



St. Anne's-Belfield School

**UPPER SCHOOL AUGUST
BACK TO SCHOOL PACKET**

2019 - 2020

St. Anne's-Belfield School

Dear Friends,

I hope you have enjoyed some relaxation and vacation time since I wrote last this summer. The new school year is on the horizon, and I want to provide you with all of the information you may need to make the transition back to school as seamless as possible. I am eager to welcome new and returning students to the Upper School before and on Thursday, Aug. 22, the first day of classes. Please take note of the information below and in this packet as it pertains to many aspects of back to school activity.

Parent-Advisor Conferences will be held on Monday, Aug. 19 throughout the day. On Tuesday, Aug 20, **New Parent Orientation** (in Grisham Hall) and the **Backyard Barbeque Bash** (Greenway Rise Upper Athletic Field) will be held for all students new to the Upper School. The barbeque is sponsored and organized by this year's Student Life Committee. Both events begin at 6:30 p.m., and parents will have the opportunity to meet up with their children at the barbeque after an important but brief introduction to life in the Upper School. You will be contacted via email when sign ups for conferences are open on [Veracross](#).

New Student Orientation

Orientation for all Grade 9 students and all students new to Grades 10 - 12 will be held from 8:45 a.m. - 3:30 p.m. on Tuesday, Aug. 20. Students should be dropped off in uniform by 8:45 a.m. We have an exciting program packed with valuable information, and students will have a chance to meet other students, become familiar with our facilities, and generally learn about life in the Upper School. All students should bring their laptops to Orientation.

Advisory

[Advisory](#) meets nearly every day throughout the course of the year and is one of our most treasured moments of the Upper School day. It is designed to give students the opportunity to bond with a small group of students whom they might not otherwise know, as well as advisors who serve as mentors, advocates, counselors, and champions of the students in their charge. We believe that Advisory serves as your child's "family" at the School. Accordingly, the advisor serves as the parent's main point of contact at St. Anne's-Belfield School; in nearly every case, parents' first call or email should be directed to their child's advisor.

Student & Family Handbook

You can find your way to the [Student & Family Handbook here](#). It is essential reading for all students and parents, whether a new or longtime member of the St. Anne's-Belfield School community, as it is updated every year. Please set aside time to review this year's handbook when it is made available, and there are always many sections that are either new or significantly different from previous editions.

Paperwork & Forms

St. Anne's-Belfield School uses [MagnusHealth](#) as an electronic record collector for all School-required health and yearly paperwork, including Physical Health Form, Student Car Policy, and more. All School forms are housed in MagnusHealth and can be downloaded at any time and returned online or in paper. Please login using your Veracross credentials. [Click here for instructions](#) on logging in, completing, and submitting forms.

St. Anne's-Belfield School

Dress Code & School Uniforms

I ask for your help with [dress code and school uniforms](#) as we enter the new school year, a summary of which can be found on the following page.

Mondays:	School uniform
Tuesdays:	School uniform
Wednesdays:	Chapel dress
Thursdays:	School uniform top required; students may wear blue jeans
Fridays:	School uniform

Please help us by making sure your child is dressed in the appropriate uniform each day. If you have questions about the dress code, please consult the Student & Family Handbook or ask your child's advisor during your first meeting. He or she will be happy to clarify any questions you may have.

Arrival & Dismissal

Each school day begins at 8:45 a.m., unless students have Humanities 10, American Studies, or Orchestra/Counterpoints in the extended blocks, which begin at 8:00 a.m. Students may be dropped off as early as 7:00 a.m. to accommodate parent work schedules or to meet teachers for appointments. We dismiss school each day at 3:35 p.m.

Beginning of School

On the first day of classes, Thursday, Aug. 22, Upper School students will go straight to their first class of the day at 8:45 a.m. Please note that students who have first period Humanities 10, American Studies, or Orchestra on "A" days should report to the first day of school at 8:00 a.m. for the extended period, as we will begin school on an "A" day. Students will be able to access their schedules on Veracross the day before classes start. For [book ordering](#) purposes, students can see a list of their courses on Veracross immediately.

Instrument & Outfit Rentals

Please [email Mrs. Lyle](#) directly if you need to rent a School instrument. Students must rent their instruments before the first day of school. Please complete your payment for [School instrument rentals here](#). To rent an orchestra dress or tie requires a one-time fee of \$25. Once a student has entered the program, they may trade in at any time for a new size, including through Grades 9 - 12. [Click here](#) to rent.

As always, if you have questions or concerns, please feel free to reach out to your child's advisor. Advisory lists will be made available on Veracross. Additionally, the Upper School secretary, dean of students, and grade-level deans are all terrific resources for any other questions that may come up. If you happen to be on campus, please drop by my office and say hello.

Sincerely,

Peter Quagliaroli
Head of the Upper School

St. Anne's-Belfield School

ORIENTATION SCHEDULE

Monday, Aug. 19

All day by appointment Parent-Advisor Conferences

Tuesday, Aug. 20

- | | |
|-----------------------|--|
| 8:30 a.m. | Student Drop Off (Upper School, Greenway Rise Campus) |
| 8:45 a.m. - 3:30 p.m. | Upper School New Student Orientation (Grisham Hall) |
| 4:00 p.m. | Athletics (if applicable) (Belfield Campus, 799 Faulconer Drive) |
| 6:30 p.m. | Parent Orientation (Grisham Hall, 2132 Ivy Road) |
| 6:30 p.m. | Student Life Committee's Backyard Barbeque Bash (Upper Field) |

Thursday, Aug. 22

- | | |
|-------------------|----------------------|
| 8:00 or 8:45 a.m. | First Day of Classes |
|-------------------|----------------------|

St. Anne's-Belfield School

UPPER SCHOOL SCHEDULE

Monday		Tuesday		Wednesday		Thursday		Friday	
Faculty Collaboration/ Orchestra (7:45-8:45)	Humanities & Enviro Stats (8:00-10:00)	Faculty Collaboration/ Orchestra (7:45-8:45)	Humanities & Enviro Stats (8:00-10:00)	Faculty Collaboration/ Orchestra (7:45-8:45)	Humanities & Enviro Stats (8:00-10:00)	Faculty Collaboration/ Orchestra (7:45-8:45)	Humanities & Enviro Stats (8:00-10:00)	Faculty Collaboration/ Orchestra (7:45-8:45)	Humanities & Enviro Stats (8:00-10:00)
Class (8:45-10:00)		Class (8:45-10:00)		Class (8:45-10:00)		Class (8:45-10:00)		Class (8:45-10:00)	
Community Meeting & Break (10:00-10:45)		Advisory (10:00-10:20)		Advisory (10:00-10:20)		Advisory (10:00-10:20)		Advisory (10:00-10:20)	
		Office Hours & Break (10:20-10:45)		Office Hours & Break (10:20-10:45)		Office Hours & Break (10:20-10:45)		Office Hours & Break (10:20-10:45)	
Class (10:45-12:00)		Class (10:45-12:00)		Class (10:45-12:00)		Class (10:45-12:00)		Class (10:45-12:00)	
Lunch (12:00-12:45)		Lunch (12:00-12:45)		Lunch (12:00-12:45)		Lunch (12:00-12:45)		Lunch (12:00-12:45)	
Meetings, Clubs, & College Counseling (12:45-1:35)		Class (12:45-2:00)	Humanities & Enviro Stats (12:45-2:45)	Chapel		Community Forum or Clubs (12:45-1:35)		Class (12:45-2:00)	Humanities & Enviro Stats (12:45-2:45)
Flexible Study (X Block)	Humanities & Enviro Stats (1:35-3:35)								
Class (2:20-3:35)			Opportunity Block (2:45-3:35)		Class (2:20-3:35)	Humanities & Enviro Stats (1:35-3:35)	Class (2:20-3:35)	Humanities & Enviro Stats (1:35-3:35)	Opportunity Block (2:45-3:35)

St. Anne's-Belfield School

UPPER SCHOOL NEW FACULTY & UPDATES

Kate Bussey, UPenn Fellow, Humanities

A University of Pennsylvania Day School Teaching Residency fellow, Kate Bussey joins the Upper School Humanities team after recently graduating from Colgate University with a B.A. in English and creative writing with a minor in peace and conflict studies. Ms. Bussey also taught at the Choate Rosemary Hall Summer Program, and attended Noble & Greenough School in Massachusetts, where she was a varsity rower and volleyball player.

George Corwin, Mathematics

George Corwin joins the Upper School as a math teacher, previously teaching and coaching at Chapel Hill-Chauncy Hall in Massachusetts. He is a graduate of the University of Virginia (U.Va.) and St. Christopher's School, and previously coached soccer at St. Anne's-Belfield School while a student at U.Va.

Jennifer Dawson, Academic Secretary

Originally from Long Island, N.Y., Jennifer Dawson comes to the School from Thomas Jefferson's Monticello where she led the guest services team. She will be joining the front office team as the Upper School academic secretary. Ms. Dawson studied theatre and English at Stephens College prior to earning her master's in art education from Adelphi University.

Alfred DeStafano, Long-Term Math Substitute

Alfred DeStafano will serve as a long-term substitute for math teacher Amanda Allen while she is on maternity leave.

Cody Lawson, Associate Athletic Trainer

Cody Lawson started with the School as an associate athletic trainer this summer. He previously worked at Ferrum College and Hargrave Military Academy as an athletic trainer. He has extensive background working for and with the Virginia Army National Guard, including volunteering to perform all orthopedic evaluations for combat soldiers during deployment, training medics and nurses how to evaluate and treat orthopedic injuries, and training infantry soldiers how effectively perform in combat operations.

Nicole Marvin, Computer Science

Nicole Marvin comes to St. Anne's-Belfield School from Bandon Srisermkasikorn School in Nan, Thailand, where she was an English language teacher as part of her Princeton in Asia Fellowship. A graduate of Princeton University, Nicole earned a B.A. in computer science and was a member of the varsity cross country and track and field teams. She will apply her athletic experience as a Coed Varsity Track coach this spring.

Naomi Noyes, Spanish

Most recently a Spanish and Latin American studies teacher at Suffield Academy in Connecticut, Naomi Noyes originally hails from North Carolina and is excited to return south. Ms. Noyes studied Spanish at both the undergraduate and graduate levels at Middlebury College, and will share her love of language here in the Upper School teaching Spanish.

St. Anne's-Belfield School

Jacob Stoner '11, Digital Arts

Originally a student turned member of the School's communications team, Jacob Stoner '11 will now join the Upper School Arts Department to teach digital arts and advise the yearbook. He will use his experience with photography and digital content creation to his new position, while continuing to coach the Boys' JV Squash team this winter.

St. Anne's-Belfield School

VISITOR MANAGEMENT SYSTEM

Dear Parents & Guardians,

Students learn best when they feel safe and nurtured. That is why St. Anne's-Belfield School is continuously evaluating the best ways to create a safe environment and implementing enhancements as we are able. In addition to our security officers, the School has an electronic door locking system that allows easy access for authorized people, while keeping outside building doors locked.

When visiting during school hours, you will need to check-in at one of our four convenient visitor check-in stations in the following locations:

Learning Village

East Wing Main Entrance

West Wing Main Office

Pre-School Office

Upper School

Randolph Hall Main Office

Our visitor management system allows us to screen visitors, contractors, and volunteers at our School to provide a safer environment for our students, faculty, and staff. When you arrive, you will be asked to present an ID such as a driver's license, which can either be scanned or manually entered into the system. If a visitor for any reason does not have a U.S. government-issued ID, the school staff member can use any picture form of identification and manually enter in the person's information. Using this information, the system will cross-check against the state registered sexual offender list and provide the School with a notification. The registered sex offender database is the only official database checked by the visitor management system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once an entry is approved, a visitor badge will be printed and should be worn while visiting within the school building. A visitor's badge will not be necessary for those who visit our School simply to drop off an item in the office, pick up paperwork, or for certain major school events. Returning visitors will not need to be scanned again and will only need to stop by the check-in location to print a visitor badge for that day. We will require all visitors in the school buildings to wear a visitor's badge and you will be asked to return to the check-in location if you are not wearing a badge. When you leave, simply return to the nearest check-in station and sign out.

The main entrances are staffed between 7:30 a.m. - 4:00 p.m. to greet you and assist you with obtaining a visitor badge. If you are a new Learning Village parent, we encourage you to stop by one of the check-in locations on Aug. 19 or 20 before or after your Parent Conferences/Partnership Meetings. By scanning your ID at that time, it will ensure a quicker check-in the next time you need a visitor badge.

Thank you in advance for your understanding and support in enhancing the school safety protocols at St. Anne's-Belfield School. We are looking forward to the start of another exciting school year!

Sincerely,

Diane M. Schmidt

Associate Head of School for Operations/Chief Financial Officer

St. Anne's-Belfield School

PARENTS' ASSOCIATION

Dear St. Anne's-Belfield School Parents,

We need you! This school year, I challenge each of us to find time to volunteer. There are so many opportunities to help out before, during and after school, all with the added bonus of meeting other parents in our school community. Plus, it's a fun way for us to see and fully appreciate all the experiences our children have at St. Anne's-Belfield! There are so many great ways you can help out this year: concession stand sales for sports and theater events, Grandparents' & Special Friends' Day, Maroon & White Party silent auction asks, Arts Boosters and Athletics Boosters, becoming a host family for a boarding student, or assisting with the Parents' Association's (PA) largest fundraiser – Saints' Closet, our uniform resale shop. Nothing jumping out at you? There's plenty more! Just email me what you are interested in and I can help you find the perfect thing. Whether you are new to St. Anne's-Belfield School or have been here for 12 years, there's plenty to do so please consider getting involved.

I want to get a few PA items on your calendar and let you know about some upcoming events. Our very own, **Saints' Closet** will be hosting the back to school uniform consignment sale on Aug. 19 & 20 in the Conway Convocation Center (799 Faulconer Dr.), so go stock up on your Land's End uniforms and School gear. There are still some volunteer opportunities available for this, please contact [Gena Greer](#) if you are interested in working a shift or have any questions. There will be more consignment sales as the year goes on, we'll make sure to keep you posted on these.

Starting in October we will be having **Faculty Appreciation Lunches** to celebrate our teachers and how much they do for our children. We will call on parents to contribute to a themed potluck lunch item or refreshment and will do this throughout the year.

The Division Coordinators will each be hosting back to school get togethers so you can get to know your grade level reps, PA representatives and the division heads. You will be receiving more information as the events get closer. Here are the dates:

- **Grades K - 4 "Afternoon Pick Me Up at Pick Up" will be on Sept. 4 from 2:30 - 3:15 p.m.**
- **Grades 5 - 8 "Afternoon Pick Me up at Pick Up" will be on Sept. 3 from 2:45 - 3:30 p.m.**
- **Grades 9 - 12 "Coffee and Conversation" will be on Sept. 3 at 8:45 - 9:30 a.m.**
- **The Pre-School is still working on their date and time and you will be hearing from them soon.**

Shannon Montague and Peter Quagliaroli will also be hosting division specific **Parent Chats** throughout the year. These chats give parents a chance to hear what's going on in the community as well as the opportunity to hear expert speakers and discuss relevant topics.

We will have an all-School meeting in mid-October where we will hear from the **Athletics Task Force**. They are eager to reconnect with parents about the work they have been doing and discuss their proposed goals and policies. Be looking for date and time information in your inbox sometime in the next few weeks.

St. Anne's-Belfield School

Now for three of the most popular events of the year – **Fall Family Picnic** is hosted by the Athletics Boosters and will be on Friday, Oct. 18. There will be music, BBQ, kids' activities, and most importantly, our awesome student-athletes will be playing games all over campus, so come support St. Anne's-Belfield and have fun at this all-School community event. I know January seems far away, but the Arts Boosters will be hosting the **Annual Fine Arts Concert & Wearable Art Runway Show** on Friday, Jan. 24 with a matinee Runway Show on Saturday, Jan. 25. This event always sells out fast, so get it on your calendar and be on the lookout for ticket information. The **Maroon & White Party** on May 2, 2020 is our adults-only community event and fundraiser. It's a great night to mingle, dance, eat, and bid on some fun items with your friends, teachers, and administrators. This year we will also take a moment to say goodbye to Head of School David Lourie and look back at his time here at St. Anne's-Belfield School. You will be getting a much more official save the date and invitation in the coming months, but please mark it on your calendars now.

Be sure to check your email for information about all of these events and more from your Grade Level Reps and Division Coordinators and be sure to read your Weekly Digests. The Digests are filled with information and will keep you in the loop.

If you have any questions or concerns please feel free to [email me](#) anytime. I hope to see you all at Convocation on Friday, Aug. 30, and thank you for supporting the St. Anne's-Belfield community. Here's wishing you all a wonderful 2019 - 2020 school year!

All the best,

Sterling Frank

Parents' Association President, mom to Isabella '21

St. Anne's-Belfield School

UNIFORM DRESS CODE

The St. Anne's-Belfield School uniform dress code deepens our sense of community while allowing students the freedom to focus on their passions and pursuits.

Lands' End has established a [custom website](#) for St. Anne's-Belfield School that provides an interface to browse and purchase clothing items that have been approved by the School. It is available all year, so families may purchase items as children grow and as the seasons change. Our unique school ID number: 900144775. If you have any questions, please contact Lands' End directly.

The Parents' Association (PA) operates Saints' Closet, gently-used uniform sales in August and every third Friday throughout the year starting in September. The first Saints' Closet sale of the 2019 - 2020 school year will take place on Aug. 19 & 20 from 8:00 a.m. – 6:00 p.m. in the Conway Convocation Center (799 Faulconer Drive). The School Store will also be open during this time.

Upper School Uniform Dress Code Requirements

- All students are required to wear clothing that appears on the Lands' End website, and they may do so in any combination that they choose
 - Students are not required to have any particular items, and are not required to have all of these items.
 - You may elect to have Lands' End print a School seal on many of the items that you purchase, but doing so is not a requirement.
 - Skirts and dresses cannot be more than four inches above the knee.
- Students may only wear sweatshirts and sweaters that have been purchased either from Lands' End or the [School Store](#).
- Jackets and outerwear need not be purchased from Lands' End, but such attire may not be worn inside buildings during the school day.
- In addition to regular winter jackets, students may wear School gear (sweatshirts, team jackets, etc.) as outerwear during the cold weather.
- In the Upper School, students do not need to tuck in polo shirts. If they choose to wear a button down-type oxford shirt, they are required to keep their shirts tucked in at all times.
- On Thursday, Upper School students may wear jeans of their choosing, but must wear a Lands' End uniform top. Blue jeans (not shorts or colored denim) must be in good condition without holes or tears.

Chapel Dress

Students are required to dress according to the following rules for Chapel:

- All clothes are to be clean and in good repair
- Girls should wear dresses, skirts, or dress slacks that are appropriate for a business-type or church event
- Boys should wear dress shirts that are tucked in with a belt and tie
- No sweatshirts or outdoor jackets may be worn in Chapel for girls or boys

St. Anne's-Belfield School

WHAT IS MAGNUSHEALTH?

St. Anne's-Belfield School uses MagnusHealth, an extension of Veracross, as an electronic record collector for all School-required health and yearly paperwork (Grades K – 12). MagnusHealth allows paperwork and information collection to be more convenient, secure, and streamlined.

How do I log in to MagnusHealth?

To log in, please go to www.stab.org/magnus. Your MagnusHealth login information is the same as Veracross. 24/7 assistance for MagnusHealth can be found at www.magnushealth.com/parents.

What paperwork is required for my student and how do I complete it?

Welcome, Parent G Hopewell

Front Desk

Richard Hopewell

You have requirements to complete on your To Do List. [Complete now](#)

You have 12 requirement(s) in your to do list.

Requirement	Blank Form	Action	Answer	Status
Conditional Questions		Edit	View Answer	Complete No Approval Required
Vital Health Record This is a required form that must be completed by a parent/guardian.		Fill it out		
Permission to Treat & Consents Please complete the following form online. This is required for all students who attend Coast Academy.		Fill it out		
Pick Up Permission		Fill it out		
Physical Exam & Immunization Forms This is a required form that must be completed and signed by a parent/guardian and physician. Important: View Approval Guidelines. Physician's signature required.		Edit	View Answer	Complete Pending School Approval
Immunization Form This is a required form that must be completed and signed by a parent/guardian and physician. Physician's signature required.		Turn it in		
Athletics Participation 2019 Please provide a parent signature to give consent for your student to participate in Athletics. Physician's signature required.		Turn it in		

Once logged in, you will be directed to your “Front Desk” where all of your students’ portals will be visible. Click on the yellow “Complete Now” button to begin.

Some of your student’s requirements will be pre-loaded into their portal based on requirements for their grade or division. Other requirements are conditional based upon your answer to a question. For example, if you answer “Yes” to “Is your student a boarding student?” all of the paperwork for a boarding student will be added to the student’s requirements.

Many of the requirements can be completed/signed online. To do so, click on the yellow “Fill it Out” icon. Any requirement with a paper icon beside it must be printed and completed on paper. Click “Print Blank Forms” at the top left corner of the page to print the entirety of your student’s forms.

Welcome, Parent G Hopewell

Student Health Tracker

Richard Hopewell

Due Date: August 1 in 15 days

Tracker Summary: Richard is 82% complete.

[Print blank forms](#)

Select the forms to print below:
It is strongly recommended that you answer any yes/no questions from your "To Do" list before printing your forms. Questions answered "no" do not require a printed form.

☒ Select all

- ☒ Physical Exam Form - Physician's signature required
- ☒ Immunization Records
- ☒ Medication Authorization Form
- ☒ Asthma Action Plan Form
- ☒ Food Allergy Action Plan Form

[Print](#)

To turn in completed forms, click on the “Turn it in” button next to the requirement name; this will allow you to upload the form from your computer (as a picture or PDF) **OR** completed forms can be mailed to MagnusHealth at:

MagnusHealth
Attn: Student Medical Records 5
14 Daniels Street #367
Raleigh, NC 27605

If you have trouble logging into Veracross, please contact Birgit Gutkowski (bgutkowski@stab.org). If you have questions regarding MagnusHealth or forms, please contact Athletic Trainer Lizzie Leitch (lleitch@stab.org) or School nurse Kelly Muthiora (kmuthiora@stab.org).

St. Anne's-Belfield School

UPPER SCHOOL ANTICIPATED ABSENCE POLICY & FORM

Student's Name: _____

Date(s) of Anticipated Absence: From _____ to _____

Reason for Absence: _____

Our Policy: Attendance is essential to the fulfillment of the mission of St. Anne's-Belfield School, and all students are expected to be prompt to school, classes, and all school-related activities. St. Anne's-Belfield School prides itself on small classes, so any absence can negatively impact a class and add to the burden of our teachers and other students. Students who are chronically absent will receive disciplinary consequences and may be dismissed from school. Please review the Attendance, Absences, & Tardiness section on page 54 of the [Student & Family Handbook](#) for more information.

Anticipated Absences: Any student who wishes to request an anticipated absence must do so no less than 48 hours in advance. S/he must complete this Anticipated Absence Form, which requires the signatures of the student's parent, the dean of students, and the student's advisor. S/he must speak directly to the dean of students or his designee and the advisor regarding the request. Once these three signatures are obtained, the student must speak to all of his/her teachers and get all assignments and due dates. After all teacher signatures are received, return the form to the Upper School Office.

Excused Absences: Excused absences from classes and required school events are granted at the sole discretion of the School. They will be granted only for illness and family emergencies. **Please know that excused absences are granted sparingly and, in the case of anticipated absences, only for compelling reasons and with sufficient notice.** If the absence is excused, students have 24 additional hours for each day missed to make-up work assigned during an excused absence, without any grade penalty. Tests must be made up within 48 hours of the return to school.

Unexcused Absences: If the absence is unexcused, students must have any outstanding schoolwork ready for submittal on the day they return to school. There will be no extensions, and work submitted late will be penalized. Teachers will not be expected to provide extra help to catch a student up following an unexcused absence. Students who miss a test for an unexcused absence must take the test on the day of their return. Because their absence from the test was unexcused, they will be penalized a letter grade on that test. If the test is not made up on the day of return, the student will receive a zero.

Note: *Students who miss a test or quiz due to absence, excused or unexcused, may be administered a different assessment upon their return to school.*

St. Anne's-Belfield School

I (we) have read and understand the conditions outlined above, and I (we) request my (our) child to be absent from school on the date(s) indicated.

Step #1: Signature of Parent or Legal Guardian: _____ **Date:** _____

Step #2: Signature of Advisor: _____ **Date:** _____

Step #3: Signature of Dean of Students: _____ **Date:** _____

This absence is: ☐ **EXCUSED** ☐ **UNEXCUSED**

Step #4: Assignments from Teachers

CLASS	TEACHER'S SIGNATURE	ASSIGNMENT(S)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Step #5: Return to the Upper School Office

St. Anne's-Belfield School

TECHNOLOGY PROGRAM

Dear Parents,

Please find a quick review of our technology program here at St. Anne's-Belfield School.

We are a Google Apps for Education school. All Google core and additional services are set up and maintained by the IT department with the recommendations of a third party who specializes in Google for education.

Student accounts are activated beginning in fourth grade when they have access to Google Drive for word processing. In fifth grade, the full suite of core Google Apps is introduced, including email accounts.

In Grades K - 6 we have a 1:1 program in which every student has either an iPad or MacBook for their use during school hours. These devices remain at school.

- Grades K - 8 students have access to two computer labs, one outfitted with MacBook Air laptops, the other with PC computers.
- Grades K - 4 students are assigned a School-owned iPad for their daily use at school.
- Grade 4 students have access to 30 MacBook Air's that are shared amongst the classes.
- Grades 5 & 6 are issued a school-owned MacBook Air, which is available for their daily use at school.

Students in Grades 7 - 12 will participate in our BYOD Program and will use their own personal laptops at home and school. Current system requirements for BYOD may be found at www.stab.org/byod.

One important change regarding BYOD requirements. The school's wireless networks will no longer support devices only capable of 2.4 GHz wireless frequencies. Please ensure your wireless adapter is capable of 5.0 GHz. If you have any questions regarding requirements, you can always reach out to the IT department.

St. Anne's-Belfield does not offer the purchase of devices through the School. This was largely determined because the price of laptops and warranty bought through the School was equivalent to the price from an outside reseller.

The School is committed to ensuring that every student has a device under the BYOD program and will work with any family that is concerned about affordability.

Thank you,

Mark Adair, *Co-Director of Technology*

Stephen Gagnon, *Co-Director of Technology*

St. Anne's-Belfield School

GOOGLE APPS FOR EDUCATION INFORMATION

St. Anne's-Belfield School uses Google Apps for Education for students, teachers, and staff. This information sheet describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following services are available to each student and hosted by Google as part of St. Anne's-Belfield School's online presence in Google Apps for Education:

- **Mail** - an individual email account for school use managed by St. Anne's-Belfield School
- **Calendar** - an individual calendar providing the ability to organize schedules, daily activities, and assignments
- **Docs** - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office

Other educationally sound and age-appropriate web tools and apps, both within Google Apps for Education and found elsewhere on the internet, may be implemented over the course of the school year.

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

Technology use in St. Anne's-Belfield School is governed by federal laws including: Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for St. Anne's-Belfield School's presence in Google Apps for Education. No personal student information is collected for commercial purposes. The School acts as an agent for parents in the collection of information within the School context. The School's use of student information is solely for educational purposes. <http://www.ftc.gov/privacy/coppafaqs.shtml>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the right to review student records. Under FERPA, schools may disclose directory information but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the St. Anne's-Belfield School's Enrollment Form. <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

Guidelines for the responsible use of Google Apps for Education by students:

1. **Official Email Address.** All students will be assigned a *username@students.stab.org* email account. This account will be considered the student's official St. Anne's-Belfield School email address until such time as the student is no longer enrolled at St. Anne's-Belfield School.

St. Anne's-Belfield School

2. **Prohibited Conduct.** The primary purpose of the St. Anne's-Belfield School's network is to support students and teachers in the process of teaching and learning, and to support the business operations of the School. Therefore, all computers whether the property of students or the School, are to be used for ACADEMIC PURPOSES ONLY.

Specific Rules & Guidelines:

The Honor Code applies to all activities.

- Lying, cheating, and stealing are wrong no matter how they are done.
- Plagiarism, whether from print or electronic sources, is cheating.

Some activities on the internet are illegal or prohibited. They include, but are not limited to:

- Making threats
- Harassing others
- Committing fraud
- Viewing, downloading or transmitting pornography
- Illegally copying music, videos, and software
- Using a Virtual Private Network to bypass our network

Bandwidth is a community resource. Therefore, your choices impact others:

- You may not stream audio/video for non-academic purposes e.g. YouTube, Pandora, ESPN, etc.
- No games during free periods

Think before you post.

- Anything on the STAB Network should be considered public.
- Anything posted on the Internet should be considered permanent. Rules are in effect at all times.

3. **Access Restriction.** Access to and use of student email is considered a privilege accorded at the discretion of St. Anne's-Belfield School. The School maintains the right to immediately withdraw access and use of these services including email when there is reason to believe that violations of law or School policies have occurred. In such cases, the alleged violation will be referred to the appropriate Division Head for further investigation and adjudication.
4. **Security.** St. Anne's-Belfield School cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the School cannot assure that users will not be exposed to unsolicited information.
5. **Privacy.** The general right of privacy will be extended to the extent possible in the electronic environment. St. Anne's-Belfield School and all electronic users should treat electronically stored information in individual's files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The School reserves the right to access the *username@students.stab.org* Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

St. Anne's-Belfield School

I confirm that I have read the information above and understand the following: Under FERPA and corresponding Virginia law, a student's education records are protected from disclosure to third parties. I understand that my student's education records stored in Google Apps for Education may be accessible to someone other than my student and St. Anne's-Belfield School by virtue of this online environment. By signing below, this confirms my consent to allow my student's education record to be stored by Google.

I understand that by participating in Google Apps for Education, information about my student will be collected and stored electronically. I have read the privacy policies associated with the use of Google Apps for Education <https://edu.google.com/trust/>. I understand that I may ask for my student's account to be removed at any time.

Student Grade: _____

Student Name

Student Signature

Date

Parent Name

Parent/Guardian Signature

Date

Parent Name

Parent/Guardian Signature

Date

(Adopted from Google Apps for Education Information Sheet for Student Email, Online Documents, Calendar, and Sites)



2019 - 2020 CALENDAR & MAJOR DATES

JULY						
SU	MO	TU	WE	TH	FR	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
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SEPTEMBER						
SU	MO	TU	WE	TH	FR	SA
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29	30					

OCTOBER						
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27	28	29	30	31		

NOVEMBER						
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DECEMBER						
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JANUARY						
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FEBRUARY						
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MARCH						
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29	30	31				

APRIL						
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MAY						
SU	MO	TU	WE	TH	FR	SA
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24	25	26	27	28	29	30
31						

JUNE						
SU	MO	TU	WE	TH	FR	SA
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21	22	23	24	25	26	27
28	29	30				

□ **Classes Begin or Resume:** Aug. 22; Dec. 2; Jan. 7; March 18

■ **School Events & Major Dates:** Residential Life Students Arrive - Aug. 15, 16, & 19; Parent Conferences - Aug. 19 & 20; Divisional Student & Parent Orientations - Aug. 19 & 20; Upper School Curriculum Night - Sept. 5; Grades 5 - 8 Curriculum Night - Sept. 12; PS - Grade 4 Curriculum Night - Sept. 19; Fall Family Picnic - Oct. 18; Upper School Intensives - Dec. 2 - 19; Grandparents' & Special Friends' Day - April 17 (Grades K - 4); Maroon & White Party - May 2; Field Day - June 1 (Grades K - 12); Commencement - June 5

● **School Event or Conferences - No Classes:** Convocation - Aug. 30 (Grades 4 - 12); Parent-Teacher Conferences - Dec. 6 (PS - Grade 8); Student-Parent Conferences - Dec. 10 (Grades 9 & 10); Lessons & Carols - Dec. 20 (Grades 1 - 12); Parent-Teacher Conferences - Feb. 7 (Grades K - 4); Parent-Teacher Conferences - March 27 (PS - Grade 8)

■ **School Closed:** Independence Day - July 4 & 5, Labor Day - Sept. 2; Fall Break - Oct. 14; Thanksgiving Break - Nov. 25 - 29; Winter Break - Dec. 23 - Jan. 6; Martin Luther King Jr. Day - Jan. 20; Spring Break - March 9 - 13; April 13; Memorial Day - May 25

▲ **Half Day:** April 17 (Grades K - 4)

□ **Faculty Meetings/Staff Work/Professional Development Days - No Classes:** Aug. 12 - 16; Oct. 11; Nov. 15; Jan. 6; Feb. 17, March 16; March 17

Please see the calendar on the Veracross parent portal and Weekly Digests throughout the school year for additional divisional events and information.

As of July 2, 2019. All dates and events are subject to change at the School's discretion.

BOOK ORDERING PROCEDURE

St. Anne's-Belfield School's Bookstore Opens 07/01/2019

Welcome to MBS Direct

MBS Direct has partnered with your school to provide a customized online bookstore. This bookstore is built around a course-driven system that ensures you order and receive the right book, right on time. Your textbooks and course materials are shipped from a state-of-the-art warehouse that is fully operational 24 hours a day, 5 days a week.

As you purchase your course materials, keep your eyes open for Guaranteed Buyback titles. When you select these in-demand items, you will see the minimum amount you can expect when you sell your books back to MBS Direct*. This lets you take into account the actual cost of ownership for each GBB title.

Our books are covered by a flexible and concise return policy that makes sense.

Ordering From MBS Direct

- Visit your school's Online Bookstore
<http://bookstore.mbsdirect.net/stab.htm>
- Select your courses from your schedule
- View your course materials and select your preferred format
- Check out
- Select Guaranteed Buyback titles and save up to 70% off your course materials.

Our customer contact center is open 24/7, ready to take your order or answer your questions. Call them at **1-800-325-3252** or email them at **customerservice@mbsdirect.net**.

Please visit your online bookstore for your school's customized return policy and customer service help.

New

Hot off the press

Used

Save up to 25%

Rental

Immediate savings of up to 60%

eBooks

Faster delivery and savings of up to 80%

Guaranteed Buyback

Know how much you will receive when you sell your book back

Marketplace

Books in a range of conditions from vetted sellers at up to 95% off list price

YOUR STORE

<http://bookstore.mbsdirect.net/stab.htm>