
Secretary:	Nick Sherevan	586-419-4822
Treasurer:	Dave Darmetko	586-772-6963
Advisor:	Anthony Sahadi	586-264-2911

## ATHLETIC CLUB

The Athletic Club is open to any adult who is registered at St. Anne Parish or has children attending St. Anne Catholic School.

### Purpose:

The objective of this club shall be to promote athletic and social activities for all the children of St. Anne Parish. It shall be the responsibility of the Club to fulfill its purpose in accordance with Catholic teachings and the Constitution of the United States and all activities are coordinated through the Parish Education Commission.

### Officers:

Athletic Director	Darin Grzywacz	586-573-3988
Assistant A.D.	Sandy Carra	586-446-8017
President	Doug Burg	586-446-0050
Vice-President	Dan Stahl	248-548-7669
Treasurer	Dave Darmetko	586-772-6963
Secretary	Mark Fischer	586-268-8337
Fundraiser	Nick Sherevan	586-419-4822
Social Director	Gary Wojtas	586-770-8272

## PARENT-TEACHER CONFERENCES

Formal parent-teacher conferences are scheduled twice during the year – following the 1<sup>st</sup> marking period and during the 3<sup>rd</sup> marking period. Parents should feel free, however, to initiate communication with the teacher at any time during the year that it is deemed necessary.

## PARENT-TEACHER RELATIONSHIPS

In school/work the human element is always present. Teachers, parents, and students are all human and have human relationships and feelings. All parents having questions or concerns about the school program or personnel should direct their questions to the appropriate staff members, individual teachers, or the Administrators.

In general the following procedures should be the guiding norms for parent-teacher relationships:

1. Communications by parents concerning curriculum, school regulations and goals, classroom routine and work must first be directed to the **teacher** concerned.
2. If the situation demands further clarification, the Administration should be contacted and given the opportunity to evaluate the parent's concern.
3. If necessary, written communication should then be directed to the School Committee, only after the first two steps above have been implemented. It is important that the only situations presented to the Committee be those which involve a matter of policy or a situation not covered by policy.

## PARENT VOLUNTEERS

Valuable assistance to our educational program is provided by parent volunteers. Many parents and others help teachers as room parents or teacher aides (please contact individual teachers). Volunteers are always welcome and must first complete the Archdiocesan requirement to take a "Protecting God's Children" class offered by the AOD. You can find out more information by going to the Archdiocese of Detroit's web site and clicking on the safe environments section.