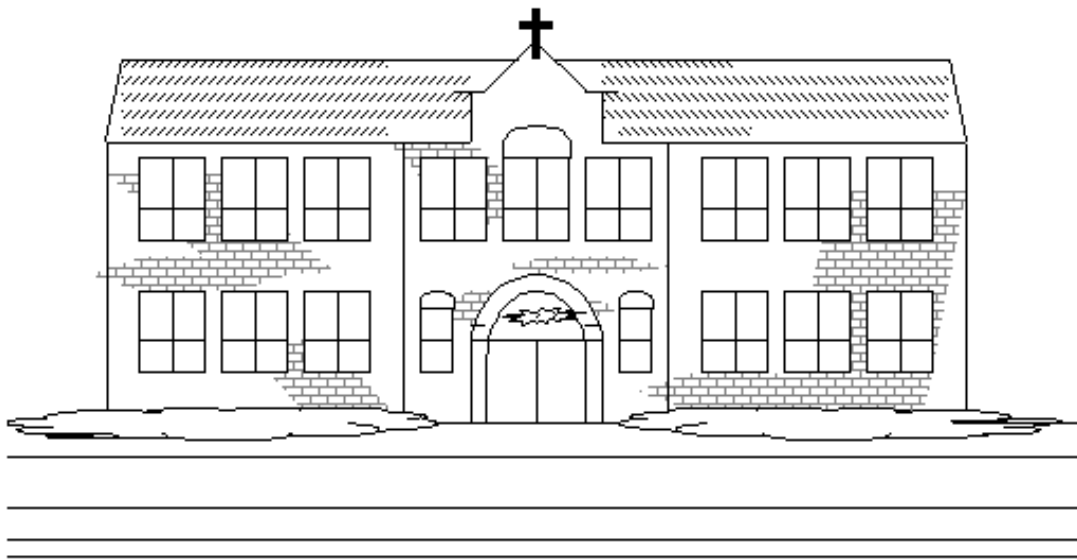


Parent/Student Handbook

2013-2014

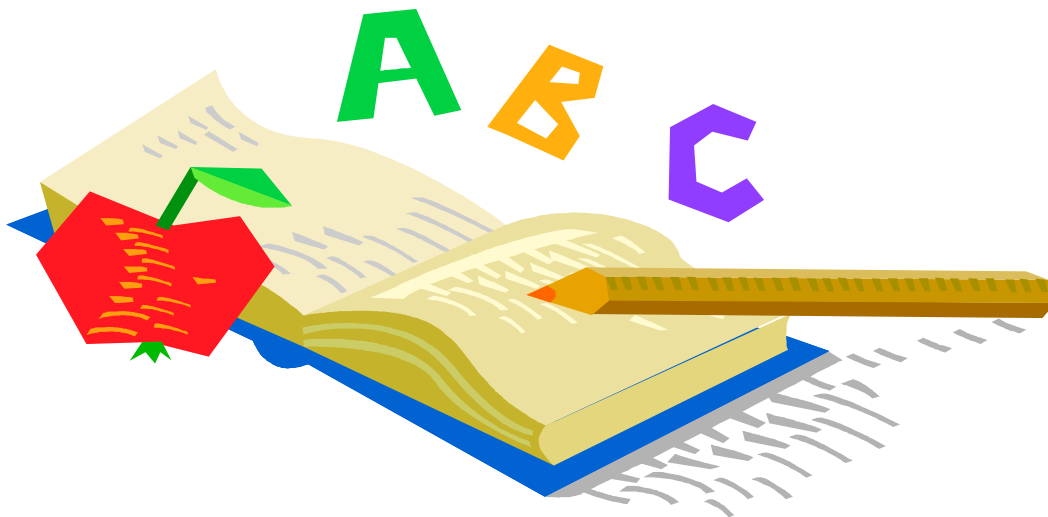


St. Ann School
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Normandy, Mo 63121
www.sacs-stl.org
School: 314-381-0113
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Rectory: 385-5090

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DISCLAIMER

This Student/Parent Handbook contains established policies and procedures for the 2013-2014 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

Mission Statement of St. Ann School

St. Ann Catholic School is a diverse Christian community devoted to providing a comprehensive curriculum and learning environment that encourages students to reach their full potential and promotes the mission of the Catholic Church in a loving, family atmosphere.

Philosophy Statement of St. Ann School

St. Ann School is a Catholic school that strives to help students know, understand, and live the gospel message of the Catholic Church.

Each person is viewed as a unique individual, created in the image and likeness of God, with special gifts to be nurtured and developed.

We aim to achieve excellence in all aspects of St. Ann School and to create an environment in which all students are challenged to actualize their potential in a loving atmosphere of discipline and self-control.

Learning Goals for St. Ann School (2008)

Recognizing the importance of providing a quality educational program for our students, St. Ann School strives to achieve the following goals in the academic education program:

The students will

- express awareness of God's love demonstrated through a deep relationship with God, an understanding of Catholic teaching, and application of these teachings to life situations and decision-making
- show respect for life in all its forms, demonstrated through healthy decision-making, acceptance of, and stewardship of their gifts.
- show respect for and appreciate the diversity among individuals and cultures.
- identify their own strengths and weaknesses, use self-discipline, and demonstrate personal responsibility creating a positive self-concept.
- identify their preferred learning style and use effective organizational study skills.
- effectively participate in group decision-making and problem solving.
- participate as effective citizens in society with wisdom and compassion.
- apply research design, implement plans, and present results.
- use technology in order to find information and solve problems in a variety of subject areas.

- apply knowledge across the curricular areas and demonstrate flexibility and adaptability in everyday life experiences.
- communicate effectively, appropriately, clearly, and creatively using diverse forms, and a variety of media.
- demonstrate independent and adaptable thinking in order to find information, interpret and relate concepts, and generate appropriate solutions to problems.
- demonstrate curiosity about the world and seek learning throughout life.

RELIGION GOALS (2008)

The religious education program of St. Ann School is the main purpose of the school. Our goals in the religious education program are:

The students will

- Exhibit recognition of the unconditional love of God
- Participate in various types of prayer
- Analyze and show appreciation for sacred scripture and church history
- Act in accordance with scriptural values in their daily lives
- Identify and explain the tenets of the professions of faith
- Participate in the sacramental life and rituals of the Church
- Use their time, gifts, and talents to serve others
- Show respect for other faiths

MATH GOALS (2008)

The students will

- Compute accurately using a variety of strategies to solve mathematical problems experienced in everyday life
- Apply reasoning and critical thinking skills to solve problems
- Recognize the meaning and value of numbers
- Select and use measurement tools accurately
- Organize information to create and use graphs and charts for problem solving and communicating
- Utilize mental math and estimation to make predictions
- Solve problems using algebraic terms and symbols
- Identify and utilize geometric terms and concepts
- Recognize and draw conclusions from patterns in the world

LANGUAGE ARTS GOALS (2009)

The students will

- read critically and evaluate a variety of literature
- acquire a broad vocabulary and apply it in both oral and written form
- communicate effectively in oral and written form for multiple purposes to diverse audiences
- effectively comprehend written and spoken language
- show appreciation for a wide variety of literature genres reflecting various time periods and cultures
- apply language conventions and structures
- use research strategies to gather, analyze, synthesize and communicate information
- participate in the creative writing process

SOCIAL STUDIES GOALS (2010)

The students will

- create, utilize, and interpret maps, graphs, diagrams, timelines and other sources of information.
- identify characteristics of the world's major civilizations and cultures.
- identify the elements of economic principles and relate them to historical events.
- demonstrate knowledge of the United States Constitution, government, and history.
- demonstrate knowledge of physical and political geography.
- research and demonstrate knowledge of the state of Missouri.
- show an appreciation for the relationship between human interaction and environment.

SCIENCE GOALS (2010)

The students will:

- Gain problem-solving skills for group and individual work
- Demonstrate knowledge of life, physical, environmental, and earth and space sciences
- Demonstrate knowledge of laboratory safety rules and procedures
- Collect, interpret and analyze data from activities and experiments
- Explain the impacts technology and human activities have on our natural resources
- Design and complete a basic science experiment using the scientific method

ART GOALS (2010)

The students will

- act on the basis of creative, independent thought to solve art problems
- relate critical thinking skills, utilized in art lessons, to issues found in other disciplines and life skills
- demonstrate an appreciation for other cultures by studying many culturally diverse art ideas
- infer from art history that ideas persist but styles and attitudes change
- actively witness the Catholic faith by participating in various community art projects
- understand and be able to apply media, use techniques, and processes

- be able to use a basic knowledge of structures (elements of art and the principles of design) and functions (how they work together)
- be able to choose and evaluate a variety of subject matter, symbols, and ideas
- demonstrate understanding of the visual arts in relation to history and culture
- be able to reflect upon and assess the characteristics and merits of their work and the work of others
- progress in knowledge and use of color, form, line, shape, and texture

MUSIC GOALS (2010)

The students will

- develop and apply musical skills to perform and communicate.
- communicate through musical improvisation.
- effectively comprehend and notate written music.
- show appreciation for a wide variety of music reflecting various time periods, settings and cultures.
- acquire a variety of skills to listen to, analyze, and describe music and musical performance.
- recognize relationships between music, the other arts, and disciplines outside the arts.
- participate in musical performance.
- participate in the Liturgy, applying their gifts in sung prayer.

PHYSICAL EDUCATION GOALS (2010)

The students will

- show appreciation and respect for the gift of their bodies and the ways they move and work
- participate in physical fitness activities involving balance, flexibility, coordination, agility, and endurance
- demonstrate an ability to follow rules and directions in games and activities
- demonstrate safe play habits
- demonstrate sportsmanship, cooperation, and teamwork

COMPUTER AND LEARNING TECHNOLOGIES GOALS (2010)

The students will

- demonstrate understanding and proficiency in Technology Operations and Concepts and build on what they learn each year
- demonstrate creativity and innovation through the use of computers and technologies
- communicate and collaborate using computers and technologies
- do effective research and demonstrate information and multimedia fluency
- utilize computers and technology to develop high level critical thinking, problem solving, and decision making abilities
- learn and practice a commonly acceptable form of Digital Citizenship

GENERAL SCHOOL POLICIES AND PROCEDURES

Policy of Student Admission to St. Ann School

The goal of St. Ann School is to provide a quality Catholic education for the children of St. Ann Parish. Students are admitted to St. Ann School in compliance with the specified age requirements of the Archdiocese. Also, they must demonstrate sufficient maturity, academic, and social skills consistent with the grade level. Admittance will not be affected by race, color, national origin, or ethnic origin.

The official acceptance process for admission to St. Ann School is as follows:

1. Review of records from present school (for transfer students)
2. Interview with the Principal and/or Pastor
3. Screening Test
4. Receipt of all necessary forms and fees
5. In cases in which the parents of the student are divorced, a copy of the portion of the divorce decree, which verifies custody arrangements, must be provided

In considering students for admission to St. Ann School, preferences will be given in the following order:

1. To children and siblings of parishioners of St. Ann Parish.
2. To children of parishioners of neighboring parishes without a school.
3. To children of non-parishioners living within the boundaries of St. Ann Parish.
4. To children of non-parishioners living outside the parish boundaries.

Children are admitted in to St. Ann School in compliance with the specified age requirements of the Archdiocese and who demonstrate sufficient maturity, academic and social skills consistent with the grade level.

- For admission into kindergarten, the child must be five years of age before August 1st of the year of admission.
- For admission into first grade, the child must be six years of age by August 1st of the year of admission.
- A birth certificate must clarify the date of birth for any child.

Class Size

Archdiocesan Policy: The maximum class size should not exceed 35 students. The maximum class size at St. Ann School is ordinarily 25 students. Average class size is usually 18 students.

Registration

Re-registration of currently enrolled students, siblings of currently enrolled students, and new parishioners will begin on or around February 1st and continue for one month. Then, open registration begins.

The Parish acknowledges its responsibility to accommodate all children of parishioners who register prior to this cutoff date. These dates are established in order to give the administration a solid sense of the enrollment for the coming year, in order to make decisions about the staff that

will be needed. The Parish will be prepared to hire additional teachers and to provide additional classrooms, as long as sufficient notice is given through advance registration.

A registration fee is required at the time of registration for the next school year to cover the costs that may be incurred in planning for students who do not attend the school. This fee is non-refundable. Payment of a non-refundable book fee and SAPO activity fee (see “Tuition and Fees”) are also required before the first day of school.

Admission of Transfer Students

All transfer students are admitted for a probationary period with the following conditions:

1. The probationary period will be 90 days.
2. Satisfactory performance in all areas of school life must be achieved during this period. This includes receiving grades NO LOWER than a ‘C’ and review of the student’s discipline record.
3. Regular attendance and arriving to school on time is expected.
4. Cooperation and support from the parents or legal guardian is expected.

If a student finishes his/her probationary period without any discipline concerns, and his/her grades are satisfactory, probation will be lifted. However, if the transfer student’s grades drop, or he/she has discipline problems, he/she will be put back on probation. A conference will be held between the student, parent, principal, and teacher to ensure appropriate steps are taken to provide the best educational environment for the student.

A family desiring to transfer and enroll a student in St. Ann School from another **Catholic school** in the Archdiocese may be accepted **after** taking a screening test, an interview with the principal and pastor concerning the desire for admission and reasons for transfer, and following the receipt and review of documentation from the pastor and/or principal of the sending school. Completion of the interview does not imply automatic admission.

A family desiring to transfer and enroll a student from a **public or private school** may be accepted **after** taking a screening test, an interview with the principal and pastor concerning the desire for admission and reasons for transfer, receipt and review of documentation from the previous school, and a thorough inquiry regarding the religious motivation of the request for admission. Completion of the interview does not imply automatic admission.

Archdiocesan Policy 4102.5 Public school students from public school districts directly affected by a mandatory Court order for integration may not be accepted into Catholic schools.

Archdiocesan Policy 4102.62 Prior to accepting a student who has been home schooled, the parents/guardians must provide evidence that the student has been receiving regular instruction:

- 1. by providing the following records which they are required to keep by state law:**
 - a. a plan book, diary, or other written record indicating subjects taught and activities engaged in;**
 - b. a portfolio of samples of the student’s academic work;**
 - c. a record of evaluation of the student’s academic progress;**
 - d. other written or credible evidence equivalent to the points listed above.**

2. by providing evidence of offering at least 1000 hours of instruction annually as required by law. At least 600 hours should be in reading, language arts, mathematics, social studies, and science or academic courses that are related to the aforementioned subject areas and consonant with the pupil's age and ability. At least 400 of the 600 hours shall occur at the regular home school location.

3. by providing evidence of religious education and sacramental preparation that have been provided, along with parish records of participation in first sacraments, if applicable. The student's placement shall be determined by a review of the above records and student work samples. If the records are not sufficient to determine placement, the student should be given appropriate end of grade assessments. Enrollment in a Catholic school and participation in a home school is not permitted. Participation in Catholic school activities (including but not limited to the standardized testing program, fine arts programs, etc.) flows from being enrolled full time in a Catholic school.

Archdiocesan Policy 4102.63 Schools of the Archdiocese may enroll or allow the attendance of foreign born non-immigrant students, if they possess appropriate U.S. Immigration and Customs Enforcement (ICE) documents. Schools must contact the Catholic Education Office before making an admission decision and must follow designated procedures. Foreign-born persons of school age who have entered the United States on B1/B2 tourist visas are not allowed to attend school. Failure to comply with ICE procedures and regulations could jeopardize a student's ability to enter or remain in the U.S. and cause the school to be found in violation of U.S. immigration laws.

Tuition and Fees **Tuition Payment Options**

Tuition and fees for the 2013-2014 school year:

St. Ann School students receive a solid Catholic education that is a proven value. Every student who walks through the doors receives a scholarship from the parish, as the actual cost per student is projected to be more than **\$5,000** for the 2013-2014 school year. Tuition is charged to cover a significant portion of this cost; general parish funds and other fundraising activities are budgeted to provide the 'scholarship' for cost that are not covered by tuition and fees.

All registration forms and fees are due by March 1, 2013. Although this may seem early, we need to follow this time line in order to be ready to insure teacher contracts on April 1st. It is important to us to allow our current students, their siblings, and parishioners to have the first opportunities to enroll for the coming school year.

Catholic students are given preference in admission. In keeping with the ecumenical spirit of the Church, all religious traditions are respected and, space permitting, students from other faith traditions may be enrolled.

Please remember that all tuitions must be current in order for re-registration to be considered complete. No educational records will be transferred to another school until all financial obligations have been met.

All school families are strongly encouraged to use *St. Ann Scrip* certificates whenever possible. Remember, approximately 3% of any Scrip purchases you make can be applied to your tuition obligation. Families are also expected to participate in school fundraisers and contribute their time and talents in support of St. Ann School. Such support may take many forms. SAPO events, being a room mother, and chaperoning field trips are some of the ways to support our school family. Adults who volunteer with the students must complete the Archdiocesan Safe Environment Program that includes attending the Protecting God’s Children workshop. More information is available in the school office or by contacting Mrs. Pat Marstall 385-5090.

Effective September, 2008, if a family falls 2 (two) months behind on their tuition payments and/or Aftercare fees, St. Ann School reserves the right to prevent the child(ren) from attending school, beginning the first Monday following the payment due date. The child(ren) will not be permitted to return to school until tuition payments and/or Aftercare fees are current OR specific arrangements have been made with the parish bookkeeper and pastor.

REGISTRATION, BOOK FEE, SAPO DUES, AND TUITION

Registration fees, book fees and SAPO Dues must be returned with registration forms to St. Ann School on or before, Friday, March 1st, 2013 and all tuition payments for the current school year must be up to date to finalize registration. After March 31st, returning families will be charged a \$25 late fee. The late fee will increase to \$50 after May 31st. All fees are non-refundable. Registration, book fees and SAPO Dues are as follows:

One child	Registration	\$55	Book fees	\$160	SAPO	\$30
Two children	Registration	\$55	Book fees	\$320	SAPO	\$45
Three or more children	Registration	\$55	Book fees	\$160 per child	SAPO	\$60

In addition to the fees listed above, tuition fees for the 2013-2014 school year are as follows:

Parishioner tuition

One child	\$3624 (\$302/month)
Two children	\$4,620 (\$385/month)
Three children	\$5,328 (\$444/month)

Non-Parishioner tuition

One child	\$4,044 (\$337/month)
Two children	\$6,504 (\$542/month)
Three children	\$8,928 (\$744/month)

To be considered a parishioner, a family must be an active member of St. Ann Parish. “Active” means being a registered parishioner, a baptized Catholic, regularly attending Mass, and contributing financially to St. Ann Parish through the use of Sunday envelopes. If a family is not active – i.e. does not follow through on these responsibilities – they can lose their “active” status and be held responsible for payment of tuition according to the Non-Parishioner rates.

Parishioner families should remember that the difference between the cost per student and tuition for one child approximates \$1,100 per year, or about \$25 per week. Your tax deductible contributions to St. An Parish help to make up the difference.

If you are interested in information about joining the Catholic Church, please contact Fr. Bill Kempf at 314-385-5090.

Tuition Payment Options:

Tuition payments must be current at all times. No report cards, progress reports, or records will be released or made available to parents unless tuition payments are current. If a family falls behind in their tuition payments, their child/ren may not be allowed to attend St. Ann School.

There are three options for payment of tuition:

1. Tuition may be paid in full to St. Ann School on or before July 10, 2013
2. Tuition may be paid in two equal installments to St. Ann School on or before July 10, 2013 and on or before January 10, 2014.
3. Tuition may be billed to a credit/debit card, as a one-time payment, two payments, or on a monthly basis on the 5th or 20th of each month. Please note, to recover cost associated with the credit card purchases, a 2% surcharge will be added to your payment total. Contact Eileen Engelmeyer at 314-385-5090, ext. 852 to set up this credit/debit card billing.
4. All other families will be enrolled in an automatic debit program. This program will collect the tuition on a monthly basis, via automatic withdrawals from either a checking or savings accounts on the 5th or 20th of each month, per the family's preference.

Other Information:

Families are also expected to participate in school fundraisers and to contribute their time and talent in support of St. Ann School. Such support may take many forms. Volunteering for SAPO hours, being a room mother, chaperoning on field trips, Scout troop leaders, and athletic coaches are some of the ways to support our school family. Adults who volunteer with the students must complete the Archdiocesan Safe Environment Program that includes attending the Protecting God's Children workshop. More information is available in the school office or by contacting Mrs. Pat Marstall 385-5090.

If a parent/guardian becomes delinquent in their tuition payments (2 months behind) then a weekly tuition payment must be arranged with Eileen Engelmeyer and approved by Fr. Bill. Payments are due by Monday afternoon for your child to return to school on Tuesday morning.

If all fees (SAPO, Registration, etc) for currently enrolled students are not paid in full on or before Friday, March 31st, 2013, their places will be considered open.

Tuition Policy is that "No report cards or records will be released unless tuition payments are current; if tuition is seriously delinquent, students will not be allowed to attend classes."

Partial Year Tuition & Fees: If a student withdraws from school prior to the end of the school year or enrolls in school once the school year has already begun, the following rules apply for tuition and fees:

1. All registration and book fees must be paid in full at registration, for either a withdrawing or enrolling student.
2. For withdrawing students, tuition is due and payable in full through the day of withdrawal, computed on a per-day basis by the business office based on the official days of school completed according to the school calendar.

3. For students enrolling once the school year has begun, tuition is computed on a per-day basis based on the official days of school remaining according to the school calendar.
4. All SAPO fees are due, in accordance with the policies set up by SAPO.
5. No records will be forwarded to the school to which a student transfers until all tuition and fees outstanding are paid in full.

St. Ann Scrip Program

All school families, both parishioners and non-parishioners, are strongly encouraged to use ***St. Ann SCRIP gift cards*** whenever possible. Remember, approximately 3% of any Scrip purchases you make can be applied to your tuition obligation. More information on this program will be provided to you at the beginning of the school year.

Attendance and Absence

Archdiocesan Policy 4201 Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned cocurricular activities (e.g., field trips, enrichment, and remedial programs, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence.

Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school.

4201.1 A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials.

If a student is going to be absent, the school office must be informed by 8:30 a.m., either by phone, email, or a note delivered by a sibling. If notification has not occurred by this time, the school office will contact the parent/guardian about the child's absence. Please cooperate with this procedure. It is an important means of verifying the safety of students, especially those who walk to school.

Students are expected to attend all classes on days scheduled by the school as days of instruction. A student who is not present at the appointed times is designated "absent".

Daily records of attendance will be maintained for the student's permanent file during the time of enrollment in the school.

A student who is absent for fifteen or more days (consecutive or non-consecutive) in a quarter may be given an incomplete grade on the Grade Report.

A student missing two hours of school in a given day will be marked absent for ½ day; a student missing more than three hours will be marked absent for a full day. This will also apply in cases of late arrival or appointments outside of school. If the student needs to miss part of the day for a medical or dental appointment, the parent must inform the school in advance.

Students will not be released from school without the knowledge and consent of a parent or guardian. Students may not walk home if ill.

The academic progress of the student depends on the punctuality and regularity of his/her attendance. Considerable thought should be given to taking students out of school for prolonged periods of time. It is the parents' right to take their children out of school for an important reason, but such a decision should be made in conjunction with both teacher(s) and the principal. Students are responsible for all work missed during the absence. It is the responsibility of the student to talk with each subject teacher to determine make-up assignments and deadlines.

Tardiness

Archdiocesan Policy 4202 *A student is tardy who arrives after the time fixed by school policy for the start of the school day.*

Students should be at school **NO LATER than 8:10 a.m.** A student is tardy if he/she is not seated in the gym for Morning Prayer at 8:10 a.m. A parent must escort a tardy child into school and sign the child in at the office. The homeroom teacher and/or the principal will contact families who are frequently tardy.

Parental support of the tardy policy is a reaffirmation of the choice made by the parents of St. Ann School for their child. This support is an example to each child, and is appreciated by the school faculty.

Communication

Open lines of communication are essential between home and school. Parents and guardians will follow this "chain of command" when contacting the school about problems and concerns:

1. Teacher
2. Principal
3. Pastor

Upon request, the teachers, principal, and pastor will make themselves available to parents and guardians. Phone or written messages should contain the optimum times for a meeting. Problems or concerns should be discussed with the teacher **before** the principal or pastor is contacted.

Parents will also make themselves available upon written or verbal request to discuss their child/ren with teachers.

The reputation of all in the school community shall be considered sacred and shall be safeguarded at all times.

Visitors

All persons coming into the school building during the school day must report to the office. They must sign in and obtain a visitor's pass from the school secretary. The visitor pass must be worn at all times while on the school property. This is a safety factor for our school. At no time should a parent or visitor interrupt a classroom during the school day. This includes dropping off homework, lunches, etc.

Arrival and Dismissal Procedures

In order to ensure the safety of the students, and to assist with the flow of traffic on Natural Bridge Road, the Normandy Police Department has assisted us in developing the following plan:

Arrival Procedures:

1. Cars drive in the East driveway, in front of the church. Make a right in front of the church, and a left along the side of the school. Stop at the 1st corner of the white concession stand building. Students exit cars through the right (passenger) side of vehicles.
2. Students will be dropped off at the playground area behind the school, if weather permits. On inclement days, they will go into the gymnasium.

Dismissal Procedures:

1. Around 3:25 pm, the school Safety Patrol will put up the front chains to Natural Bridge.
2. **All drivers MUST enter through the east parking lot, off of Oakmount.**
3. “West Line”: Drivers who turn left (west) onto Natural Bridge will form a single file line, along the side and behind the rectory, beginning in the driveway that parallels the rectory. The line will extend out to the large church parking lot, on the east side of the church. For safety reasons, younger children/siblings should remain in the vehicle, and not play in the driveway or parking lot.
4. “East Line”: Drivers who turn right (east) onto Natural Bridge will park single file in the east driveway, along the side of the medical building and church. Cars line up along the driveway, then curve back toward Oakmount. If this line extends all the way to Oakmount, additional cars may form a second line, beginning at the point where the first line curves. For safety reasons, younger children/siblings should remain in the vehicle, and not play in the driveway or parking lot.
5. At 3:30 pm, all students will be dismissed (Walkers, East Line, West Line and Aftercare). The teachers walk the students to their cars. Any student whose car pool is not present will be sent to the gym for Aftercare and a fee will be charged.
6. Once the principal or a teacher blows the whistle, the Safety Patrol students will lower the chains to Natural Bridge Road. Drivers may exit at this time.
7. The middle lined area of the east and south parking lots is reserved for those who need to pick up children who are staying late, for those having conferences, or other business in the school. Please do not park in these areas unless you leaving your vehicle.
8. Drivers who arrive late may pick up their child (ren) on the sidewalk next to school. Students not picked up by 3:35 pm will go to Aftercare.

All students are to be off the school premises by 3:35 pm, unless they are participating in a school or parish sponsored activity. In these cases, students are to be with the designated ADULT SUPERVISOR AT ALL TIMES. Children not picked up by 3:35 pm, will be sent to After-Care.

Newsletter and Weekly Envelope

On Fridays, every child receives a large envelope to take home. The email, school website, and the envelope serve as a vehicle for communication between the school and the parents.

In a weekly email, on the website, or within this envelope, the principal provides information on all school events and activities with a weekly newsletter. Teachers often send newsletters, as well as student work. The Men’s Club informs families of athletic activities and teams. Other

informational handouts may be included in the envelope as well. Any information or flyers for the Friday envelope must be approved by the principal and received by the school office by 8:30 am on Thursdays.

Parents should read all the information enclosed and return any requested forms every Monday. Also, parents should sign and date the back of the envelope in the space provided.

Fire Drill/Tornado Drill/Earthquake Drill, Shelter in Place Drill

Emergency drills are held regularly according to the guidelines of the local fire protection and police district. Students will be taught safe emergency procedures.

Snow Days

The calendar allows for snow days in the event of inclement weather. Our main consideration will be the safety of all in hazardous road conditions. The decision to close is made locally by the principal, independent of other local Catholic or public schools.

All school cancellation and snow schedule announcements will be made using our “SchoolReach” phone message system. Please be sure that the school always has accurate phone numbers for or SchoolReach system. School closings will also be announced over television channels 2, 4, 5, and 11, and on KMOX radio (1120 AM). The television stations also have their own websites that show school closings: www.ksdk.com; www.kmov.com; and www.ktvi.com. Our school will be listed as “St. Ann School – Normandy.” We will make every attempt to make the decision to close school as early as possible.

In the event of a snow schedule, the time for a delayed start to school will be announced. SchoolReach and the same television stations, radio stations, and websites as listed above will broadcast the announcement, Please note that Before School Care will begin with the same 90 minute time delay as it does for the start of school. For example, if the snow schedule has school starting at 9:00, Before Care will begin at 7:30. Please do not bring children before this time, as teachers need extra time to travel in poor weather conditions, and supervision will not be available.

If inclement weather begins during the school day, the school will remain open. However, a parent may come for their child at any time, and s/he will be dismissed. Please do not call the school; simply come for the child when you want him/her dismissed due to inclement weather. Remember to sign your child out at the office before leaving school. Regular attendance rules will apply. If a child is gone for more than 2 hours of the school day, s/he will be counted ½ day absent. No child will be sent home before the regular dismissal time without contacting the parent/guardian first. No child will be left unsupervised at any time.

St. Ann Parent Organization (SAPO)

St. Ann’s Parent Organization was founded to coordinate the parent volunteer activities, offer growth opportunities for parents and students, and support parent involvement and communication between home and school.

The SAPO board consists of four volunteer parents, who serve a 2-year term. The SAPO board meets regularly to plan and coordinate activities.

Each family is **required** to pay a yearly activity fee and volunteer at a minimum of 3 SAPO events. The activity fee is paid at the time of registration.

Parents are **required** to volunteer at a minimum of 3 SAPO events per year, which may be completed in a number of ways. **Families who are unable to complete this obligation will be assessed \$33.00 per event or a maximum of \$100.00.** Any school activity or donation may be counted as part of your obligation. These may include:

- Being a room parent (automatic one event credit)
- Coaching an athletic team (automatic one event credit)
- Being a Scout leader (automatic one event credit)
- Volunteering for the Fall Supper and Talent Show, the Advent Filled with Love Project, the Sponsor's Dinner Dance and Auction, or the Parish Picnic
- Helping with classroom parties
- Donating commercially baked goods/snacks
- Volunteering in the classroom
- Volunteering to help prepare, at home, projects for the teachers
- Attending SAPO meetings
- Chaperoning field trips
- Working on any school committee
- Working an additional recess/ lunchroom duty
- Donating paper or other materials to the school/classroom

You will need to record your services and time spent on them, and give them to the SAPO secretary quarterly or at the end of each semester.

St. Ann Men's Club

The primary function of the St. Ann Men's Club is to provide an opportunity for all St. Ann students to participate in sports programs through the CYC. We strive to offer a competitive, nurturing environment at minimal cost to families, while stressing the cooperation and support of the parents.

Our funding comes from the Sprende Tournament, Men's Club Golf Tournament, and concessions stand sales. Each family involved in sports at St. Ann School plays a major role in keeping with the tradition of supporting our children through the volunteer program. Each family will be required to help at the concession stand.

Safe Environment Program

The Archdiocesan Safe Environment Program requires everyone 18 years or older who is **volunteering** with our children on a regular basis to attend a **Protecting God's Children Workshop**, have a **state police background check** on file, and sign the **Code of Ethics**. Anyone interested in being a room parent, assisting with classroom parties, going on class field trips, or in any other way being involved with the students must complete these three requirements. A **Protecting God's Children Workshop** will be held at St. Ann Parish in the fall of the year. Additional workshops are held throughout the area during the year. Information is available by contacting Mrs. Pat Marstall in the rectory office (314) 385-5090.

School Board

The purpose of the School Board is to advise the pastor and principal in making policies for the Parish Educational Programs.

The following are functions of the School Board:

1. Establishing the philosophy and goals of the Educational Program.
2. Interpreting and applying the educational policies of the Archdiocese.
3. Formulating additional policies that may be necessary.
4. Evaluating the implementation of policies.
5. Approving the budget to be recommended to the Finance Committee.
6. Recommending to the pastor the employment of the principal.
7. Long range planning and community relations.
8. Reviewing and evaluating the Constitution of the School Board.

There are at least nine members of the School Board. Ex-Officio members shall be the pastor and the principal. Every year, new members are elected or appointed, before the final meeting of the school year. All parents and parishioners are invited and encouraged to attend the monthly School Board meeting.

Emergency Cards

Parents are required to expeditiously submit COMPLETE AND ACCURATE emergency information for school files. The following information is essential:

1. Parent(s)/guardian(s) address and phone number, both residential and business. Cell phone number and/or pager number should be noted as well.
2. Phone numbers of relatives or friends in close proximity to the school who may be called upon if parents cannot be reached. These individuals should be informed that they are on your emergency card.
3. Name and phone number of your child's physician, dentist, and preferred hospital.
4. Important health information related to special needs and health conditions (allergies, asthma, etc.)

The Emergency Card must be on file within one (1) week of the start of school. Please keep the card accurate and up-to-date, sending new phone numbers, etc. to the office as needed.

UNIFORM POLICY

Revised for 2012-2013 School Year

Archdiocesan Policy 4303.6 Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and should not be allowed.

It is the responsibility of parents to send their children to school in the proper uniform. The following information serves as a guide. It can be changed or modified, as needed, during the school year as fads and trends develop.

General Guidelines for Boys and Girls

- Hair should be clean, neatly combed and reasonable in appearance. The length of the boys' hair cannot exceed the top of the collar and must not be over the ears or eyebrows. Hair that is longer than the collar at the beginning of the school year must be worn braided in a ponytail. Drastic hairstyles and hair dyeing are not allowed. Boys must be clean-shaven.
- Girls may wear **small** hoop or post earrings. Dangling earrings, make-up, colored nail polish, and fake nails are **not allowed**.
- Watches, a small cross necklace, or religious medal may be worn. **Bracelets for medical purposes may be worn. All other jewelry is not allowed.**
- Body or facial piercing, tattoos, head wraps, sweatbands, scarfs, do-rags and the like are not allowed.
- **Belts must be worn in grades 3-8.** The belt must be plain navy blue, black, or dark brown with a small buckle.
- Scout uniforms may be worn on days when meetings occur directly after school.
- **Shirts must be tucked in at all times.**
- Monograms or logos are not allowed on any part of the uniform. This includes socks.
- A navy blue sweater or vest may be worn. The sweater may zip or button. No hoods are allowed on any sweaters. A navy blue crewneck St. Ann sweatshirt may be worn. Sweatshirts or sweaters may not be worn around the waist or over the shoulders. **Plain navy sweatshirts are not allowed.**
- **Only solid/plain white undergarments** can be worn under white shirts or blouses.
- Uniforms need to be neatly hemmed. Pants cut off and hemmed at the knee; fringed pants or fringed shorts are not allowed. Shorts and pants need to be navy blue and not faded or torn.
- **High top tennis shoes may not be worn with shorts, skirts, or jumpers. Socks must be seen outside of the shoe.**
- Uniforms pants or skirts need to be worn at the waist. Skirts may not be rolled.
- **Carpenter pants or shorts are not allowed. Cargo pants or shorts are not allowed. Denim material is not allowed. Board shorts are not allowed. Capri pants are not allowed.**
- **Shorts may not be more than 3 inches above the knee or 1 inch below the knee.**
- **White, navy, black, gray, or brown tennis shoes** with **minimal** color accents may be worn. The laces may be white, navy, black, gray, or brown. Brown or black dress shoes, with a flat heel, may be worn. **Light up tennis shoes or shoes with wheels in their soles are not allowed.** Boots and sandals are not allowed in the school building. Shoes must be laced and tied at all times.

GIRLS UNIFORM

- Girls may wear a solid white cotton, cotton blend, or knit shirt with a round or pointed collar. Girls may also wear white turtlenecks. Zippers and snaps on shirts are not allowed. Plain white undershirts may be worn under the shirt.
- School jumper (K-5), school skirt (6-8), school skort (6-8), navy blue shorts or navy blue pants are allowed. The shorts or pants must be loose fitting. Skirts cannot be more than 3 inches above the knee. Shorts may be worn year round. K-2 may wear elasticized

slacks and shorts without belts. The jumper, skort, and skirt may be purchased at Fischer's School Uniforms, 921-9972.

- Girls may wear plain navy blue, black, or grey sweatpants or uniform pants under the jumper during cold weather. No pajama pants or leggings are allowed.
- **Solid white, black, or navy anklet**, crew, knee socks or tights may be worn. Solid navy knee socks or tights may be worn. **NO NYLONS**. Socks must be clearly seen around the top of the shoe. **No logos** are allowed on the socks.
- Navy blue shorts may be worn under the uniform and for gym class. No other colors may be worn. No boxer shorts may be worn. Shorts may not be seen below the hemline of the skirt or jumper. Short shorts or skintight shorts may not be worn. Only navy blue, black, or grey sweatpants or uniform pants may be worn under the uniform for gym class during the winter.
- Plain headbands and barrettes must be small in size and only the colors in the school uniform may be worn (black, hunter green, navy blue, white, or red). No headbands with flowers, ruffles, sequins, glitter, writing, or other distractions are allowed.

BOYS UNIFORM

- White, cotton or blended knit collared shirts may be worn. Long sleeved or short-sleeved white collared shirts may be worn. Solid white turtlenecks may be worn. Only solid/plain white t-shirts may be worn under the school shirt.
- Navy blue belted dress slacks or shorts may be worn year round. K-2 may wear elasticized slacks or shorts without a belt. **Belts must be worn in grades 3-8**. The belt must be plain blue, black, or brown with a small buckle. The shorts or slacks must be loose fitting, worn at the waist, and not faded or torn. Cargo shorts or pants are not allowed.
- **Solid white, black or navy anklet**, crew or tube socks may be worn. Socks must be clearly seen around the top of the shoe. **No logos** are allowed on the socks
- Navy blue shorts may be worn for gym class.

A student who receives a **uniform infraction notice** will lose the privilege of dressing out on the next dress-out day. All uniform infraction notices need to be signed by the parent and returned to school the following day. A student in gr. 3-8 who receives **5 uniform infraction notices** will serve a detention. If a student in K-gr. 2 receives **5 uniform infraction notices**, a parent conference will be required.

OUT OF UNIFORM GUIDELINES

On out of uniform days, the following guidelines apply:

- Clothing should be loose fitting, not baggy, and in good condition (no tears or holes).
- Low-rise pants, low-rise shorts, low-rise capris, or low-rise skirts are not allowed. They need to be worn at the waist.
- Appropriate T-shirts may be worn. No tank tops, spaghetti strap tops, or sleeveless tops are allowed. No skin may be shown between shirt and waistband.
- Revealing or plunging necklines, off the shoulder shirts, and short shirts are not allowed.

- Short shorts or biking shorts are not allowed. Gym shorts that are no more than three inches above the knee are allowed. Spandex, of any kind, is not allowed. Loose fitting, not baggy, sweat suits or sweatpants with no writing on the backside are allowed.
- Skirts should be loose fitting and cannot be more than 3 inches above the knee. Leggings are not allowed.
- **Boots, sandals, open toe, backless, or high heel shoes are not allowed.**
- Designated colors on out of uniform days must be worn.

Students who come to school inappropriately dressed will call a parent to bring the school uniform to school. If a parent is unable to bring the school uniform to school, alternate clothing will be provided for the student for the day. That clothing is to be washed and returned to school.

DISCIPLINE AND STUDENT CONDUCT

The Student/Parent Handbook and other information relating to discipline and student conduct will be sent home at the beginning of each school year. These forms need to be read and signed by the student and parents. Support and cooperation from parents is extremely important in maintaining appropriate conduct in school. Necessary changes may be made during the school year.

Your school experience at St. Ann School will be as positive as you choose to make it. Adherence to these guidelines ensures an atmosphere conducive to the success of each student. Discipline is the shared responsibility of parents, students, and the school. By abiding by these guidelines, all involved contribute to maintaining a peaceful, friendly, safe, and productive environment.

At St. Ann School, students are expected to exhibit behavior consistent with their age and maturity level. We strive to emphasize the positive over the negative. It is our hope that students will learn from their mistakes and make better choices in the future.

The school discipline plan and Code of Conduct helps to clarify the boundaries of student responsibility as they relate to the mission of St. Ann School. ***Parents are asked to fully endorse this program of positive behavior: to support it, to speak about it to the children, and to encourage similar behavior at home. In addition, parents are asked to model respect for the teachers and faculty of St. Ann School.***

Code of Conduct

At St. Ann School, we believe that learning, as well as moral and spiritual development; occur more readily in an environment that is free from behavioral distractions and where students feel secure. We seek to create an environment that reflects a Christian atmosphere. All members of the school community and visitors, students and parents at St. Ann School are expected to conduct themselves according to these principles of Christian behavior:

1. To always respect the rights and values of each individual.
2. To be honest in all dealings.
3. To cooperate positively.
4. To be courteous.

5. To be responsible for the proper care of school property, as well as the property and belongings of others.

In addition, students at St. Ann School are expected to behave according to, but not limited to, the following guidelines:

1. Respect all adults in the school building (teachers, principal, pastor, and any other adults who may be present in the building or on the school grounds).
2. Respect themselves and their peers.
3. Be attentive and maintain eye contact when addressed by an adult.
4. Communicate in a conversational tone, when talking is permitted.
5. Be kind and thoughtful with peers.
6. Offer assistance to anyone in need.
7. Assume responsibility for the order of the school.
8. Be attentive at assemblies and liturgies.
9. Comply with uniform regulations at all times.
10. Observe good table manners.

Safety and Violence Policy

Archdiocesan Policy 4303.3 Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment; assault, possession, and/or use of a weapon; and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.

All reported or observed instances of threatened or actual violence must be addressed by the school administration. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident.

All threats will be taken seriously.

Firearms Policy

In order to provide a safe environment, the possession of a concealed firearm on the property of St. Ann School, including the buildings, parking areas and other premises, is strictly prohibited

Harassment

Archdiocesan Policy 4303.7 Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs. Harassment is defined as any

unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical or visual.

Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know.

If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken.

Internet and Electronic Communications Conduct

Archdiocesan Policy 4303.4 *A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.*

This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause. (See 4302, Serious Disciplinary Consequences)

5202.71 **All school Acceptable Use Policies must include the following provision:** *Communications or depictions through e-mail, text messages or web site postings, whether they occur on the school computer network or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school or school community (collectively "Inappropriate Electronic Conduct"), shall be subject to the full range of disciplinary consequences, including withdrawal for cause, as described in 4302, Serious Disciplinary Consequences. (See 4303.4, Internet and Electronic Communications Conduct)*

Acceptable Use Policy for St. Ann Catholic School's Computer Network, Computer Lab, and Classroom Computers 2012-2013

St. Ann Catholic School (SACS) believes that computer technology and the Internet are an integral part of the school's operation and communication and a critical component of each student's learning. SACS utilizes computer technology and the Internet for a variety of aspects of learning, learning assessment, faculty, staff, and student publishing, school / parent communication, and school marketing.

SACS maintains a computer network that includes access to and use of an intra-network for file storage, file sharing, and printing. SACS also provides access to and use of the Internet. The computer network is for the exclusive use of SACS faculty, staff, and students.

SACS utilizes the following network applications, Internet sites, and web based presence for the exclusive purpose of school related communication, working documentation, faculty and staff professional development, and student learning.

- school web site at <http://www.sacs-stl.org>,
- faculty and staff email system through Google mail,
- faculty and staff web pages through Google
- Google documents
- Engrade web based grading system for grade 4-8 students
- a school wiki at <http://www.stannnormandy.wikispaces.com>
- student email through the wikispace

The SACS network is protected by a firewall that includes an Archdiocesan approved filtering system to protect students from web sites, pages, applications, and material that are illegal, defamatory, immoral, and potentially offensive. Although the safeguards provided by the firewall, filtering protocol, and system are state of the art and effectively maintained, it is virtually impossible to block all offensive material. As an additional protection, all students, faculty, and staff are involved in an on-going curriculum and education program that focuses on the appropriate use of computer technology, Internet use, and virtual communication. This education program includes lessons, discussions, and workshops in the use of web based publishing, email, social networking sites, and Internet research.

Access to the SACS network is provided to all students, faculty, and staff via an exclusive user name and password that is provided by the Technology Coordinator. **To gain this access, each student must obtain parental permission as verified by signatures on the attached form.** Faculty, staff, and students are provided varying degrees of accessibility and use based upon their grade level and user purpose. In order to gain access to the Internet and all aspects of the network, all users must correctly input their user name and password. Failure to do so results in a denial of service. Additional user names and passwords may be assigned to faculty, staff, and students for individual applications such as Fast Math, the St. Ann's Wiki, the Star Reading Program, the IXL Math Program, and any other apps which require secured connection. These user names and passwords are assigned and a database with the user names and passwords is maintained by the Technology Coordinator.

Faculty, staff, and students are responsible for appropriate behavior on the school's computer network and while accessing the Internet from the school network and school computers. Students should never access, keep, or send anything that they would not want their parents or teachers to see. If students find such material by accident, they should report it to their teacher immediately.

St. Ann Catholic School computer users are FORBIDDEN to

- access the network under any other user name than their own.

- download or install any computer applications, commercial software, shareware, or freeware without the express permission of the Technology Coordinator
- access or trespass any student's or user's folders or files
- copy, print, or share any other user's files and work without the Technology Coordinator's express permission.
- use any profane, abusive, or impolite language in any communications using the school computers, network, or available applications.
- deliberately damage the school's computer hardware or software.
- access any social network sites such as Facebook or Twitter without the permission of a faculty member, or the Technology Coordinator.
- use the SACS wiki site and wiki email for any personal emails or communication.

Failure to comply with the Acceptable Use Policy will result in the revocation of network access and computer use at SACS. Disciplinary actions will be taken up to and including detention, suspension, or withdrawal for cause as described in the Parent/Student Handbook on page 27-28.

Communications or depictions through e-mail, text messages or web site postings, whether they occur on the school computer network or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school or school community (collectively "Inappropriate Electronic Conduct"), shall be subject to the full range of disciplinary consequences, including withdrawal for cause as described in the Parent/Student Handbook.

The Computer Lab Parent Permission, Student Work Publication, and Student User Agreement Form will be sent home to all school families the first week of school. All forms must be completed and returned to school prior to the student operating any school computer.

**St. Ann Catholic School Computer Network
Parent Permission Form, Student Work Publication Form and
Student User Agreement 2013-2014**

Student's Name _____ Grade _____

Use of Internet and Email

As a parent or guardian of the above named student I have read the attached information about the appropriate use of the computers at St. Ann Catholic School, and I have discussed it with my child. I understand this agreement will be kept on file at the school.

Please check one of the following statements, sign, and return this form to school in order that your child may participate in the computer program.

_____ My child may use email and the Internet while at school according to the rules outlined in the Acceptable Use Policy.

_____ I prefer that my child not use email and the Internet while at school.

Permission for Publication of Student Work

I understand that teachers may wish to exchange samples of student work with other teachers via email or the Internet. Some student work is published to the school wikispace. Samples of student work may also be used on the school website.

Please check one of the following statements and sign below.

_____ My child's work may be published on the Internet.

_____ My child's work may NOT be published on the Internet.

Parent/Guardian Name (please print) _____

Parent/Guardian Signature _____

Date _____

Student User Agreement

As a user of the St. Ann Catholic School computer network, I have discussed the Acceptable Use Policy with my parent/guardian. I agree to follow the Policy and to use the network in a constructive way as directed by my teachers.

Student Name (please print) _____

Student Signature _____

Date _____

Maintaining School Privacy

St. Ann Catholic School understands that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff.

Out of respect for the students in our school, students and parents are not to publicly post any videos, pictures or audio recordings of students at school events unless the student/parent(s) have the express written permission from the school to do so. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teachers' permission. Likewise, students and parents shall not publicly post any videos, pictures or audio recordings of staff members unless the student/parent(s) have the express written permission from the

school staff member. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

Cell Phones and Other Electronic Devices

Students who bring cell phones or pagers to ALL SCHOOL AND CHURCH GROUNDS must have the device TURNED OFF FROM 6:30 AM – 3:30 PM on regular school days, and from 6:30 AM – 12:00 PM on early dismissal days.

Phones or pagers must be kept in students' backpacks during these hours; they are not permitted to remove them from their backpacks or be in possession of them during these hours. Students who do not follow this policy will have their phone or pager confiscated by a school staff member and will receive a school discipline infraction. A parent or guardian will be required to retrieve the phone or pager. Subsequent offenses will result in a \$15 fine. The fine will double with each repeated offense. The phone or pager will not be returned until the fine is paid, in full, and a parent or guardian will be required to pick up the phone or pager. School staff members are not responsible for lost or stolen phones or pagers.

Electronic equipment, such as iPods, MP3 players, cameras, PDAs, gaming systems, radios, and any other electronic equipment is to be turned off and stored in the student's backpack from 6:30 AM – 3:30 PM on regular school days, and from 6:30 AM – 12:00 PM on early dismissal days. Students who do not follow this policy will have the equipment confiscated by a school staff member and will receive a school discipline infraction. A parent/guardian will be required to pick up the confiscated piece of equipment. Subsequent offenses will result in a \$15 fine, which will double with each repeated offense. Equipment will not be returned until the fine is paid in full, and a parent or guardian will be required to pick up the equipment. School staff members are not responsible for lost or stolen equipment.

Disciplinary Procedures

Violating the school's discipline policy may result in the following disciplinary procedures:

- **Referral to the Principal**
- **Detention: (grades 5-8)** Before school for one hour. Parents will be given at least 24 hours notice of the detention and the reason for its assignment.
- **In-School Suspension:** Student is to spend one full in-school study day apart from his/her peers. All schoolwork must be completed prior to returning to the classroom, but the student will receive no credit. **All points or grades for that day will be recorded as a zero.**
- **Parent Shadow Day (grades 6-8):** A parent must shadow his/her child during a full day of school.

Serious Disciplinary Consequences

The administration, with the approval of the pastor, may determine specific reasons for administering serious disciplinary consequences of a student.

- **Suspension: Archdiocesan Policy 4302.1** *Suspension is the removal of a student from all classes for a specified period of time.*

At the discretion of the principal, the student is temporarily and immediately removed from the school for a period of 1-3 days, following a conference with the parents. All schoolwork must be completed prior to return, but the student will receive no credit. **All points or grades for that day(s) will be recorded as a zero.** Any student who has been suspended from school will be placed on **probation** for a period equivalent to one quarter.

- **Probation Archdiocesan Policy 4302.2 *Probation is the continued enrollment of a student, but with specified conditions.***

The decision to use probation action is made at the local level by the school principal in consultation with the pastor.

During probation:

- The student's grades in **every** subject must be no lower than a 'C'.
- He/she must not receive any infractions on their infraction record.
- No more than 3 tardies will be allowed during this period of probation.
- Regular attendance is required.
- The student is not allowed to attend any school function when suspended.

The administration, with the approval of the pastor, may determine specific reasons for placing a student on probation. At the specified time for review, probation may be continued or terminated, based on the evaluation of the student's conduct and/or grades during the probation. Any time during the period of probation, failing grades or any major infraction of a school rule or a series of minor infractions may result in withdrawal for cause

- **Withdrawal for Cause Archdiocesan Policy 4302.3 *Withdrawal for cause is the permanent end of enrollment of a student from a school.***

This is the final recourse and most serious disciplinary action. The decision of withdrawal for cause is made by the pastor after consultation with the principal. A student may be subject to withdrawal for cause as a result of a single, extremely serious conduct violation or action contrary to the mission and purpose of a Catholic school.

Students who demonstrate a **serious and consistent** lack of responsibility and disregard for school rules may be placed on probation, be suspended, or withdrawn from attending St. Ann School. The principal will determine the length of probation or suspension. Students on probation or suspension may be subject to eligibility restrictions for participation in school events.

Discipline Policy

Disciplinary procedures for grade K-8 will have these considerations:

- Each child and situation will be handled individually
- Disciplinary measures will be educative, not punitive.
- The most effective methods of discipline are immediate and consistent.
- Discipline is best handled by the classroom teacher whenever possible.

Upper Block students are expected to be the model for the younger students who attend St. Ann School. Students are expected to conduct themselves appropriately, not only during class

periods, but also during lunch or recess, in the hallways between classes, and on the way to church or other activities.

Any student who **chooses** to behave in a manner inconsistent with the Discipline Policy will receive an Infraction Notice. A copy of the infraction notice will be sent home for the parents to sign and return by the **start of the next school day**. Failure to do so will require the student to call his/her parents to request that the form be brought to school.

Behaviors that will result in an Infraction Notice includes but is not limited to:

- Disrespect shown to others, both verbal and non-verbal
- Inappropriate language or gestures, including body language that conveys opposition or challenge directives
- Fighting
- Disruptive Conduct
- Observing, hearing or possessing electronic devices including cell phones
- Having gum, candy, or food without permission
- Teacher discretion
- Other

Detention and Suspension

In all grades, a detention, an in-school suspension or a suspension may be issued for, but not limited to, the following:

1. Cheating
2. Forgery
3. Stealing
4. Vandalizing property (school, church, personal)
5. Threatening another student, teacher, and/or administrator
6. Bullying
7. Fighting
8. Use of foul language
9. Disrespect
10. Violating the school Acceptable Use Policy or Privacy Policy
11. Possessing or using tobacco products, alcohol, or drugs

Any student who has been suspended returns to school on a probationary period equivalent to one quarter. After a student receives two (2) suspensions, the student may be withdrawn (Withdrawal for Cause) from attending St. Ann School.

Withdrawal for Cause

Withdrawal for Cause is the permanent end of enrollment of a student at St. Ann School. A withdrawal for cause may be issued for any of the following:

1. The student has had 2 previous suspensions.
2. Possession of a weapon, or any item that resembles a weapon
3. Possession and/or use of controlled or illegal substances on school premises or at school related functions.
4. Possession and/or use of fireworks and/or fire-setting paraphernalia.
5. Pornography, in any form
6. Verbally threatening a child or making threatening remarks in general.

Search and Seizure

Archdiocesan Policy 4303.5 *School officials with sufficient reasons to do so may search a student's locker or desk.*

Lockers, desks, etc. are school property provided to students for their use and are subject to search by school officials. With good reason, school officials could request that a student empty the contents of pockets, purse or backpack. If the student refuses, disciplinary action such as suspension could be taken based on that refusal.

Drugs, Alcohol, Tobacco and Substance Abuse

Archdiocesan Policy 4303.2 *The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.*

Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved.

Firearms and Weapons Policy

Archdiocesan Policy 6202.1 *In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of St. Ann Catholic School and Parish is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms.*

A student or anyone else on the church or school property may not possess, handle, use, or transmit a weapon. A weapon is defined as any object used or displayed, or which could be used or displayed, with the intent to harm or intimidate persons or damage property. **When a legitimate item (such as scissors) is used or displayed as a potential weapon against another person, the weapon policy will be enforced.**

Any student possessing a firearm and/or weapon in a school building, on school property, or at a school function will be permanently withdrawn (Withdrawal for Cause) from St. Ann School. A parent possessing a firearm will be grounds for withdrawing their child from attending St. Ann School. Police will be called and a report will be filed.

Morning Time Conduct Expectations for St. Ann School

7:50-8:05

Students are not allowed on the blacktop, playground, or field before 7:50 am. This is for their safety; there is no supervision outside before that time. Students dropped off earlier must go to Morning Care.

All cellphones and other electronic devices must be turned off and in your backpack.

No food, drinking, or gum is allowed.

Everyone will use respectful words and actions, safe behaviors, patience, and cooperation during Morning Time.

Everyone will stay on the blacktop unless it is a Walking Day.

No one will play with toys, balls, run, play tag or play tetherball.

When the bell sounds, everyone will go to their grades' assigned places to line-up and wait for the teachers to bring the class into school.

Recess Conduct Expectations for St. Ann School

Recess outdoors is a privilege all students at St. Ann school may enjoy. It is a time to build positive friendships and to use our bodies to release energy and be active. However, just as in all activities at our school, if you choose not to follow the rules, your privileges will be taken away.

When playing, climbing, or having fun in the playground or field areas, if you choose not to use respectful words and actions, safe behaviors, patience, and cooperation you will receive a consequence. Recess supervisors will have a clipboard. If you receive a consequence, depending on its severity, you will be asked to sit out and the consequence will be noted on the clipboard. Notes will also be recorded to recognize a student who has shown wonderfully respectful, safe, patient, or cooperative behavior at recess. The clipboard will be kept by the recess supervisor and turned over to the principal and/or classroom teachers at the end of each recess period.

These are the ways we will use respectful words and actions, safe behaviors, and cooperation on the slides:

1. We will slide down the slide feet first and face forward.
2. One person on a slide at a time. When you get to the bottom of the slide, quickly get up and move so the next person may slide down safely.

These are the ways we will use respectful words and actions, safe behaviors, and cooperation on the bars:

1. Only one person will climb/sit/bounce/swing/stand on a circular climbing bar, set of climbing bars, standing bouncer, sitting bouncer, or step at a time.
2. Use polite words to ask for a turn. Wait patiently and let everyone have an equal turn.

These are the ways we will use respectful words and actions, safe behaviors, patience, and cooperation regarding the boundaries of the play areas:

1. We will play in areas where we have permission, sometimes including the wood chip area, the black top between the concession stand and school, the field if it is not wet, or on the black top next to the field as far south as the last basketball goal (if the goals are up) or as far south as the mid-field line (if the basketball goals are not up).

2. We will not go to the farthest south end of the blacktop or field without permission and supervision.
3. We will not have balls or other toys on the playground equipment or wood chip areas.

These are the ways we will use respectful words and actions, safe behaviors, and cooperation when we play games:

1. Grades 6-8 will not play ball games on the black top.
2. We understand that soccer, kickball, tag games, football, etc. are allowed only if the recess supervisors give permission.
3. If we are allowed to play these games, we will use only 1 or 2 hand touch moves, if the game calls for such a touch.
4. We will not tackle, shove, push, or use other unsafe behaviors.
5. We will use our words to communicate our feelings about the rules or plays of the games.
6. We will use the Time Machine area of our playground to talk through our problems when needed. We may ask for guidance from an adult.
7. We will stop our game when the whistle or bell sounds and listen to instructions from the recess supervisor.
8. Positive comments and congratulations are expected during and after a game.

CURRICULUM, INSTRUCTION, AND GRADING

Scope of Curriculum

The curriculum at St. Ann School will encompass the threefold dimension of Catholic Education: the Gospel message, faith community, and service. The spiritual, moral, intellectual, aesthetical, emotional, social and physical differences of the individual child will be taken into consideration in curriculum development. Curriculum development will involve consideration of basic skills and knowledge of religion, human sexuality, language arts, mathematics, science, social studies, music, art, health and safety, computer literacy and physical education.

St. Ann School will provide a curriculum, faculty, and staff to meet the educational needs of its students and to foster their individual growth. Remedial and enrichment programs will be developed to meet the needs of students of all abilities. When St. Ann School is unable to provide special services for students with exceptional needs, expeditious referrals to other agencies will be made.

Content of Instructional Program

The principal and faculty will be responsible for developing and implementing a curriculum that addresses grade level objectives and meets the needs of the students.

St. Ann School will provide a curriculum that offers students opportunities to develop global perspectives. The curriculum will emphasize, in an on-going and interdisciplinary manner, the values, concepts and skills to prepare students to participate as mature Christians in a world of diversity, increased technology and interdependency.

Student Records

Archdiocesan Policy 4601.2 Parents/guardians have the right to inspect and review the official active file of their children.

4601.4 *There should be no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian, or the former student if age eighteen years or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them.*

4601.6 *Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parent or guardian and the student, if 18 years old or older and still enrolled in the school. This applies to providing both written and/or oral information.*

Grading and Reporting

The teachers and principal of St. Ann School will report student progress to parents or guardians through a quarterly report card. **Report cards will be sent home one week after the close of a quarter to all students whose tuition and fees are current.**

In addition, written progress reports will be sent mid-quarter to all students. Parents will acknowledge receipt of report cards and progress reports by their signature.

Parent and teacher conferences to discuss classroom performance and grade reports will be scheduled at least once a year. At their discretion, the parent, teacher, and/or principal may request additional conferences.

Academic Grading Scale

The academic grading system used on report cards for reporting student progress in grades 3-8 is as follows:

A+	99-100	D+	76-77
A	96-98	D	73-75
A-	93-95	D-	70-72
B+	91-92	F	69 or below
B	89-90	S	Satisfactory
B-	86-88	NI	Needs Improvement
C+	84-85	U	Unsatisfactory
C	81-83	*	Adapted Curriculum
C-	78-80	√	Performing below expectation

Satisfactory and Unsatisfactory are used in place of letter grades A through F in Computer class, Art, Physical Education, and Music for grades K-3.

Students in grades 3-8 participate in St. Ann School's Honor Roll. Honor Roll status is based on the academic grading scale (above), and is determined by the following point system:

A+	4.33	B-	2.66
A	4.00	C+	2.33
A-	3.66	C	2.00
B+	3.33	C-	1.66
B	3.00		

First Honors: 3.8 Grade Point Average or above;

No C's; no U's or N's for conduct, personal growth, or class participation

Second Honors: 3.0 Grade Point Average or above;

No D's; no U's or N's for conduct, personal growth, or class participation

All Honors are determined on a quarterly basis.

The Grading Scale for Kindergarten through 2nd grade is as follows:

Mastery, Partial Mastery, and Non-Mastery will be used to identify the student's strengths and weaknesses throughout the school year.

Retention

Students are advanced in grades based upon satisfactory completion of required academic work. Promotion to the next grade will be made at the discretion of the classroom teacher in consultation with the principal and parents. Consideration of NOT promoting a student needs to begin early in the second semester and must follow a series of communications with the parents. After thorough consultation and communication between home and school, the decision is based upon academic readiness, social and/or emotional readiness, and other pertinent circumstances.

Adapted Modified Curriculum

Most students at St. Ann School are able to meet curriculum objectives and receive grades on the same basis as all of the other students. At times, however, it is necessary to accommodate our curriculum to meet the needs of a student with a diagnosed learning disability. This can be done through adaptation or modification, depending on the need of the student.

Adaptation refers to an adjustment or accommodation that makes something more suitable for an individual or that allows something to better match a specific use or situation. For example, altering instructional techniques, assessment methodology, and/or materials used with a student will be considered adaptation.

Modification refers to an actual change in the form or character of something. For example, significantly changing the content, knowledge, skills, and competencies expected in the curriculum will be considered a modification. Significant curriculum modification will be designated with an asterisk (*) next to the name of the subject area.

Textbook Selection and Evaluation

Only textbooks and instructional programs already approved by the Catholic Education office will be considered for adoption at St. Ann School. Textbooks and instructional programs designed for curricula in religion, reading, language arts, science, social studies, mathematics, health, and human sexuality will be evaluated on a regular six-year cycle for appropriateness and up-to-date coverage. Instructional programs designed for curricula in computer, fine arts, and physical education will also be evaluated on a regular six-year schedule for appropriateness and up-to-date coverage.

Books

Hardbound textbooks are the property of St. Ann School and are loaned to the students for the school year. **Hardbound textbooks must be covered at all times.** All textbooks must be returned in good condition at the end of the year. Any books, which are lost or defaced must be paid for or replaced.

Workbooks are consumable books used in many of the subject areas. Students are responsible for paying for or replacing workbooks if they are destroyed or lost.

We suggest students use a book bag or backpack to transport books and supplies and to save on wear and tear of textbooks and workbooks.

Home Assignments

Regular home assignments are an integral part of the student's learning experience and are considered part of the instructional program. Homework assignments will be relevant to, but distinct from, class lessons. They will be designated to foster habits of independent study and to provide opportunities to hone skills learned in the classroom. The length of homework assignments should be appropriate for the grade level of students. In sixth through eighth grades, faculty will coordinate assignments in order to avoid excessive amounts of work. Homework assignments will be listed on the class webpage. **All students in grades 1-8 are required to fill out and use an assignment notebook that is provided by St. Ann School.**

Copyrighted Material

Archdiocesan Policy 5202.6 All Catholic Schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music, multi-media presentations, and Internet web sites and resources.

No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations.

Students and teachers should be made aware of the seriousness of the ethical and legal issues relating to unauthorized copying and software piracy.

Library

Library opportunities are made available for St. Ann School through the use of the St. Louis County Library on Natural Bridge Road. Permission slips are signed by parent(s), allowing their child (ren) to walk to and participate in the library program.

Field Trips

A field trip is a first hand experience that supplements classroom learning. It is an observational experience having definite educational objectives. Field trips may be taken only with the approval of the principal who, in cooperation with teachers, plans and provides for safe procedures.

St. Ann School will conduct class field trips for activities appropriate for various curriculum areas. The number of field trips will not be excessive. All field trips are offered under the guidelines of the Archdiocese.

At least one adult per ten students assists teachers on a class trip for the 4-8 grades. At least one adult per six students assists teachers for K-3 grades.

The written consent of parents must be obtained for every child participating in a field trip. Permission slips must inform parents or guardians of the following information:

- Name, location and date of the field trip.
- Cost to the student.
- Mode of transportation to be used.
- Name of the supervisor(s) overseeing the activity.
- Statement of Parental Responsibility.

Whenever possible, bus transportation by an insured carrier will be arranged. Private passenger vehicles may be arranged with parents if the number of students is not sufficient to warrant a bus. The minimal criteria for parents or guardians providing transportation include:

Archdiocesan Policy 5202.9

- 1. drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;***
- 2. the vehicle should have a valid registration and meet state safety requirements;***
- 3. the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence;***
- 4. drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting;***
- 5. every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system;***
- 6. adults should not be permitted to smoke in the vehicle.***

- 1. The school needs to have on file a copy of a current driver's license and insurance card of the parent who is driving.**

Field trips are an important part of the total educational program. They are, however, a privilege. If a teacher feels that he/she does not want to accept the responsibility for a child on a designated field trip, the student's parent may be asked to accompany the child. If the parent cannot go on the field trip, the student will not be permitted to participate. Work will be provided for students not participating, and they will be supervised in another classroom.

Student Activities

Numerous opportunities are available for the students of St. Ann School to grow as responsible Christian leaders. Some of these activities include the following:

Altar Ministers: Boys and girls in grades 5-8 serve Mass under the supervision of the parish priests.

Athletic Programs: After school hours, the Men's Club of St. Ann provides a wide range of athletic programs for boys and girls that promote physical skills as well as good sportsmanship and teamwork.

Bellarmino Speech League: Students in grades 5-8 participate in public speaking exhibitions with students of other Catholic schools in order to develop self-confidence and leadership skills.

Curriculum/Science Fair: The fair is an opportunity for students to intensely study a topic of their choice. After completing such a project over a period of weeks or months, students can take pride in what they have accomplished.

Safety Patrol: Students in grades 7-8 assist the teachers in helping all students safely enter and leave the school grounds each day.

Student Council: Students have opportunities to practice leadership skills including the planning and coordinating of school activities.

Extracurricular Activities

Archdiocesan Policy 5202.10 *All extracurricular activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose. The purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult should act as moderator of the activity and should be present at all times during the activity. Parents/guardians permission must be obtained for a student to participate in extracurricular activities.*

Completion of Elementary School Program

Archdiocesan Policy 4502 *To graduate from a Catholic elementary school in the Archdiocese of St. Louis, a student must have successfully completed the minimum academic and religious requirements of the school; maintained a satisfactory attendance record as defined by the school; demonstrated satisfactory conduct; and completed all financial obligations.*

4502.1 *Payment in full must be made for all financial obligations to the school before the day of graduation.*

St. Ann School will recognize those students who have successfully completed its education program, with a formal graduation ceremony, at the conclusion of eighth grade. The eighth grade celebration will be scheduled as close as possible to the official ending of the school year. The principal will approve activities and events connected with this celebration. A liturgy with students, parents, and faculty will be central to the school's celebration.

EVALUATION OF ST. ANN SCHOOL

Self-Study Planning and Implementation

St. Ann School will undertake a self-study and evaluation program once every eight years with the implementation plan reviewed and updated annually.

Accreditation

St. Ann School applies annually for accreditation through the Missouri Non-Public School Accrediting Associations.

Archdiocesan Testing Program

In the fall, St. Ann School will administer standardized tests for grades 3-8 as prescribed by the Archdiocese of St. Louis. Currently those tests are the Iowa Test of Basic Skills (for grades 3-8) and the Developing Cognitive Abilities Test (for grades 4, 6, and 8).

A uniform administration of a standardized testing program will provide:

- a. A consistent standard for assessing potential and evaluating progress both of the individual student and specific classes or instructional areas.

- b. A means of identifying areas of strength and weakness both of individual students and of students at specific grade levels.
- c. A means of evaluating the teaching/learning environment.
- d. A means of evaluating the curriculum at various levels and in various subject areas.

The ACRE religion test is administered in 5th and 8th grade. If your child is in the 5th or 8th grade, more information about this test will be forthcoming.

Testing Program

Testing, as part of the educational program at St. Ann School, is used as a tool to evaluate student knowledge and growth. Tests are seen as one view of the student’s ability and/or progress. Student assessment programs for each grade level will be used each year to measure student progress. No test results will be released to the public.

Other tests administered at St. Ann School include the following:

- 1. Exams are administered at the end of each semester to all students in grades 6-8.
- 2. Tests accompanying various curriculum textbook series are administered at the completion of appropriate sections in the text.
- 3. Periodic quizzes and/or general tests are administered on a regular basis at appropriate grade levels.
- 4. Some students may be referred for special testing to determine special educational needs, curriculum adjustments or special education.

TIME SCHEDULE

Annual School Calendar

The Principal, with input from the faculty, is responsible for developing the annual school calendar and presenting it to the St. Ann School Board of Education for approval.

The proposed calendar will be presented for initial discussion at the March meeting each year and will be approved no later than the May meeting.

The school calendar will provide a minimum of 174 days (or the statutory number of days) of student instruction.

Instructional Day

The daily schedule for each full day of school will provide for six (6) hours of actual instruction.

DAILY SCHEDULE

- 7:50 a.m. Student arrival begins; teacher supervision available
- 8:10 a.m. Tardies begin
- 8:10 a.m. Morning Prayer, Pledge of Allegiance, & morning announcements
- 8:30 a.m. Classes begin
- 11:30-11:50 Recess – Grades 6-8
- 11:50-12:10 Lunch – Grades 6-8
- 11:55-12:15 Recess – Grades K-2
- 12:15-12:35 Lunch – Grades K-2

12:20-12:40 Recess – Grades 3-5

12:40-1:00 Lunch – Grades 3-5

3:30 p.m. Dismissal

Morning- Care: 6:30 a.m. – 7:50 a.m.

After-Care: 3:30 p.m. – 6:00 p.m.

Non-Instructional Activities

In addition to six (6) instructional hours, St. Ann School will schedule time for liturgy, lunch, recess, and other non-instructional activities.

1. Participation at Mass is an important aspect of education at St. Ann School. Mass will be scheduled so that students are properly prepared to participate as fully as their age and ability permits.
2. The recess and lunch period is no less than 40 minutes. The time will be structured to allow for some socialization among students and classes and provide an opportunity for some physical exercise.

Celebration of Liturgy

Students attend an all-school liturgy at least once a month. Classes attend Mass other days throughout the month. These Masses are listed in the church bulletin. Parents are always welcome to join us at these liturgies.

School Programs and Ceremonies

Some formal activities may be scheduled outside of regular school hours, such as receptions or concerts, in which classes perform as a group. Consistent with the Health and Safety curriculum regarding the dangers of drug use, dependence and abuse, the use of alcohol and tobacco will be prohibited at school sponsored events and programs.

Faculty Meetings

Archdiocesan Policy permits early dismissal once a month to free teachers for Faculty Meetings. These meetings are an indispensable means of planning and sharing for improvement of our school.

Faculty meetings are scheduled on the first Friday of each month. Dismissal for the faculty meeting is 12:00 PM. There are no scheduled lunch periods on this day. Since it is a long day, students in grades K-5 may bring a snack on early dismissal days for the recess break.

Cafeteria/Lunch

St. Ann School does not have a kitchen in which to prepare lunches. Students may bring their lunch to school. Hot lunches may be ordered on a monthly basis through *Different Dishes*. Milk may be ordered by the semester or the year. **Milk will not be sold on a daily basis.**

If a student does not have lunch for any reason, he/she will not be permitted to call home to have it brought to school. A lunch will be provided by the school office for a fee of \$2. In addition, we recommend that you remember to send healthy meals for your child. **Fast food may be brought in only for a child's birthday. Fast food may NOT be brought in at any other time unless it is for a classroom party or special activity.**

Because of the time allotment for the lunch period and safety of the students, students may not go home or leave the school grounds at lunch. **A peanut-free table will be available for students with allergies.**

Lost and Found

Please mark all clothing, lunch boxes, etc. with your child's name. Students are responsible for the care of their own belongings (lunch bags, backpacks, clothing, etc.) The school is not responsible for lost articles. There is a designated collection area for lost articles in the cafeteria. In addition, there is a display of lost articles during Friday Morning Prayer time. Periodically, the lost and found collection is emptied and the articles of clothing given to the poor.

HEALTH INFORMATION

Health and Illness Policy

Archdiocesan Policy 4401.4 *Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires prescribed medication during the school day, the following must be in place:*

- 1. the direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner (Appendix 8: Physician Consent for Medication Administration), signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school.);*
- 2. written consent of the parent/guardian for school personnel to administer the medication (Appendix 9: Parental Consent for Medication Administration to their Child);*
- 3. the medication in the original container;*
- 4. proper training of personnel on medication administration.*

All medication sent to the school must be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person, with the exception of metered-dose inhalers when properly registered with the school. A trained staff member must be assigned to administer medication.

Proper documentation must be kept on every dose given.

4401.6 *A student enrolled in a Catholic school who has a significant or potentially life threatening medical condition may require special consideration. Schools should take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.*

4401.5 **schools of the Archdiocese of St. Louis will follow the recommended policies and procedures on communicable diseases established by the Missouri Department of Health.**

We follow the policies and guidelines contained in the **School Health Manual**, which contains the Health Guidelines for Catholic Schools in the Archdiocese of St. Louis. The following is taken from that Manual.

General Guidelines for Sending An Ill Child Home (6.31)

1. Fever (>100.5) or 1-2 degrees above child's normal temperature and/or ill-appearing.
2. Rash with Fever.

3. Rash of unclear cause that has not been evaluated by a physician.
4. Difficulty Breathing (Especially Asthmatic not relieved with medication).
5. Sore throat with fever or difficulty swallowing.
6. Eye drainage (clear or yellow) with itching and history of crusting on lashes at waking.
7. Vomiting at school or stomach cramping with history vomiting in prior 24 hours.
8. Diarrhea, sleepiness, and abdominal cramping.
9. Mouth sores with inability to control saliva.
10. Chicken Pox or other communicable diseases (see Appendix 7:

Prevention and Control of Communicable Diseases for specific disease guidelines for school attendance restrictions).

Children must be free of fever without the aid of Tylenol, etc. for 24 hours before returning to school.

We do not have a full-time nurse at St. Ann School. It is the responsibility of the parent or adult guardian to communicate any health concerns to the appropriate adults at St. Ann School.

In addition, the following guidelines established by the St. Louis Archdiocese will apply at St. Ann School. (See letter below and consent form on page 42 of handbook.)

Dear Parent/Guardians,

The St. Louis Archdiocese has clarified the medication policy. Our school will be following the guidelines listed below.

Most medications that children require do not need to be given at school. Any medication that is given three times a day will be given at home (morning, after school, & bedtime). The school will not administer the **first dose** of any medication. If a medication (prescription or over-the-counter) must be given, the parents **must** follow these requirements:

1. An emergency authorization form must be on file in the school listing the name of the child's physician and phone numbers.
2. There must be a written physician's order for the medication with the name of the student, name of the medication, dosage, time interval to be given (if ordered "as needed" – a plan must be provided) and diagnosis or reason for the medication. A current prescription label on container may serve as the physician's order. All medication must be **up-to-date**. Any medication that has **expired** will be sent home with a request for new medication.
3. **Written permission** must be provided by the parent/guardian requesting that the school comply with the physician's order.
4. Prescription medication should be brought to school in a container **appropriately labeled by the pharmacy**. Non-prescription medication should be in the **original container**. Ideally, the parent will have two containers, one for home and one for school. For medications that will be given at school, the child needs a new prescription container and consent form for each school year.

5. If there is **any change** in the dose or timing of the medication, the physician must submit the change in writing. This may be faxed or mailed to the school. A parent **may not** give permission to administer medication differently than the physician's order.
6. Students will not be able to carry medications on them at school. Exceptions are inhalers for asthma, which a special permission form **must** be signed.
7. The school has the right to call the physician to clarify a medication order.

If your child requires Tylenol or Advil for headaches, tooth pain, or abdominal cramping, cough syrup for a cough, etc. **you will need a physician's order.** You may want to contact your physician and have them mail or fax the order to your school. Having the order in place will save your child from needing the medication and not being able to get it. **The over-the-counter medications must be supplied by the parent in their original container – no plastic bags or zip-lock bags. St. Ann School Fax 314-381-1367.** Any questions? Call Mrs. Hudson in the office 314-381-0113.

APPENDIX 9

4401.4

Parental Consent for Medication Administration to their Child

Date: _____ School: _____

Student: _____ Grade: _____

My child is to receive _____ medication according to the physician's directions given for _____.

This treatment will last _____.

My child has _____ drug allergies.

I give my permission for this medication to be administered to my child at school. The school has my permission to call the physician with any questions regarding the medication.

I understand and acknowledge that any medication administered to my child during school will more than likely not be administered by a registered nurse or other medical professional. In consideration of the school administering medication to my child pursuant to this authorization, I hereby release and hold harmless the school, the Archdiocese of St. Louis, and their employees, agents or representative, from any liability that may arise from administering medication to my child.

Signature: _____

Relationship to student: _____

Physician Contact Information: _____

Physician Consent for Medication Administration

Date: _____ Name of Student: _____

Medication: _____ Dose: _____

Time Interval: _____

Diagnosis or reason for treatment: _____

Side Effects to look for: _____

Restrictions: _____

Signature: _____