



STUDENT HANDBOOK

CQI Approved 9/18/15

Mission Statement

The Mission of St. Anne Institute is to help persons entrusted in our care to live with dignity by ensuring their physical well-being while enhancing their lives intellectually, emotionally and spiritually.

Values Statement

The St. Anne Institute Boards and staff are dedicated to enhancing the uniqueness and promoting the personal worth of the children, adolescents and families we serve.

To this end, St. Anne Institute is committed to:

- Providing the highest quality therapeutic, residential, educational and preventative services;
- Providing a safe, nurturing therapeutic environment and a supportive, professional work environment;
- Ensuring that those in our programs have the opportunity to realize their potential and to return to strengthened families or independent community living.

Guiding Principles

Loving, Caring and Protecting

St. Anne Institute

Directory of Personnel

Executive Personnel

Chief Executive Officer/President.....	Mr. Anthony Cortese
Chief Operating Officer.....	Ms. Theresa Gabriel
Chief Financial Officer.....	Ms. Diane Malecki
Assistant Executive Director for Support Services.....	Mr. Dennis Domkowski

School Personnel

Principal.....	Mr. Ralph Rothacker
Guidance Counselor.....	Ms. Jessica Samuel
CSE Chairperson.....	Ms. Lori Sylvester
School Psychologist.....	Ms. Kiana Jannesari
Intervention Manager.....	Ms. Kim Boyd
School Secretary.....	Ms. Deborah Hoffman

Non-Instructional Personnel

On-Call/Continuous Quality Improvement Manager.....	Ms. Michelle Parady
Administrator of Child Care.....	Ms. Terri Boland
Administrator of Clinical Services.....	Ms. Nancy O'Keeffe

St. Anne Institute

Student Rights

STUDENTS HAVE THE RIGHT TO:

- Pursue their education in an atmosphere that is safe and conducive to learning, free from bullying, intimidation and any form of harassment or threats.
- Attend scheduled classes, participate in authorized school functions, and utilize school facilities for approved purposes.
- A course of study that responds to their educational needs.
- Freedom from discrimination.
- Respect from all members of the school community.
- Expect reasonable requests from teachers, staff and administrators.
- Freedom of speech and expression that does not disrupt the educational process or infringe upon the rights of others.
- Expect others to be honest in both academic and Agency-related affairs.
- Be safely transported to and from school when such transportation is provided.
- Be informed of academic requirements.
- Be informed of those school procedures established to protect the well-being of the student body.
- Freedom of expression, assembly petition and dissemination of information provided it does not disrupt the education process or infringe on the rights of others.
- Expect that every precaution will be taken to ensure the confidentiality of student records.
- Protection from physical and verbal abuse by school personnel and other students.
- Be disciplined or reprimanded in private, if possible.
- A clear description of the rules that apply to them in school.
- Freedom from unreasonable search and seizure.

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Student Responsibilities

STUDENTS HAVE THE RESPONSIBILITY TO:

- Demonstrate respect for and kindness to others.
- Work to achieve their full potential.
- Follow school rules and the directions of school staff, faculty and administration.
- Fulfill all education assignments and obligations.
- Demonstrate respect for school property and for the property of others.
- Model good conduct.
- Be punctual and in regular attendance at school and in class.
- Present themselves neatly in clothing that is safe and suitable for school activities and will not disrupt the education process.
- Bring only teacher-approved educational items to school.

THE FOLLOWING ITEMS ARE PROHIBITED:

- Matches and lighters.
- Tobacco products, smokeless tobacco, e-cigarettes.
- Drugs including prescription and over-the-counter medications.
- Alcohol, beer, wine, cough syrup.
- Electronic devices including but not limited to cell phones, iPods, ear buds, headphones, MP3 players, laptops and tablets.
- Personal items including but not limited to backpacks, purses, stuffed animals, blankets and pillows, gang-related items, nail polish, markers or glue.
- Food or drinks outside of the cafeteria.

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Student Conduct

STUDENTS ARE REQUIRED TO:

1. Know and abide by local, state and federal laws which could lead to police involvement or suspension from school if violated:
 - Theft, arson, assault and battery, vandalism or destruction of property.
 - Threats of harm to persons or property, or by speech or action clearly seeking to incite immediate violence.
 - Possession of a weapon.
 - Knowingly making a false fire alarm or other false or disruptive rumor or report.
 - The sale, distribution, possession or use of narcotics, stimulants, hallucinogens, barbiturates, marijuana, alcohol, look-a-like substances, or other non-prescribed substances.
2. Know and abide by school regulations which could lead to loss of DSR points or privileges if violated:
 - Disrupting the learning environment or interfering with the peaceful rights of others.
 - Being absent from or tardy to assigned classes or school activities.
 - Dressing in a manner disruptive to the educational process.
 - Insubordination and non-compliance with reasonable directions or requests from teachers or staff members.
 - Using force or threats to obtain privileges or services.
 - Engaging in any forms of harassment, intimidation or threatening.
 - Physical or verbal bullying of another student.
 - Fighting or physical altercation between students.
 - Behavior on school buses or Agency vehicles which endangers personal safety, or the safety of others.
 - Use, possession or sale of alcohol or tobacco products on Agency grounds or at Agency-related activities.
 - Obscene gestures or inappropriate language.
 - Sexually inappropriate actions and behavior or public displays of affection.
 - Verbal abuse and physical aggression toward Agency staff members.
 - Bringing electronic devices onto Agency grounds, including cell phones.
 - Falsifying information on a DSR.
 - Leaving Agency grounds without permission (AWOL).

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Daily School Report

STUDENTS ARE REQUIRED TO:

- Bring their DSR to every class and to lunch.
- Ensure teachers record the points earned during each class period.
- Have Intervention staff record points earned during lunch.
- Hand in their DSR to their last period class teacher.

Students can earn ten points for every class and five points during lunch. They may earn up to 75 points per day.

Points can be used to purchase items in the “Point Store,” located on the School Floor across from the Guidance Office.

Students who earn 80 percent or more of their points for a minimum of two weeks may be eligible for special lunches. Students who earn 90 percent or more of their points over a designated time period determined by the Principal may be eligible for special outings.

STUDENTS WILL NOT EARN DSR POINTS FOR THE FOLLOWING REASONS:

- Late/tardy for school without a valid excuse.
- Food or drink in unauthorized areas.
- Failure to follow school/Agency dress code.
- Skipping class(es).
- Late to class or leaving class before the end of the period.
- Failure to complete classroom assignments or homework.
- Inappropriate interactions with fellow students or staff.
- Failure to follow staff directives.
- Electronic devices and/or ear buds in school.
- Loitering in the hallway.
- Failure to take space when asked to do so.
- Cheating on homework, classwork or exams.
- Racial slurs.

Students are not penalized if they are not present for class due to an excused absence, such as a medical or therapy appointment.

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School Overview

The St. Anne Institute school day begins at 9:03 a.m. and ends at 2:49 p.m. Students are scheduled for seven periods with a 20-minute lunch break.

There are “A” and “B” week components to the school schedule. Students may have physical education class on Monday, Wednesday and Friday of “A” week and on Tuesday and Thursday of “B” week.

Students are expected to move directly from class to class in an orderly fashion. There are two bells: the first signals the end of class and the second (three minutes later) is the late bell. Students are expected to be extra quiet at change of class and during all lunch periods in consideration for classes that are still in session.

Students must remain in the cafeteria during their lunch period. Food and drinks cannot be brought into other areas of the school.

Daily announcements will be used to communicate important information.

In the event of inclement weather, the starting time for school may be delayed. Students who ride the bus may be excused from school if their home school district is closed or delayed.

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Grading Overview

Report cards are issued four times a year at ten week intervals. A failing grade is any grade below 65. Effort and conduct marks earned by students are an important component of class assessment. Effort and conduct marks are assigned as follows:

- 1 = Excellent
- 2 = Good
- 3 = Average
- 4 = Below Average
- 5 = Poor

Students can make the honor roll by earning a GPA of 89.50 and above for High Honors, and a GPA of 84.50 to 89.49 for Honors.

Students who do not meet the requirements for a Regents Diploma may earn a Career Development and Occupational Studies Commencement Credential (C-DOS) according to a program set forth by the Committee on Special Education.

The C-DOS credential may be earned in conjunction with a high school diploma as determined by the Committee on Special Education.

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Student Dress Code

STUDENTS ARE EXPECTED TO WEAR:

- School uniform shirts.
- Sneakers on days they have gym class.

STUDENTS MAY NOT WEAR:

- Clothing (i.e. hats, jackets, knapsacks, or jewelry) bearing pictures or logos that depict, promote, advertise, or encourage the use of or make reference to tobacco products, drugs, alcohol, weapons, violence, obscene language, or sexual content.
- Jewelry which may present a danger to a student (i.e. technology or gym class).
- Inappropriate footwear (i.e. slippers or flip flops).
- Revealing clothing which is sheer or has holes, exposing cleavage, buttocks, midriffs or undergarments.
- Tube tops, backless shirts, halter-tops, one-shoulder shirts, or strapless shirts. No cami or underwear straps should show.
- Gang affiliated clothing and jewelry
- Pajamas.
- Leggings not covered by a dress, skirt, pants or shorts no shorter than four inches above the knee.
- Dresses, skirts and shorts shorter than four inches above the knee.
- Hats, headgear or bandanas.

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Student Attendance

St. Anne Institute requires that all students attend school regularly in compliance with the Code of Conduct, and state and federal law. Every student must accept her responsibility to attend school as scheduled. It is also important that students arrive at school and to class on-time and ready to proceed with the day's school work.

EXCUSED ABSENCES:

- Home visit(s).
- Day visit(s) with parent/guardian.
- Therapy appointment(s).
- Medical Clinic visit(s).
- Outside medical appointment(s).
- Case Manager appointment(s).
- Approved time out.
- School outing(s).
- College visits.
- Guidance appointments.
- Treatment reviews/Committee on Special Education meetings.
- Service Plan Review meetings.
- Appointments with regulating agencies; i.e. OCFS, SED, Justice Center, Local Departments of Social Service and Home School District representatives.