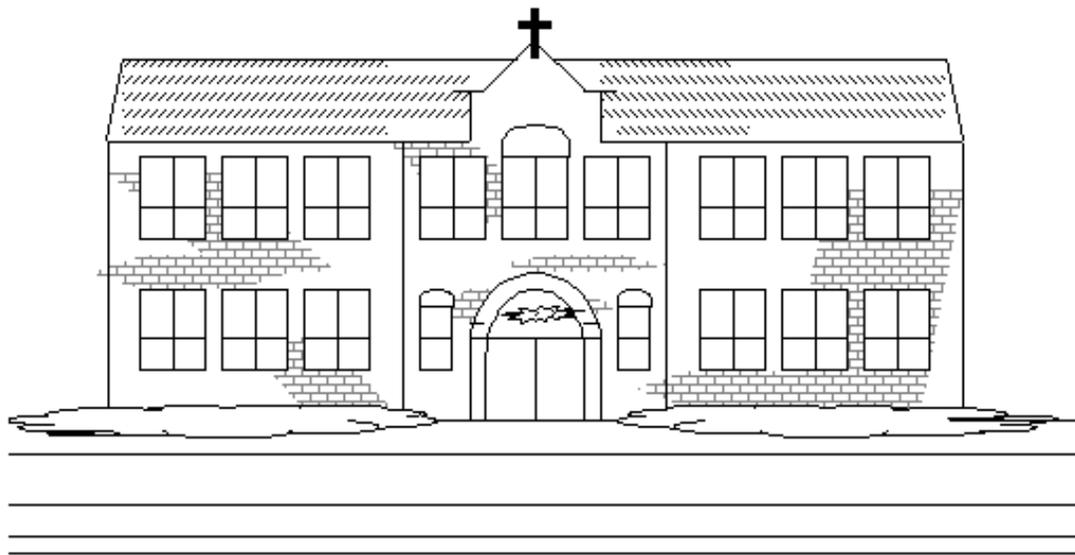


# Parent/Student Handbook

2017-2018



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## **DISCLAIMER**

This Student/Parent Handbook contains established policies and procedures for the 2016-2017 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.

\*\*\*\*\*

### ***St. Ann Catholic School***

***Where children are valued and values are taught***

***A PLACE for learning***

***Promoting Service***

***Living Faith***

***Affecting Lives***

***Celebrating Diversity***

***Encouraging Excellence***

### **Mission Statement**

St. Ann Catholic School provides a positive learning environment that values children and challenges them to reach their full academic and spiritual potential.

### **Philosophy of St. Ann Catholic School**

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

Each person is valued as an individual created in the image and likeness of God with gifts to be nurtured and developed.

St. Ann Catholic School encourages excellence in a caring environment in which all students are challenged to reach their potential.

**St. Ann Faculty and Staff  
2016-2017**

Pastor- Fr. Nicklaus Winker

Principal- Mr. Jacob Reft  
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Music- Mrs. Kris Morice  
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P.E.- Mr. Bob Reid  
[pe@sacs-stl.org](mailto:pe@sacs-stl.org)

Teacher Aides – Ms. Mary Joye  
Miss Callie Bishop  
Miss Anna Cruzen

## **Learning Goals for St. Ann School**

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, demonstrate healthy decision-making, and accept stewardship of all gifts.
- Show respect for and appreciate the diversity among individuals and cultures.
- Identify their own strengths and weaknesses, use self-discipline, take academic risks, 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 in a variety of methods.
- Demonstrate independent and adaptable thinking.
- Demonstrate curiosity and perseverance.

## **Religion Goals**

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

The students will

- Actively participate in weekly Mass in a grade-appropriate way, participating in the sacramental life and rituals of the Church.
- Bring the Good News and Gospel values to all they encounter in their daily lives, bringing evangelization.
- Respect all faiths and diversity.
- Serve others in ongoing service projects.
- Learn and pray the traditional prayers of the Catholic Church.
- Learn the tenets of the Catholic Church.
- Foster a personal relationship with God through reading and understanding Sacred Scripture.

## **Math Goals**

The students will

- Make sense of problems and persevere in solving them.
- Reason abstractly and quantitatively.
- Construct viable arguments and critique the reasoning of others.
- Model with mathematics.
- Use appropriate tools strategically, including measurement.

- Attend to precision by calculating carefully, accurately, and efficiently and by using number sense.
- Look for and make use of structure, including patterns.
- Look for and express regularity in repeated reasoning.
- Use mental math and estimation to make predictions.

### **Language Arts Goals**

The students will

- Comprehend and evaluate complex texts across a range of types and disciplines.
- Construct effective arguments and convey intricate or multifaceted information.
- Establish a broad base of knowledge across a wide range of subject matter.
- Respond to the varying demands of audience, task, purpose, and discipline.
- Cite specific evidence when offering an oral or written interpretation of a text.
- Use technology and digital media strategically, efficiently, thoughtfully, and capably to enhance their reading, writing, speaking, listening, and language use.
- Actively seek to understand the perspectives of other cultures through reading and listening.

### **Social Studies Goals**

The students will

- Cite specific textual evidence to support analysis of primary and secondary sources.
- Determine the central ideas or information of a primary or secondary source; provide an accurate summary of the source distinct from prior knowledge or opinions.
- Identify key steps in a text’s description of a process related to history/social studies (e.g., how a bill becomes law, how interest rates are raised or lowered).
- Determine the meaning of words and phrases as they are used in a text, including vocabulary specific to domains related to history/social studies.
- Describe how a text presents information (e.g., sequentially, comparatively, causally).
- Identify aspects of a text that reveal an author’s point of view or purpose (e.g., loaded language, inclusion or avoidance of particular facts).
- Integrate visual information (e.g., in charts, graphs, photographs, videos, or maps) with other information in print and digital texts.
- Distinguish among fact, opinion, and reasoned judgment in a text.
- Analyze the relationship between a primary and secondary source on the same topic.
- Read and comprehend history/social studies texts in the grade text complexity band independently and proficiently.

### **Science Goals**

The students will:

- Cite specific textual evidence to support analysis of science and technical texts.
- Determine the central ideas or conclusions of a text; provide an accurate summary of the text distinct from prior knowledge or opinions.
- Safely and precisely follow a multistep procedure when carrying out experiments, taking measurements, or performing technical tasks.

- Determine the meaning of symbols, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to grade text complexity and topic.
- Analyze the structure an author uses to organize a text, including how the major sections contribute to the whole and to an understanding of the topic.
- Analyze the author’s purpose in providing an explanation, describing a procedure, or discussing an experiment in a text.
- Integrate quantitative or technical information expressed in words in a text with a version of that information expressed visually (e.g., in a flowchart, diagram, model, graph, or table).
- Distinguish among facts, reasoned judgment based on research findings, and speculation in a text.
- Compare and contrast the information gained from experiments, simulations, video, or multimedia sources with that gained from reading a text on the same topic.
- Read and comprehend science/technical texts in the grade text complexity band independently and proficiently.

### Art Goals

The students will

- Actively witness the Catholic faith by participating in various school and community art projects and service projects
- Act on the basis of creative, independent thought to solve the art problems
- Be able organize and create an art work through an understanding of the elements and principles of art
- Understand and be able to apply media, use techniques and processes in a skillful manner
- Recognize the connections between the different disciplines through cross curricula art projects
- Recognize the process of learning is the integration of ideas from other disciplines, cultures, and the human experience
- Demonstrate an appreciation for other cultures by studying many culturally diverse ideas
- Learn responsible citizenship through cooperative use of the art space and materials
- Develop critical thinking skills and listening skills
- 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
- Be able to choose and evaluate a variety of subject matter, symbols, and ideas

### Music Goals

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

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

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.

### Admission to a Catholic elementary school is contingent upon:

1. The family's desire for this special kind of school where Catholic teaching and moral formation are an integral part of the school. (Non-Catholic families must give the same assurance that they understand the religious requirements and expectations of attending a Catholic school).  
Evidence of any family's desire to be a part of this school includes:
  - a. Support of the concepts upheld in the Witness Statement (*Appendix 2: Witness Statement for Those Whose Children Attend Catholic Education Programs and Appendix 3-5: Witness Statement Called to Be Catholic For Students Who Attend Catholic Schools*);
  - b. Agreement to follow the policies and procedures of the school;
  - c. Willingness to cooperate with the teachers and administration in the moral, psychological, emotional, spiritual, and academic development of their children.
2. The child's fulfillment of the age requirements listed below:
  - a. For admission to Kindergarten, the child is to be five years of age before August 1.
  - b. For admission to first grade, the child is to be six years of age before August 1.
3. The school's ability to meet the student's educational needs
4. The parent's willingness to accept the financial responsibilities of attending the school.

(*Archdiocesan Policy #4102.1*)

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. Receipt of all necessary forms and fees
4. 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.

The student will be expected to comply with all school regulations and to conduct him/herself during class time in a manner, which is conducive to good learning.

The Parents will be expected to show an interest in the education of their children by cooperating with the principal and faculty in school matters. Parents are also expected to familiarize themselves with the policies and rules of the school.

### **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 1<sup>st</sup>. Then, open registration begins.

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.

### **Admission of Transfer and Kindergarten Students**

All transfer and Kindergarten 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, Public or Private school** in the Archdiocese may be accepted **after** 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.

### **Transferring from a School District under Court Ordered Desegregation Plan**

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 #4102.5*)

### **Admission of Home-Schooled Students**

Prior to accepting a student who has been home schooled the parents/guardians must provide evidence that the student has been receiving regular instruction by providing the following records as required 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 to the points listed
- e. Evidence of offering at least 1000 hours of instruction annually as required by law. At least 600 hours in reading, language arts, math, social studies and science, consonant with the pupil's age and ability. At least 400 of the 600 hours shall occur at the regular home location
- f. Provide evidence of religious education and sacramental preparation that have been provided, along with parish records of preparation in first sacraments, if applicable)

The student's placement shall be determined by review of the above records and student work samples. If records are not sufficient to determine placement, the student will be given appropriate end of grade assessments. (*Archdiocesan Policy #4102.62*)

### **Admission of Students from Other Countries**

*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. Students 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. (Archdiocesan Policy #4102.63)*

### **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.

### **Absence and Attendance**

#### **Absences**

Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co-curricular activities (e.g., field trips, enrichment and remedial programs, etc.) Students are expected to attend all classes on days scheduled by the school as days of instruction. 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 note should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence.

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.

If a student is going to be absent, the school office must be informed by 9:00 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. Notification is an important means of verifying the safety of students, especially those who walk to school.

If a student is running a temperature of 100.4 or above he/she should be kept home. Students **MUST** be fever free for **24 hours** before returning to school. When a student is absent for any reason, it is the student's and parent's responsibility to obtain all assignments from the teacher/s and turn in these assignments on the date specified by the teacher/s. Any tests missed during the period of absence are to be made up at a time specified by the teacher/s.

Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school. (*Archdiocesan Policy # 4201*)

A student's absence from school interferes greatly with his/her progress. A student who is absent for 15 or more days (consecutive or non-consecutive) in a quarter may be given an incomplete grade on the Grade Report and parents will be contacted for a conference.

Students absent more than 5 consecutive days will need a doctor's note to return to school. If a student misses 20 days or more in a school year, promotion will be at the discretion of the principal. This may include mandatory summer school or retention.

Vacations during the school year are strongly discouraged. However, if a vacation must be taken during school time, the Principal should be consulted. **Homework given in advance when a child goes on vacation is at a teacher's discretion.** All assignments will be completed and returned to the teacher within the following week after the student returns. No teacher is obligated to give a student extra time to bring up grades when assignments have been disregarded or class work is not completed within the following week. Under No Circumstances should a student miss school during the Iowa testing week.

If a student becomes ill during the school day, the procedure will be as follows:

- The student will be sent to the school office by the teacher,
- If the illness is serious enough to warrant parental attention, the secretary will call the student's home,
- Students who have vomited or who have a temperature of 100.4 or higher will be sent home.
- **Under no circumstances** is a student to be picked up or walk home without reporting to the Principal's office,
- Students sent home from school because of illness should remain home and not return until they have been well for at least 24 hours.

**Students not enrolled in the Morning Care Program should not arrive at school prior to 7:45 AM.** Morning Care will be available from 6:30 am to 7:45 am before school, and AfterCare will be available 3:25 pm to 6:00 pm after school. If students arrive before 7:45 am or remain after 3:45 pm, when teachers are not on duty in their classrooms, they will be put into the before or after care programs, and you will be charged accordingly.

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

### **Release from School**

A student is permitted to leave the school premises for illness only after the parent/guardian has been contacted. Records containing the names of persons to contact if a parent/guardian cannot be reached are to be on file with the school. Parents/guardian are responsible for providing transportation for the student to leave. (*Archdiocesan Policy #4203.1*)

The school administration has the responsibility to send home any student who shows signs of carrying a communicable disease. The student may be re-admitted upon written verification from a qualified health professional that the student is not carrying a disease or that the student's presence does not constitute a threat to the health of others.

If a student has been absent due to a contagious disease, a doctor's written release must be presented on returning to school. The release must state that they are free of illness and may return to school. A student will not be admitted to class without this written release.

### **General Attendance**

It is impossible for satisfactory learning to take place if a student is not present on a regular basis in the classroom. Recognizing the importance of daily attendance, a very good reason must exist anytime a student is absent.

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. Teachers should not be expected to provide work in advance for students who miss school for this reason.

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.

Students who participate in events such as "Take Your Child to Work Day" and "High School Visitation Day" will be marked absent.

### **Tardiness**

Chronic tardiness has a detrimental effect on the student, the class, and the teacher.

Students should be at school **NO LATER than 8:00 a.m.** A student is tardy if he/she is not seated in the gym for Morning Prayer at 8:00 a.m. A parent must escort a tardy child into school and sign the child in at the office. The homeroom teacher will contact families who are tardy 5 or more times in a quarter. This will also eliminate the student from receiving Star Student for the quarter.

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.

### **Truancy**

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. (*Archdiocesan Policy #4201.1*)

**No** student may leave the school grounds during school hours unless he/she is accompanied by a parent/guardian or other consenting adult and has permission of the school office. The school is not

responsible for students who leave the grounds during school hours without permission and proper supervision.

Truancy is a serious offense. Consequences will include a conference with parent/guardian and probationary status will be established. Repeated truancies could result in dismissal from the school.

### **Dual Enrollment**

Dual Enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics service. (*Archdiocesan Policy #4204*)

### **Birthday Celebrations**

Students' birthdays are recognized either on the child's birthday, on the school day prior to their birthday if on a day not in school, or his/her half-birthday if the birthday is in the summer months when school is not in session. The student is invited to dress-out of uniform on his/her birthday, and a birthday blessing will be given at Morning Prayer.

Students may bring a small **store bought** treat to share with his/her classmates on his/her birthday/half-birthday. The treat might be shared with the class in the classroom or in the cafeteria at lunchtime. Parents may bring a special lunch to share with their child/ren on their birthdays. Lunch may not be brought for the whole class. Please do not send gifts, flowers, etc. to school to celebrate a student's birthday. School is not the appropriate location for a birthday party.

### **Child Abuse**

St. Ann Catholic School is committed to the prevention of child abuse and to assisting those who are affected by incidents of child abuse. We are also committed to complying with legal requirements for reporting child abuse to the Division of Family Services.

For purposes of this policy, child abuse means physical injury, sexual abuse, or emotional abuse inflicted on a child, other than by accidental means by those responsible for the child's care, custody and control, or from persons who are agents or employees of St. Ann Catholic School. All employees, volunteers, religious and priests working in the school and/or parish are expected to support this policy.

### **Communication**

A calendar of school events is posted on the school's website prior to the beginning of the school year. It contains information on early dismissal days, holidays, major school events, and other important dates.

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. 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 in 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.

St. Ann Catholic School Newsletter will be posted each Friday during the school year on the school's website. Many weekly newsletters have important information. The principal will send a weekly email to parents on Fridays. It is important that parents read this communication and the newsletter.

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.

### **Completion of Elementary School Program**

*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. (Archdiocesan Policy #4502)*

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

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.

## **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.

## **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.

## **Textbooks**

Hardbound textbooks are the property of St. Ann School and are loaned to the students for the school year. 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.

Students must use a book bag or backpack to transport books and supplies and to save on wear and tear of textbooks and workbooks.

## **Copyrighted Material**

*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. (Archdiocesan Policy #5202.6)*

## **Homework**

### **Homework Definition**

Homework is defined as any written, reading, or study task assigned by a teacher. Assignments, both daily and long range, will be suited to the grade level and geared to individual need and ability.

### **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.**

### **Parent Involvement**

In cooperation with the school, parents should emphasize the importance of meeting homework responsibilities. Parents can also be of invaluable assistance by:

- Setting aside a suitable time and place for the child to do homework in a quiet, well-lighted area free from the distractions of television, radio, telephone, and other noises is recommended for most children.
- Showing a willingness to listen to any oral or memorization assignment.
- Reviewing - not doing - the assignment with your child, checking for comprehension, completeness, and neatness.
- It is highly recommended that all students spend some time reading silently or orally each evening. Parental involvement will enhance the child's interest and enjoyment of reading and learning.
- **DAILY REVIEW STRENGTHENS MEMORY.** Spending even 5 minutes reviewing, reciting, re-reading, re-teaching what was covered in class that day is most beneficial to understanding, application and retention.

### **General Considerations**

Incomplete homework assignments must be made up.

If a child consistently states that s/he has no homework, or has completed it at school, please check with the teacher. Children often do not consider assignments to be homework unless it is to be written. Important study and research assignments are often neglected.

## Custody Arrangements

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Without information to the contrary (i.e. a current court order), it is assumed that both parents have parental rights. It is the responsibility of a custodial parent to inform the school concerning any change in custody. There must be verification of custody arrangements in cases in which the parents of the students are divorced. (A copy of the petition of the divorce decree, which specifies custody arrangements, must be provided.)

If a student is to be released to the non-custodial parent, the custodial parent should provide advance notice to the school in writing.

Student records will be made available to the non-custodial parent upon written request unless the custodial parent notifies the school that this is prohibited by the current court order.

## 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. Children who choose inappropriate behavior must accept responsibility for their actions. Consequences will be appropriate for the age of the child and the seriousness of the offense.

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.

Definition of a fight:

Fighting is defined as any physical or verbal violation, which involves any two or more students.

What constitutes a fight?

- Physical - any intentional physical contact, which causes another person harm or injury (i.e. - shove, push, hit, kick). It may also include continuous "Rough Play."
- Verbal - any intentional verbally abusive act, which shows disrespect towards another person (i.e. - name calling, put downs, getting in someone's "face", inappropriate gestures, continued refusal to follow a request, continued arguing, excessive teasing of another student).

### **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 beginning at 7:00 am for one hour. Parents will be given at least 24 hours notice of the detention and the reason for its assignment. Failure to appear for a scheduled detention will result in a one day In-School Suspension.
- **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.
- **Parent Shadow Day :** 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:** *Suspension is the removal of a student from all classes for a specified period of time. (Archdiocesan Policy #4302.1)*  
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. Any student who has been suspended from school will be placed on **probation** for a period equivalent to one quarter
- **Probation:** *Probation is the continued enrollment of a student, but with specified conditions. (Archdiocesan Policy #4302.2)*

The decision to use probation is made 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.
- Participation in any extra-curricular activities including Speech, Student Council, field trips, etc. will be only allowed at the teacher and the principal's discretion.

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:** *Withdrawal for cause is the permanent end of enrollment of a student from a school.* (Archdiocesan Policy #4302.3)

This is the final recourse and most serious disciplinary action. The pastor makes the decision of withdrawal for cause after consultation with the principal who has also consulted with the Catholic Education Office staff. A student may be subject to withdrawal for cause as a result of a single, extremely serious conduct violation, a repetition of infractions, or action contrary to the mission and purpose of a Catholic school. Immediate withdrawal for cause may be the result in cases including but not limited to: possession/distribution/use of drugs, possession/distribution of pornography, or possession/use of a weapon.

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 Catholic 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 Catholic School. Students are expected to conduct themselves appropriately, not only during class periods, but at all times.

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 verify that the parent is aware of the Infraction.

Behaviors that will result in a Discipline Infraction Notice include but are 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 Catholic School.

### **Withdrawal for Cause**

Withdrawal for Cause is the permanent end of enrollment of a student at St. Ann Catholic 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.

### **Cheating**

Cheating is a form of stealing. Any student found **GIVING** work to another to copy, or any student who COPIES another student's work will receive a zero for that assignment/test. (This includes homework assignments.) Students that are asked by teachers to make a copy of their notes are not included in above definition. Plagiarism is also a form of stealing. It means to steal and pass off the ideas or words of another as one's own without crediting the source. Parents will be informed of plagiarism. The student will receive zero for that assignment and may serve a detention at the principal's discretion.

## **Bullying/Harrassment**

Catholic Schools shall maintain a learning environment that is free from all forms of harassment. No student or staff member 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.

Bullying is synonymous with fear and anxiety. Bullying tactics can take on different forms: intentionally inflicting injury or discomfort upon another or more subtle forms of abuse through the use of verbal or written messages, threatening or intimidating gestures. Bullying is unacceptable at St. Ann School, and teachers and administration will address bullying types of behaviors.

Harassment is defined as any unwanted and unwelcome behavior that interferes with one's performance or creates an intimidating, hostile, or offensive 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. (*Archdiocesan Policy #4303.7*)

St. Ann Catholic School expressly prohibits any form of harassment of students or staff based on their race, religion, color, gender, national origin, ancestry, handicap or disability. St. Ann School prohibits such harassment of students or staff, whether that harassment comes from students, school employees, parents, or other third parties. A student or employee who harasses any student or staff member is subject to discipline, up to and including expulsion or termination (as appropriate). St. Ann School will not tolerate harassment from anyone that results in a pattern of intimidating and threatening behavior, which creates a hostile or offensive academic and social environment. (*also see Bullying*)

## **Drug, Alcohol, and Substance Abuse**

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 other hallucinogenic drugs are illegal.

Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, 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. (*Archdiocesan Policy #4303.2*) The school reserves the right to examine any student appearing to be under the influence of drugs or alcohol at school.

As an educational institution dedicated to the promotion of the growth and well being of every aspect of a student's life, St. Ann Catholic School prohibits tobacco use at all times. In addition, due to the legal

implications and undeniable medical and scientific information defining the health dangers of tobacco products, St. Ann Catholic School declares itself a smoke free environment.

It is important that parents and other adults be examples to our students of responsible behavior. Alcoholic beverages shall not be served or distributed at events sponsored by St. Ann Catholic School, SAPO, the Men's Club, or the School Board when students are present. Adults are to refrain from tobacco use in these same venues when students are present.

### **Electronic and Internet Communications Conduct**

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 other are inconsistent with that goal.

**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 the school community (collectively referred to as "Inappropriate Electronic Conduct"), shall be subject to the full range of disciplinary consequences, including withdrawal for cause. Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause. (Archdiocesan Policy #4303.4)**

Students must apply the generally accepted rules of etiquette when communicating with others. The correspondence should take into account the following:

- Be polite in all messages
- Use appropriate language
- Do not use slang terms
- Never reveal personal address or phone number to anyone
- Do not violate copyright laws

#### **Acceptable Use Policy for St. Ann Catholic School's Computer Network, Computer Lab, and Classroom Computers 2017-2018**

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
- Educonnect web based grading system for grade 3-8 students

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 Star Reading Program, the IXL Math Program, and any other apps which require secured connection. These user names and passwords are assigned and the Technology Coordinator maintains a database with the user names and passwords.

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

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.

***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 2017-2018**

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 – 3:40 PM on regular school days, and from 6:30 AM – 12:15 PM on early dismissal days.** Phones 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 confiscated by a school staff member and will receive a school discipline infraction. A parent or guardian will be required to retrieve the phone. Subsequent offenses will result in a \$15 fine. The phone will not be returned until the fine is paid, in full, and a parent or guardian will be required to pick up the phone. School staff members are not responsible for lost, stolen or broken phones.

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 – 3:40 PM on regular school days, and from 6:30 AM – 12:15 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. 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, stolen or broken equipment.

### **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.**

### **Emergency Guidelines**

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the school has made preparations to respond effectively to such situations. Should we have a major disaster during school hours, your student(s) will be cared for at this school. We have a detailed emergency operations plan which has been formulated to respond to a major catastrophe.

Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at school or moved to a safer location, until they are picked up by an identified, responsible adult. If the situation outside of the school is deemed to be dangerous, students may not be released.
3. Please be sure to consider the following criteria when you authorize another person to pick up your child at school:
  - S/he is 18 years of age or older.
  - S/he is usually home during the day.
  - S/he could walk to school if necessary.
  - S/he is known to your child.
  - S/he is both aware and able to assume the responsibility.
4. Turn your radios on for emergency announcements. If students are to be temporarily kept at school, local media will be notified.
5. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents and persons identified. During an extreme emergency, students will be released at designated reunion gates located on the school's campus. Please instruct your student to remain at school until you or a designee arrives.

Please discuss these matters with your immediate family. Planning ahead will alleviate concern during emergencies.

### **Emergency Situations**

#### **General Responsibilities**

Student should familiarize themselves with the following emergency procedures and exits throughout the school campus. Students should be prepared to assess situations quickly and use common sense in determining a course of action. All students should be able to execute Earthquake Drill, Fire Drill, Tornado Drill, and Shelter in Place safety procedures.

#### **Earthquake Drill**

During an earthquake, the greatest immediate danger is being hit by falling objects. When the ground is shaking, everyone should take cover under desks or tables. Everyone should drop to their elbows and knees and cover their heads with their hands. A second option is to take shelter against interior walls or near door frames. Stay away from windows and freestanding cabinets and bookshelves, since they are likely to topple. If outside at the start of an earthquake, move away from the building, utility poles and areas with overhead wires.

When the tremors cease or several minutes lapse between shocks, the facility should evacuate. Use alternate routes if exits are blocked. When exiting the building, staff should be aware of falling bricks or other items from above.

Authorities will shut off gas, water and electricity leading to the building. **STAFF SHOULD NOT ASSUME THIS RESPONSIBILITY.** However, someone should be prepared to explain to authorities where those shutoffs are located.

No one should return to the building for any reason until authorities have declared an “all clear”.

### **Fire Drills**

Facility evacuations are executed when a fire or some other emergency situation exists in a building and an orderly exit from the building is the safest course of action.

Our teachers are familiar with the exit routes and assembly areas for their classrooms. Upon learning of the need to evacuate the building, specific information may be communicated by intercom. Students are to execute the following procedures:

- Listen and obey the instructions of your teacher.
- No talking is allowed.
- Remain calm and in line.
- Walk quickly without pushing or running.
- Proceed to designated gathering area for your class.

### **Special Notes:**

- Never assume that the sounding of an alarm is a false alarm.
- If you are outdoors, stay outdoors until given directions from school personnel. You will be directed to the designated gathering area.
- If in the school hallway or restroom, then proceed to the nearest safe exit and you will be directed to the designated gathering area.
- After you have evacuated to a safe area, and the entire school has been safely evacuated, but you are not in your normal designated gathering area, you may be instructed to report to your normal designated evacuation area.

Reverse Evacuation drills will also be in place and will be practiced with faculty, staff and students. The condition for reverse evacuation is the necessity to have children outside the building re-enter the building calmly, quietly, and quickly to a designated area.

### **Tornado Drill**

Severe weather shelter procedures are executed when a severe weather warning is issued for the area. Upon the issuance of a warning, an announcement will be made informing everyone to move to a shelter location.

Teachers are familiar with severe weather shelter procedures and the special steps that may be required. Students are to execute the following procedures:

- Listen and obey the instructions of your teacher.
- Depending on the emergency situation and your location, you may be instructed to move to a shelter location.
- If relocation is required, walk quickly and quietly without pushing or running to the designated gathering area for your class.
- Move away from windows or other line of sight.
- No talking is allowed.

- Remain calm.

Special Notes:

- Never assume a weather siren or announcement for shelter in place is a false alarm or test.
- If you are not in a classroom, and are outdoors, immediately re-enter the facility and request assistance in locating a shelter location.
- If in a hallway or restroom, enter the nearest occupied location.

**Shelter in Place**

Emergency lockdown safety procedures are executed when there is danger outside, on, or near campus grounds, or if there is a danger in the school hallways. An intercom announcement will inform everyone of the need to shelter in place and specific information will be communicated by intercom as it becomes available.

Some emergency lockdowns will require the closing and locking of doors and having persons clear out of open areas that cannot be secured; such as cafeteria or hallways.

Emergency situations that are due to an exterior threat may still allow for free movement within the school building.

Our teachers are familiar with emergency lockdown procedures and the special steps that may be required. Students are to execute the following procedures:

- Listen and obey the instructions of you teacher.
- Depending on the emergency situation and your location, you may be instructed to move to another area.
- If relocation is required, walk quickly and quietly without pushing or running to the designated area for your class.
- Move away from windows and other lines of sight.
- No talking is allowed.
- Remain calm.

Special Notes:

- Never assume the call for shelter in place is a drill and not an emergency.
- If you are not in a classroom, and are outdoors, do not enter the facility unless specifically instructed to do so by a teacher or school staff person.
- If in a hallway or restroom, seek safety in the nearest classroom with the door closed behind you, and remain away from windows and other lines of sight.

**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.

**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.

## **Extracurricular Activities**

All extra curricular activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose. A member of the faculty or a qualified/responsible adult acts as moderator of the activity and is present at all times during the activity. Parents/guardians permission must be obtained for a student to participate in extracurricular activities. The teacher / director of each event will communicate to students involved, the days and times of meetings.

*(Archdiocesan Policy #5202.10)*

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.

### **Additional Activities Offered:**

Band through Palmer Music Education  
Garden Club  
Cheer Squad  
Robotics

Scouting  
Stream Team

## **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 Catholic 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. The standard permission form approved by the Archdiocese is the ONLY acceptable means of granting permission for a child to attend. Permission slips will 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.

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. **Students are not allowed to take cell phones and/or electronic devices on field trips.**

### **Transportation of Students**

Our school takes appropriate measures to ensure the safety of our students when they are being transported for educational field trips and other off-campus school activities. Whenever possible, we will use bus transportation by an insured carrier for off-campus school events. There are circumstances when it may be determined that transportation in private passenger vehicles is appropriate, such as a small number of students involved in the activity and the cost of commercial transportation. If a private vehicle is used, we require the following criteria:

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 must 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. (Children younger than four years of age, regardless of weight are required to use an appropriate child passenger restraint system. Children weighing less than 40 pounds, regardless of age are required to be secured in a child passenger restraint system appropriate for the child. Children who are four but less than eight years of age and weigh at least 40 pounds but less than 80 pounds are less than four feet nine inches tall must be secured in a child passenger restraint system appropriate for the child. Children who weigh at least 80 pounds or children taller than four feet nine inches must be secured by vehicle safety belt.)
6. adults are not to smoke in the vehicle while transporting students
7. the school needs to have on file a copy of a current driver's license and insurance card of the parent who is driving.
8. drivers are not allowed to stop anywhere on the way to the field trip or on the way back to school

Volunteers are expected to abide by the criteria above. Drivers are to provide to the school *copies* of a valid driver's license, vehicle registration and proof of insurance coverage..

**Before an individual can be involved (room parent, attend a class party, work, volunteer, go on field trips) any involvement at all with the children of our school for the 2016-2017 school year, they must be fully compliant with the Protecting God's Children – Safe Environment Program. Full compliance means completion of all four of the following steps prior to any involvement with our children:**

1. Individuals must take the Protecting God's Children (PGC) workshop. St. Ann Catholic School will host a workshop in September for the convenience of parents/guardians. Workshops take place year round. To find one that is convenient for you, you can visit the Archdiocese website [www.archstl.org](http://www.archstl.org), click on Protecting God's Children in the left hand column, then click on Protecting God's Children Workshop Schedule, and then you'll have a listing of the scheduled workshops.

2. Individuals must read the *Code of Ethical Conduct* book and sign page 11 and return the form to the school office.
3. Individuals must complete the Missouri Department of Health and Senior Services Worker Registration Form **AND** supply a copy of their Social Security card. This form and Social Security card must be turned into the school office for processing with the state.
4. Sign the Acknowledgement for Volunteer Screening Purposes Form.
5. If you have any questions, please call the school office 314-381-0113.

If you have completed all four steps above, thank you. Please note, though, that we are **REQUIRED** to resend background check requests to the State of Missouri every **EVEN** year. This is being done for those already in compliance. Number 2, 3, and 4 should be turned into the school office.

**PLEASE NOTE** -- It can take time to process Step #3 and compliance must be complete before any volunteering can occur. While we are able to perform on-line background checks, if the State of Missouri is experiencing a large volume of requests, it may take some time to get results.

### **Firearms and Weapons Policy**

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of Christ the King is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms.

*(Archdiocesan Policy #6202.1)*

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

### **Grading, Testing, 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+ 75-76
A 96-98	D 71-74
A- 93-95	D- 69-70
B+ 91-92	F 68 or below
B 88-90	M Mastery
B- 85-87	P Partial Mastery
C+ 83-84	N Non-Mastery

C 80-82  
C- 77-79

\* Adapted Curriculum

The Grading Scale for Kindergarten through 2<sup>nd</sup> 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.

### **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 Assessments (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 may be 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.

### **Academic Honors**

Students in grades 6-8 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 1=Rarely on Student Learning Goals

Second Honors: 3.2 Grade Point Average or above;

No 1=Rarely on Student Learning Goals  
All Honors are determined on a quarterly basis.

### **Star Students**

Students in grades K-8 have the opportunity of being named Star Students. Star Student Day is celebrated at the end of each Quarter.

Students in K-gr. 2 may dress out of uniform on Star Student Day if they have 5 or less tardies in that Quarter.

Students in gr. 3-5 also must have 10 or less Refocuses in the Quarter, no more than 1 Homework Note, no Discipline Infractions, have no 1=Rarely on Report Card Student Learning Goals, and have 5 or less tardies in that Quarter.

Students in gr. 6-8 must have no Discipline Infractions, no missing or late homework assignments, no 1=Rarely on Report Card Student Learning Goals, and they have 5 or less tardies in that Quarter.

## **HEALTH INFORMATION**

### **Health and Illness Policy**

*Schools of the Archdiocese of St. Louis will follow the recommended policies and procedures on communicable diseases established by the Missouri Department of Health. (Archdiocesan Policy 4401.5)*

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 forms Appendix 6-7 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.

Forms for **Parental Consent for Medication Administration to their Child** and **Physician Consent for Medication Administration** are found on Appendix 6-7.

### **Health Policies**

Acutely ill students will be sent home. Students convalescing from an acute illness should remain at home until the need for medication no longer exists or following doctor's recommendation. Please do not send your child to school with a fever. A student needs to be fever-free without the use of fever reducing medicine for 24 hours before returning to school. A parent will be called when a child has a fever of over 99 degrees and the student will be sent home.

It is prudent that all students follow the following guidelines to ensure a healthy atmosphere at school. Respiratory etiquette should be followed:

- Wash your hands often with soap and water.
- Cover your nose and mouth when coughing or sneezing; try not to touch your eyes, nose, or mouth, and stay away (6 feet) from people who are sick.

Students should not share food at school.

Students are to participate in the PE classes. A student may be excused from physical participation in PE with a parent’s or doctor’s note. For extended periods of non-participation (more than one week), a doctor’s excuse is required. Either note must be turned in to the classroom teacher who will send it to the office for recording and forwarding to the PE teacher.

Since infections can be transmitted by blood and body fluids, our routine procedure for handling blood or body fluids (urine, stool, vomit) is outlined below:

- Good hand washing after exposure to blood or body fluids should be observed.
- Soiled surfaces should be promptly cleaned with a disinfectant (1 part household bleach to 10 parts of water is acceptable).
- Disposable towels or tissues are used whenever possible.
- Soiled disposable materials are discarded in plastic bags.
- Mops are rinsed in disinfectant after cleaning floor.

### Communicable Diseases

St. Ann Catholic School follows the recommended policies and procedures on communicable diseases established by the Missouri Department of Health.

The following indicates the rules for school attendance for the particular diseases:

Chicken Pox	exclusion for seven days after rash appears
Measles	exclusion during “cold” symptoms and until seven days after rash appears
Mumps	exclusion for nine days following onset of swelling
Strep Throat	exclusion for seven days or until clinical recovery, whichever is longer; provided, however, that children may return to school 24 hours after antibiotic treatment is begun if treatment is continued for 10 days
Whooping Cough	must be excluded from school three weeks from onset of the paroxysmal cough
Rubella	exclusion for five days after rash appears (German Measles)
Impetigo	must be excluded from school until sores are completely healed – It is very important that sores are <i>completely</i> healed
Head Lice	exclusion until effective insecticiding of scalp, skin, and clothing. Student will be examined by office personnel upon return to school and must be nit-free to return to classes.
Conjunctivitis	exclusion until diagnosis confirmed and effective treatment has begun

### Health Record

1. All students new to St. Ann School, and students entering Kindergarten, 3<sup>rd</sup> grade and 6<sup>th</sup> grade, must have on file by the first day of school, of the current year, a completed written health exam by a physician, current within the past 12 months.  
Any child not in compliance with the health exam may be asked to remain at home until this exam is administered.
2. Immunization records must be current and on file with the school.
3. It is the parent's responsibility to inform the school of any physical abnormalities, i.e. birth defects, allergies, epilepsy, diabetes, etc.

### Immunizations

1. All students must be in compliance with Missouri state law regulations concerning immunizations. State health regulations dictate that students cannot attend school unless they are properly immunized and can provide satisfactory evidence of the immunization, unless they are exempted. For school attendance, children should be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, and hepatitis B. Varicella is required for kindergarteners and first graders. Parents/guardians are required to provide documentation of the month, day and year of vaccine administration. Any child who is not in compliance by the first day of school of the current school year may be asked to remain at home until he/she has the proper immunizations.
2. Immunizations are provided by County Health Departments if the parents so desire.

Categories of immunizations not mentioned here are:

- A. Unprotected and In-Compliance
- B. Unprotected and in Noncompliance

These above categories will be dealt with by school officials on an individual basis. ANY exceptions to the previously outlined immunization schedule MUST be presented in written form from a physician, health department, or health care provider.

## Medication and Medical Conditions

### Administration of Medication

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: (required forms available on website: [www.ckstl.com](http://www.ckstl.com))

- The direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner 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.)
- Written consent of the parent/guardian for school personnel to administer the medication.
- The medication in the original container.
- 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.

Only physicians, physician's assistants and nurse practitioner have prescriptive rights. A parent/guardian cannot prescribe a medication for the school to administer to their child, even non-prescription; nor may the parent/guardian authorize changes in the medication administration. Non-medical personnel cannot administer medication without proper training by a registered nurse. (Archdiocesan Policy # 4401.4)

### **Students with Significant Medical Conditions**

*A student enrolled in a Catholic school whom 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. (Archdiocesan Policy #4401.6*

### **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.

### **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. Approximately once a month, the lost and found collection is emptied, and the articles of clothing given to the poor.

### **Morning Time Conduct Expectations for St. Ann School**

**7:45-8:00**

Students are not allowed on the blacktop, playground, or field before 7:45 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.

## Party Invitations

Invitations handed out at school must include the entire class or all girls/boys. Weekend parties that do not include the whole class should not be discussed at school.

## Parent Meetings

While enrolled in St. Ann Catholic School, many meetings will be presented throughout the school year to inform and support the parents of our students. Some of these include Kindergarten Parent Meeting, New Parent Orientation, Back to School Night, Eighth Grade Parent Meeting, Sixth Grade Parent Meeting, Sacramental Meetings, and SAPO Sponsored Meetings. Attendance at these meetings is very beneficial to our school parents.

St. Ann Catholic School also participates in the Archdiocesan-wide Elementary School Parent Support meetings, (formally known as Coalition), required of parents with Kindergarten and Sixth Grade students. Kindergarten parents currently participate in the Parent Support Program while at the Kindergarten Parent Meeting held in August. Parents of Sixth Grade students participate in the Parent Support Program at the Sixth Grade Parent Meeting held in September. The purpose of the required Parent Support meetings is to assist our parents in parenting children throughout these milestone ages. This opportunity is meant to empower parents, teachers, and administrators to best serve the needs of our children, and to enhance a collaborative effort in our support of their social, emotional, and academic concerns.

## Parent/Teacher Conferences

Every parent will be required to attend a conference with his or her child's teacher at the time when the first report card is issued. Parents are encouraged to contact the teacher/s whenever they have a question concerning their child's progress.

Classes are not to be disturbed at any time during the school day. If you wish to have an appointment to speak with a teacher, please send a written request for a conference before or after school hours. All phone calls to teachers are made through the school office. The teacher will return the phone call at his/her convenience. **PARENTS SHOULD NOT CALL THE TEACHERS AT THEIR HOMES. ALL TRANSACTIONS ARE TO BE TAKEN CARE OF IN THE SCHOOL OFFICE. PARENTS ARE ASKED NOT TO CONSULT WITH THE TEACHERS BEFORE SCHOOL HOURS WITHOUT AN APPOINTMENT. AT ALL TIMES, PARENTS AND VISITORS SHOULD COME TO THE OFFICE.**

## Playground Rules

### Playground Rules During School Hours

The following rules and regulations have been put in place to protect the safety of all school children:

- Children must treat all others and all playground equipment respectfully during their play.
- The faculty supervises Morning Recess, and the Recess Supervisors are in charge during lunch recess. Children must respect the judgment of the teacher or supervisor on duty.
- If the ball goes outside the playground, students are to report it to the adult on duty. The adult will determine the best way to retrieve the ball.
- No cell phones or other electronic devices are allowed on the playground during school hours.

- Recess is a time for physical activity. Books, notebooks, textbooks are not allowed on the playground during recess. Students are encouraged to utilize this time with physical activity, whether engaged in active play or simply walking about the playground.
- Students are to line up promptly at the main doors when the bell rings or the adult on duty signals the end of recess. Students are to wait outside the doors quietly until an adult escorts them into the building to the cafeteria or classroom.
  - A note is required if a child is to remain inside during a recess period.

### **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 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.

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 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.

### **Political Activities in the School Setting**

Catholic schools are important settings for communicating the Church teachings on civic responsibility and social issues. Catholic schools should educate students about the moral principles involved in key political issues and develop their abilities to analyze issues from a moral perspective. However, as Church organizations, and as tax exempt organizations, we do not participate in any activity on behalf of, or in opposition of, any particular candidate for office or any specific political party.

### **Privacy Policy**

St. Ann Catholic School understands that students, parents, faculty and staff have access to technology that enables them to record, both visually and audibly, students of the school and members of the school faculty and staff. Parents, students, faculty and staff shall exercise restraint, discretion and good judgment in the photographing, videotaping or other recording of any student, faculty, or staff member of St. Ann Catholic School.

Out of respect for the students, faculty and staff of St. Ann Catholic School, students, parents, faculty and staff are prohibited from publicly posting any videos, photographs, or audio recordings which depict any student or member of the faculty or staff unless St. Ann Catholic School **and individual(s) to be depicted** have given express, written permission allowing such publication. This includes, but is not limited to, posting videos and photographs to YouTube, Facebook or similar on-line applications.

Students and parents are prohibited from recording classroom lessons and discussions without the express, written permission from the teacher of the classroom to be recorded **and the school administration**.

Parents, students, faculty and staff shall be sensitive to the feelings and reputation of other students, parents, faculty, and staff members that may be impacted by the posting on-line of any recording, photograph, video, or written statement. Any derogatory or disparaging images or remarks pertaining to any student, faculty, or staff member posted on-line by a student or parent shall be deemed a violation of this policy.

### **Questioning of Students**

*Except at the direction of a caseworker from the Division of Family Services, no student should be questioned by law enforcement authorities or officials of other public agencies unless a parent or school administrator is present. Every effort will be made to contact a parent and provide them the opportunity to be present. (Archdiocesan Policy #4402.2)*

Law enforcement authorities may question students only with a parent/guardian or deputy juvenile officer present. The principal will make every effort to notify the parents/guardians and arrange for them to be present during the questioning. If they are unable to be present, the principal and another school staff member should be present during the entire questioning.

Students may be questioned without a parent/guardian or deputy juvenile officer present if the investigation is related to a child abuse “hot line” report. In these cases, investigations are conducted

primarily by the DFS caseworker. Permission to contact parent/guardian will be requested. If denied, permission for school personnel to be present for questioning will be requested. Based on the nature of the investigation either or both could be denied.

Law enforcement authorities may remove students from school property only upon presentation of a valid arrest warrant or upon probable cause that the student committed a crime. The proper place for questioning a student who is considered a witness to a crime is the student's home with parents present. In such cases, school officials are not required to allow law enforcement authorities to question the student at school.

### **Recess**

Children will be encouraged to play outdoors when weather permits. Fresh air and exercise are essential to maintain good health. Classes are assigned to certain areas for play. Recreational equipment is provided for each room, and should be used properly. The school is not responsible for any items brought from home. Two staff supervisors will monitor the lunch recess. If you wish to have your child remain inside for a day due to health reasons, kindly send a note to the teacher stating the reason why the child may not play outdoors. It is assumed that parents send children to school dressed appropriately with gloves, mittens, hats and warm footwear. Criteria in making decisions about whether or not children go outside for recess are as follows:

1. Temperature 20 degrees F or higher.
2. Wind chill below 20 degrees F means no outside recess.

Grades 5-8 will have recess from 11:15-11:35. Grades K-4 will have recess at 11:45-12:05. Grades K-5 will also have a 15 minute Morning Recess at a time that fits their academic schedules. Two staff members will supervise the Morning Recess.

### **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.

### **Search and Seizure**

*School officials, with sufficient reasons to do so, may search a student's locker or desk without prior notice to parents or student. Likewise, 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 on that refusal. (Archdiocesan Policy #4303.5)*

### **St. Ann Parent Organization (SAPO)**

St. Ann Parent Organization was founded to coordinate 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 monthly to plan and coordinate activities. All parents are welcome to attend SAPO meetings.

Each family is **required** to pay a yearly activity fee and volunteer minimum of 10 hours. The activity fee is paid at the time of registration.

Parents are **required** to volunteer at a minimum of 10 hours per year, which may be completed in a number of ways. **Families who are unable to complete this obligation will be assessed \$10.00 per hour 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
- Coaching an athletic team
- Being a Scout leader
- Volunteering for the Talent Show, the Advent Filled with Love Project, the Sponsor's Dinner Dance and Auction, or Field Day
- 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. You may send this information to the school office.**

### **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 Sprenke 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.

## **Sixth Grade Camp**

The sixth grade students are offered the opportunity to attend the Outdoor Education Program offered through an approved area outdoor education provider. This takes place during the student's sixth grade year. Outdoor education fees are the responsibility of each parent/guardian of the sixth grade. Fundraising activities may be sponsored by the class to help offset a portion of the outdoor education fee. If there are not enough overnight chaperones, the Outdoor Education Program may not occur.

The Outdoor Education Program will be provided by Sherwood Forest Camp. Our students will attend the camp with sixth grade students from Christ the King School. They will share a bus for transportation to and from the camp. Fifth grade parents have the opportunity to attend a camp meeting in May. At the meeting they will meet the camp director and some of the parents from Christ the King School.

## **Snow Days**

The school 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 "SchoolMessenger" phone message system. Please be sure that the school always has accurate phone numbers for our SchoolMessenger 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](http://www.ksdk.com); [www.kmov.com](http://www.kmov.com); and [www.ktvi.com](http://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. SchoolMessenger and the same television stations, radio stations, and websites as listed above will

broadcast the announcement, Please note that Morning Care will begin at least 30 minutes prior to the start of school. For example, if the snow schedule has school starting at 9:00, Morning Care will begin at 8:30. 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.

Parents are asked to use their discretion in deciding whether or not to send the student(s) since conditions vary from house to house, from one subdivision to another. The parent is the only one aware of the unique conditions he/she has to deal with in transporting his/her child(ren) to and from school. Transporting students to and from school from areas where driving conditions may be hazardous is not encouraged. The school encourages “regular” attendance, but does not require “perfect” attendance. An attempt will be made to gather the best possible information regarding weather and road conditions before a decision is made to open or close school at these times.

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.

### **IN THE EVENT OF AN EMERGENCY EARLY DISMISSAL**

A phone message will be sent using the SchoolMessenger system. We will also try to have the information on KMOX 1120 on the AM radio dial. Information and directions will be given in the message. No student will be dismissed from school unless a parent/guardian (or individual designated by a parent/guardian) comes for him/her. No student will be allowed to leave with another person, even a relative/babysitter, unless we have written permission to that effect or that particular person is listed on the student's emergency card in our files. All parents/guardians or designated parties who come for students must have them signed out at the designated student release area.

### **Special Needs**

Catholic schools should attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. To do less than can be done in this regard is to be exclusive in a faith that is called to be universal. It is important that schools fairly evaluate both students' special needs and their own capabilities of addressing those needs. The goal of all efforts to address students' special learning needs should be successful mastery of the regular curriculum in the regular setting. St. Ann Catholic School will attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources.

*Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of their disability, if, with minor adjustments, the school could provide that student with an appropriate education. In the event that a school cannot meet a particular student's special learning needs with minor adjustments, the school should assist the family in finding appropriate alternatives so that the student's needs are ultimately met. (Archdiocesan Policy #5204)*

### **Special Needs Records**

*Schools should obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents should be part of a student's cumulative record. (Archdiocesan Policy #5204.1)*

### **Student Accident**

All student accidents, injuries, or illness on school/parish property during educational activities shall be reported to the school administrator or a properly designated authority as soon as possible. It will be the responsibility of the staff member to whom the student was assigned at the time of the accident to report the accident/injury to the school office.

When faced with the decision whether to report an accident to the school administrator, the staff member should consider anything unusual. For example, any bleeding, swelling, dizziness, acute pain should indicate that a serious injury may have occurred, and the student should be brought to the office or emergency help should be called to the scene. A written account of student office visits for any health-related issue that is necessary to address will be recorded.

The school office will make every effort to contact the parent(s) or guardian(s) for information or instructions concerning health-related incidents of a serious nature. If the parent or guardian cannot be contacted and the illness or injury is believed to be serious enough to require medical attention, the person in charge should arrange for the student to be taken to a doctor or hospital for medical treatment.

School personnel will not administer medication to an injured student unless s/he is acting under a direct order from a parent or physician.

### **Student Records**

#### **Access to Student Records**

Parents/guardians have the right to inspect and review the official active file of their child(ren).

In the event the parents are separated, or divorced with joint legal custody of the student, or divorced parent having visitation rights, both parents are entitled access to their child's records and information regarding their child's education. This information includes, but is not limited to report cards, progress reports, notices of disciplinary action, and similar information.

In the event that the payment of tuition is shared financial responsibility between the parents, the school may share information about the timely payment of tuition and fees by one parent with the other parent. The failure of one parent to make payments when due can impact the continued attendance of the student, issuance of report cards, and the admission of the student for the next school year. A parent needs to know the status of payments in arrears in the event that the parent wishes to make the payments, preventing a disruption in the student's education.

In the event the child's mother and father were never married, the natural father may have access to the school information and records **to the extent that it is granted in writing by a court or the child's custodial parent.**

In the event that a child is living with grandparents, relatives, or others, these individuals may have access to the school information and records **to the extent that it is granted in writing by a court or the child's custodial parent.**

*A non-custodial parent who has been denied visitation rights is not entitled access to his or her student's records/information. A non-custodial parent who has restricted or supervised visitation rights resulting from a finding of domestic violence or abuse may receive records and reports that do not include the address of the custodial parent or the child. (Archdiocesan Policy #4601.2)*

There will 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 of age 18 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.

### **Transfer of Records**

*There should be no release of student records to other schools, institutions, agencies, or individuals without the 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. (Archdiocesan Policy #4601.4)*

### **Release of Student Discipline Information**

*Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parent 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. This applies to providing both written and/or oral information. (Archdiocesan Policy #4601.6)*

## **TEXTBOOKS**

All textbooks are furnished on a rental basis. The student must pay for all lost or damaged books. A charge will be made at the rate at which the school purchased the books. All students must have a book bag for the protection of their books. All hardbound books must be covered at all times. Brown paper bags make excellent covers. Students in gr. 6-8 will receive a supply infraction for textbooks without covers.

## **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 a minimum of six (6) hours of actual instruction.

## DAILY SCHEDULE

7:45 a.m. Student arrival begins; teacher supervision available  
8:00 a.m. Tardies begin  
8:00 a.m. Morning Prayer, Pledge of Allegiance, & morning announcements  
8:15 a.m. Classes begin  
11:15-11:35 Recess – Grades 5-8  
11:40-12:00 Lunch – Grades 5-8  
11:45-12:05 Recess – Grades K-4  
12:10-12:40 Lunch – Grades K-4  
3:25 p.m. Dismissal  
Morning- Care: 6:30 a.m. – 7:45 a.m.  
After-Care: 3:25 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 45 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 week. 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. Student attendance at the Fine Arts Festival is mandatory. A student's grade in music will be affected if s/he misses the Festival without a parent note.

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.

### **UNIFORM POLICY Revised for 2017-2018 School Year, August 2017**

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.

The administration will determine the boundaries of acceptable styles. The principal reserves the right to make the final decision related to any questionable uniform or grooming code violation.

#### **General Guidelines**

- Hair should be clean, neatly combed, and reasonable in appearance. Drastic hairstyles and hair dyeing are not allowed. The length of boy's hair cannot exceed the top of the collar and must not be worn over the ears or eyebrows. Boy's hair that is longer than the collar must be worn braided/in a ponytail. Boys must be clean-shaven.
- Students may wear only post earrings. Make-up, colored nail polish, and fake nails are not allowed.
- Students may wear a watch and/or a single small religious necklace. A bracelet or necklace for medical purposes is allowed. As needed, a maximum of one hair-tie may be worn on the wrist.
- Body or facial piercing, tattoos, headwear (except headbands) and the like are not allowed.
- Belts must be worn in grades 3-8. The belt must be solid navy blue, black, or brown with a small buckle. Neon or metallic belts are not allowed.
- Pants and shorts must be solid navy.
- Scout uniforms may be worn on days when meetings occur directly after school.
- Students may wear a solid white or navy cotton, cotton-blend, or knit polo or button up shirt with a pointed collar (or round, girls only) or a solid white or navy turtleneck. Only plain white undershirts may be worn under the uniform shirt. Students will be asked to remove any shirt that is not white or that has printing on it that is worn under a uniform shirt.
- Uniform shirts must be tucked in at all times and are to be worn under sweatshirts/sweaters.
- Only St. Ann monograms are allowed on shirts, pants, shorts, or skirts. No other monograms or print is allowed.
- A navy blue sweater or vest may be worn. The sweater may zip or button. No hoods are allowed on any sweaters or vests. A navy blue crewneck St. Ann sweatshirt may be worn. Sweatshirts or sweaters may not be worn around the waist or over the shoulders in the building. Plain navy sweatshirts are not allowed.
- Only solid/plain white undergarments can be worn under shirts.
- Uniform bottoms must be worn at the waist and may not be rolled.
- Uniform bottoms (skirts/shorts) may not be more than 3 inches above the knee or 1 inch below the knee.
- Carpenter, cargo, capri, board, or denim pants or shorts are not allowed.
- Pants and shorts must be solid navy.
- Shorts may be worn year round. Socks must be worn daily.

- Solid white, black, gray, or navy ankle, crew, or knee socks are to be worn. Socks must be clearly seen above the top of the shoe. A small black, white, gray, or navy logo is acceptable on socks.
- Metallic, neon, glitter, sparkles, character, or light up tennis shoes or shoes with wheels are not allowed.
- Boots and sandals may not be worn during the school day. If boots must be worn because of the weather, students must change into uniform code shoes once they arrive at school.
- Shoes must be laced/fastened securely at all times.
- All clothing must be correctly and appropriately sized, with no items too loose or too tight, hemmed neatly, and not faded or torn.

## GIRLS' UNIFORM

- School jumper (Grades K-5 only), school skirt (Grades 6-8 only) are allowed. Jumpers and skirts may be purchased at Fischer's School Uniforms, 921-9972. A limited number are available for purchase at school.
- A uniform code garment (shorts, tights, pants, etc.) should be worn daily under skirts and jumpers. (See below.)
- Solid black, gray, or navy tights, footless tights, or leggings may be worn under skirts or jumpers. Footless tights and leggings must reach the ankle and are preferably worn tucked into a crew sock. Footless tights/leggings may not have decoration. (The appearance of footed tights is preferred code.)
- Plain navy blue, black, or gray sweatpants or navy uniform pants may be worn under the jumper or skirt. No other pants are allowed under skirts. St. Ann sweatpants are allowed under skirts and jumpers.
- Only appropriately sized (long enough in length and loose enough in fit) shorts or sweatpants may be worn when skirt is removed for gym class only. Shorts should reach the fingertips when hands are at the sides. Skirts or jumpers will be worn during gym class if shorts or sweats are not appropriate. A uniform infraction can be issued if skirt is removed for gym and uniform code clothing is not being worn under it.
- Shorts may not be seen below the hemline of the skirt or jumper.
- Plain headbands and small barrettes of uniform color (black, hunter green, navy blue, white, or red) or student's hair color may be worn. St. Ann headbands are allowed. Hair accessories with flowers, ruffles, sequins, glitter, writing, or the like are not allowed.

## OUT- OF-UNIFORM GUIDELINES

The administration will determine the boundaries of acceptable styles. The principal reserves the right to make the final decision related to any questionable uniform or grooming code violation.

The fit, length, neatness, and appropriateness of all out-of- uniform clothing follows the regular uniform guidelines and:

- All clothing must be correctly and appropriately sized (no items too loose or too tight), hemmed neatly, and not faded or torn.
- Low-rise pants, shorts, capris, skorts, or skirts are not allowed. All bottoms must be worn at the waist. All shorts, skorts, and skirts must reach a student's fingertips and/or be no more than 3 inches above the knee.
- Appropriate athletic clothing including t-shirts, sweatpants and shorts are allowed.
- All shirts must have sleeves. No sleeveless, tank, spaghetti strap, or cropped shirts are allowed. Tops may not be longer than or as long as bottoms. No skin may be shown between top and bottom.
- All print, words, and/or logos must be appropriate for school.
- Boots, sandals, open toe, backless, or high heeled shoes are not allowed.
- Designated colors on out of uniform days must be worn.

## UNIFORM VIOLATIONS AND INFRACTIONS

Until Labor Day, students will be reminded about uniform rules. After Labor Day, a uniform infraction will be issued to any student who is not following uniform or out of uniform guidelines.

All uniform infraction notices must be signed by the parent and returned to school the following day. Once a student receives 5 uniform infraction notices, a parent conference will be required. A student in Grades 3-8 who receives more than 5 uniform infractions will be given a Discipline Infraction. We will start over in January with reminders until Martin Luther King Jr. Day, and then uniform infractions will be issued again.

Please inform your child's teacher if there is an issue so we may offer assistance as needed.

Continual uniform violations will result in the issuance of uniform infractions. Homeroom Teachers or Principal will issue uniform infractions, but all staff will be responsible for observing that uniform guidelines are followed. All staff will report uniform infractions to Homeroom Teachers or Principal.

Students who come to school inappropriately dressed will call a parent from the school office 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. If the out of uniform code is not followed, a student will dress in uniform

## **Violence and Threat of Violence**

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. (Archdiocesan Policy # 4303.3)*

*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. (Archdiocesan Policy # 4303.3)*

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

School officials with sufficient reasons to do so may search a student's desk (since it is the property of the school). Although purse, jacket, backpack and the like are personal property, a school official with good reason may search the student's contents of pockets, purse, or backpack. If the student refuses, disciplinary action such as suspension could be taken based on that refusal.

## Visitor Policy

Visitors are welcome on school property, provided their presence will not be disruptive. For safety purposes, all school doors are always locked. Parents and visitors who come to school during the day must enter the school through the main entrance at the front of the school building and report to the front 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.

Whenever possible, visitors should obtain authorization from the principal in advance. The school principal has the authority to deny a visitor access to the school or to set any appropriate conditions on the nature and extent of the visit.

Parents and visitors who have been invited to visit school as part of a scheduled open house, special event, scheduled performance by a class, team or group, or other adult participants in organized and school approved activities during off-school hours are exempt from the visitor registration.

Any person wishing to confer with a staff member must contact that staff member to make an appointment. Conferences with teachers are held outside of school hours.

All school visitors must comply at all time with Board of Education policies, administrative rules and school regulations.

## Weapons Prohibition

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 School is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms. (*Archdiocesan Policy #6202.1*)

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 Catholic School. A parent possessing a firearm will be grounds for withdrawing their child from attending St. Ann Catholic School. Police will be called and a report will be filed.**

**WITNESS STATEMENT**  
***For Those Whose Children Attend Catholic Education Programs***

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect, and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the sacrament of Baptism, parents receive the call from God to evangelize their children, as here summarized:

*You have asked to have your child baptized. In doing so you are accepting the responsibility of training him (her) in the practice of the faith. It will be your duty to bring him (her) up to keep God's commandments as Christ taught us, by loving God and our neighbor .... You will be the first teachers of your child in the ways of the faith. May you be also the best of teachers, bearing witness to the faith by what you say and do, in Christ Jesus our Lord..*

No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Aware, then, of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in the faith. Practically, this means I should:

- regularly participate in the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family;
- commit to speak more with my children about God and to include prayer in our daily home life;
- participate in and cooperate with School or Parish School of Religion programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children;
- support the moral and social teachings of the Catholic Church to ensure consistency between home and school;
- teach my children by word and example to have a love and concern for the needs of others;
- meet my financial responsibilities in supporting the Catholic School or Parish School of Religion.

Appendix 2

***WITNESS STATEMENT: CALLED TO BE CATHOLIC***  
***For students who attend Catholic Schools and Parish Schools of Religion***

***PRE-KINDERGARTEN AND KINDERGARTEN***

*Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:*

GOD LOVES ME.  
**I LOVE GOD.**

GOD MADE EVERYTHING GOOD.  
**I WILL PRAISE AND THANK GOD.**

GOD MADE ME SPECIAL.  
**I WILL ACT AS A CHILD OF GOD.**

GOD MADE ME PART OF HIS FAMILY.  
**I WILL BE KIND TO ALL OF GOD'S FAMILY.**

**GRADES 1-2**

*Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:*

GOD LOVES ME.

**I PROMISE TO LOVE GOD BY:**

- LEARNING ABOUT JESUS AND HIS LOVE FOR ME.
- PRAYING EVERY DAY.
- SPEAKING GOD'S NAME WITH RESPECT.

GOD CREATED ME.

**I PROMISE TO LIVE AS A CHILD OF GOD BY:**

- OBEYING MY PARENTS/GUARDIANS AND TEACHERS.
- BEING HONEST AND TRUTHFUL.
- DOING WHAT IS RIGHT.

GOD MADE ME PART OF HIS FAMILY.

**I PROMISE TO LOVE OTHERS BY:**

- BEING RESPECTFUL OF OTHERS.
- HELPING OTHERS IN NEED.
- BEING KIND AND INCLUDING OTHERS WHEN I PLAY.

## Appendix 4

### **GRADES 3-4-5**

*Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:*

**GOD LOVES ME.**

**I PROMISE TO LOVE GOD BY:**

- PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST.
- SPENDING TIME PRAYING EACH DAY.
- LEARNING MORE ABOUT GOD'S LOVE FOR ME AND THE TEACHINGS OF JESUS.
- RESPECTING GOD'S NAME AND HIS CHURCH.

**GOD CREATED ME.**

**I PROMISE TO LIVE AS A CHILD OF GOD BY:**

- LEARNING WHAT JESUS EXPECTS OF ME.
- RESPECTING MY BODY AS A GIFT FROM GOD.
- BEING A PERSON WHO IS TRUTHFUL AND FAIR.
- BECOMING THE BEST PERSON THAT I CAN BE.

**GOD MADE ME PART OF HIS FAMILY.**

**I PROMISE TO LOVE OTHERS BY:**

- HELPING OTHERS WHEN I KNOW THEY ARE IN NEED.
- GIVING GOOD EXAMPLE AS JESUS DID.
- PAYING ATTENTION TO THE WISDOM AND GUIDANCE OF MY PARENTS/GUARDIANS, TEACHERS AND CHURCH.
- BEING RESPECTFUL AND NOT HURTING OTHERS OR MAKING FUN OF THEM.

**GRADES 6-7-8**

*Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:*

GOD LOVES ME.

**I PROMISE TO LOVE GOD BY:**

- STUDYING ABOUT GOD - FATHER, SON, AND HOLY SPIRIT-- AND HIS CHURCH.
- PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST.
- DEVELOPING MY LOVE FOR JESUS CHRIST THROUGH DAILY PRAYER.
- FOLLOWING THE COMMANDMENTS AND BEATITUDES.
- READING SACRED SCRIPTURE TO HELP ME UNDERSTAND GOD'S PLAN OF SALVATION.

GOD CREATED ME.

**I PROMISE TO LIVE AS A CHILD OF GOD BY:**

- TREATING MY BODY AS A TEMPLE OF THE HOLY SPIRIT.
- BEING A PERSON WHO, LIKE MARY, IS A TRUSTED FOLLOWER OF JESUS CHRIST.
- TAKING MORE RESPONSIBILITY FOR MY LEARNING AND BEHAVIOR.
- VALUING MY SELF AND DEVELOPING MY GIFTS.
- LIVING THE GIFTS OF THE HOLY SPIRIT.

GOD MADE ME PART OF HIS FAMILY.

**I PROMISE TO LOVE OTHERS BY:**

- SHARING MY CATHOLIC BELIEFS WITH OTHERS AND HELPING THEM LIVE RESPONSIBLY.
- RESPECTING ALL PERSONS, PLACES *AND* THINGS AS GIFTS FROM GOD.
- GROWING IN COMPASSION BY SERVING THOSE IN NEED.
- BEING A FRIEND LIKE JESUS TO THOSE WHO HAVE NONE.
- WORKING WITH OTHERS TO HELP MAKE (*School/PSR*) AND PARISH A BETTER PLACE.

Appendix 6

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: \_\_\_\_\_