

# **2009-2010 FAMILY HANDBOOK**

**St. Ann School  
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**Accredited by**  
Diocese of Nashville  
State of Tennessee  
Southern Association of Colleges and Schools  
Southern Association of Independent Schools

# St. Ann School Family Handbook 2009-2010

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# St. Ann School

## Family Handbook

### 2009-2010

#### SECTION ONE: School Overview

##### Philosophy

St. Ann School is a community permeated with the love of Christ. It is a place where each person's uniqueness is celebrated, and all are treated with dignity; a place where children learn to appreciate diversity and value each other.

Academic excellence is to be expected, but recognition of individual needs takes precedence. Opportunities for success are a vital part of the curriculum. For everyone involved in the school, we emphasize positive behavior; as parents and teachers cooperate in preparing children to live their lives in a responsible manner according to the Word of God.

##### Mission Statement

As an educational ministry of St. Ann Church, St. Ann School exists to assist in the Christian formation of its children in accordance with Catholic tradition. The mandate of this faith community is to provide quality, innovative education within a nurturing environment, to promote an appreciation of its diversity and a respect for individuals, and to foster a sense of self, crucial for future success. This is a place of both refuge and challenge; it is a place where the Gospel message is heard, lived in praise of God, and fulfilled in service to others.

##### History of St. Ann School

St. Ann Church was originally called St. Peter's Mission and was located on the second floor of a store at the corner of 49<sup>th</sup> and Charlotte Avenue.

The name of St. Peter remained until the parish moved to its present location at 51<sup>st</sup> and Charlotte Avenues in 1921. The parish, with the help of the Diocese of Nashville, purchased a residence known as the Thomasson residence.

The first school year began in September, 1921; the school opened with forty-eight students. The school was staffed by the Sisters of Mercy and was located on the second floor of the old Thomasson residence, with the church located on the first floor. St. Ann is the oldest diocesan school in the Diocese of Nashville. In 1947 a new school was built. The school has always had grades 1 through 8 and in 1979 a kindergarten was added. The Sisters of Mercy taught in the school from 1921 until 1992.

A new church was built in 1939 to accommodate a growing parish. A new rectory was built in 1947. St. Ann's present church was built in 1960. St. Ann parish purchased neighborhood homes that were later torn down and used as playgrounds and school fields for the growing

school. A school gymnasium, Neidert Hall, was built in 1965. The church had a major renovation in 1993 and the school has had major renovation projects over the last several years. Some of the school projects have involved the replacement of windows, addition of central heat and air conditioning systems, new whiteboards, new ceilings, lockers for the middle grades, new carpeting throughout the school, installation of a state of the art telephone system, wired and wireless computer network into each classroom, and a complete renovation of the student bathrooms. In 1998 the parish added a Parish Life Center. This center is used by the parish and the school for music, art, and various other school activities.

One of the things unique to St. Ann School is that there are many third generation children attending. The school year 2001-2002 marked the first of a fourth generation student. Many grandparents of students attend school functions on the same grounds where they themselves were students. There are many St. Ann alumni that send their children to St. Ann. A high percentage of its graduates attend Father Ryan High School, Pope John Paul II, and St. Cecilia Academy.

### **Governance**

The code of Canon Law requires that all Catholic schools in a diocese be subject to the supervisory and regulatory authority of the diocesan bishop and his representatives. The Superintendent of Schools is charged with the responsibility of monitoring compliance. The Pastor is responsible for financial administration, religious education programs, and providing a competent principal for the school. The Principal directly supervises teachers and school personnel, formulates educational policy in consultation with the School Advisory Committee, and implements diocesan regulations. A copy of Laws, Guidelines, and Policies of the Diocese of Nashville is available for reference in the school office.

### **Accreditation**

St. Ann School is approved by the Tennessee Department of Education and accredited by the Southern Association of Colleges and Schools, the Southern Association of Independent Schools, and the Diocesan Catholic Schools Office.

## **SECTION TWO: School Policies and Procedures**

### **Foreword**

The policies, rules and procedures of this St. Ann School Student/Parent Handbook are formulated within a Christian framework and are compiled within the broad framework of the *Diocese of Nashville Catholic Schools Policies and Rules* and the “Regulation and Minimum Standards” for state-approved schools.

The policies, rules and procedures of St. Ann School are meant to provide an atmosphere conducive to learning in which a student is encouraged to grow as a young Christian. Discipline is an aspect of moral guidance and an outgrowth of self-discipline. Students must recognize the importance of good order as a necessary condition for learning.

By enrolling at St. Ann School, a student and his/her parents/guardians agree to observe the policies and guidelines set forth by the school. The written policies of the school are part of a contractual relationship with the family, which is voluntarily engaged in by the family upon enrollment of their child(ren) at St. Ann School.

St. Ann School reserves the right to review individual performance to determine whether the student and the school continue to benefit from the student’s continued presence. Any behavior, on or off campus, on the part of a student or his/her parents/guardians which endangers the reputation of St. Ann School or the safety of its students or staff can result in the immediate removal of the student from the school.

The school reserves the right to make changes and modifications to this handbook as needed. Any amendments to this document will be publicized to parents through the Tuesday Tidbits.

The school and its administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at the school’s discretion

### **Admission Policy**

The parish school of St. Ann Church admits students of any sex, race, color, religion, national and ethnic origin to all rights, privileges, programs and activities generally accorded to students at the parish school. It does not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of educational policies, admission policies, athletic or other school administered programs.

St. Ann School is a parish elementary school supported by tuition, the contributions of the members of the parish, and other gifts to the school. A contributing member is one who is registered, participating in the life of the parish and financially supporting the parish through the use of the envelope system on a regular basis. Applicants for admission will be given priority and tuition will be set on following criteria:

1. Currently registered students who continue to meet school standards, and the siblings of such students.
2. Registered, contributing parishioners of St. Ann Parish.
3. Registered, contributing parishioners from area Catholic Parishes
4. Non-Catholic students

Class size may require a waiting list to be established. In such a case, the list will be generated for each class on a first come-first served basis, based on those families meeting the described admission criteria stated in the Admission Policy. At such time a waiting list will be generated and carried from one academic year to the next.

Application for admission will not be accepted if the concerned party is in violation of the Diocesan Policies or the adopted policies of St. Ann School, or has outstanding tuition at another school. If a family chooses to withdraw during the school year, per diocesan policy, they must provide the school written notification of the withdrawal.

Each family seeking application to St. Ann School must file an application and arrange for a personal interview. At this time, new students must provide the following information:

- A Certificate of birth
- A Certificate of Baptism; if applicable
- Academic and all other pertinent school records
- Immunization and other health records (including evidence of five doses of DPT, TD and Polio and one dose of Rubella, Rubeola and Mumps/ MMR)

Previous records and academic testing must be submitted before final approval of acceptance is given. A letter of acceptance will be sent to parents.

Although St. Ann School attempts to meet the needs of its students, it is not equipped to serve students with severe learning disabilities. Parents are asked to supply all pertinent information having impact on the school's ability to provide for the child's needs. Special academic and/or psychological evaluation may be required at the discretion of the principal.

All admissions are subject to the approval of the Principal and are based on such criteria as:

1. Active/contributing parish membership
2. Acceptable school records
  - a. Academic
  - b. Psychological
  - c. Attendance
  - d. Conduct
3. Predetermined class size.

The process for applying for Kindergarten is as follows:

- 1) Incoming kindergarteners must be 5 years of age before 30 September.
- 2) Beginning in January, the school will begin incoming student assessment. Parents should make an appointment by calling the school office. This assessment will take approximately 60 minutes.
- 3) Those students who have met the assessment criteria will be sent an acceptance letter and enrollment contract. Upon receipt of the registration fee and enrollment contract, the student will become part of the incoming Kindergarten class.
- 4) In May, those students who have registered will spend part of a day in our current Kindergarten participating with the class, getting comfortable with the teacher and classroom.

## Athletics

St. Ann School encourages students to participate in sports programs sponsored by the school. The following regulations apply:

- The Diocese of Nashville requires that a student have the Diocesan Athletic Interscholastic Program Registration Form completed before participation on a team is permitted. This form includes a Physician's signature.
- Diocesan policy requires student athletes be covered by insurance.
- A nonrefundable fee is charged for participation in all sports; this includes a Diocesan per-student, per-sport fee.
- The Diocese of Nashville mandates that each school have a policy concerning academic and behavioral expectations in effect for all students participating in athletics. At St. Ann this policy is in effect for all extracurricular activities. Participation in these activities is a privilege, and the school retains the right to deny this participation if a pattern of misbehavior occurs or academic requirements are not satisfactorily met. If students in grades 5-8 obtain two or more weekly conduct grades below a 70 in a nine week grading period, participation in athletic and extra curricular events is suspended for one week. (see *Discipline* section for Grades 5-8)
- Practices and games cannot be held during semester exam weeks.
- If a practice does not begin by 3:15 PM, students must leave school grounds until the start of practice or go to the ExtraCare program.
- Brothers and sisters of a team member may not be left unattended at school while practice is being conducted or club meetings are held.

### Code of Behavior for Coaches

Coaches should consider themselves first of all teachers and should use their role as a means to guide and educate students about sportsmanship and fair play. Spectators and coaches should recognize that their role plays an important part in establishing the reputation of the school and contributes directly to the success of their teams. As a basic, and underlying principle, we believe that the lessons learned from fairly played competitions, whether inter-diocesan or not, are ultimately meant to benefit both the student and the school.

1. Coaches should remember that athletic competitions are primarily part of each student's education and not a goal in themselves.
2. Coaches should assist each student toward developing his or her fullest potential.
3. Coaches should remember that their behavior, attitude, temper, and approach to competition should bring credit to themselves, to their team, and to the school.
4. Coaches are responsible not only for coaching the team, but conducting practices, dealing with referees, other coaches, and other parents with a sense of objectivity and balance commensurate with good sportsmanship.
5. Coaches should use prayer as a means of promoting the students' spirituality and fostering the mission of the school.

### Code of Behavior for Athletes

1. Players shall at all times represent themselves and their school with honor, proper conduct, and good sportsmanship.

2. They are to understand that competitive rivalries are encouraged, but not to the point of disrespect for opponents or their school.
3. Student athletes shall comply with rulings by the referees without display of anger, temper, or disrespect in one's voice or behavior.

#### Code of Behavior for Spectators

1. All spectators are fully responsible for their actions before, during, and after competitions. They will conduct themselves in an adult, Christian manner at all events, both home and away.
2. In that the role of the athlete is to engage in the game, and the role of the coach is to coach the team, the role of the spectator is to watch the game without interference to the coach, unsportsmanlike conduct towards the officials, or making remarks to the players. These actions are distractions at best, and do nothing to improve the quality of the competition.
3. Negative comments made during competition to the officials will not be accepted.
4. The role of the parent is to support, not undermine, the efforts of our volunteer coaches. The coaches give many hours of service on behalf of your child and in support of the mission of the school. Parent cooperation is expected.

#### **Attendance**

School hours are 8:00 to 3:00 every day. Students may be dropped off after 7:30, at which time a staff member will be outside for supervision. Students who arrive before 7:30 must report to the gym for ExtraCare, at the expense of the parent. At 7:45 students enter the building to prepare for the day.

Students who arrive after 8:00 are tardy. The student must then be escorted to the office and signed in by a parent or guardian. Attendance is also affected by a student's early dismissal. Students who are absent, tardy, or who have checked out early do not earn perfect attendance.

Students are absent if not present for 4 hours of the day. It is required that a written note of explanation be on file for any day absent. Students should bring this note upon return from absence.

If a student is absent, tardy, or dismissed early for more than one third of a grading period, an investigation is required. If not amended, the student may be removed from the school.

Absence, tardiness, or early dismissal for any reasons other than illness, family emergency, or medical or dental appointments, cannot be considered an excused absence. St. Ann has scheduled generous vacations and days off, which are published well in advance. It is advised that families schedule vacations and medical appointments during these times.

Students are responsible for obtaining and completing all work missed due to any absence. If a parent desires to pick up assignments or have another student bring assignments home, the school office must be notified by 11:00. Students have as many days to make up work as the number of days missed.

Students are required to attend school through the closing date. Final grades are based on completed work only. In grades 5-8, if a student misses and cannot make up a semester or year-end exam, a grade of 0 will be averaged.

When it is necessary to have a student dismissed early, a phone call or written note from the parent must be sent to the office. Parents must report to the office when they arrive. A form of ID may be required for anyone asking for early dismissal of a child. Students will not be released to unauthorized persons. Absences, tardies and early check outs will preclude a student from earning a perfect attendance.

### **Cafeteria**

Students have the option of bringing their own lunch or purchasing from the school's hot lunch program. Menus are sent home in the Tuesday folder weekly. Students must preorder for the following week. Drinks and dessert are also available for purchase. Soft drinks and glass containers are not permitted at lunch.

Children are expected to enjoy lunch together. Courteous behavior and manners are expected in the cafeteria. The school's discipline plans are in effect during lunch and recess.

### **Communication**

Tuesday folders and *Tuesday Tidbits* from the Principal are an important means of communication for our school parents. Any notices going in the *Tuesday Tidbits* are to be approved by the school administration. The Tuesday folder is not an advertising vehicle for events and functions that do not involve St. Ann students. Tuesday folders and *Tuesday Tidbits* will be sent out every Tuesday of the school year.

### **Parent/Student/Teacher Conferences**

A mandatory parent/student/teacher conference will be scheduled in the fall. In addition to being a valuable member of the conference, students are expected to attend conferences as this day is a scheduled school day. Students not present will be considered absent for the day.

Additional conferences are available upon the request of the parent or teacher. Parents are encouraged to contact the teachers to schedule a needed appointment any time during the school year. Parents are encouraged to conference through phone and email as well as in person. Good communication between home and school is essential.

Please do not use arrival and dismissal time for a "quick" parent/teacher conference. The teacher's attention needs to be focused on his/her class at this time.

In the spirit of professionalism and of charity, parents are to call the teacher "first" when a concern is raised about a classroom matter. Every effort should be made to reach consensus between teacher and parents with regards to classroom matters. When necessary, the principal will meet with the teacher and parent to resolve issues and serve all concerned.

### **Custodial Parent Policy**

The welfare and education of the child is the foundational philosophy and motivation for these policies.

- Because a student's achievement is furthered by the participation of the parents in the educational process, all custodial/adoptive parents are encouraged to attend and participate in school functions.

- Without information to the contrary, it is assumed that biological/adoptive parents have parental and legal rights. It is the responsibility of a custodial parent to inform the school concerning who has custody of the child.
- If a student is to be released to the non-custodial parent, the custodial parent should provide advance notice to the school in writing.
- Academic records, i.e., report cards, progress reports, standardized tests, will be made available to a non-custodial parent upon written request from the custodial parent or as allowed by the court-issued parenting plan.
- Communication regarding a student will be conducted only with biological or adoptive parents who have court ordered custody rights. Non-adoptive step parents will not be part of the communication process.
- Since custody disputes can disrupt the educational process, school personnel will not become involved in such disputes.

### **Deliveries from Home**

If a parent needs to drop off something for a child, the item should be left at the school office with the child's name on it. The child will receive the item at the proper time. Parents are asked not to go directly to the child's classroom. Students will generally not be allowed to call home for forgotten homework or other items. They will best learn responsibility by bearing the consequences of their mistakes.

### **Discipline**

#### Discipline plan for Kindergarten through Grade 4

##### Classroom Rules

1. Follow directions the first time given.
2. Stay in your seat to do your work.
3. Raise your hand before speaking in class.
4. Keep hands, feet, and objects to yourself.
5. Be kind and respectful at all times.

##### Consequences

1. First a verbal reminder/warning will be given.
2. Followed by a second verbal reminder/warning given that day if behavior doesn't improve.
3. If a student receives a third verbal reminder/warning in a single day, the student will be sent to time out for a limited period and a behavior note will be sent home with the student to be signed by a parent.
4. (Kindergarten only) If a student receives a fourth verbal reminder/warning in a single day, the student will be sent to time out for the remainder of the day and a behavior note will be sent home with the student to be signed by a parent.
5. If four behavior notes go home per quarter, the teacher, parent, principal, and possibly the student will meet to discuss the behavior problem.
6. If five behavior notes go home per quarter, the teacher, parent, principal, and possibly the student will meet to discuss the seriousness of the behavior problem and a formal Student Behavior Contract will be developed and implemented. The contract will likely include

the following steps if behavior doesn't improve: one day suspension, followed by a three day suspension if improvements are not seen. The final option is expulsion for the remainder of the school year.

### St. Ann School Discipline Plan for Grades 5-8

#### Classroom Rules:

1. Follow directions the first time given.
2. Be respectful of peers and adults at all times.
3. Respect school property and the property of others.
4. Be on time and prepared for class when the bell rings..
5. Raise your hand and wait to be called on.
6. Stay in your seat and continue working if the teacher must leave the room.

#### Points System Overview:

Disciplinary action in grades 5-8 is handled with a "points system." At the beginning of each week, a student has 100 points. As infractions occur, points are subtracted from the total. Infractions and points deducted are listed on behavior slips. Behavior slips are sent to the homeroom teacher and tallied each week. The final total of points at the end of the week is the student's conduct grade for that week. This grade along with any behavior slips will be included in the next Tuesday folder. The weekly conduct grades are averaged to give the report card grade. A report card grade below 90% for conduct will prevent a student from making Honor Roll or Principal's List.

#### Infractions:

Disciplinary sanctions may be used for, BUT ARE NOT LIMITED TO, the following infractions:

- Uniform violations (-10 pts. per offense)
- Chewing gum or eating candy during school (-15 pts.)
- Talking after being told not to (-10 pts.)
- Being tardy to class (not in seat and prepared when bell rings) (-5 pts.)
- Not returning Tuesday folder (-5 pts. each day late)
- Rude or inappropriate behavior in the cafeteria or on the playground (-10 pts.)
- Running, screaming, scuffling, or loud behavior in class or halls (-10 pts.)
- Disrespect to peers (-20 pts.)
- Use of inappropriate language (-15 pts.)
- Misuse or damage to school property (-20 pts.)
- Inappropriate behavior or disrespect in church or at school liturgies(-35 pts.)
- Obscene conduct or gestures (-35 pts.)
- Academic dishonesty, including cheating, forgery, plagiarism, or tampering with the Tuesday Folder or other information sent to a parent (-35 pts.)
- Disrespect and/or disobedience to teachers, staff, or volunteers during any school activities (-35 pts.)
- Possession of a prohibited electronic device (-35 pts.)
- Bullying (-35 pts.)

Note: repeated violations or flagrant disobedience will result in a loss of 35 points

### Consequences:

- A. Weekly conduct grades will be reported in the next Tuesday folder. These grades are averaged to give the conduct grade on the report card. A conduct grade below 90% for the nine weeks will prevent a student from making Honor Roll or Principal's List.
- B. Each semester, when a student obtains his/her first weekly conduct grade below 70%, the student will receive a warning. A letter from the principal will be sent home to notify the parents.
- C. If a student obtains a second weekly conduct grade below 70% in the same semester; the privilege of eating lunch with his/her class and recess privileges will be suspended for one week. Loss of lunch/recess privileges will go into effect the day the student's grade goes below 70% and will last for one week.
- D. If a student obtains a third weekly conduct grade below 70% in the same semester; lunch/recess and extra curricular privileges will be suspended for one week. These privileges include, *but are not limited to*, lunch with the class, recess, school clubs, dances, athletic competitions, forensics, etc. Loss of these privileges will go into effect the day the student's grade goes below 70% and will last for one week.
- E. If a student obtains a fourth weekly conduct grade below 70% in the same semester, he/she will lose privileges for one week and will attend one day of Monday afternoon detention to be held from 3:00-4:00 pm at the school and to be supervised by teachers. The student will attend the next detention available. If the student misses the detention he/she must serve detention for the next two Mondays. (Sports and extra-curricular activities are not an excuse for missing a detention). A conference will be held with the student, parents, teachers, and principal.
- F. Should a student obtain a fifth weekly conduct grade below 70% in the same semester, the parents will be called to a conference with the principal and teacher. At that time the student will be placed on an individualized Behavior Contract. Privileges will be suspended and Monday detention will be served.

### Serious Disciplinary Action Clause:

Unfortunately there are times when students choose to violate the guidelines of Christian behavior in a serious manner. Due to the fact that all possible serious actions cannot be itemized, St. Ann School reserves the right to make decisions regarding serious disciplinary actions and their subsequent consequences. Just cause for disciplinary action (in-school suspension, out-of-school suspension, or expulsion) will include, *but not be limited to* any of the following serious violations:

1. Fighting
2. Repeated academic dishonesty including: cheating, forgery, or plagiarism
3. Belligerent or disruptive behavior to school staff, teachers, students, or volunteers.
4. Possession of drugs, drug paraphernalia, or alcohol at any school related function.
5. Possession or use of cigarettes or tobacco products.
6. Habitual and willful use of crude and profane language.
7. Obscene conduct, sexual acts or possession of obscene literature or materials.
8. Theft of school, staff, or other personal property.
9. Deliberate damage to school property, furnishings, books, and equipment.

10. Possession of weapons (i.e. knives, firearms), fireworks, etc.
11. Leaving school grounds without proper permission.

### Harassment Policy

Our Christian values and school mission require behavior that reflects mutual respect for and positive treatment of one another. Harassment is in opposition to the very foundation of this school and therefore will not be tolerated. It is the purpose of this policy to prohibit harassment and to protect students should harassment occur. Harassment in any form is a violation of school behavioral policies and Gospel values. Any acts of harassment on school grounds will be dealt with as a very serious manner.

Harassment occurs when name-calling, threats, inappropriate physical contact, or other un-Christian behavior is persistent, follows a pattern, or targets a person or group, and is either offensive or unwanted. Sexual harassment is defined as unwanted sexual advances, or unwanted visual, verbal, or physical contact that is sexual in nature. Racial harassment means the disregard for individual rights by the use of racial slurs, discriminatory remarks, or other inappropriate behavior directed toward another individual or group based on race, ethnic, or cultural background.

Complaints or information concerning incidents of harassment should be reported to the classroom teacher or school principal as soon as possible. Parents, faculty, staff, or students who witness or become aware of an incident must report the event to a school official as soon as possible. All harassment reports will remain confidential to the extent possible; all reasonable precautions will be taken to protect confidentiality.

St. Ann Parish and School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside of school hours. Thus, inappropriate use of technology, even on a home or public library computer, may subject your student to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about teachers, offensive communications, and safety threats.

St. Ann Parish and School does not actively monitor student use of technology off campus and it is therefore the responsibility of the parent/guardian to ensure ethical use of technology off campus and during non-school hours.

### Cyber Bullying

Neither the school's computers or network, nor the broader Internet (whether during schools hours or not) may be used for the purpose of harassment. All forms of harassment, in person, over the phone, or in cyberspace are unacceptable.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, another person by sending or posting inappropriate and hurtful digital messages, digital pictures, or web postings.

Individuals who feel they have been the victims of such misuses of technology should not erase the offending materials, but should print a copy of the materials and report the incident to the school principal.

Sanctions will include enforcement through the school’s discipline plan and may also include, but are not limited to, loss of computer privileges at St. Ann School.

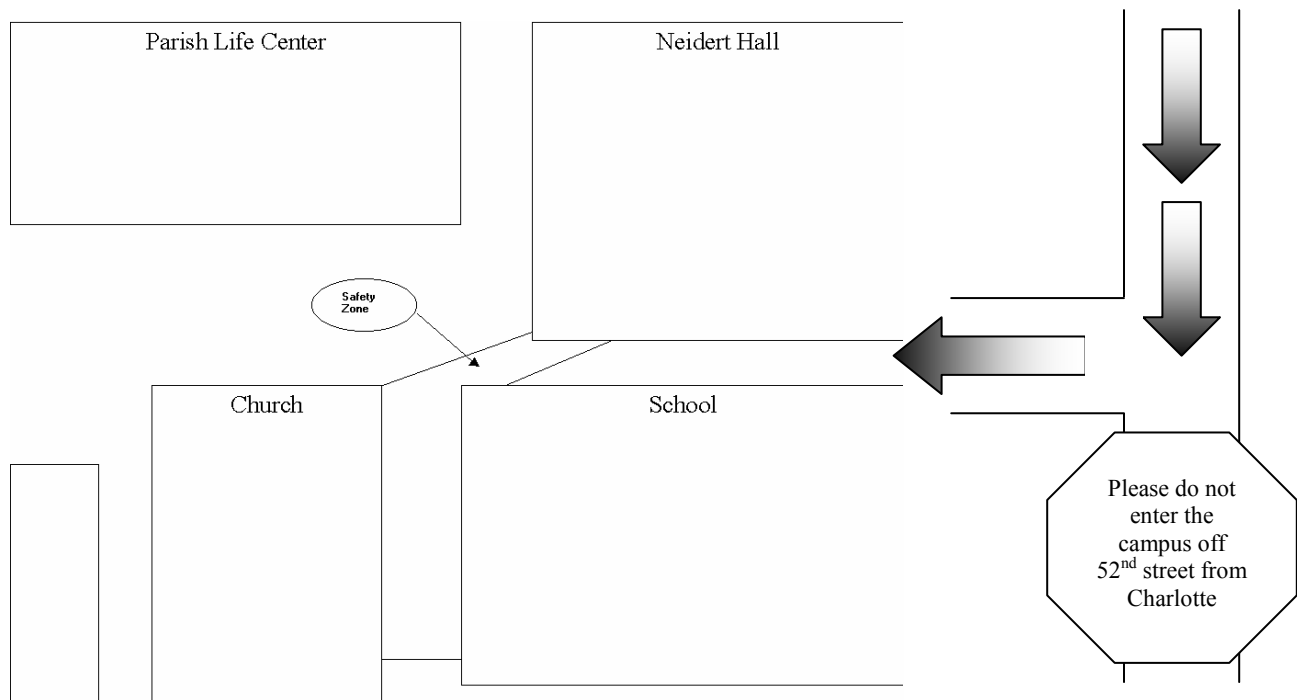
Actions taken in case of serious infraction:

In the case of a serious infraction, the student will be immediately removed from the classroom or the company of his/her peers and sent to the principal’s office. This will be an automatic loss of 35 points. The parents will be notified and the student may be sent home for the remainder of the school day. The principal will determine subsequent consequences.

The school retains the right to make exceptions when mitigating circumstances call for a response which differs from the established Discipline Policies.

**Dismissal**

**DISMISSAL MAP**



At 3:00 all students either report to the Safety Zone or to Niedert Hall for Extra Care. Students who walk home or to the library must have a note on file in the office. Students who walk will cross 51<sup>st</sup> Ave. together escorted across the street by school staff. Any other arrangements must be requested in writing to the principal. Children must remain in the safety zone until picked up. While in the Safety Zone, students are to remain in full uniform and neither gum chewing or drinking or eating is allowed.

Please make every effort to be on time for pick-up at dismissal. Parents should notify the office when they know they will be late. Students who have not been picked up by 3:15 will be sent to the Extra Care program at the expense of the parent.

Safety is of primary concern, and traffic flow is designed with this in mind. For this reason, the directions of the Safety Patrol and the Duty Teacher are to be followed by all drivers. Students are not allowed to be picked up from the Safety Zone and taken to the 52<sup>nd</sup> side parking area. Do not enter 52<sup>nd</sup> street from Charlotte as this causes a back-up on Charlotte which is a serious safety concern.

St. Ann School is not responsible for students who arrive before 7:30 A.M. or after 3:15 P.M., except through Extra Care.

### **Dress Code**

The purpose of uniforms is to develop a greater sense of school community, reduce long-term cost to families, and to minimize distractions so that an atmosphere conducive to learning is fostered. The St. Ann School uniform must be worn at all times throughout the school year, beginning the first day of school, unless otherwise announced.

Students are to remain in uniform, and dress code policies are in effect, from arrival on campus in the morning to student departure from campus in the afternoon. This includes time spent at student clubs and/or after school activities. Exceptions are made for students in the Extra Care program at the discretion of the Extra Care Director.

Some uniform decisions will be made at the discretion of the principal.

### **Girls**

K-4: Plaid jumper, with white peter pan collared blouse, or navy blue shorts (weather permitting) or slacks worn with white or red St. Ann logo polo shirt. A blue knit cardigan or pullover sweater with St. Ann logo may be worn.

5-8: Plaid skirt with either a white oxford blouse or white or red St. Ann logo polo shirt or navy blue shorts (weather permitting), or slacks worn with white or red St. Ann logo polo shirt. A blue knit cardigan or pullover sweater with St. Ann logo may be worn.

All girls in grades K-8 are to wear shorts under their uniform jumpers and skirts. They may wear the knit shorts that will be worn for P.E., cross country, and basketball.

When making purchases or alterations, remember that skirts/jumpers must remain no shorter than 2" from the floor when kneeling, and the skirts/jumpers must remain so throughout the entire school year. Be sure to leave plenty of room for student growth.

Jumpers and skirts must be worn at or below 2" from the floor while the student is on campus. Skirts may not be rolled at the waist.

### **Boys or Girls**

K-4: Plain, navy blue shorts (no cargo pockets) or slacks with white or red St. Ann logo polo long or short sleeve shirt. A blue knit cardigan or pullover sweater or sweater vest with St. Ann logo may be worn.

5-8: Plain, navy blue shorts (no cargo pockets) or slacks with white or red St. Ann logo polo long or short sleeve shirt or white oxford shirt. A blue knit cardigan or pullover sweater or sweater vest with St. Ann logo may be worn.

**Belts:** Brown, black, or navy belts must be worn with shorts or slacks.

**Jewelry: If worn,** one simple and appropriate ring, and a wrist watch or bracelet, on each hand. A single necklace on a simple chain, or a religious medal, may be worn. Girls may wear post earrings only and only one per ear, on the lobe. For safety reasons, no dangling or hoop earrings, or ankle bracelets of any kind may be worn. Boys may not wear earrings to school.

**Hairstyles:** Styles should be simple and off the face. Boy's hair should not be excessively long, it must remain above the eyebrows and shirt collar throughout the day. Students will have two weeks to get their haircut after a written notice is sent home. Extreme styles, colors (excessive bleaching), fashions or fads are not permitted; measures to eliminate the coloring or extreme hair style will be required as deemed necessary by the principal.

**Hair accessories:** Simplicity in what goes in the hair (barrettes) should be observed. No bandanas are to be worn.

**Hats:** Baseball caps are not to be worn on campus. Stocking caps may be worn before school or on the playground when weather dictates.

**Makeup:** No makeup may be worn. Only clear lip balm and clear nail polish may be worn. No artificial nails are permitted.

**Pants/Slacks:** Must be in good repair, be worn at an appropriate length, and be plain, simple, and navy blue. If they are not ordered from Dennis Uniform, they must be similar in color and style.

**Shoes:** Athletic or dress shoes may be worn. Sandals, flip-flops, clogs or crocs may not be worn. Shoes must be closed toe and closed heel. Safety and comfort should be the number one priority when choosing school shoes. Athletic shoes are required for Health and Fitness class.

**Socks:** Socks must be solid white or navy, above the ankle, with no messages except the St. Ann logo. No footies are to be worn. Socks must remain above the ankle throughout the school day. Girls may wear navy or white tights, with or without, white socks, in cold weather.

**Sweatshirts:** St. Ann sweatshirts may be worn with the uniform in cool weather.

Beside the required uniform, the following dress code should be followed at all times:

- Any garment worn under the shirt or blouse for warmth or modesty must be **solid** white.
- Shorts worn under skirts must not show below the skirt hem.
- Blouses and shirts should be tucked in neatly while in uniform.
- Pants are to be worn at the waist and should be hemmed at proper length.
- Baseball caps are not to be worn on campus. Stocking caps may be worn before school or on the playground when the weather dictates.
- Students should not have writing on their clothing or skin.
- Shoes are to be laced and tied at all times.
- Students are expected to be neat and clean in appearance. This reflects pride in themselves and their school. Torn or worn out uniforms must be replaced. Clothes must fit properly and be neither too big nor too tight.

- All students must wear appropriate outer wear in cold weather.

#### Out of uniform dress code

- Clothing appropriate for school must be worn for both a dress up day or casual day.
- Inappropriate advertisement t-shirts, tank tops, net tops, spaghetti straps, off the shoulder, low cut, halter tops or midriffs, or any such fashion are not to be worn.
- Skirts are not to be worn shorter than uniform skirts. No miniskirts.
- Pants and shorts must be worn at the waistline. No low hip huggers. Shorts are too measure no shorter that 3 inches above the knee.
- No torn or ripped clothing.
- Clothing should be neither too tightly fitting nor sheer.
- All other uniform codes must be followed. This includes makeup, jewelry, and shoes.
- Clothing worn to all school events should reflect the dress code.
- Scouts may wear their dress uniform on meeting days.

NOTE: Some uniform decisions will be made at the discretion of the principal.

#### Drug Policy

Students are not allowed to use narcotics, alcoholic beverages, drugs, counterfeit or look-alike drugs, or tobacco products on school campus or any school related event.

#### Electronic Devices

Students are not to have electronic devices on school property. This would include cell phones, pagers, PDA's, walkie-talkies, I-Pods and similar music devices, and game devices. These items are an interruption to the educational setting nurtured at St. Ann. Possession of these devices is a serious offense and will result in a -35 pt. behavioral infraction.

There may be unusual situations which necessitate students having a cell phone on campus. If that is the case, those phones must be turned off during the school day and the phone given to the teacher at the beginning of the school day and picked up at the conclusion of the day. While on campus, the phone must remain OFF. If a school official observes a student talking on a phone or hears a phone ring, the phone will be confiscated. The parent can then pick the phone up from the principal.

Students who violate any of the rules regarding cell phones may forfeit their privilege of bring them to school.

#### Emergency Drills

The safety of each child is one of the school's greatest concerns. The school holds regular drills to teach the pupils how to respond properly in the event of an emergency.

Fire drills are conducted once each month and tornado drills periodically. During fire drills, each class is directed to an outside area a safe distance from the building. During tornado drills, students go to a designated area within the building. They will crouch down and cover their heads with their hands. Students are expected to remain silent during drills in order to hear directions. Specific directions are posted in each classroom.

A crisis plan has been prepared to meet any imminent dangers to students. Warning signals and directives have been established for responding to different types of emergency situations. This crisis plan is available in the main office.

### **Emergency Information**

The school must have an emergency form on file for each child. The information must include the parents'/guardians' home and work phone numbers, and the phone numbers of several relatives or close friends. The school must know whom to contact when a child is too ill to remain at school and with whom students may leave at dismissal time. The school also needs to be aware of any special medical needs a child has. Parents fill out emergency forms in August and are asked to notify the school office immediately if any information changes during the year.

### **Extra Care**

The Extra Care program at St. Ann School is offered from 7:00-7:45 AM each school morning and 3:00-6:00 PM each afternoon. The program is rarely open on holidays. The program provides daily vigorous activities, quiet play, staff supervised homework, snack time, and extra curricular activities. The Extra Care program is licensed through the Tennessee Department of Education.

### **ST. ANN EXTRACARE POLICIES**

#### **Fees:**

Weekly fees are to be paid by the Friday of the week services are received, unless there is an arrangement made with the Director. It is possible fees may change from month to month depending on staffing needs. Keep in mind that your check serves as a receipt for tax purposes. If you pay with cash it is your responsibility to ask for a receipt. There is a returned check fee of \$10.00 per check. There is an additional \$2.00 fee for every minute past 6:00 PM the child is here until pick-up.

#### **Arrival/Pick-up:**

Children are cared for during the above stated hours. The program will not release your child to anyone other than a parent or a person designated for pick-up on their child's Emergency Information (EI) sheet. If you wish for someone to pick your child up, who is not on their EI sheet, you must contact the Director with person's name and he/she must bring a photo ID before child can be released. Each child must be signed in/out each day by the adult picking the child up.

#### **Communication:**

No verbal message should be sent by a child in the care of the program. Please contact us by phone or e-mail. Communication between parents and staff is most important to keep the program running smoothly. You may reach the ExtraCare office by dialing 277-9656 or use the appropriate e-mail for the Director.

### Parent's Responsibility:

Never pick up your child without the knowledge of one of the ExtraCare Staff. Timely fee payment; prompt pick-up; providing correct information and updates; belongings labeled; and general information about child that will aid in our ability to care for your child during ExtraCare are important.

### Discipline:

Positive methods of discipline will be used to encourage acceptable behavior. If your child is acting in a problematic way, the following steps of action will be taken:

- 1<sup>st</sup> offense: An Incident report will be written and must be signed by a parent and the Director. The child will be removed from the activity for a cooling off period.
- 2<sup>nd</sup> offense: An Incident report will be written and must be signed by a parent, the Director, and the Principal. The child will be removed from the activity for a cooling off period and will be sent to discuss his/her actions with the Principal.
- 3<sup>rd</sup> offense: An Incident report will be written and must be signed by a parent, the Director, and the Principal, and the child will receive a 2 day suspension from the ExtraCare program. A meeting will be set up with the child, the Parents, the ExtraCare Director, and the Principal.
- 4<sup>th</sup> offense: An Incident report will be written and must be signed by a parent, the Director, and the Principal, and the child will be suspended from the ExtraCare program for the remainder of the semester.
- 5<sup>th</sup> offense: An Incident report will be written and must be signed by a parent, the Director, and the Principal, and the child will no longer be welcomed in the ExtraCare program.

### **Field Trips**

Field trips are offered at the teacher's discretion and are a privilege, rather than a non-deniable right. Students may lose the right to attend a school field trip as a result of problem behavior. Permission slips must be signed by the parent and returned to the teacher before the child is allowed to go on the trip. The school uniform is worn, unless the nature of the trip would necessitate another type of clothing. Good behavior and good manners are expected. The students must remember that they represent their school in public. Also, for safety reasons, students are expected to listen to and follow the directions of teachers, chaperones and tour guides.

All Diocesan Regulations must be met regarding chaperones. Current proof-of-insurance, diocesan child safety paperwork, and volunteer driver forms must be on file in the school office for all parents who drive on field trips.

## **School Finance Policies**

### **St. Ann Parish Tuition Subsidy Requirements**

St. Ann School is a ministry of St. Ann Church and in order to offer an affordable Catholic education for those devoted to the Catholic faith, the parish has a subsidy policy to assist such families. Subsidy cards are sent out with your registration packets or can be obtained at the school office or on the web-site.

#### **St. Ann members guidelines for approval:**

- a) Must be a registered member of St. Ann for one year prior to requesting subsidy.
- b) Must regularly attend mass with children and be active members by giving of time, talents and treasures and be active in at least one parish ministry.
- c). Must use parish envelope system and complete an annual Parish Pledge card with a minimum annual pledge amount of \$800 turned in the prior year. At least 90% of this pledge must be met by December 31.
- d) tithing requirements are to be fulfilled by the parent or legal guardian, and not other family members or friends
- e) all subsidy decisions will be made by the Subsidy Review Board and will be final.

If all of the above requirements are met and you wish to be considered for subsidy, complete the subsidy application form and return it with your registration material to the school office.

#### **Members of a Catholic Church other than St. Ann guidelines for approval:**

Members of Catholic churches other than St. Ann, must fill out the subsidy application and have it approved by the Pastor or delegate and returned to St. Ann School Office by March 1, in order to receive the Catholic discounted rate. (other parish subsidy requirements may vary)

#### **Relocating or Mid-term registering Members of a Catholic Church guidelines for approval:**

Relocating families must provide a letter from their prior parish stating they were active and contributing members. Registration may not be completed until this is received. Be mindful this is only for the present year and it is important that you register with St. Ann or another parish and begin using the envelope system in order to apply for the following school year.

\*\*The Subsidy Review Board consists of parishioners who are in leadership positions of the parish involving all aspects of parish ministry.

\*\*Those families who did not turn in an approved subsidy card will pay the non-Catholic tuition rate.

- If you are requesting subsidy for High School students, the same guidelines apply.
- St. Ann Church does not provide subsidy for other parish schools

**St. Ann Catholic School Tuition Agreement**  
2009 – 2010

	<b>TUITION</b>	<b>ACADEMIC FEE*</b>	<b>TOTAL</b>	<b>MONTHLY PAYMENT (July-May)</b>
<b>1 Child</b>	<b>\$7046</b>	<b>\$714</b>	<b>\$7760</b>	<b>\$705.45</b>
<b>2 Children</b>	<b>\$13,391</b>	<b>\$1428</b>	<b>\$14,819</b>	<b>\$1347.18</b>
<b>3 Children</b>	<b>\$19,737</b>	<b>\$2142</b>	<b>\$21,879</b>	<b>\$1989.00</b>
<b>4 Children</b>	<b>\$26,082</b>	<b>\$2856</b>	<b>\$28,938</b>	<b>\$2630.72</b>
<b>1 Child with approved Catholic Subsidy application</b>	<b>\$4466</b>	<b>\$714</b>	<b>\$5180</b>	<b>\$470.90</b>
<b>2 Children with approved Catholic Subsidy application</b>	<b>\$8231</b>	<b>\$1428</b>	<b>\$9659</b>	<b>\$878.09</b>
<b>3 Children with approved Catholic Subsidy application</b>	<b>\$11,997</b>	<b>\$2142</b>	<b>\$14,139</b>	<b>\$1285.36</b>
<b>4 Children with approved Catholic Subsidy application</b>	<b>\$15,763</b>	<b>\$2856</b>	<b>\$18,619</b>	<b>\$1692.63</b>

(\*The \$714 Academic Fee covers textbooks, technology, library, diocesan fees, yearbook, testing expenses, Home & School fee, Extra Care fee and others.)

1. ALL tuition must be processed through the FACTS Tuition Management Company.  
If another party is paying any or all of the tuition, arrangements must be made through the responsible party and that individual. St. Ann parish or school office does not accept any tuition payments.  
\*The parent or guardian who enrolls the child (ren) is considered the responsible party\*
2. Payments to FACTS may be paid in full by July 30, 2009 or a payment plan may be set up to withdraw funds on the 5<sup>th</sup> or the 20<sup>th</sup> of each month, with final payments ending in May.
3. If a payment does not clear on the due date, for any reason, the payment will be attempted again on the 5<sup>th</sup> or 20<sup>th</sup>. An unpaid tuition payment becomes delinquent if the payment does not clear on the second attempt. Late fees will be charged by FACTS Company (refer to FACTS on-line agreement)
4. If tuition becomes delinquent, the student can not attend class the following day after the parish administrator has been notified by FACTS (usually 5 days after payment was due) At this time the child(ren) will be withheld from school until the next payment has cleared.  
Example: If you are notified on the 10<sup>th</sup> of the month, your child (ren) will be withheld from class until the next withdrawal date, which in this case would be the 20<sup>th</sup> and after we have been notified the payment has cleared.
5. If tuition becomes delinquent twice in the same academic school year:
  - 1) the balance of the account will be required to be paid in full, and tuition for the following years must be paid in full before school starts. (or)

- 2) the permanent removal of your child(ren) from St. Ann School.
6. In the event that the undersigned fails to pay the obligations under the terms of this agreement on a timely basis the undersigned agrees to pay all the expenses of collection including collection agencies, attorneys, courts and all other legal and valid collection expenses.
7. If a student withdraws from school for any reason (moving, expulsion, etc.), a refund will be based on remaining academic quarters. Academic Fees are non-refundable.
8. All transcripts, report cards, student records and diplomas are the property of St. Ann Catholic Church and will not be issued to current, transferring, or graduating students until all tuition is paid in full.

### **Financial Aid**

The granting of financial aid is highly unusual and rests solely with the Finance Board. There are no funds available for such aid. If funds become available the Finance Board will establish guidelines and a process for awarding such aid.

### **Fundraising**

Fundraising is an important aspect of the school's financial landscape. Through fundraising, families contribute over \$75,000 to the school's operating budget. Involvement in the three school fundraisers (Cookie Dough Sale, Annual Fund, and Spring Fling and Silent Auction) is expected of every family. Simply put, without these funds, we can't continue to offer students the outstanding educational environment currently available. Students are not allowed to go door to door to solicit for the school's fundraisers.

### **Graduation**

Eighth grade graduation is recognition of a student's successful completion of the required course of study. The graduation ceremony is planned and implemented through the school administration. It is centered around the Eucharistic celebration of the Mass and is not to be treated as a high school event. Certificates of Completion of Elementary Education, signed by the pastor and principal, are issued to graduates.

### **Health/Illness**

#### **Illness**

If a child becomes ill during the school day parents/guardians will be contacted. If the school is unable to locate the parent/guardian the individual noted on the emergency card will be called. Emergency telephone numbers must be kept current; notify the office of any changes.

Students who have been ill with fever, must be without fever for 24 hours before they return to school. This is a State Law. Children who have contracted a communicable disease such as chicken pox, measles, hepatitis, mumps, pink eye, head lice, etc., must adhere to the length of isolation as required by the Board of Health. In some cases, a doctor's note may be required for re-admittance to class.

In order to be excused from physical education class, a written statement from the parent is required. Extended excused time requires a physician's excuse.

### Medication

According to State Law, the school cannot give the medication without written consent of the parent. All medications, prescription and over-counter, are to be monitored by the office; this includes throat lozenges, inhalers, and sprays. All medications, should be sent to the office, in the original container/bottle, with written directions from the parents.

### Lice Policy

St. Ann School has a nit-free policy. Once a confirmed case of lice or nits has been reported to the school office the following procedure will be followed:

1. The entire class of students and teacher of the child reported with lice should be checked.
2. Any child found to have lice or nits will be isolated and if necessary sent home for treatment.
3. The siblings of the child with lice or nits should be checked.
4. If the sibling has lice or nits, that child will be sent home and the entire class be checked.
5. Notices of lice should be sent home to all families in that classroom on the same day.
6. The child must return to school with proof of treatment from a doctor or the Metro Health Department stating that the child is nit free. (Metro Health Dept. will check children free of charge)
7. The previously infected student will be checked at a later date to ensure a 100% kill rate has been achieved.

### **Internet Acceptable Usage Policy (AUP)**

The technology resources currently available to our students are wonderful curricular tools. They are a privilege for each student who agrees to use them responsibly. The school network has Internet service, which is closely monitored when used by students. The potential benefits from this tool can be negated by inappropriate use. Therefore, we have established the following Acceptable Use Policy. Each student and guardian is required to read and sign the policy to indicate compliance with the policy before the student is allowed access to school computers.

The second part of the form will give us permission to use your child's picture on the St. Ann School and Parish Web Site. No individual pictures will be posted. Children in the photographs will not be named, however, first names may be associated with works of art or other projects posted on the site. If you do not wish for your child's picture to be posted, please indicate this in the appropriate place on the form. You can check out our web site at [www.saintannparish.com](http://www.saintannparish.com).

### Acceptable Usage Policy

There are many benefits resulting from the technology available on the St. Ann campus. The following policy ensures that the tools are used appropriately.

1. Students must respect the computers, network, and peripherals as property of St. Ann School. Intentional damage will result in the loss of computer privileges.
2. All computer activities must be sage, respectful, and appropriate.
3. Students must respect the rights and privacy of others. Trespassing into the files of another user is strictly prohibited.
4. Inappropriate language and material is strictly prohibited.
5. Use of the Internet is restricted to educational use.

6. All copyright laws must be obeyed. Students may not take software from St. Ann School to load onto another computer and outside software may not be loaded on school computers.
7. No software, shareware, or freeware will be downloaded by students at school. None will be brought to school and loaded on computers without written permission.
8. Computer viruses must not be created, introduced, or disseminated by anyone.
9. Passwords must never be shared with anyone.
10. Students must never give out personal or school information on the Internet.
11. Plagiarism of materials found on the Internet is strictly forbidden.
12. Any attempt to access and/or alter student grades or records is strictly prohibited. This action will result in the most serious of consequences.

Though personal computers at home may be private property, use of the Internet to post inappropriate language or images which defame St. Ann School or Parish, any staff member, family or student will not be tolerated. Deliberate defamation of others is not consistent with the Christian values espoused by St. Ann School and students will be held accountable for intentional harm they cause. Students engaged in any type of insinuating, degrading, or demeaning behavior will face serious disciplinary consequences.

Students must be familiar with these rules and know how to use the Internet before going online. These rules apply all the time, and to all computers on our campus.

### **Lost and Found**

Articles lost by students are kept in the main office, where students or parents may claim them. Articles not claimed after a reasonable length of time will be given to charitable organizations. All articles should be clearly marked with a student's name to avoid loss or confusion.

### **Medication**

It is the intent of the St. Ann School to assist parent(s)/guardian(s) by giving needed medication to students so that the student may maintain school attendance.

1. It is the parent(s)/guardian(s) responsibility to provide the following for prescription or non-prescription medication:
  - a. The parent(s)/guardian(s) needs to sign the Release and Indemnification Agreement requesting Prince William Schools to dispense medication.
  - b. A written statement (pharmacy labels will be acceptable) from the parent(s)/guardian(s) designating the title of the prescription or non-prescription medication, the required dosage, the time intervals, and the duration of administration
  - c. Medication shall be in the original container.
2. The school will not be responsible for lost or spilled medications.
5. Parents need to bring the medication to the office themselves. Students are not allowed to bring medication to school.
6. Students are not allowed to keep any medication in their possession while at school. However, if a student needs to keep the medication with them at all times (I.E. inhalers or sting medicine, the parents must make this request of the school in writing.

## **Parties**

On special occasions classes are allowed to have parties. All parties are to be kept simple in nature and are limited to one hour. The day, time and nature of the party is to be determined by the classroom teacher. Birthday parties are not permitted. However, parents may send a treat to be distributed by the teacher at lunch or snack time. Invitations to private parties may be distributed at school, if the entire class or at least every student of your child's gender is invited.

## **Sick Policy**

Contagious diseases are a rare occurrence; however, they do happen. TLC will send notice via e-mail if your child may have been exposed to a communicable disease. Children with any of the following symptoms are not permitted to remain at school:

- **Fever** of at least 100° F
- **Vomiting**- two or more occasions within the past 24 hours
- **Diarrhea**- three or more watery stools within the past 24 hour or any bloody stool
- **Rash**, especially with fever or itching
- **Eye discharge or conjunctivitis (pinkeye)** until clear or until 24 hours of antibiotic treatment
- **Sick appearance**, not feeling well, and/or not able to keep up with program activities
- **Open or oozing sores**, unless properly covered and 24 hours has passed since starting antibiotic treatment, if antibiotic treatment is necessary
- **Lice or scabies**: Head lice- until no nits are present, Scabies- once treatment has begun

## **Supplies**

Each student is expected to come to school with all the necessary supplies. A list of supplies needed is sent to parents in the last report card of the year.

## **Telephone**

The school telephone is for business calls only. Students will be called to the office in the event of an emergency. Children are not to call home for forgotten items. Permission to use the phone must be given by the home room teacher as well as the principal or secretary.

## **Universal Precautions**

The school adheres to the standards of Universal Precautions for handling materials with possible blood pathogens. Students are to report any accidents or incidents to their homeroom teacher. They are instructed to avoid contact with blood spills.

The school follows the diocesan policy with regard to children who are HIV positive. This policy is available in the School Office upon request.

## **Visitors**

Safety is of the utmost importance to parents and school personnel alike. All visitors are to report to the office, check in and pick up a visitor's pass.

### **Walking to the Richland Library**

Though strongly discouraged by St. Ann School, students may walk to Richland Library at their own risk. Students will not be supervised by St. Ann staff while walking to the library or while at the library. Students are not allowed to return to St. Ann School campus after leaving the school grounds to walk to the library.

In order to walk to the library, the school office must have on file a permission letter, signed by a parent, giving permission for a student to walk to the library (verbal permission is not sufficient). Being allowed to walk to the library is a privilege, students not cooperating with the school safety policies, while a student is on campus, will have the privilege of walking to the library withdrawn.

### **Weapons Policy**

Possession of weapons is prohibited at St. Ann School. At the discretion of the pastor and principal, possession of a weapon may result in notification of proper authorities and immediate expulsion from school.

### **Weather Emergencies**

If weather conditions become hazardous due to ice or snow and warrant school closing, announcements will be made on television channels 2, 4, and 5. Changes to the normal hours of operation will be announced. If inclement weather begins during school, parents have the option of picking their children up early. Parents may also call the school weather information line at 277-9661. (Student tardies, absences, or early dismissals related to weather emergencies (as defined by the school administration) do not count against their attendance record.)

St. Ann School has a tornado plan which is implemented when a tornado warning has been issued by the National Weather Service. This plan is displayed in every classroom and is practiced several times a year.

## **SECTION THREE: Academics**

### **Academic Subjects**

The subjects taught are

- Christian Doctrine- Catholic Doctrine, Scripture, Prayer and Morality
- Language Arts- Phonics, Reading/Literature, English/Grammar, Composition, Spelling, and Vocabulary
- Mathematics (Pre-Algebra and Algebra for qualifying students)
- Science
- Health/Fitness
- Global Studies
- Art
- Music
- Technology
- Spanish
- Library Skills

### **Counseling**

St. Ann has contracted with Catholic Charities to provide two part-time counselors on site for three days a week. Referrals may be made by the school administrator, faculty, or a parent. A student may be seen once without parents' permission. Subsequent sessions require signed parent authorization, and parents' involvement in the counseling process is encouraged. Workshops are also conducted in each class by the counselors.

### **Education/Psychological Testing**

Educational psychological testing may be scheduled with Metro schools free of charge. Forms for Metro testing are available in the office. They must be delivered to the school where the child would be zoned. The school can also recommend several private centers where a student's needs can be evaluated.

### **Homework Policy**

The fundamentals in each subject area need to be reinforced and developed with additional practice outside the classroom. Homework, the extension of class work, will be directly related to the mastery and application of a subject. Homework is a vital part of the learning process. Students must assume responsibility for their homework just as they will assume job responsibility in the future.

Students and their parents/guardians share in the responsibility for the students' mastery of the subject matter. The learning process is a joint effort. Homework will be discussed fully in the classroom so that students should be able to complete their homework independently. The nature of the subject matter being taught may lend itself to different types of homework, including long range projects, independent practice of newly

learned skills, reading chapters of textbooks, drills on important concepts, etc. Assignments requiring study and review are as necessary as written work.

Approximate Homework Times:

Grade 1.....	20 to 30 minutes
Grades 2-3.....	30 to 40 minutes
Grade 4.....	45 to 60 minutes
Grade 5-6.....	60 to 90 minutes
Grades 7-8.....	60 to 120 minutes

This time allotment refers to actual concentrated working time.

Parents should strive to provide study conditions in the home and, as much as possible, a specific time during which homework should be done. A table, chair, good lighting, and a quiet atmosphere are helpful for good study habits.

Parents can establish a learning environment in the home by:

1. Showing a positive attitude toward education.
2. Taking an interest in their child's schoolwork.
3. Establishing good study habits.
4. Monitoring their child's study habits.
5. Exercising patience as they encourage their child.

Students must develop good study habits which are taught and reinforced at school and in the homes. Part of academic discipline involves students always doing their own work. Any assignment, quiz/test, or research project in which a student plagiarizes another's work will receive a 0% on the project. Teachers may, at their own discretion, allow students to make-up the work with students receiving a significantly reduced grade. Honest and truthfulness are virtues held in high regard in the diocese's parochial schools.

### **Interim Progress Reports**

Interim Progress Reports are sent home at the midpoint of each nine weeks. These midterm reports help parents see areas where their child may need extra effort, support or review before the end of the quarter, as well as to recognize strengths. Parents are encouraged to discuss any concerns they may have with their child's teacher.

### **Media Center**

The St. Ann School libraries exist to support student learning. Policies are in place to ensure a well-balanced collection that is centered around our Accelerated Reading program and curriculum requirements. All students have a scheduled library period one time per week. Kindergarten through Second Grade meets in the Little Library. Third through Eighth Grades meet in the Main library. The libraries are open for flexible student use during any time when a class is not scheduled. These facilities also serve as the technology center for the campus with video-conferencing and in-house news broadcasts generated here.

There are no overdue fines, however, the student is not allowed to check out another book until the overdue book is returned or replacement payment is made. Kindergarten through Second

Grade are not allowed to take books home. Report cards will be held at the end of the school year if there are any outstanding balances in the library.

**The Accelerated Reader Program** is a valuable tool for strengthening students' independent reading skills. All students will be asked to do independent reading and are encouraged to take Accelerated Reader tests on the books they read. Students in grades 5-8 are required to read and take tests as part of their Literature grade. The Accelerated Reader program allows teachers to establish individualized reading goals for students based on their ability. It also provides students and parents valuable feedback on reading progress. Students can take Accelerated Reader tests in the Main Library or on the computers in the classrooms.

Accelerated Readers book list is found under the *Library* section of the school's website.

### **Parent Involvement**

Providing a rich variety of extracurricular activities to our students is not possible without adequate parent involvement. The Home and School Association, in conjunction with the school, need parents to organize and assist with school events and activities. To this end, a Family Volunteer Opportunity handbook will be distributed to all families during the summer. The handbook describes the variety of ways a family can be involved with St. Ann throughout the school year.

Diocesan policy requires background checks for staff and volunteers who work with students. This policy applies to all paid employees of the school and all volunteers with frequent and ongoing contact with the students, including, but not limited to coaches, scout leaders, religious education instructors, overnight chaperones, cafeteria aides, counselors, and youth leaders. The school will provide volunteers forms for the background checks which must be carried out by the agency approved by the diocese. The principal must approve all volunteers.

### **Home and School Association**

Parents need to be actively involved in the school. When the home and school work together good community spirit develops. St. Ann School is a family that works together for the benefit of its children. The Home and School Association coordinates parent volunteers for school events and activities. All parents are members of the Home and School Association. Dues are included in the fees paid with registration/tuition. Parents have the opportunity to sign up for one or more committees or leadership positions. The school encourages all families to contribute forty hours to the school per year. Opportunities may be found in the Volunteer handbook that is sent to all families during the summer.

### **Fund-Raising**

Fund-raising is an integral part of the operation of St. Ann School. All parents and students must be actively supportive of our fund-raising projects. Committees of parents are needed to help organize each fund-raiser. Only with parental involvement will the fund-raisers be successful. Typically Home and School Association fund-raising provides increased hands-on resources for students.

### **Room Coordinators**

Several parent volunteers are needed to serve as room coordinators for each class. Room coordinators help teachers organize parties, special activities and field trips. Room coordinators

are also involved in class projects for the fund-raisers which each family is encouraged to participate in.

#### School Advisory Committee

This board helps with policy decisions, strategic planning, and some fundraising activities. Members for this board are selected by the principal from volunteers submitting their names via the Family Volunteer Opportunity Handbook. Meetings are monthly and open to everyone.

### **Religious instruction and Sacramental Preparation**

Since religious instruction is the distinctive mark of the Catholic School, religious instruction is provided daily for all students. Religion must permeate the atmosphere of the school and be an integral part of everyday living. Students are prepared for a proper understanding of the Scriptures, Church doctrine, and the Sacraments. Focus on moral values is a vital part of the religious education program.

The entire school community attends a weekly prayer service each Monday and celebrates Mass together every Wednesday morning. In addition, grades 3 through 8 celebrate Mass followed by the Sacrament of Reconciliation on a rotating basis on Fridays. Parents are invited to attend the liturgies and are always welcome.

#### Sacramental Preparation

Non-Catholics participate in Sacramental preparation to the extent possible. The goal is to ensure that all students see this time as both positive and spiritual.

#### First Reconciliation and First Communion

Second grade students make their First Reconciliation and First Communion at St. Ann. Parents are notified of the dates and invited to participate in this special event with their children.

#### Confirmation

The eighth grade students receive instructions for the Sacrament of Confirmation. They receive the sacrament at St. Ann, and at a time established by the Bishop of Nashville.

### **Retention**

Kindergarten: A decision to retain a student in the kindergarten program shall be based on the progress of the child, especially with regards to the level of maturity attained and the ability to handle the academic program of the first grade. The teacher, parents/guardians, and the principal will make this decision.

Primary Grades 1-2: Retention in the primary grades will be due primarily to the lack of achievement in the language arts. Failure to read well will be a deterrent to achievement all the way through school. Usually the inability to read on grade level will affect all grades. Some students will always read below level, but compensation skills and study techniques can be acquired to allow students to successfully complete a grade level.

Intermediate 3-4: Retention in the intermediate grades occurs if the child is obviously struggling to meet the curricular objectives. Failure to maintain a passing grade in Math or Reading throughout the year would be a signal of problems and possible retention. Also, the child's emotional and maturity level will be considered. Every effort should be made for possible tutoring or help outside the normal classroom hours, before retention is considered. Parents will

be notified in writing or documented conference that their child has the possibility of failing the grade.

Junior High Grades 5-8: Promotion in grades 5-8 will be determined by the average of the grades the student receives in the academic areas. A student must have at least a cumulative year average of 70 percent in these disciplines to be promoted, provided that English, Reading, and Math are passing grades. If a student fails English, Reading, or Math, promotion will not occur until summer school sessions have been successfully completed. Parents shall be notified in writing or by documented conference as soon as possible that their child has a possibility of failing the grade. Students who attend summer school must submit grades before re-admittance into school. Passing grades must be evident for promotion. If, after evaluation, the principal and the teacher find it necessary, a child may be placed in the next grade.

When the report card indicates a child is “placed” in a grade, it indicates serious concerns on the part of the teacher about the child’s ability to be successful in the next grade. However, there may be circumstances which do not make “retention” the best option.

### **Report Cards**

Report Cards are issued four times each year. The grades for each report period are based on daily work, class participation, assignments completed, and tests and quizzes. Report cards are sent home in Tuesday folders and need to be signed by the parent and returned to school. Students in grades 3-8 are eligible for the Principal’s List and Honor Roll. Students in grades K-8 are eligible for the Perfect Attendance Award. The requirements for eligibility are:

**Principal’s List:** An overall average of 90.0%-94.9% and the all conduct, effort, and specials grades must be 90% or higher, a “B” or higher, or a “G” or higher.

**Honor Roll:** An overall average of 95-100% and the all conduct, effort, and specials grades must be 90% or higher, a “B” or higher, or a “G” or higher.

(Special Classes are: art, music, theatre, technology, health and fitness; they are not calculated into the GPA)

**Perfect Attendance:** No absences, tardies or early checkouts.

**National Junior Honor Society:** Students in grades 7-8 may be invited to join the National Junior Honor Society. To be selected students must have the required grade point average, and must display the qualities of leadership, service, character and citizenship.

### **Standardized Tests**

Each year all Catholic Schools in the Diocese administer a series of standardized tests as a means of knowing each child better and thereby improving the instructional program as it relates to the child as an individual and to the class as a whole. It is not the policy of St. Ann School to release class scores or scores of the child to anyone other than the child’s parents.

### **Student Activities**

Many student activities are available during the school day or after school. In most cases, parent volunteers are needed to organize/assist with the programs.

Some programs available to the students are Accelerated Reading Program, Altar Servers, Athletics, Children's Choir, Exchange City, Forensics, Junior Achievement, Jump Rope for Heart, Hoops for Heart, Lectors, Library Aides, Model United Nations, National Geographic Geo Bee, Newspaper, School Plays and Programs, Science Fair, Scouts, Service Projects, Metro Nashville Spelling Bee, Student Council, Service Club, Safety Patrol, Senior Friends, St. Jude Math-A-Thon, and Yearbook Staff.

### **Textbooks**

If textbooks are lost or damaged, parents/guardians will be charged the full replacement price. Hardback books should be covered with paper or cloth covers which can be removed without damaging the books. Contact paper should be used to cover soft back books.

**Disclaimer:** The St. Ann School Handbook is intended to describe the Philosophy, Services and Structure of the school's educational program to parents and students. The school administration (Pastor, Pastoral Administrator and Principal) reserve the right to make changes and /or additions to this handbook without prior notice. The administration is the final interpreter of the content of this Handbook.