



St. Ann School
Student/Parent Handbook
2018-2019

2006 Shallcross Ave.

Wilmington, DE 19806

302-652-6567 – office

302-652-1241 - fax

www.thesaintannschoool.org

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Table of Contents

Absence/sickness/appointments	6	Harassment	17
Academic dishonesty	9	Health/Medications	17
Admission of students	3	History of school	2
Arrival/tardiness/dismissal	5	Homework guidelines	17
Before-care/after-care	7	Honor roll/grade scale	18
Birthday observance	8	Lost and found	18
Blogs/social networking	8	Lunch program	19
Bullying/cyberbullying	8	Middle school policies	25-26
Calendar	8	Mission of school	2
Car line	10	Non-discrimination of students	4
Casual days	9	Parents as partners	19
Catholic Schools Week	9	Parent's role in education	4
Cell phones	11	Parent volunteers	20
Child abuse/neglect	10	Philosophy of school	3
Communication	11	Photo policy	20
Code of discipline	13	Progress report/report cards	20
Code of respect	12	School closing information	7
Conduct	11	Signature/acknowledgement page	27
Custody agreements	15	Summer school	21
Dismissal change of plans	10	Student records	21
Emergency fire drill	15	Transfers	21
Field trips	16	Tuition	21
Food allergies	16	Uniform	22
Gifts	16	Walkers	10
Graduation requirements	17		

OUR MISSION

St. Ann School educates each student in the Catholic tradition of faith, academic excellence, and service while guiding them to lead as disciples of Jesus Christ.

Beliefs

- God is at the heart of all that we do.
- A Catholic school environment develops students' individual potential in an environment where they feel safe, valued, and accepted.
- Faith-filled service instills values of compassion, empathy, generosity, and respect for others.
- An effective partnership among parish, school, and families supports the education of children and furthers our mission.

For the Sake of God's Children:

St. Ann School supports and complies with the policies and practices established by the Catholic Diocese of Wilmington through the "For the Sake of God's Children" initiative.

HISTORY

St. 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. Our Early Childhood Program was recommended by the Middle States Association as a Program of Distinction in 2018.

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 3, children must be three years old by August 31st. For Pre-Kindergarten 4, children must be four years old by August 31st and for Kindergarten, children must be five by August 31st. A readiness test/screening 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 applying 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 gifts. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nurturing, 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 7:30 am for student arrival. Until 7:50 am all students are to enter school through the Shallcross Avenue door closest 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 7:50 am.

Students arriving after 7:50 am are considered tardy. When a student is tardy, the parent should sign them in using the computer in the office and the student will receive a tardy pass which will admit them to class. Students in the 3 Year Old Program may arrive between 7:30 am and 8:00 am.

If 10 unexcused tardies are reached, parents will be contacted. 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 2:45 for Pre K 3 and 4. Dismissal for the rest of the school is 3:00 pm. Students leaving school for the day will be marked absent for the entire day if they leave before 11:00 am. Students leaving school for the day will be marked absent for the afternoon if they leave before 1:00 pm. Students leaving between 1:00 pm and 3:00 pm will be marked as “Early Dismissal.”

If your child has not been picked up by 3:15, he/she will be directed to aftercare. Charges may apply. After 3:15, neither students nor parents will be allowed to return to the classroom to retrieve forgotten items. This policy exists to protect your child, as well as to emphasize personal responsibility.

ABSENCE/SICKNESS/APPOINTMENTS

When a student is absent from school, a parent/guardian should call the office by 9:00 am 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 necessary to sign them out, indicating that the child is being taken out of school. If a student is returning, a parent must walk the student into school and sign them back in. Students need to be fever free for 24 hours before returning to school.

A written statement giving the reason 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 strongly 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. **No assignment will be given in anticipation of a vacation.** Missed assignments are the student’s responsibility. If your child is absent for more than one day, the parent/guardian may call the school office before 9 AM to arrange for homework assignments. **Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.**

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.

Eighth grade students who shadow at local high schools will be marked absent and are expected to make up the work missed. Please see middle school policies for additional information.

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 7:00 am and ending at 7:30 am. No child is to be left at school before 7:00 am 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 pm to 6:00 pm or from 12:00 pm to 6:00 pm 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 up by 6:00 pm 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 or Google Group. 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

Local Radio Stations: WDEL/AM (1150) www.wdel.com, WILM /AM (1450) www.wilm.com, WSTW/FM (93.7) www.wstw.com. The announcement “All Catholic Schools in New Castle

County” includes St. Ann School.

No Aftercare will be offered when school is closed for inclement weather. This includes both early dismissal snow days and full day closings.

Cyberwork: Students are required to work on cyber/snow day packets when we have a weather-related day off from school.

BIRTHDAY OBSERVANCE

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, Facebook, Instagram, Twitter, Snapchat, etc. will face disciplinary action. We respectfully ask parents to communicate issues or problems directly to administration and not on social media. Because parents and teachers are a child’s primary role models, it is critical that we demonstrate a spirit of respect and responsibility so that we may work together in order to find solutions to problems.

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) will face consequences including, but not limited to: 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 will result in the child having to call parents for a change of clothes or having to wear an item from the uniform closet. **Students who wear inappropriate casual clothes or students who consistently violate uniform rules will lose the next casual day privilege.**

Casual Day Clothing Guidelines:

Students MAY wear:

- jeans
- tennis shoes
- short socks
- sweatshirts
- nail polish
- jewelry
- dresses
- socks with logos
- leggings ONLY if worn with a long shirt or sweatshirt that covers their backside

Students MAY NOT wear:

- tank tops
- biker shorts
- pajama pants
- make-up
- low cut blouses/tops
- exposed midriffs
- backless tops
- hats
- crocs
- flip flops
- see through material
- open back shoes
- faddish haircuts
- T-shirts with inappropriate writing
- tennis shoes that convert to roller skates
- shorts/skirts shorter than 2 inches above the knee

Good rule: If you are unsure, then 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.

ACADEMIC DISHONESTY

Academic dishonesty of any type, including cheating, copying or sharing work/homework or plagiarism, will not be tolerated. Depending on the severity, students who choose this behavior will face consequences including, but not limited to: a failing grade, behavior warning, detention, suspension, and/or expulsion.

CHILD ABUSE/NEGLECT

St. Ann School abides by the Child Abuse laws of the State of Delaware. These laws mandate 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 must exit from the curb side. If you elect to walk your child to school at arrival time rather than using the car rider line, crosswalks/corners must be used. Please do not park across from school on Shallcross Avenue during pick up or drop off. If a parent of our younger students needs to escort their child into the main entrance, please park your car on the opposite side of Grant Avenue or in the church parking lot, so as not to interfere with the flow of the car rider line.

At dismissal all cars must have the family name/number card clearly displayed on the right front windshield. The cards are distributed at the start of the year. Carpool names 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 carpool 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

Any students that walk home or whose parents meet them will exit school via the “walker door”- the Social Hall entrance, located on Union St. Parents are asked to wait for their child on the brick paver garden until classes are dismissed. A staff member supervises dismissal from this exit. Our middle school students 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/corners 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 main office before dismissal by 2:45 pm. Students do not have access to their cell phones during the school day, therefore, changes in plans must be communicated with the main office only.

COMMUNICATIONS

To ensure 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 email 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/eREADERS/WEARABLE TECHNOLOGY

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 for our older students, until dismissal. The cell phone is to be turned off for the day. 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 or as they are exiting the building will face disciplinary actions, including, but not limited to, having the phone confiscated by school personnel and a detention. eReaders may be used at school only for accessing books. The student is responsible for the safety of his/her device. No internet access or gaming is allowed at any time, including during Before Care or After Care. Unacceptable use of eReaders will result in the loss of privileges. The device will be confiscated by a teacher and returned to the parent.

Wearable technology will only be permitted if used as a standard watch. A student who uses it for any other purpose will have it confiscated, returned to the parent and will no longer be allowed to wear it at school.

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 during the school day:

- cell phones or any Internet enabled device - mp3 players/Ipods/Itouch/IPad
- 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

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.

CODE OF RESPECT

As a Catholic school, we believe in promoting and reinforcing positive relationships amongst our students.

Saint Ann students will respect:

- themselves - their fellow students - the faculty and staff -parents/other adults
- the teachings of the Catholic Church - school property

Unacceptable Behavior

In order to provide a safe, caring, learning environment at St. Ann's for all students, the following behaviors are unacceptable:

Physical Aggression

- pushing -shoving -spitting -kicking -hitting -defacing property -stealing -demeaning and humiliating physical acts -locking in closed/confined space -physical violence -threatening another -inflicting bodily harm

Social Alienation

- gossiping -embarrassing another -spreading rumors -ethnic slurs -public humiliation -excluding from group -social rejection

Verbal Aggression

- mocking -name calling -taunting -teasing -intimidation -verbal threats -graffiti
- defacing property -playing dirty tricks -taking others possessions

CODE OF DISCIPLINE

The consequences of disregarding school rules reflect the age of the student, the seriousness of the offense and the frequency of the offense. 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 the younger grades to address behavior. Behavior warnings that are to be signed by the parent will be issued for older students.

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
- Damaging property
- Disrespect/defiance
- Dress code violation
- Excessive talking/disrupting class
- Inappropriate language
- Running in the building
- Failure to get a Behavior Warning signed
- Failure to comply with teacher's verbal warning
- Chewing gum or eating/drinking at times not permitted
- Re-entering the building after dismissal without permission or supervision
- 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

Detention

Some behaviors may warrant an immediate detention. These may include, but are not limited to:

- Fighting
- Academic dishonesty
- Stealing
- Disrespect
- Hitting or bullying
- Insubordination
- Lying
- Acting in a rough or rowdy manner which could result in injury
- Use of cell phones during school hours or when exiting the building
- Use of any other electronic devices during school hours
- Defacement/Destruction of school property
- Other actions judged to warrant a detention by administration

Detention Policy

Detention is generally held from 3:00 – 4:00 pm. Parents should arrange transportation home for the child.

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 a parent conference and an immediate one-day in-school suspension.

In-School Suspension

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

- Truancy - Blatant disrespect for authority - Possession of simulated drugs
- Use or possession of cigarettes, JUULs, e-cigarettes or vaporizers
- Possession of inappropriate materials of a sexual nature - Inappropriate use of a computer (depending on severity)
- Other violations judged to warrant suspension by administration

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/possession of illegal drugs, alcohol or cigarettes
- Use or possession of JUUL, e-cigarettes or vaporizers
- Possession of a firearm or other weapon

- Any further infraction in one school year following two out-of-school suspensions
- Threatening the well-being of another student in a serious manner
- Other violations judged to warrant expulsion by administration

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 be in the best interest of the student and/or others that a student no longer continue at St. Ann School.

CUSTODY AGREEMENTS-DIVORCE/SEPARATION POLICY

St. Ann School will remain neutral in all cases of divorce or separation. Parents are expected to provide the school with a copy of the custody decree as well as any restraining order which would restrict /prohibit parental or third party access to their child(ren).

Parents need to keep St. Ann School apprised of any and all changes in custody, visitation or restraining orders.

Each parent with legal custody is entitled to access all school academic records and other school-related information. Parents without legal custody (including those with visitation but not legal custody) have no educational rights and are not privy to school records/school information.

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 by class, 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 ensure 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. This is the only format that may be used to allow a student to leave school during school hours. Neither a telephone call nor an email 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.

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

FOOD ALLERGIES

Students with food allergies should be aware and proactive in their care of food allergies and reactions according to their developmental level. They should not trade food at snack time or lunch with others or eat anything with unknown ingredients. Please provide your child's teacher with "safe treats."

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 during a 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

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-K 3, 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 for 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 including cough drops 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: 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

This allotted time includes both written homework, as well as studying/reviewing materials for upcoming assessments.

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

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.

Students will not be allowed to call home if homework/book is forgotten.

HONOR ROLL/GRADE SCALE

As students progress through the grades, the academic rigor increases. Beginning in grade 4, students are eligible for honor roll. A student in grades 4 or 5 who earns As or Bs in their academic classes will be considered an honor roll student and will receive a certificate at the honors assembly. Beginning in grade 6, students who earn all As will receive first honors and students who earn As and Bs will receive second honors at the assembly. Subjects that meet 3 or more times a week count toward honor roll.

K-2 Grade Scale	Gr. 3-8 Grade Scale	All Grades Effort/Conduct
P Demonstrates Proficiency	A 93-100	O Outstanding
G Very Good Progress	B 85-92	G Good
S Satisfactory	C 77-84	S Satisfactory
I Improvement Needed	D 70-76	I Improvement Needed
N Not Yet Demonstrated	F 69 and below	U Unsatisfactory
PS Pass	PS Pass	
FL Fail	FL Fail	

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 candy. Parents are encouraged to make healthy selections for lunches. Students who forget lunch will be provided with a lunch. Parents are discouraged from bringing in food from outside restaurants. During lunchtime respect for other students and lunch monitors is expected 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 your own lunch with 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.

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 lunch and a nutritious 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 or 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 a 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 current background checks.

PHOTO POLICY

The Diocese has published the Acceptable Use of Technology Policy (AUP) which provides guidance as it pertains to taking, sharing or posting photos and videos within the school or during school or parish events. In an effort to respect each other's privacy, parents are strongly encouraged to ask permission before posting or sharing electronic images of other school families and students. Signed photo releases are required at the beginning of each school year.

PROGRESS REPORTS/REPORT CARDS

Progress Reports will be sent home at the halfway 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 academic 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 grades 3–8 are given a password to access this information at the beginning of the school year.

Honors 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 summer school program. Summer school may also be recommended for students who need extra help in certain subject areas.

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 will be issued. Students who consistently violate uniform rules will not be allowed to participate in the next Casual Day.

Fall/Spring Uniform: August, September, October, March, April, May and June.

Winter Uniform: November, December, January and February.

Toddler sized uniforms may be purchased through Flynn and O'Hara. Youth and adult sizes are purchased through Al's Sporting Goods online. Gym uniforms can be purchased through Al's Sporting Goods.

Uniform rules:

Girls -Skirts may not be any higher than two inches above the knee or rolled up.

-Girls may not wear dangling earrings, 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 (grades 4-8)

All -Excessive jewelry may not be worn by either boys or girls.

-Students may not wear hoods/hats while inside the school building during the day.

-Extreme hairstyles are not permitted-natural hair color only.

-Shirts are tucked in at all times when in the school building (grades 4-8).

PRE-K 3 PROGRAM

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 GRADES - PreK 4-Grade 5

GIRLS - YEAR-ROUND OPTIONS

1. Plaid Jumper with white peter pan collar shirt 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.

4. Socks: Navy blue tights (only) OR knee highs; navy blue, black or white crew (over the ankle) socks. NO LOGOS.

5. Shoes: should be sturdy, non-athletic shoes, no high tops or boots. Heels should not be higher than 1 inch. ***See revision below.**

6. Sweatshirts/sweaters: St. Ann Crewneck Sweatshirts (NO HOODIES) or sweater with the current St. Ann School logo - navy with white band, cardigan or pullover.

BOYS - OPTIONS - FALL/SPRING AND WINTER

1. Fall/Spring - Navy blue pants/shorts with white oxford or polo with the St. Ann School logo.

2. Winter -Navy blue pants with white turtleneck, oxford or polo with the St. Ann School logo

3. Socks: Navy blue, black or white crew, (over the ankle), socks. NO LOGOS.

4. Shoes: should be sturdy, non-athletic shoes, no high tops or boots. ***See revision below**

5. Sweatshirts/sweaters: St. Ann Crewneck Sweatshirts (NO HOODIES), St. Ann's fleece or sweater with the current St. Ann School logo - navy with white band, cardigan or pullover.

MIDDLE SCHOOL

GIRLS - 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, or white turtleneck.

2. Navy slacks and white banded polo with the St. Ann School logo or white turtleneck.

3. Socks: Navy blue tights, (only), OR navy blue knee highs; navy blue, black or white crew, (over the ankle), socks. NO LOGOS.

4. Shoes: should be sturdy, non-athletic shoes, no high tops or boots. Heels should not be higher than 1 inch. ***See revision below**

5. Sweatshirts/sweaters: St. Ann Crewneck Sweatshirts (NO HOODIES), St. Ann's fleece or sweater with the current St. Ann School logo - navy with white band, cardigan or pullover.

BOYS - 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 white oxford and navy tie.

3. Socks: Navy blue tights, (only), OR navy blue knee highs; navy blue, black or white crew, (over the ankle), socks. NO LOGOS.

4. Shoes: should be sturdy, non-athletic shoes, no high tops or boots. Heels should not be higher than 1 inch. ***See revision below**

5. Sweatshirts/sweaters: St. Ann Crewneck Sweatshirts (NO HOODIES), St. Ann's fleece or sweater with the current St. Ann School logo - navy with white band, cardigan or pullover.

***Revised K-8 Shoe Policy:** Effective October 1, 2018, students are permitted, but not required, to wear **black, white, or gray low-top sneakers** -- lace-up or Velcro -- with their regular school uniforms. **No other colors** or accent colors will be permitted. Laces should be tied, especially for recess and gym class. We will be moving to a uniform shoe for next school year, 2019-20.

GYM UNIFORM

All Grades: Light blue shirt with St. Ann School logo. Navy blue shorts with the current St. Ann logo. In the winter, sweatpants with current St. Ann logo are worn instead of shorts.

White gym socks, over the ankle, NO LOGOS.

Properly tied, non-marking athletic sneakers.

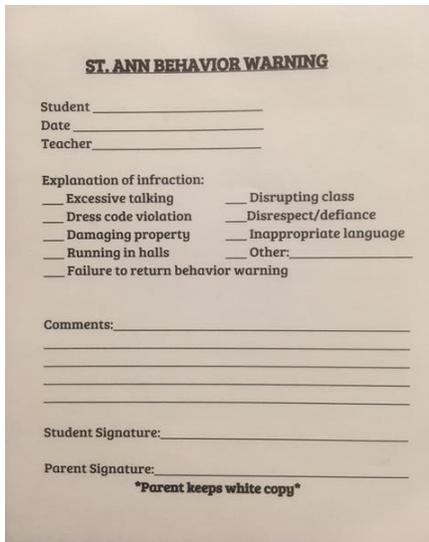
MIDDLE SCHOOL POLICIES

ACADEMIC GRADES

Middle school parents (as well as the students) are strongly advised to check Powerschool weekly in order to stay on top of your child’s grades. This is much more important in middle school than it may have been in previous years. New parents will be given a copy of their Powerschool username and password at Back to School night. Students who earn 1st or 2nd honors during a trimester will be recognized and receive academic honors at the assembly.

BE POSITIVE PROGRAM/MUSTANG MORNING

Academics and grades are very important in middle school. However, it is also important to learn how to be a student of good character. Our Be Positive program rewards students and classes for outstanding behavior in the school. Teachers, as well as students, nominate a classmate or other middle school student who has gone above and beyond to ‘Be Positive’ without looking for anything in return. Classes will be allowed to choose their reward after receiving 10 Be Positive Tickets. Mustang Morning will be used as a way to recognize students who exhibit outstanding daily behavior, regardless of academic progress.



The image shows a form titled "ST. ANN BEHAVIOR WARNING". It includes fields for Student, Date, and Teacher. Below these is a section for "Explanation of infraction:" with checkboxes for: Excessive talking, Dress code violation, Damaging property, Running in halls, Failure to return behavior warning, Disrupting class, Disrespect/defiance, Inappropriate language, and Other. There is also a "Comments:" section with lines for writing, and signature lines for Student and Parent. A note at the bottom says "*Parent keeps white copy*".

CONDUCT

In order to provide a safe, caring and comfortable learning environment for all students, rules are important. By middle school, students know what is expected of them and what the rules are at St. Ann’s. The school handbook contains the specific individual rules that students are expected to follow. When school rules are broken, a student will take home a warning like the one shown here to be signed by a parent.

ABSENCES

If students are sick or on vacation, they will be given the same number of days they were out to make up their work. When a student returns to school, it is the student’s responsibility to speak with their teachers about their missing work and turn it in promptly. After the allotted number of days are given to the student for their makeup work, whatever is not turned in will become a 0. It is strongly advised that parents schedule vacations to coincide with school vacations. Teachers will NOT give homework in advance of a trip. If any student is absent on the day of an announced quiz or test, they will be expected to make it up the day they return. This is also true for eighth graders who shadow on a quiz/test day. Eighth graders who are shadowing at a high school are expected to get their make up work **on the day of their absence.**

ASSIGNMENTS

All assignments are due on the announced date. Students will receive 2 homework passes at the beginning of the year. These should be used if a student forgot their homework. If a student uses a homework pass, they do not have to complete the assignment and it will not count against them. If a student does not have their homework and they have no more homework passes, they will receive a 0 for the assignment. Students will not be allowed to call home if work is forgotten.

MIDTERMS/FINALS

Students in the middle school will have midterms and finals in January and June. 7th and 8th graders will prepare for exams in Writing, Grammar, Math, Science and Social Studies. Students in 6th grade will have Writing, Grammar, Math and Science exams.

BOOKBAGS

All middle school students will keep their bookbags in their homeroom closet during the day. Students will be given time to collect their books and will carry only what they need for class. They will be given the first 5 minutes of class to go back and get anything that they forgot in their homeroom. This will help alleviate students carrying around unnecessary extra weight in their bookbags. Students will still use bags to carry books to/from home.

UNIFORMS

ALL STUDENTS: No hooded sweatshirts of any type are allowed to be worn in school; no logos other than St. Ann's may be worn; hair must be a natural color.

BOYS: hair must not cover the ears, eyebrows or neck; shirts must be tucked in at all times.

GIRLS: skirts must be no higher than 2 inches above the knee and are NOT allowed to be rolled up at all; No make-up, nail polish or large jewelry.

Students who do not follow the uniform policies will receive a behavior warning. *Students who consistently violate uniform rules will lose the next casual day privilege*

As a parent, I understand the above rules and will support the teachers when they have to enforce these rules.

Parent signature

As a student, I understand and will follow these rules. I understand the consequences if I break these rules.

Student Signature

ST. ANN HANDBOOK ACKNOWLEDGEMENT

I, the undersigned, acknowledge that I have received a copy of the St. Ann’s School Handbook. I recognize that it is my responsibility to read and understand the policies and procedures contained in the handbook. In addition, I understand that the contents are subject to change. I acknowledge that revisions will be posted on the St. Ann School website. I recognize that any such revisions will supersede the current contents of the handbook. I acknowledge that it is my responsibility to stay informed of school policies. I also understand that I have chosen to enter into a partnership with St. Ann School and will support the school, its policies and its mission.

Please complete and sign the form below and return to your child’s homeroom teacher.

Handbook Acknowledgment

Student Name:

Grade:

Parent Name (print)

Date

Parent Signature