

# Student/Parent Handbook

## 2021-2022



# St. Ann Catholic School

7532 Natural Bridge Rd.

Normandy, MO 63121

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## Purpose of this Handbook

This Student/Parent Handbook contains established policies and procedures for the 2019-2020 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 changes in writing in a timely manner, and this will include a statement about when the change will take effect.

## 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.

## GENERAL SCHOOL POLICIES AND PROCEDURES

### Admissions and Registration

#### Admissions of New Students

Admission to St. Ann Catholic 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. 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 old before August 1.

- b. For admission to first grade, the child is to be six years old 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. (cf. Archdiocesan Policy #4102.1)
5. Admittance will not be affected by race, color, national origin, or ethnic origin. Immigration status will be considered in accordance with Archdiocesan Policy listed below.

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

1. Initial Application. Students transferring from another school will have their records transferred from their present school for review.
2. Campus visit and Conference. For students transferring from a school within the area this interview will discuss the families desire for admission and reasons for a transfer.
3. Invitation to register and completion and receipt of all necessary forms and fees

#### *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)

### *Placement Probationary*

All transfer and Kindergarten students are admitted for a probationary period, to ensure proper student placement and to ensure St. Ann Catholic school is meeting a student's academic and social needs.

1. The probationary period will be 90 calendar days.
2. Students are expected to be performing at grade level.
3. Student behavior is age appropriate and meets the disciplinary expectations of the school.
4. Regular attendance and arriving at school on time is expected.
5. Cooperation and support from the parents or legal guardian is expected.

If a student finishes his/her probationary period without any academic, parental cooperation, or discipline concerns probation will be lifted. However, if the transfer student's grades drop, or he/she has discipline problems, he/she will remain on probation. If needed 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.

### *Maximum Class Size*

The maximum class size at St. Ann Catholic School is 25 students. This limit may be waived temporarily in extraordinary circumstances at the discretion of the pastor and principal, after consulting the school board. No class will ever exceed the maximum of 35 students set by Archdiocesan Policy.

In considering students for admission to St. Ann Catholic School where there are more applicants than spaces available, preference will be given in the following order:

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

### *Expectations for Continued Enrollment*

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.

### *Registration for Returning Students*

Re-registration of currently enrolled students, siblings of currently enrolled students, and new parishioners will begin on or around February 1<sup>st</sup>.

An initial tuition payment as outlined in the tuition policy below is required at the time of registration for the next school year to cover part of the start-up costs for the coming year. This fee is non-refundable.

## Tuition policy 2021-2022

St. Ann Catholic School provides a comprehensive Catholic education supporting each student's complete development and personal success. The tuition charged is well below the actual cost of education which is around \$6000 per child. Over 30% of school expenses are paid by sources besides tuition and scholarship, primarily donations from St. Ann Parish.

### Tuition for 2021-2022 School Year

	Active Parishioner				
	Total Due	Registration Fee	Discounted Registration if paid before 3/20/21	Net Tuition	12 Monthly payments of about
1 Child	\$4,856	\$200	\$150	\$4,656	\$388
2 Children	\$6,180	\$300	\$200	\$5,880	\$490
3+ Children	\$7,312	\$400	\$250	\$6,912	\$576
	Non-Parishioner				
1 Child	\$5,276	\$200	\$150	\$5,076	\$423
2 Children	\$8,316	\$300	\$200	\$8,016	\$668
3+ Children	\$11,140	\$400	\$250	\$10,740	\$895

### Registration

- There is a registration fee due at registration. Registration is not considered complete until this is paid.
- Families registering and paying the down payment before March 20, 2021 will receive a discount of \$50 per child up to \$150 towards the down payment.
- The registration fee is non-refundable and is not prorated for families enrolling after the start of the school year. Discounts and refunds for incomplete school years, either starting late or leaving early will be prorated from total tuition, not including the registration fee, by the number of days enrolled.
- New families must complete at least one monthly payment of at least 1/12 of tuition before their student is admitted to class.
- All applications from current students received after March 20<sup>th</sup> 2021 will be considered new applications and acceptance is not guaranteed but contingent on space and the discretion of administrators.
- Tuition must be current, or there must be a payment plan in place and followed on time for three consecutive months before a student's registration will be considered final for the new school year. If there have not been at least three consecutive months of payments made on time per the payment agreement by the beginning of the new school year, the student will not be allowed to start the school year. After three consecutive months of payments or the payment of all debt to St. Ann, the student can be re-enrolled at the principal's discretion.
- To receive the "Active Parishioner" tuition rate a family must be an active member of St. Ann Parish. "Active" means:
  - A registered parishioner

- At least one parent or guardian and all household children attending St. Ann Catholic school are baptized Catholic and identify as Catholic.
- The family regularly attends Sunday Mass at St. Ann with their children.
- The family contributes financially to St. Ann Parish in the Sunday offertory.

If a family fails to meet these criteria, i.e., does not attend Sunday Mass regularly or contribute to St. Ann Parish using Sunday envelopes, they can lose their “active” status and be held responsible for payment of the year’s tuition at the Non-Parishioner rates.

## COVID-19 PANDEMIC

Some policies are subject to change to deal with the pandemic. Families facing temporary financial or logistical difficulties due to the pandemic should reach out to the principal or pastor to discuss solutions.

## SCRIP Program

SCRIP, gift cards, purchased through our SCRIP program in a family’s name can have 3% of the face value of all purchases applied towards their tuition obligation. Participating vendors include Amazon, BP, Starbucks, Dominos, and Walmart.

## Scholarships

Scholarships of up to \$2000 per child are available for students attending St. Ann Catholic school. These scholarships can be applied for through the Today and Tomorrow Educational Foundation:

<http://www.ttef-stl.org/> Scholarships are awarded on a first come, first served basis.

## Payments

- There are several options for paying tuition:
  - Tuition may be paid in full to St. Ann Catholic School on or before July 20<sup>th</sup>. This can be done by check or credit card. (Additional fees apply to credit card transactions.)
  - Tuition may be paid in two equal installments on or before July 20<sup>th</sup> and January 20<sup>th</sup>. This can be done by check, automatic debit, or credit card. (Additional fees apply to credit card transactions.)
  - Monthly tuition payment plans are be paid through FACTS Management. Payments are to be made monthly from July to June. Payment is due on the 20<sup>th</sup> of each month. This is to be paid via automatic withdrawals or by credit card for an additional fee, at a day of the month chosen by the family using the FACTS system.
  - Special circumstances may be discussed with the parish bookkeeper with all plans subject to approval by the pastor.

## Volunteering Requirements

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 to help with events like, 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
- 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.

Any volunteering involving working with children requires compliance with our Safe Environment Policy including a Protecting God's Children class, online training program, and criminal background check.

### Delinquent Payments

At St. Ann Catholic School, we want to make a Catholic education as affordable as possible. By enrolling in St. Ann Catholic School families promise to pay tuition, minus any scholarship received, according to the schedules listed above. This is a serious promise. As circumstances occasionally make an on-time payment impossible, we do not charge a late fee nor a fee for returned checks or electronic chargebacks beyond any fees charged us by our bank. Tuition pays the salaries for faculty and staff. Many school families work hard to plan and sacrifice to pay tuition on time. It is a matter of justice and an expectation that every family will be current with tuition or, as circumstances require, maintain a payment plan that will bring them current as a condition of enrollment.

- If a family is not able to make a payment because of a change to their financial circumstances they must contact the parish office to discuss the situation. Five days' notice is necessary to stop payment on a scheduled electronic debit.
- FACTS Management will charge families a fee for payments returned for insufficient according to their terms of service. FACTS will automatically attempt to reprocess failed payments according to their policy.
- Families will not have access to report cards, or progress reports if they have a past due balance.
- If a family is behind by two months, they must contact the parish bookkeeper to develop a payment plan to be approved by the pastor to bring themselves current.
- If a family has missed consecutive monthly payments, then a weekly tuition payment must be arranged with the parish bookkeeper. If a weekly payment is not paid by the close of business on Monday, the student will not be allowed to attend school on Tuesday. These absences count as unexcused absences per the school attendance policy.
- A debt owed to St. Ann Parish or School equivalent to two months' tuition or more can be grounds for terminating a student's enrollment in St. Ann school at the discretion of the administration.
- No records will be forwarded to the school to which a student transfers until all tuition and fees outstanding are paid in full.
- St. Ann School reserves the right to pursue debts aggressively using all means legally available.

## Extended Care

Extended care is offered school days with a few exceptions from 6:30 AM to 6 PM. It is billed weekly and can be paid using you FACTS account.

Morning Care Fees		
Arrival Time	1 Child per Day	2 Children per Day
Between 6:30 AM and 7:00 AM	\$4.00	\$7.00
Between 7:00 AM and 7:30 AM	\$2.50	\$4.50
Between 7:30 AM and 7:45 AM	\$1.00	\$1.75
After Care Fees		
Pick-up time	1 Child per Day	2 Children per Day
Before 4:30	\$3	\$5
Between 4:30 PM and 5:30 PM	\$6	\$10
Between 5:30 PM and 6:00 PM	\$8	\$13
Noon Dismissal After-Care		
Pick-up time	1 Child per Day	2 Children per Day
Before 2:00 PM	\$6	\$10
Between 2:00 PM and 3:30 PM	\$10.50	\$17.50
Between 3:30 PM and 4:30 PM	\$13.50	\$22.50
Between 4:30 PM and 5:30 PM	\$16.50	\$27.50
Between 5:30 PM and 6:00 PM	\$18.50	\$29.50
Overtime		
After 6:00 PM	\$1 per child per minute	

Families may receive a discount by pre-paying for extended care. This is charged by semester, must be selected before the semester begins, and no refunds are given for unused time. Morning care is \$320 per semester for unlimited usage for one specific child from 6:30 AM to 7:45 AM. Aftercare is \$500 per semester per child for a pickup time before 5:30 PM. Each day saying later than 5:30 PM is billed at \$2 a day. Two children may be pre-paid at \$560 per semester for morning care and \$800 per semester for aftercare.

## Volunteering Requirements

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 to help with events like the Talent Show, the Advent Filled with Love Project, the Sponsor's Dinner Dance and Auction, or Field	Volunteering in the classroom Volunteering to help prepare, at home, projects for the teachers Chaperoning field trips Working on any school committee Working an additional recess/ lunchroom duty
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Day Helping with classroom parties Donating commercially baked goods/snacks	Donating paper or other materials to the school/classroom
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You will need to record your services and time spent on them, and return the reports to the school office quarterly or at the end of each semester.

### Delinquent Payments

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- If a family is not able to make a payment because of a change to their financial circumstances they must contact the parish office to discuss the situation. Five days' notice is necessary to stop payment on a scheduled electronic debit.
- In the event of a returned check or electronic chargeback, if the missed payment is not paid by the 20<sup>th</sup> of the month it will be considered past due. It is the family's responsibility to arrange to make up the missed payment. Families that have multiple chargebacks may be asked to make weekly payments or present evidence of some form of financial counseling before being allowed to return to monthly payments.
- Families will not have access to the EduConnect electronic gradebook, report cards, or progress reports if they have a past due balance.
- If a family is behind by two months they must contact the parish bookkeeper to develop a payment plan to be approved by the pastor to bring themselves current.
- If a family has missed consecutive monthly payments, then a weekly tuition payment must be arranged with the parish bookkeeper. If a weekly payment is not paid by the close of business on Monday, the student will not be allowed to attend school on Tuesday. These absences count as unexcused absences per the school attendance policy.
- A debt owed to St. Ann Parish or School equivalent to two months' tuition or more can be grounds for terminating a student's enrollment in St. Ann school at the discretion of the administration.
- No records will be forwarded to the school to which a student transfers until all tuition and fees outstanding are paid in full.
- St. Ann School reserves the right to pursue debts aggressively using all means legally available.

### SCRIP Program

SCRIP gift card to various merchants are available for purchase by St. Ann Catholic School families. These cards are purchased at face value and a percentage, an average of 3%, of each purchase is applied to a family's tuition obligation. Cards can be purchased with cash or check from the parish office or after

each Mass on Sunday. These cards can allow families to pay for ordinary necessities and reduce their tuition obligation at the same time.

## Communication

### Means of Communication

St. Ann Catholic School will use a variety of means to communicate with the school community. These include:

- On Fridays, every family receives a large manila envelope with forms, notes, and flyers to take home. Parents should read all the information enclosed and sign and date the back of the folder in the place provided and return any requested forms every Monday. 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.
- School Website: <http://sacs-stl.org> The website contains a calendar of school with information on early dismissal days, holidays, major school events, and other important dates. Newsletters are also posted there.
- Email. A weekly email newsletter offers a summary of events. It is important that parents read the newsletter. Periodic whole school, whole class, and individual emails provide time sensitive and individual information. Parents are expected to check their email and keep their email address on file with the school.
- School Messenger. The School Messenger systems call each parent phone number to provide timely updates and reminders. This will be the primary means alerting parents to emergency information.

### Communicating Questions and Needs to the School

Open lines of communication are essential between home and school. Parents and guardians will follow this “chain of command” when contacting the school about questions and needs:

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 is contacted and with the principal before the pastor is contacted.

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

### Communicating in Good Faith

The reputation of all in the school community shall be considered sacred and shall be safeguarded at all times. All in the school community are expected to:

- Engage with each other in respectful dialog, ex. using appropriate language and tone.
- Communicate about the school community and its individual members fairly and appropriately, respecting privacy and avoiding slander.

## Parent/Teacher Conferences & Classroom Observation

St. Ann Catholic School and The Archdiocese of St. Louis recognize parents as the first and most critical teachers of our school's children. The home-school partnership and the Cooperation between parents and teachers is crucial in our students' academic and spiritual growth. The presence of parents and other family members in our school building provides an added dynamic of community and collaboration that helps students recognize the importance of their educational experiences.

The St. Ann Parent-Teacher Conference & Classroom Observation Policy is meant to bring structure and regulation to the communication and collaboration of teachers and families as it occurs in the school building during school hours. This policy aims to balance the accessible and welcoming nature of parent classroom visits with the focused and professional nature of precious classroom instructional minutes.

Policy:

- Any parent/guardian who desires to engage in a parent-teacher conference is to contact the school office, or the teacher directly, to schedule a time agreed upon by both the teacher and the parent/guardian.
- Parent-teacher conferences are to occur outside of instructional times and should not be disruptive or distracting to the normal school routines and procedures.
- Upon arrival, a parent/guardian should sign in at the main office and receive a visitor badge.
- For the safety of staff and students, parents should go directly to the location of their conference and should not wander the building.
- Teachers are expected to engage in conferences with a high degree of professionalism and service while parents are expected to engage with civility and patience.
- The collaborative and cooperative nature of a parent-teacher relationship is not to be undermined by harassment, constant criticism, or investigatory practices by a parent or teacher.
- The Archdiocese and St. Ann requires that no parent-teacher conference or discussion is to be recorded in any manner. No classroom observations of instructional or non-instructional times are to be recorded in any manner.
- Classroom observations conducted by parents/guardians are to be scheduled in advance through the main office or direct correspondence with teachers. The observations should take place at a time and day that is agreed upon by both the teacher and parent. (While observation times are to be determined cooperatively, teachers should make every effort to accommodate parent schedules when possible.)
- Classroom observations must have a set start and end time as decided by the parent and teacher. Excessive classroom presence on the part of a parent can be disruptive to both students and staff. While open and accessible classrooms are the goal for our school community, the professionalism and reasonable working conditions of staff must always be considered.
- While engaging in classroom observations, parents are to position themselves in one general location without excessive movement throughout the room. Observation from a seated position is preferred. Observers are not to disrupt the classroom by speaking to or interrupting students and staff during instructional time.

--Parents/Guardians who wish to engage in regular/consistent extended classroom observations (More than 3 in a school year) may be required by the school to complete the Archdiocesan Safe Environment Program training. The regular/consistent presence of an adult in our school requires verification and assurance that they have been trained and understand the importance of student safety and security. The Archdiocese’s Safe Environment Program provides this verification.

--During classroom observations, parents/guardians are to be fully engaged in watching and listening to classroom activities. These are meant to be opportunities for parents/guardians to learn more about classroom routines and procedures. Eating, phone use, or other distracting actions are not permitted.

### School Day

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

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

- Students attend liturgy at least once a week. All school Mass is typically on Wednesday. Classes may attend Mass other days as well. Parents are always welcome to join us at these liturgies. Participation at Mass is an important aspect of education at St. Ann Catholic School. Mass will be scheduled so that students are properly prepared to participate as fully as their age and ability permits.
- 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.

### DAILY SCHEDULE

Morning- Care: 6:30 a.m. – 7:45 a.m.

7:45 a.m. Student arrival begins; teacher supervision available

8:00 a.m. School begins, students arriving at 8 AM or later are tardy

8:00 a.m. Morning Prayer, Pledge of Allegiance, & morning announcements

8:15 a.m. Classes begin

11:15-11:40	6-8 lunch
11:40-12:05	6-8 recess
11:40-12:05	3rd-5th lunch
12:05-12:30	3rd-5th recess
12:10-12:35	KG-2nd lunch
12:35-1:00	KG-2nd recess

3:25 p.m. Dismissal

After-Care: 3:30 p.m.-6:00 p.m.

### Student Expectations for Drop-off 7:45-8:00 AM

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

Students are not allowed on the blacktop, playground, or field before 7:45 am. Weather permitting students assemble starting at 7:45 am on the blacktop and remain on the blacktop with the exception of approved extracurriculars. 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.

### Morning Care 6:30 a.m. - 7:45 a.m.

Morning Care is provided from 6:30 a.m. to 7:45 a.m. for an additional fee. Students may not be dropped off before 7:45 a.m. without going to morning care. During morning care school rules apply and no food, drinking, or gum is allowed.

### After Care: 3:25 p.m. – 6:00 p.m.

After Care is provided from 3:25 p.m. to 6:00 p.m. for an additional hourly fee. As in the regular school day, adherence to After Care policy can ensure the safety of security of the students and staff, and the efficient operation of the program.

At 3:25 p.m., all students attending After Care are to report to the gym for a transition of supervision from teacher to After Care staff. Attendance will be taken by after care staff and noted on a sign-out sheet used throughout each day's session. Students will be provided with time for an after school snack, homework assistance, and free play options.

Weather permitting students may be outside and may be picked-up at the pavillion. When students are inside parents/guardians may ring the doorbell to access the building. Every student will be signed out with a printed name, signature, and corresponding time of dismissal to account for student supervision and calculate after care fees. Students will only be released to custodial parents or guardians or other adults identified previously in writing.

### Noon Dismissal

The St. Ann Catholic School calendar includes several "half-days" when students are dismissed at 12 p.m. There are no scheduled lunch periods on this day. Some noon dismissal days after care is available until 6 p.m.. When After Care is not offered parents are responsible for arranging for their children's care.

### Parent Meetings, School Programs, and Ceremonies

Some formal activities are scheduled outside of regular school hours, these include student performances, parent meetings, and parent teacher conferences. Some of these meetings and activities will be mandatory. Requirements will be communicated appropriately.

Student attendance at the Fine Arts Night is mandatory. A student's grade in music will be affected if s/he misses the Night without a parent note.

Several parents meetings occur throughout the school year to inform and support the parents of our students. St. Ann Catholic School also participates in the Archdiocesan-wide Elementary School Parent

Support meetings, 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. 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.

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.

### 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 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.

### Emergency Schedule Changes/Snow Days

The school calendar allows for snow days in the event of inclement weather. There may be other times, such as water or electrical outages that may require an emergency closing of the school. Our main consideration will be the safety of all. The decision to close is made locally by the principal, independent of other local Catholic or public schools. 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.

### School Cancellation

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.

Should the school remain open, parents are asked to use their discretion in deciding whether or not to send the student(s) since conditions vary from one subdivision to another. Transporting students to and from school in hazardous driving conditions is not encouraged. The school expects “regular” attendance, but does not require “perfect” attendance.

### Delayed Start

Sometimes it is possible to still have school for the majority of the day but the situation requires starting school later in the day. In the event of a delayed start, the time for the start of school will be announced via SchoolMessenger and the same television stations, radio stations, and websites as listed above.

There is no Morning Care on a delayed start day. Students may be dropped off beginning 15 minutes prior to the start of school. 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.

## Early Dismissal

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  $\frac{1}{2}$  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.

Should the school need to close early in an emergency, a phone message will be sent using the SchoolMessenger system. We will also try to have the information on KMOX 1120AM radio station. Information and directions will be given in the message. Students will only be dismissed into the custody of a parent/guardian or an individual designated by a parent/guardian in writing either in a note at that time or on file. All parents/guardians or designated parties who come for students must have them signed out at the designated student release area.

## Absence and Attendance Policy

### 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.

Students are expected to attend all classes on days scheduled by the school as days of instruction. This includes days with special events, such as Field Day and Family Day. 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.)

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.

### Excused and Unexcused Absences:

#### Excused Absences

When students must be excused for a full or partial day for medical or dental appointments, funerals, High School "Shadow" day, or other essential events during school hours a written note or email should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence. The student is still marked absent, but the absence is considered an excused absence. The student will have the opportunity to make up missed work.

#### Unexcused Absences

When students are not at school and provide no explanation or their absence is not related to an essential event, students will be marked absent. The student may not be afforded the opportunity to make up missed work as their absence was not deemed essential.

#### Notification of Absences

If a student is going to be absent, the school office must be informed by 9:00 a.m. on that day, either by



phone, email, or a note. If not notified the school office may contact the parent/guardian to confirm the child's absence. Notification is an important means of verifying the safety of students, especially those who walk to school.

### Vacation

Vacations during the school year are strongly discouraged. A general vacation is not considered an excused absence. Homework given in advance when a child goes on vacation is at a teacher's discretion, teachers may opt to give the assignments to students on their return to school. 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. There are no excused absences during the Iowa testing week.

### Partial Absences

A student missing two hours of school in a given day will be marked absent for  $\frac{1}{2}$  day; a student missing more than three hours will be marked absent for a full day. Even though he or she will be recorded absent the student should still attend class for the remainder of the day.

### Make up Work

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. It is the responsibility of the student to talk with each subject teacher to determine make-up assignments and deadlines.

### Chronic Absences

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, and will usually affect students grades. Five unexcused absences in a quarter, consecutive or nonconsecutive, may be referred to the Children's Division for investigation of educational neglect, and may be grounds for withdrawal. A student who is absent for 10 or more days, excused or unexcused, in a quarter may be given an incomplete grade on the Grade Report and parents will be contacted for a conference. If a student misses 20 days or more in a school year, promotion to the next grade will be at the discretion of the principal. This may include mandatory summer school, counseling, or medical intervention.

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

### 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. Excessive tardies may be grounds for withdrawal. Families who are tardy 5 or more times in a quarter will be contacted by the school. Students tardy five or more times in a quarter are ineligible for Star Student that 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 approved adult and has permission of the school office and his or her parent/guardian. The school is not responsible for students who leave the grounds during school hours without permission and proper supervision.

Truancy is a serious offense, and against the law. Consequences will include a conference with parent/guardian and probationary status. Law enforcement may be informed. Repeated trancies could result in dismissal from the school.

### Educational Neglect

“Educational neglect is the failure by the person responsible for the care, custody, and control of the child to provide an appropriate education and to promote school attendance as required by Missouri Law.” (MO DSS Child Welfare Manual) School attendance is a serious matter for the good of the child. In the face of serious evidence of educational neglect civil authorities will be contacted.

### 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)

### 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.

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

### Custody Arrangements

This school abides by the provisions of the Buckley Amendment with respect to the rights of

noncustodial 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.

## 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 or email to the teacher and school office 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 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.

## 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.

## 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.

### 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.

### 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.

### 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.

## 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 for the majority of ability levels. 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.

### 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 according to the judgement of the principal. 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*.

*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)*

## 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. Curriculum modification will be designated with an asterisk (\*) next to the name of the subject area.

## 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 is as follows:

A+	98-100	D+	75-76
A	95-97	D	71-74
A-	93-94	D-	69-70
B+	90-92	F	68 or below
B	87-89	M	Mastery
B-	85-86	P	Partial Mastery
C+	83-84	N	Non-Mastery
C	79-82	*	Modified Curriculum
C-	77-78		

## 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 and No "1=Rarely" on Student Learning Goals

Second Honors: 3.2 Grade Point Average or above, and 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- 2 may dress out of uniform on Star Student Day if they have 5 or less tardies in that Quarter.

Students in grade 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.

### 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.

### 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. All hardbound books must be covered at all times. Brown paper bags make excellent covers.

## Cheating and Plagiarism

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. Parents will be informed of cheating. Cheating can be punished with consequences including a detention.

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 may receive a zero for that assignment and may serve a detention at the principal's discretion.

## 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, multimedia 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 to be done outside of school hours. 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 are assigned 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. **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.

### Field Trips

A field trip is a learning experience that takes place outside of school during school hours 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 is not equipped 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 when a small number of students involved in the activity and the cost of commercial transportation is prohibitive. 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. Drivers are to provide to the school copies of a valid driver's license, vehicle registration and proof of insurance coverage.
8. drivers are not allowed to stop anywhere on the way to the field trip or on the way back to school

### Extracurricular Activities

*All extracurricular 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)*

### Library

Classes make 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.

## 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. 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. Fifth grade parents have the opportunity to attend a camp meeting in May.

## Athletics Program

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

## 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 begins 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.

## 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.

## DISCIPLINE AND STUDENT CONDUCT

### Philosophy of Discipline

The word discipline comes from the Latin word for learning, it shares a root with the word disciple. Discipline is another form of teaching and an important element of the work of St. Ann Catholic School. Student discipline is not merely oriented to maintaining an orderly atmosphere conducive to learning but to helping students develop as men and women who are highly self-disciplined and are disciples of Jesus Christ. Self-discipline is necessary for achieving excellence. The whole St. Ann Catholic school community is to strive for excellence, particularly excellence in how we treat each other and ourselves,

otherwise known as virtue. A virtue is a habit of doing what is good. Examples of virtues are; thoughtfulness, respect, courteousness, courage, prudence, kindness, and preparedness.

At St. Ann Catholic School we have adapted the system of Virtue Based Restorative Discipline as our philosophy of discipline.

We believe:

- All people make mistakes and need an opportunity to make up for the harm done and return to full acceptance in a community. Actions have consequences, for the individual harmed, the community, and the one doing the harm. We are dedicated to using discipline measures that will help repair the damage done and restore the student to the school community.
- Everyone in a restorative system must commit to being positive, which means dwelling on the positive rather than the negative. We do not label students as “bullies” or “bad kids.” Rather, we offer all students a way to return to goodness.
- Virtue is the opposite/positive aspect of harm and needs to be taught and developed. It is easy to say “do not do this or that.” We are committed to teaching students what goodness looks like. At St. Ann’s we do not just say “do not be mean,” we teach students how to be kind and courteous.
- Prayerful self-reflection must be a part of discipline in a Catholic environment.

Discipline is teaching.

- The student(s) who has done harm is taught:
  - How his or her actions affect others and that harming others is wrong.
  - How to restore the damage to the relationship (student-student, student-teacher, student-class).
  - How he or she would feel having been harmed in the same way, empathy, “love your neighbor as yourself.”
  - That he or she is not the sum of his or her bad actions, i.e. a “bully” or a “bad kid,” rather he or she has intrinsic dignity as a free human person, freedom can be used for harm or for excellence.
  - What the opposite excellent behavior, virtue, would look like in that circumstance.
  - That through practice he or she can alter his or her behavior to behave not merely in a way that is not harmful, but a way that is excellent.
- The student(s) who has been harmed is taught:
  - Having been harmed is not license for causing further harm. Jesus rejected the idea of retributive justice, “an eye for an eye” to “turn the other cheek.”
  - Forgiveness is essential for healing ourselves and the health of the community.
  - How to virtuously deal with those who would harm us.
- The school community is taught:
  - The boundaries of acceptable behavior in our community; which actions harm the community and its members, and the consequences of that harm.
  - To forgive those who repent of harm and welcome them back into the community when they have worked to restore the harm they have caused.
  - No one is reducible to the harm that they have caused, i.e. a “bully” or a “bad kid,” and that each person has an intrinsic dignity and the capacity for good.
  - How to support each other in pursuing excellence/virtue.
  - How to resolve difficult situations in a restorative, virtuous, and positive manner.

Our discipline is to be:

- Just:
  - Harm is not ignored. When harm done to oneself, another individual, or the community is ignored, an injustice is done. Harm must be addressed to restore the community and to challenge all involved to strive for excellence in virtue.
  - Discipline is timely. “Justice delayed is justice denied.” Those who cause harm to the community should be disciplined in a timely manner for the health of the community.
  - Discipline is proportional. Justice requires that the consequences are appropriate to the seriousness and deliberateness of the action being addressed.
  - Discipline is consistent. Discipline should be predictable and should communicate the standards of the community.
- Restorative:
  - Discipline is for the benefit of the disciplined. “Human beings are happier, more cooperative and productive, and more likely to make positive changes in their behavior when those in positions of authority do things with them, rather than to them.” (International Institute of Restorative Practices)
  - Discipline repairs harm. Discipline should address the harm done and ways to repair it.
  - Discipline restores relationships. Discipline should be oriented towards bringing the disciplined back into the community and fostering forgiveness.
  - Restoration requires a firm intention to live virtuously. Discipline should foster a change in behavior, and restoration is not complete if one is obstinate in his or her harmful behavior.
- Wholistic:
  - Context is important. Expectations and discipline must be age appropriate and consider mitigating and exacerbating factors.
  - Discipline addresses the whole person. Each person is made by God for excellence/virtue. Discipline aims to draw that out of all involved.
  - Discipline is cooperative. The discipline process requires all parties, administration, teachers, students, and parents to cooperate in repairing harm, restoring relationships, and building virtue. This means each person must commit to being willing to focus on the positive, learn, and forgive.
  - Discipline is not confined to the school grounds. While the school is not the arbiter of all behaviors outside of school, behavior outside of school is considered in the application of discipline.

The goal is to:

- Develop self-discipline and virtue, reducing anti-social behaviors.
- Develop disciples, increasing faith practices. “the goal of the virtuous life is to become like God.”

## Community Expectations

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 safe. 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. Respect for oneself
2. Respect for all persons.
3. Respect for the mission of the school.
4. Respect for property.

The whole community commits to:

- We will dedicate ourselves to living virtues.
- We will support others in living virtues.
- We will commit to constructive thoughts, words, and deeds.
- When faced with challenges or conflicts, we will find solutions that cultivate virtues for ourselves and one another.

## Parent/Guardian Commitment

**Parents are the primary teachers of their children and hold the first responsibility for teaching self-discipline and discipleship.** While each parent will have a slightly different approach to discipline, the intrinsic dignity of the human person places certain universal obligations on everyone. *We believe that discipline that addresses harm in a just, restorative, and wholistic manner that seeks to turn the disciplined and the whole community towards excellence in virtue is what best serves every human being's innate dignity.* **We oppose purely retributive forms of justice as inconsistent with the dignity of the human person.** There is no place in the St. Ann School community for “an eye for an eye” attitudes.

A functioning community requires putting aside some individual preferences to uphold common and consistent standards. Within the context of the St. Ann Catholic School community, **parents are expected to work with the teachers and administration to uphold the community's standards of behavior and to encourage their children in virtue.** Parents are expected 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.

**Parents are asked to model respect for the teachers and faculty of St. Ann School.** Hostile or demeaning conduct by parents towards administrators or teachers is not consistent with the relationship as coworkers in the formation and development of their child. The staff of St. Ann Catholic School are not perfect, but they are committed to teaching and practicing prayerful and respectful means of conflict resolution, when parents engage respectfully and reflectively problems

are solved in a positive manner and students learn behaviors and attitudes that will help them for the rest of their lives.

A persistent failure on the part of parents to abide by this commitment may at the discretion of the administration result in withdrawal for cause.

### Behavioral Expectations

Behavioral Expectations:

Who: All students, staff and visitors are expected to respect his or her own safety, the dignity of other, property, and the mission of the school. Students are expected to follow the school rules.

When: School rules apply whenever the student is on school grounds. School administration reserves the right to discipline students for conduct off campus during a St. Ann event when off campus behavior does serious harm to the school community.

What:

Respect for self	Seriousness: 1= withdrawal 5=redirection
No possession, use, or distribution of illegal drugs, unprescribed drugs, alcohol or tobacco.	1
No "roughhousing," including tackling, pushing, or punching.	3
No unsafe behavior, including running in the halls on stairs, climbing, or misusing furniture.	3
Respect for others	
Carry out all reasonable requests from their teachers and other adult supervisors	2-5
No "back talking"	3-4
No harassment, any unwanted and unwelcome behavior that interferes with one's performance or creates an intimidating, hostile, or offensive environment.	2-5
No sexual harassment: sexual jokes, humiliation, intimidation, or touching, sensual kissing, inappropriate hugging, or inappropriate dancing	1-5
No persistent harassment, also known as bullying.	1-4
No threats of violence	1-4
No fighting	1-4
No possession or use of weapons, fireworks, or fire starting materials or any thing that looks like or is presented as such.	1-3
No lying, including denying the truth and forgery	1-4
No misuse of technology, including cyber-harassment, threats, or slander	1-3
No cheating, either receiving or giving answers to an assignment	2-4
No plagiarism, presenting the work of another as your own.	2-3
Respect for the mission of the school	
No disruptive behavior; talking when others have the right to talk, running in the hallways, being too loud, failing to line up properly, failing to act promptly, being off task, etc.	3-5
No use of or possession outside of a backpack of cell phones or any non-medically necessary electronic device with a screen and user input, at any time during the school day or during morning or after care.	2-4

	No toys or other potentially distracting items at school without teacher permission for an academic purpose.	2-5
Respect for Property		
	No intentionally damaging, or treating carelessly, school property or the property of others.	1-3
	No defacing/writing in textbooks or on desks or walls.	2-5
	No using furniture or playground equipment for anything other than its intended purpose.	3-5

School rules apply as long as the student remains on school grounds. School administration reserves the right to discipline students for conduct off campus during a St. Ann event when off campus behavior does serious harm to the school community.

### Respect for Oneself:

#### *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.

#### *Safe behavior/Roughhousing*

Students behaving in any way that is unsafe will be subject to consequences. Persistence in unsafe behaviors may result in serious consequences. "Roughhousing," including tackling, pushing, punching, is not safe behavior is not allowed.

#### *Laboratory and Athletic Activity Safety Standards*

Certain activities, particularly hands on activities such as science laboratory experiments and athletic events, are subject to additional rules and vigilance to ensure safety. Violations of those standards,

example: failure to use safety glasses in the science lab or rough play in PE, can result in immediate removal from the activity and additional consequences.

#### *Emergency/Emergency Drill Behavior*

In an emergency or when practicing for an emergency student needs to silently and calmly follow all instructions. Disobedience, inattentiveness, or unnecessary talking during an emergency or drill will result in serious consequences.

#### **Respect for all persons:**

##### *Respect for Authority*

Students are expected to carry out all reasonable requests from their teachers and other adult supervisors. Disputing consequences or the facts of an incident in a disrespectful manner or “talking back” is itself a violation of school rules subject to consequences often exceeding the consequences of the original offense.

##### *Harassment*

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.

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, visual, or physical. Verbal harassment includes derogatory comments, jokes, slurs, passive aggressive comments, highlighting another’s faults, spreading rumors, and belligerent or threatening words. Visual harassment includes derogatory, demeaning, or inflammatory drawings, notes, cartoons, novelties, or gestures. Physical harassment includes, any unwanted intentional physical contact, assault, deliberately impeding or blocking the movement of an individual, or any intimidating interference.

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.

##### *Sexual Harassment and Public Expressions of Affection*

Harassment that is sexual in nature is particularly vile and requires significant consequences. In a Catholic elementary school environment all forms of sexual jokes, humiliation, intimidation, or touching



are inappropriate. Kissing, inappropriate hugging, or inappropriate dancing are not allowed in the elementary school environment even if both parties involved participate willingly. The sacredness of human sexuality is to be respected by all at all times.

### *Violence and Threat of Violence*

*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.

### *Weapons*

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. **Items possessed, even for self defense or utility purposes including pocket knives or pepper spray (mace, self-defense spray). 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 may 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.**

### *Fighting*

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

Fighting is always unacceptable at St. Ann Catholic School. In justice both parties to a fight are subject to consequences at the discretion of the administration even if one party instigated the fight.

### *Dishonesty*

Lying is itself a serious offense. Lying to avoid consequences often results in greater consequences.

### *Electronic and Internet Communications Conduct*

**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.

### *Respect for the Mission of the School*

#### *Disruptive Behavior*

Disruptive behavior is any behavior that disrupts the instruction or order in the school. Examples of disruptive behavior are, talking when others have the right to talk, running in the hallways, being too loud, failing to line up properly, failing to act promptly, and being off task.

#### *Reverence: Church and Chapel Behavior*

A higher standard of behavior applies in the church and chapel.

### *Cell Phones and Other Electronic Devices*

**Students who bring electronic devices, devices with a screen or speaker that are not medically necessary; ex. cell phones and tablets, to the 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. A student found to have their phone on their person in any manner will serve a detention. Repeated phone related offenses may lead to suspension or even withdrawal for cause.

#### *Toys and other distracting items*

Students should not bring toys or items not needed for instruction without explicit permission from the teacher for a specific purpose. Toys outside of backpacks during school hours are subject to confiscation. The principal reserves the right to ban specific toys that may become disruptive or distracting to the orderly flow of the school day.

## Respect for Property

Intentionally damaging, or treating carelessly, school property or the property of others is forbidden. This includes writing on or picking at the desks, using furniture in a way other than its intended purpose.

## 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 students, as they are property of the school. 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)

## Discipline & Consequences

### Informal Redirection and Classroom Rules

Small deviations from behavioral expectations are corrected informally. Each classroom teacher has a set of classroom rules. In the lower grades these rules are often reinforced forms of positive and immediate feedback like a clip system.

### Classroom Rules/Refocus (Grades K-5)

Behavior continued after receiving a warning or more serious behavior is addressed formally. The basic standard of formal discipline in the lower grades is the refocus form. The student is asked to write out what he or she has done and why it was wrong to help him or her "refocus" on the work of learning. A copy of the refocus form may be sent home for parents.

### Infraction

For more serious or continued misbehavior, an infraction is issued. An infraction notice, detailing the misbehavior, 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

### Referral to the Principal

If student behavior is disruptive to instruction or unsafe teachers may send the student to the principal's office.

### Parent Shadow Day

A parent may be required to shadow his/her child during the school day to observe the student's behavior and classroom standards as part of addressing patterns of student misbehavior.

### Referral to Medical/Psychological Evaluation

For prolonged or serious behavioral problems, particularly those affecting the student's performance,

teachers may suggest the student be evaluated for medical issues that may affect a student's ability to follow behavioral expectations; ADHD, ASD, ODD, etc. If the family does not seek an evaluation and there is no change in behavior the principal and teacher may schedule a conference to discuss evaluation. If a student is not evaluated and remains unable to follow student behavior expectations or his or her academic progress, he or she may be placed on probation, not allowed to register for the following year, or withdrawn for cause.

In cases of threats of violence, a psychological evaluation may be required before a student is allowed to return to school.

### Suspension, Probation, Withdrawal

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. Causes for withdrawal, suspension, or probation include but are not limited to: cheating, forgery, stealing, vandalizing property (school, church, personal), threats, persistent harassment, fighting, vulgar language, disrespect, violating the school Acceptable Use Policy or Privacy Policy, possessing or using tobacco products, alcohol, or drugs.

#### *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.

#### *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. Any student who has been suspended from school will be placed on **probation** for a period equivalent to one quarter. After two suspensions a student is likely to face withdrawal for cause for any further behavioral issues. The student is not allowed to attend any school function when suspended.

#### *Disciplinary 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 disciplinary 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.
- Attendance of at least 90% is required.
- At the principal's discretion additional conditions may be added or modified.

- 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, failure to meet the conditions of probation 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, possession/use of a weapon or anything resembling a weapon, possession and/or use of fireworks and/or fire-setting paraphernalia, or threats to another student or the school community.

## Health, Safety , and Privacy

### Emergencies

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 Cards

Parents are required to maintain 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.

Name and phone number of your child's physician, dentist, and preferred hospital. Important health information related to special needs and health conditions (allergies, asthma, etc.)

**The Emergency Card must be on file with the school before the student begins attending classes. Please keep the card accurate and up-to-date, sending new phone numbers, etc. to the office as needed.**

### General Responsibilities

Students 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

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 shut offs are located.

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

## Fire

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 the 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 lines 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 your 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.

### Drills

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

### Safe Environment Program

The Archdiocese requires everyone 18 years or older who is **a volunteer or employee of a Catholic parish or organization to be in compliance with the Safe Environment Program. Before an**



**individual can be involved in any formal work with children (room parent, attend a class party, work, volunteer, go on field trips), 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.
1. Individuals must read the *Code of Ethical Conduct* book and sign page 11 and return the form to the school office.
2. 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.
3. Sign the Acknowledgement for Volunteer Screening Purposes Form.
4. 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.

### 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.

## 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.

## Health and Illness Policy

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.

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.

## Physical Education Classes

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.

## Communicable Diseases

*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.

### *General Guidelines for Sending An Ill Child Home*

Should a student feel sick or become ill:

- The student will be assessed by the teacher or the school office by the teacher.
- If the illness is serious enough to warrant parental attention, the secretary will call the student's home.
- Children will always be sent home if they have:
  - Fever ( $>100.5$ ) or 1-2 degrees above child's normal temperature and/or ill-appearing.
  - Rash with Fever.
  - Rash of unclear cause that has not been evaluated by a physician.
  - Difficulty Breathing (Especially Asthmatic not relieved with medication).
  - Sore throat with fever or difficulty swallowing.
  - Eye drainage (clear or yellow) with itching and history of crusting on lashes at waking.
  - Vomiting at school or stomach cramping with history vomiting in prior 24 hours.
  - Diarrhea, sleepiness, and abdominal cramping.
  - Mouth sores with inability to control saliva.
  - Chicken Pox or other communicable diseases
- **Under no circumstances** is a student to be picked up or walk home without reporting to the school office,
- A student is permitted to leave the school premises for illness only after the parent/guardian or emergency contact 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/guardians are responsible for providing transportation for the student to leave. (*Archdiocesan Policy #4203.1*)

If a student is running a temperature of 100.5 or above he/she may not be sent to school. Students **MUST** be fever free without aid of medication for **24 hours** before returning to school. Students sent home from school because of illness should remain home and not return until they have been well, fever free, for at least 24 hours. Students sent home in the middle of the previous day with a fever will not be allowed to attend school at the beginning of the next day.

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.

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. Students 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

#### Bodily Fluid Clean Up

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:

- Only trained staff members may clean up bodily fluids.
- 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 the floor.

## Medications

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 the 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.
  1. **Written permission** must be provided by the parent/guardian requesting that the school comply with the physician's order.
  2. 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.
    1. 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.
    2. Students will not be able to carry medications on them at school. Exceptions are metered inhalers for asthma, insulin pumps, and epi-pens, for which a special permission form **must** be signed.
    3. 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.**

Forms for **Parental Consent for Medication Administration to their Child** and **Physician Consent for Medication Administration** are found at the end of this handbook.

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

### Health Record

- 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.
- Immunization records must be current and on file with the school.
- It is the parent's responsibility to inform the school of any physical abnormalities, i.e. birth defects, allergies, epilepsy, diabetes, etc.

### Immunizations

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.

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.

### Students with Significant Medical Conditions

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

## 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.

## 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 accident insurance is available to families through the Archdiocese, provided by K & K Insurance. <https://www.kandkinsurance.com/sites/K12Voluntary/Pages/Home.aspx>

## 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 parents authorize information to be provided to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parent or guardian. This applies to providing both written and/or oral information. (Archdiocesan Policy #4601.6)*

## **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. St. Ann has fulfilled the requirements for accreditation with the Missouri Nonpublic School Accrediting Association, a member of the National Federation of Nonpublic School State Accrediting Association for the 2020-2021 school year.

## Acceptable Use Policy for St. Ann Catholic School's Computer Network, Computer Lab, and Classroom Computers 2020-2021

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 website at <http://www.sacs-stl.org>

- Faculty and staff email system through Google mail
- Faculty and staff web pages through Google
- Google documents
- FACTS 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 username and password that is provided by the Technology Coordinator. 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 username 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 Program, and any other apps which require secure

connection. These usernames 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

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 2020-2021**

**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 \_\_\_\_\_

## Appendix 1

### 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.



**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

### 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: \_\_\_\_\_

## Appendix 7

### 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: \_\_\_\_\_

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