2019–2020
STUDENT/FAMILY HANDBOOK

Saint Ann School
5105 Charlotte Avenue
Nashville, TN 37209

P: 615-269-0568   F: 615-297-1383
www.saintannparish.com/school

Accreditations:

Tennessee Department of Education

AdvancED

Diocese of Nashville
Prayer for Our Students

Lord, thank you for the unique gifts of every child at Saint Ann School. Fill each student with enthusiasm and a heart that is excited to learn and grow. Cover them with your enduring love, give them confidence and grace, and equip them with the ability to persevere through challenges. Bless their teachers and families with wisdom, understanding, and a heart to serve, as they all embark on the journey together. Amen.

Philosophy

Saint 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/guardians and teachers cooperate in preparing children to live their lives in a responsible manner according to the Word of God.

Mission Statement

Promoting Spirituality, Academics and Service in accordance with Catholic tradition while providing a quality, innovative education within a nurturing environment.

History of Saint Ann School

Saint Ann Catholic Church was originally called St. Peter’s Mission and was located on the second floor of a store at the corner of 49th and Charlotte Avenue. The name of St. Peter remained until the parish moved to its present location at 51st 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. Saint Ann School 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. In 2016, the Pre-K program was added to aid in early literacy development, serving students ages 3 and 4. In 2017, the Hand in Hand Program was established, starting with 4 students, to support students with special needs and include
them in receiving a high quality Catholic education.

A new church was built in 1939 to accommodate a growing parish. A new rectory was built in 1947. Saint Ann’s present church was built in 1960. Saint Ann Catholic Church parish purchased neighborhood homes that were later torn down and used as playgrounds and 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, drama, and various other school activities. From 2006 to the present time the parish has completely renovated all classrooms and both libraries. Special additions in the Lower School classrooms include a log cabin, covered wagon, tree house, castle, and Dr. Seuss house that serve as class libraries. The office space was remodeled in 2013.

One of the things unique to Saint Ann School is that there are many third generation children attending. The 2001-2002 school year 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 alumni that send their children to Saint Ann School. 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, 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**

Saint Ann School maintains the highest school accreditations:

1. Tennessee Department of Education
2. AdvancED
3. Diocese of Nashville
SECTION TWO: School Policies and Procedures

Foreword
The policies, rules, and procedures of this Saint Ann School Student/Family 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 Saint 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 Saint 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 Saint Ann School.

Saint 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 Saint Ann School or the safety of its students or staff can result in the immediate removal of the student from the school.

The administration of Saint Ann School reserves the rights to amend, adopt, or suspend any policy if it is deemed necessary to do so in the best interest of a student or of the entire school community.

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 Saint Ann Catholic Church admits students of any sex, race, color, religion, and 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, or national or ethnic origin in the administration of educational policies, admission policies, athletic or other school administered programs.

Children entering Pre-K3 must be three (3) years of age by August 15th.
Children entering Pre-K4 must be four (4) years of age by August 15th.
Children entering Kindergarten must be five (5) years of age by August 15th.
All children entering PK3 or PK4, must be potty trained.

Saint Ann School is a parish elementary school supported by tuition, the contributions from Saint Ann Catholic Church parish, and other gifts to the school. 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, participating parishioners* of Saint Ann Catholic Church parish.
3. Registered, participating parishioners* from area Catholic Church parishes
4. Non-participating families

* A participating family is one who is registered, participating in the life of the parish and financially supporting the parish through the use of the envelope or online system on a regular basis.

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 Saint Ann School, or has outstanding tuition at another school. If a family chooses to withdraw during the school year, per diocesan policy, they must immediately provide the school written notification of the withdrawal.

Each family seeking application to Saint Ann School must file an application. At this time, new students must provide the following information:

- Certificate of Birth
- 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), including DAC Form

**Note: Vaccination Policy**

In compliance with Rule 1200-14-01-.29 from the Tennessee Department of Health regarding Communicable and Environmental Diseases, Saint Ann School must obtain proof of adequate immunizations prior to admitting a child. It is the duty of the school to enforce this regulation. [http://share.tn.gov/sos/rules/1200/1200-14/1200-14-01.20131128.pdf](http://share.tn.gov/sos/rules/1200/1200-14/1200-14-01.20131128.pdf) (see page 10)

Previous records and academic testing must be submitted before final approval of acceptance is given.

Saint Ann School will pilot the Hand In Hand Options Program for the Diocese of Nashville. This program is an inclusive educational environment for students with IDD, and is separately funded from the Diocese.

Saint Ann School maintains the right for all parents/guardians to supply all pertinent information having an 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. Beginning in January, the school will begin incoming student assessment. Currently enrolled PK students will be given the assessment during the school day. New families should make an appointment by calling the school office. This assessment will take approximately 60 minutes.
2. Those students who have met the assessment criteria will be sent an enrollment contract. Upon receipt of the registration fee and enrollment contract, the student will become part of the incoming kindergarten class.
3. In May, those students who have registered will spend part of a day in our current kindergarten participating with the class as well as getting comfortable with the teacher and classroom.

**Athletics**

Saint 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 physical form must include 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 Saint Ann School, 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 effort requirements are not satisfactorily met. Faculty and the principal maintain the right to confer on appropriate action to be taken.**

- Practices and games cannot be held during semester exam weeks.
- If a practice does not begin by 3:15 p.m., students must leave school grounds until the start of practice or go to the After Care 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 also conducting practices,
and working with referees, other coaches, and other parents/guardians with a sense of
objectivity and balance commensurate with good sportsmanship.
5. Coaches should use prayer as a means of promoting student 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. Players 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 students and in support of the
mission of the school. Parent cooperation is expected.

Attendance
School hours are 8:00 a.m. to 3:00 p.m. every day for grades K-8th. Pre-K hours are 8 am-
2:45pm. Students may be dropped off after 7:45 a.m., at which time a staff member will be
outside for arrival supervision. Students, grades K-8th, who arrive before 7:45 a.m. must report
to the gym for Before Care. Pre-K students report directly to their classroom for Before Care.
Before Care will open at 7:00 a.m. and end at 7:45 a.m. at no cost to parents. Students in Before
Care are allowed to play a board game, socialize with friends, or prepare for an upcoming test.
Parents must sign in for Pre-K students, walking them to the classroom. Kindergarten parents will be allowed to escort their children into the building for the first week of school. After the first day, parents are asked to allow Grade 1 – 8 students to enter the building on their own.

Students who arrive after 8:00 a.m. are tardy. The student, PK-8th grade, must be escorted to the front office and signed in by a parent or guardian. NO EXCEPTIONS. The office will decide if a child is allowed to enter the classroom after instruction has begun. Late arrivals disrupt classroom instruction for ALL students.

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. Saint Ann School has scheduled generous vacations and days off, which are published well in advance. It is advised that families schedule vacations and routine 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 at the end of the school day or have another student bring assignments home, the school office must be notified by 11:00 am. 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.

Parents/guardians 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.

Cafeteria

PEANUT FREE ENVIRONMENT-Note: we have students with peanut allergies

Students have the option of bringing their own lunches or purchasing from the school’s hot lunch program. Menus are on-line in RenWeb and students must preorder all hot lunches. Drinks are also available for purchase. Soft drinks and glass containers are not permitted at lunch.

Children are expected to enjoy the lunch period 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 school are an important means of communication for our school. 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 Saint Ann School students. Tuesday folders (sent home) and Tuesday Tidbits (viewed
online) will be sent every Tuesday of the school year. Parents/guardians should also use the school’s website, RenWeb, and Google calendar to become familiar with student’s grades, academic progress, and upcoming school events. All papers that need to be returned to school can be returned to the classroom teacher in the Tuesday folder.

**Complaint/Grievance Procedure**

Saint Ann School desires that problems be solved at the most direct level whenever possible. Parents or students should first attempt to resolve conflicts, concerns or complaints regarding classroom issues or other students with the teacher or other staff involved. If the issue is not resolved, the parent or student should attempt to resolve the issue with the Principal. If the issue still remains unresolved, the parent or student may contact the Pastor with his/her concerns.

**Parent/Student/Teacher Conferences**

A mandatory parent/teacher conference will be scheduled in the fall. Additional conferences are available upon the request of the parent/guardian or teacher. Parents/guardians are encouraged to contact the teachers to schedule a needed appointment any time during the school year. Parents/guardians 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, parents/guardians 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/guardians with regards to classroom matters.** When necessary, the principal will meet with the teacher and parent/guardian 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.

- Student’s achievement is furthered by the participation of the parents/guardians in the educational process. Therefore, all custodial/adoptive guardians are encouraged to attend and participate in school functions.
- It is assumed that biological/adoptive parents have parental and legal rights unless information is provided to the contrary. It is the responsibility of a custodial parent to inform the school concerning who has custody of the child.
- No student will be released to the non-custodial parent, unless the custodial parent provides 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.
- Custody disputes can disrupt the educational process. Therefore, school personnel will not become involved in such disputes.
Deliveries from Home

If a parent/guardian 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/guardians are not allowed 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

EagleSTRONG Essentials

- **Respect and Include Others**
  - Treat people like you want to be treated.
- **Always Be Honest**
  - No matter the circumstance, honesty is the best policy.
- **Be Prepared and Do Quality Work**
  - Your best work is the only acceptable work.
- **Be Responsible and Honor Your Commitments**
  - Follow through makes all the difference.
- **Be Polite and Use Good Manners**
  - Greet others and say please and thank you.

Saint Ann School Discipline Plan for Pre-K

To promote positive behavior and to encourage the children to make good choices, we reward good decision making and behavior in the following ways:

1. Praise (lots of it!)
2. Stickers
3. Daily and Weekly encouragement, hugs and treats for following the rules
4. Good notes/emails/calls home
5. Special Days as a class for good behavior

If a student does display an undesired choice the Pre-K teachers do follow the Eagle Behavior Clip Chart, as outlined below.

Saint Ann School Discipline Plan for K-4th Grade

In the classroom, we use the following [Eagle Behavior Clip Chart](#) as a hands-on way to involve the children in monitoring the behavior choices they make throughout the day. The chart is color coded with 7 levels. Exceptional behavior causes the clothespin to move up a level, and inappropriate behavior will cause the clothespin to go down. In this system, all children are motivated to work their way up the chart because all clothespins begin in the middle of the chart. Grades PK-2nd can earn clips back if their behavior improves. Third and fourth grade teachers must come to a common agreement on the stance of earning clips back for positive behaviors. If the classroom opts to use a positive whole class/table system a student cannot lose a clip if they also lose a table point. This eliminates a student being punished twice.
EAGLE BEHAVIOR CHART LEVELS

Super Student (pink): An outstanding day of working hard, listening well, needing no reminders; making good choices and having responsible behavior (self-control); being independent.

Great Job (Purple): Demonstrates appropriate and expected behavior; needs little to no reminders during the day; makes good choices; responsible and respectful.

Good Choices (blue): Students will move to the Good Choices level for showing that they are making the right behavior decisions.

Ready to Learn (Green): Our starting place. The child knows the rules and follows with only a few reminders to stay on track; works hard to listen; tries to do their best.

Think About It (Yellow): After a verbal reminders with explanation of why the behavior is inappropriate; clothespin moves to yellow.

Teacher’s Choice/Think Time Sheet (orange): Students who continue to display poor behavior can move down to the Think Time Sheet. This sheet may be completed in the moment or during a special part of the day, if instruction is occurring. Moving to orange constitutes a report on the weekly conduct grade.

Parent Contact (red): After moving to the orange level, the child continues the unwelcome behavior; moves clothespin to red. Lose ten minutes of recess or silent lunch and parents will receive a note or phone call regarding the day. If the behavior becomes serious and is not improving the principal may become involved. If a student loses time at recess that can be carried out by sitting/walking around the play area silently or conferencing with the teacher.

We make every effort to work with parents and their children. We share the common goal: to help your child grow in body, mind, and spirit. Different children have different needs. In cases of continuous negative or disruptive behaviors, we will work with parents to develop a behavioral plan to address those needs.

Saint Ann School Discipline Plan for grades 5-8

Although 5th-8th grade will not have a clip system they will have a clipboard that travels with each class to record positive and negative choices. Each day middle school students will begin the day on Good “G”, as they progress throughout the day they have the opportunity to move to Excellent “E” by making great choices in class. If the student makes poor choices they will be redirected. If they continue, they will move on the clipboard to Satisfactory “S”, Needs Improvement “N”, or Unsatisfactory “U”.

If a student earns an “N” he or she will lose 10 minutes of recess, this can be carried out by sitting or walking around the play area silently or conferencing with the teacher. If a student earns a “U” he or she will lose 15 minutes of recess and an email/note will be sent to the parent.

EAGLE MIDDLE SCHOOL DISCIPLINE CHART

Excellent: Student shows outstanding work and conduct throughout the day.

Good: Student is prepared and ready to learn throughout the day.

Satisfactory: Verbal redirection was needed more than once but student did get back on track.

Needs Improvement: Even with repeated redirections the student struggled to make good decisions.

Unsatisfactory: Multiple redirections and opportunities have been given. The student has made poor decisions that are hindering his/her learning.
Once a mark is given it cannot be taken away, however, students will be given redirecions before a mark is obtained. No consequences will be carried over from the previous day. All students start each day fresh.

**Weekly Conduct Grade Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Excellent = No Reports</td>
<td>100%</td>
</tr>
<tr>
<td>G</td>
<td>Good = No Reports (but not Excellent)</td>
<td>93%</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory = 1 Report</td>
<td>87%</td>
</tr>
<tr>
<td>N</td>
<td>Needs Improvement = 2 Reports</td>
<td>81%</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory = 3 or more Reports</td>
<td>75%</td>
</tr>
<tr>
<td>Beyond U</td>
<td>More than 4 reports, parents and principal is contacted</td>
<td>69%</td>
</tr>
</tbody>
</table>

**Consequences:**

A. Weekly conduct grades will be reported in the next Tuesday folder. These grades are averaged to give the conduct letter grade on the report card. A conduct grade below **Good** for the nine weeks will prevent a student from making Honor Roll or Principal’s List.

B. Each quarter, when a student obtains his/her first weekly average conduct grade below an “N” (81%) the teacher will hold a brief meeting with the student to discuss ways to improve.

C. If a student obtains a second weekly average conduct grade below an “N” in the same quarter, the principal will be notified and a conference may happen with the student and principal to discuss ways to help the student improve.

D. If a student obtains a third weekly average conduct grade below an “N” in the same quarter, the parents may be contacted for a meeting with the teachers. Extra-curricular activities may be revoked until conduct is improved.

E. If a student obtains a fourth weekly conduct grade average below an “N” in the same quarter, the parents/guardians will be called to a conference with the principal and teacher. At that time the student may be placed on an individualized Behavior Contract. Privileges will be suspended until conduct behaviors meet expectations.

**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, Saint 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/repeated bullying of peer(s)
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.

**BULLYING/CYBERBULLYING/DISCRIMINATION/HARASSMENT/HAZING**

Students are expected to respect and protect the dignity and worth of each individual without regard to race, gender, color, national or ethnic origin, disability or religious persuasion. Bullying, including cyber-bullying, discrimination, harassment or hazing of students is strictly prohibited. Physical aggression, verbal, written or graphic expression, social isolation and alienation or other behaviors targeting individuals are forms of violence that are not acceptable.

These behaviors may:
- Physically harm a student or damage a student’s property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student’s property;
- Cause emotional distress to a student or students; or, creating a hostile educational environment.

Students who engage in such behaviors will be subject to discipline action at the discretion of the principal. The school may discipline students for off-campus behavior if such behavior creates a hostile, intimidating or threatening environment for one or more students or if such behavior substantially disrupts the orderly operation of the school.

Students who feel victimized by or who have knowledge of such behavior toward a student or students should report that to the teacher or principal. Confidentiality of the report will be maintained to the maximum extent permitted within the context of an appropriate investigation and response by the school. Retaliation against those who report or who participate in an investigation is strictly prohibited. Students who deliberately submit false reports will be subject to appropriate disciplinary consequences.

**Anti-Bullying Policy**

In a school community, there will be times when students do not get along. This policy is designed to guide our community in responding to bullying and other negative social behaviors so that students move past negative behaviors and develop the skills needed to get along together as part of the school community.

This policy applies to the school community, which includes students, parents, faculty and adults on our campus, whether attending school, employed by the school, working as a contractor, volunteering or visiting. Any form of bullying directed toward any member of our school community by another member of the community is contrary to this policy and will result in disciplinary action.
As used in this policy, “bullying, harassment, or intimidation” means any intentional written, verbal, or physical act, including an electronic communication, that a) physically harms an individual; damages an individual’s property; substantially interferes with an individual’s education or learning environment; or places an individual in reasonable fear of harm to the individual’s person or property; and b) occurs on school property, at a school activity or event, or substantially disrupts the orderly operation of the school.

Cyber bullying is the use of cell phones, text messages, emails, instant messaging, web blogs and postings to bully another student in any ways described above. Examples of cyber bullying include but are not limited to sending threatening or insulting messages by phone and e-mail, posting embarrassing pictures and personal information about others on blogs or social networking sites such as Facebook, Instagram, etc., forwarding to others a private e-mail or text message that was meant for a single individual, and spreading hurtful rumors online.

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 Saint Ann School. Anyone who is aware of bullying, or is being bullied should report to the teacher or administration of the school. The Principal will investigate and take the appropriate action to prevent bullying.

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 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.

Complaints or information concerning incidents of harassment should be reported to the classroom teacher or school principal as soon as possible. Parents/guardians, 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.

Saint Ann Catholic Church and School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside of school hours. Inappropriate use includes harassment, remarks directed to or about students and/or teachers, offensive communications, and safety threats.

Saint Ann Catholic Church 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.
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. The parents/guardians 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**

At 2:45pm, Pre-K students will dismiss in the smaller parking lot on 52nd Ave. Please be sure to make a semicircle of cars by pulling as far as you can to the exit. Pre-K students will dismiss from the back door of the gym. Each pre-K student must have a guardian sign their child out each afternoon.

At 3:00 all students K-8th either report to the breezeway outside Neidert Hall or directly to Neidert Hall for After Care. **No students, other than Pre-K or HIHOP, are to be picked up on the 52nd side of campus.** Students who walk home, or to the library, must have a note on file in the office. Children must remain in the safety zone (under the breezeway) until picked up. While in the breezeway, students are to remain in full uniform, eating, drinking, and chewing gum is not permitted. Students are required to walk under the breezeway when exiting the school and should not enter the parking lot until they are passed Neidert Hall.

Please make every effort to be on time for pick-up at dismissal. Parents/guardians should notify the office when they know they will be late. Students who have not been picked up by 3:00 pm (for Pre-K) or 3:15pm (K-8) will be sent to the After Care program at the expense of the parent/guardian. **ALL students will be required to reserve a space in After Care with a check for $25.00. If the Aftercare has not been used for the entire year, your check will be voided. No exceptions.**
Safety is of primary concern and traffic flow is designed with this in mind. For this reason, the directions of the Dismissal Duty Teacher are to be followed by all drivers. **Non pre-K students are not allowed to be picked up from the breezeway and taken to the 52nd side parking area.** Do not enter 51st Avenue from Charlotte as this causes a back-up on Charlotte which is a serious safety concern. Please be sure to line up on Park Avenue and wait. **Please do not use cell phones or engage in other distractions while waiting/driving through the pickup line.**

Parents are asked to remain in their cars and proceed through the regular pick up/ drop off process. Please follow traffic directions given by the staff members on duty. Homeroom teachers should be advised in writing if a child is to go home in a different car or by a different means on a given day.

Saint Ann School is not responsible for students who arrive before 7:45 a.m. or after 3:15 p.m., except through Before Care (service) and After Care (program).

**Before and After Care**

The Before Care program at Saint Ann School is offered free from 7:00-7:45 a.m. each school morning.

The After Care school program is a paid program through St. Mary Villa from 3:00-6:00 pm each afternoon. The program provides daily vigorous activities, quiet play, staff supervised homework, snack time, and extra-curricular activities. Please refer to the St. Mary Villa handbook for further information.

**Dress Code:**

Please label all articles of clothing.

The purpose of uniforms is to develop a greater sense of school community, reduce long-term cost to families, minimize distractions and foster an atmosphere conducive to learning. The Saint Ann School uniform must be worn at all times throughout the school year, beginning the first day of school, unless otherwise announced. Shirts are required to be tucked into shorts, pants, or skirts at all times while on campus, with the exception of recess and Health and Fitness class. Students who ignore the Dress Code will call home for the proper attire or may receive a uniform infraction mark if the issue is reoccurring.

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 After Care program at the discretion of the After Care Director.

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

**Girls**

Pre-K may wear the polo dress

Pre-K-4th grade: Plaid jumper, with white Peter Pan collared blouse, plaid skirt, or navy blue shorts (weather permitting) or slacks worn with white or red Saint Ann School logo polo shirt. Fleece jacket with Saint Ann School logo may be worn.

5-8th grade: Plaid skirt with either a white oxford blouse or white or red Saint Ann School logo polo shirt or navy blue shorts (weather permitting) or slacks worn with white or red Saint Ann School logo polo shirt. Fleece jacket with Saint Ann School logo may be worn. Skorts or skirts
should not be rolled at any time and should reach 3 inches above the knee, or longer. If a student is suspected of having a rolled skirt she will be asked to unroll it.

All girls in grades Pre-K-8 are to wear shorts under their uniform jumpers and skirts. If girls are given permission to remove their skirts in PE they must have on appropriate length shorts. If a student has on shorts that are excessively short she will be asked to remain in her skirt for PE.

When making purchases or alterations, remember that skirts/skorts/jumpers must remain no shorter than 3” above the knee, and the skirts/skorts/jumpers must remain so throughout the entire school year. Be sure to leave plenty of room for student growth.

**Boys or Girls**

**Pre-K-4th grade:** Plain, navy blue shorts (no cargo pockets) or slacks with white or red Saint Ann School logo polo, long or short sleeve shirt. Fleece jacket with Saint Ann School logo may be worn.

**5-8th grade:** Plain, navy blue shorts (no cargo pockets) or slacks with white or red Saint Ann School logo polo long or short sleeve shirt. Fleece jacket with Saint Ann School logo may be worn.

**Belts:** Brown, black, or navy belts **must** be worn with shorts or slacks, if the pants/shorts have belt loops.

**Jewelry:** **If worn**, one simple and appropriate ring, and a wrist watch. No bracelets, except medical/exercise trackers or 1 hair tie. **No Smart watches allowed.** 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. Boys’ hair should not be excessively long; it must remain above the eyebrows and above the shirt collar throughout the day. Students will have one week to get their hair cut after a written notice is sent home. Extreme styles, hair dying, 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 or painted nails are permitted; this includes all students from Pre-K through 8th.

**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. No Cargo pants allowed.

**Shoes:** **ONLY** athletic shoes may be worn. **Light-up are strongly discouraged.** Black, white, gray, and navy are encouraged.

**Socks:** **Socks must be solid white or navy, black, above the ankle, with NO messages, stripes or LOGOS.** Ankle, crew, or knee socks are appropriate; NO low-cut or no-show socks are acceptable. Girls may wear black, navy or white tights, with or without socks, in cold weather.
Black or navy leggings that come down to the sock may also be worn.

**Fleece Jackets/Sweatshirts:** Saint Ann School approved outerwear may be worn with the uniform in cool weather. This includes SAS sweaters, fleece jackets, or SAS sweatshirts. Sweatshirts worn at school must have the official SAS logo. Sweatshirts are not allowed in church, at any time.

**Uniform seasonal dress code:**

Shorts/Pants up to Fall Break

Fall Break-Spring Break—pants/slacks only

- Any garment worn under the skirt or blouse for warmth or modesty must be solid white.
- Shorts worn under skirts and jumpers should not show below the skirt hem but must be modest enough for PE, if the skirt is removed.
- **Blouses and shirts should be tucked in neatly.**
- Pants are to be worn at the waist and should be hemmed at proper length.
- 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, casual day, and school functions.
- 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 or leggings. Shorts are to measure no shorter than 5 inches above the knee; no short athletic shorts.
- 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 or vest on meeting days.

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

**Duds Day**

Duds Days are out-of-uniform days given for reward, or as a means of raising monies for worthy causes. Please see the above bulleted list for the out-of-uniform dress code.

**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 should keep personally-owned devices (including laptops, phones, tablets, Kindles, Nooks, etc.) turned off during the school day unless given specific permission from a faculty or staff member for educational purposes. All policies and rules that guide school-owned technology usage will be followed on personal devices when used on campus. The school reserves the right to limit usage of personal devices on a case-by-case basis. Cell phones must be placed in the specified location within the classroom throughout the school day; they may not remain in the student’s personal possession. No phones are to be used at arrival or dismissal times without permission from a faculty/staff member. Phones seen at inappropriate times will be turned in to the school office and may be retrieved only by a student guardian. Saint Ann School is not responsible for personally-owned electronic devices.

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 and tornado drills are conducted monthly, lockdown drills are done quarterly. 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, in conjunction with the Metro Police Department 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/guardians fill out emergency forms in August and are asked to notify the school office immediately if any information changes during the year.

Field Trips
Field trips are offered at the teacher’s discretion and are a privilege, rather than an undeniable right. Students may lose the right to attend a school field trip as a result of academic or behavior issues. 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/guardians who drive on field trips. Siblings are not allowed on field trips, as the chaperone’s attention should be on the students.
School Finance Policies

Saint Ann Catholic Church Tuition Subsidy Requirements
Saint Ann School is a ministry of Saint Ann Catholic 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 website.

Saint Ann Catholic Church member guidelines for approval:
- Must be a registered member of Saint Ann Catholic Church for one year prior to requesting subsidy.
- Must regularly attend Mass with children, be active members by giving of time, talents, and treasures, and be active in at least one parish ministry.
- 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.
- Tithing requirements are to be fulfilled by the parent or legal guardian, and not other family members or friends.
- 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 Saint Ann Catholic Church guidelines for approval:
Members of Catholic churches other than Saint Ann Catholic Church, must fill out the subsidy application and have it approved by the Pastor or delegate and returned to Saint 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 Saint Ann Catholic Church 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.
- Saint Ann Catholic Church does not provide subsidy for other parish schools

Revision: 2010/02
Saint Ann Catholic School Tuition Agreement
2019-2020

<table>
<thead>
<tr>
<th>TUTION</th>
<th>MONTHLY PAYMENT (July-May)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Child with approved Catholic Subsidy</td>
<td>$6,891</td>
</tr>
<tr>
<td>2 Children with approved Catholic Subsidy</td>
<td>$13,300</td>
</tr>
<tr>
<td>3 Children with approved Catholic Subsidy</td>
<td>$19,536</td>
</tr>
<tr>
<td>4 Children with approved Catholic Subsidy</td>
<td>$25,635</td>
</tr>
<tr>
<td>Non Subsidized - per child</td>
<td>$9,656</td>
</tr>
<tr>
<td>1 Child Pre-K with approved Catholic Subsidy</td>
<td>$6,957</td>
</tr>
<tr>
<td>1 Child Pre-K with app. Cath. Subsidy Three Day</td>
<td>$4,174</td>
</tr>
<tr>
<td>1 Child Pre-K with app. Cath. Subsidy Four Day</td>
<td>$5,566</td>
</tr>
<tr>
<td>1 Child Pre-K w/o Catholic Subsidy Three Day</td>
<td>$5,794</td>
</tr>
<tr>
<td>1 Child Pre-K w/o Catholic Subsidy Four Day</td>
<td>$7,725</td>
</tr>
</tbody>
</table>

Total tuition includes all academic fees

After-care is not included in tuition and will be charged according to your usage.

Morning care is no charge and open to all students starting at 7 a.m.

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. Saint 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 June 30th or a payment plan may be set up to withdraw funds on the 5th of each month, with final payments ending on May 5th.

3. If a payment does not clear on the 5th, for any reason, the payment will be attempted again on the 20th. 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 after the second attempt on the 20th, the child(ren) will be withheld from school from the first day of the following month until the account is completely up to date.

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 Saint 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.

8. All transcripts, report cards, student records, and diplomas are the property of Saint Ann Catholic Church and will not be issued to current, transferring, or graduating students until all tuition is paid in full.

9. You will be assessed for replacement of computer for any damage to your student’s computer, resulting in total loss or breakage.

10. Any lunch charges or other school payments not paid to school by April 30, may be added to final FACTS payment.

*THIS SIGNED TUITION AGREEMENT MUST BE RETURNED TO THE SCHOOL, ALONG WITH SIGNED SUBSIDY CARD BEFORE PAYMENT PLANS CAN BE ARRANGED.*

*YOUR CHILD MAY NOT START SCHOOL UNTIL THE PAYMENT PLAN IS IN PLACE.*
Financial Aid
The granting of financial aid rests solely with the Subsidy Committee. The FACTS Financial Aid application is used to determine family need regarding any financial aid.

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 on 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 * All immunizations requirements must be up to date.

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.

Contagious diseases are a rare occurrence; however, they do happen. 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

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, 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/guardian is required. Extended excused time requires a physician’s excuse.

Medication
According to State Law, the school cannot give the medication without a current, **signed Medication Request Form on file in the school office**. 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/guardians.
Epi-pens at school:
The school is committed to providing a safe and healthy environment for all its students. Parents/guardians are responsible for notifying the school about a child with severe allergies.

For students diagnosed with severe allergies, parents/guardians should provide the school with medication orders from a medical provider and the specific prescribed medication in order to ensure the medication will be available at the school and on field trips per the student’s Individual Health Plan (IHP).

Depending on the individual student and school circumstance, the principal, in coordination with school staff are to be trained to administer epinephrine in an emergency situation. Such individuals will be trained in the prevention and recognition of severe allergic reactions and anaphylaxis, administration of epinephrine by auto-injector, appropriate handling and disposal of auto-injectors, immediate care of the patient until help (911) arrives, and classroom management of students at risk for severe allergy and anaphylaxis. Training and refresher training will be provided on a regular basis.

In all cases, emergency medical services (EMS) must be notified immediately following administration of epinephrine by calling 911. In addition, the parent/guardian of a student to whom epinephrine has been administered must be notified as soon as possible.

Lice Policy
Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice. An email will be sent to all families in the class, asking that all check their own children. The child with lice will not be named to other families.

Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

Both the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN) advocate that "no-nit" policies should be discontinued. For more information:

https://www.cdc.gov/parasites/lice/head/schools.html

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 filtered 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 an 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.

Saint Ann Catholic School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work,
life, and citizenship. We are committed to helping students develop modern technology and communication skills.

To that end, we provide access to technology for student and staff use. In accordance with federal law, Saint Ann School shall ensure the safety of students through strict enforcement of acceptable use guidelines and a filtered network that is consistently monitored for unacceptable content pursuant to 47 USC S254(h) and the Children’s Internet Protection Act (CIPA).

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Saint Ann School network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Saint Ann School makes a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the school network or other technologies are expected to alert staff immediately of any concerns for safety or security.

Technologies Covered
Saint Ann School may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, Saint Ann School will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Usage Policies
All technologies provided by the school are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it:

- be safe, appropriate, careful, and kind
- don’t try to get around technological protection measures (including Incognito)
- use good common sense
- ask if you don’t know

Web Access
Saint Ann School provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution and should not try to circumvent it when browsing the Web. Social Media is not to be accessed at school.
Email
No personal email or social media accounts should be accessed while at school.

If users are provided with school email accounts, they should be used with care. Parents will need to sign a student usage policy. Users will not be permitted to send personal information, open files or follow links from unknown or untrustworthy origin. Users should use only appropriate language, and communicate only with other people as allowed by the school policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Social/Web 2.0/Collaborative Content
Recognizing the benefits collaboration brings to education, Saint Ann School may provide users with access to websites or tools that allow communication, collaboration, sharing, and messaging among users.

Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Mobile Devices Policy
Saint Ann School may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. No pictures are to be taken without adult consent.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to school staff immediately. **Users will be financially accountable for any damage resulting from negligence or misuse.** Use of school-issued mobile devices off the school network may be monitored.

Personally-Owned Devices Policy
Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes.

Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from school staff. All policies and rules that guide school-owned technology usage will be followed on personal devices when used on campus. Saint Ann School is not responsible for personal-owned devices on campus.

Security
Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrustworthy origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert the staff. Do not attempt to remove the virus yourself or download any programs to help remove the virus.
Downloads
Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from school staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites and only for educational purposes.

Netiquette
Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should also recognize that among the valuable content online is also unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet. Users should also remember not to post anything online that they wouldn’t want parents/guardians, teachers, or future colleges or employers to see. Once something is online, it’s out there—and can sometimes be shared and spread in ways never intended.

Plagiarism
Users should not plagiarize content, including words or images, from the Internet. Users should not take credit for things they didn’t create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety
Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you’re at school; parent/guardian if you’re using the device at home) immediately.

Examples of Acceptable Use
I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list.
Examples of Unacceptable Use
I will not:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school’s safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content found online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn’t intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability
Saint Ann School will not be responsible for damage or harm to persons, files, data, or hardware.

While Saint Ann School employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Saint Ann School will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy
The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Violations of this policy may have disciplinary repercussions, as deemed appropriate by the administration, including:

- Suspension of network, technology, or computer privileges
- Notification to parents/guardians
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

Social Media (Facebook, Instagram, etc.)
Social media accounts should not be accessed at school by students at any given time. Engagements in online blogs or social media accounts that include defamatory comments regarding the school, faculty, other students, or the parish will result in disciplinary actions. Parents and teachers should refrain from creating class/grade social media accounts without the written authorization of the principal.

Texting
Students should at no time be involved in texting during the school day.

Lost and Found
Please check the lost and found shelf located in the gym or After Care if an item is lost. 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.
**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/guardians may send a treat to be distributed by the teacher at lunch, snack, or end of the day. 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.

**Parent Involvement**
The first and primary educators of children are their parents. Parents/guardians are expected to support the administration and teachers of the school. The school values input of parents/guardians and uses survey information in for long-term goals. In addition to encouraging their children in good study habits and proper sleep, nutrition and exercise, parents are encouraged to volunteer their time in a number of ways. If a parent/guardian is eager to do more, please contact the school office or Home and School Association.

**Supplies**
Each student is expected to come to school with all the necessary supplies for all classroom instructions. A list of supplies needed is sent home during the last week of school and emailed with summer paperwork.

**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/guardians and school personnel alike. All visitors are to report to the office, check in, and pick up a visitor’s pass.

**Walking to Richland Library**
Though strongly discouraged by Saint Ann School, students may walk to Richland Library at their own risk. Students will not be supervised by Saint Ann staff while walking to the library or while at the library. Students are not allowed to return to Saint 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 Saint 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 and families will be called through the RenWeb Parent Alert notification system. Changes to the normal hours of operation will be announced. If inclement weather begins during school, parents/guardians have the option of picking their children up early. Student tardies, absences, or early dismissals related to weather emergencies (as defined by the school administration) do not count against their attendance record.

Saint 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 monthly.

**Parental/guardian Notification of Asbestos Management Plan**  
Saint Ann School submitted an Asbestos Management Plan to the Tennessee Department of Finance and Administration on 3 August 1990. The plan details all areas where asbestos containing materials are present in each building of Saint Ann School and the manner in which the materials will be handled.

As required, inspections have been conducted by qualified personnel every six months, and the Management Plan has been updated and submitted to the state every six months since 3 August 1990.

As required, inspections have occurred every three years. They have been conducted by Mr. Harvey Foster, a state certified asbestos inspector. Upon Mr. Foster’s retirement in 2009, the school has employed Resolution Incorporated to conduct the inspections.

Since 1990 asbestos has been removed by trained professionals from the following locations: former school boiler room, school restrooms, school classrooms, and the school gym.

SECTION THREE: Academics

Academic Subjects

- Christian Doctrine- Catholic Doctrine, Scripture, Prayer, and Morality
- Language Arts- Phonics, Reading/Literature, English/Grammar, Composition, Spelling, and Vocabulary
- Mathematics
- Science
- Health/Fitness
- Global Studies
- Visual Arts
- Musical Arts
- Theatre Arts
- Technology
- Spanish
- Library Information Skills

Counseling

Saint Ann School has contracted with Catholic Charities to provide counseling on site for students and their families. Referrals may be made by the school administrator, faculty, or a parent. A student may be seen once without parents/guardians’ permission. Subsequent sessions require signed parent/guardian authorization and parents/guardians’ 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. Parents/guardians must request this from Metro Schools and then Saint Ann School administrators will help complete the paperwork. 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. Parents can monitor assignments via teacher communications and/or RenWeb. If work is incomplete on an ongoing basis, parents will be notify and students may be required to miss other school related events to complete assignments.

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.
Parents/guardians 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/guardians 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.

**Media Center**

The Saint Ann School libraries exist to support student learning. Policies are in place to ensure a well-balanced collection that is centered on our Accelerated Reading program and curriculum requirements. The Pre-K through first grade collection is housed in the Pre-K-1 Library. The second through eighth grade collections are in the main library. The libraries are open for flexible student use during any time when a class is not scheduled.

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. Pre-K through first 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/guardians valuable feedback on reading progress.

Saint Ann School purchases an annual subscription to the most comprehensive Accelerated Reader program available, allowing us access to every AR quiz available. To determine if a book has a quiz available or to determine the book’s reading and interest level, families are encouraged to use AR Book Find (www.arbookfind.com).

Any child caught cheating on an Accelerated Reader test during the school year will not be eligible for the AR Field Trip at the end of the school year. Quizzes taken out of a student’s reading range will not be counted toward point totals for prizes.

**Parent/Guardian Involvement**

Providing a rich variety of extracurricular activities to our students is not possible without adequate parent/guardian involvement. When the home and school work together good community spirit develops. Saint Ann School is a community that works together for the benefit of its children. All parents/guardians are asked to volunteer throughout the year and have the opportunity to sign up for event planning, execution or clean-up in advance through the Home and School Association. The school encourages all families to participate in the Fall Festival and the Boosterthon as well as at least two events each semester.
Fundraising
Fundraising is an integral part of the operation of Saint Ann School. Through fundraising, families contribute more than $50,000 to the school’s operating budget. Simply put, without these funds, we CANNOT continue to offer students the outstanding educational environment currently available. All parents/guardians and students must be actively supportive of our fund-raisings projects. Committees of parents/guardians are needed to help organize each fundraiser. Only with parental involvement will the fundraisers be successful. Students are not allowed to go door to door to solicit for the school’s fundraisers.

Room Coordinators
Several parent/guardian volunteers are needed to serve as room coordinators for each class. Room coordinators coordinate at least one school event each year as well as 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.

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.

Plagiarism
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. Any time a student is found talking during a test they will receive a 0% on that test. Teachers may, at their own discretion, allow students to make-up the work with students receiving a significantly reduced grade. Honesty and truthfulness are virtues held in high regard in the diocese’s parochial schools.

Religious Instruction and Sacramental Preparation
Since religious instruction is the distinctive mark of the Catholic School, religious instruction is provided 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 Mass on Friday mornings. In addition, grades 3 through 8 celebrate the Sacrament of Reconciliation on a rotating basis. Parents/guardians 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. We want to be as inclusive as possible and make all students feel welcomed at Saint Ann School.

First Reconciliation and First Communion
Second grade students make their First Reconciliation and First Communion at Saint Ann Catholic Church. Parents/guardians 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 a time and place established by the Bishop of Nashville.

**RenWeb**
RenWeb is a powerful communication tool designed to keep parents/guardians informed about the academic progress of their student. RenWeb is used for students in Pre-k-8th grades.

Parents/guardians are encouraged to review RenWeb regularly and are encouraged to discuss any concerns they may have with their child’s teacher.

**Report Cards**
Report Cards are issued four times each year at the end of each quarter. 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. Student progress should be monitored by a parent throughout the school year using RenWeb. This communication tool allows parents/guardians and teachers to work as a team to promote effective learning throughout the school year.

Grading Scales:
- E=Excellent: A=100%-93%
- G=Good: B=92%-86%
- S=Satisfactory: C=85%-78%
- N=Needs Improvement: D=77%-69%
- U=Unsatisfactory: F=below 69%

Students in grades 3-8 are eligible for the Principal’s List and Honor Roll. Students in grades Pre-K-8 are eligible for the Perfect Attendance Award. The requirements for eligibility are:

**Honor Roll**: An overall average of 90.0%-94.9% and the all conduct, effort, and specials grades must be 86% or higher, a “B” or higher, or a “G” or higher.

**Principal’s List**: An overall average of 95-100% and the all conduct, effort, and specials grades must be 86% or higher, a “B” or higher, or a “G” or higher.

(Special Classes are: art, music, drama, 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.

**Retention**
Pre-K and Kindergarten: A decision to retain a student in the Pre-K or 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: A decision to retain a student in the primary grades will be based on achievement in the language arts. The ability to read at an age appropriate level is essential to future academic success and every effort will be made to ensure students achieve appropriate reading and comprehension skills. Some students will always read below level, but comprehension
skills and study techniques can be acquired to allow students to successfully complete a grade level.

Intermediate 3-4: A decision to retain a student in the intermediate grades will occur 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.

Upper School 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. Parents/guardians shall be notified in writing or by documented conference as soon as possible that their child has a possibility of failing the grade. 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.

**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 Saint Ann School to release class scores or scores of the child to anyone other than the child’s parents/guardians.

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

Some programs available to the students are Athletics, Liturgy Choir, Forensics, Lectors, Model United Nations, National Geographic Geo Bee, Scouts, Service Projects, Senior Friends, Math Competitions, Science Olympiad, and others.

Saint Ann School offers a tremendous variety of student activities. A number of academic, athletic, and spiritual programs are part of the overall Saint Ann School curriculum and are not optional for students. All students are required to participate in these school-wide programs.

**Use/Protection of School Facilities/Property**
Students are expected to care for and protect all school property and to compensate the school for damages resulting from the loss, destruction or defacement, whether willful or accidental, of school property. 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 Saint Ann School Handbook is intended to describe the Philosophy, Services, and Structure of the school’s educational program to parents/guardians 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.
Dear Parents and Students:

The purpose of this Handbook is to provide rules, policies, procedures, guidelines and other information that parents and students may need or for which they are responsible as participants in Saint Ann School. Please sign and date the affidavit below and return it to your school principal.

______________________________________________________________

By my signature, I affirm that I have carefully reviewed the Parent and Student Handbook and that I understand and agree to abide by the rules, policies, procedures, guidelines and other information provided therein.

______________________________________________________________

Student's Printed Name                        Student's Signature

______________________________________________________________

Date

______________________________________________________________

Parent/Guardian Printed Name(s)           Parent/Guardian Signature

______________________________________________________________

Date