



St. Anne's Episcopal School

**Family Handbook
For
All School**

Academic Year 2021-2022

StannesDE.org

Barry L. Davis, Head of School

**211 Silver Lake Rd
Middletown, DE 19709**

We extend a warm welcome to all St. Anne's Episcopal School's new and returning families! The SAES Family Handbook(s) contains school and community policies and information which we hope you find useful. The policies of the handbook(s) may be modified, amended, or terminated at any time at the discretion of SAES. Any questions or concerns relating to the contents of this document should be addressed to Barry L. Davis

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.

Diversity Statement

We seek to witness to the splendor of God's creation and to honor the dignity of the individual human spirit by including faculty, students, administrators, staff, and trustees from diverse cultural, racial, religious, family and economic backgrounds in our community. The rich diversities of people and the many perspectives they bring serve to enhance the quality of educational experiences at our school. An active diversity committee including teachers, parents and board members meets regularly.

Accreditation and Memberships

St. Anne's Episcopal School is a member of the National Association of Independent Schools (NAIS), the Association of Delaware Valley Independent Schools (ADVIS), the National Association of Episcopal Schools (NAES), and the Delaware Association of Independent Schools (DAIS), and has received full accreditation by the Middle States Association Commissions on Elementary and Secondary Schools (MSA-CESS). We are also a member of the Delaware Independent Athletic Association (DIAA).

Governance Structure

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. Typically serving two 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, Advancement, Enrollment Management, Executive, Long Range Planning, and the Committee on Trustees.

St. Anne's Board of Trustees - 2021-2022

Dr. Jamie Ahl (P'20, '25)

Mr. Harry Baetjer

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Ms. Laurie Housey (P'21, '22, '24)

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Mrs. Emily Kegerreis (P'23, '28)

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Mrs. Nancy Leonard (GP'23)

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Ethan Townsend (P'24, '27, '30)

Mr, Phil Walsh (P

Mrs. Marjorie Williams (GP '21)

Mrs. Louisa Zendt (P'05)

~

Mr. Barry Davis, Head of St. Anne's Episcopal School

Ms. Joy McGrath Ex-officio, Head of St. Andrew's School

The Reverend Kevin Brown, Ex-officio, Bishop of the Episcopal Church in Delaware

~

Mrs. Gretchen Hurtt, Trustee Emeritus

Mr. Gordon Brownlee, Trustee Emeritus

Mrs. Kitten Gahagan, Trustee Emeritus

Mrs. Caroline duPont Prickett, Trustee Emeritus

School and Office Hours

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

- Middle School classrooms open at 7:50am; Lower School classrooms open at 7:55am
- All School dismissal is at 3:15pm.
- Students in the building after 3:30pm must report to the Extended Care Program.
- Extended Care is available until 6:00 pm.
- The After School Program also offers periodic classes, clinics and clubs
- MS Athletic teams meet usually from 3:30 - 5:00 pm, with generally 3 practices or games per week.
- Regular Office Hours are from 7:45 am until 3:45 pm.

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.

Admissions Policy for Re-enrollment

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.

Annual Fund - *Heart, Mind, and Spirit*

The *Heart, Mind, and Spirit Campaign* is the annual fundraising effort in support of the School's operating expenses. Parents, alumni, former parents, grandparents, and friends generously donate to the Fund each year. The Heart, Mind and Spirit Fund supports the school's commitment to provide an educational environment with outstanding teachers and a diverse student body. All contributions to the School are tax-deductible and every gift is appreciated! Our goal is 100% participation.

Please contact the Development office to make a contribution or if you would like to assist with the campaign.

Articles Prohibited at School

Any item that seems unsafe in a school setting (matches, pocket knife, aerosol cans...), or disruptive to the educational experience such as excessive jewelry, candy, gum, radios, headsets, skateboards, scooters, skates, should be kept at home.

Lower School children should not bring athletic equipment like lacrosse sticks, footballs, etc., unless special permission is granted by the 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.

Attendance

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 email your LS classroom teacher/MS advisor or call the main number, (302) 378-3179 to report the absence or early dismissal; attendance for the day is taken by 8:15 am. Messages may 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. Parents of students whose absences total more than 15% of the total school days to date may be required to meet with the Assistant Head of Faculty Development and Student Growth to determine if the student is making acceptable academic progress.

Absences due to illness and missed homework

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. Parents may be required to meet with the school to discuss the next steps in providing additional academic support for the student.

Absences without illness and missed homework

Because our curriculum is sequential and often collaborative in nature, 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. Please use the vacation and in-service time to schedule appointments whenever possible. If there are more than five days of absence in a marking period, a conference should be scheduled with the LS teacher or the MS advisor to ensure adequate student progress.

Vacations/Pre Planned /Extended Absences

It is the responsibility of the parents to help the child make up missed work due to vacations and other pre-planned or extended absences. Middle School students should keep current by accessing their teacher's Google 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, including 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.

Early Dismissal

In the event of a dismissal prior to the end of the day, an email must be sent or a note from home must be turned in to the Homeroom Teacher. Parents must sign the child out

of school in the Main Office. Make up work should be requested from the student's teacher(s).

Tardiness

In the event children are late to school, they must sign in at the Main Office. Lower school children must be signed in by a parent and then may proceed directly to their classroom.

When children are late they may miss important information. Excessive latenesses per trimester may impact the student's learning experience.

Birthdays

Recognizing that birthday celebrations are significant events in the lives of many children and that there are times that party guest lists must be limited, SAES asks that the following guidelines be considered insensitivity to others' feelings:

- Mail invitations to parties to the homes of invited guests unless the entire class is invited. Class lists may be obtained from your child's teacher.
- Please ask your child not to speak of the party at school out of respect to those not able to be included.
- Please do not send gifts or sleeping bags to school.
- Please arrange pick-ups away from school.
- A small (lunchtime) treat is appropriate. Please consult your child's teacher in advance as food allergies and class time must be considered.
- Deliveries of flowers, other food, gifts, and other celebratory items are not permitted.

Car Line

Parents must provide the school in writing with the names of those who may or may not pick up a student from school. If there is a change in the usual end of day schedule, SAES must be notified in advance. **All transportation changes via email to cit@stannesde.org and copy the child(ren)'s teacher or advisor.** Last minute changes are discouraged, but should they need to be made, please be sure to follow the protocol listed above as well as calling the Main Office to ensure that your request has been received.

Cell Phone Usage

Students with cell phones should store them in silent mode, airplane mode, or powered off in their backpack during the school day. Students must refrain from using their phones during school hours, while waiting in the car line, and while riding school transportation unless specific

permission from a teacher, coach, or van/bus driver is obtained beforehand. Middle School students may be permitted to use their cell phones for academic purposes, and in some cases students may also be permitted to carry/use cell phones on school trips, during electives, or in special situations. Taking pictures or videos requires verbal permission from a teacher or administrator prior to capturing a classmate's or another student's image. These images may not be posted on any site on the Internet without prior approval from the school and all individuals involved.

Change of Address/Personal Information

Any change of address or telephone number should be communicated via email to the Registrar's office at rediker@stannesde.org or DCummins@stannesde.org. It is very important for the school to have current information at all times.

Chapel

All students and faculty are required to attend weekly Chapel Services. Students of all faiths are welcomed and included. Family members are welcomed to attend chapel each week. Voluntary services are also held before or after school upon occasion. Time and location are posted weekly in The Heron newsletter and on the school's website.

Child Abuse

Delaware law *mandates* any person, agency, organization or entity to make an immediate oral report to the Department of Services for Children, Youth and Their Families, Division of Family Services, when they know of, or suspect, child abuse or neglect under Chapter 9 of Title 16 of the *Delaware Code* and to follow up with any requested written reports (*16 Del. C. §903*).

The persons and entities required to file these mandatory reports include, but are not be limited to:

- Physicians
- Persons in the healing arts (such as dentists, interns or residents, nurses, social workers, and psychologists)
- School employees
- Medical examiners
- Hospitals or other health care institutions
- Medical Society of Delaware
- Law enforcement agencies

To report child abuse or neglect, see [Child Abuse and Neglect Reporting](#) or call the [24-hour hotline](#) at (800) 292-9582.

The Department will notify the Division of Professional Regulation of child abuse allegations.

“Mandatory Reports Related to Child Abuse and Neglect.” Division of Professional Regulation - State of Delaware, dpr.delaware.gov/boards/investigativeunit/mandatorychild/.

Classroom Observations and Visits

(Due to Covid 19 protocols, we are following strict guidelines for school visits.)

SAES is committed to providing our students with the best educational environment and strives to minimize interruptions and distractions, as well as be sensitive to the issues of security and supervision of classes. Parents and other interested persons are always welcome to observe in a classroom by appointment only. If you wish to observe a classroom, please contact the school to schedule a visit. Observations are limited to 30 minutes. Questions for the teacher should be deferred to a more appropriate time and appointments may be scheduled through the office.

Communication

Email

Email is the preferable and most often most convenient method of communication. All SAES faculty, administrators, and staff have email addresses consisting of the first initial last name@stannesde.org or first initial last name@saintannesschool.org.

Ex: BDavis@saintannesschool.org or BDavis@stannesde.org

The exception to this include the Health Office (Nurse@Stannesde.org)

Families will also receive via email, periodic messages from our Head of School, Administrators and program leaders which reflect in greater depth, topics which are important to and affect our community.

Telephone

You may call the school at any time to contact an administrator, a teacher or to leave a message. Your call may be forwarded to the appropriate voicemail if the intended party is unavailable. After regular school hours and at times during the school day, the automated system will provide instruction in leaving messages for the appropriate party.

If during the day, you need to convey a time-sensitive, important message to your child, please call the main number at (302) 378-3179 to leave a message with the Receptionist that will be communicated to your student’s teacher and further to your student.

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 not considered emergencies but rather as a learning opportunity and a chance to experience natural consequences associated with low-stakes missteps.

The Heron

The Heron, our weekly newsletter both emailed to our families and posted to our website, is the best way to stay up to date on our upcoming events, school activities and topics of interest. Parents are strongly encouraged to read the Heron each week for important information regarding the SAES community.

Printed materials may also be mailed or sent home with your child.

Custodial Situations

If legal custody situations apply to your child, it is required that copies of this information be provided to the Registrar's office in order to be enrolled and in attendance at SAES. Additionally, we will need copies of any changes to existing situations.

Damage to School Property

Parents will be required to pay for or replace any damaged school property damaged by their child. This includes but is not limited to classroom and library items, furniture, textbooks and learning instruments, playground equipment, P.E. equipment, and school buildings. School records and report cards may be withheld until all fees are paid.

Dining Services

SAES is continuing its partnership with HotLunchOnline (HOL) to facilitate the preordering of student lunches twice a week. Lunch will be provided and delivered by local vendors. All hot lunches must be pre-ordered at least six (6) days prior to the date of service/meal date and paid for in advance through the HOL portal. Menus are posted one month in advance to ensure adequate time to make your selections, and school holidays, events, and field trips are posted on the menu calendars. This ensures the adequate ordering of food and the minimization of waste. It is the parents' responsibility to make final selections on time as the menus close in the portal six days prior to the date of the meal. Hot lunches must be preordered. If the hot lunch is not

pre-ordered prior to the deadline, students must pack a lunch. We can not accommodate meal orders after the deadline.

The hot lunch pricing for the 21/22 school year varies based on the provider and the meal choice.

Instructions on how to enroll in the HOL program can be found on our website.

Credits will not be issued for student absences. When pre-ordering lunches, school holidays, events, and trips will be posted on the menu calendars. On occasion, an event or field trip is added or rescheduled after the close of the menu. In these instances only will lunch credit be issued.

Disaster Drills

In order to keep our community prepared for emergency situations (fire, intruder, tornado alert, nuclear evacuation alert, transportation etc.), the school will rehearse the appropriate responses with periodic drills. Students should recognize the seriousness of these drills and refrain from disorderly behavior. The student and his/her family will be financially responsible for fees resulting from a false alarm as well as subjection to possible disciplinary action.

Activation of the fire alarm will immediately notify the fire department. Careless or malicious initiation of a false alarm is an illegal action that could lead to serious injury when evacuating the building.. Deliberate offenses will be handled with the utmost severity.

Diversity, Equity, and Inclusion

St. Anne's is committed to nurturing a learning community that is free from intolerance and prejudice. We seek to witness to the splendor of God's creation and to honor the dignity of the individual human spirit by including faculty, students, administrators, staff, and trustees from diverse cultural, racial, religious, family and economic backgrounds in our community. The rich diversities of people and the many perspectives they bring serve to enhance the quality of educational experiences at our school. An active diversity committee including teachers, parents and board members meets regularly.

AT ST. ANNE'S WE SEEK TO CREATE AN ENVIRONMENT IN WHICH DIFFERENCES ARE HONORED AND CELEBRATED.

We believe that including people with diverse backgrounds, beliefs, and experiences enriches our community, makes our learning environment more intellectually stimulating, and helps children learn the crucial skill of working productively with people different from themselves.

We aspire to create a community in which diversity thrives through our classroom and programs, admissions, hiring, and board recruitment practices, our student and adult diversity committees, and our academic studies.

Together we seek to foster a community that is sensitive to issues of social justice, mindful of the experiences people of diverse backgrounds have in our school, and active in its pursuit of equity and justice within our school community, as well as beyond our campus borders.

Extended Care

SAES offers Extended Care to parents who need care for St. Anne students before and/or after the regular school day. The Extended Care Program will allow children to experience activities that complement the philosophy and value system of the school and family. Extended Care activities will include supervised play, arts and crafts, indoor and outdoor games, and homework time. Other extracurricular activities based on student interest and the talents of our community will also be offered. Extended Care should be considered a part of school and the behavior expectations for students are the same as during the regular school day.

Parents may register for a contracted annual rate at the time of enrollment/re-enrollment or elect to use this service on an as needed basis which will be billed at an hourly rate. Drop-in Extended care is billed monthly through the online enrollment portal. Refer to the [school website](#) or contact the Director of Enrollment for the fee schedule. Parents who plan on their child attending EC as a “drop-in” must notify the Director of EC at extendedcare@stannesde.org as well as their student’s teacher via email. Extended Care will not operate on the days school is closed or closes early unless otherwise noted.

Extracurricular Activities and Field Trips

(Due to Covid 19 protocols, field trips are virtual at this time.)

Extracurricular activities and field trips 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/guardian permission slip. All school regulations will be enforced on these trips and students are always expected to conduct themselves in a manner befitting SAES.

Parents/guardians may be asked to chaperone class trips. SAES asks that parents should only volunteer their services if they can provide coverage for younger siblings. No additional children may accompany classes on trips or on school provided transportation. If there is no room on school transportation, parents may be asked to provide their own transportation to the class trip.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal privacy law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. As a parent, you have the right to review your child's education records and to request changes under limited circumstances. To protect your child's privacy, the law generally requires schools to ask for written consent before disclosing your child's personally identifiable information to individuals other than you.

If you have further questions, please contact the U.S. Department of Education's Family Policy Compliance Office:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. S.W.
Washington, DC 20202-5920
202-260-3887

For quick, informal responses to routine questions about *FERPA*, parents may also email the Family Policy Compliance Office at FERPA.Customer@ED.Gov.

Additional information and guidance may be found at FPCO's Website at: <http://www.ed.gov/policy/gen/guid/fpc/index.html>.

“Parents' Guide to the Family Educational Rights and Privacy Act: Rights Regarding Children’s Education Records - FPCO.” *Home*, US Department of Education (ED), 26 June 2015, www2.ed.gov/policy/gen/guid/fpc/brochures/parents.html.

Harassment

SAES is committed to maintaining an environment in which everyone treats each other with dignity and respect, and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. The school is prepared to act to prevent and correct any violation of this policy. Anyone who violates this policy will be subject to disciplinary action.

Health

Please email any medical updates throughout the school year to the Health Office at mphillips@saintannesschool.org or call at 302-378-3179 x340.

Emergency Information Updates

Every year the school requires each family to update their medical forms. This will include any medical issues including allergies, asthma, any daily medications, over the counter medications, including Tylenol, Ibuprofen or Tums. Potassium iodide is an emergency medication only given under the instruction of Delaware Emergency Management Agency (DEMA) in the event of a nuclear emergency. Please include your permission or restriction for this medication on the health forms.

SAES must always have the most current contact information. Please provide at least two contact numbers in case of emergency.

Entering Students/Immunizations

According to Delaware laws and Department of Education regulations, all children entering a school for the first time are required to have certain immunizations on file. For a list of required immunizations please look at <https://www.doe.k12.de.us/Page/2871>.

Information must be provided to the school nurse within 14 days of the entrance date. 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 302-378-3179 ext. 340.

Field trips and medication

There are new laws in place regarding the Assistance with Self Administration of Medications at Approved School Activities. *Non-prescription and prescription medications must 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 health office as early as possible. Daily inhalers can be sent one day prior, if needed.

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 three (3) consecutive school days, they must return with a medical note written by their doctor.
- If 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.

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.

Injuries

Minor injuries will be given appropriate first aid treatment by the school nurse or authorized staff member. Treatment will be limited to cleaning a wound and or providing Band-Aids and or applying ice packs.

In the case of serious injury or other emergencies, paramedics (911) will be called. If a parent/guardian cannot be reached someone listed on the child's emergency contact form will be notified. In the event a child is transported to a hospital by ambulance, the parent will be notified by phone and an adult from school will stay with your child until you arrive at the receiving hospital.

Medications at school

All medication (prescription and over the counter) sent to school must 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 must have the current pharmacy label applied. Proper label includes the correct name, time, dose and date.
- School nurses 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 substances, such as ADHD medications must be delivered to the nurse by a parent or guardian. Controlled substances are counted monthly by the nurse and when refilled. Please do not send in more than one month's supply.

Any unlabeled medications (not in original containers or labeled prescription vials) are regarded as unknown substances and will not be administered regardless if accompanied by a parental note. It will be discarded by the nurse.

Nut Awareness/Food Allergies

SAES has heightened its awareness of the prevalence of food allergies in our student community and is a tree-nut and peanut free school. Upon ingestion or in some instances, air-borne exposure to these products, allergic reactions can range from hives and skin swelling, to asthmatic wheezing, gastrointestinal distress, increased heart rate and the potentially life threatening anaphylaxis (the 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). Students that present these symptoms require special medications and consistent monitoring to ensure their safety at all times. The medical community had provided explicit training to staff members in recognizing these symptoms and responding immediately to these emergency situations. Such an initiative requires the commitment and vigilance of every member of the SAES community. For this reason, SAES prohibits the sending to school any foods that may contain the following:

- Peanuts
- Peanut flour
- Peanut oil
- Peanut butter
- Tree nuts (walnut, almond, hazelnut, cashew, pistachio and Brazil nuts).
- Mixed nuts
- Hydrolyzed plant protein
- Marzipan
- Tree nut flours (see above)
- Nougat
- Pecan meal
- Beer nuts
- Ground nuts
- Nu-nuts flavored nuts

Parents with questions should address them to the classroom teacher, MS Advisor, Assistant Head of Faculty Development and Student Growth, Head of School or the Director of Health.

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

The purpose of homework is to extend and reinforce class instruction through daily practice, establish independent work habits, help students assume personal responsibility for their assignments and familiarize parents/guardians with the daily lessons.

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

Please see the individual school handbooks for recommended homework times. This will also be addressed at Back to School Night.

Inclement Weather

The 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 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](#).

Lost and Found

SAES houses its lost and found area on the left side of the entry to the dining room. You may also check with the receptionist for lost items. All items labelled with a name will be returned. It is SAES' policy to donate any unclaimed items after the end of the school year.

Outdoor Education and Classrooms

St. Anne's defines outdoor education as education 'in', 'about', and 'for' the out-of-doors. Our three pillars of Restoration, Education, and Research set the stage for integrated and robust learning in our outdoor environment.

Our twenty-two outdoor classrooms are located throughout our campus and can be utilized by all grade levels. Each space has unique nature characteristics to instill a sense of curiosity, wonder, and inspiration. Our outdoor classrooms are named to honor and reflect the diversity and culture of our community.

Students are expected to dress accordingly for learning outdoors year round.. During the winter months students should come to school prepared with warm clothing, a water bottle and a waterproof jacket. A change of shoes and extra socks are recommended incase of wet feet. Sunscreen and insect repellent should be applied at home.

Parking

Parking is provided in the lot to the right (gymnasium side) of the school. There are handicapped accessible spaces located in this lot and to the left of the lower school entrance. At no time is parking permitted in the circle as this is a Fire lane and must be clear at all times. Parking on the grass is also prohibited.

On the occasion of a school event, signs will be posted to indicate event parking locations.

Photography

Students may be photographed or videoed by the school during school activities. Parents' permission to allow their student's likeness to be used in promotional and or advertising materials is implied with enrollment and must opt out (during annual re-enrollment) in writing.

Students may not take photos, video or sound recordings of other students, staff, teachers or anyone on SAES campus without permission. Regardless of permissions granted, recording devices of any kind are strictly prohibited in bathrooms and locker rooms at all times. Any use, sharing or posting online of personally identifying information of any member of the school community without permission is strictly prohibited.

Release of Student Records

SAES will release student transcripts, final reports and standardized test results to outside agencies, child care specialists, or other schools upon a request of the parent or guardian so long as all financial obligations have been met. Health records, including psychological testing

results and reports will only be released when specifically requested by the parent or guardian. The school will not release copies of Admissions materials or correspondence.

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.

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. We invite all parents to join our Facebook Group. To request access, please visit: <https://www.facebook.com/groups/SAPA211>

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.

Smoke Free / Vape Free Campus

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

Social Media

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 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. Any postings depicting SAES should also include a disclosure stating they are not the representations of SAES.

Special Events

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. If it is known that a special event will require use of the extended care program, parents should give at least 72 hours notice to the Director so that the EC staff can arrange appropriate coverage.

Please check the St. Anne's Newsletter or our website (www.StAnnesDE.org) for more information on special events.

Student Email Usage

SAES provides e-mail accounts to students. E-mail has become a critically important tool to communication and other academic functions. These accounts will be used to promote student-to-staff and student-to-student communication and collaboration.

E-mail messages sent from/to students of St. Anne's Episcopal School are the property of SAES. SAES retains the right to scan and monitor student email use. All SAES students must sign and accept this policy before they are given access to SAES's Google Apps domain.

The primary purpose of students using the Email services that come with SAES's for students to communicate with school staff, outside resources related to school assignments, and fellow students to collaborate on school activities. Use of the email for personal business is prohibited. E-mail is a privilege, which will be removed upon graduation, withdrawal, or disciplinary action. Such accounts will be suspended.

The information contained in all emails and any attachments are confidential and may be subject to copyright or other intellectual property protection of SAES.

Any opinions expressed in email messages that a student sends or receives are not necessarily those of SAES.

All communications to/from students are confidential with that of the recipient/sender. If you are not the intended recipient, you are not authorized to use or disclose this information and the user must notify SAES's Technology Department and must delete/destroy the original message from their account.

Students will not identify their home telephone numbers, cell phone numbers, or home addresses in any email correspondence.

Students will not indiscriminately send mass email messages to groups of people or the entire student body. Group messages are to be used solely for accomplishing a specific task that is oriented around a class activity, school-related event, or other school purpose.

Students will not send harassing messages to others in any way, whether those people be at SAES or outside of SAES. Such harassing messages include, but are not limited to, insulting language, profanity, or sexual content.

SAES automatically monitors all inbound/outbound emails for viruses, profanity, offensive language, racist and/or sexual comments, virus hoaxes, chain-mail, and known spam mailers.

Although SAES makes every effort to protect the student while using its email system, due to the constantly changing nature of technology and malicious users, it recognizes that it is impossible to completely, 100%, block inappropriate messages. Students agree to report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors, and the like to the school's technology department or a school principal for action. Students should not forward these messages, chain letters, jokes, or graphics files.

SAES makes every effort to scan all inbound and outbound emails and attachments for viruses but cannot guarantee that 100% of these messages are free from viruses. It is the responsibility of the recipient to make sure they/he/she are protected with an up-to-date Internet security program. SAES accepts no responsibility for any damage caused by receiving emails from our email system.

SAES reserves the right to change a student's password at any time, if it suspects a violation of this policy.

SAES reserves the right to intercept, store, archive, delete, or view emails for security/audit purposes and, where necessary, take appropriate disciplinary and/or legal action against the parties involved.

Transportation

St. Anne's Episcopal School offers *limited* transportation to our families. Our goal is to provide a safe, enjoyable experience, and design routes that combine convenience with minimal time on the bus or van. Parents may register for transportation through the online enrollment/re-enrollment process each year. *Seats are allocated on a 'first come, first serve' basis until the vehicle is at full capacity. Availability/placement is not guaranteed.* Pick-up spots, in general, are at convenient central locations, as the school cannot make stops at each student's home.

Credit for unused transportation due to student absence, parent choice or school closure due to unforeseen circumstances will not be issued.

Parents 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).

Seat Belts / 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.
- Preschool through 1st 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.

Student Behavior

The guiding principles of respect, responsibility and compassion also apply to the student's behavior on the van/bus. We want all experiences to be positive and safe, including the 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 of Faculty Development and Student Growth, who will follow the protocol noted below:

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

Credit for unused transportation due to behavioral suspension will not be issued.

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 not present at the bus stop in the morning. If a family knows that they will not be using transportation in the morning, they must call the driver before he or she reaches the stop. All vehicles are equipped with cell phones. Please keep in mind that pick up times may be affected by traffic, road construction, detours, etc.

Afternoon Procedures

Drivers will depart the school at 3:25 pm once attendance is taken and all riders are accounted for. 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 Faculty Development and Student Growth 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. Please keep in mind that drop off times may be affected by traffic, road construction, detours, etc.

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 Business Office

at least one day in advance via email. A note will be required by the parents of both children the day of the playdate/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. Transportation is not guaranteed for 'guests' as the vehicle may be at capacity.

Change In Transportation

If a change in your student's daily transportation routine is necessary, it is imperative that you email this change to CIT@stannesde.org, and copy their teacher in advance or prior to 2:45 pm of the same day. After 2:45 pm, please call the school AND send the email. This includes but is not limited to a student being picked up in carline or attending a school event instead of riding the school transportation. This prevents the van/bus departure from being held up waiting for a student.

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 of Faculty Development and Student Growth 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 is not responsible for lost or damaged items.

On some longer Middle School field trips, personal devices may be acceptable. Check with your student's teacher.

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 on Campus

All visitors, parents and guests must sign in and out at the Main Office. Photo ID may be requested to obtain a visitor's badge to wear during their stay. Visitors are not permitted to go

anywhere on campus without signing in at the front office first, and must sign out upon leaving the building so that our records are accurate in the event of an emergency. All “deliveries” for students (forgotten lunches, assignments, clothing etc) must be left at the front office and the office will arrange delivery to students.

Volunteer Opportunities

(Due to Covid 19 protocols, we are following strict guidelines for volunteers at this time.) Families are encouraged to volunteer at SAES. Volunteers may be subject to a background screening prior to any participation at SAES.

Withdrawal from School

To withdraw a student, the parent or guardian must notify the school in writing and may be required to complete withdrawal documentation to be submitted to the Registrar’s office. After notification the following actions may apply:

- The student must turn in all textbooks, technology and other school property to the school office.
- The withdrawal will be processed internally at SAES through the registrar, library, athletic department, and business office.
- Records will not be released until all forms are completed and financial matters are resolved.
- Please allow 5 working days after all outstanding conditions are completed and all financial matters are resolved for records to be released. End of year records require more time for processing.