St. Ann School

Student/Parent Handbook

2016-2017

Saint Ann School
2006 Shallcross Ave.
Wilmington, DE 19806
302-652-6567 – office
302-652-1241 - fax
www.thesaintannschool.org

Revised September 2016
# Table of Contents

MISSION STATEMENT ................................................................. 4  
HISTORY .................................................................................. 4  
PHILOSOPHY ........................................................................... 4  
ADMISSION OF STUDENTS ...................................................... 5  
NON-DISCRIMINATION OF STUDENTS .................................... 6  
PARENTS’ ROLE IN EDUCATION .............................................. 6  
ARRIVAL/DISMISSAL TIME ...................................................... 7  
ABSENCE/SICKNESS/APPTS. .................................................. 7  
BEFORE CARE/AFTER CARE .................................................. 8  
SCHOOL CLOSING INFORMATION .......................................... 9  
BIRTHDAY OBSERVATIONS ................................................... 9  
BLOGS/SOCIAL NETWORKING .............................................. 10  
BULLYING/CYBERBULLYING .................................................. 10  
CALENDAR .............................................................................. 10  
CASUAL DAYS ......................................................................... 10  
CATHOLIC SCHOOLS WEEK .................................................. 11  
CHEATING ................................................................................ 11  
CHILD ABUSE/NEGLECT ...................................................... 11  
CAR LINE ............................................................................... 12  
WALKERS ............................................................................... 12  
DISMISSAL CHANGE OF PLANS ............................................. 12  
COMMUNICATIONS ................................................................. 12  
CELL PHONES ......................................................................... 13  
CONDUCT ............................................................................... 13  
SAINT ANN SCHOOL CODE OF RESPECT .............................. 14  
SAINT ANN SCHOOL CODE OF DISCIPLINE ............................ 14  
EMERGENCY FIRE DRILLS ..................................................... 16  
FIELD TRIPS ........................................................................... 17  
GIFTS ....................................................................................... 17  
GRADUATION REQUIREMENTS ............................................. 18  
HARASSMENT ......................................................................... 18  
HEALTH/MEDICATIONS ......................................................... 18
Right to Amend
St. Ann School reserves the right to amend this Handbook. Notice of amendments will be sent to parents and posted on the school website.
MISSION STATEMENT

St. Ann School's mission is to educate each student in an environment of faith, community and academic excellence. For over a century, St. Ann has been committed to the development of the whole person, empowering them with the education and values that enable success in the tradition of the Catholic Church.

HISTORY

Saint Ann School has a rich history in the Highlands and Forty Acres neighborhoods of Wilmington. Saint Ann School was founded by the Franciscan Sisters of Philadelphia in 1899. The school has flourished over the years and saw classroom populations swell during the 1930s. Several improvements were made over the decades including the addition of a large social hall and gymnasium in 1969. A full day kindergarten program and an extended care service were added in 1986. St. Ann Parish celebrated its Centennial in 1986. In 1995, the school added the office and current main entrance, along with major renovations and the expansion of the school into the Taggart wing, the vacant convent building. The school was made completely ADA compliant as well as fully climate controlled.

A Pre-K Four Year Old Program was added in September, 2005 and a Pre-K Three Year Old Program was added in August, 2016.

Saint Ann School is accredited by the Middle States Association of Colleges and Schools and operates under the auspices of the Catholic Diocese of Wilmington, Delaware.

PHILOSOPHY

Christian education is an expression of the mission entrusted by Jesus to the Church. Through education, Saint Ann School prepares and encourages its members to proclaim the Good News. It invites the students to live the Gospel in the Holy Spirit. The Saint Ann School community recognizes that parents are the first to impart the faith to their children and to educate them. As a Catholic community rooted in the Eucharistic Christ, we must make a concerted effort to help them fulfill their duty.

The Saint Ann School community believes that each student is a unique person developing a personal history through social interaction with others. We hold that each individual has a fundamental right to create dreams and expand horizons. We are committed to the development of each child spiritually, academically, physically, emotionally and socially through a diversity of learning experiences. We continually assess student progress and evaluate program effectiveness in relation to the world in which we live.
The Saint Ann School community believes that it is imperative that Christian values be taught and modeled through the curriculum. By the example of parents, teachers, and staff, students learn to respond compassionately to human need whether in the parish, neighborhood, or the global community through prayer and outreach.

It is the responsibility of everyone in the Saint Ann School community to communicate a love of life, a love of learning, and a love for the promise found in all students. We must accept all students in Christian love with their gifts and challenges. We respect the dignity and individuality of each child. Since they will help create future Christian communities, we have profound reverence for each child as co-participants in the building of the Kingdom of God.

ADMISSION OF STUDENTS

Catholic schools seek primarily to serve all Catholic parents who want a Catholic education for their child. Prior to the establishment of admissions requirements, the school assesses the needs of the student in the community to be served and develops a program which will meet those needs. In determining local admissions policies, schools may take into account such factors as student readiness, existing facilities, and school finances. (Diocese of Wilmington Regulation 5005).

To be eligible for Pre-Kindergarten, children must be four years old by August 31st and for Kindergarten, children must be five by August 31st. A readiness test may be given to any child enrolling. A student entering kindergarten may also be screened by the State of Delaware’s Child Find.

Parents/guardians of a child making application to Saint Ann School must:
1. Complete a registration form;
2. Present birth and baptismal certificates (unless baptized at St. Ann Church);
3. Present current immunization certificates and physical records;

The following priorities are used in accepting a student:
1. Siblings of children of parishioners currently enrolled in the school and in good standing;
2. Oldest child of parishioner entering school for the first time;
3. Siblings of children currently enrolled from outside the parish and in good standing;
4. Oldest child of parishioners of another parish;
5. Catholic students transferring from another Catholic School;
6. Catholics transferring from a non-Catholic school;
7. Non-Catholic students transferring from a non-Catholic school or entering school for the first time.
NON-DISCRIMINATION OF STUDENTS

Schools in the Diocese of Wilmington offer students of any race, color, nationality and ethnic origin all the rights, privileges, programs, and activities generally accorded or made available to students in Catholic Schools.

Schools do not discriminate against otherwise qualified students on the basis of disability, if with reasonable accommodation, the student can meet the program requirements.

PARENTS’ ROLE IN EDUCATION

We at St. Ann School consider it a privilege to work with parents in the education of their children because we believe that parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child’s life – physically, mentally, spiritually, and psychologically. Your choice of St. Ann School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Ann School, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowments. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home, will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good, mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.
It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he or she is capable of becoming.

ARRIVAL/TARDINESS/DISMISSAL TIME

The Shallcross Avenue door closest to Union Street is opened at 7:30am for student arrival. Until 7:50am all students are to enter school through the Shallcross Avenue door closer to Union Street (with the exception of 3 and 4 year olds and their siblings) and proceed to the Social Hall. Students should only enter through the Main Office entrance when the Shallcross Avenue door is closed after 7:50am.

Students arriving after 7:50am are considered tardy. When a student is tardy they must stop in the Main Office to sign in using the computer and receive a tardy pass which will admit them to class. Students in the 3 Year Old Program may arrive between 7:30am and 8:15am.

If a student in grades K-8 receives 5 unexcused tardies, a letter is sent to their parents making them aware. If 10 unexcused tardies are reached, a parent conference is required. Tardies such as documented doctor’s appointments, funerals, etc. are excused. In Pre-K3 and Pre-K4 excessive tardiness may be brought to the parents’ attention by the teacher or administration.

Dismissal is at 3:00pm. Students leaving school for the day before 11:00am will be marked absent for the entire day. Students leaving school for the day before 1:00pm will be marked absent for the afternoon. Students leaving between 1:00pm and 3:00pm will be marked as “Early Dismissal”.

ABSENCE/SICKNESS/APPOINTMENTS

When a student is absent from school, a parent/guardian should call the office by 9:00am each day of the absence. If the office does not receive a call, the parent/guardian will be contacted. This is for the protection of St. Ann students.

If your child becomes sick during school or has a doctor appointment during school hours parents/guardians are to come to the school office to pick up the child. It is also necessary to sign them out indicating that the child is being taken out of school, the reason the child is leaving, the date and time the child is leaving, and whether the child will return to school. Students need to be fever free for 24 hours before returning to school.
A written statement giving the reasons for the absence or tardiness must be brought to school upon the student’s return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the principal or teacher and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times as to eliminate the need to interrupt the child’s learning process. The final decision regarding the absence is the responsibility of the parent/guardian. Missed assignments are the student’s responsibility.

In the event of absence, the parent/guardian may call the school office before 8:30am to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00pm – 3:30pm.

If a student has an appointment doctor, therapist, dentist, etc. please send a note in with the time the student will be leaving and returning if applicable.

In certain situations, students may need to be out of school for purposes of medical treatment for a serious condition. Depending on the circumstances and the need and abilities of the student, special arrangements may need to be made to assist the student in keeping up with the work (Diocese of Wilmington Regulation 5120.4).

BEFORE CARE/AFTER CARE

Before-Care is available for a minimal fee for children beginning at 7:00am and ending at 7:30am. No child is to be left at school before 7:00am or unattended. Students are to ring the doorbell at the Shallcross Avenue door closest to Union St. to gain access and parents are asked to wait until a staff member is at the door before pulling away. Inclement weather or other conditions might necessitate a closing. If there is a weather delay, Before-Care will open 1 or 2 hours later depending on the delay. This would be announced through School Messenger and/or the Google Group. We strive to have this information available as soon as possible.

After-Care is provided for any student enrolled at St. Ann School. The hours are from 3:00 to 6:00pm. or from 12:00 Noon to 6:00pm. on scheduled noon dismissals, except for the days when Thanksgiving, Christmas and Easter break begin and on the last day of school. Students must be registered separately for After-Care. The program may be used occasionally or five days a week. Fees are payable as the service is used.

The program involves supervised study and recreation of various types. Children are expected to bring a snack. On days of a noon dismissal, After-Care students need to bring a lunch. Persons who pick up children must sign them out and wait until the
children are brought to them. Children not picked by 6:00pm. will be charged an additional fee.

There are certain items that are not permitted in school during After-Care. Please see the discipline section for more details.

If accounts are not paid by the due date, they will be considered delinquent. Students may not be permitted to use the After-Care service if accounts are delinquent.

Fees are listed on the annual Tuition Form.

If parents are experiencing financial difficulty, temporary arrangements can be made by contacting the Parish Office at 654-5519.

**SCHOOL CLOSING INFORMATION**

In the event of inclement weather or other reasons for school closings, parents will be notified through the SchoolMessenger system. Parents/guardians who have their phone numbers listed on this system will receive automated calls with the message detailing the reason for the closing, or delayed opening, of school.

Additional sources of information due to inclement weather are:

The Catholic Diocese of Wilmington website at [www.cdow.org/closing.html](http://www.cdow.org/closing.html)

Local Radio Stations: WDEL/AM (1150) [www.wdel.com](http://www.wdel.com)  
WILM/AM (1450) [www.wilm.com](http://www.wilm.com)  
WSTW/FM (93.7) [www.wstw.com](http://www.wstw.com)

The announcement “All Catholic Schools in New Castle County” includes St. Ann School.

**BIRTHDAY OBSERVATIONS**

Each morning, during Morning Announcements/Prayers, the name(s) of student(s) who are celebrating a birthday that day or over the coming weekend will be announced. Students who celebrate a birthday during the summer months have their names announced on the last day of school. Students may bring birthday treats for their class on their birthday.
BLOGS/SOCIAL NETWORKING

Students posting defamatory comments regarding the school, faculty, or other students of the parish to public blogs or social networking sites such as, but not limited to, MySpace, Facebook, Instagram, etc. will face disciplinary action.

BULLYING/CYBERBULLYING

St. Ann School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats (in-person, online, seriously, or in jest), face detention, suspension, and/or expulsion.

CALENDAR

A yearly St. Ann School Calendar will be available through the St. Ann School website. Additional important date information will also be included in the Weekly Memo which is posted to the website each week.

CASUAL DAYS

Each month there is one casual day where students are permitted to wear appropriate casual clothes. A donation to the Missions is requested on each casual day. Clothing deemed inappropriate by the school can result in the child having to call parents for a change of clothes or having to wear an item from the uniform closet. The consequence for violating this is can be a loss of privilege the following casual day.

Casual Day Clothing Guidelines:

Students MAY wear:
- jeans
- tennis shoes
- short socks
- shorts/skirts no shorter than one inch above the knee
- sweatshirts
- jogging suits
- nail polish
- jewelry
- dresses
- slacks
- socks with logos
Students MAY NOT wear:
- tank tops
- T-shirts with inappropriate writing
- tennis shoes that convert to roller skates
- biker shorts
- pajama pants
- make-up
- low cut blouses/tops
- exposed midriff tops
- backless tops
- extremely tight clothing
- hats
- crocs
- flip flops
- leggings without coverage from a long shirt
- see through materials
- open back shoes
- faddish haircuts

Good rule: If you are unsure, you probably shouldn’t wear it.

CATHOLIC SCHOOLS WEEK

Catholic Schools Week is celebrated nationally at the end of January-early February. This is an opportunity to showcase Catholic education across the country. Activities are planned for students.

CHEATING

Cheating of any type, including plagiarism, will not be tolerated. Students who choose this behavior face a failing grade, detention, suspension, and/or expulsion.

CHILD ABUSE/NEGLECT

St. Ann School abides by the Child Abuse laws of the State of Delaware. This law mandates that all cases of suspected abuse and/or neglect be reported to the Division of Family Services.
CAR LINE

Student safety is our top priority. Students should exit from the curb side whenever possible. If you elect to walk your child to school at arrival time rather than using the car rider line, crosswalks must be used. Be mindful of others’ time. Be careful and move slowly.

At dismissal all cars must have a number clearly displayed on the right front windshield. Numbers are assigned by the school. The number cards are distributed at the start of the year. Car pool numbers are announced over the P.A. system as the car arrives in line. Students exit on Shallcross Avenue and walk to their car. Safety Patrols are on duty to assist the smooth flow of the line. A staff member is also present to supervise dismissal.

Parents are asked to remain in their cars and to pay close attention during the car pool process. Cell phones should not be used at this time. Please make certain that doors are closed and the student is completely inside the car before pulling away from the curb.

WALKERS

Students who are walkers or whose parents wish to meet them at the walker door can do so using the Union Street door outside of the gym in the area of the brick paver garden. A teacher supervises dismissal from this exit. Middle School students (6-8) may walk home if they have a parent’s permission to do so. Walkers need to exit the building promptly when they are dismissed over the announcements. Crosswalks must be used.

DISMISSAL CHANGE OF PLANS

Any change of plans regarding dismissal must be given in writing to the teacher or called into the office before dismissal by 2:45PM.

COMMUNICATIONS

To assure consistent communication between school and home a Weekly Memo is published each week and can be accessed on the school website. A “Google Group” has also been initiated. If you wish to receive the messages sent out on this group please inform the school office and provide an e-mail address.
Each teacher has an e-mail address that can be found on the school website. Each teacher has a webpage where homework assignments are posted and important information can be found regarding the class.

Please notify the school office if there is a change in address, phone or e-mail. Each child has an emergency form containing contact information for parents, physicians, dentists, insurance information and two contact persons other than the parents. All emergency contact persons should be informed before they are listed on the child’s emergency information sheet.

CELL PHONES

Although St. Ann School accepts cell phones as safety devices, **cell phone use by a child during the academic day is prohibited**. All cell phones are collected at the beginning of the school day and stored in the office, by class in grades 6-8, until dismissal. In the case of an emergency, if a parent wishes to speak to their child, they should call the office and leave a message for the student. Students found using their cell phones during the school day will face disciplinary actions, including, but not limited to, having the phone confiscated by school personnel and will receive a detention. When students retrieve their phones at the end of the school day, they are not permitted to turn them on until they have exited the school building.

CONDUCT

In accordance with the stated philosophy of the school, which emphasizes respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students’ sense of appropriateness will indicate to them.

The following items are not permitted to be used during the school day:
- cell phones or any Internet enabled device
- mp3 players/Ipods/Itouch/IPads/with or without headsets
- hand-held electronic games
- laser pointers
- chewing gum
- skateboards/scooters
- cologne/perfume
- nail polish
- make-up
- dangling earrings for girls
- any earrings for boys
- items deemed distracting by the school

SAINT ANN SCHOOL CODE OF RESPECT

Saint Ann students will respect:
- Themselves;
- Their fellow students;
- The faculty and staff;
- The teachings of the Catholic Church;
- Parents and other adults;
- The property of the school.

SAINT ANN SCHOOL CODE OF DISCIPLINE

The consequences of disregarding school rules reflect both the seriousness of the offense as well as the frequency. A student who chooses a certain behavior is also choosing the consequences of that behavior. Small increments of recess time, loss of privilege, etc. may be used as consequences in all grades to address behavior.

As a Catholic school, we believe in promoting and reinforcing positive relationships amongst our students. Behaviors such as picking on, using put downs, name calling, threatening, alienating, intimidating, etc. are addressed.

Behavior Warnings:

Failure to follow a teacher’s classroom rules, failure to follow the St. Ann Code of Respect or failure to follow any school rules in grades 4-8 will result in a behavior warning, or more serious consequence.

Some actions for which a behavior warning may be given include, but are not limited to:
- Emotional, physical or social/ teasing;
- Re-entering the building after dismissal without permission or supervision;
- Inappropriate language;
- Running in the building;
- Chewing gum or eating/drinking at times not permitted;
- Failure to get a Behavior Warning signed;
- Inappropriate or incomplete uniform;
- Failure to adhere after a verbal warning for any behavioral infraction.

For certain behavior, teachers and staff may also assign consequences outside of, but not in addition to, the behavior warning.
Four (4) Behavior Warnings Per Trimester Will Result in a Detention
Some behaviors may warrant an immediate detention. These may include, but are not limited to:

- Fighting;
- Lying, cheating, stealing;
- Acting in a rough or rowdy manner which could result in injury;
- Disrespect;
- Other actions judged to warrant a detention;
- Hitting and bullying behaviors;
- Insubordination;
- Use of cell phones during school hours;
- Use of any other electronic devices during school hours;
- If a student has lost 45 minutes of recess time over an extended period (grades 6-8).

Detention Policy

Detention is generally held on Thursdays from 3:00 – 4:00 PM. Parents should arrange transportation home for the child. At times or in certain cases detention may be served during lunch and/or recess.

A student will receive at least 24 hours’ notice before he/she must serve a detention.

Detention dates will not be changed except in an emergency. A student who is absent on the day of a detention is to serve the detention on the next day detention is held. Failure to serve a detention is considered disrespectful and will result in an additional consequence for the student.

Four (4) detentions in one trimester will result in an immediate one-day in-school suspension.

In-School Suspension

The following behaviors will result in an immediate one-day in-school suspension:

- Truancy;
- Smoking;
- Blatant disrespect for authority;
- Possession of simulated drugs;
- Other violations judged to warrant suspension;
- Possession of inappropriate materials of a sexual nature;
- Inappropriate use of a computer (depending on severity).
Out-of-School Suspension

An out-of-school suspension will occur when a student fails to serve an in-school suspension. An out-of-school suspension can be administered for any offense previously listed, or for other serious infractions as determined by the school administration.

Disciplinary Probation

Any student manifesting persistent or severe behavior problems will be placed on disciplinary probation. In such a case, a joint meeting with the principal and teacher will be arranged with the parents. This meeting will determine the conditions under which the student will be allowed to continue as a member of the St. Ann School community. Up to the maximum of three days out-of-school suspension may be selected as part of the disciplinary probation. Where necessary, the school reserves the right to request professional psychological or counseling services as a condition for continuance at St. Ann School. The principal, after consultation with the pastor may expel a student for serious offenses. The following behavior may result in expulsion:

- Use of illegal drugs;
- Use of alcohol or cigarettes;
- Possession of a fire arm or other weapon;
- Any further infractions in one school year following two out-of-school suspensions in the same year;
- Other violations judged to warrant expulsion;
- Threatening the well-being of another student in a serious manner.

Possession of Weapons

Weapons of any kind or weapon-like objects are forbidden on school property, school or at any school related activity.

The school recognizes all federal, state and local laws with respect to possession and use of weapons. A student found with a weapon in his/her possession should be suspended immediately until the situation is investigated thoroughly. A parent conference should be held. Disciplinary action may follow. (Diocese of Wilmington Regulation 5190)

Being a student at St. Ann School is a privilege. Repeated behavior infractions may be an indication that the privilege is not valued. The school reserves the right to determine that it may not be in the best interest of the student and/or others that a student no longer continue at St. Ann School.

EMERGENCY FIRE DRILLS

State Law requires that a fire drill be held monthly. During the fire drill, students should follow these regulations:
1. Rise in silence when the alarm sounds;
2. Walk to the assigned place briskly, in single file at all times, and in silence;
3. Stand in silence once outside the building;
4. Respond if roll call is made;
5. Return to the building in silence once the signal is given.

FIELD TRIPS

Field trips are designed to correlate with teaching units and to achieve curricular goals. All grades do not always have the same number of field trips. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity. Individual teachers in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Permission slips are due in the office forty-eight hours before the scheduled field trip. They are to be returned to the teacher who will return them to the office.

This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip you can access it through either the school’s or teacher’s website, sign and bring or fax it to the school office. Neithe rather a telephone call nor an e-mail is accepted in lieu of a signed field trip permission slip.

Parents may refuse permission for their child to participate in a field trip by stating so on the proper form. Students who do not attend a field trip will remain home and will be marked absent for that day.

Parents are invited to participate in a field trip as a chaperone. All chaperones must sign the Volunteer Covenant regarding the safety of children this is required by the directive on the safety of children, For the Sake of God's Children. Parent volunteers are required to be cleared through a criminal background check. Parents are selected as chaperones on a first come, first served, basis.

Cell phones are not permitted on field trips unless otherwise directed by the teacher and/or administration.

GIFTS

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for parties can be distributed in class or by the teacher if there is one for every student in the class or one for all of the boys or all of the girls. Valentines distributed at classroom party should include a Valentine for each student in the class.
GRADUATION REQUIREMENTS

Completion of the Program of Studies at St. Ann School necessitates satisfactory completion of ALL subjects.

HARASSMENT

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

The Diocese of Wilmington has adopted a sexual harassment policy as it pertains to employees and students. A copy of this policy is in the school office and will be made available upon request.

HEALTH/MEDICATIONS

The state requires physical examinations for students entering Pre-K3, Pre-K4, and Kindergarten. New entrants are required to provide a physical examination form. These forms are to be returned during the summer or on the opening day of school.

A School Nurse is on site full time. The School Nurse must comply with state laws on all immunizations. Parents/guardians must comply with all requests concerning the state immunization mandates.

Screening will be done for vision and hearing in grades K, 2, 4, 7 and scoliosis grades 5, 6.

The Diocesan policy states that children cannot carry or self-administer any medication during school hours. This includes all over the counter medications. All medications must be given to the school nurse. Emergency forms are kept on file in the office and with the nurse to enable parent/guardian contact in the event of an emergency.

HOMEWORK GUIDELINES

Meaningful assignments to reinforce materials taught, or to provide background information on material to be taught, are given as work to be completed outside of school. Assignments will be given on a consistent basis. Teachers will strive to coordinate assignments so that the time required for completion of all out-of-school assignments fall within the limit of expected probability for accomplishment by the student and within the following recommendations:
Pre-K-K up to 20 minutes
Grades 1-3 20-30 minutes
Grades 4-5 30-45 minutes
Grades 6 45 minutes
Grades 7-8 60-90 minutes

Students participating in Advanced Placement classes can reasonably expect to have more out-of-school assignments than their counterparts in Regular Placement classes.

If a student experiences difficulty in completing homework assignments in a timely way, the parent should contact the teacher and a plan can be devised to address this matter.

LOST AND FOUND

Any items found in the school building or on the school grounds should be placed on the Lost and Found in the Social Hall. Items placed in the Lost and found remain there for 30 days. After 30 days, items are donated to charity. All items should be labeled with the child’s name.

Students who lose a textbook or workbook must pay the replacement cost of the book plus shipping/handling in order to receive a new copy.

LUNCH PROGRAM

St. Ann School offers a hot lunch program daily. Meals are provided through the services of an outside vendor.

Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

Lunch Rules

1. Walk quietly to your assigned place in the Social Hall;
2. Sit on your chair;
3. Assigned persons will distribute milk;
4. Classes will be called for Hot Lunch;
5. Return to your seat from Hot Lunch line;
6. Eat lunch using good manners;
7. If you need something, raise your hand and the monitor will assist you;
8. Throw your trash away according to the adults’ direction
9. A staff member will call you to line up;
10. Return your chair to its proper place;
11. Exit Social Hall with your teacher.

Students who fail to follow these rules may be separated from the rest of the class and be required to eat in silence for the remainder of that lunch, and the entire lunch period the following day.

St. Ann School recycles. All recyclable material is to be placed in the recycle bin located in the Social Hall. All rules of proper recycling must be followed.

**OFF-CAMPUS CONDUCT**

The administration of St. Ann School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off-campus behavior includes but is not limited to cyber-bullying.

**PARENTS AS PARTNERS**

As partners in the educational process at St. Ann School, we ask parents:

To set rules, times, and limits so that your child:
- gets to bed early on school nights;
- arrives at school on time and is picked up on time;
- is dressed according to the school dress code;
- completes assignments on time;
- has a or lunch and a nutritional snack every day

We further ask parents to:
- actively participate in school activities such as Home and School Association Meetings;
- actively participate in parent-teacher conferences;
- notify the school with a phone call when the student will be absent or tardy;
- provide a written note when a child has been absent;
- notify the school of any change in address of other personal information;
- meet all financial obligations to the school;
- inform the school of any special situation regarding the student’s well-being, safety, or health;
- complete and return to the school any requested information promptly;
- support and cooperate with the discipline policy of the school;
- treat teachers with respect and courtesy when discussing student problems.
PARENT VOLUNTEERS

St. Ann School welcomes and encourages the involvement of parents in the school. Volunteers serve as lunchroom monitors, chaperones on field trips, or coordinators with classroom teachers to plan class parties, just to name few areas of need. The Home and School Association offers many opportunities for volunteer service. All parents must be in compliance with the requirements contained in the document for the protection of children, For the Sake of God’s Children and have background checks.

PROGRESS REPORTS/REPORT CARDS

Progress Reports will be sent home at the half way point (midterm) of each trimester. A Parent-Teacher Conference is held at the midterm point of the first trimester. In Middle School (grades 6-8) progress reports are not sent home in trimester 2 and 3. Parents/Guardians must utilize PowerSchool to monitor their child’s progress. Teachers are available for conferences at your convenience.

Please contact the teacher if you have questions or concerns. Teachers welcome your inquiry.

Report Cards are distributed at the end of each trimester. Student progress can be readily monitored by logging on to PowerSchool. Parents of students in 3rd – 8th grade are given a password to access this information at the beginning of the school year.

Honor assemblies are held each trimester for students in grades 4-8. Students in grades 1-8 can earn a citizenship award.

SUMMER SCHOOL

A failure in any subject necessitates the completion of a school program. Summer school may also be recommended for students who need extra help in certain subject areas.

STANDARDIZED TESTING

Each year, children in grades 1-7 take the TerraNova Test. The InView test is administered in conjunction with the TerraNova Test in grades 2-7. This test is administered in March.
STUDENT RECORDS

St. Ann School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records. Records of students transferring to other schools will only be sent directly to the receiving school. No records will be given to parent/guardian to transport to the new school.

Students requesting records/transcripts/recommendations must give the school five school-days advance notice. All forms need to be submitted to the office for processing. Completed forms will be sent to the receiving schools.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

TRANSFERS

Students transferring out of St. Ann School are required to return all books and school materials to the appropriate teacher. Parents must sign a release form to the receiving school so that all records may be sent to the new school.

TUITION

School tuition is based either on membership in good standing in St. Ann Parish or another Catholic Parish, or on non-parishioner status. Status of all families in relationship to the parish to which they are registered is reviewed periodically. Tuition rates are set by the St. Ann Parish Finance Council and published in the spring of each academic year in anticipation of the next academic year.

UNIFORMS

The school uniform is to be worn at all times with exception of scheduled Spirit or Casual Days. If a student does not have the proper uniform, a behavior warning may be issued. The gym uniform is worn on gym day or if otherwise indicated.

Uniform guidelines:

Girls
- Skirts may not be any higher than one inch above the knee or rolled up.
- Girls may not wear dangling earrings.
- Girls may not wear make-up or nail polish.
Boys
- Boys may not wear any earrings.
- Hair must not be touching the collar, hanging below eyebrows, or covering the ears.

All students
- Excessive jewelry may not be worn by either boys or girls.
- Students may not wear hoods/hats while inside the school building during the academic day.
- Extreme hairstyles are not permitted.
- Natural hair color only.
- Shirts are tucked (grades 4-8).

St. Ann uniform requirements are included here:

2016-2017 Uniform Requirements

Uniforms may be purchased through Flynn and O'Hara Uniforms. Gym uniforms can be purchased through Al’s Sporting Goods.

Fall/Spring Uniforms are worn in the months of:
August, September, October, March, April, May and June.

Winter Uniforms are worn in the months of:
November, December, January and February.

All students in the Pre-K3 Program wear the St. Ann School Gym Uniform daily with sneakers. If the Gym Uniform is not available based only on sizing students may wear plain Navy items.

ELEMENTARY GRADERS - Pre-K through Grade 5

GIRLS - 3 YEAR-ROUND OPTIONS

1. Plaid Jumper with white peter pan collar shirt (ls/ss) or turtleneck.
2. Navy blue slacks/shorts with white peter pan collar shirt (ls/ss) or polo shirt (ls/ss) with the St. Ann School logo.
3. Navy blue slacks with white turtleneck.
SOCKS AND SHOES
Navy blue tights, (only), OR navy blue knee highs; navy blue, black or white crew, (over the ankle) socks. NO LOGOS.
Shoes should be sturdy, non-athletic shoes, no hightops or boots.
Heels should not be higher than 1 inch.

SWEATSHIRTS AND SWEATERS
St. Ann Spirit Wear Crewneck Sweatshirts (NO HOODIES), or sweater with the St. Ann School logo - navy with white band. cardigan or pullover.

BOYS - 2 OPTIONS - FALL/SPRING AND WINTER
1. Fall/Spring - Navy blue pants/shorts with white oxford (ls/ss) or polo (ls/ss) with the St.Ann School logo.
2. Winter -Navy blue pants with white turtleneck.

SOCKS AND SHOES
Navy blue, black or white crew, (over the ankle), socks. NO LOGOS.
Shoes should be sturdy, non-athletic shoes, no hightops or boots.

SWEATSHIRTS AND SWEATERS
St. Ann Spirit Wear Crewneck Sweatshirts (NO HOODIES), or sweater with the St. Ann School logo - navy with white band, cardigan or pullover.

MIDDLE SCHOOL

GIRLS - 2 YEAR-ROUND OPTIONS
1. Navy skort or skirt (hemmed no higher than 2 inches above the knee), with white banded polo with the St. Ann School logo, (ls/ss) or white turtleneck.
2. Navy slacks with white banded polo with the St. Ann School logo (ls/ss) or white turtleneck.

SOCKS AND SHOES
Navy blue tights, (only), OR navy blue knee highs; navy blue, black or white crew, (over the ankle), socks. NO LOGOS.
Shoes should be sturdy, non-athletic shoes, no hightops or boots.
Heels should not be higher than 1 inch.
SWEATSHIRTS AND SWEATERS
St. Ann Spirit Wear Crewneck Sweatshirts (NO HOODIES), or sweater with the St. Ann School logo - navy with white band, cardigan or pullover.

BOYS - 2 OPTIONS - FALL/SPRING AND WINTER
1. Fall/Spring - Navy blue pants/shorts with white polo with St. Ann School Logo.
2. Winter - Navy blue pants with oxford (LS/SS) (white) and navy tie.

SOCKS AND SHOES
Navy blue, black or white crew, (over the ankle), socks. NO LOGOS.
Shoes should be sturdy, non-athletic shoes, no hightops or boots.

SWEATSHIRTS AND SWEATERS
St. Ann Spirit Wear Crewneck Sweatshirts (NO HOODIES), or sweater with the St. Ann School logo - navy with white band, cardigan or pullover.

Gym Uniform Pre-K3 through 8th Grade:
FALL/SPRING
Gray shirt with the St. Ann School logo.
Light blue shirt with St. Ann School logo.
Navy blue shorts, NO LOGOS.

WINTER
Gray shirt with the St. Ann School logo.
Light blue shirt with St. Ann School logo.
Navy blue shorts, NO LOGOS.
Navy blue sweatshirt or St. Ann Spirit wear Crewneck Sweatshirt, (NO HOODIES).
Navy blue sweatpants.

SOCKS AND SHOES
White gym socks, over the ankle, NO LOGOS.
Properly tied, non-marking sneakers.