



**St. Anne's**  
EPISCOPAL SCHOOL

Open Hearts. Open Minds.

**2017-2018**  
**Family Handbook**

211 Silver Lake Road, Middletown, DE 19709  
Phone: 302.378.3179 Fax: 302.449.0957  
[StAnnesDE.org](http://StAnnesDE.org)

Dear Parents,

Welcome to the 2017-2018 school year. As we begin our fifteenth year at St. Anne's, I want to say thank you for entrusting your child to the care of our wonderful faculty and staff. We recognize that this is an important decision that you have made for your family, and we will work hard to nurture the partnership between home and school. In keeping with the values that we strive to model for students, it is especially important that we keep the lines of communication open, honest, respectful and compassionate. This handbook is designed to give you a sense for the expectations and procedures of the school. Please read it carefully, refer to it when needed, and discuss the contents with your family where appropriate.

You will notice that we will communicate with you in many formal and informal ways. Ongoing communication about the happenings here at St. Anne's can be found on our website, [www.StAnnesDE.org](http://www.StAnnesDE.org). We have a new student information system (Rediker's Administrator's Plus replaces PCR and School Messenger) and this will allow us to communicate more effectively with you. Thanks in advance for your patience as we leverage this newest tool to support our students, teachers, and families. You can also follow events at school through the website and the school's [Facebook](#) page.

At our Back to School Night the teachers will present an overview of what goes on in their classes and help give you a better understanding of their expectations for your child. The fall conferences in late October will be an important opportunity for you and the teacher(s)/advisor to discuss your child's progress, celebrating his or her successes and shaping any plans for improvement. The St. Anne's Parents' Association (SAPA) meets regularly and will sometimes host an informal discussion about a parenting or educational topic. All parents are members of SAPA, and we invite you to participate as often as you can. We will also be hosting several parent forums through the year because we value your feedback and will be seeking your input as we continue our strategic planning.

As Head of School, I want to urge you to participate fully in the educational life of your child at our school. We hope you will come to school events, monitor progress and study time at home, reinforce the core values and messages that we present at school, and keep us posted whenever there may be some event or issue outside of school that might be affecting your child's experience with us. We also want to hear from you when you have a concern that needs to be addressed. It is always better to deal with issues early before they become a significant worry for your child.

I am very excited about the start of our sixteenth year at St. Anne's Episcopal School. As we strive together to open the minds and hearts of our students, I invite all members of our community to join me in helping our young people to develop the character to lead, the vision to explore, and the compassion to serve.

Peter C. Thayer  
Head of School

## Our Mission

*St. Anne’s Episcopal School prepares students for secondary education and lifelong learning. We strive to enhance the intellectual, spiritual, physical, social, and artistic growth of our students so that they may realize their potential for good as citizens of local and world communities.*

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### St. Anne's Faculty, Staff and Administration Directory

Call the main number (302) 378-3179 and listen carefully to the directions on the phone, or you may reach all of our faculty and staff through email. Most email addresses are first initial and last name @saintannesschool.org, for example, pthayer@saintannesschool.org. If there is a true emergency and you cannot reach anyone using one of these extensions, you may call the school's main cell phone, 302-528-5636.

#### Where to go with questions about...

| <b>Topic</b>                     | <b>Name</b>                                | <b>Phone</b> |
|----------------------------------|--|--------------|
| <b>Extension</b>                 |  |              |
| Admissions & Marketing           | Jan Ross                                   | 311          |
| Assistant Head of School         | Jill Reilly                                | 314          |
| Billing                          | Claudia Sardo                              | 312          |
| Change of Address                | Heather Walls                              | 341          |
| Community Relations              | Jenny Randolph                             | 334          |
| Curriculum and Instruction       | Valerie White                              | 313          |
| Development/Donor Relations      | Lisa Slinkard                              | 347          |
| Extended Care/After School Prog. | Meghan Ferster                             | 358          |
| Facility Maintenance             | David Rawley & Sarah Drummond              | 354          |
| Financial Aid                    | Claudia Sardo                              | 312          |
| Health Issues                    | Bev Ashkenase, R.N. or Andrea Croce, R. N. | 340          |
| High School Placement            | Jill Reilly & Peter Thayer                 | 314 & 310    |
| Library                          | Amy Shepherd                               | 317          |
| MS Athletics                     | Pam Kern & James Hester                    | 330          |
| Pastoral Care/Chapel/Counseling  | Katharine Hanna<br>Allison Banbury         | 325          |
| School Calendar                  | Renee Massey                               | 342          |
| Student Learning                 | Lisa Bloomfield                            | 316          |
| Technology                       | Jacque Hanlon                              | 333          |
| Transportation                   | Renee Massey                               | 342          |

Parents with specific questions about a student's progress or subject area should go directly to the teacher, advisor, and if further discussion is warranted, the Director of Curriculum and Instruction. Parents with other concerns should go directly to the Assistant Head or Head of School. To report absences and/or early dismissals and changes in transportation, please call the school's main number (302) 378-3179 and choose option 2.

### **Memberships and Accreditations**

St. Anne’s Episcopal School is a member of the National Association of Independent Schools (NAIS) and the National Association of Episcopal Schools (NAES) and has received full accreditation by the Middle States Association of Colleges and Schools. We are also members of the Delaware Association of Independent Schools (DAIS) and the Delaware Independent Athletic Association (DIAA).

### **The Governance Structure of St. Anne’s**

St. Anne’s is governed by a Board of Trustees who are closely connected to the mission of the School and who are presented for election by the Committee on Trustees and Executive Committee and voted on by the full board. Serving three-year terms, Board members are responsible for preserving the general well-being of the school for future generations, establishing the governing policies for St. Anne’s, maintaining the financial integrity of the school, for fundraising, and for hiring, supervising, supporting and, if necessary, firing the Head of School. The Head of School is charged with the authority of the day-to-day operations of the school and is responsible for implementing policies, hiring all employees, and for running the day-to-day operations of the school.

There are various Board Committees including: Finance, Buildings and Grounds, Advancement, Executive, Long Range Planning, and the Committee on Trustees. The 2017-2018 Board members are as follows:

#### Board of Trustees

|  |  |
|--|--|
| Dr. Jamie Ahl                                    | Mrs. Nancy Leonard                                 |
| Mr. G. David Biddle                              | Mrs. Caroline DuPont Prickett, Trustee Emeritus    |
| Mr. William Brownlee                             | Mrs. Ana Ramirez - <i>Vice-President</i>           |
| Mrs. Stephanie Smith Christiano                  | Mr. Daniel T. Roach, <i>ex officio</i>             |
| Ms. Laura Cogar                                  | Mr. William Robinson III                           |
| Dr. Priya Dixit-Patel                            | Mr. H. Hickman Rowland, Jr. <i>President</i>       |
| Mrs. Katherine DuPont Gahagan – Trustee Emeritus | The Right Reverend Kevin Brown, Bishop of Delaware |
| Mr. Paul M. Heath                                | Mrs. Louisa Zendt                                  |
| Mr. Jason Honsel                                 |  |
| Mr. Anthony Johnson                              |  |

### **Academic Program**

The St. Anne’s curriculum is interdisciplinary and thematic to facilitate coherence in the educational experience and is designed to help children see connections between what they are learning in school and the world in which they live. The faculty and administration recognize that students better internalize concepts, skills, and content if they are seen in a number of different, meaningful contexts. In addition, research indicates that the clearer the connection between the materials learned at school and to life outside of it, the better the chance of retention of what is taught. The St. Anne’s curriculum follows a sequential development of skills in order to give students a strong foundation to succeed in their academic careers.

Although we do not participate in the Delaware State Testing Program, we do prepare all students for the kind of tests they will encounter in their future, including standardized tests like the CTP4, WrAP, SSAT, A.C.T., and S.A.T.

### **Admissions Policy for Reenrollment**

Every student who successfully completes his or her current year will be asked to formalize re-enrollment with a contract from the school. The contracts will be issued in mid-winter and must be returned by the assigned due date with a non-refundable deposit. Prompt adherence to deadlines allows us to make appropriate plans for staffing, program and new admissions. New applicants will be accepted to fill vacancies which may exist after the enrollment process has concluded.

### ***Sibling Applications***

Siblings of students already enrolled at St. Anne's are given priority status in the admissions process when they meet admission qualifications. The application deadline is January 1, 2018.

### ***Financial Aid***

St. Anne's Episcopal School uses the online service of Financial Aid for School Tuition (FAST) to process financial aid applications; FAST will be the standard submission format for all applications. FAST provides our school with a need-based financial aid analysis service which includes a recommendation of what a family should reasonably contribute toward tuition.

While the availability of the school's resources, the number of qualified applicants, and overall budgetary constraints influence financial assistance decisions, St. Anne's is committed to making grants available to as many eligible applicants as possible. In an effort to make the process fair to all, St. Anne's considers the following when making award decisions:

- The primary responsibility for financing a student's education rests with the family.
- Both parents are expected to contribute to tuition. For non-working parents whose children are enrolled in school, St. Anne's assigns an annual income for the non-working parent.
- In the case of divorce or separation, St. Anne's requires both parents to file an application. The fee covers both applications, and each application will be processed confidentially by FAST.

The Application Process is as follows:

- Log onto St. Anne's website at [www.StAnnesDE.org](http://www.StAnnesDE.org)
- Go to the Admission menu and select "Financial Aid"
- Click on the FAST Financial Aid Application logo to access the application
- The application process is self-guided. You may navigate in and out of the program allowing you to partially complete an application and resume the process at a later time. Please note that on-line email and a 24/7 helpline is provided.
- The application fee is \$38.00 and will need to be paid via credit card at the conclusion of the session. If you do not have a credit card, please call the school for assistance.
- After completing the on-line application, you will be required to mail your 2016 tax returns (Federal and State) including all tax schedules, 2016 W-2(s), and your final 2017 pay stub(s) to the following address: FAST Processing/ISM, 1316 N. Union Street, Wilmington, DE 19806-2594
- January 1, 2018 - First round online aid applications must be submitted
- January 1, 2018 - Your tax returns and supporting documentation should be postmarked.
- In late February, St. Anne's will begin notifying applicants who have met the deadlines above.

**Applications may be submitted after January:**

They will be processed in the order received based on available funding.

Delays in meeting these deadlines may affect the availability of funds.

**Annual Fund**

The Annual Fund is the major fund-raising effort in support of the School's operating expenses. Parents, alumni, former parents, grandparents, and friends generously donate to the Fund each year. The Annual Fund supports the school's commitment to provide an educational environment with outstanding teachers and a diverse student body. The Annual Fund bridges the gap between what it costs to run the school and what the tuition revenue covers. Each year a specific dollar goal is built into the school's budget. All monetary contributions to the School are applied to the Annual Fund unless designated otherwise and are tax-deductible. The School solicits a contribution, however large or small, from every family. Overall high participation is as important as the monetary goal. Our goal is 100% participation.

Parent volunteers help with the Annual Fund under the guidance and direction of the Development Office. The Annual Fund kicks off for parents in October. Volunteers attend a training meeting and personally contact families to ask for gifts to the School. Our theme for this year's Annual Fund campaign is "Give to grow heart, mind, and spirit at St. Anne's." Please contact the Development Office to make a contribution or if you would like to assist in the Annual Fund.

**Articles Prohibited at School**

Students should keep the following items at home where they can be enjoyed appropriately: toys, excessive jewelry, candy, gum, radios, headsets, skateboards, scooters, skates, any item that seems unsafe in a school setting (matches, pocket knife, aerosol cans...), buzzing watches or calculators, money (except for school-sponsored activities like field trips and only when indicated on the permission form), cell phones (please see page 8 for more information), CD players, iPods, iWatches, and other electronic devices (please see page 20 for information about electronics on the school-sponsored transportation) or similar distractions. Lower School children should keep athletic equipment like lacrosse sticks, footballs, etc., at home unless special permission is granted by the Assistant Head or Head of School. The school provides equipment that can be used at recess. In the event of a weapon being brought to school, the school will follow the recommended guidelines of Delaware state law. Drugs, alcohol and tobacco are also prohibited on campus.

**Attendance and Vacations**

Every child is expected to attend school daily unless the child is truly ill or there is a family emergency. If your child cannot attend school, please call the main number, (302) 378-3179, and dial extension 2 to report the absence or early dismissal. Messages can be left on our voicemail system if you call before 7:45 AM. At that time, arrangements can be made to pick up the missed assignments. A student who is absent due to illness is responsible for completing and returning any missed work. Students will be given the same number of days they are absent to complete the work. If a student is absent for more than five consecutive days, parents may be required to supply a doctor's note upon the child's return to school. Excessive absences during the school year may require a student to repeat a grade due to lack of progress.

Because our curriculum is sequential, we expect our families to schedule their vacations around school holidays, and if possible, any appointments including high school visits should be arranged to minimize the time away from the classroom. It is expected that you give the School at least two weeks' notice if a child will be absent for more than three days. Children feel uncomfortable leaving school for appointments. Please use the generous vacation and in-service schedule to accommodate these needs whenever possible. If there are more than five days of absence in a marking period, a conference should be scheduled with LS teacher or the MS advisor to ensure adequate student progress.

It is the responsibility of the parents, not the teachers, to help the child make up missed work due to vacations. During this type of absence or appointment absences, Middle School students should keep current by accessing their teacher's classroom page. Quizzes, tests and presentations should be rescheduled by the student with individual teachers in advance of the planned absence. Lower School students should follow typical homework routines, for example, completing reading logs, studying spelling words and math facts and making journal entries during their vacation absences. Other homework assignments for Lower School students will be made available upon the child's return to school. Please be aware that teachers will be unable to replicate some activities like lab experiments, performances and in-class projects during a child's absence.

### **Billing**

Families can select one of four tuition payment plans:

- **Plan A** - Payment in full by August 1.
- **Plan B** - Payment in two installments: 60% due August 1; 40% due on November 1. A \$100 administrative fee will be assessed for use of this plan.
- **Plan C** - Payment in ten installments (August-May) through FACTS Management. A \$150 administrative fee will be assessed for use of this plan.
- **Plan D** - Credit Card Option: may pay payment plan A, B, or C on credit card through a third party processor (MasterCard, Discover, VISA and American Express). The processing fee associated with this payment is approximately 2.85% and is charged and collected by the third party processor.

Invoices for all other non-tuition fees will be prepared and mailed home based on the following schedule. Please note that payment is due within fifteen (15) days of the invoice date.

### **September**

- First of three installment payments for contracted extended care and/or transportation fees

### **December**

- Second of three installment payments for contracted extended care and/or transportation fees
- Drop-in extended care services for services rendered during September, October and November

### **March**

- Third of three installment payments for contracted extended care and/or transportation fees
- Drop-in extended care services for services rendered during December, January and February

### **June**

- Drop-in extended care services for services rendered during March, April, May and June.

Questions regarding all billing should be addressed to the Business Office at extension 312. For families whose account is significantly in arrears, report cards and transcripts will be withheld until the account is brought current or a mutually acceptable payment plan has been agreed upon.

### **Birthdays**

While we agree that birthdays are a reason to celebrate, we ask our parents to please be sensitive to several issues. If you cannot include the whole class, please do not distribute party invitations during school time. A small treat at lunchtime is appropriate. Please make arrangements with your child's homeroom teacher beforehand, since food allergies must be considered. Deliveries of flowers, other food, gifts, etc. are NOT permitted.

### **Cell Phones**

Students with cell phones should never use them during hours or while using school transportation without asking for specific permission from a teacher, coach, or van driver. Middle school students may be permitted to use them for academic purposes in class; in some cases they may also be permitted to carry cell phones on school trips. Taking pictures or videos requires verbal permission prior to capturing a classmate's image. These images may not be posted on any site on the internet without prior approval from the subject of the photo.

### **Chapel**

All students and faculty are required to attend weekly Chapel Services. Students of all faiths are welcomed and included in Chapel Services. Parents are welcome to attend chapel each week. Check the newsletter and the website for weekly times. Voluntary services will also be held before or after school upon occasion.

### **Communication from St. Anne's**

Parents should understand that teachers spend a significant portion of their day developing and maintaining a challenging curriculum for their students. In order to adequately allow time for teaching, planning, grading and more, parents should minimize impromptu conferences in the hallways before, during, and after school. Instead, parents should set up appointments for discussions. Teachers will share with parents their preferred methods and times of communication. These may occur, at the teacher's discretion, before school at 7:30 am, during the day when specifically scheduled, or after school ends, when scheduled in advance, from 3:40 until 4:45 pm

In keeping with its commitment to being good environmental stewards, St. Anne's primarily uses email to communicate with its families. Families may expect to receive school-wide e-newsletters on most Thursdays. The newsletters are packed with calendar reminders, information about upcoming events, current school activities, and topics of interest to our community. The newsletter is also accessible via the St. Anne's website. Reading the newsletter is the best way that parents can be informed about what is going on, and what will be going on at St. Anne's. Parents may also expect to receive periodic messages from the Head of School and program leaders which reflect in greater depth on topics of interest to the school community. Parents are also encouraged to "like" the St. Anne's Facebook page. Photos of students (unnamed) may often be found in these communications. Parents may also expect to receive periodic email communications from the appropriate division head, and classroom or student-specific news from teachers. Occasionally, printed materials may be sent home in backpacks or regular mail.

Email and phone contact are effective ways to connect with teachers. To reach a teacher by email, type the teacher's first initial followed by their last name@stannesde.org. For example, to reach Mr. Thayer, you would type *pthayer@stannesde.org*. An exception to this would be the Nurses (their email is *nurse@stannesde.org*) and the EC Director (her email is [ECDirector@stannesde.org](mailto:ECDirector@stannesde.org)).

To leave a message for a teacher, dial (302) 378-3179 and select the appropriate extension from the list:

| <i>Last name</i> | <i>First Name</i> | <i>Ext.</i> | <i>Position</i>                             |
|------------------|-------------------|-------------|---|
| Ashkenase        | Beverlee          | 340         | Nurse                                       |
| Bell             | Beth              | 362         | Second Grade                                |
| Bennett          | Nancy             | 326         | Math, 5th Grade Social Studies and Religion |
| Bloomfield       | Lisa              | 316         | Director of Student Learning                |
| Bromley          | Cristina          | 375         | MS Language Arts                            |
| Brown            | Ryan              | 336         | MS Social Studies                           |
| Burke            | Kathryn           | 345         | Second Grade Associate                      |
| Cameron          | Shannon           | 373         | MS Language Arts                            |
| Chaudoin         | Renee             | 342         | Enrollment and Communications Coordinator   |
| Costales         | Anita             | *           | LS Spanish                                  |
| Croce            | Andrea            | 340         | Nurse                                       |
| Defino           | Alison            | 322         | Pre-Kindergarten Associate                  |
| DeLong           | Kathy             | 323         | LS Music and MS Chorus                      |
| Derabertis       | Missy             | 360         | Preschool                                   |
| Duffy            | Susie             | 337         | 3rd, 4th & MS Spanish                       |
| Emerson          | Stacie            | 315         | Third Grade                                 |
| Ferster          | Meghan            | 358         | EC Director                                 |
| Hanlon           | Jacque            | 333         | Technology and Computer Science             |
| Hanna            | Katharine         | 325         | Chaplain, Religion                          |
| Hartshorn        | Ashley            | 338         | First Grade Associate                       |

|           |           |     |  |
|-----------|-----------|-----|--|
| Hester    | James     | 330 | Physical Education & Health                    |
| Howard    | Charlotte | 324 | Art  |
| Kaloo     | Kari      | 345 | Kindergarten                                   |
| Kaminski  | Sue       | 339 | Third Grade                                    |
| Kern      | Pam       | 330 | Athletic Director & PE Teacher                 |
| Lee       | Mabel     | 366 | MS Spanish                                     |
| Liguori   | Tara      | 338 | First Grade                                    |
| McKelvey  | Kim       | 350 | Pre-Kindergarten                               |
| MacMillan | Katie     | 363 | Administrative Support                         |
| Meier     | Melissa   | 367 | First Grade                                    |
| Nix       | Sandra    | 343 | Food Service                                   |
| Otwell    | Bethany   | 356 | MS STEM  |
| Randolph  | Jenny     | 334 | Director of Community Relations/ Grant Writing |
| Rawley    | David     | 354 | Facilities                                     |
| Reilly    | Jill      | 314 | Assistant Head of School                       |
| Ross      | Jan       | 311 | Director of Admissions & Marketing             |
| Russell   | Denise    | 363 | Second Grade                                   |
| Ryan      | Ed        | 365 | MS Music                                       |
| Sanders   | Jocelyn   | 364 | Fourth Grade                                   |
| Sardo     | Claudia   | 312 | Chief Financial Officer                        |
| Scioli    | Kayce     | 329 | Kindergarten                                   |
| Scott     | Susan     | 367 | First Grade Associate                          |
| Shepherd  | Amy       | 317 | Librarian / Academic Support                   |
| Sherman   | Amy       | 376 | Art, Math, and Instructional Technology        |
| Slinkard  | Lisa      | 347 | Director of Development                        |

|           |                |     |  |
|-----------|----------------|-----|--|
| Smallwood | April          | 360 | Pre-School Associate                   |
| Swift     | Kirstin        | 322 | Pre-Kindergarten                       |
| Thayer    | Peter          | 310 | Head of School, Religion               |
| Tolton    | Krista         | 362 | Second Grade Associate                 |
| Walls     | Heather        | 341 | Registrar/Administrative Assistant     |
| White     | Valerie        | 313 | Director of Curriculum and Instruction |
| Wilson    | Kerry          | 363 | LS STEM                                |
| Wolinski  | Michelle       | 318 | MS Science / Computer Science          |
|           |                |     |  |
|           | Faculty Room   | 346 |  |
|           | EC Office      | 358 |  |
|           | Lobby          | 408 |  |
|           | Library        | 377 |  |
|           | Nurse's Office | 340 |  |
|           |                |     |  |

*\*Best reached via email*

### **Computer Use**

The [Acceptable Use Policy](#) is reviewed with students in grades 3-8 in the first few weeks of school and they must acknowledge their understanding of these guidelines. This outlines the rules and an expectation of acceptable computer use at St. Anne's, including email, Internet and general policies. Generally, students should not email without the permission of the instructor, and the Internet should only be used for school related research. Non-academic games or personal software are not permitted on school computers. No downloads are permitted unless authorized first by the instructor and Director of Technology. Students who do not respect the Acceptable Use Policy may lose the privilege of using the school's technology for a period of time. Students may not change any settings, including screen savers. If a student wants to use a personal iPad, laptop or other assistive technology in classes, it must be cleared by the teacher and Assistant Head of School.

### ***Social Media Policy***

Any off-site website or social networking media managed by a St. Anne's Episcopal School community member that characterizes another member of the school community in an offensive or threatening way or is perceived as a threat to the school will elicit a significant and appropriate disciplinary response from the school.

In addition to respecting at all times the honor, dignity and privacy of others and the intellectual property of the school and others, students and parents should not publish information or photographs that may compromise a student, parent or employee at St. Anne's. Those interested in placing appropriate photographs on a social media site to share with friends should get verbal permission from all parties represented in the photo before posting.

### **Dress Code Mission**

*As an Episcopal school, we value the dignity of the human spirit by including faculty, students, administrators, staff, and trustees from diverse cultural, racial, religious, familial and economic backgrounds. Because of our diversity, we must have tools to help ensure a feeling of equality among all of our students. Our dress code is one of those tools. We feel that a child should not be judged on his/her outward appearance but rather on his/her actions as a reflection of his/her character.*

**The following rules apply throughout the school day and Extended Care on campus at St. Anne's. Students are not allowed to change clothing when attending the Extended Care Program or when attending athletic events at school.**

### **Dress Code for 1<sup>st</sup> through 8<sup>th</sup> Grades**

#### **Shirts: Solid White or Navy Blue (Evergreen – 8<sup>th</sup> grade ONLY)**

- Short sleeve or long sleeve collared shirt (golf, oxford, turtleneck or blouse).
- ALL SHIRTS must be tucked in.
- All shirts, like all clothing, must fit well; nothing too small, too tight, or too big
- If an undershirt is worn, it must be solid navy blue or white without writing or graphics.

#### **Pants: Solid Navy Blue or Khaki**

- May be pleated or flat front and hem or cuff should be at top of shoe.
- If the pants have belt loops, child MUST wear a belt.
- The following are not permitted: jeans, cargo or Capri style, extremely flared legs, sweatpants or pants with rivets.
- Boot cut or minimal flare is allowed.
- Must be worn at the waist; no hip huggers or low-rise pants.
- All pants, like all clothing, must fit well; nothing too small, too tight, or too big

#### **Sweaters: Solid Navy Blue, solid Dark Green or solid White**

- Sweater or sweater vest (V-neck, crew neck or cardigan style).
- All sweaters, like all clothing, must fit well: nothing too big or too small, please.
- A collared shirt must be worn underneath.

**Fleeces:** Permitted if they are ordered from Lands' End for St. Anne's. Colors include: grey, navy blue, or hunter green. No other colors are permitted.

- Fleeces may be vests or half-zip or full zip.
- A collared shirt must be worn underneath.

**Hooded cotton sweatshirts** purchased through the "Heron Wear" program may be worn during the school day if they are grey, light blue, navy or hunter green.

**Shorts, Skirts, Jumpers and Skorts:** Solid Navy Blue or Khaki

- No cargo style.
- Skirt or dress length should be no shorter than three inches above the knee
- Must be worn at the waist, no hip huggers or low-rise.

**Shoes:** sneakers or leather are permitted, as well as dress shoes. Shoes must cover the entire foot, heel and toes.

- Boots with pants only.
- One pair of non-marking sneakers needed for gym class only.
- Clogs, open-back Crocs and Flip-flops are NOT permitted.
- Sneakers must be laced and tied cleanly and tightly.

**Tights:** must be solid navy blue or white. **Socks** may be any color.

**P.E. Uniform (Grades 5-8):** This is available for purchase directly from St. Anne's at the start of the school year. All students in grades 5-8 must wear the school P.E. uniform of white t-shirt and navy "St. Anne's" shorts. Non-uniform clothing will not be allowed. Students who have repeated P.E. dress code infractions risk disciplinary action, including suspension from athletic team participation or other activities. Please mark your child's name on the uniform.

**Jewelry, Hats, Hair and Makeup:** All jewelry must be small and appropriate for school. Multiple bracelets, earrings or necklaces are not permitted. Earrings must be smaller than one inch long. If students choose to wear makeup, it should be minimal. Body piercing, body jewelry, body drawing and tattoos are not allowed. No hats or hair coverings should be worn in the building unless required for medical or religious reasons. Sweatbands and bandanas are not allowed. Hair must be neat, clean and out of the face and eyes. Hair must be a natural color; color and style should not be distracting to others.

- Clothing should be label or emblem-free. Please mark all clothes with your child's name.
- Interpretation of these rules allows for some individuality of expression, but students who are out of dress code may be issued an appropriate consequence or face other disciplinary reprimands.

**Out-of-Dress Code Days**

- There will be a few out-of-dress code days scheduled throughout the year. There may be an announced theme for style of dress. Students must avoid designs of questionable taste, as well as torn, abused, or revealing items (cropped tops, spaghetti-straps or strapless tops). Logos and some writing are allowed, as long as they are appropriate for school. P.E. uniforms must be worn during P.E. class on out-of-dress code days. Flip-flops are never permitted at school.

(Middle School only).

- Excessively tight pants or other clothing may not be worn.
- Shorts, leggings, skirt or dress length should be no shorter than three inches above the knee.
- If a student is wearing attire that does not follow the above stated guidelines, the student may be required (if they are unable to find attire in the school's clothes closet) to come to school in dress code on the next scheduled dress down day.

### **Dress Code for All Pre-School, Pre-Kindergarten and Kindergarten Students**

- Pre-Kindergarten and Kindergarten students do not have to follow the 1<sup>st</sup>-8<sup>th</sup> grade requirements of colors but may use the limitations as a general guide with the following statements in mind.
- Dress should be neat and appropriate for school.
- Please do not send your child into school wearing anything too big or too small.
- Jeans and cargo and Capri style pants are permitted as are leggings and sweatpants.
- Some writing on clothing, which is appropriate for school, is allowed.
- Shirts do not need to be tucked in and children are not required to wear belts.
- Please keep at home accessories that may get in the way, like purses, ties, jewelry and toys.
- Dress shoes or sneakers must be worn: for safety reasons sandals, clogs, open-back, or open-toe shoes are not permitted.
- Short sleeves are permitted. Spaghetti straps and backless shirts are not.

### **Drop-Off**

#### **Preschool, Pre-K and Kindergarten**

Children should arrive at school by 7:55 am. Children should be dropped off at the Early Childhood pod entrance at the end of the fire lane on the left side of the school building. A teacher or administrator will greet your car to escort your child into the building. If you want to escort your child to his or her classroom, please park in the parking lot and walk in with him or her.

#### *1<sup>st</sup> through 8<sup>th</sup> Grade*

Children should arrive at school by 7:55 am. All 1<sup>st</sup> through 8<sup>th</sup> grade students should be dropped off at the red doors. Children in grades 1-4 will gather in the dining room while students in grades 5-8 gather in the gym until it is time to head to their classrooms

### **Pick-Up**

#### *Preschool, Pre-K and Kindergarten:*

For Half day Preschool and Pre-Kindergarten students, parents may pull up in the fire lane right outside the Lower School Lobby doors and the teachers will walk the students outside. Kindergarten children will be dismissed at 3:15 and will be ready for pick-up in the Lower School lobby or through the carline (see details below for grades 1-8). For efficient dismissal procedures, please make sure the orange placard with the family name and grade is in the front right hand corner of the window, visor, or dashboard. For safety reasons, parents should not get out of their cars; car loaders will help children get into the cars. Please stay in a single file lane on the right side of the circle. Passing a car waiting in the carpool line is dangerous. You must take utmost care

when pulling into the outside lane and drive slowly. Please do not park in the driveway; if you must get out of your car, please park in the lot.

*1<sup>st</sup> through 8<sup>th</sup> Grade*

Students will be dismissed at 3:15 pm from their divisions to a designated waiting area (MS outside MS entrance, PS-grade 1 in the main lobby and grades 2-4 in the LS lobby) until their names are called via walkie-talkie. Parents should enter the car line in the main parking lot, give the child(ren)’s name to the teacher on duty, proceed to pull up to the main circle and wait for your child to get into the car. Staff members will be present to assist with car loading. Please do not get out of the vehicle or leave your vehicle unattended in the circle at any time. We ask that all vehicles please stay in a single file lane on the right side of the circle. If you need to come into the building, please park in the parking lot and walk in. Please note that these procedures are in place to ensure each child’s safety.

Parents must provide to the school the names in writing of those who may or may not pick up a student from school. If children have a change in their usual end of day schedule, parents must notify teachers and the Main Office in writing via email to CIT@Stannesde.org. Please call the Main Office at x321 confirm receipt.

**E-mailing the School**

All employees at St. Anne’s have email addresses: first name initial and last name @saintannesschool.org or @StAnnesDe.org

Ex: [pthayer@saintannesschool.org](mailto:pthayer@saintannesschool.org) or [pthayer@stannesde.org](mailto:pthayer@stannesde.org). This is a good way to communicate quickly with the school as teachers are expected to check their email daily and respond promptly.

**Extended Care/After School Program**

We are happy to offer the opportunity of Extended Care to parents who need care for St. Anne students before and/or after the regular school day. The Extended Care Program allows children to experience activities that complement the philosophy and value system of the school and family. Extended Care activities include supervised play, arts and crafts, indoor and outdoor games, a nutritious snack, and homework time. We also offer other extracurricular activities based on student interest and the talents of our community. Extended Care is still a part of school and the behavior expectations for students are the same as during the regular school day.

*St. Anne’s Extended Care Program hours of operation and rates:*

|  | <i>2017/2018</i> |
|--|------------------|
| <i>Annual Program</i>                              | \$/Year          |
| Morning (7:00 - 7:30 AM)                           | \$845            |
| Preschool - 8 <sup>th</sup> Grade (3:15 – 4:00 PM) | \$1,300          |
| Preschool - 8 <sup>th</sup> Grade (3:15 – 5:00 PM) | \$2,630          |

|  |             |
|--|-------------|
| Preschool - 8 <sup>th</sup> Grade (3:00 – 6:00 PM) | \$3,960     |
| Drop-In Rate (Preschool - 8th Grade)               | \$9.50/hour |

Parents who plan on their child attending EC as a “drop in” should notify the Director at ECDirector@stannesde.org. **If a family is going to be late (after 6pm), they must alert the Extended Care Directors immediately, as well. Families will be charged \$5.00 for every 15 minute interval they are late. (i.e. 6:00-6:15 = \$5...)**. All questions or additions or changes in registration should be directed to the Director of Extended Care, whose office is in the Dining Room, Ext. 358. Repeated patterns of lateness could jeopardize a student’s access to extended care.

**Extracurricular Activities and Trips**

Athletic events and extracurricular activities are an important part of the school experience. All school-sponsored field trips will be supervised by members of the faculty and will require a completed parental permission slip. All school regulations will be enforced on these trips. Proper behavior is always expected.

**High School Placement**

Guidance will be offered through the Assistant Head of School’s office. The program begins with a High School Fair especially appropriate for grades 6 & 7 in April and can include meetings to counsel parents and students regarding requirements for applications and testing and options for high school, as well as opportunities for seventh and eighth graders to meet with alumni and other high school representatives. Eighth grade parents are invited to an orientation to better understand the high school application process at 6:00 PM the evening of the Middle School Back To School Night (9/28/17). This year St. Anne’s will also be a test site for the SSAT (independent school admission test) on five Saturdays during the year.

**Holiday Celebrations**

Notice will be given to parents regarding upcoming holiday celebrations. The school recognizes that families celebrate holidays in a variety of ways, and we strive to be sensitive to this diversity. Holidays or special occasions that are connected to the mission of the school (Thanksgiving, Christmas) will receive more attention than those that bear little connection (Halloween). Likewise, the curriculum reflects a global perspective so monthly celebrations of culture may not be a focus as diversity is celebrated throughout the year.

**Homework**

Homework serves several purposes in the lives of our children. It is an opportunity for the child to revisit concepts taught in class, to demonstrate understanding and application of such concepts and to prepare for class involvement. In addition, homework promotes student responsibility so parental involvement should be limited. All students are expected to record, complete and return all assignments to their teachers. At Back to School Night or in teacher communications parents will learn what the appropriate consequences might be for patterns of incomplete homework.

We recommend that all students have a regular place to complete their homework. This should be a place free from distractions and comfortable for the student to work. It should also be a place where parental support is available when needed.

We expect that homework will represent a student's best work. It is not meant to be something to just "get done." Recommended homework times and policies will also be discussed at Back to School Night in September. Parents should feel comfortable contacting their child's teacher if questions or concerns arise about homework. Homework will generally not be assigned over school vacations or major holiday weekends.

### **Inclement Weather**

The school's primary method of communicating a school closure or delayed opening due to inclement weather is through AdminPlus Notify, a notification system through our student information system that utilizes SMS text messaging, email and telephone messages. Please ensure that all of your contact information is accurate in the Rediker Parent Portal so you can receive timely alerts. The school will also post school closure or delayed opening notices on the St. Anne's [website](#).

### **Lunches, Snacks and the Dining Room**

The school will continue its partnership with [Hot Lunch OnLine](#), a third-party vendor that facilitates the preordering of lunches. The primary benefits of the pre-ordering process are to ensure the appropriate quantities of food can be ordered and to minimize food waste by virtue of having accurate lunch counts on a daily basis. This process also reduces the administrative tasks associated with billing families and collecting subsequent payment for lunch purchases.

In an effort to maximize the volume of users of the lunch program, provide kid-friendly meals, and make our menu choices predictable from week to week, St. Anne's will generally follow the weekly rotation noted below:

- Monday: Chicken Day
- Tuesday: Taco Tuesday, Hamburger/Cheeseburger/Hot Dog, Meatball Sub, Chili, etc.
- Wednesday: Pizza Day
- Thursday: Pasta Day
- Friday: Breakfast for Lunch

### **The following summarizes the lunch pricing and procedures for the 2017-2018 school year:**

- HotLunchOnline is available to ONLY grades Pre-kindergarten through 8th grade
- All lunches **MUST** be preordered; **this includes Pizza Day!**
- Advance Ordering Fees:
  - § \$4.25 Lunch fee for orders placed by the 25th of each preceding month (meal includes milk)
  - § \$0.50 For students who are brown bagging their lunch, **milk must be pre-ordered**; orders must be placed on or before the last day of the preceding month
  - § \$2.35 Seconds of main entrée; orders must be preordered
  - § Pre-orders can also be completed in three month increments (Example: order lunch for September – November on or before August 25; fee per meal = \$4.25)
  - § Same-day Lunch – Any student who has not preordered his/her lunch through the online ordering system can purchase either a soy butter and jelly sandwich or a cheese sandwich. This meal will be served with one side and a glass of water. The cost of

this lunch will be \$3.00 and will be billed through the Business Office on a monthly basis. **Please note that no exceptions will be made regarding this policy; if your child has not preordered lunch, he or she will NOT be served the hot lunch entrée.**

If you have pre-ordered a lunch for your child and he/she is absent for any reason on the day you have pre-ordered a lunch, please send Claudia Sardo, an e-mail within five days of your child's absence requesting a lunch credit. Your account at St. Anne's (not your account at Hot Lunch OnLine) will be credited accordingly. When preordering meals, please check the menu for field trips to ensure that you do not preorder a meal for your child(ren) when his/her class will be taking a field trip. The school will not credit your account if you mistakenly preorder a meal on a field trip day. For new and re-enrolling families who have not yet established an account with Hot Lunch OnLine, please use the following instructions for registering for the 2017/2018 school year.

### **Registering at HotLunchOnline for the new school year**

#### **New Users: Set up your account following these instructions:**

1. Go to St. Anne's website ([www.StAnnesDE.org](http://www.StAnnesDE.org)).
2. On the school's home page, click on the Parents menu under Quick Links.
3. Select "Lunch Program" from the left column.
4. Select "New User Enrollment" for the HotLunchOnline link.
5. Click on "Create an Account"
6. Create a Login (e-mail format required).
7. Create a Password. Your Password must be between 6 and 15 characters, and must contain at least one number. It is case sensitive. *Make it one you will remember too!*
8. Enter the Password again in the Verify Password field.
9. Select a Security Question from the drop-down box.
10. Enter the answer in the Answer field.
11. Enter the security code shown in the Verify Code field.
12. Click on the "Create My Account" button.

**This will take you to the Home Page of your HotLunchOnline account. Add this page to your favorites for ongoing easy access to your account.**

#### **Adding Students:**

1. Select the "Student Tab."
2. Select "Create New Student."
3. Enter the Student's Last Name, First Name, School and Grade.
4. Select "Add New Student." Repeat this process for additional students.

### **Ordering Your Meals**

1. Select the "Order Meals" tab.

2. Select your student from the drop down menu
3. Select your meals by clicking the meal selection you want. A complete description is displayed on the left side of the calendar.
4. NEW: under “Bulk Cart Actions” you may add all similar actions. For example if you select lunch you can add it every day with one click. You can order for multiple students and multiple months at one time.  
HINT: If you hold CTRL button when you click on menu choices they will be added automatically to your cart.
5. After making your selections, click the “checkout” button in the lower right hand corner of the page.
6. Review your order to make sure it reflects what you want. If you want to change your order, click the “Change order” button. If your order is correct click “Pay Now” in the bottom left hand corner of the page.
7. Either pay with a credit card or log into your PayPal account. After you enter all of your information click “Review Order and Continue.” Even if you do not have a PayPal account your order will still be processed using the PayPal secure payment site.
8. Please review your order. If everything appears correct click “Pay \$x.xx Now” to complete your purchase.
9. After you have completed your order, please return to your account to verify your order has been placed correctly.

**Go to the History tab to view your order. You can select list view, calendar view, or export your order to your Outlook or Google Calendar.**

Students are to maintain good order in the Dining Room and to observe proper forms of etiquette. All snacks and meals should be nutritious. Soda and candy are NOT permitted. Additionally, delivery of fast food and/or restaurant food is not permitted. Students should have their own seat and should sit to eat. For health and safety reasons, students should only eat the food that they have brought or bought. Sharing food may cause nutrition and allergy concerns. Students in grades 3-8 may sit either indoors or outdoors, depending upon the weather. After finishing lunch, the student must clear his/her section of the table and deposit all waste and compostable materials in the proper receptacles. Students should remain in their seat or near the tables until dismissal. A calm, conversational tone of voice is expected of all students while in the dining room.

Snacks should be brought to school by the child for all grades unless otherwise directed by the classroom teachers. Again, please try to keep snacks nutritious. No nuts, candy or soda are allowed. There will be snack times during the school day. Please contact Lower School teachers if more information is needed. The Middle School Student Council also sells snacks for Middle School during the MS break at 10:30 AM.

***IMPORTANT: St. Anne’s is a Nut Aware School: No peanuts or tree nuts should be brought to school***

We have heightened our awareness of the prevalence of food allergies in our student community and are a tree-nut and peanut free school. Statistics indicate that approximately one percent of the United States population has peanut and tree-nut allergies. Unfortunately, the number of children in our lower and middle schools with “nut” allergies exceeds this national average. Upon ingestion or even air-borne exposure to these products, allergic reactions range from hives, to skin swelling, to asthmatic wheezing, to gastrointestinal distress, to increased heart rate, and to an even more life threatening reaction, commonly known as anaphylaxis. Anaphylaxis involves a reaction within the respiratory tract that causes swelling in the airways and constricts the flow of oxygen. If not treated immediately, this reaction can be fatal. Some of our students at SAES present all of these symptoms and

require special medications and consistent monitoring to ensure that they are safe at all times. They live with this life-threatening challenge each day.

The medical community has provided explicit training to staff members in recognizing the symptoms and responding immediately to these emergency situations. Such an initiative requires the commitment and vigilance of every member of the community.

Please avoid sending to school any foods that may contain the following ingredients:

|                          |               |             |             |
|--------------------------|---------------|-------------|-------------|
| Peanuts                  | peanut flour  | peanut oil  | mixed nuts  |
| Hydrolyzed plant protein | marzipan      | pecan flour | nougat      |
| Pecan meal               | peanut butter | beer nuts   | ground nuts |
| Nu-nuts flavored nuts    |               |             |             |

Parents with questions should address them to the classroom teacher, MS advisor, the Assistant Head, Head of School, or the School Nurses, Andrea Croce or Bev Ashkenase.

### **Nurse's Policies: Health Forms, Medications and Illness**

Emergency Cards (pink card) – Every year the school requires each family to fill out a new emergency card and return it to school in August. We must always have the most recent up to date contact information to reach you. Please be sure to notify the school **and** update your School Messenger account should your contact information change through the year. We also need to be aware of any new medical conditions or medication which may affect your child's health. The front of this card states our procedure for reaching a parent. In the event that a child is transported by ambulance, we will notify a parent by phone and send an adult escort to stay with your child until you arrive at the receiving hospital.

#### ***Requirements for Entering New Students***

According to Delaware laws and Department of Education regulations, all children entering a school for the first time are required to have proof on file of the following:

- Health Physical within the past 2 years.
- **Lead** blood test – results for grades Pre – K and K only
- Tuberculosis – documentation of results of **PPD** in the last 12 months or risk assessment completed by your doctor.
- Immunizations as required by Delaware Code, Title 14, Section 131
- 5 or more doses of **DTaP**, **DTP** or **TD** vaccine (unless 4<sup>th</sup> dose was given after the 4<sup>th</sup> birthday)
- 4 doses of **IPV** or **OPV** (unless 3<sup>rd</sup> dose was given after the 4<sup>th</sup> birthday)
- 2 doses of Measles, Mumps, and Rubella (**MMR**) Vaccine (first dose age of 12 months, second dose after the 4<sup>th</sup> birthday)
- 3 doses of **Hepatitis B** vaccine
- 2 doses of **Varicella** vaccine or written documentation from health care provider, parent, or legal guardian

Please provide the school nurse with the necessary information within 14 days of your entry date. We appreciate your cooperation in complying with the law. Failure to provide evidence of basic immunizations or exemptions

(according to 14 DE C. Section 131) will risk your child being excluded from attending school. If you have any special circumstances regarding these requirements, please contact the Health Office at 378-3179 ext. 340.

### ***Middle School yearly sports physicals***

Sports physicals Grades 6-8 – Delaware Interscholastic Athletic Association (DIAA forms - orange) are required before a student can participate. This is a 7-page form which includes parent permission as well as medical clearance to play a sport. The yearly physical must be dated on or after April 1<sup>st</sup> each year. Please turn this form in before school starts for review by the coaches. A student must be in compliance prior to participation in practice, scrimmages, or games.

### ***Medications at school***

All medication (prescription and over the counter) sent to school should be delivered to the nurse's office with the completed parent permission form. The school nurse will maintain a medication log and may administer medications within the following guidelines:

- All medication must be in the original container. A prescription medication should have the current pharmacy label applied.
- Proper label includes correct name, time, dose and date.
- School nurse should be notified of any allergies.
- Long term prescriptions are reauthorized yearly.
- Parent permission (signed on emergency card) is needed for over the counter medications kept as stock. This includes Tylenol, Motrin and Tums.
- All controlled substance are counted monthly by the nurse and when refilled by the parent.

### ***Field trips***

There are new laws in place regarding the Assistance with Self Administration of Medications at Approved School Activities. Non-prescription and prescription medications shall be provided to the school nurse by the parent in an original container along with a current, written directive from the student's licensed health care provider and shall include the student's name; the licensed health care provider's name; the name of the medication; the dosage; and how and when it is to be administered. Field trip medications are to be sent to the nurse as early as possible. Daily inhalers can be sent one day prior, if needed.

### ***Inhalers***

Middle school students who want to keep their inhalers with them at school are required to have a signed student contract on file. A student contract is signed by the student, parent, and the nurse after the student has reviewed the safety guidelines. Any **unidentified or mislabeled** inhalers found in the school will be discarded. Lower school students may keep inhalers in the nurse's office.

### ***Illness at school***

Parents who know their student will be absent for a prolonged period of time for a medical reason must notify the school in writing in advance of their absence.

- If a student has been absent for five (5) consecutive school days, they must return cleared with a medical note written by their doctor.
- When a student becomes ill at school they will be evaluated by the nurse (or administrator in the nurse's absence). He or she will make a decision about whether the child is to be excused from any classes or activities.

- In case of serious illness and a student needs to be dismissed from school, a parent will be contacted to arrange transportation.
- Students may return to school after **24** hours of being fever free without medication or **24** hours after vomiting has ended. This helps to keep the rest of the student population healthy. If a student returns too early they may be asked to see the nurse for evaluation.
- If you suspect that your child has strep throat (or other communicable illness) and you are unable to get a doctor's appointment until the afternoon, please keep your child home until you are sure they will not be contagious in school prior to their medical evaluation. This will also help to keep our student population healthy.

**Official School Day**

Students may arrive at 7:30 am and must be in their classrooms by 8:00 am

- Middle School classrooms open at 7:50 am Lower School classrooms open at 7:55. Dismissal is at 3:15 pm
- Students in the building after 3:30 must report to the Extended Care Program.
- Extended Care is available until 6:00 pm
- Regular Office Hours are from 7:45 am until 3:45 pm

***Parent Involvement***

St. Anne's is a vibrant community, and parents, grandparents and caregivers are an essential part of our school's unique qualities. Everyone benefits from family involvement, and there are many ways that they may be involved:

**St. Anne's Parents' Association (SAPA)**

The St. Anne's Parents' Association (SAPA) is one of the primary means by which all parents can support the school's mission on a day-to-day basis. SAPA is an important source of ideas for the continued betterment of the school, volunteers for school activities, and support for the St. Anne's community.

All current parents are automatically members of SAPA. Parents are encouraged to take an active role by volunteering on SAPA committees which include Fundraising, Community Service, Friends of the Library, Parent Programs, Hospitality, and Diversity Awareness. Additional committees may be organized if there is sufficient parent interest to support them. SAPA's officers are elected to their positions, and the president of SAPA is an *ex officio* member of the St. Anne's Board of Trustees. Please refer to the SAPA Guidelines and Procedures for additional information about SAPA.

| <b>SAPA Officer Positions</b> | <b>2017-2018 Officers</b> |
|-------------------------------|---------------------------|
| President                     | Amy Horne                 |
| Vice President                | Tammi Stephens            |
| Secretary                     | Danielle Cummins          |
| Treasurer                     | Tina Schaeffer            |
| Middle School Representative  | Rebecca Hanlon            |

|                             |                       |
|-----------------------------|-----------------------|
| Lower School Representative | Heather Longard       |
| Volunteer Coordinator       | Kristi Vitola         |
| Past SAPA President         | Kathleen Murray-Lyons |

**Homeroom Parents and Classroom Volunteers**

All classes and grades at St. Anne’s have at least one homeroom representative. Interest in being a homeroom representative is solicited by SAPA, and individuals are then asked based on the recommendations of school staff who have the broadest understanding of each class. The responsibilities of the homeroom representatives vary by grade and their work is coordinated by each classroom teacher. Generally speaking, the homeroom representatives coordinate support for classroom activities as requested by the teachers, assist in communicating information from SAPA to families and vice versa, and support the connection and sense of community among the classroom families. Again this year, each grade will have at least one event for which it will be responsible for organizing and providing the volunteer support.

When St. Anne’s renews its annual insurance policy, our carrier requests that any volunteer who works directly with students agree to a background check to ensure the safety and well-being of our children. Recognizing this is a sign of our times, we support this policy and began to implement it in the 2010-2011 school year. A form can be found on the website under “About Us > Career Opportunities.” St. Anne’s will pay the associated cost; completed background check forms should be returned to the Business Office.

**Other Volunteer Opportunities**

St. Anne’s recognizes that many parents do not have the opportunity to take time off during the school day to volunteer in school. Much of the SAPA committee work can be done out of school, and meetings can be organized at the convenience of committee members. The Admissions Office and the Development Office have also established parent volunteer networks and committees which play key roles in supporting the school. New ideas for parent volunteer roles based on skill sets or resources that parents have are always welcome.

**Volunteer Expectations**

Volunteers must follow and enforce all school rules and may turn to the Classroom Teacher, Assistant Head or Head of School for guidance. Volunteers should make other arrangements for non-school age children while working at the school or chaperoning a field trip. All family members and volunteers must avoid discussing student behavior in a negative way outside of school. If a volunteer sees or hears something in question, he or she must address the appropriate teacher or administrator immediately with any concern. Each student’s privacy must be valued and respected by volunteers.

While volunteers do not have to adhere to the student dress code, we would appreciate it if our volunteers would dress appropriately for the activity in which they are participating. For instance, a classroom volunteer should wear similar clothing to what a teacher might wear, whereas a person gardening could wear outdoor wear. For safety reasons, if you are volunteering in the dining hall, closed shoes should be worn in the kitchen and all health codes followed.

### **Parent Visits during the School Day**

St. Anne's teaches students from an early age to feel confident in presenting information and public speaking. Our students are proud of their work and love to share what they have learned with their families. Parents will be invited to special classroom presentations by their teachers or Heads of School. If you would like to visit your child's classroom on another occasion, please make arrangements with your child's teacher before your visit.

There are many special events at St. Anne's outside of the classroom, such as Founders' Day, the Blessing of the Animals, the Second Grade Bookstore, and graduation (to name a few). Parents are always welcome at these events. Parents are also always welcome at weekly Chapel Services and will be notified of special services that they are especially encouraged to attend. Parents are also always welcome to join their children for lunch, although they should refrain from bringing fast food or sodas, as these are not permitted. Athletic contests, concerts, and other performances are also always a great time for parents to see their children and others at school.

### **Participation in Physical Education Classes**

If a student is unable to participate in the physical education classes, a note from home must be supplied to the Nurse at the start of the day. Any absence from the P.E. program for a prolonged period of time can only be excused by a note from the child's physician. Because the physical development of a child is a critical part of personal overall well-being, every child is expected to take part in physical education activities. Please see the Dress Code for explanation of the required P.E. uniform for grades 5-8.

### **Pets**

Pets and other animals are not allowed at school other than the classroom pets approved by the Head of School. If a family pet accompanies a parent or visitor to school, it must be left in the car as these animals, even on a leash, are not permitted in the building. Some of our students are allergic to certain animals and others are fearful of some pets. We do host a St. Francis Day celebration for pets in October, "The Blessing of the Animals;" details are provided in the newsletter.

### **Phone Policy**

Please call the school at any time to contact an administrator or to leave a message. After regular school hours and at times during the school day, you may need to follow the directions for leaving a message. The voicemail system is set up so that each employee has a mailbox (see pages 8, 9 & 10).

Personal messages for students should only be phoned into school in case of emergency. Likewise, students will only be able to use the phone to call with an emergency. Please note: forgotten homework, PE uniforms, instruments, or lunches are really not emergencies.

### **Questions and Concerns**

Throughout the year, questions or concerns regarding procedures, policies or your child's class may come up which are not covered in this Family Handbook. Please refer to the newsletters for information about current events at St. Anne's. Send a note to the homeroom teacher or email the teacher or Middle School Advisor regarding any issues. If you have a concern with a specific part of the school, it is best if you go first to the teacher or staff member directly involved. If need be, you should then call the appropriate office.

### **Repeating a Grade**

In the rare case of a student repeating a grade, it is the school's policy to place that student in the other teacher's section for the second year. This allows for a new experience, perspective and opportunity. At the same time, the first teacher will inform the second teacher on important notes about the student's learning style, emotional growth and other relevant facts. Finally, the parents of the student must meet with the second teacher to talk about all of the reasons for the repeat before the school year begins. If there are extreme circumstances that would prohibit the child from changing teachers (ex: his or her parent teaches the other class) the school will address this issue on an individual basis.

### **Safe School Policy**

St. Anne's Episcopal School is committed to fostering a safe environment for all members of this community. Physical, emotional, and psychological safety is fundamental to any successful learning experience and to the optimum growth and development of children. SAES believes that all students are responsible for their own behavior and its consequences. An open door policy is always in effect; all children are encouraged to report concerns or issues to any teacher or school administrator at the school. Teachers, staff, and administrators will ensure that incidents that are reported are taken seriously, investigated, and when necessary, acted upon. Parents are an important part of the educational team and are also encouraged to report any incidents of concern to the school whenever they occur.

In order to keep our community prepared for emergency situations (fire, intruder, tornado alert, nuclear evacuation alert, etc.), the school will rehearse the appropriate responses with periodic drills.

### **Smoking**

The St. Anne's campus is a smoke-free campus.

### **Special Programs**

Throughout the year, there will be many athletic events, concerts, presentations and other special events beyond the school day. For all such events families, relatives and friends are invited to attend. Adults should accompany Lower School children to these events. There will be occasional activities where student attendance is mandatory (i.e. the Christmas Concert). Notice will be given well in advance.

\* Please check the St. Anne's Newsletter or our website ([www.StAnnesDE.org](http://www.StAnnesDE.org)) for more information on special events.

### **Tardiness and Early Dismissals**

If children are late to school, they must sign in at the Main Office. For Pre-School, Pre-Kindergarten and Kindergarten students, the parents should sign in and escort their child to the classroom. If a child needs to be dismissed before the end of the day, a note from home must be turned in to the Homeroom Teacher. The parents will then sign the child out of school in the Main Office.

Under the tardy policy, Middle School students are permitted four unexcused lates per academic term. Any more than four tardies per trimester represents a pattern and is disruptive to the student and the homeroom. Middle School parents will be contacted by the MS advisor, Assistant Head of School if such a pattern of lateness occurs. Excessive tardiness will be addressed by the teacher, MS advisor, and/or Assistant Head of School on an

individual basis. Students arriving on school sponsored transportation must be on time at their pre-arranged pick-up stops.

If a student has been sick or has an appointment in the morning and comes to school late, he or she must arrive by 10:30 AM in order to participate in after-school sports or other activities (school dance, talent show, etc.)

**Television Viewing**

Television viewing relating to the curriculum may occasionally be assigned as homework. Generally, however, the school takes the position that excessive television watching is not compatible with the long-range academic goals of our students.

**Transportation**

St. Anne’s Episcopal School is pleased to provide limited transportation to families of children at the school. Our goal is to provide a safe, enjoyable experience, and design routes that combine convenience with minimal time on the bus or van. The invitation to request transportation is sent out in the spring to assist us with planning the best routes. The costs of these services are summarized below. Pick-up spots, in general, are at convenient central locations, as the school cannot make stops at each student’s home. See the Transportation Fee chart on the next page.

| <b>TRANSPORTATION FEES: 2017/2018</b> |                          |                            |
|---------------------------------------|--------------------------|----------------------------|
| <b><i>Distance</i></b>                | <b><i>Round Trip</i></b> | <b><i>One-Way Trip</i></b> |
| 0 - 5 Miles from School               | \$ 1,275                 | \$ 735                     |
| 6 - 15 Miles from School              | \$ 1,900                 | \$ 1,115                   |
| 16 - 25 Miles from School             | \$ 2,500                 | \$ 1,460                   |
| 26 - 35 Miles from School             | \$ 2,735                 | \$ 1,580                   |

Parents receive a transportation contract and are expected to support their children in abiding by the rules outlined in the contract. All school rules apply to students while riding in school vehicles. Eating or drinking is not allowed on the vans/buses. Students are expected to display courtesy to their transportation drivers at all times (see *Student Behavior* below).

***Van/Bus - Seatbelts / Child Restraints:***

- All students are required to wear a seatbelt while riding on a school bus or van.
- All Pre-School and Pre-K students are required to utilize E-Z On Safety harnesses (provided by school) along with a booster seat (provided by parents) while riding a school bus.
- Pre-School through 1<sup>st</sup> Grade students are required to ride in a federally approved child safety seat (provided by parents) on a school van if the child is under the age of 7 and less than 60 lbs.

### ***Changes in Transportation Notices:***

It is very important that the school administrators, teachers and staff are aware of any changes in daily transportation plans. Whether your child has an athletic practice or game, rehearsal, lessons, tutorial session or anything else, please do not assume that the bus or van driver knows about the change in plans. To alert the school to any changes in transportation, please do one of the following:

- Complete a “[Change in Transportation](#)” (CIT) form **prior** to the day the change will take place. This form can be downloaded from the [Parents](#) page on the [website](#). Change in transportation forms are also sent to families who have expressed an interest in transportation in the mid-summer mailing; or
- Email [CIT@saintannesschool.org](mailto:CIT@saintannesschool.org) to alert the school of the transportation change.
- For last minute transportation changes, you may contact Mrs. Massey, Transportation Coordinator, at ext. 342. Please refrain from transportation changes after 2:30 pm, if possible. If a last minute change is unavoidable, please call and follow up with an email.

### ***Student Behavior:***

The guiding principles of respect, responsibility and compassion apply to the student’s behavior on the van/bus as they do during the school day. We want all experiences to be positive and safe, including their ride to and from school. As such, we have provided a list of our expectations for the students who ride our transportation.

### ***Students are expected to:***

- Act and speak in a way that allows the driver to focus on the road
- Keep voices at a speaking level or lower and refrain from throwing objects
- Stay seat belted at all times
- Respect the property of the other passengers and the van/bus itself
- Not say or do anything that is hurtful to anyone on the van or distracting to the driver
- Listen to and follow the directions of the driver
- Enter and exit the van safely, which includes going directly home at the end of the ride
- Not eat, chew gum, or drink on the van/bus at anytime
- Listen to and abide by any requests from the driver

If any student is not adhering to these expectations, the situation will be discussed with the Assistant Head or Head of School, who will follow these steps:

- First time – Meeting with child, followed by a call to the parents
- Second time – Meeting with parents and child with appropriate consequences agreed upon
- Third time – Removal from van/bus for 1 week
- Fourth time – Removal from van/bus the remainder of the year

### ***Morning Procedures***

Drivers will not wait more than one minute beyond the scheduled time for a student unless they have heard directly from the family. The bus driver is not responsible for calling any family who is not present at the bus stop in the morning. If a family knows that they will not be using transportation in the morning, they should call the driver before he or she reaches the stop. All vehicles are equipped with cell phones.

### ***Afternoon Procedures***

Drivers should not drop off any student at a stop or home without that student's parent or guardian being there. If a family wants the child or children to walk home from the hub stop, this request must be put in writing directed to the Assistant Head of School and approved by the school. If a family's home is the hub stop, they will not be held responsible nor considered the "parent" for any child other than their own unless the parents notify the school in writing.

### ***Study Session/Play Dates***

If a family schedules a study session or play date with a friend, the family receiving both students is responsible for requesting an extra spot on the van/bus to the Transportation Coordinator at least one day in advance via phone. A note will be required by the parents of both children the day of the play date/study session. Permission to ride school transportation will only be allowed if written correspondence is received from both families and there is room on the bus/van.

### ***Electronic Devices on School Transportation***

Electronics including but not limited to iPods, iWatches, cell phones, or other devices are permitted for bus and van riders only and are permitted to be used only while in the vans or buses on morning and afternoon routes. The bus drivers in consultation with Assistant Head or Head of School will help students and families make appropriate choices about what can be permitted on the buses to help ensure safety, and if the driver sees potential distraction or other problems, he or she will ask the child to leave the item at home. Use of electronic devices on vans and buses is at the student and family's own risk; the school cannot be responsible for lost or damaged items.

On some longer Middle School field trips, personal devices may be acceptable. Check with the lead chaperone.

### **Tutoring and Extra Help**

Tutoring and extra help are available on a limited basis. Teachers may opt to use free periods or study halls to help students. Teachers are not to be paid for such help outside of class except in the case of approved summer tutoring. If the situation arises where the teacher cannot help the student, other resources may be recommended.

### **Use of Building**

Students are not permitted to remain in the building, on school grounds, or to use school facilities after school or on days when school is not in session, unless under the direct supervision of a member of the staff who is present during the time of a school-sponsored activity. With specific permission from the Head of School and the supervision of an adult, the facilities can be used without the presence of a faculty member. Students staying after school must check into EC or be accompanied by a parent.

### **Visitors**

Upon entry to the building, all visitors must sign in at the Main Office. They will be issued a visitor's tag to wear during their stay. Visitors should also sign out upon leaving the building so that our records are accurate in the event of an emergency.

## **Website**

The St. Anne's [website](#) is a very useful tool for keeping abreast of what is going on at St. Anne's. You can access it on your desktop or mobile device and it has a wealth of information: weekly news, program information, homework portal, health forms, Hotlunch Online, admission materials, athletic events, volunteer opportunities, SAPA news, and much more. We urge you to be an active user of the website, to bookmark it, share links with friends, and subscribe to updates where appropriate to your interests. The [school's Facebook page](#) is also a helpful tool to get regular views of life at St. Anne's. If you find something that we need to update or adjust on the website, please contact Renee (Massey) Chaudoin (ext. 342) or Heather Walls (ext. 341).

## **Policies Specific to Lower School (Pre-School through 4<sup>th</sup> Grade)**

### *Assessment Procedures*

The purpose of assessment at SAES Lower Division is to highlight each student's progress, to document specific goals, and to communicate each child's unique learning styles. Assessments are tailored to grade level curriculum documents and provide information about a child's learning needs and the teacher's role in meeting those needs. Since evaluation is active and ongoing, opportunities for formal communication occur four times during the school year. Twice a year parents and teachers meet in a conference format. This interactive exchange of information, questions and ideas provides the foundation for a productive home and school partnership with the success of each child as the primary goal. In February and June, formal report cards are provided. Cognitive, social, affective and metacognitive skills are assessed in relation to each child's developmental stage of maturity; therefore this evaluation is documented with checklists, continuum of skills and narrative reports. Performance rubrics and portfolio assessments are also used in place of number or letter grades since they provide more detailed information about a child's growth and development. These practices enable teachers to personalize individual reports and to profile the unique experiences of each student's life at school.

### *Code of Conduct and Positive Action Initiatives*

All members of the Lower School community at SAES abide by the following principles based on the core values of respect, responsibility and compassion.

1. We respect ourselves, our teachers, our classmates and all members of our school community.
2. We respect the personal space of schoolmates and teachers.
3. We use appropriate voices for inside and outside activities.
4. We demonstrate calm, quiet manners when passing through the halls.
5. We agree to resolve conflicts with words.
6. Before we speak, we consider these things:
  - Are our words true? (Respect)
  - Are our words necessary? (Responsibility)
  - Are our words kind? (Compassion)
7. We give thanks for the beauty of our school environment and care for the plants and animals living here.
8. We share and care for all school equipment.
9. We follow the dress code.
10. We leave gum, toys, electronic equipment, and other distracting possessions at home.
11. We obey all requests and instructions given by adults working at the school.

12. We are truthful and honest at all times.
13. We include everyone in playground activities, lunchroom conversations and other school projects.
14. We take active roles in designing and implementing service projects.
15. We seek understanding of others' opinions and celebrate the diversity of talents, cultures and traditions within our community.
16. We give our best efforts in all school assignments and homework tasks.
17. We encourage and support each other in times of struggle and acknowledge and celebrate our successes.
18. We worship together and seek opportunities for spiritual growth.

*The Process for Solving Problems at SAES Lower Division*

Students at SAES Lower School utilize a variety of conflict resolution programs to solve problems. The faculty recognizes that children at different developmental levels respond best to specific age appropriate practices. Consequently, the following programs were reviewed and selected since they incorporate similar language, provide logical and sequential instructional models, and encourage even the youngest students to take an active role in decision making and problem solving.

When a problem arises, faculty and students decide the best way to resolve the dispute. If the problem is considered small, children use advice from the Kelso Program in resolving the problem. This program is both a simple and concrete conflict resolution tool that empowers even the youngest children with the ability to determine their own behavior. Kelso is an endearing and helpful frog character who demonstrates nine pro-social strategies for solving problems. Although the teachers at St. Anne's recognize that most children can learn to solve small problems independently, at the onset of the program it is sometimes helpful for the teacher to guide and prompt the children with the question, "What would Kelso do in this situation?" The possible responses include:

1. Tell the other person to stop
2. Go to another activity
3. Share and take turns
4. Talk it out
5. Walk away
6. Ignore it
7. Apologize
8. Make a deal
9. Wait and cool off

If the problem continues or is deemed to be more serious, children seek guidance from adults in using the I-to-I method. With time, patience and practice, children in the Lower School begin to gain comfort with the I-to-I model and eventually make attempts to resolve problems without teacher assistance. The rules of an I-to-I are:

1. Children listen and take turns speaking.
2. Students use only respectful words with "I" statements like, "I would like you to..." or "I don't like it when you..."
3. The participants agree to come up with a plan for change.

The process of an I-to-I includes the following steps:

1. Children identify the behaviors that contribute to the conflict. These would be the “I” statements.
2. Participants use active listening techniques when responding to “I” statements like, “I heard you say that....”
3. Each person involved in the conflict is given the opportunity to engage in Steps 1 and 2.
4. The parties agree to create a plan to resolve the conflict. The students might consider negotiation or compromise when developing a workable solution.
5. The students agree to stick to the solution.
6. With guidance from adults, the students propose natural or logical consequences in the event that the workable solution is not followed.
7. The participants bring closure to the process with positive actions like shaking hands or smiling.

### **Discipline Process at St. Anne’s Episcopal School Lower Division**

We strive for consistency of rules throughout the Lower School and in our Extended Care programs. We expect students to conduct themselves with dignity and respect at all times. Guidelines for appropriate behavior are modeled by adults in the community and taught as part of the Lower School curriculum. If a child experiences difficulty with behavioral aspects of school life, the following discipline process is used to support more positive personal growth. St. Anne’s core values of respect, responsibility and compassion guide our discipline process.

- A.** If a child is unable or unwilling to abide by the code of conduct guidelines, the teacher counsels the student in private.
- B.** If a child does not respond positively to such direction, an opportunity for “time out” or other appropriate steps may be warranted.
- C.** The child is directed to a quiet space under the direct supervision of a teacher and instructed to reflect on his or her actions.
- D.** The teacher revisits the issue when the child is more open to dialogue and interested in modifying his or her behavior in a more appropriate manner. The teacher and child discuss the situation, work through issues and come to a resolution.
- E.** When necessary, the teacher calls home and informs parents of the incident as well as the interventions used to resolve the problem. The teacher encourages the parents to discuss the issue and the agreed upon outcomes with their child. No punitive action needs to be administered at home.
- F.** The teacher documents the incident, the resolution to the situation and the discussion with parents (if applicable).
- G.** The next day or shortly thereafter the teacher reviews the situation with the child, discusses the outcome and clarifies any questions that the child might have.
- H.** If behavior improves, the teacher may call home and share this positive news with parents.
- I.** If infractions continue to occur, a conference with the teacher and parents and/ or the teacher, parents and members of the administrative team may be warranted. Depending on the age of the child and the issue in question, the student might be included in part of

this meeting as well. The issues and outcomes of this conference are recorded in written form.

- J.** If the outcomes of this conference and the specific interventions do not help the child modify his or her behavior in a positive manner, additional steps may be warranted. Each case will be handled on an individual basis.

### Lower School Supplies

The Lower School Teachers will purchase the classroom supplies for all of the students entering Kindergarten through 4<sup>th</sup> grade. The ordering will be done through our Business Office. There are many benefits associated with this process. Our division would like to provide one-stop shopping and lighten the load as families prepare for re-entry following summer vacation. We also want to ensure that we purchase supplies specific to each grade level since some of the materials are available only through certain commercial vendors. Additionally this process will yield a cost savings to families as the school will be able to procure substantial discounts because a bulk order will be placed. The plan is to distribute the supplies to children during the first week of school and each family's school account will be charged for those supplies with the first billing in mid-September, 2015.

Students entering Pre-School and Pre-K will receive a list of supplies from their teacher prior to the start of the school year.

### **Policies Specific to Middle School**

#### *Advisory Program*

The advisory program was developed through collaboration with faculty, administrators, other schools, parents, and students to create an authentic, age appropriate advisory experience. Advisory is implemented through a grade-based team system. Students in each grade are divided into advisory groups with approximately 7-10 students in each group. On average, an advisory group will meet two to three times a month on Wednesday mornings. During these meetings, students and advisors will work on an age-appropriate social/character development curriculum and create academic and social goals. These discussions/activities include topics such as defining the distinctions between peer-conflict, relational aggression and bullying. Advisors are prepared to offer strategies to appropriately handle situations that involve these topics as well as internet-safety concerns.

In addition, advisory groups will meet at least twice a week for Devotions and occasionally for Advisory Lunch. Most advisors will have direct classroom experience with their advisees and the grade team approach will give advisors a comprehensive understanding of a student's strengths and areas of need. The advisor is your child's formal advocate in the Middle School and serves as a liaison between the school and your family. Parents should note that if there is a concern regarding an individual subject, the most effective manner of communication is to contact the teacher directly either by phone or e-mail. Parents are encouraged to "cc" the advisor with any correspondence, including the Assistant Head of School when appropriate.

#### *Assessment and Parent Communication*

In Middle School assessments are tailored to grade level and subject specific curriculum documents and provide information about a child's learning needs and the teacher's role in meeting those needs. Since evaluation is active and ongoing, opportunities for formal communication occur five times during the school year. Twice a

year parents and teachers meet in a conference format. This interactive exchange of information, questions and ideas provides the foundation for a productive home and school partnership with the success of each child as the primary goal. At the end of each trimester, November, March, and June, formal report cards are provided.

### *Social Climate Expectations for the Middle School*

The social climate in the Middle School at SAES is based upon the school's tenets of respect, responsibility and compassion. As a faculty, we recognize middle school students thrive in a purposeful, structured environment with reasonable guidelines and expectations. We are dedicated to working with our students with compassion, fairness, and consistency. Members of St. Anne's should recognize that their positive behavior helps foster a positive learning environment and community. The following are key expectations in fostering this kind of community:

- Show respect for each other and for the environment.
- Demonstrate responsibility as members of the local and global community.
- Show compassion for every member of the community.
- Act with honesty and integrity.
- Speak, listen, and act respectfully.
- Be certain not to lie, cheat, steal, or use obscenities.
- Respect and care for school and personal property.
- Follow directions promptly.
- Demonstrate personal responsibility and effort in all work.
- Be inclusive and helpful to all members of the school community.

### **Middle School Discipline Policy**

Each and every child has the right to come to school knowing that she/he will be treated, by peers and adults, with respect and compassion. All of the adults in the middle school are dedicated to supporting students in their intellectual, social and spiritual growth.

While SAES expects all members of its community to act with the highest expectations of conduct at all times, situations do occur when students need some redirection, and at times require a consequence. The goal of any consequence is to help the child learn from the situation. The appropriate teacher will communicate with the parent(s), the student's advisor and any other appropriate adult when a significant situation arises. If deemed necessary, the Assistant Head of School will meet with the student, the student's advisor and the teacher involved to discuss a course of action to prevent the misbehavior from reoccurring. In some instances, depending on the type of disciplinary behavior, the student will share reflections of what was learned with her/his advisor and the Assistant Head of School.

Adolescent student behavior can range from a one-time verbal misunderstanding between peers to what could be described as bullying by either the bystander and/or the student who is the target of the ongoing negative behaviors. *Bullying* can be described as deliberate, persistent negative behaviors toward another; the bully directs negative behavior towards an individual he/she perceives to be less powerful than the bully. *Peer Conflict* is defined as a disagreement that occurs when peers want different things. Peer conflicts can result in hurt

feelings, but usually can be resolved between peers alone or with limited adult support. The faculty is fully aware of the definitions of peer conflict and bullying; the faculty will support students experiencing social difficulties as long as a school adult is made aware of them.

### *Considerations for Consequences*

SAES values the many and varied types of learning experiences presented to students. All infractions are considered as opportunities for learning about the values we care about at our school, so we are careful to provide a response that allows students to grow from the experience and hopefully make better choices in the future. Many factors will be reviewed before a decision is made about the consequences of a violation, such as:

Intentions: Was the action or behavior intentional or unintentional?

Severity of the incident: Was the incident intended to cause physical or mental injury or harm to another student, staff member or school property?

Number of offenses: How many times has this behavior reoccurred? Is there a pattern of this offense occurring?

Response to prior consequences: Have the consequences handed out in the past helped to change the student's conduct?

### **Possible Consequences**

The following section describes the most common consequences used in the Middle School. Since each situation is unique, other responses may be considered more appropriate.

#### ***First response***

For minor concerns teachers will deal directly with the student at the first appropriate moment to help the student recognize the infraction. The teacher will inform the Assistant Head of School and the advisor of the situation. In most cases, these smaller incidents would not need to be communicated to the parent, unless a pattern of minor concerns develops.

#### ***Apology of Action***

If similar behavioral missteps occur, a teacher would assign the student an Apology of Action task/job after the teacher and student have reviewed the concerning behavior. The Assistant Head of School and advisor will be advised of the need for an Apology of Action.

#### ***Loss of Recess Time***

If further action is required, a student would be required to sit out recess the first available day; a parent would be contacted by the advisor to review the ongoing behavioral concerns raised by the teacher(s). The Assistant Head of School would also be contacted.

#### ***“Penalty Box”***

For a pattern of minor offenses or a single significant offense that jeopardizes our learning community (for example, being disrespectful or disruptive, hallway roughhousing, or using obscene language and/or gestures), students might be assigned a “Penalty Box” on Friday afternoon during the electives period. With the athletic analogy of being “out of the game” for an infraction, this represents a timed sanction by removing the student from the peer group to provide an opportunity to give back in some appropriate form of service to the

community. The referral procedure is followed, and either the advisor or the Assistant Head of School will contact parent(s) to discuss the issue. In some cases a more serious infraction or a pattern of offenses could warrant an after-school detention to be served on the earliest possible afternoon.

### ***After-School Detention***

More serious disciplinary offenses (for example, a major classroom disruption, treating another unkindly, flagrantly disrespecting a teacher) could result in an after school detention. A student committing such an offense will meet with his or her advisor, any teacher(s) involved, and the Assistant Head of School. The Assistant Head of School will then meet with the student and parent(s) to discuss the offense to make the most of the learning experience. An after school detention will be served at the earliest possible date deemed by the assigning teacher or the Assistant Head of School.

### ***Suspension***

In the most severe cases (for example, cheating, stealing, lying, fighting, vandalism) a student's actions can undermine the mission of the school and the foundation of our community. A student committing such an offense may be asked to serve a suspension from school which would generally result in the student being placed on a behavioral probation. A student in this situation should recognize how his or her actions have fractured the relationship with the school community and should further recognize the need to give something back to the community to rebuild this relationship.

### **Rules of Conduct:**

The students are expected to follow the guidelines for behavior outlined in the previous sections of this handbook. Here are a few important reminders specific particularly to the Middle School.

- Remember the Golden Rule in all of your interactions. Be sure to treat others as you would have them treat you. We want our school to be safe in every way for our students. St. Anne's will not tolerate any forms of unkindness, spoken, unspoken, written, emailed, or posted electronically. Violations of this nature will be dealt with in the most serious manner.
- Adhere to the dress code while on campus (including after school events and games unless previously notified).
- Participate in all required school activities. Written approval is required for non-participation.
- Observe common-sense rules of safety. Walk in the hallways, stairways, and classrooms.
- Stay away from the lake and woods unless accompanied by a teacher. For your own protection do not wander away from the school building; stay within sight of a teacher.
- Out of respect for our PK – 8<sup>th</sup> grade community, refrain from public displays of affection.
- School-wide rules for behavior apply for off-campus activities and school-provided transportation.
- If a student is sick or has an appointment, he or she must arrive at school by 10:30 am to participate in after-school activities such as sports practice or games or other gatherings like parties/dances, etc.
- Abide by the classroom rules and guidelines
- Please see "Computer Use" and "Social Media Use" sections on page 12.

## **SAES Interscholastic Sports Policy**

The goals of the interscholastic sports program at St. Anne's are to introduce students to a variety of team sports, to expose students to new athletic challenges, and to introduce students to interscholastic experience and competition. The program is utilized in the Middle School only. Students in 7<sup>th</sup> or 8<sup>th</sup> grade years must participate in one sports season. This requirement may also be satisfied through active athletic participation during Friday Electives. If a student enters St. Anne's in 8<sup>th</sup> grade, he or she must participate in one sports season. A student may apply for an exemption by speaking with the Assistant Head of School and the Athletic Director and submitting the details of their request in writing, including a parent signature. Additionally, students applying for a special exemption for a sport not offered at St. Anne's must verify, in writing, a minimum of eight hours of guided weekly training with a certified instructor in that sport/activity. Sports exemptions must be approved by both the Assistant Head of School and the Athletic Director.

Participation in the interscholastic sports program will give priority to 7<sup>th</sup> and 8<sup>th</sup> grade students. Sixth grade students will be able to participate if the individual possesses exceptional athletic ability, which will be determined by coaches, or there exists a shortage of participating 7<sup>th</sup> and 8<sup>th</sup> graders. The cut policy may be instituted if one of the following situations occurs:

1. There are an excessive number of participants which prevents the opportunity to adequately instruct all members of a team.
2. There are an excessive number of participants which prevents sufficient playing time for all players involved in a sport.
3. There are an excessive number of participants which prevents fielding a competitive team.

Interscholastic sports teams have the following academic and attendance requirements:

1. All students must maintain a minimum GPA of 70% in 4 of their 5 core subjects in order to participate in any interscholastic sport.
2. Academic eligibility will be required for every sports season.
3. Students must be in school for at least four hours of the academic day to participate in an athletic contest.

Practice will be scheduled from 3:15 – 5:00 PM primarily on Mondays, Tuesdays, and Thursdays. Exceptions will occur based on the weather and opposing team schedules. Most games will be played on Tuesdays and Thursdays.

Team members may be suspended from an interscholastic team for the following issues:

1. Concerns about academic performance
2. Inappropriate social behavior
3. Disregarding the tenets of SAES: respect – responsibility – compassion
4. Negative on-field behavior and/or actions
5. Missing practice without written parental permission (email is preferred)
6. Not complying with rules and regulations as set forth by the coaches and school.

A student-athlete may participate on a non-school team or in a non-school individual event both during and out of the designated sport season. However, the student-athlete owes his/her primary loyalty and allegiance to the St. Anne's Episcopal School's team of which he/she is a member. SAES requires that SAES practices and games will receive priority.

Permission slips and DIAA Health Forms (see [website](#)) must be completed and signed before any student will be permitted to practice. This will apply to each sports season in which a student is involved. If any student-athlete requires alternate transportation due to after school practices and games, a permission slip will be required from their parents or guardians: i.e. if a student rides a school van and will use alternative transportation because of interscholastic sports; or if a student-athlete does not ride the school-provided transportation after a game.

Since games will be held after school, students who are not on the team(s) but want to stay and watch the game must have parental/adult supervision to stay at school after hours. Middle School students must report to the Extended Care program, and will be charged a drop-in fee, but will be able to go with a group of students to watch the game provided there is enough adult supervision to allow for this. The regularly scheduled Extended Care students will be allowed, when possible, to watch home games with a supervisor.

Student athletes are expected to wear the PE uniform practice unless the coach determines that another uniform attire is appropriate to the sport. Managers and student spectators will be required to adhere to the SAES Dress Code for all games, both home and away.

St. Anne's interscholastic sports activities may be found at <http://heronssports.com/>

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