



St. Ann School
Student/Parent Handbook
2020-2021

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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 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 such as a 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 needs 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)

NATIONAL JUNIOR HONOR SOCIETY: ST. ANN CHAPTER

The National Junior Honor Society recognizes outstanding middle school students who demonstrate excellence in the following five pillars: scholarship, service, leadership, character, and citizenship. Students in grades 7 and 8 submit a student information form to be considered for acceptance into the St. Ann Chapter. Each individual student's information is then reviewed by a team of educators. A copy of the criteria to join this prestigious society will be published for review, along with a calendar of events.

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 MEDIA

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. Parents who participate in social media are to refrain from gossip, slander, libel, and defamation of character. 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. The use of photos online bearing the school’s name, logo, or uniform is prohibited.

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
- sneakers
- short socks
- sweatshirts
- nail polish
- jewelry
- dresses
- socks with logos
- leggings (ONLY if worn with a long shirt or sweatshirt that is NOT tucked in and covers their backside)

Students MAY NOT wear:

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

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.

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 consequences.

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 everyday.

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 the exception of scheduled Spirit or Casual Days. If a student does not have the proper uniform, a behavior warning will be issued.

Students who are out of uniform,(including hair length violations) will be prohibited from participating in public-facing school events such as School Mass, Kentmere, outside service, school competitions etc.

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

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

Winter Uniform: November, December, January, February and March.

School and gym uniforms are purchased through Flynn & O'Hara.

General 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; students will be expected to get a haircut within a week of being told they are in violation of this rule)
- 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).

GYM UNIFORM- All Grades

Light blue shirt w/ St. Ann School logo. Navy blue shorts w/St. Ann logo. In the winter, sweatpants w/St. Ann logo are worn instead of shorts.

White gym socks, over the ankle, NO LOGOS.

Properly tied, non-marking athletic sneakers (can be uniform sneaker or other type).

PRE-K 3 UNIFORM

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

- Plaid Jumper with white peter pan collar shirt or turtleneck.
- Navy blue pants/shorts w/white peter pan collar shirt, turtleneck or polo w/logo.
- Socks: Navy blue tights OR knee highs; navy blue, black or white crew socks. **see below (Navy leggings under the jumper paired with NAVY CREW SOCKS ONLY may be substituted for tights during cold weather)*
- Shoes: ALL black SNEAKER-this includes the sole and laces, as well as the body of the sneaker.
- 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

- **Fall/Spring** - Navy blue shorts with white oxford or polo with the St. Ann School logo.
- **Winter** -Navy blue pants with white turtleneck, oxford or polo with the St. Ann School logo
- Socks: Navy blue, black or white crew socks. **see below*
- Shoes: ALL black SNEAKER-this includes the sole and laces, as well as the body of the sneaker.
- 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.

**Socks must be over the ankle and have NO LOGOS whatsoever.*

MIDDLE SCHOOL

GIRLS

- Navy skort/skirt (no shorter than 2 inches above the knee) or navy slacks
- White banded polo with the St. Ann School logo or white turtleneck.
- Socks: Fall/Spring-Navy blue, black or white crew socks. Winter-Navy blue tights (with no holes) or **navy leggings** under the skirt **paired with navy crew socks only** may be substituted for tights during cold weather. **REQUIRED** **see below*
- Shoes: ALL black SNEAKER-this includes the sole and laces, as well as the body of the sneaker.
- 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

- **Fall/Spring** - Navy blue pants/shorts with white polo with St. Ann School Logo.
- **Winter** - Navy blue pants with white oxford and navy tie.
- Socks: Navy blue, black or white crew socks.**see below*
- Shoes: ALL black SNEAKER-this includes the sole and laces, as well as the body of the sneaker.
- 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.

**Socks for boys and girls must be over the ankle and have no logos whatsoever.*

FORMAL UNIFORM

- Solid navy blue blazer (logo optional) or sweater/sweater vest (with logo) must be worn by both boys and girls on announced formal uniform days.

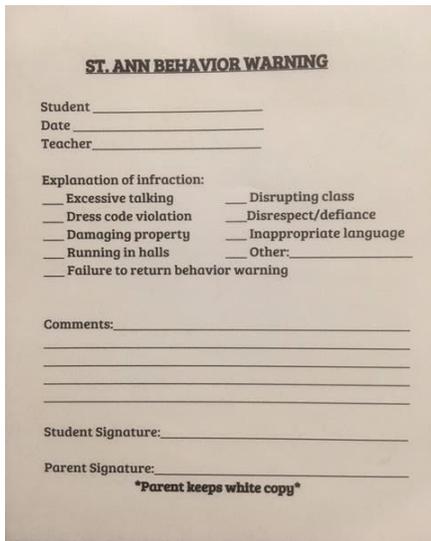
MIDDLE SCHOOL POLICIES

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.

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. Mustang Morning rewards students at the end of the trimester for consistent outstanding behavior in their classes, regardless of academic grades. During Mustang Morning, students will be excused from class to receive well-earned treats. Attendance at Mustang Morning is determined by the conduct grades that a student earns in 12 different classes.



ST. ANN BEHAVIOR WARNING

Student _____
Date _____
Teacher _____

Explanation of infraction:
___ Excessive talking ___ Disrupting class
___ Dress code violation ___ Disrespect/defiance
___ Damaging property ___ Inappropriate language
___ Running in halls ___ Other: _____
___ Failure to return behavior warning

Comments: _____

Student Signature: _____
Parent Signature: _____

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. 4 warnings in a trimester result in a detention.

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 vacation. If any student is absent on the day of a previously 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. Students will not be allowed to call home if work is forgotten.

FINALS

Students in the middle school will have finals in June. Students will prepare for exams in Writing, Grammar, Math, Science and Social Studies. The final exam weight, as well as dates of exams, will be announced later in the school year.

BOOKBAGS

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. During the month of September, they will be given the first 5 minutes of class to go back and get anything that they forgot in their homeroom. This prevents carrying around unnecessary extra weight in their bookbags. Students will still use bags to carry books to/from home.

WATER BOTTLES

Students will be permitted to bring water to class in a CLEAR, REUSABLE water bottle. Water bottles MUST have a lid that twists on & off in order to prevent spills in class. Disposable water bottles are only permitted at lunch.

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; students must wear all black sneakers; formal uniform will be announced and required on specific dates during the winter.

BOYS: hair must not cover the ears, eyebrows or neck; shirts must be tucked in and belt must be worn 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

COVID-19 ADDENDUM: SEPTEMBER 1, 2020- OCTOBER 12, 2020

Return to Campus Plans, part 1

Attached you will find St. Ann School's *Return to Campus* plan for the opening of the 2020-2021 school year. This plan addresses health and safety protocols for families who choose to send their children to the SAS building for instruction. There is information in the letter about the concurrent remote learning option. Starting September 1, we will have a gradual entry by grade group, with each group of 3 grades attending a different day in the first week so that we can establish protocols and safety measures before the entire school comes the week of September 8th. A detailed schedule for the first week of school will be provided next week.

The *Return to Campus* plan is the result of weeks of effort by SAS faculty and staff, parish administration, and feedback received from parents as part of our recent Return to School survey. If you are interested in remote learning, information about our virtual-learning option is described in this letter.

By September 8 both the in-person and the remote learning options methods will be in full session **five days a week** and will generally follow a regular school day schedule.

Please note: As directed by the Catholic Schools Office of the Diocese of Wilmington, the attached plan will be in effect until Monday, Oct. 12. The plan will be studied carefully to determine its effectiveness in maintaining health and safety while providing for a quality Catholic education. We will determine at the beginning of October if any changes need to be made based on guidance and directives from the diocese and the state, and we will communicate those changes if needed. St. Ann School will be well equipped to move to all-virtual instruction should that be required at any time during the year.

Here are some of the improvements we've made and continue to make to prepare for the new school year:

Technology:

- Purchased webcams for each classroom (Pre-K3 to Grade 8) to enable live remote instruction
- Purchased new laptops for teachers so they will have reliable and consistent hardware to teach from any location
- Purchased new Chromebooks so we can offer one-to-one Chromebooks in Grade 3-8 and iPads in grades K-2.

Technology, continued:

- Enrolled PreK-8 students in ClassLink Single Sign On application to make online learning easier and more convenient for students and families.
- Upgraded our Comcast Business internet data plan to increase WiFi capacity and improve connectivity throughout the school
- Made upgrades to our current network infrastructure to better support streaming content

Facilities/systems:

- Purchased [Aerus Pure & Clean air purifiers](#) for learning areas throughout the buildings
- Invested in [BioProtect](#) a non-toxic, food-surface safe anti-bacterial product to provide added protection to surfaces throughout the school
- Contracted with our cleaning company to provide additional cleaning services at night.
- Added daytime cleaning staff to supplement existing staff
- Will acquire a tent for outdoor learning and activities
- Arranging to use areas around the school to provide additional outdoor learning space.
- Relocated the nurses' office to provide the necessary space including an isolation area

Professional development:

- Teachers will engage in additional training on devices and applications as well as health and safety practices the week before school begins.
- Teachers have been participating in training as it relates to technology since March 2020 and throughout the summer.
- Encouraged teachers to become Google Certified. To date we have six Google Certified educators at SAS.
- Our Chinese Teacher Yi Hu who is completing her master's degree in educational technology this summer will provide additional technology support to our faculty

VIRTUAL-LEARNING OPTION:

As stated above, our remote-learning instruction will operate five days a week and will follow along with the in-person class schedule. Teachers will use webcams to deliver live, remote instruction via Zoom that will allow students at home to participate in class, follow along with their teacher's in-class instruction, receive and submit assignments, and interact with teachers and classmates in real time. For any given class period, the teacher will open a Zoom meeting and capture the in-class instruction through a peripheral webcam and microphone.

This approach will enable our faculty to adjust the in-room streaming configuration to align with the instructional methods that will be used during the lesson. Students at home will log in to the Zoom session, and follow along with the lesson as they would if they were in the building. Like any lesson,

teachers will invoke best instructional practices to engage students connecting remotely. Students at home will be able to fully participate in the curriculum. Teachers will share more details of their specific classroom operations later this month.

In the coming days we will communicate the schedule for the first week of school as well as particulars of drop-off and pick-up and a decision regarding After-Care.

We will send you a second survey next week asking you to **commit** to either the in-person or remote-learning option so that we can plan accordingly. Likewise, a survey will be sent for a final aftercare commitment after reviewing our after care safety plan. Please read the attached school re-entry plan carefully to help inform your decision regarding which option is best for your family.

Return to Campus Plans, part 2

PRIOR TO ARRIVAL

Parents are to check students' temperatures at home every morning. Students with temperatures 100.4 or higher are to stay home and consider coronavirus testing if no other explanation is available. As an additional precaution, the school nurse will be doing random temperature checks of students, faculty and staff throughout the day.

- Parents are required to monitor their child(ren) for fever or any cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positive symptoms will require the parent to keep the student home from school.
- Parents will email the nurse (dkerr@thesaintannschoo.org) and the main office (btsaldaris@thesaintannschoo.org) prior to 9 a.m. each day that a child is ill or absent, including the reason(s) for the illness or absence.

ARRIVAL and DISMISSAL

- Doors open for regular school hours at 7:30 a.m. at which time students will proceed directly to their classrooms; they will not congregate in the Social Hall. Pre-K students may have a staggered arrival and/or dismissal time.
- Parents may not enter St. Ann during arrival or dismissal.
- There will be separate drop offs and pick ups for each building, designed to minimize congregating and maintain stable cohorts. Expect delays to allow for arrival and dismissal to be accomplished safely, in compliance with state and diocesan requirements.
- More detailed information about morning drop off and afternoon pick up will be communicated prior to the start of school.

BEFORE AND AFTER CARE

- Before Care.
 - Socially distant Before Care will be available for grades K-8 from 7:00 a.m. until 7:30 a.m. in the Social Hall.
- After Care
 - After Care presents particular challenges regarding staffing, social distancing, and cohort grouping. We are currently reviewing how to offer After Care safely and in compliance with state and diocesan requirements. Look for an update mid-August.

LATE ARRIVAL and EARLY DISMISSAL

- Parents are not permitted to enter the building when dropping off a late arrival or picking up an early dismissal.
- If a student is tardy, parents must escort students to the main office doors where their temperature will be verified.
- If a student must be picked up early, parents must report to the main entrance doors.
- Early dismissal requests must be emailed to the main office (btsaldaris@thesaintannschoo.org).

PERSONAL PROTECTIVE EQUIPMENT

- **Masks and Face Shields**
 - All students (Pre-K-8th) will be **required** to wear masks during arrival and dismissal and while moving through the hallways.
 - Students in Grades 1-8 will be **required** to wear masks at all times in the building.
 - Masks are **recommended** for students in Pre-K and Kindergarten. Parents in Pre-K through Kindergarten who want their students to wear a mask should email the teacher.
 - St. Ann School will supply lanyards for masks while students are eating.
 - Masks should securely fasten to the face and should be plain with no words or symbols.
 - Students will not be required to wear masks while eating or outside where 6 ft social distance can be maintained.
 - Students should bring 2 clean masks everyday, one of which is in a clearly labeled plastic bag.

- Teachers will wear face shields when not in close contact with students (ie. at the front of a classroom) and will wear both mask and face shield when less than three feet from a student.
- All adults who enter the building must wear a mask.

HYGIENE

- Handwashing
 - The nurse will visit each classroom to demonstrate proper hand washing techniques.
 - Teachers will provide opportunities for hand washing throughout the day.
 - Students will wash their hands before and after lunch.
- Hand sanitizer will be available in the classrooms and key locations throughout the buildings. Students should sanitize their hands any time they enter or exit the classroom.
- If any parent does not want their child to use hand sanitizer they must send an email to the school nurse and the teacher.

HEALTH

- Teachers and staff will be tested for Covid-19 prior to the start of school and every month thereafter.
- There will be testing events for students at designated locations. We will provide more information at a later date. We encourage families to make use of this service
- **Sick Procedures**
 - Students who are sent home with a fever or Covid-like symptoms will be permitted to return only after they have been cleared by a physician. Siblings of the student may also be sent home so they can be monitored for symptoms as well.
 - Students who present with Covid-like symptoms will be quarantined in an isolation area where they will be monitored by the nurse until pick up.
 - Students who are sent home from school due to illness must be picked up within 30 minutes at the door outside of the nurse's office.
- **Covid-19 Event**
 - In the event of a confirmed case of coronavirus in our building, the Delaware Department of Health liaison will be notified immediately.
 - SAS will follow the instructions set forth by the Delaware Department of Health.
 - This may include a closure of parts of the school for thorough cleaning and disinfection of all surfaces and rooms.
 - Teachers and students should be prepared for an extended closure if DPH deems necessary.

CLEANING

- SAS has invested in [Bioprotect](#) to provide regular treatment of surfaces to prevent the growth and spread of viruses and bacteria. Surfaces will be re-treated as prescribed by the BioProtect protocol in addition to evening disinfection.
- High-touch surfaces (railings, door handles, bathrooms etc.) will be cleaned and disinfected multiple times a day by our maintenance staff.
- Toys and communal supplies in classrooms will be disinfected daily.
- Students or teachers will clean desks at the end of each day. Students or teachers will also clean the desks before lunch and after recess.
- The building and campus will be thoroughly cleaned and disinfected each evening.
- HVAC filters were changed this summer and are changed regularly throughout the year.

BUILDING VISITORS

- Visitors may not enter the building during drop-off and pick-up.
- All visitors must have an appointment, wear masks and complete a [health questionnaire](#). You may complete and submit the health questionnaire online no more than 30 minutes prior to arrival, or you may complete and sign the health questionnaire upon arrival. No visitors will be permitted without an appointment and completion of the health questionnaire.
- Parent conferences will take place remotely.
- Volunteers generally will not be permitted in the building, but may be allowed on a restricted basis if considered essential for school operation. Volunteers will be required to complete the [health questionnaire](#).
- Parents who want to send in birthday treats must *send them in with the student* in individually wrapped packages or non-edible (stickers, pencils, etc.).

CLASSROOM SPACES

- All classrooms will be equipped with webcams so that parents can choose a remote learning option. The webcams will provide real time classroom teaching with direct access to the teacher via Zoom or Google Meet.
- Some classroom locations will be changed to maximize social distancing.
- The outdoors will be used as classroom space as much as possible.
- Desks will be spaced 3 to 6 ft apart and facing forward. Desks will be wiped with an EPA-approved disinfectant several times throughout the day.
- Students will use individual supplies whenever possible. Any community supplies will be disinfected regularly.
- Teachers will switch classes instead of students whenever possible.
- Windows and doors will be kept open during the day to ensure proper ventilation.
- Air purifiers will be used throughout the school to improve air quality and circulation

- Students in grades K-8 will be issued one-to-one devices so that there will be no sharing of technology.
- Moving around the classroom -- protocols will be established to minimize congestion.

COMMON SPACES

- Hallways
 - All students and adults will wear masks in the hallways
 - Appropriate signage will direct the one-way flow of traffic through the hallways and stairways to help to maintain 6 ft spacing between students .
- Bathrooms
 - The number of students permitted to be in the bathroom will not exceed the number of sinks in the bathroom.
- Water-Bottle Filling Stations
 - Reusable water bottles are recommended. Two water bottle filling stations will be available, one on the ground floor of each building. Traditional water fountains will be off-limits.
- Specials Classes
 - Technology will take place in the classrooms with a one-to-one device for each child.
 - Chinese and Spanish will continue to be offered.
 - Music classes are suspended since indoor choral singing is not permitted.
 - Gym will be conducted outside to the extent possible using the campus and surrounding areas.
 - Art will be incorporated into the classroom

LUNCH

- Students will be eating lunch and snacks in the classroom, outside or in another suitable location that allows for 6 ft social distancing (without masks).
- Students (age-dependent) or teachers will wipe down their desks before lunch and after recess.
- The option to purchase a hot lunch or milk will not be provided until further notice. Please send a snack, lunch and drinks in with your child.

RECESS

- Students will go outside to play daily, weather permitting, using the street and campus grounds.
- Students will be permitted to take masks off while outside at recess if maintaining distances of greater than 6 ft apart.
- Students will remain with their grade cohort at recess.

- Recess Equipment will be wiped with an EPA approved disinfectant after each use.

Recess Games

- Students will be encouraged to play games that align with social distancing practices.
- Basketball, football, tag, and other high contact games will not be permitted as the students are unable to maintain a safe distance.

SCHOOL EVENTS

- Assemblies
 - No large assemblies (greater than 50) will take place in Fall 2020.
- Mass
 - Masses for school students will resume, but will be broken into smaller cohorts. No outside visitors will be permitted.
 - Students will not attend the parish daily Mass, but will attend a separate weekly school Mass.
 - No altar servers.
- Field Trips
 - Per Diocesan policy, field trips will not take place in Fall 2020.
- Extracurriculars
 - All after-school extracurriculars will be cancelled for Fall 2020 and the use of school facilities after school will be restricted.
- Athletics
 - All inquiries regarding athletics should be directed to Catholic Youth Ministry or the St. Ann Athletic Association. Athletics are not under the auspices of St. Ann School.
- Special Events
 - Large events scheduled in Fall 2020 will be cancelled or postponed until Spring.
 - Back to School Night will take place virtually.

Planned Response to Positive Cases (from school nurse)

As always, and more than ever, the health and welfare of our children, staff, and families remains our number one priority. This is our focus as we endeavor to safely meet the educational and mental health needs of our students through the quality, spiritually centered instruction for which we are accustomed. As we have all come to learn, the novel coronavirus, or COVID-19, is just that--novel, and we are constantly learning and adjusting to the virus and its impacts. There are many questions about how COVID-19 will impact our school year. We share your concerns and are actively engaged with our public health authorities to ensure the most appropriate response.

Delaware Health and Social Services, Division of Public Health (DPH), will be leading the response to a positive COVID-19 case in our school. As the school nurse, I will be the main point of contact for communicating with the Division of Public Health (DPH) supported by our principal and Mrs. Chriss Zimmerman MS, RN, NCSN, the Lead Nurse for the diocesan schools.

An infection in our school community will trigger a priority response in which DPH will identify the COVID positive person and work with the school nurse to identify those requiring quarantining, or testing, through the implementation of contact tracing. We will notify families of the presence of any positive COVID-19 cases in the classroom and/or school, in cooperation with the DPH. This will be done in a way that maintains confidentiality, but raises awareness, and encourages observation for any symptoms at home. Directed special cleaning protocols in the school building will be implemented as required.

It is our intent to respond swiftly to any potential exposure, and this will require the assistance of all in our school community. If your child, or anyone in your immediate family, tests positive for COVID-19 after the start of our in-person school year, please contact me immediately.

We are committed to keeping you informed, and will continue to share information as we receive updated guidance from the Diocese and public health authorities. We look forward to safely returning to school this fall which will require vigilance and support from our entire community.

Student Health Self-Screening Parent/Guardian Letter

Dear Parent/Guardian,

The Delaware Department of Education and Delaware Department of Health and Social Services' Division of Public Health have requested that we provide you information regarding practices related to COVID-19.

We request that students and/or their families complete a health assessment consisting of a self-screening every morning before leaving for school.

Additional considerations:

Please answer the following questions:

- In the past 14 days, have you been near (within 6 feet for at least 5 minutes) a person who has a lab-confirmed case of COVID-19, or have you had direct contact with their mucus or saliva?
- In the last 48 hours, have you had any of the following symptoms?
 - Fever of 100.4 F or above (or symptoms like alternating shivering and sweating)
 - New cough
 - New trouble breathing, shortness of breath or severe wheezing
 - New chills or shaking with chills
 - New muscle aches
 - Sore throat
 - Vomiting or diarrhea
 - New loss of smell or taste, or a change in taste
 - Nausea
 - Fatigue
 - Headache, congestion or runny nose (with no known other cause such as allergies)

If you answered **YES** to any of the questions above, do **NOT** send your child to school today. Instead, contact your child's primary healthcare provider and school nurse.

(This screening tool was adapted from the Mayo Clinic's online COVID-19 Self-Assessment. To use the Mayo Clinic's tool online, visit <https://mayoclinic.org/covid-19-self-assessment-tool>)

- Students must stay home if they are exhibiting any symptoms of COVID-19 or have been confirmed to have COVID-19 or if required by DPH to isolate or quarantine.
- Keep children who are sick at home; do not send them to school. Do not send children to school with a fever of 100.4° or greater.
- Teach your children to wash their hands frequently with soap and running water for 20 seconds.

Arrival and Dismissal Procedures

- Please allow extra time as this new process is built for safety, not speed.
- Students and parents will wear masks during arrival and dismissal.
- Parents will not enter the school building or congregate on sidewalks during arrival and dismissal.
- Parents will complete this [Google Form](#) by 8/24, indicating how their child(ren) will be arriving and dismissing for the 9/1 - 10/12 time period.
- Use of the car line for arrival and dismissal is the only option for car riders. For the safety of our students, drivers will not be permitted out of their cars; parking and waiting on the sidewalk is not allowed.
- Parents of students who live within walking distance of the school may wait on the sidewalk to walk their children home provided all family members stay masked and observe social distancing and leave the school grounds promptly.
- Family name placards will be distributed to students during the week of 9/1. Please display the placard in a clearly visible spot on your car during arrival and dismissal, such as on the dashboard or front passenger side window.

Arrival Times:

- **Before Care 7 a.m. - 7:30 a.m**
 - use the student entrance “big steps” on Shallcross Ave. to enter the Social Hall
- **All school arrival begins at 7:30 a.m.**
 - Use the designated doors for student grade level (see below)
 - Students who arrive **after 7:50 are late.**
 - see late arrival procedure below
 - PreK students have a later option; talk to your teachers

Dismissal Times

- **Pre-K dismissal at 2:30 p.m.**
 - This time allows PreK families to pick up their little one(s) ahead of the rest of the school.
- **Walker dismissal at 2:45 p.m.**
 - This is an important safety measure only for “true walkers” to give students on foot or on bikes enough time to clear the area before the car line begins.
- **Car rider dismissal at 2:55 p.m.**
 - All students going home via car will use the car line. Students will be called as their car arrives so that there will be no congregating in lobby areas or stairwells.
 - Parents may have to make two stops, one for each building.

Entry and Exit Doors:

- **Taggart Wing: Pre-K3, Pre-K4, Grades 5,6,7,8.**
 - The **Grant Ave.** “mirror door” will be used by all students in the Taggart Wing.
 - Pre-K students will be escorted to their classrooms by a staff member.
- **Franciscan Wing: K,1,2,3,4.**
 - The **Shallcross Ave.** student entrance “big steps door” closest to N. Union will be used by all students in the Franciscan Wing and students using Before Care.
- Car riders will enter and exit through the same doors every day.
- Walkers will arrive through the same door every day and dismiss through the Main Entrance doors and down the ramp on Shallcross Avenue every day.

Car Line Procedure for Arrival :

- The car line begins on N. Grant where Taggart Wing students will exit their cars and enter via the Grant Ave. door. The car line then continues to wind around onto Shallcross Ave. where Franciscan Wing students will exit their cars and enter via the Shallcross Ave. door.
- Please DO NOT permit your child(ren) to exit the car until a staff member directs them to exit the car.
- Please DO NOT attempt to get out of line and drive around any stopped cars who are letting students out.
- If you have dropped your student off and do not have students in the Franciscan Wing, you may proceed down Grant to exit campus via Kentmere Parkway.
- If you have students in both wings you must wait in the line, stopping first at the Grant Ave. door and next at the Shallcross Ave. door.
- Families with students in the Franciscan Wing only, may enter the car line from Bancroft Parkway onto Shallcross heading in the direction of N. Union.

Late Arrival Procedure:

- Once student entry doors are closed at **7:50 am**, parents must escort their child(ren) to the main entrance to complete check in as a late arrival.
 - PreK has until 8:00 am before doors close

Car Line Procedure for Dismissal:

Pre-K

- Pre-K dismissal is at 2:30 p.m. from the Grant Ave. door.

K-8

- Franciscan Wing students will exit via the Shallcross Ave. stairs.
- Taggart Wing students will exit via the Grant Ave. door.
- If you are ONLY picking up students from Taggart Wing: get in the car line on N. Grant. Exit campus via N. Grant, heading toward the Delaware Art Museum to avoid the car line on Shallcross.
- If you are ONLY picking up students from Franciscan Wing Shallcross Ave.: access the car line from Bancroft Parkway directly onto Shallcross. Exit campus via Shallcross heading toward N. Union.
- If picking up students from BOTH wings: get in the car line on N. Grant, pick up student(s) at Grant Ave. door, proceed around the corner to pick up students at Shallcross Ave. stairs, exit campus via Shallcross heading toward N. Union.
- All students must be picked up no later than **3:10 p.m.**

Walker Arrival:

- Walkers will arrive at either the Grant Ave. or Shallcross Ave. door, depending on what building their grade is in.
- Walkers will wait to be directed into school by a staff member. While waiting, they must remain 6 feet apart from non-family members.
- Parents and students may not congregate. Once students are permitted into the school, parents must depart.

Walker Dismissal:

- Walkers will be dismissed at 2:45 p.m. down the ramp at the Main Entrance.
- Parents will wait on Shallcross Ave., maintaining 6 feet of social distance between non-family members, for their child(ren) and will immediately depart school campus upon picking up their child(ren).
- Middle School walkers with written parental permission to walk home alone and/or with their siblings will depart the school campus immediately using crossing guard locations.

Aftercare Program

The St. Ann School After-Care Program will resume on **TUESDAY, SEPTEMBER 8TH**, the first full week of school for students. The After-Care parent survey revealed that 37% of our students need the program each day and are already enrolled. The administration and the After-Care Program staff have worked diligently over the last several months to develop plans for a safe reopening for our students and to give parents the confidence they need, following all state and diocesan guidelines. We will adjust our procedures based on any new guidelines from the state or diocese or from the daily evaluation of our best practices for the program.

SPACE: Students will be grouped by age or grade depending on the number of students. Younger and older students will not be mixed so that they remain among the same cohort as during the school day. Students will be seated two at a table with a six- foot distance so that they can remove their mask for snack and drink. Students will bring their own snack and drink and may not share with others. Students may refill their own water bottle at the newly installed touchless bottle filling station outside the social hall door. The program will utilize space for seating at tables in both the social hall and the gym. To the extent possible, and weather permitting, the outside area called the Celebration Garden located outside the entrance to the hall and gym will be utilized for games or other activities more suitable to the outside. This area will have two tents with distanced seating.

Due to health precautions we will not be utilizing any outside activity vendors for Chess, Tennis, or Soccer during this time. The administration will determine if additional activities may be held. Students should bring any personal supplies not to be shared with others.

BEHAVIOR: Students are expected to follow the school code of conduct while in After-Care and parents are expected to support it. The program is an extension of the school day and as such, the code will be enforced. While not teachers, the After-Care staff are members of St. Ann Parish and are to be treated with respect as they are giving their time to support your children.

MASKS: In the interest of safety, students will be required to wear their mask indoors. If a student needs a mask break, they may signal to a staff member and ask to go outside to get fresh air. If students are far enough away from one another outside, they may unmask past six feet. We will first observe if students will be able to do this since their inclination to be physically close to their friends when playing. The school administration will make the permanent decision on this when evaluating the program.

CLEANING: The cleaning of student tables and chairs will be accomplished by the After-Care Staff and St. Ann's Cleaning Staff in preparation for the next day. Only masked and gloved staff members will clear trash from tables and empty into trash cans. All After Care Staff will receive updated health and safety training from our school nurse and school COVID Coordinator before the program opens.

BATHROOM/ILLNESS: The same bathroom procedures used during the school day will be followed. The number of sinks determines the occupancy at any one time for bathroom usage. In the event a student becomes ill, the student area will be cleaned and placed off limits. The

parents of the student will be notified immediately for pick up and the student will be placed in a separate area by themselves and observed for safety. The same pick up procedures for illness during school will be followed with pick up expected within 30 minutes.

ENVIRONMENTAL SAFETY: Both the social hall and the gym have newly installed state of the art air purifiers designed to filter all air particles in the room. Both rooms have 4 raised air purifiers for maximum exposure for the room. Additional purifiers are installed in student areas of the school building where there are no open windows for ventilation.

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 and addenda will be posted on the St. Ann School website. I recognize that any such revisions or addenda (such as the Covid-19 Addendum) 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