



St. Anne's-Belfield School

GRADES 5 - 8 JUNE
BACK TO SCHOOL PACKET
2019 - 2020

St. Anne's-Belfield School

Dear Learning Village Families,

We have barely closed the door on the 2018 - 2019 school year, and yet I'm already deeply engrossed in the work of preparing for the 2019 - 2020 school year. While you still have many sunshine-filled summer days ahead, I know that summer is also a busy time of maintaining schedules and appointments and juggling vacation and summer camp calendars. Our hope is that this mailing will allow you to feel you have the information that you need to start preparing for the school year ahead, whenever you're ready to use it.

Below, you will find a checklist of forms/paperwork needed for Grades 5 - 8 (*Please note: Paper copies of forms not on MagnusHealth are also available by visiting the Grades 5 - 8 Office, which is open Monday – Friday, 9:00 a.m. – 3:00 p.m.*)

<input checked="" type="checkbox"/>	Item	Description	Who Should Complete	Form Location & Submission
	Child Registration Form (Helpful tips on page 4)	A registration form is required every year in order for your student to attend St. Anne's-Belfield School. Please fill out every section, ensuring that no fields are left blank. If a specific field does not apply, please mark "N/A" in the box.	All families with a student in Grades K - 8	Included in this packet/paper form turned in to the Grades 5- 8 Office
	Google Apps Agreement	The School utilizes the Google Apps for Education suite of programs, such as Google Drive, Google Docs, Slides, and Gmail. Please read this form thoroughly as it describes the tools and student responsibilities for using these services.	All families with a student in Grades 4 - 8	Included in this packet/paper form turned in to the Grades 5- 8 Office
	School Health Entrance Form	The School must have a completed physical exam for every student entering that school year.	All families with a student entering Kindergarten and all families with a new student entering Grades 1 - 8	Found in and submitted through MagnusHealth
	Immunization Records	The School must have a completed immunization record for every student entering that school year. Detailed immunization requirements can be found through the Virginia Department of Health .	All families with a new student entering Grades 1 - 8; any student in need of boosters	Found in and submitted through MagnusHealth
	Proof of Identity	You must present your student's original birth certificate or passport as proof of identity to your divisional academic secretary by Aug. 19.	All families with a student entering Kindergarten and all families with a new student entering Grades 1 - 8	Bring these original materials to the Grades 5 - 8 Office

St. Anne's-Belfield School

	Athletics Physical Examination Form	This form is completed yearly and allows our Grades 7 & 8 students to participate in our Athletics program.	All families with students in Grades 7 & 8	Found in and submitted through MagnusHealth
	Athletics Permission and Emergency Authorization form	Allowing students in Grades 7 & 8 to participate in the School's Athletics program and receive emergency treatment when required	All families with a student in Grades 7 & 8	Found in and submitted through MagnusHealth
	Athletics Participation Rules	Policy regarding participating in athletic extracurriculars	All families with a student in Grades 7 & 8	Found in and submitted through MagnusHealth
	Authorization and Consent to Medical Treatment	For more information please see the "Letter from the School Nurse"	All families in Grades K - 8	Found in and submitted through MagnusHealth
	Authorization for Over-the-Counter Medication	For more information please see the "Letter from the School Nurse"	All families in Grades K - 8	Found in and submitted through MagnusHealth

This mailing also includes the following information:

- **Instructions for MagnusHealth:** Introduced in 2018, MagnusHealth is the School's system for housing and collecting all health-related paperwork, from the School Health Entrance Form to physicals to authorization to give medication. When you visit the portal for the first time, you will fill out some conditional questions that will help you locate the forms you need for your student. All forms will be submitted directly to MagnusHealth via mail, email, or uploading through their mobile app or website portal.
- **Attendance Protocol & Anticipated Absence Forms:** As you can imagine, the School's philosophy lands firmly on the side that students should be participants in their classroom spaces as much as possible. I also understand that special family events, illnesses, and other emergencies come up that result in a student needing to miss school for a certain period of time. I would ask that families consider the academic and social-emotional consequences of their student missing school for extended periods of time. Please review the attendance policy and information and have an Anticipated Absence form handy at home for when it is needed.
- **Supply Lists and Uniform Dress Code information:** The back-to-school supply and clothing sales are starting earlier and earlier. In fact, Lands' End is hosting a Back-to-School Savings event July 8 - Aug. 2. The supply list for your student's grade is also included in this packet. Please note that the School tends to supply many of the basic materials and asks students to purchase supplies that will benefit them in organization and study skills.
- **Technology Information:** A quick review of our technology program for Grades K - 12.

St. Anne's-Belfield School

- **Morning Care, ASEP, & Kinderlime:** A quick review of our morning care hours as well as information on how to sign up for Kinderlime in order to pay for our After School Enrichment Program (ASEP).
- **School Nurse Letter:** This letter reviews the important medical information that is to be submitted through MagnusHealth for your student.
- **Optional New Grades 1 - 8 Students - Summer Orientation Week:** A reminder about our summer orientation program for students new to our School community.
- **Major Dates & Arts Calendars:** Please highlight and take note of important daytime and evening events, as well as days where there is no school or an early dismissal.

SAVE THE DATE

You'll hear from me next in August when you'll receive an email with digital packets with information about:

- Preparing for our Parent Partnership meetings/conferences on Aug. 19.
- Our welcome events for new families the week of Aug. 18. More formal invitations to come.
- Our first day of school, which is on Aug. 22.

Until then, I hope you enjoy the peace and quiet of the warm summer nights ahead.

Best,



Shannon Montague
Head of the Learning Village

TIPS FOR COMPLETING THE CHILD REGISTRATION FORM

- Please be sure to fill out every section, please leave no blanks.
 - If a specific box does not apply, mark "N/A" in the box.
 - If the registration form is not completed, your student(s) cannot attend St. Anne's-Belfield School or the After School Enrichment Program (ASEP).
- Please complete a registration form for EACH student. References cannot be made from one registration form to another.
- Consider writing a **cell phone** instead of a **home phone** if that number is the best number to reach you after school.
- In the section entitled "Two People to Contact if Parent(s) Cannot Be Reached", list the names of two people, complete with physical (street) addresses (no P.O. Boxes) and phone numbers, who live in Charlottesville or the surrounding area (not more than one hour away). Listing persons who live out of the area is not practical because their help cannot be enlisted in an emergency nor is it allowed by the Department of Social Services for state licensing.

St. Anne's-Belfield School

GRADES 5 – 8 SUPPLY LISTS

Grade 5

- All students will need an instrument for Orchestra (See page 7 for more information)
- Zippered 2-inch, 3-ring binders (2)
- Pencil pouches for the binders (2)
- Non-zip, 1-inch, 3-ring binder (1)
- Math workbooks, science subscription, and student planner from [MBS online bookstore](#) (Online store will open July 1; Free shipping week will be July 29 – Aug. 4)
- PE uniform (See page 8 for more information)

Families can assume the School provides:

- Loose leaf paper
- Dividers
- Pencils
- Glue
- Scissors
- Coloring utensils
- Highlighters
- Index cards
- Graph paper
- Rulers

Grade 6

- PE uniform (See page 8 for more information)
- 2-inch, 3-ring binder (1)
 - 100-page, wide ruled composition notebooks (2) that can be stored in this binder
- ¾-inch, 3-ring binder (1)
- Tabbed dividers for each binder (10 total dividers)
- Pencil pouches for the binders (2)
- Boxes of #2 pencils (2+)
- *For students enrolled in Orchestra:* Students will need an instrument (See page 7 for more information)

- Textbooks, novels and workbooks for science, math, English, history and Spanish; and student planner from [MBS online bookstore](#) (Online store will open July 1; Free shipping week will be July 29 – Aug. 4)

Families can assume the School provides:

- Loose leaf paper
- Glue
- Coloring utensils
- Index cards
- Graph paper
- Rulers

St. Anne's-Belfield School

Grade 7

- Laptop for class (See page 14 for more information)
- Gear and clothing for Athletics (Athletics Department will provide more information in August)
- Large (2" - 3"), sturdy, three-ring binders (2)
- Packages of white, wide-ruled, 3-hole notebook paper (2+)
- Boxes of #2 pencils (2+)
- Scientific calculator for use in math and science (TI-30Xa)
- *For students enrolled in Orchestra:* students will need an instrument (See page 7 for more information)

- Textbooks, novels and workbooks for English, history and Spanish; and student planner from [MBS online bookstore](#) (Online store will open July 1; Free shipping week will be July 29 – Aug. 4)

Families can assume the School provides:

- Binder for language classes
- Composition books for science and English
- Tabbed dividers for science and math
- Index cards
- Coloring utensils

Grade 8

- Laptop for class (See page 14 for more information)
- Gear and clothing for Athletics (Athletics Department will provide more information in Aug.)
- 1.5" binders - each a different color (5)
- Tabbed dividers for each binder (3 dividers per binder for 15 total)
- Package of white, wide-ruled, 3-hole notebook paper (2+)
- Package of quadrille-ruled, 3-hole punched, 8.5" x 11" graph paper
- Box of #2 pencils
- Box of blue or black pens

- Scientific calculator for use in math and science (TI-30Xa)
- *For students enrolled in Orchestra:* students will need an instrument (See page 7 for more information)
- Textbooks, novels and workbooks for math, English, history, Latin and Spanish; and student planner from [MBS online bookstore](#) (Online store will open July 1; Free shipping week will be July 29 – Aug. 4)

Families can assume the School provides:

- Index cards
- Coloring utensils

St. Anne's-Belfield School

Grades 5 - 8 Orchestra Students

Grade 5 instrument assignments will be given by the student's advisor during partnership meetings/conferences.

Please be aware that due to the high demand for instruments, students may receive their second or third instrument choice and the School cannot honor requests to switch.

Instrument rentals for all Orchestra students are available through the School. The fee of \$275 per year for instrument rentals are significantly less expensive than music stores, and the instruments are of high quality and maintained by the School. If your student is in a Grades 5 - 8 orchestra, please pay \$275 through [this link](#) for the orchestra rental fee. For financial aid and help with this fee, please contact Morgan Rakes at mrakes@stab.org.

Rental instrument fittings will occur in the first orchestra classes. If students have an instrument they are using from home, they should bring it on the first day of school, Aug. 22. Students should be prepared to leave instruments at school for the first few weeks of classes.

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 students grow and as the seasons change. Our unique school ID number: 900144775. If you have any questions, please email 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. Donations and consignments are being accepted in the gray bin in the Grades 5 - 8 Office through July 31. Please [fill out this form](#) and include it in your bag of items and [click here](#) to learn more about Saints' Closet. The PA will pay out at 30% of the sale price upfront for all "very good condition" consignment designated items. Items donated (not consigned) return 100% of proceeds to the Parents' Association to support its programming and initiatives.

Grades K – 8 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. The only exception to this general rule is that clothing in the "Activewear" category (t-shirts and mesh shorts) is only to be worn for physical education (PE) classes in Grades 5 & 6.
 - Students are not required to have any particular items, and are not required to have all of these items.
 - Pre-School students are not required to purchase or wear 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.
 - In Grades K - 4, all girls' legwear must be School colors only: maroon, white, black, or gray. In addition, boys' socks must also be one of the School colors.
 - 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.
- Physical education requirements (Grades 5 & 6)
 - Students in Grades 5 & 6 are required to purchase and wear separate clothes for their PE classes from Lands' End.

St. Anne's-Belfield School

Chapel Dress

Students in Grades 4 - 8 adhere to the following:

- All clothes are to be clean and in good condition
- Girls should wear uniform dresses, skirts, or dress slacks and uniform blouses
- Boys must wear uniform dress shirts that are tucked in with a belt and tie
- No polo shirts

No sweatshirts or outdoor jackets may be worn in Chapel for girls or boys

Performing Dress Requirements

Students performing in musical events may be required to wear particular clothing. More information will be distributed prior to performances.

Blue Denim Days

On Blue Denim Days, students may wear jeans of their choosing (no shorts or colored denim) that are in good condition without holes or tears but must wear a Lands' End uniform top. In the Learning Village, Blue Denim Days are the first Thursday of every month, unless otherwise announced.

St. Anne's-Belfield School



2019 – 2020 New Features

Simplified Pricing Structure – Many items will be priced at more than 50% off retail

3rd Friday of the Month Saints' Closet - Look for us before and after school every third Friday starting in September

Streamlined Payout Structure – See the new structure below

Payout Structure for Consigned Items

Pay outs for items will be 30% of the sale price upfront for all “very good condition” consignment-designated items.

Items deemed unsellable can be reclaimed or will be donated outside of Albemarle County. One check will be issued for each consignment family in February for the previous years consigned items. Items donated (not consigned) return 100% of proceeds to the Parents' Association to support its programming and initiatives.

Donations Now Being Accepted

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). **Donations and consignments are being accepted in**

the gray bin at the Grades 5 - 8 Office through July 31. To consign: please note your name, address, and

“CONSIGN” on the bag or box. To donate: just drop off at any location. **Please include this form with drop offs.**

Washed items are appreciated!

Volunteering

There are many volunteer opportunities available, including working a shift at a sale and processing donations. Please contact Gena Greer at genagreer21@gmail.com to volunteer.

Questions?

Please contact Gena Greer at genagreer21@gmail.com.

St. Anne's-Belfield School

BEFORE & AFTER SCHOOL CARE

Grades K - 8 Start Times & Early Morning Care

The school day officially begins at the following times for students:

- Grades K - 4: 8:00 a.m.
- Grades 5 - 8: 8:10 a.m. (Office Hours) & 8:20 a.m. (Advisory)

As a school, we understand that sometimes life demands that a parent drop off their student before the official start of the day. The following times are when divisions open for early morning care. Early morning care is available free of charge.

- Grades K - 4: 7:30 a.m. in the 1 & 2 Commons
- Grades 5 - 8: 7:30 a.m. in the 5 & 6 Commons

Grades K - 8 Dismissal Times & After School Options

The school day officially ends at the following times for students:

- Grades K - 4: 3:15 p.m.
- Grades 5 & 6: 3:35 p.m.
- Grades 7 & 8 (School Sponsored Activity): 4:10 p.m. (Monday - Thursday) & 3:35 p.m. (Friday)
- Grades 7 & 8 (Non-School Sponsored Activity): 2:45 p.m.

Grades K - 8 After School Enrichment Program

The After School Enrichment Program (ASEP) for students in Grades K - 8 takes place on the Belfield Campus next to the Tarring Gym in a fun and safe environment. Trained ASEP leaders provide a natural extension to the school program. The schedule includes games, arts and crafts, physical activity, homework time, and a snack.

Mondays - Fridays

- Grades K - 4: 3:15 - 5:30 p.m.
- Grades 5 - 8: 3:30 - 5:30 p.m.

ASEP will be operational the first day of school and each day thereafter on which regular classes meet, as well as the last day of school.

Students may attend ASEP on a drop-in basis for a daily rate of \$20 per day or families may opt for an annual plan through the St. Anne's-Belfield School Business Office. Please note that there is a fee for late pick-up.

Parents new to the School will receive an email from [Kinderlime](#), a tool for student sign-in and sign-out as well as billing for our ASEP programs, asking them to register for an account in August. Please be on the lookout for that. Anyone who uses ASEP or has a student enrolled in the Pre-School program must have a Kinderlime account.

St. Anne's-Belfield School

ATTENDANCE, ABSENCES, & TARDINESS

Students are to be present and on time for all scheduled classes, activities, events, Chapel services, assemblies, or assigned appointments. Although illness and emergencies are clear reasons for missing classes, any disruption to the daily school routines will hamper the learning process and negatively affect student achievement. Daily classwork is ongoing, and each day builds on the day before; therefore, any unnecessary absences are discouraged.

Students who are not in their advisory location at 8:20 a.m. will be marked absent. The Grades 5 - 8 academic secretary will call you after 9:00 a.m. This practice is for your student's safety. If the reason for your student's absence is unknown, they will be marked as unexcused until the main office and the family connect.

If your student is not attending school on any given day due to illness, an emergency situation or other reason, please make sure to inform the Grades 5 - 8 academic secretary. You may either call (434) 296-2848 or email lvattendance@stab.org. If a student will be late, please also call or email as soon as possible. A student who is late for the start of the day must report to the office and sign in.

If a student is late due to a medical appointment, please make sure to get a note from their doctor to present to the office when signing in for that lateness to be excused. Routine medical appointments should be scheduled to avoid the school day. Please attempt to schedule appointments for days when school is closed or for times after school hours. If a student earns more than three unexcused absences or five unexcused tardies in a trimester, the family might be asked to meet with the head of the Learning Village for a conversation on how the School and the family can better partner. Absences for reasons other than illness or family emergency are usually unexcused.

When a student must leave early from school, an official note, email, or phone stating the reason for the departure, departure time, and estimated time of return must be received by the Grades 5 - 8 Office before 9:00 a.m. If you do not call ahead to arrange early release, please be aware there may be a delay while we locate your student. A student with permission to leave school grounds must sign out at the office and must sign in upon return.

All students are to remain on campus throughout the school day unless they are part of a school activity or are given permission to leave by a member of the administration. Cutting or skipping is considered a serious violation of the School's rules and will not be tolerated for any reason.

Unless special permission has been granted by the head of the Learning Village, a student must be in school all day in order to participate in athletic games and practices, play and concert rehearsals and performances, or any other extracurricular activities after school. Students may not attend after-school events if they do not attend school that day.

St. Anne's-Belfield School

If a family anticipates an unavoidable absence of a day or more, the student must submit an Anticipated Absence form at least 48 hours in advance and follow this procedure:

Fill in name, dates, and specific reasons for the absence.

- Parent must sign the anticipated absence form.
- Submit the form to the head of the Learning Village for signature and comment.
- Take the signed form to the teachers to inform them of the absence and have initial check in.
- Submit form to the Grades 5 - 8 academic secretary to sign and document in Veracross.
- Upon the student's return, they should again check in with their teachers about missed work.

When students are absent, their homework will be posted on Veracross. Please email the teachers directly to find out if there is any work that can be picked up. Absence does not excuse a student from being prepared for class. While there certainly are illnesses that will require modifications in the timeline for completing work the following guidelines should help students upon returning to school:

- Long-term assignments are due as previously scheduled.
- Tests and papers scheduled for the first day of absence are due the day of return.
- It is the student's responsibility to get class notes from classmates.
- Each student should be careful to follow the individual teacher's instructions concerning how much help in making up work he or she may get from his or her classmates.
- Students should not ask permission to make up work for one course during another class period.

If a student in Grades 5 - 8 would like to attend a Pre-School Building or Grades K - 4 sibling's event during the school day:

- Parents must get permission from the teacher of the class that their student will be missing before allowing the student to attend.
- Students must sign in and out of the Grades 5 - 8 Office before attending the event.
- Parents must escort the student to the event.
- Students must sit with their parents during the event.

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,

Michele Mathieson, *Learning Village Innovation Coordinator*

Mark Adair, *Co-Director of Technology*

Stephen Gagnon, *Co-Director of Technology*

St. Anne's-Belfield School

SCHOOL NURSE

Dear Parents & Guardians,

I look forward to another year as the School Nurse for St. Anne's-Belfield School, coordinating health care/health concerns for all students. Throughout the 2019 - 2020 school year, I will be sending out various communications with information or requests, but for now, I have five items that I would like to address:

1. All medical forms should be submitted electronically through MagnusHealth. If you have not already completed this information, please do so by Aug. 19. Depending on age and how long they've been at the School, students have different requirements. MagnusHealth will know based on your answers to preliminary questions what forms you will need for your student.
2. If your student's medical information changes at any time after these forms are completed and you need to amend the information, please contact me directly so that I can update them.
3. St. Anne's-Belfield School follows the Virginia State Law regarding medication administration. Medication will only be given to students by School personnel when written permission is obtained from the physician and the parent. This permission is granted through the Authorization and Consent to Medical Treatment form filled out by the parent of students in Grades K - 12.
 - a. Medication should be brought in by the parent/guardian. Students may not carry medication during the school day. All medication must be given to the School Nurse. If, however, it is medically necessary for a student to store medication in the classroom or self-carry, then a special form must be completed by the parent and physician. Please note that if your student is going to attend ASEP and needs emergency medications then two of these medications need to be provided to the school. One will be stored in the nurse's office and the other in the ASEP office. Please contact me for more details regarding this form or any requirements stated.
 - b. The medication must come to school in a pharmacy-labeled container including doctor's name, student's name, drug, time to be given, and amount. If the medication needs to be given at school, the parent/guardian needs to divide the amount into separately labeled bottles for school and home. The medication guidelines also apply to those students who use inhalers and EpiPens.
4. Medication guidelines noted above apply to prescription as well as over-the-counter medications. If you feel your student may need Tylenol or Ibuprofen prior to school, please evaluate whether attending school is the appropriate action.
5. Cough drops/lozenges will not be given out this year as these over-the-counter medications run the risk of choking.

Please continue to call me for any questions/concerns regarding your student's health. You can reach me through the nurse's office at (434) 295-0106 ext. 1260 or kmuthiora@stab.org.

Thank you for your continued support!

Sincerely,
Kelly Muthiora
School Nurse

St. Anne's-Belfield School

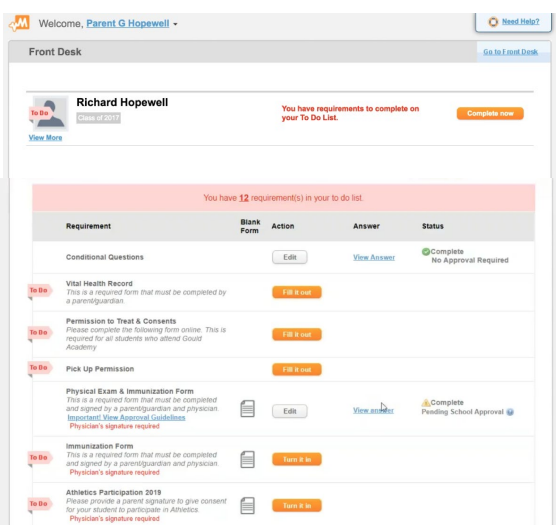
WHAT IS MAGNUSHEALTH?

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.

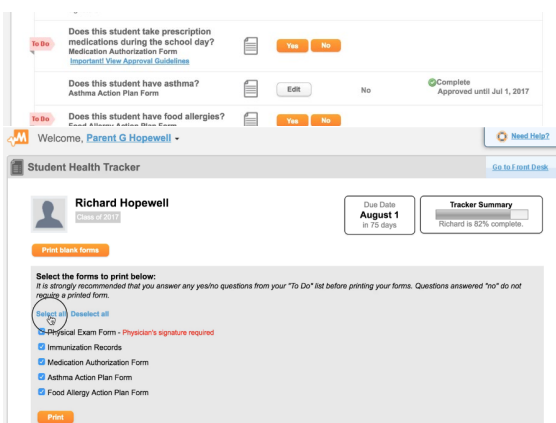
What paperwork is required for my student and how do I complete it?



Once logged in, you will be directed to your “Front Desk” where all of your student’s 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.



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



NEED HELP WITH YOUR STUDENT'S BACK-TO-SCHOOL PAPERWORK?

St. Anne's-Belfield School staff will be on campus to assist parents/guardians with any paperwork or MagnusHealth questions, including logging in, finding requirements, and uploading. These open, drop-in help sessions will take place in the Learning Village Library Media Lab between 5:30 - 6:30 p.m. on:

Tuesday, June 25

Tuesday, July 9

Tuesday, July 23

Wednesday, July 24

Tuesday, Aug. 6

ADDITIONAL HELP?

Visit the St. Anne's-Belfield Back-to-School Page: www.stab.org/backtoschool

Try the MagnusHealth Support Page: www.magnushealth.com/support/parents

The Parent section of the Support page has step-by-step articles to assist you with the most common questions, along with helpful training videos and FAQs.

Contact the MagnusHealth Help Desk

Call: (877) 461-6831 (Monday – Thursday: 9:00 a.m. – 6:00 p.m.; Friday: 9:00 a.m. – 5:00 p.m.)

Email: service@magnushealthportal.com

Chat with MagnusHealth Support

Within your MagnusHealth account, select the “Need Help” button to chat with the MagnusHealth Help Desk staff. Parents can use this for assistance with form submission and account troubleshooting.

St. Anne's-Belfield School

2019 - 2020 LEARNING VILLAGE ARTS CALENDAR

August

28 & 29: Grade 8 Play Launch, 4:15 - 5:15 p.m.

29: Grade 8 Play Parent Information Session, 5:15 p.m.

September

3 & 4: Grade 8 Play Auditions, 3:30 - 5:30 p.m.

6: Grade 8 Play Tech Meeting, 3:30 - 4:00 p.m.

October

23: Grades 7 & 8 Mozart Orchestra Field Trip to MLK for Charlottesville Symphony

28 - Nov. 2: Grade 8 Play Tech Week

November

1: Grade 8 Play, 7:00 p.m.

2: Grade 8 Play, 2:00 p.m.

12 & 13: Grade 7 Play Launch, 4:15 - 5:15 p.m.

13: Grade 7 Play Parent Information Session, 5:15 p.m.

14: Instrument Move for Grades 2 & 3 Winter Performance

18 - 21: Tech Week for Grades 2 & 3 Winter Performance

19 & 20: Grade 7 Play Auditions, 3:30 - 5:30 p.m.

21: Grade 7 Tech Meeting, 4:15 - 4:45 p.m.

21: Grades 2 & 3 Winter Performance, 2:00 - 3:00 p.m.

December

9 - 12: Tech Week for Grades 5 - 8 Music Performances

11: Grades 5 - 8 Orchestra Concert, 7:00 p.m.

12: Grades 5 - 8 Music & Movement and Choir Performance, 7:00 p.m.

16 - 18: Tech Week for Grade 4 Winter Performance

18: Grade 4 Winter Performance, 2:00 p.m.

19: Learning Village Extravaganza in CCC with Philharmonic Orchestra, 2:30 p.m.

19: Kindergarten Carols at Upper School (parents invited to dress rehearsal early in the day)

20: Lessons & Carols, 10:00 a.m.

January

24: Grades K - 4 Mozart's Birthday Celebration, 8:20 a.m.

25: Grades 7 - 9 Junior Regional Orchestra Auditions (off campus)

30: Grades 5 - 8 Talent Show Dress Rehearsal, 4:00 - 5:30 p.m.

31: Grades 5 - 8 Talent Show, 2:00 - 3:30 p.m.

St. Anne's-Belfield School

February

6: Grade 1 Sharing (in Performing Arts Classroom)
7: Grades 3 & 4 Winter Recital, 8:20 a.m.
10 - 14: Grade 7 Play Tech Week
14: Grades 6 - 8 Choir Chapel
14: Grade 7 Play, 7:00 p.m.
15: Grade 7 Play, 2:00 p.m.
21: Grades 7 & 8 Orchestra Chapel
25: Grade 6 Play Parent Information Session, 3:45 p.m. or 5:00 p.m.

March

27 & 28: Grades 7 - 9 Junior Regional Orchestra (off campus)

April

1 - May 4: All-School Art Show
8: Grandparents' & Special Friends' Day Set-up
9 - 10: Tech Week for Grandparents' & Special Friends' Day
14 - 17: Tech Week for Grandparents' & Special Friends' Day
16: Grades K - 4 Performances for Parents
16: All-School Art Opening Reception & Tour
17: Grades K - 4 Grandparents' & Special Friends' Day Performances
24: Grade 5 South African Chapel
27 - 30 Tech Week for Grade 6 Play
30: Grade 6 Play Open Dress Rehearsal, 8:20 - 9:30 a.m.
30: Grade 6 Play Performance, 4:00 - 5:00 p.m.

May

4: Grades 5 - 8 Monday Meeting with US Orchestra, 8:30 a.m.
11 - 14: Tech Week for Grades 5 - 8 Music & Movement and Choir Performance
13: Dress Rehearsal for Grades 5 - 8 Music & Movement and Choir Performance, 2:00 - 3:00 p.m.
14: Grades 5 - 8 Music & Movement and Choir Performance, 2:30 - 3:30 p.m.
18 - 20: Tech Week for Grades 5 - 8 Orchestra Concert
20: Grades 5 - 8 Orchestra Concert, 7:00 p.m.
22: Grade 6 Music Service Morning, 8:30 - 10:30 a.m.

June

1: Grades 7 & 8 Arts Day, 8:30 - 11:30 a.m.



St. Anne's-Belfield School

NEW STUDENT ORIENTATION SESSIONS

Aug. 5 - 9, 2019

Grades 1 - 4: 8:00 - 11:00 a.m.

Grades 5 - 8: 12:00 - 3:00 p.m.

The School will be leading a week-long new student orientation from Aug. 5 - 9 consisting of two sessions per day by division. The sessions will include specific instruction in the areas of math and reading/writing, as well as School culture/executive skills.

This orientation is not mandatory.

Students are welcome to come for the entire week if they're able or just a portion if that works best for your family. If they aren't able to make it at all, there will be another orientation closer to the start of the school year.

**If your child(ren) plans to attend, please RSVP at
www.stab.org/new-student-orientation.**

If you have any questions, please contact
Sydney Wicks at swicks@stab.org or (434) 296-5106.



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
25	26	27	28	29	30	31

SEPTEMBER						
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					

OCTOBER						
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		

NOVEMBER						
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

DECEMBER						
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				

JANUARY						
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	

FEBRUARY						
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

MARCH						
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				

APRIL						
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		

MAY						
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						

JUNE						
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				

□ **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; Divisional Student & Parent Orientations - Aug. 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 June 13, 2019. All dates and events are subject to change at the School's discretion.

LANDS' END SCHOOL



BEST DEALS OF THE SEASON
SIGN UP FOR

Back to School

SAVINGS EVENT

July 8 - August 2

FREE LOGOS!

FREE LOGOS PLUS WEEKLY DOOR BUSTERS!

Sign up for emails to get best deals: www.landsend.com/signup

landsend.com/school | 800-741-6311 | Uniforms parents trust & students love



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%

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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

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***Get FREE SHIPPING on purchases \$99 and over**

St. Anne's-Belfield School

GRADES 5 – 8 ANTICIPATED ABSENCE FORM

Student's Name: _____ Date(s) of Intended Absence: _____

Reason for Absence: _____

If a student is absent for reasons other than illness or family emergency, teachers will not be expected to help the student make up any missed work. It is the responsibility of the student check in with his/her teachers before he/she is absent. Students must also check back in with their teachers upon their return to school.

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

Signature of parent or legal guardian: _____ Date: _____

Signature of Head of the Learning Village: _____

I understand that it is my responsibility to meet with my teachers and to collect and complete missed work before and after my absence.

Signature of the Student: _____

-----For FACULTY: Only initial below if the above signatures have been completed.-----

Before Student Absence

Upon Student Return

Class	Check Veracross? (Y/N)	Additional Notes	Teacher's Initials	Notes	Teacher's Initials

☐ Entered in Veracross Signature
of Academic Secretary: _____

**DIVISION OF LICENSING PROGRAMS
DEPARTMENT OF SOCIAL SERVICES
CHILD REGISTRATION FORM (Model)**

Child	Nickname	Date of Birth	Sex
Address			Home Phone
Chronic Physical Problems/Pertinent Developmental Information/Special Accommodations Needed			
Previous Child Day Care Programs and Schools Attended			
If Child Attends this Center and Another School/Program, Give Name of School/Program			Grade

PARENT(S)/GUARDIAN(S)

Father	Place Employed	Business Phone
Home Address		Home Phone
Mother	Place Employed	Business Phone
Home Address		Home Phone
Person(s) or Agency Having Legal Custody of Child		
Home Address		Home Phone
Business Address		Business Phone

EMERGENCY INFORMATION

Allergies or Intolerance to Food, Medication, etc., and Action to Take in an Emergency		
Child's Physician		Phone
Two People To Contact if Parent(s) Cannot Be Reached	Address	Phone
1.	1.	1.
2.	2.	2.
Person(s) Authorized To Pick Up Child		
Person(s) <u>NOT</u> Authorized To Pick Up Child*		

- Appropriate paperwork such as custody papers shall be attached if a parent is not allowed to pick up the child.
- NOTE: Section 22.1-4.3 of the *Code of Virginia* states that unless a court order has been issued to the contrary, the noncustodial parent of a student enrolled in a public school or day care center must be included, upon the request of such noncustodial parent, as an emergency contact for events occurring during school or day care activities.

AGREEMENTS

1. The child day center agrees to notify the parent(s)/guardian(s) whenever the child becomes ill and the parent(s)/guardian(s) will arrange to have the child picked up as soon as possible if so requested by the center.
2. The parent(s)/guardian(s) authorize the child day center to obtain immediate medical care if any emergency occurs when the parent(s)/guardian(s) cannot be located immediately. **
3. The parent(s)/guardians agree to inform the center within 24 hours or the next business day after his child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

SIGNATURES

Parent(s) or Guardian(s)

Date

Administrator of Center

Date

Date Child Entered Care: _____ Date Left Care: _____

** If there is an objection to seeking emergency medical care, a statement should be obtained from the parent(s) or guardian(s) that states the objection and the reason for the objection.

OFFICE USE ONLY IDENTITY VERIFICATION

If proof of identity is required and a copy is not kept, please fill out the following.

Place of Birth	Birth Date	Birth Certificate Number	Date Issued
Other Form of Proof		Date Documentation Viewed	Person Viewing Documentation

Date of Notification of Local Law-Enforcement Agency (when required proof of identity is not provided):

Date

Proof of the child's identity and age may include a certified copy of the child's birth certificate, birth registration card, notification of birth (hospital, physician or midwife record), passport, copy of the placement agreement or other proof of the child's identity from a child placing agency (foster care and adoption agencies), record from a public school in Virginia, certification by a principal or his designee of a public school in the U. S. that a certified copy of the child's birth record was previously presented or copy of the entrustment agreement conferring temporary legal custody of a child to an independent foster parent. Viewing the child's proof of identity is not necessary when the child attends a public school in Virginia *and* the center assumes responsibility for the child directly from the school (i.e., after school program) or the center transfers responsibility of the child directly to the school (i.e., before school program). While programs are not required to keep the proof of the child's identity, documentation of viewing this information must be maintained for each child.

Section 63.2-1809 of the Code of Virginia states that the proof of identity, if reproduced or retained by the child day program or both, shall be destroyed upon the conclusion of the requisite period of retention. The procedures for the disposal, physical destruction or other disposition of the proof of identity containing social security numbers shall include all reasonable steps to destroy such documents by (i) shredding, (ii) erasing, or (iii) otherwise modifying the social security numbers in those records to make them unreadable or indecipherable by any means.

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)