

# St. Ann Catholic School

2011-2012

Student/Parent Handbook

320 South Church Street  
Morganfield KY 42437

Phone: (270) 389-1898

Fax: (270) 389-1834

[www.st-ann.com](http://www.st-ann.com)

**Student and Parent Handbook**  
**TABLE OF CONTENTS**  
**2011-2012**

<b>TOPICS</b>	<b>PAGE NO.</b>
Welcoming Letter/Preface	5
Faculty and Staff Listings	6
Mission/School Goals / Philosophies / Governance / Parents As Partners	7-8
Admissions/Transfers/Withdrawal/School Records	8-9
<b>School Procedures</b>	
Office Hours	9
Arrival and Dismissal of Students	9-10
Student Supervision	10
Attendance	10-11
Absences	11
Absences During the School Day	12
Tardies and Early Dismissals	12
Release of Students	12
Released Time	12
<b>Dress Code Policies / Violations / Consequences</b>	
Uniform Dress Policy	12-14
Dress Code Violation & Consequences	14-15
<b>School Functions</b>	
St. Ann School Council	15
Financial Policies (Tuition / Book Fees)	15
Communications to Parents / Guardians	15
Conferences	16
Phone Calls	16
Office Records	16
<b>Cafeteria</b>	
Breakfast & Lunch Program	16
Cafeteria Manners & Rules	23
Lunch Detention	26
<b>Health Issues</b>	
Medications	16-17
Allergy Policy	17
Record Keeping	17
Asthma Medication	17
Food Allergy Policy	17
Notifications	17
Training	17-18
Classrooms	18
Use of Pesticides	18

Asbestos Management	18
School Field Trips	18
First Aid	18
<b>Academics</b>	
Accreditation	18
Academic Information	19
Standardized Testing	19
Library / Library Computers	19-20
Home Study & Make-Up Assignments	20-21
Grading Scale	21
Progress Reports & Report Cards	21
Promotion	21-22
Eighth Grade Graduation & Activities	22
<b>Discipline and Disciplinary Actions</b>	
Discipline Code	22
Behavior Expectations	22
Church Expectations	23
Respect for Property	23
Cafeteria Manners & Rules	23
Hallway Commandments	23
Playground & Gym Commandments	23-24
Computer Commandments	24
Off-Campus Conduct	24
Bus Transportation	24
Misconduct Warranting Disciplinary Action	24-25
Cheating	25
Corporal Punishment	25
Lunch Detention	26
After School Detention & Make-Up	26
In-School Suspension	26
Firearms & Dangerous Weapons	26
Explosives / Firecrackers / Booby Traps	26
Illegal Drugs & Alcohol	26-27
Anti-Christian Activities	27
Threats of Violence & Harassment	27
Bullying	28
Search & Seizure	28
Crisis Prevention	28
<b>Extracurricular Sports / Activities</b>	
Sports & Booster Club	29
Extracurricular Activities	30
Accident Insurance	30
<b>Safe Environment Issues</b>	
Safe Environment Policy of the Diocese of Owensboro	30
Reporting Child Abuse	30

Adult Visitors & Sign-In	30-31
Room Parents	31
Field Trips	31
Transportation Safety Policy	31
Chaperones & Volunteers	31
<b>Parent Organizations</b>	
Parent Teacher Organizations (PTO)	31-32
Fundraising	32
<b>Emergency Items</b>	
Permission to Use Name, Photo, Video	32
Security	32
Emergency Procedures for Parents	32
Emergency Drills	32-33
School Closing Due to Inclement Weather	33
<b>Extra Items</b>	
Personal Items	33
Cell Phones & Electronic Devices	33
Lost & Found	33
Book Bags & Gym Bags	33
Parties During the School Day	33
Birthday Observances	33
Gifts	34
Smoking	34
Principal's Authority / Right To Amend	34
Telecommunications Use Agreement	34
Parent / Student Signature Page	35

# St. Ann Catholic School

320 South Church Street  
Morganfield Kentucky 42437  
Phone: (270) 389-1898; Fax (270) 389-1834  
Beth Hendrickson, Principal  
beth.hendrickson@st-ann.com  
www.st-ann.com

Dear Parents and Students,

*“What greater work is there than training the mind and forming the habits of the young?”*

***St. John Chrysostom***

Welcome to St. Ann Catholic School! In choosing St. Ann School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Ann School for the 2011-12 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Ann School during the 2011-12 school year.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

***Mrs. Beth Hendrickson***

Mrs. Beth Hendrickson  
Principal

## ***PREFACE***

St. Ann School operates under the philosophy that standards of conduct are essential. It is imperative that parents or guardians know and understand the standards of conduct expected from all students at SAS. Each student must accept total responsibility for his or her conduct at all times.

This handbook cannot cover all situations, but it has been written as an aid and a guide for all members of the SAS family. Its purpose is to serve as a reference to the policy and expectations. Policies stated in this handbook are in accordance with the “Diocese of Owensboro Handbook for Catholic Schools”. Some sections have a reference number to policies found in the Diocesan Handbook for Catholic Schools. The principal will address any issue that is not specifically covered in this handbook.

Inappropriate is not a debatable issue. The principal or designee will make the decision concerning appropriate and inappropriate.

# ST. ANN SCHOOL FACULTY AND STAFF

Principal  
Preschool Director  
Priest Pastor

Mrs. Beth Hendrickson  
Mrs. Connie Simmons  
Reverend Gerald H. Baker

## TEACHERS

Preschool  
Kindergarten  
First Grade  
Second Grade  
Third Grade  
Third Grade  
Fourth Grade  
Fourth Grade  
Fifth Grade  
Computer/PE  
Middle School—6<sup>th</sup> Grade/Language Arts  
Middle School--6<sup>th</sup> Grade/Social Studies  
Middle School--7<sup>th</sup> Grade/Math  
Middle School--8<sup>th</sup> Grade/Science  
Middle School Religion

Mrs. Connie Simmons  
Mrs. Mary Beth Mason  
Mrs. Cindy Loxley  
Mrs. Jennifer Greenwell  
Mrs. Gail Ciecorka  
Ms. Lea Heriges  
Mrs. Renee French  
Mrs. Debbie Padgett  
Mrs. Brigitte Mallory  
Mrs. Kassy Scates  
Mrs. Jennifer Wurth  
Mr. Gary Long  
Mrs. Leigh Ann Vowels  
Mrs. Julie Davis  
Mrs. Kassy Scates

## INSTRUCTIONAL ASSISTANTS

Library Coordinator/Assistant  
PK-Instructional Assistant  
Kindergarten Instructional Assistant  
Floating Instructional Assistant

Ms. Charlotte Hollis  
Ms. Malorey Gray  
Mrs. Sabrina Pride  
Mrs. Bailey Brown

## SUPPORT STAFF

Administrative Assistant  
Office Receptionist  
Cafeteria Manager  
Cafeteria  
Cafeteria  
Custodian

Mrs. Beth Wilson  
Mrs. Melody Adamson  
Ms. Angie Deckard  
Mrs. Linda Willett  
Mrs. Patty Downs  
Mr. Robert Johnson

## PARISH PRIESTS

Pastor St. Ann  
Pastor St. Agnes  
Pastor St. Ambrose  
Pastor St. Francis  
Pastor St. Peter  
Pastor Sacred Heart

Reverend Gerald H. Baker  
Reverend Terry Devine  
Reverend Gregory Trawick  
Reverend Gregory Trawick  
Reverend Freddie Byrd  
Reverend Freddie Byrd

**St. Ann School**  
“Striving for Excellence”

**MISSION**

St. Ann School provides academic excellence in education while emphasizing the teaching of the Catholic faith to prepare students to be responsible members of families, church, and community.

**GOALS FOR ST. ANN SCHOOL**

1. To demonstrate our Catholic Christian beliefs through behavior, deeds and way of living.
2. To provide educational learning experiences for each student at St. Ann School.
3. To expand student knowledge through creativity, exploration, questioning and independent discovery.
4. To use the curriculum guidelines of the Diocese of Owensboro.
5. To help each student become responsible, self-directed and self-disciplined.
6. To provide a peaceful environment that is essential to improving the student’s attitude and self-concept.
7. To expect courteous and respectful behavior toward all people.
8. To aid students in accepting responsibility for their attitudes, behavior and learning.
9. To offer students opportunities to serve others, both inside and outside the school environment.
10. To collaborate with the Union County Public School System and other agencies to provide the best possible education for all SAS students.

**PHILOSOPHY OF ST. ANN SCHOOL**

We believe that each student is a unique individual created by God and destined for a life with Him. We believe that parents and guardians are the primary teacher of children and, therefore, should actively be involved in the educational progress of children. We believe that all children can learn and by guiding the development of the student, we can help each student fulfill a commitment to Jesus Christ.

**DIOCESAN PHILOSOPHY and MISSION**

The Catholic School is:

- ❖ a religious community within an academic community;
- ❖ a stable and consistent community setting in which the faith-life of the participants can be nourished and can mature in harmony with their readiness;
- ❖ a setting in which those involved might be comforted and challenged by the Gospel Message, as they come to realize and respond to their relationship and responsibility to God, self and others from a Christian perspective;
- ❖ such a task is accomplished by the implementation of the threefold mission of Catholic Education.

The Mission of the Catholic Schools of the Diocese of Owensboro is to share in the Church’s mission, to proclaim the message of Jesus Christ as lived out in the Catholic Church, which creates a community of believers whose service, is a witness of their Christian love.

**GOVERNANCE**

St. Ann School is a school with students from all six Union County Catholic parishes: St. Ann, St. Agnes, St. Peter, St. Ambrose, Sacred Heart, and St. Francis and each have the opportunity to have representatives on the school council. The school observes the Laws of the Roman Catholic Church, state laws pertaining to non-public schools, and the rules and regulations of the Diocese of Owensboro Catholic Schools Office. These rules and regulations can be found in the Diocesan Handbook for Catholic Schools and are approved by the Diocesan Committee for Total Catholic Education.

**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:

- receives plenty of rest on school nights.
- arrives at school on time and is picked up on time at the end of the day.
- is dressed according to the school uniform dress code.
- completes all assignments on time.
- has lunch money or a nutritional sack lunch everyday.

- ❖ to actively participate in school activities such as PTO, parent-teacher conferences, and field trips;
- ❖ to see that the student pays for the loss or any damages to school books or property due to carelessness or neglect on the part of the student;
- ❖ to notify the school with a written note or a phone call when the student is absent or tardy;

- ❖ to notify the school office of any changes of address or important phone numbers including employment;
- ❖ to meet all financial obligations to the school in a timely manner;
- ❖ to inform the school of any special situation regarding the student's well-being, safety, and health;
- ❖ to read school notes and to show interest in your student's total education;
- ❖ to support all the annual fundraising activities of the school;
- ❖ to support the religious and educational goals of the school;
- ❖ to support and cooperate with the discipline policy of the school;
- ❖ to volunteer time to enable the school to be more productive;
- ❖ to treat teachers and staff with respect and courtesy when discussing your students and the issues;
- ❖ to protect all children at SAS;
- ❖ to fulfill the requirements of the Diocesan Safe Environment policies.

## ***ADMISSION POLICIES***

The Diocese of Owensboro and St. Ann School will admit students of any race, sex, religion, nationality or ethnic origin to all rights, privileges, programs and activities. (Diocese # 5118) SAS will not discriminate on the basis of sex, race, color, nationality or ethnic origin in the administration of its educational policies, admission policies, scholarships, loans, athletic programs or any other school administered program. The parent or legal guardian must register all students and provide the necessary forms.

All new students enrolled at SAS will be on probation in order to determine if the school can meet the student's educational needs. Reasonable accommodations will be made to assist each student to ensure academic success, but finances may prevent SAS from providing special services that some students may require. Many public school special programs are required by law and funded only in public schools. If for any reason SAS cannot provide the needed instruction or if the student does not adhere to school policies, the principal in consultation with the Priest-Pastor will notify the parent or guardian that the student must immediately withdraw. Any student enrolling at SAS who is transferring from a non-accredited school or a home school may be required to take tests to determine where the student should be placed or to determine class credit.

Children reaching the age of five on or before October 1st of the current school year shall be eligible to enroll in kindergarten. Any student, who is six on or before October 1st, must be enrolled in school according to KY law. SAS kindergarten students attend all-day classes five days a week. Kentucky School Law requires successful completion of kindergarten before entering first grade. (Diocese # 5112) Proof of attendance and a report card/progress report from a certified kindergarten is necessary when enrolling a student in first grade. Students enrolling in first grade must be at least six years old on or before October 1st of the current school year.

Parents must submit the following documents prior to the beginning of the school year when enrolling for the first time and at certain grades where documentation is required: (Diocese #5113)

- 1) State Law requires a birth certificate and a Social Security card be presented for any student entering a new school. If a student attended St. Ann Preschool this was required at that time.
- 2) Prior to a student entering school for the first time, a medical examination given within 6 months of the admission date is required. An official KY form is required. Entering school for the first time is one of the following: Head Start, Kindergarten or St. Ann Preschool. Health records can be obtained if a student is transferring from another KY school.
- 3) State Law requires the school to have an up-to-date immunization record on file for every student and this must be on the official KY form that has an upcoming expiration date.
- 4) Prior to entering 6th grade, a student must have a physical given within the last 12 months and an up-to-date immunization certificate. These must be on official KY forms.
- 5) A Baptismal Certificate is required for every Catholic student; the school can request these from the parish.

Registration for the upcoming school year usually begins in March. The admission order for students to enroll in grades K-8 is: current Preschool through 8th grade families; new Catholic families; and new non-Catholic families. Each of these groups will have a deadline before the next group may begin registration. When a class is full, students will be put on a waiting list in the order they are registered.

## ***TRANSFER POLICIES***

A student who wishes to enroll and transfer from a Union County School at a time other than semester break or a new school year shall do the following:

- a) parent/guardian and student will meet with the principal requesting admission;
- b) pay the required book/supply fee at the time of registration;
- c) begin paying tuition, based on the enrollment day, with the first month's tuition due in 2 weeks;
- d) begin following the dress code on Monday after the first weekend the student is enrolled;
- e) sign a records release form which will enable SAS the authority to request records.

Parents/guardians should be aware that the principal will request disciplinary information as well as academic records from the student's present school. The principal and Priest-Pastor may require a student to wait until the end of the current semester or year before enrolling a transfer student from the Union County Schools. This transfer student is enrolled on a **6** week probationary period.

During this probationary period, the parent or guardian will be notified if there are problems or concerns about conduct, grades, or other relevant information that could lead to the student being required to withdraw. The school may inform the parent or guardian that the student must withdraw from SAS at the end of the probationary period and no tuition or book /instructional fee is refundable. Students transferring from another KY school will have most of these required documents already on file with a school. Parents/guardians must sign a release and all records will be requested from the previous school. Students entering from an out of state school will be required to have a recent physical and an up to date immunization form, as though they were entering school for the first time. These must be on KY forms. Students may transfer from the Union County Schools at the semester break under the same conditions (a-c) as stated in the preceding paragraph.\*Students will not be allowed to enroll under these policies when there is not sufficient space for additional students or when enrollment of the student does not seem to be in the best interest of the student and St. Ann School.

### ***WITHDRAWAL FROM SCHOOL***

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15<sup>th</sup> are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15<sup>th</sup> are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

**PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL OFFICE at 389-1898.**

### ***SCHOOL RECORDS***

Official school records contain: academic grades, attendance, test scores, date of Baptism and First Communion, birth certificate, social security number and emergency form. Required health records are kept in separate files. Copies of all of these permanent school records are sent to other schools upon written request with parental signature. The Diocesan office receives the original student record when a student graduates from SAS or cannot return because they have completed the 8th grade at another school. The file containing discipline matters is separate and kept by the Principal and is not a part of the student's permanent cumulative record. Parents wishing to view their student's cumulative folder must make a written request to see the records and these can be viewed only in the presence of the principal or designee. Copies of these records will be made for the parent upon written request and will be available within 3 days of the request.

### ***SCHOOL OFFICE HOURS***

The school office is open on all school days from **7:00 AM – 3:00PM**.

### ***ARRIVAL and DISMISSAL OF STUDENTS***

The front door of the school opens at 7:00 AM each morning for the walkers and car riders. All students are to be dropped off at the front door. **Do not drop your student off until after 7:00 AM. No adult is on duty to supervise early arriving students until 7:00 when the doors open for walkers and car riders.**

All K-8 students must enter through the main doors by the school office and are not to go through the parking lot to the cafeteria. **All students arriving at school before 7:35 AM come in the front door and immediately go down the middle stairs and to the cafeteria to wait until time for the day to begin.** Each grade has assigned seating during this early morning time. **Students are not allowed in the classrooms or other parts of the building without the principal's permission and only with adult supervision until 7:35 AM.** Parents are to drop students off at the curb or at the front door. Parents are not to take students to classrooms in the mornings. This is not the time for parent conferences because students are kept waiting. Messages for the teacher can be left with the staff person on duty and will be given to the teacher ASAP.

The classroom teachers escort students from the cafeteria to the classrooms at 7:35 AM. Between 7:35-7:45 students make lunch choices, attendance is taken, and students begin morning work. All students must arrive at school and be in their classroom and ready for instruction to begin at 7:45 AM or the student is counted tardy. The front doors of the school are the only ones that open from the outside during the school day. The West Geiger Street door is an entrance that is used only by the preschool students and their parents.

On snowy days, you may receive a School Announcement phone call and also be sure to check WMSK or Evansville TV stations about school delays. If school is on a 1-hour or 2-hour delay the opening of the school building will change to 8:10 or 9:10. Parents must delay bringing students to school on these days. Staff may be in the building working but not supervising students.

Students will be dismissed at these approximate times, depending on the Union County bus schedule:

FIRST BELL---Uniontown/Waverly Bus (061) (2:10) Siblings of Preschool children will go downstairs and be dismissed from Preschool area on days Preschool is in session.

SECOND BELL--Morganfield Buses (083, 041) (2:20)

ALL CALL---CAR RIDERS (2:24)

ALL CALL---Walkers (After car riders are loaded)

Only parents signing students out early should come into the school to pick up a student. Parents meeting walkers should be across the street on the corner of Geiger and Church or on the front sidewalk by the entrance to the parking lot. Car riders (grades K-5) will assemble in the front hall and sit on the floor; **students in grades 6-8 will walk to the church parking lot with the teacher on duty. Students can walk to their parent's car from this point. If you only have middle school students, you are allowed to leave the church parking lot once you have picked up your child(ren). If you have younger children, you will have to remain in the pick-up line to pick them up. Students leaving the school area by car are considered car riders and must be picked up in the car line and not be parked across the street from the school or church.** The staff's goal is to get every student picked up as quickly as possible. Adults picking up students at the end of the school day should be at SAS in the pick up line by 2:30. A staff person is on duty outside only until about 2:35 PM. **Adults must pick up students on time. Be considerate of the personal time of the school staff. After 2:45 students will be brought to the school office for pick-up. Students will be released to parents once parents have met the late fee obligation which is \$1.00, per minute, beginning at 2:45 to the time of student pick-up. Students not picked up within 30 minutes after dismissal will be escorted home by the Union County Sheriff's department.** These guidelines will also be followed for other after school events (tutoring, club meetings, sporting practices, etc.).

Adults who either pick up or drop off students are to approach the school from West Spalding Street and come toward West Geiger Street. Then, students can enter or leave cars on the school side of the street, and they will not have to cross in front of traffic. In the mornings, students may be dropped off at the corner of W. Geiger and S. Church, on the school corner. In the afternoon all cars should line up in the big church parking lot on the corner of Church and Spalding. Please form two or three lines in the lot, but do not block Father's carport or the parking spots right in front of the parish offices. Do not park or leave your vehicle in front of the school or church between 7-8 AM or 2:00-2:35 PM when buses load and unload. Walkers should be taught by parents about the dangers and precautions that should be taken when walking to and from school in regard to traffic and also being approached by others. When possible, students should always use the sidewalks and crosswalks and not walk alone.

**In order to ensure that all children are delivered to their destination safely the office will no longer accept any changes to transportation arrangements of St. Ann students after 1:30 P.M. We will also accept no change in transportation arrangements over the telephone. ALL changes must come in the form of written documentation. This documentation can be sent with your child in the morning or faxed to St. Ann's at 389-1834. Only in an emergency will we make any last minute changes to the dismissal procedures for your child.**

## ***STUDENT SUPERVISION***

Students cannot be left on school property without adult supervision. Parents or guardians dropping a student off at school or for a school activity should be sure that the adult who is supervising is present and ready to supervise. Students coming to practice, meeting to leave on a trip, or attending any other school activity should arrive not more than 5-10 minutes before the scheduled time. Adult supervision may not be available when students arrive too early. Parents or guardians must pick up students on time after practice or any other event. Parents or guardians will be reminded when students arrive too early or are staying too late for school activities. Students are not to be on school property when school is not in session or when no school function is going on without parental supervision. Students are not allowed to wait at school for a late activity to begin, such as practice at 3:30, unless prior arrangements are made by the parent or guardian with a staff member or parent volunteer and this is submitted in writing to the school office. The safety of all students is of utmost importance. At the conclusion of programs, students will be released to parents, who are then responsible for their safety. **Parents should not leave their children unsupervised on the playground, at any time. If parents do so they are assuming all responsibility for their children and responsibility for their actions.** No students are to ever be left unsupervised by a staff member, coach or parent chaperone before, after, or during extra curricular activities; this includes PTO activities, athletic events, open houses, and any other similar activity.

## ***ATTENDANCE/ABSENCES***

At St. Ann Catholic School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child (ren) to enter the school building on their own each morning. The attendance laws of KY are strict and require 177 school days or equivalent minutes for students to be in class. The purpose is to assure each student has a sufficient number of days of instruction to meet the requirements for the class. Therefore, SAS encourages every student to be in school everyday. The academic progress of each student does depend upon regular class attendance. Attendance is both a student and parent or guardian responsibility. Please make doctor and other appointments after school hours whenever possible. If a student misses two (2) consecutive hours, the student will be counted absent one-half day.

The official school day is **7:45 AM to 2:20 PM**. A parent/guardian should call the school to report that the student is absent or may send a written note concerning a planned upcoming absence. When a student is absent from school and the parent fails to notify the school, someone from the school office will attempt to call the student's home or parent/guardian workplace to ensure that

the student is absent from school with parent or guardian knowledge. Homework will be ready at dismissal time and should be picked up outside the school office after **2:20**. **Keep in mind that sometimes siblings cannot carry all the books needed for all missed assignments.** It is the responsibility of the student and/or parent/guardian to contact the teacher concerning assignments the student needs to make up and these make up assignments must be completed according to the school make up policy.

The following are considered excused absences and tardies and require a parent call:

- illness of the student
- critical illness or death of a family member
- authorized school activities
- appearance in court
- medical appointments (doctor's statement required)
- pre-approved educational trips (documentation required)
- absence for good cause which must have 3 days advance notice and approval of the principal.

Students will be allowed only 5 unexcused absences for the school year without a doctor's excuse (with diagnosis).

Unexcused absences are vacations, staying home due to illness without going to the doctor, absences with a parent call, any absence not approved by the principal. A student who has been to the doctor, dentist, or health department must present a medical statement to the school within 3 days of the absence. This applies to absences, tardies, or early dismissals. Without a medical statement these tardies and early dismissals are unexcused. Beginning with the 6<sup>th</sup> unexcused absence, after school make-up will be required for each time the student misses and does not present a doctor's excuse. The student will be required to attend after school make-up the next two regularly scheduled afternoons and the parent or guardian will be required to pick the student up at 3:45. Students will spend this time on academics that will be assigned by the classroom teacher or the principal.

Long term illnesses, such as flu, chicken pox, strep throat, mono, staph infection, severe personal accident, with a doctor's statement requiring home or hospital care, will be counted as a one-day absence. The actual number of days missed will be recorded on the report card and permanent record. Head lice absences should be limited to one day and with proper treatment that day, the student should return to school. Students returning to school must pass a head lice check done by school staff. Students must be nit free when they attend classes.

**All student illnesses should be reported to the school office by phone or written note by 9:00 a.m.** If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Ann Catholic School students. This is necessary to protect the health of all students, staff, and volunteers. Some illnesses will affect other children, but some have major consequences for pregnant women. We do have staff members and volunteer mothers who would need to know this type of information as soon as the parent knows it. **When a student has been absent from school for three consecutive days due to an illness, a doctor's statement will be required before returning to school. Students should be free from fever (less than 100 degrees), vomiting and/or diarrhea for a period of 24 hours before returning to school. (Example: If a student leaves school at noon with a fever, they will not be allowed return to school until noon the following school day.) This policy will assist in keeping all students healthy. Any student who is absent more than 1/2 day is not allowed to participate in a school sponsored event such as basketball games, cheerleading, 4-H, and Y Club events including dances on that same day.** The principal may approve participation due to special circumstances and the appropriate coach, sponsor, and parent will be notified in writing or by a phone from the school office. The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are absent from school for an appointment for 2 hours or more will be counted as absent for 1/2 a day. Three (3) early withdrawals, each of which is less than 2 hours are considered a one-half day absence. **Excessive absence (40) days or the equivalent of 40 days including tardies, can be cause for a student to be retained in the current grade for another year.**

**Teachers are not required to give make-up tests or assignments for absences prior to vacations. No assignment will be given in anticipation of the vacation. Students who are involved in school sponsored events and request early assignments due to these events must turn the assignments in the day they return to school. If assignments are not turned in the day of return to school, they are considered late and will be dealt with according to the classroom policy. If a student has missed a test during this time, the test must be made up on the day of return.**

### ***TARDIES and EARLY DISMISSALS***

It is very important that students arrive to school on time. Being on time for school and class is the responsibility of both the student and the parent or guardian. Tardiness is very disruptive to teaching and penalizes those students who were on time; because the teacher must stop the lesson and help the late student catch up with the class. **Students arriving later than 7:45 AM will be marked tardy unless the students are riding a late school bus. Parents or guardians should come into the office to sign students in when they are late documenting the reason for being late.** A staff member is on the door until after the last bus arrives or about 7:45 AM. **Students are considered tardy if they are not in their seats ready for class when the morning tardy bell rings at 7:45 AM.** All students must sign into the office in the morning regardless if they are tardy due to arriving to school late or tardy

because they are not in class on time. **Morning tardies count toward attendance.** Class tardies do not count toward perfect attendance for the school year. They will be handled through discipline.

Middle school students are tardy when they are not in class on time during the school day. Tardy to a specific middle school class is an unexcused tardy. Any student who is not in class on time is to go to the office for an admit slip before going into the classroom. **When a student has accumulated a total of 5 unexcused tardies (morning or daily) and/or 5 unexcused early dismissals or has more than 60 minutes of missed class time (tardy or early dismissal) the student will be required to stay for after school detention.** (See detention for more information **page 23**). Missed class time can be the result of coming to school late or leaving early. **Tardies will accumulate from the first day of each school year.** A combination of 5 morning tardies and or 5 early dismissals in the nine-week grading period will keep a student from having perfect attendance for that nine weeks. Tardies are listed on the report card. **Parents and guardians should not sign students out early in the afternoon unless it is absolutely necessary.** Leaving early for a doctor's appointment is excused if a statement from the doctor is submitted within one week to the school office. If no excuse is submitted the early dismissal is unexcused. **If a student leaves before 2:20 they are considered tardy.** Students leaving at 2:20 or earlier must always be signed out. The extra minutes in the afternoon, between the bus times, is a part of the school day. The actual school dismissal time is 2:20 and classes do not end until that time. Excused tardies include medical appointments, natural disasters, and educational classes approved by the principal. Unexcused tardies include missing the bus, oversleeping, getting a hair cut, or leaving on a trip. **Families will be notified to meet with the Priest Pastor and principal when the 11<sup>th</sup> tardy occurs unless the school is presented with an excuse from a doctor, dentist, court or health department that validates the reason for the tardy.**

### ***RELEASE OF STUDENTS FROM SCHOOL***

If a student must leave school during the day anytime before 2:20, the parent, guardian or designee must come into the office and sign the student out. If someone other than the parent, guardian or emergency contact comes to pick up a student, the parent must notify the office by note or phone. Identification may be required of any unknown person picking up a student. Parents or guardians may request by phone that a student be sent home because of a family emergency. The principal or designee will check the authenticity of any questionable message by calling the telephone numbers listed on the STUDENT EMERGENCY INFORMATION FORM. Emergency numbers should be kept up-to-date. Either parent may pick up his/her student from school. If there is a court order regulating visitation or contact between a parent and a child, the custodial parent must submit an official court document so the school can abide by these regulations. SAS abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records, related information, newsletters and handbooks, upon request. If there is a court order specifying that no information be given out, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. With permission of the principal, a student may be released from school for enrichment (music, etc.). A parental letter requesting this must be submitted to the principal and documentation must include the signature of the enrichment teacher and the time and date of the scheduled class. (Diocese # 5115)

### ***UNIFORM DRESS POLICY (Diocese # 5128)***

The St. Ann School uniform policy is easy to follow. This policy has been established to promote an academic environment that is conducive to teaching and learning. It is also based on our belief that students should be taught to present an image that reflects a sense of pride in themselves, their families and their school. Enforcement of the uniform policy is the joint responsibility of students, parents and/or guardians, teachers, and the principal. All students and parents are to abide by this policy in an effort to emphasize standards of neatness, uniformity, and pride in our school. We request that all parents cooperate and enforce this policy; deviations from the specified clothing items will not be tolerated. All students are expected to be in full uniform each day with the exception of a limited number of pre-scheduled "out of uniform" days. The principal has the authority to set the date for these "out of uniform" days and these will be announced throughout the school year. **All clothing in the dress code can be worn to Mass. Students are required to wear uniforms when going on all field trips unless the classroom teacher notifies the parent in writing that the principal has approved "out of uniform". For easy identification of lost items, please label sweaters, sweatshirts and jackets with the student's name. The uniform should be clean and pressed with all buttons attached and hem intact. Shirrtails should be tucked in while a student is on school campus. Belts must be worn at all times (except for kindergarten and 1<sup>st</sup> grade).**

**Students, who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day or will serve a detention.**

#### **GIRLS K-8 Uniform Suppliers: Artex, Shaheens or Our Robin's Nest**

- **Pants** – The uniform pants are brown khaki in color. They can be pleated or flat front. Pants are to be tapered or straight legged; no flare legged or bell-bottom pants are permitted. Pants are to be purchased from the uniform suppliers or are to be a classic cut khaki style pant of the same style and color as those offered by the uniform suppliers. Pants must fit properly and

be worn at the natural waistline. A correct color of the khaki uniform can be seen in the school office. Pants should not have double stitched seams; flaps on the pockets; and no crossed belt loops.

- **Shorts** – The uniform shorts are brown khaki in color. These shorts may or may not have a cuff, elastic back, pleats or flat fronts. Shorts are to be purchased from the uniform suppliers. All shorts must be no shorter than 2 inches above the knee.
- **Knit Polo Style Shirts** (Jersey, smooth, or Pique, waffle-look) – These shirts are to have short or long sleeves and must be white, navy blue or bright red with **NO logos, monograms, trademark emblems or frill/lace collars**. Undergarments or t-shirts worn under the shirts **MUST BE** solid white with no design and undergarment and t-shirt sleeves must not be visible at the end of the uniform sleeves. The shirts must fit properly and be properly tucked into the pants at all times; form-fitting shirts are not permitted. Turtlenecks are no longer permitted
- **Peter Pan or Round Collar Blouse – For primary students only** - Blouses must be white and must have short or long sleeves. **Three quarter or puff sleeves and frill or lace collars are not permitted**. Blouses may be purchased from uniform suppliers.
- **Cardigan Sweater** – A button-up sweater in a solid, navy blue is the only sweater permitted by uniform suppliers.
- **Skort (Grades K- 5 Only)** – The skort is a wrap-around style and available in brown khaki only. All skorts must be no shorter than 2 inches above the knee. *The skort MUST be purchased from an approved uniform supplier.*
- **Skirts are no longer part of the dress code.**
- 

### **BOYS K-8 Uniform Suppliers: Artex, Shaheens or Our Robin’s Nest**

- **Pants** – The uniform pants are brown khaki in color. They are pleated or a flat front. Pants are to be purchased from the uniform suppliers or are to be a classic cut brown khaki style pant of the same style and color as those offered by the uniform suppliers. Pants are to be tapered or straight legged; no flare legged or bell-bottom pants are permitted. Pants must fit properly and must be worn at the natural waistline. To see the correct color of brown khaki stop in the office. Pants should not have double stitched seams; flaps on the pockets; and no crossed belt loops.
- **Shorts** – The uniform shorts are brown khaki in color. These shorts do not have a cuff and may or may not have an elastic back, pleats or flat fronts. Shorts are to be purchased from the uniform suppliers. All shorts must be no shorter than 2 inches above the knee.
- **Knit Polo Style Shirts** (Jersey/smooth or Pique) – Shirts are to have short or long sleeves and must be white, navy blue or bright red with NO logos, monograms, or trademark emblems. Undergarments or t-shirts worn under the shirts **MUST BE** solid white. The shirts must fit properly and be properly tucked into the pants at all times; form-fitting shirts are not permitted. Turtlenecks are no longer permitted.
- **Cardigan Sweater** – A button-up sweater in a solid, navy blue is the only sweater permitted. Approved sweater can be purchased from uniform suppliers.

### **BOYS and GIRLS K-8**

- **Socks** – Socks must always be worn. Quarter, crew or knee socks in solid white or khaki will be permitted and must completely cover the anklebone at all times. No emblems, logos or trademarks are permitted on socks. Artex provides socks that are appropriate for St. Ann dress code policy.
- **Shoes** – Shoes appropriate for school are to be worn (shoes that are comfortable, soft-soled and that are appropriate for running, jumping and playing). Shoes should be neat, clean and fit properly. Tennis shoes, dress shoes, and boots may be worn to school. Athletic shoes can be white, gray, black, brown, or blue with any color trim, but should NOT have flashing lights, make noises or have wheels. Dress shoes and ALL boots **MUST** be black, brown, or navy blue. **All boots are to be worn underneath pant legs. No pant legs should be tucked inside boots.** Cowboy boots can **ONLY** be worn with pants, so cowboy boots are NOT allowed to be worn with shorts or skorts. Shoes and boots are limited to a heel no taller than 1 ½ inches. All shoes must be worn with socks. **NO** backless, open toe, crocs, flip-flops, thongs, gel shoes or other “beach type” shoes are allowed.
- **Belts (Grades 2-8 Only)** – Belts must be a solid color brown, black or navy. Belts with metal grommets, oversized belt buckles or those made from nylon or plastic materials will not be permitted.

**Oxford button down shirts are no longer part of the uniform dress code.**

### **ACCESSORIES AND GROOMING**

- **Jewelry** – Plain watches, Catholic medals, Crucifixes or crosses on plain gold or silver chains, and gold or silver post earrings. Only ears may be pierced and earrings may include small diamonds, colored stones, and appropriate designs (crosses, animals, flowers etc.). Students will not be allowed to wear rings, character watches, bracelets and hoop or dangling earrings. Young men may not wear earrings.
- **Hair** - Hair should always be kept clean and properly styled. No extreme hairstyles with symbols, numbers, words or signs shaved into the hair. Excessive length, bleaching or dying is not permitted. Boy’s hair may be no longer than collar length in back, mid-ear on the sides and short enough to show some of the forehead. Boys must be clean-shaven; mustaches and

beards are not permitted. Sideburns should be no longer than the bottom of the ear. Hair bows and head bands should be red, navy, white, or dark khaki in color. When it has been determined that hair length is too long, the student will be given three (3) days in which to comply with this policy after a warning is issued. Failure to do so will result in the student being suspended from school until he complies with the policy.

- **Make up** - Natural or light pink lip-gloss is the only make-up permitted and only for girls, grades 5-8.

## **PROHIBITED ITEMS**

- Hats, caps or any other head coverings may not be worn
- Wide headbands and large decorative ponytail holders may not be worn
- Biker shorts or any other type of shorts that is tight, thin or too revealing
- Sleeveless, big armhole or see-through shirts or blouses
- Short shirts that expose the stomach, back or side of the body
- Shirts, sweaters or sweatshirts tied around the waist
- Shirts with necklines that is too low in the front or in the back
- Clothing that is too short
- Clothing that is too big
- Clothing that is too tight
- Pants worn without a belt
- Faded, torn, ripped, cut, split, frayed or worn-out clothing (including jeans that are purchased with rips and tears) or footwear
- Printed messages or logos on clothing that are NOT acceptable for a Catholic School
- Visible tattoos
- Wallet chains
- Body piercing of any kind
- The wearing of make-up (mascara, eye shadow & blush)
- Hologram contact lenses
- Fingernail polish of color

**Spirit Wear** will be sold by the Booster Club and will be available in many styles. These can be worn only on designated “St. Ann Spirit Days” with uniform khakis. Spirit Wear will be available in all sizes to accommodate both students and adults. On designated “Spirit Wear” days students will be allowed to wear the spirit wear hoodie to class; on non-spirit wear days students may wear their hoodie as a jacket. “Spirit Wear” that was purchased in the past can be worn on designated “Spirit Wear” days.

## ***DRESS CODE VIOLATION and CONSEQUENCES***

Failing to comply with the uniform dress code will have consequences. Uniform regulations begin on the first day of school and end on the last day of classes.

The consequences of students failing to follow the uniform dress code are:

1. First offense – Warning, conference with student, parent notified by note
2. Second offense – Lunch recess detention; 5 minute walk during recess, parent notified by note
3. Third offense – Lunch recess detention; 10 minute walk during recess, parent notified by note
4. Fourth offense – Parent phone call and after school detention

A student accumulating a total of 3 uniform violations of any kind may be required to forfeit his or her next out of uniform day and will be required to wear a school uniform on that day. These accumulate from the first day of school. These consequences will be used to ensure that students are following the uniform policy. Students who come to school NOT wearing a uniform on a uniform day will be required to have parents bring them the appropriate uniform. On an out of uniform day, anything deemed inappropriate by the principal will require that the student call a parent to bring a school uniform and the student will lose his/her out of uniform day. The length and fit of shorts should be checked each fall and spring to be sure that the uniform shorts do meet the school standards and are not too short or too tight. Students coming to school with uniforms or other items that are too short or too tight will call parents to bring them the appropriate clothing.

## ***ST. ANN SCHOOL COUNCIL (Diocese # 2210)***

St. Ann School shares in the mission of the Catholic Church and our Christian families and will provide a religious and academic education to prepare students to be responsible members of families, church, and community. The function of the school council is to recommend policy. The administration of the school is the responsibility of the principal. School council meetings are open to all those interested in the education of students. Each of the parishes in Union County that have students attending SAS has representatives on the School Council. It is the responsibility of the parish representatives to keep their parish council and priest informed. Parish representatives to the board are 4 from St. Ann, 2 from St. Agnes, 1 from St. Peter, 1 from Sacred Heart, and 1 from St. Francis/St. Ambrose. Parishes select their school council members according to individual policies. **Anyone wishing to address**

**the school council must discuss his or her topic with the principal or the Chairperson of the school council one week prior to the scheduled council meeting. All persons wishing to address the council must be on the agenda.**

## ***FINANCIAL POLICIES (TUITION and BOOK FEES)***

Parishes in Union County will sponsor their parish families, who meet the parish set of guidelines and who desire a Catholic education at St. Ann School. Parents of St. Ann, St. Agnes, Sacred Heart, and St. Peter parishes, who are sponsored by their parish, shall receive the benefit of a reduced rate of tuition as set by the parish, with the remaining balance being billed to the family as parent tuition. Non-Catholic families and non-parish sponsored Catholic tuition are billed **\$3,550.00**. The cost to educate each student is more than the **\$3,550.00** per student and the additional dollars come from school fundraisers and donations. Parish families must complete the required forms and meet the application deadline to be eligible for parish sponsorship. Catholic families who wish parish sponsorship or additional financial assistance must contact their respective parish office.

Parent tuition is billed by the school and paid directly to the school. Tuition billing begins in July and ends in June. Tuition and book fee bills are mailed to parents during the first week of each month. Payments must be made in one of these ways: lump sum, in advance or in weekly/monthly payments. **The tuition payments are due before the 25<sup>th</sup> of each month and any payment that is late will be assessed a \$10.00 per month late fee.** Families wishing to make special arrangements for payment of tuition must provide a written request to the principal. A contract may be issued and signed by both parties indicating the agreed upon payment method. It is crucial that St. Ann receives tuition payments in a timely manner in order to meet the financial demands of the school.

When paying tuition, please make checks payable to ST. ANN SCHOOL and **specify that it is a tuition payment. A book/supply fee paid before July 1<sup>st</sup> should be paid in a separate check and not be included in with tuition.** This is needed for bookkeeping. After July 1<sup>st</sup> tuition and book fee payments can be combined, but please fill in the memo line. **A receipt is written for both cash and check payments.** It is extremely important that an up-to-date and accurate record of all tuition payments paid to the school be kept. If there is ever a question about a tuition or book/supply fee bill, please call the office immediately or return the bill with a note. Errors do happen and they can be corrected, so please notify the office as soon as you notice any error.

**The 2010-11 registration/book fee is \$225.00 per student.** The book/supply fee should be paid as soon as possible after the spring registration and is due by **July 1st**. **All book fees not paid in full by September 1st, will be assessed a \$10.00 per month late fee.** The book/supply fee is non-refundable. Book fees are used to purchase textbooks, workbooks, copy paper, assignment books, art materials, and classroom supplies.

**Eighth grade students will not be permitted to participate in graduation ceremonies and will not receive a diploma if their family has not met all of their financial obligations to St. Ann School by May 1<sup>st</sup>.** Financial obligations include but are not limited to damaged book fees, library fees, lunch fees, and Washington trip fees. **This means that 8<sup>th</sup> grade families must have paid their entire tuition by May 1<sup>st</sup>.** All outstanding balances for the current school year must be paid in full before registration for the following year can be finalized. The school will withhold report cards and will not release student records if a parent or guardian owes SAS tuition, book/supply fee, or any other charges including cafeteria, library, damaged or lost textbooks, basketball/cheerleader uniform, or Washington trip/graduation fees.

## ***COMMUNICATIONS TO PARENTS OR GUARDIANS***

School information, teacher newsletters, forms, etc. will be posted on the st-ann.com website. If you do not have regular access to the internet, please contact the school office and indicate your need to receive hard copies of documentation. Students will continue to receive weekly Tuesday folders; important information will be found in this folder. If information is received too late and it has a deadline, which prevents the school from keeping it until the following Tuesday, it will go home on another day. **Information from the office is sent home with the youngest child in each family, unless a parent makes a special request.** All preschool students will also receive information on Tuesday afternoon or on Thursday morning. When students have won awards or received honors parents or guardians should notify the school by phone or note; the information can be included in school information. Always check the website at [www.st-ann.com](http://www.st-ann.com) for information regarding the school. The website is updated daily.

## ***CONFERENCES***

Teachers do not have time in the morning before class begins to meet with parents and may have other commitments at the end of their school day. Parents or guardians who wish to talk with a teacher must call the teacher or send a note to schedule an appointment. When coming to school for a conference, the parent is to first check in at the office. The Principal is in the office from 7:00 AM until 3:30 PM most days and will meet with parents or guardians with a scheduled appointment. Parents or guardians should talk with the classroom teacher about grades and classroom behavior since he/she is directly involved with the student. Parents or guardians should always talk with the teacher first. The parent or guardian and or the teacher may request the presence of the Principal at any or all meetings. **It is not appropriate for parents to 'stop' by a classroom during the day to discuss classroom issues, discipline, and/or assignments. The main focus of each teacher during the school day is the educational process of each student.** The teacher will keep the Principal informed of events taking place or that have taken place in and outside the classroom. Parents or guardians should meet with the Principal if there are still concerns after talking with the teacher. Parent-teacher conferences are important in that they are an opportunity for communication about academic progress and student conduct. A parent-teacher conference evening will be held at the end of the first nine-week grading period and appointments will be scheduled.

## ***PHONE CALLS***

The phone number at SAS is 389-1898. If parents or guardians need to get a message to a student or a staff member, the CALL MUST BE RECEIVED BY 1:30 PM. Each teacher has a message pouch delivered to the classroom at that time. No student, teacher or staff member will be called out of class to the phone unless it is a true emergency. Messages received in the morning for teachers will be put in the teacher's mailbox and the teacher will usually pick them up at lunch. Students are not allowed to call home during class time. **Students are not allowed to use the phone to call home for personal reasons such as leaving items at home, for club meetings or changing their afternoon plans during class time, except under special circumstances.** Students may call parents about club meetings during their lunch recess time, but only from the phone in the main office. A teacher may request that a student be allowed to call home. If a student is sick, the office staff will make any calls to the parent or allow the student to call. **Volunteers should never make phone calls regarding student information or requests...all phone calls regarding students MUST come through the office.**

## ***OFFICE RECORDS***

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

## ***BREAKFAST AND LUNCH PROGRAM***

SAS Café provides both breakfast and lunch on a daily basis for students and staff. SAS participates in the National School Lunch and Breakfast program. Students will make their lunch choice each morning in the classroom. **Whenever possible, students should pay for meals by the week, month or even longer.** SAS has a computerized cash register and students will be provided a code to put on a key pad to identify their accounts. Lunch money should be put in an envelope **marked cafeteria.** All money for meals should be paid in the mornings. **Charges are discouraged.** SAS will send a cafeteria bill when the amount owed is **\$5.00:** all outstanding balances are due as soon as possible. **Report cards will not be issued if there is an outstanding balance.** SAS will now provide meals for reduced or free prices for qualifying families. Students can not tell each others status due to the computerized cash register. Applications are available for families to fill out and if you qualify your children will receive meals free or only pay \$0.30 for breakfast or \$0.40 for lunch meals.

**Students may bring lunch from home but restaurant meals, carbonated soft drinks or caffeine drinks are not allowed.** **The cafeteria cannot heat foods brought from home.** The cafeteria is providing a hot lunch at a nominal cost with several choices. Two adult volunteers are needed at lunch each day from 11:00am – 12:10pm to assist students and get the tables ready for the next class. A class comes into the cafeteria about every 5 minutes. Please volunteer to help in the dining area by marking it on your volunteer sheet or calling the school office.

The cafeteria offers choices each day; a menu will be posted on the school website at [www.st-ann.com](http://www.st-ann.com). The price of a students breakfast will be \$1.25; adults \$1.50. Lunch price for students will be \$2.00, staff \$2.50, and a visitor will be \$3.00. Students must purchase a meal before they can buy ala-carte items. Students are not allowed to sell food in the cafeteria and this includes lunch items brought from home or items on the lunch tray. No items will be sold in the cafeteria until 30 minutes after the lunch is over. SAS invites parents or guardians and other members to eat lunch with students at any time. If at all possible, please call the cafeteria by 9:15am on the day you plan to eat lunch so your meal can be prepared. Each class will host a "Special Person's Day" luncheon. Each student is allowed to invite one family member to come to the "Special Person's Day" lunch. The school office will send information home before the event.

## ***MEDICATIONS***

Prescription medication that a student is to take during the school day must be turned into the office in the original container or identifying package. Along with the prescription medicine, the parent must complete the **St. Ann School Medication Form** (found on the school's website) giving the school the responsibility of administering said medication. **The school cannot accept verbal permission concerning the dispensing of a prescription medication.** Medication must be for that student, not be past the expiration date, and have complete instructions for giving the medication written on the bottle from the pharmacy. The dispensing of prescription medication and all other medication is documented and kept on file. **Please send only the medication needed for the week and the empty bottle will be sent home at the end of each week.**

No over the counter medication will be given to any student without signed permission from the parent or guardian. The parents must sign a form requesting that the school administer Tylenol or Tylenol generic. A note will be sent home with the child stating the time and date they received the Tylenol or Tylenol generic. **Parents or guardians must send any non-prescription medicine in the original container or package with the St. Ann School Medication Form (found on the school's website) for the school to administer this medication.** Due to the danger of Rye's Syndrome, school personnel will NOT administer Aspirin to any student. **Students should never carry their own medications without approval of the Principal and this is done only at the request of the parent, and in cases where the medication cannot pose a danger to any other students. Students who have never taken a specific medication should not take their first dose of this medicine at school.**

Parents wishing a student to have cough drops should send these to the classroom teacher with specific instructions on how the student should use the cough drops. This note should be dated for each day and only enough cough drops for that day. Parents who have students who need to carry an inhaler should contact the school office for a form and with medical documentation. The student will be responsible for his/her inhaler. The school office will control the student's use of an inhaler at the parent's written request to do so.

## ***ALLERGY POLICY/ASTHMA MEDICATION***

St. Ann School recognizes that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma. The school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff, their employers (the local education authority) and pupils. Teachers and new staff are also made aware of the policy. All staff that comes into contact with children with asthma is provided with training on asthma from a nurse who has had asthma training. Training is updated once a year. **Students and staff are discouraged from wearing strong lotions and perfumes as they can trigger allergic reactions in some people. The school does all that it can to ensure the school environment is favorable to children with asthma. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma. Children are encouraged to leave the room and go and sit at the office if particular fumes trigger their asthma.**

At the beginning of each school year, or when a child joins St. Ann Catholic School, parents are asked to submit a child's medical record. All parents of children with asthma are asked to provide the school office with an asthma action plan from the child's pediatrician. From this information the school keeps its asthma register which is available for all school staff. We will request that Action Plans be updated on an annual basis. If medication changes in between times, parents are asked to inform the school. Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.

## ***FOOD ALLERGY POLICY***

St. Ann School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Ann School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy. The school secretary will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid. In order to minimize the incidence of life threatening allergic reactions, St. Ann School will provide training and education for all St. Ann School staff. In conjunction with the student's parent/guardian and primary care provider and/or allergist the school will maintain an Emergency Action Plan for any student identified with a potentially life-threatening allergy. The training will be provided to ALL school employees (including office staff, food service staff, etc.), and will include (but not be limited to):

- ❖ A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.
- ❖ The signs and symptoms of anaphylaxis.
- ❖ The correct use of an epinephrine auto-injector (EpiPen).
- ❖ Specific steps to follow in the event of an emergency.
- ❖ Activating Emergency Medical Response - Dial 911.
- ❖ Location of emergency EpiPen.
- ❖ Policy and procedure will be reviewed at the beginning of every school year.

## ***CLASSROOMS***

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan. In the event of a suspected allergic reaction (where there is no known allergic history), the parent will be called and the school's Emergency Response Plan activated. Emergency medical services will be called immediately. Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults. All teachers and substitutes will be educated about the risk of food allergies. Tables will be washed with soap and water following any food related events held in the classroom. Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

## ***USE OF PESTICIDES***

St. Ann School provides numerous health services for students and one of these is pest control. This is done after the regular class day, usually about 3:30 p.m. Pest control being done now allows very little spraying and this does not leave a smell after a few minutes. State regulations require that the school provide 24 hour notice of any pest control application that is made on school property to parents who request such information. Within the first 5 days of school, parents must come into the school office and sign

a document to request the notice of pest control application. (Diocese # 6144) Update: No longer requires parent notification if (1) a pesticide is applied at a time the school is not in session and (2) persons are not scheduled to be in the building during the application and for at least 24 hours after the application.

### ***ASBESTOS MANAGEMENT (Diocese # 6145)***

In accordance with regulations established by the Environmental Protection Agency (EPA), the school is required to notify families and staff that SAS does have asbestos in some areas of the building. The school has an Asbestos Management Plan on file in the office. This file is available for inspection at any time. The plan shows the location of asbestos in the school and contains other pertinent information including inspection reports. ALL PARENTS, GUARDIANS, STUDENTS, TEACHERS, STAFF AND PTO ARE NOTIFIED THAT ASBESTOS IS PRESENT IN SOME OF THE TILE FLOORS AT SAS. Some of this asbestos tile has been covered with carpet. Every three years SAS is inspected to determine that the asbestos guidelines are being followed. A sketch showing these asbestos areas is posted in the school office for your inspection.

### ***SCHOOL FIELD TRIPS***

The school principal/secretary will recommend to the administration the appropriateness of each field trip and consideration of safety of the student with life-threatening allergies. Medications including an EpiPen and a copy of the student's Emergency Health Care Plan must accompany the student. A cell phone or other communication device must be available on the trip for emergency calls. The adult carrying the EpiPen will be identified and introduced to the student as well as the other chaperones. **IT IS THE RESPONSIBILITY AND DUTY OF ALL PARENTS TO INFORM THE SCHOOL OF ANY SPECIAL NEEDS CONCERNING THEIR CHILDREN, WHETHER PHYSICAL, MENTAL, OR EMOTIONAL INCLUDING SEVERE ALLERGIES, ASTHMA, AND MEDICAL CONDITIONS.**

### ***FIRST-AID***

When a student is slightly injured, such as a scraped knee, the office staff will administer first aid. When a student comes to the office complaining of not feeling well, someone will take the student's temperature and ask questions about symptoms before treating the student or calling the parent or guardian. Many of the teachers and office staff are certified in first aid and CPR. When a student becomes ill or has a serious injury, the office will call the phone numbers on the student's emergency list beginning with the parent's daytime phone number. You may wish to list cell or pager phone numbers, if you usually have them with you. Please make sure the emergency names and phone numbers are kept up-to-date and accurate. If a parent or guardian will be out of town for a day or two, please notify the office if someone else should be called and what arrangements you have made for your student.

### ***ACCREDITATION***

St. Ann Catholic School is accredited by Kentucky Non-Public School Commission, Inc. for the Kentucky Board of Education for the 2007-2012 cycle. **The next site visit shall be scheduled for this academic year (2011-2012).**

### ***ACADEMIC INFORMATION***

The Diocesan curriculum guidelines, consistent with the State of Kentucky guidelines, are followed for the teaching of all secular subject areas. St. Ann Catholic School offers students opportunities for growth in the following major subjects:

**Religion**--Daily prayer and instruction in the Catholic faith will be provided to all students at SAS. Daily instruction in the teachings and beliefs of the Catholic faith is an integral part of our school curriculum. All religion teachers are certified to teach religion through the Owensboro Diocese Office of Religious Education. Non-Catholic students must participate in religion class and attend Masses, in accordance with the policy of the Diocese of Owensboro. SAS is designed to promote and reflect the teachings of the Catholic Church. Classrooms have statues of Mary and large crucifixes.

Students attend Mass twice each week. The daily student Mass is at 8:00 a.m.

#### MASS SCHEDULE

Tuesday---Grades K, 1 and 2  
Thursday--Grades 6, 7 and 8

Wednesday---Grades 3, 4 and 5  
Friday---Grades K-8

All students are given the opportunity to receive the Sacrament of Reconciliation monthly. The Sacraments of First Reconciliation and First Holy Communion are celebrated in the student's home parish. The second grade religion teacher will help prepare students for the reception of these Sacraments. Only with the help of the parents or guardians can the students be fully prepared.

**Computer Literacy**--Word processing, spreadsheets, integration with curricular subjects, powerpoint programs

**Fine Arts**--Visual arts, art, music, performing arts (yearly Christmas programs encompass many of these subject areas)

**Handwriting**--Students in Grades 3 through 8 are expected to submit all handwritten work in cursive using the D'Nealian handwriting method.

**Language Arts**--Reading, English, spelling, vocabulary, composition, library skills, and appreciation of literature

**Mathematics**--Mathematics skills, Pre-algebra, and Algebra I

**Physical Education**--Physical fitness programs appropriate for each grade

**Science**--General sciences and laboratory experiences

**Social Studies**--History, geography, Kentucky history, current events

## ***STANDARDIZED TESTING***

All the Catholic Schools in the Owensboro Diocese use the latest edition of the Iowa Tests of Basic Skills (ITBS), Form C and the Cognitive Abilities Test (CogAT), Form 6. This test is given to students in grades 1-7 during the spring semester. Scores from these tests give valuable information and serve as a means of aiding the teacher in the instruction of the student. Sixth grade scores are used to determine which students are eligible to participate in the Duke University Talent Identification Program. Third through fifth grade scores are used for Duke University recognition. Test results are given to parents or guardians at the beginning of the school year. Eighth grade students will take the Explore Test. This test will allow insight and preparation for taking the PLAN in the tenth grade and the ACT in the eleventh grade. The Explore Test will be given in November. Union County High School will use the Explore test results to assist in class placement.

## ***LIBRARY***

The library opens each morning at 7:45 a.m. and closes about 2:20 p.m. The library is a place for quiet reading and study. Each class will go to library once each week to check out books, learn about books and gain library skills. Students may check out books at the beginning of the school day with permission from the classroom teacher and at the end of the school day. The librarian has other duties and the library door is locked during that time. Books are checked out for one week and can be renewed. Students will be charged for all lost or damaged library materials. The librarian has the option of accepting a found book that has been lost and paid for or to keep the money already paid for the lost book. The librarian may limit the number of books that each student may check out at any one time, especially when a student has overdue books that are not being returned. Other places that students may get books include the Union County Library and the Henderson Community College Library.

1. Borrowed books are to be returned on time and in good condition.
2. **A fine of one canned good per day is required for overdue books with a maximum fine of ten cans. (Canned goods are donated to the St. Vincent DePaul Society.)**
3. Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive quarterly report cards until their account is cleared. This will be monitored every 9 weeks.

SAS uses the Accelerated Reader program as a way of increasing reading skills and knowledge. The school is now on line with AR and students have access to every test available, but the school reserves the right to block tests for any books not deemed appropriate. AR tests can be taken in the library and the computer lab. AR books in the SAS library are marked with a green dot or green stripe on the spine. The Union County Public Library also marks AR tests. AR books have reading levels and points. AR has changed the points and reading level and some of the older books are not marked correctly. Students who are required to read within certain levels should verify the AR level using the computer. Many library books are color coded with dots to help students find books in their reading level. Students who are interested in having the library purchase certain books should talk with the librarian. A search for 'Accelerated Reader' will allow you to check whether tests are available—checking the ISBN number is a good idea as books sometimes share the same title. Access to the Accelerated Reading program can be found on our webpage at [www.st-ann.com](http://www.st-ann.com).

## ***LIBRARY COMPUTERS***

There are computers in the library that have Microsoft Office and access to the Internet. These computers are to be used only for school related academic purposes. The librarian or another adult will monitor computer use in the library. These computers will be available for student use during the after school program, but will not be available to any student doing detention. **A student who needs to use a computer after school to work on a project should schedule a time with a staff member until 3:45.**

## ***HOMESTUDY and MAKE-UP ASSIGNMENTS***

Formal home study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted. Home study is a vital purpose and it is extremely important that students do the homework as assigned. This is an assignment that requires study to be completed outside the classroom to reinforce class instruction,

increase understanding and retention, extend classroom instruction, and prepare for tests or presentations and to provide for enrichment. Students are responsible for completing assignments and turning them in on time. Parents or guardians can help students with homework and parental help may be needed for mastery of subjects, but please remember that it is to be the student's work. The student must write all his/her own homework unless the teacher has granted special permission. **When someone else writes an assignment for a student this is not considered student work and therefore will not be graded as student work.** Student planners are provided for students in grades 3-8. Students are encouraged to complete their student planner daily. If you have a concern about homework, discuss this with the classroom teacher. Home study may be assigned to students Monday through Thursday. Home study will **not** be assigned to students on Friday evening. **No tests or quizzes will be given on Mondays. No projects will be due on Monday.**

Student homework responsibilities:

- turn in work that is their own and be their own words and handwriting
- complete all assignments according to the directions given by the teacher
- use their student planner each day to note upcoming assignments
- complete work so that it is neat and legible
- turn work in on time.

Parent homework responsibilities:

- provide needed materials to complete all class work and homework
- check on progress of homework and assist only when needed
- only check student's work and not do it for them
- quiz students to help them prepare for tests
- stay in communication with the teacher.

**Due Days for Make-Up Work**

Day Absent	Make-Up Work Due On:
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Monday
If homework is not picked up on Friday	Tuesday

If the student is absent or leaves early from school due to an illness the above chart applies for returning homework. If the student arrives to school late (after 7:45 a.m.) they are responsible for all tests and assignments for that day. The above chart does not apply. **Tests are to be taken the day upon returning to school unless special arrangements have been made with the teacher.** Make-up tests will be given during the school day. If a student leaves school early for any reason other than being sick (doctor's appt. / orthodontist, etc.) the homework assignments for that day are due the very next school day. (Example: Leaves school for a doctor's appointment at 12:30 pm on Thursday afternoon and misses English and religion; the assignments for English and religion are due on Friday.)

When a student is absent, a parent may call the school office before 9:30 AM to arrange for homework assignments. **Homework assignments may be picked up at the school office between 2:20 -3:00 PM.** Students may also receive missed assignments from their teacher when they return to school. Major projects and papers are due at 7:45 a.m. in the morning and are to be turned in to the teacher who assigned the project. **Students who are absent on the day a major project is due should have parents or siblings turn the project in the morning it is due by the deadline.** In the case of a planned absence, the project can be turned in the day before the absence or the parent or sibling can turn it in on the due date before 7:45 a.m. Late papers will be accepted at the discretion of the classroom teacher. Each teacher will inform the parents and students of his/her policy concerning late papers.

***GRADING SCALE -- ST. ANN SCHOOL (Diocese #6120)***

The following scale is used for letter grades in the upper grades. This is the Diocese of Owensboro grading scale.

- A Superior knowledge and use of skills and subject matter with an excellent grasp of the subject.
  - A+ 100-99%
  - A 98-95%
  - A- 94-93%
- B More than average and a good knowledge and application of skills and subject matter.
  - B+ 92-91%
  - B 90-87%
  - B- 86-85%
- C Average knowledge of subject matter

C+ 84-83%

C 82-79%

C- 78-77%

D Insufficient knowledge of subject matter

D+ 76-75%

D 74-72%

D- 71-70%

F Failure of student to learn material at an acceptable level.

F 69-0%

I Work for the term is incomplete because the student has been absent. It is the student's responsibility to complete the requirements within one week before a permanent grade is recorded. The student, teacher, and principal must agree to any exceptions.

## ***PROGRESS REPORTS and REPORT CARDS***

Keeping parents/guardians and students informed of academic progress is vital and teachers communicate this in various ways. Teachers send completed graded work either on a daily basis or in the weekly Tuesday folder. The weekly folders may contain papers and classroom assignments that the student has completed. If your student is not bringing home a Tuesday folder or evidence of schoolwork on a regular basis contact the teacher. Teachers may require that parents sign papers or the Tuesday folder and/or the student planner and return it. Personal notes about the progress a student has made may be included in the folder. Parents or guardians are encouraged to contact the teacher immediately when there is a concern about academics and/or behavior.

St. Ann School uses "Fast Direct Communications" as a communication tool for parents/students/teachers. Teachers post grades weekly. Nine week report cards will be scheduled on Fast Direct following the close of the quarter. Parents should print a copy of the report card, sign it, and return it to the student's teacher on the school's requested date. **If the report card is not returned to the student's teacher by the deadline given, daily grades will be blocked until the signed report card has been returned to school.** Grades written on the student's permanent record are the yearly grades. Parents, guardians, or students must make all requests and inquiries concerning grade errors within 5 days of receiving the report card. After that time, all grades become final.

**No student will be issued a Report Card if there are outstanding balances due to the school or cafeteria.**

## ***PROMOTION (Diocesan # 5119)***

A student in the early elementary grades may be retained because they have not mastered the basic skills at their present level or for excessive absences. Reasonable progress in reading is essential for promotion to the next grade. The student's teacher and the principal will make the decision to retain a student based on the following:

- student's in-class achievement on daily work
- student's progress in mastering the basic skills of the current grade
- student's ability and related achievement on standardized tests
- age and other factors

Parents may have input into this decision and the principal will meet with parents or guardians who wish to provide additional information about this matter. The parent may not agree with the placement of the student, but the final decision concerning the placement of student rests with the principal. "If a parent/guardian does not agree with the recommendation of the school to retain a student, the parent/guardian will be asked to send the student to another school." The teacher or principal will inform the parent of any possibility of retention by April 30th. To be eligible for promotion a student must have passing grades in almost all of the major subjects to indicate mastery of the skills and knowledge of that grade. Upper elementary and middle school students may only fail one core subject to move on to the next grade. (Diocese # 5119) Core subjects are Math, English, Literature, Science, Social Studies, and Religion.

## ***EIGHTH GRADE GRADUATION and ACTIVITIES***

Graduation Mass will be celebrated one evening during the last week of school. Even though graduation may be prior to the last day of school, all 8th grade students will be required to attend the last days of school or be participating in a school sponsored activity. Graduates will wear caps and gowns for this special event. Slacks or dresses will be required to be worn under the gown. Boys will wear a button down dress shirt with a tie. Dress shoes must be worn. The parents and graduates have breakfast together on or near graduation day. The seventh grade parents and students are responsible for hosting the eighth grade cake and punch reception following the graduation Mass. The seventh grade parents and PTO assume the cost of the reception. Seventh grade room parents will be chairpersons of the 8th grade reception. The chair is to consult the 8th grade teacher who approves all graduation reception details. The 8<sup>th</sup> grade class and the teacher plan the graduation Mass and present it to the Priest Pastor for approval. **Eighth grade students will not be permitted to participate in graduation ceremonies and will not receive a diploma if their family has not met all of their financial obligations to St. Ann School by May 1<sup>st</sup>.** Financial obligations include but are not limited to damaged book fees, library fees, lunch fees, and Washington trip fees. **This means that 8<sup>th</sup> grade families must have paid their entire tuition by May 1<sup>st</sup>.** All outstanding balances for the current school year must be paid in full before registration for the following year can be finalized. The school will withhold report cards and will not release student records if a parent or guardian owes SAS tuition,

book/supply fee, or any other charges including cafeteria, library, damaged or lost textbooks, basketball/cheerleader uniform, or Washington trip/graduation fees.

## ***DISCIPLINE CODE***

In accordance with the stated philosophy of the school, which emphasizes deep 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.

Discipline at St. Ann School has a two-fold purpose. First, it helps create and maintain an academic environment that is conducive to learning. Second, discipline enables the total school environment to function in an orderly manner. The best discipline is self-imposed. A student freely chooses one form of behavior over another. Every student must learn to accept the consequences of their chosen behavior. Every effort is made to help each student see the importance of being responsible for creating an orderly environment. Cooperation between parents or guardians and the school is of utmost importance in maintaining discipline. Teaching a student the standards of conduct expected in a Catholic School and in all relationships throughout life is the focus. The guiding principle in discipline is the desire to act in a Christian manner characterized by fairness and compassion. In order to attain the desired environment, certain disciplinary measures will be taken when a student does not conduct himself/herself in an acceptable manner.

## ***BEHAVIOR EXPECTATIONS***

Certain behaviors are expected everywhere in and at school.

- 1) Show respect for all people.
- 2) Respect the property of the school and the property of other people.
- 3) Keep your hands and feet to yourself.
- 4) Keep feet on the floor; not on the furniture or walls.
- 5) Take pride in the building and help keep all areas clean and neat.
- 6) Walk quietly at all times staying on one side of the hall or steps, so others can pass.
- 7) Be responsible.
- 8) Be prepared for class with paper, pencil, books, and supplies.
- 9) Be on time for school and classes.
- 10) Complete class work and homework to the best of your ability, always doing your own work.
- 11) Use school time wisely.
- 12) Accept correction without talking back.
- 13) Listen and look at the person who is talking to you.
- 14) Say kind things to others.
- 15) Help those in need.
- 16) Follow all the rules.
- 17) Dress appropriately.
- 18) Gum is not allowed any where on school property. After school detention is the penalty for any and all violations to the gum rule for all grades. There are no warnings concerning chewing gum.
- 19) Ultimately, do unto others as you would have them do unto you.

## ***CHURCH EXPECTATIONS***

When students enter the church they should immediately move quietly to their assigned pews and seats. Talking, inattention, and other disrespectful behavior in church will not be tolerated. Everyone should enter and leave church in silence. Students are expected to sit up straight, be attentive, and participate in the prayers and music during Mass or prayer celebration. **Jackets and sweatshirts that are not part of the uniform must be removed inside the church.** Parents are encouraged to join students at Mass and sit with a student in his/her class pew. **All students are reminded to genuflect on both knees and make the sign of the cross when the Body of Christ is exposed in church.**

## ***RESPECT FOR PROPERTY***

Students are expected to show respect for all property including items that belong to other people and the school. All hardback textbooks must be covered with a non-stick book cover that fits the book. Students are responsible for all textbooks/ CD's issued to them or library books checked out by them. If a book is damaged or lost, the student to whom the book was issued must pay for a replacement or for damages. Report cards will not be issued until damaged or lost textbooks and/or library books and lunch charges are paid in full. Students damaging the property of others will be expected to pay for the item or items damaged. Willful destruction of school or personal property is also a disciplinary matter.

## ***CAFETERIA MANNERS and RULES***

The cafeteria is a place to eat and enjoy the company of classmates. All students are to keep their feet off the chairs and sit on their bottoms to protect the seat covers. Students are to take trays and all trash to the appropriate place. Hands and feet should not be put on the walls. Students are to remain seated at the table until the adult in charge dismisses them for recess. Responses of “Yes, no, please, and thank you” are expected and students can be sent to the end of the lunch line when they fail to respond in an appropriate manner. Good table manners are expected and should be practiced by all students. Students should not eat or drink after each other as this can spread illnesses. Older students will be expected to tell the servers what foods they want on the tray, without having to be asked each time.

Failure to follow cafeteria rules of being mannerly, courteous, eating quietly, walking, and following instructions of all cafeteria adults can result in the loss of privileges and or being assigned the job of washing tables and stacking chairs. Students are to request permission to go to the bathroom from the staff person supervising. Disciplinary action will be taken for misconduct in the cafeteria. Students individually or as a class can be disciplined for inappropriate cafeteria behavior. All students will sit with their class at assigned tables in the cafeteria. Two students from each class will be assigned as the cafeteria helper each day to make sure that their classmate’s chairs are pushed up and that the tables are clear of trays and trash.

## ***HALLWAY COMMANDMENTS***

The halls are a busy place and courtesy is needed.

1. Talking and loud noises are not allowed.
2. Do not bother the artwork and displays on the walls or bulletin boards.
3. Always keep your hands to yourself.
4. No one should hit, kick, or push anyone or anything.
5. Running is forbidden.
6. Everyone in the hall must have a hall pass unless moving with a class or with an adult.
7. Move quickly and quietly to where you are going.
8. Move in a single file line on the right side.
9. Knock before entering any room and get the attention of the adult in the room before entering.
10. Do not disturb other classes when moving through the halls.
11. Be courteous when meeting others.

## ***PLAYGROUND and GYM COMMANDMENTS***

The following guidelines have been created to ensure that all students have fun playing on the playground or in the gym while maintaining a level of safety for all students. Regardless of who is supervising at the time, the following set of rules applies to all students who are on the playground or in the gym:

- 1) Students are to remain on the playground at all times during recess and get permission before going into the building.
- 2) Students are to stay away from the cemetery, stay off the concrete wall, stay off the rocks and stay on the school side of the West Geiger Street fence, unless permission is given to go into any of these areas by a staff member.
- 3) Playground equipment such as balls, jump ropes, beanbags, etc. should be used for the purpose of playing games according to game rules and always be used in a safe manner.
- 4) Nothing is to be thrown at any other person, except balls and similar items designed to be thrown and the receiving person must be aware that the item is being thrown to them so they can catch it.
- 5) Nothing should be thrown at the building, on the porch roof, on the awning, over the building or over the fence. Items thrown in “off-limit” areas may not be retrieved until the end of recess.
- 6) All play equipment should be used safely and correctly.
- 7) Only tag football is allowed, NO contact football and or tackling.
- 8) Any and all unnecessary roughness such as “play fighting” or “rough housing” is not allowed.
- 9) **Students are not allowed to take drinks or food from the cafeteria to the playground at recess.**
- 10) Students taking playground equipment out to the playground are to bring them back into the building and put the items away.
- 11) Respect for the adult supervising the playground and or gym is expected and required. The supervising adult has the right to make decisions regarding rules on the playground to ensure the safety of all students.

## ***COMPUTER COMMANDMENTS***

1. You may not erase, rename, or make any file unusable. All files and programs belong to someone.
2. You may not allow any other person to use your name or file for any reason.
3. You may not use a SAS computer for any purpose except school related activities.
4. You may not copy, change, or transfer any software provided by SAS, teacher, or another student without teacher permission. You

- may not illegally copy any copyrighted software at any time at school.
5. You may not intentionally write, produce, copy, or attempt to introduce anything into the computer system that would damage or slow down the computer.
  6. You may not intentionally damage any computer.
  7. You may not tamper with any part of the computer system.
  8. You may not use the Internet unless an adult staff member or a volunteer assigned to that position is monitoring the computer.
  9. You may not deliberately use the computer to annoy or offend others or to send or receive obscene, abusive or threatening messages or materials.
  10. Any CD, diskette, or flash drive brought from home must be scanned for viruses before opening.
  11. You are not allowed to access any email accounts at school.
  12. You are not to use the internet except for project research under the direction of a staff member or adult volunteer.

### ***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.**

### ***BUS TRANSPORTATION***

Bus transportation is a privilege. The Union County School District Transportation and Bus Department transports many SAS students. Students must comply with the bus rules and any instructions given to them by the bus driver. Students are not allowed to anything on the bus that cannot be held in their lap. Automatic suspension of a student's riding privileges will be the penalty for major violation of bus rules. When problems occur on the bus, the principal receives written notification or a call from the bus driver or another school principal. The SAS principal will have a conference with the student and appropriate disciplinary action will be taken; parents or guardians will receive written notification of the action taken. After school detention can be assigned for violation of school bus rules. Repeated problems can result in the student not being allowed to ride the school bus for an extended period of time including the rest of the school year. A bus transportation assembly and a practice drill is a part of the school's bus safety education and are provided by the Union County Schools.

### ***MISCONDUCT WARRANTING DISCIPLINARY ACTION***

Behaviors or conduct which will result in some type of disciplinary action are going to happen when a student conducts himself/herself in an inappropriate way or displays conduct unbecoming a Christian student. Situations may occur that will warrant disciplinary action that is not listed below. The principal is responsible for doing everything possible to make students and staff feels secure and that all students act accordingly. The following are not appropriate behaviors and disciplinary action will take place when these occur:

- 1) Failure to follow the uniform dress code.
- 2) Repeated violation of rules and/or disruptive behavior in the classroom.
- 3) Disrespect toward faculty, staff, and any adult or other students.
- 4) Willful or repeated disobedience of any rule or regulation of the school.
- 5) Willful destruction or defacing of school property or the property of others.
- 6) Fighting for the purpose of inflicting harm on another person.
- 7) Cheating, stealing, lying, and forging documents.
- 8) Using vulgar, immoral or "dirty" language.
- 9) Chewing gum anywhere on school property including the playground and the consequence is an automatic after school detention.
- 10) Making threats, either verbal or written, or gestures that have the intent to harm or demean others, including the calling of others names.
- 11) Rowdy, unruly behavior, being disrespectful to others, or being disrespectful on the school bus.
- 12) Putting any substance in food or drink with or without the intent of causing harm or sickness to others.
- 13) Using, possessing, or selling alcohol, controlled substances, prescription drugs or look-alikes. Using, possessing, or selling tobacco or tobacco products.
- 14) Possession of a weapon, ammunition, or explosive device including firecrackers.
- 15) Assaulting a student, school employee, school volunteer or anyone else on the school or church property or at any school sponsored activity.
- 16) Public disgrace outside of the school.
- 17) Plagiarism or copying the writing of other people without giving the person credit.
- 18) Obscene drawing or writing on school property or on the property of others.
- 19) Possessing questionable literature or photos or videos.
- 20) Using the Internet to harass or bully other students at SAS.

The teacher will make every effort to discipline the student through communication with the student and or parents/guardians. Each teacher is responsible for working with the students in the classroom to set up rules and expectations for the classroom and the disciplinary measures to be taken. Students must take responsibility for their personal behavior. Every effort will be made to enforce rules with a Christian attitude and action. Parents are encouraged to talk with the student and support the school and its discipline guidelines. Disrespectful words and actions can result in after school detention and an automatic F in conduct that week. Arguing and refusing to do what the teacher or adult has asked a student to do is not acceptable behavior. Inappropriate behavior is not a debatable issue. The principal or designee makes this decision.

#### **MISCONDUCT WILL BE DEALT WITH IN THE FOLLOWING WAYS:**

The following are ways in which misconduct will be handled at SAS and the consequences for the student can be:

- 1) Conference with the teacher, principal and or parent or guardian.
- 2) Written punishment.
- 3) Denial of privileges at the discretion of the teacher or principal.
- 4) Supervised separation from other classmates and students.
- 5) Lunch-time detention, which is eating and sitting alone in the cafeteria during entire lunchtime.
- 6) Repairing or replacing items that have been damaged or vandalized. (Diocese # 5127)
- 7) After school detention with parents being responsible for transportation home.
- 8) Cleaning after school--work detail supervised by a teacher or the principal.
- 9) Isolation Day with student spending the day away from classmates with extra assignments required.
- 10) Out of School Suspension of 1-10 days. (Diocese # 5125)
- 11) A student on suspension will be required to complete and turn in all class and homework assignments and the student will receive only 1/2 credit for all assignments including tests.
- 12) Being excluded from the 8th grade trip. Students must be at school and complete assignments given by the teacher with grades earned and recorded on assignments.
- 13) Expulsion at the recommendation of the Principal with the approval of the Priest Pastor. (Diocese # 5126)

The action taken will be determined by the seriousness of the behavior, the age of the student and any previous behavior problems. The principal will keep a record of students sent to the office for discipline. This will include the behavior and the action taken. Parents will be notified by phone or a written message when students are disciplined using procedures 6-12 listed above. Written messages sent home by the principal or teacher are to be signed and returned the following day to that person. If the student fails to return the written memo, additional disciplinary measures can be taken. Teachers may require students to do lunch detention during lunch recess for failing to follow school or classroom rules or to complete academic assignments.

The principal may suspend a student 1-3 days but shall consult the Priest-Pastor before suspending a student for more than one day. The Priest-Pastor will be notified of one-day suspensions as soon as possible. A hearing shall be held before a student is expelled. The parents or guardians will receive written notification of the time, place, and date of a scheduled hearing. The principal is the final recourse in all disciplinary situations, except suspension of more than three days or expulsion when a hearing is held. The principal may waive any disciplinary rule for just cause at his/her discretion.

### ***CHEATING***

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating will serve a week of academic probation.

### ***CORPORAL PUNISHMENT (Diocese # 5124)***

Corporal punishment is not permitted in the Catholic Schools of the Diocese of Owensboro. In all matters other means of discipline are to be used.

### ***LUNCH DETENTION***

When a student is assigned to lunch detention, the student will eat alone and not talk with anyone except the adult who is supervising. Lunch detention may be in the cafeteria or may be in another designated area as assigned by the administration. The student will use their recess time to reflect upon why they are missing lunch and recess; the rule(s) they broke; how their behavior kept them from learning in class as well as how their behavior kept others from learning. They will reflect upon things they could have done to replace their misbehavior and how they plan to correct their behavior. This reflection will be a written reflection and their answers will be discussed with them before re-entering the classroom.

### ***AFTER SCHOOL DETENTION and MAKE UP***

Detention and make-up will be scheduled during afternoons from 2:25 to 3:45 with a classroom teacher or the principal supervising. The parent or designee must pick up students who are assigned detention or make up detention at 3:45. A written memo will inform the parent on which day detention and make-up is scheduled. Detention and make-up take priority over athletic practice,

lessons, and appointments, except medical. Students who fail to attend detention or make-up on the assigned day may be required to attend two sessions, at the discretion of the Principal. Students must attend on the assigned days.

A student doing make-up will complete academic work that will be assigned by the classroom teacher or the principal. Students doing detention for tardies or inappropriate behavior will spend detention time with the Principal or designee. A student assigned to after school detention for any reason other than tardies will have an F in conduct for that week. After school detention means that the student's behavior is unacceptable and needs to change.

Detention rules will include the following:

- Students will be dismissed from their classroom at 2:22 with walkers and should go to the restroom and get a drink of water before reporting to the office.
- Detention/make up will begin promptly at 2:25 and end at 3:45.
- Students will not be allowed to talk to anyone except the teacher.
- Students will not be allowed to eat or drink.

### ***IN-SCHOOL SUSPENSION***

In-school suspension (ISS) is designed to remove a student from all contact with other students within the school environment due to repeated or difficult discipline issues. The student will be removed from the classroom and all assignments given by the supervising adult must be completed and there may be homework. The teacher will provide ample work to be completed. The student will report to the office upon arrival at school. The student will order lunch from the cafeteria. Lunch will be delivered to the student. Bathroom breaks will be scheduled. The student will not communicate with anyone except the supervising adult. The student will be dismissed at 3:00 p.m. and parents must pick up the student or send written notice that the student will be a walker. ISS will be assigned when a student has had 3 days of after school detention for the same behavior, the next consequence for the student will be a day in isolation.

### ***FIREARMS and DANGEROUS WEAPONS (Diocese # 5129.8)***

“Unlawful possession of a weapon on school property in the state of Kentucky is a felony and punishable by a maximum of five years in prison and a ten thousand (\$10,000.00) dollar fine.” (KRS 527) Students are not to have any weapon including knives or ammunition in their possession at school, on any school trip, or at any school function. Failure to post the sign shall not relieve the person of liability. It is the obligation of SAS and all staff members as well as students to report any person who has brought a weapon or a firearm into any school building or onto school property to the proper authorities. If the person is a SAS student, the student will be expelled for at least one calendar year. The student may have this expulsion requirement modified by consensus Priest-Pastor and Principal.

### ***EXPLOSIVES/FIRECRACKERS/BOOBY TRAPS***

All explosives are a danger to the health of others and are not to be in the possession of anyone on school property or at any school sponsored event. Therefore, the possession or discharging of any explosive can result in suspension from school.

### ***ILLEGAL DRUGS and ALCOHOL (Diocese # 5129.6)***

For the purposes of this policy, the words “illegal drugs” shall mean any mind-altering drug or any other mind-altering substance. The purchase, possession, use, sale or distribution of these drugs is illegal by federal statute and the State of Kentucky.

If a student brings to school, or has in his or her possession on the school grounds any illegal drug or alcohol or any look-alike, he or she can be suspended and/or expelled from school. These are also prohibited at all school-sponsored activities held at a location other than the school property at any time of the day or year.

Upon receiving information that a student is buying or has bought; is or has been in possession; is or has been using any illegal drugs, the following steps will be taken:

- 1) The teacher or other person having this information shall notify the principal.
- 2) The student's parents or guardians and proper law enforcement officials shall be notified and written documentation placed in student files.
- 3) The principal shall request proper outside assistance and/or may suspend the student pending investigation when there is probable cause to believe that he or she has bought, sold and/or has used an illegal drug on school property or at a school function.

### ***ANTI-CHRISTIAN ACTIVITIES (Diocese # 5129.6)***

Anti-Christian activities are forbidden. Professional intervention and/or expulsion may be necessary.

## ***THREATS of VIOLENCE and HARASSMENT***

Threats and harassment is any expression, verbal, written, or nonverbal with the intent to harm, injure, or be an unwelcome advance toward a person. The threat of violence carries with it the risk of violence and a high probability of harm or injury. Threats will not be tolerated; students who make threats will be dealt with promptly and severely. Using the internet to threaten, harass, or bully other students will not be tolerated. The school will encourage parents of any students being harassed or bullied to file documents with the proper authorities.

The violations included in this category include:

-Harassment is any continued unwelcome activity that creates a hostile environment through unwelcome words, actions or physical contact which does not necessarily or directly result in physical harm. In keeping with the philosophy of SAS that each person is a sacred individual, it is the policy of SAS to provide for both students and employees an educational environment that is free of harassment. Harassment based on race, sex, religion, or physical appearance will not be tolerated. All teachers and school staff are instructed to stop harassment when they witness it, and to inform the principal of all allegations, knowledge or rumors of harassment as soon as possible and later in writing.

-Peer Harassment is unwelcome taunting, verbal or physical abuse based on race, sex, religion, physical appearance or any other factor, which interferes with a student's education.

-Sexual Harassment is unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. This includes student-to-student, employee to student, or student to employee.

Sexual harassment may include, but is not limited to:

- \*unwelcome communication, including sexually oriented phone calls, letters, email, or verbal kidding.
- \*unwelcome pressure or requests for sexual activity.
- \*unwelcome touching of an individual (patting, pinching, hugging, or repeated brushing against another person's body)
- \*creating an intimidating, hostile or offensive educational environment through the use of rumors, or implied or actual threats.

Sexual harassment or any other type of harassment is not Christian. Intimidation is the act of frightening or coercing by threat or implied threat. Threat is a direct or indirect communication of the intent to cause physical harm or damage to equipment or property that might lead to hurting people. Violence is aggression that can result in physical assault with or without the use of a weapon.

These procedures will be used to address incidents of threats of violence: If a student thinks that he/she has been the victim of a threat of violence or harassment the student should not ignore the incident.

- \*Report the incident immediately to the nearest adult.
- \*With the adult, immediately report the incident to the principal.
- \*The harasser will be confronted.
- \*The incident will be investigated.
- \*A conclusion as to whether a threat of violence occurred will be made.
- \*Parents will be notified.
- \*A suspension may occur or an expulsion hearing may be conducted.
- \*Police may be notified.
- \*Any consequences given will relate to the nature, context, and seriousness of the incident.
- \*If it is determined that a person deliberately filed a false claim, disciplinary action will be taken.
- \*Records of complaints will be held as confidential as possible, within the investigation.

Reprisal is any action taken against someone because he/she reported alleged violence or harassment. The procedures, outlined above for violence, shall be followed for cases of reprisal.

## ***BULLYING (Diocese #6140)***

St. Ann School has an educational plan to address the problem of bullying behavior in the school. Each grade level will conduct appropriate lessons that deal with identifying bullies, how to deal with a bully, and empowering students who observe bullying to report the behavior and to stand up for the victim. Students will be able to report bullying confidentially. 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 very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

**Students who make fun of another student's weight, appearance, nationality, disability, or any other characteristic are guilty of harassment and/or bullying. 50 points will automatically be deducted from their conduct grade.**

The following guidelines will reduce or prevent bullying:

- Bullying is not allowed at St. Ann School.
- We don't tease, call people names, or put people down.
- We don't hit, shove, kick, wrestle, or punch.
- If we see someone being bullied, we speak up and stop it (if we can) and go for immediate help.
- When we do things as a group, we make sure that everyone is included and that no one is left out.
- We make new students feel welcome.
- We listen to the opinions of others.
- We treat other people with kindness and respect.
- We treat others the way we want to be treated.
- We respect each other's property and the property of the school and church.
- We look for the good in others and value differences.
- We do not use the internet to hurt others with our words.

The following disciplinary actions will be followed when bullying is observed and reported:

- All bullying will be reported to the principal.
- Parents will be notified of each and every occurrence.
- Disciplinary action will be taken on every occurrence.
- Persistent bullying can result in the following actions:
  - after school detention
  - parent/student/principal conference
  - in-school isolation
  - suspension

### ***SEARCH and SEIZURE (Diocese #6142)***

SAS retains ownership of the lockers and desks and reserves the right to search lockers and desks without notice. Locks are not allowed on school lockers. No person's outer clothing, pockets, or his personal effects (purses or backpacks) shall be searched by authorized school personnel unless there are reasonable grounds that a search will reveal evidence of a serious violation of school rules such as having a weapon, alcohol, or drugs on school property. A phone call, a note, or suspicious behavior can be considered reasonable cause. All searches should be conducted by those directly responsible for the person's conduct along with another adult as a witness. At SAS the principal or designee is the person who would conduct a search. An adult witness is not required when asking someone to remove something from the pocket of his/her clothing or to dump the book bag or purse. When a search is made, the person conducting the search or the witness must be the same gender as the subject being searched. No search shall be conducted in the presence of another student. Any student who fails to cooperate in a search will be subject to disciplinary action. Students can be asked to dump their pockets, their purses, their backpacks, and their luggage. Pat down searches will only be conducted by legal authorities and only after the parents have been notified. Any student who is to be searched by the legal authorities shall remain in isolation and under constant observation until authorities arrive and parents notified. All illegal items such as weapons, drugs, alcohol, etc. will be seized. Parents and the legal authorities will be notified if illegal items are found any search conducted by the principal or designee. Asking someone to take items from their pockets is not a search.

### ***CRISIS INTERVENTION***

To prepare for any potentially violent situation, guidelines need to be in place. The priorities are Safety and Not Betraying Trust by balancing the two. Every effort will be made to maintain student confidentiality. However, if life, health, or safety is involved, the confidentiality will be broken and the appropriate authorities notified. SAS will focus on the behavior and not on our judgments.

### ***SPORTS and BOOSTER CLUB***

All St. Ann School sports teams and squads are made up of middle school students ONLY. If for some reason there are not enough players to form a "team", then 5<sup>th</sup> grade students will be allowed to participate under the prior approval of the principal. Fourth grade students will only be allowed to participate if not enough 5<sup>th</sup> Graders are participating to form a team. This is also upon the prior approval of the principal.

It is an honor and privilege for St. Ann School students to represent the school in sports. Athletics should produce good feelings between schools and team sportsmanship. A student athlete must maintain high standards in academics; attitude, effort, and conduct must be consistent with his/her own ability. **Student grades will be monitored on a weekly basis; students must maintain a cumulative "C" average for the grading period in order to participate in games. If a student has a grade point average**

**below a “C” in any class (including conduct), their name will be forwarded to the office. On Monday, a notice will be sent home to the parent via Fast Direct stating the area of the deficiency and the probation period. The principal will also conference with the student to discuss with them the reason for activity probation. Students will be allowed 3 absences (excused or unexcused) from practice; upon the 4<sup>th</sup> absence the student will no longer be considered a member of the team.**

The procedure is as follows:

- ❖ Every Monday teachers will present the office with a list of students who have deficient grades. Any student who has a “D or F” average will not be allowed to participate in their extracurricular activity (they can attend practices, but not games or matches) until the following Monday. At that time, teachers will again generate a list of students who have deficient grades. If the student’s grades remain deficient, they will remain on probation from activities for another week.
- ❖ A list of students with deficient grades will be forwarded to the coach or supervising teacher of the activity. We also work in conjunction with Union County Middle School coaches; a list of students who have academic deficiencies will be forwarded to the UCMS coaches and assistant principal.
- ❖ Upon improvement of grades, the student will be able to resume full participation in their chosen activity.
- ❖ **In the area of sporting events, students may attend practice. The student may attend the ballgame, but they cannot dress out nor sit on the bench. The student must remain in the stands as a spectator.**

We will monitor your student’s progress weekly, but as a parent partner, we also need your assistance. If you have a concern about your children’s school performance, please contact us. Working together, all students will be rewarded with a positive educational experience. Attendance at after school tutoring will be required during all suspension weeks and is also recommended for all athletes having academic difficulties. The parents of athletes may request after school tutoring through the classroom teacher or the principal.

Student athletic teams/squads may vary from year to year and depends on student interest and the availability of volunteer coaches. Appropriate conduct is expected from all student athletes at school, at games, and at practice. All athletes must follow the rules of the school and the team. An athlete must be a good sport both on and off the court. If there is inappropriate behavior according to the discipline code, an athletic suspension can take place. This is at the discretion of the principal who will inform the coach. **An athlete or cheerleader must attend class at least 1/2 day to be eligible to compete or practice that afternoon or evening. Friday’s attendance is required for weekend games.** In emergency situations, the principal may waive the rule on attendance.

Parents must complete a registration/parent permission form, a medical alert form, and a field trip form so that students can participate in athletics. Also, each student athlete must have a physical before participating in any practice at the beginning of each season. This includes all sports and cheerleading. These forms must be turned in to the coach before the first practice. The sixth grade physical, (be sure the doctor is aware that the student is an athlete and a notation can be added to the form), will be accepted for athletics, but an athletic physical cannot replace a sixth grade physical. It is the coach’s responsibility not to allow any student to participate until these necessary documents have been received from the athlete.

All parents or guardians having a student on an athletic team and/or the cheerleading squad are members of the St. Ann Booster Club. The Booster Club sells “Spirit Wear” in support of Cherokee pride. There will be designated “Spirit Wear” days when students can wear these clothes to school in place of their uniform. Booster Club members must help with the activities that provide the money for athletics. **Parents or guardians are required to work the assigned concession stand, door for home games and gym clean up at the end of the evening. Any Booster Club parents not able to work their assigned times in the concession stand or door must get a substitute and notify the person in charge of this change. Students cannot assume the responsibility of working the gate and concession stand for the parent.** The door at the gym is the first line of security for games. Students may help adults in the concession stand but an adult must be there to supervise and be responsible for the downstairs area and the cash box. **Students must not handle exchange of money.** The principal or a designee will be at all home games. The designee will notify the coaches that they are in charge that night.

**A Booster Club financial report is to be submitted to the principal, Priest Pastor, and school council in December and May.** Booster Club should submit a written report to the principal for each school board meeting, when applicable. All Booster Club fundraisers are to be approved by the principal. Athletic uniforms and equipment must be turned in at the end of the season. These should be clean and clearly marked. Report cards will be held if uniforms etc. are not returned. Coaches are to submit a list of student names and items to be returned.

## ***SCHOOL DANCES and EVENTS***

**St. Ann students must be in school at least ½ day and not be on suspension to attend any school dance and must have a completed permission form.** The form may be turned in to the sponsor in advance or presented at the door where students will be checked into the dance. Guests at all dances must have their names submitted to the school office by the deadline. All guests must be in good standing in their respective school. **Only middle school students may attend St. Ann dances.** The out of uniform dress code is the required dress for all dances for both St. Ann students and their guests. **The following are not allowed: spaghetti straps,**

**halter-tops, anything that lets the midriff or bare back show, sleeveless or low cut tops.** The school reserves the final judgment on the appropriate dress for any school event. The lead sponsor is the principal's designee for dances. The principal requires a written agreement from all chaperones for dances by the set deadline to ensure that there are enough adults present to supervise. All chaperones must have completed Safe Environment and had a criminal record check. If the group fails to do this, the dance will be cancelled at 12:00 on the day of the dance or on Friday for a Saturday dance. Students attending a dance or similar activities will be required to sign in and provide emergency numbers for parents during the time for the event. Phone numbers where parents can be reached is required on all permission forms.

### ***EXTRACURRICULAR ACTIVITIES***

Students who participate in any extracurricular activity such as Y-Club, KYA, KUNA, 8<sup>th</sup> grade trip, cheerleading, etc. must follow the same guidelines for the athletic program. See "Sports and Booster Club" section page 29 for the policies and procedures that must be followed in order to participate. Students who choose to participate in KYA or KUNA are entitled one absence during the course of the preparation. If they have been suspended from school during the course of preparation, they will not be allowed to continue their participation in the event. **Any student who is absent more than 1/2 day is not allowed to participate in a school sponsored event such as basketball games, cheerleading, 4-H, and Y Club events including dances on that same day.**

### ***ACCIDENT INSURANCE***

The school does not have accident insurance coverage on students. Parents and guardians may purchase a student accident insurance policy; application forms are available in the office. The school does not pay doctor or medical costs for students injured at school, on school trips, or while participating in any school or school athletic contest. **All students participating in sports or cheerleading at St. Ann School are required to have insurance and provide that information on their athletic registration form OR must purchase the school accident insurance available for purchase only in August. All students in the 8<sup>th</sup> grade going on the class trip must provide proof of insurance.** School insurance applications must be returned within the first week of the school year and the coverage is retroactive to the first day of classes. Middle school students participating in athletics at Union County Middle School must pay an activity fee to the Union County Superintendent of Schools. The fee is paid only one time each school year and will cover all sports that a student will compete in during that school year.

### ***SAFE ENVIRONMENT POLICY OF THE DIOCESE of OWENSBORO***

All certified teachers, other staff, coaches, school volunteers, and trip chaperones are required to submit to a criminal check, as required by the Diocese of Owensboro. At the present time, the criminal checks are being done every 5 years and completing the online Safe Environment course will be required every 5 years with an annual review of the information using a Safe Environment brochure and signing off on it. An up-to-date copy of a Safe Environment Class certificate must be filed with the school along with a copy of the criminal check clearance issued by the Diocese or a copy of the ministry card. **Safe Environment is required for all parents who wish to volunteer or go on field trips or attend field day.**

### ***REPORTING CHILD ABUSE (Diocese # 5122.4)***

KRS 620.030 states: Any person, who knows or has reasonable cause to believe that a child is dependent, neglected or abused shall immediately cause an oral or written report to be made to a local law enforcement agency, or the Kentucky State Police, the cabinet or its designated representative, the Commonwealth's attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation. KRS620.990 states, "**Failing to report is a Class B misdemeanor.**"

### ***ADULT VISITORS and SIGN-IN***

Parental involvement and community support is very much appreciated at SAS. Adult visitors are welcome, but there are some necessary restrictions because of safety and the class structure of the school.

- 1) Visitors must immediately come to the school office when they enter SAS.
- 2) Visitors must sign in and will be given a visitor's nametag, which is to be worn for everyone to see.
- 3) When visitors are ready to leave, they are to sign out at the school office.
- 4) Visitors cannot interrupt classes and are to schedule all teacher conferences in advance.
- 5) Visitors must enter the building through the main front doors on South Church Street.
- 6) Union County School employees who wear a UCPS identification badge will sign in at the office.
- 7) **Parents sitting in classrooms observing must be approved in advance with the Principal.**
- 8) Parents and guests will be required to sign in at the Parish Hall for a parent lunch.

**Parents who volunteer to serve lunch or who volunteer in another capacity in the school may not drop in to a classroom to see their student during the day. This is an interruption to the teacher and to the educational process. Pre-school siblings are not allowed to accompany parent volunteers to school.**

## ***ROOM PARENTS***

Each teacher will have "Room Parents" who volunteer their time and services for the year. Room parents responsibilities may include: contacting other parents, assisting the teacher in planning activities when needed, helping with class projects, and assisting PTO with activities, and any other assistance as requested by the teacher. Seventh grade room parents are responsible for organizing and hosting the 8<sup>th</sup> grade graduation reception. The 8<sup>th</sup> grade teacher or principal approves all reception plans in advance. All activities being planned by a room parent must be discussed and approved in advance by the classroom teacher.

## ***FIELD TRIPS***

The principal must approve all field trips taken by any school group including classes, clubs, or athletic teams. The approval must be given before final arrangements are made for these events. Faculty members must be in charge of student supervision on any class field trip. Before students can leave school property on a field trip, the written permission form must be turned into the teacher. Parents, guardians, or someone on the student's emergency list (with parental verbal approval) must sign the permission form. Any student not having a SIGNED FIELD TRIP form will not be allowed to participate in the trip and will be required to stay at school. The school will only accept the official field trip permission form. **In teaching your child to be responsible, we will not allow them to call home for the signed field trip form. A blank field trip permission form can be found on the school web page at [www.st-ann.com](http://www.st-ann.com).** The field trip form can be faxed or hand delivered to the school but telephone calls cannot take the place of the written form. The Diocese of Owensboro and other groups also require a special field trip form for overnight trips. The permission form releases the school from liability. **Parents or guardians may refuse to allow their student to attend a field trip and should submit their refusal in writing.** Field trips are a privilege and all students must have the approval of the principal before going on any field trip, including the 8th grade trip. All classrooms do not take the same number of field trips during the year. Field trips are designed to correlate with the curriculum goals of each class. The classroom teacher in consultation with the principal determines the transportation of students on all field trips including the grouping of students.

According to Diocesan policy, field trips and/or class trips that are sponsored by the school must be educational. Class trips to theme parks such as Kentucky Kingdom, King's Island, Holiday World, etc. may not be taken on a school day or be sponsored by the school. (Diocese # 6137)

Each spring, the eighth grade class takes an extended Washington, DC trip. Eighth grade students and their parents participate in fundraisers during the year to pay for the cost of this trip. Some parents choose to pay the student's entire cost of the trip. Class parents are the chaperones for this trip along with a teacher, Priest, and/or principal or designee. The 8th grade class will receive a detailed list of requirements concerning the trip which includes earning the trip through grades, attitude, service, behavior, and fundraisers. Both the students, parents/guardians will sign rules for the trip. All monies being paid by the parents are due by March 5th.

## ***TRANSPORTATION SAFETY POLICY***

When the SAS bus is available students will ride this bus to and from the event including field trips. When there is not sufficient space, Union County Public buses will be used. Parents are encouraged to go on the trip and when space is available are welcome to ride the bus. If space is not available, parents may follow the bus or meet the group at the destination. The classroom teacher will make all travel arrangements and assignments

The teacher or adult in charge of the group on a field trip will have a first aid kit. No firearms or lethal weapons of any kind are to be carried in the vehicle at any time when transporting students. Communication between groups is essential and cell phones or other forms of communication may be needed.

## ***CHAPERONES and VOLUNTEERS***

SAS is responsible for the supervision of all students in the school building during the school day or after school activities and at all activities sponsored by the school. Supervision is more than physical; it is full-time involvement with the students. All chaperones must be 21 years of age. **When chaperoning a field trip, younger siblings are not allowed to accompany the school group or meet the group at the destination. Parents having younger children with them are not to meet the school group at their destination.** Everyone must follow this policy and no exceptions will be made. Should a chaperone fail to comply with this policy, it will be reported to the principal immediately upon returning to school. All adult chaperones going on field trips must have attended the Safe Environment program and had the record check as required by the Diocese of Owensboro. **Parents and other adults with the intentions of being an 8th grade trip chaperone must complete this Safe Environment and record check by the end of December, prior to the trip.**

## ***PARENT TEACHER ORGANIZATION (PTO) (Diocese # 2210.3)***

All parents or guardians of St. Ann School students and teachers are invited and encouraged to be actively involved in the Parent Teacher Organization. The goals of this organization are:

- 1) to assist the faculty of St. Ann School as needed;
- 2) to promote the welfare of students at home, at school, at church and in the community;
- 3) to have a close relationship between home and school so parents/ guardians and teachers will cooperate in the development of each student;

- 4) to involve parents or guardians in the education of children;
- 5) to foster the faith community by calling forth the various talents, abilities, insights and services of parents or guardians;
- 6) to motivate parents or guardians to fulfill their Christian responsibilities;
- 7) to sponsor fund raisers to assist in paying for school items that are approved by or requested by the principal;
- 8) to cooperate with the principal in making the school the best it can be.

All PTO activities must be discussed and approved by the principal. PTO is to submit a semi-annual financial report to the principal, school council and Priest Pastor. A written report of PTO activities and upcoming events should be submitted to the principal for the school council meeting or a PTO officer may attend the school council meeting to present the report.

### ***FUND RAISING***

Fundraising is a necessary part of the St. Ann School operating budget. Fundraising benefits every student and every parent must support these efforts. Tuition and fees contribute the major part, but fundraisers generate about \$200.00-\$250.00 per student. Without successful fundraising, the tuition would be more. **Every family must participate in the school-sponsored fundraisers including: dinner auction, PTO sales, pecans, spring fundraiser and others.** The principal must approve and schedule all fundraisers by all of the SAS parent or student groups. Also, the principal must approve any items bearing the SAS name.

### ***PERMISSION TO USE NAME, PHOTO, VIDEO***

As required by the Family Education Rights and Privacy Act (FERPA), St. Ann School gives notice of the intent to release student information in a school published directory, including the student's name, address, listed phone number, and date of birth, as appropriate. St. Ann School may use a student's name or photo in the newspapers, school news, and the school web page. Videotapes may also be made of students participating in school activities including athletics. Student work may be published in newspapers and or books or be displayed within the school or at school events. If a parent does not want student information, work, video, or photo to be used in these ways, the parent must sign a document that is located in the school office during the first 5 days of the school year.

### ***SECURITY***

The front door of the building by the office is the only door open during the school day. All other exterior doors are locked from the outside. The back door is unlocked only when students and staff are present on the playground. **All visitors including parents are required to enter the school through the front door.** Visitors must ring the bell to enter the building. In the event of an intruder, the building will go into lock-down. All students are to lie down on the floor away from the door and out of the sight of anyone at the door and remain silent. Any student in the hall should immediately go to the closest classroom. Teachers will lock their classroom door from the inside and it will remain locked until the all-clear announcement is made. Teachers who have cell phones can communicate vital information to the office or parish office by phone. (Diocese #6143)

### ***EMERGENCY PROCEDURES FOR PARENTS***

- ❖ If you hear rumors about a school emergency we ask that parents or guardians do the following:
- ❖ Turn on your radio, as the media will be given accurate information concerning any emergency.
- ❖ If you must call, call the church office for information at 389-2287.
- ❖ Do not call the school office - leave the line open for outgoing calls.
- ❖ Wait for information from the media or the church office before attempting to pick up students.
- ❖ Parents with medical training or those willing to help in case of a natural disaster report to the church office to assist where needed.
- ❖ **Do not park near the school** to allow emergency vehicles easy access to the building.
- ❖ Check the St. Ann School website at [www.st-ann.com](http://www.st-ann.com) for updates.

### ***EMERGENCY DRILLS***

Following Fire and Emergency Codes and Regulations, St. Ann School students and staff participate in four types of drills. Students are to be silent during drills. Directions for evacuation are posted in each room in the building. An emergency plan is in place for the school. The fire alarm sounds for fire drills. Tornado, earthquake, and lock-down drills begin with an all-school announcement.

- 1) **FIRE DRILLS** are held ten times each school year. Every class is assigned a place outside the building where the students go when the fire alarm sounds. A long ring of the bell is the signal to return to the classroom. (Diocese # 6125)
- 2) **TORNADO DRILLS** are held during the year, but especially during the storm season. The students are assigned the safest areas in the building in case of tornado warnings, watches and for drills. (Diocese # 6126)
- 3) **EARTHQUAKE DRILLS** are also held during the year. Students should get under a desk or table and hold on until the shaking stops. Then, students will evacuate the building and gather in assigned locations. (Diocese # 6127)
- 4) **LOCK-DOWN DRILLS** are also held twice a year.

When evacuation is necessary, students and staff will go to the parish building or big church parking lot. SAS has an emergency procedure manual located in each classroom, library, lab, and offices.

## ***SCHOOL CLOSING DUE TO INCLEMENT WEATHER***

St. Ann School follows the Union County School calendar. If the weather is bad, a "School Announcement" phone call will go out to all school families. Please listen to WMSK radio or Evansville television for a report about Union County Schools. SAS will close due to inclement weather only when the Union County Schools are closed unless the school has an unforeseen emergency.

### ***PERSONAL ITEMS***

**Students are not allowed to bring toys, stuffed animals, puppets, skateboards, radios, CD players, tape players, walkmans, video games, iPods, laser pointers, and any other similar equipment, etc. to school unless requested by a teacher.** Questionable books, magazines, pictures, and trading cards are also items that cannot be brought to school. Items such as perfumes and lotions should not be applied during instructional time. These will be taken from the student and kept in the office until the parent picks up the item. Purses should not be a distraction to the class; they should only be large enough to carry important personal items that may be needed during the school day. Students are discouraged from bringing large sums of money to school. If it is necessary for a student to have a large amount of money, it should be brought to the office when the student arrives at school for safe keeping until the end of the day.

### ***CELL PHONES & ELECTRONIC DEVICES***

Cell phones may be brought to school when the parent deems it absolutely necessary. A note or call from the parent is advisable when this is necessary. Any student with a cell phone or other electronic devices must "park" the item in the office, **in the morning**, and pick it up at the end of the school day. Students are not allowed to have in their possession or in their locker a cell phone or other electronic devices during the school day. Cell phones and other electronic devices will be taken from the student or locker and will not be returned for one week from the time they were taken. If a student has their phone or electronic device taken away on a Tuesday, they will not get it back until the following Tuesday afternoon as they exit the building. If during this one week time period, a holiday occurs, the student will receive their item back on the afternoon of the next school day. This also applies to snow days when school is not in session. The item taken will be kept under lock and key in the principal's office. Students on the 8<sup>th</sup> grade trip will be allowed cell phones, with parent permission. **ST. ANN SCHOOL IS NOT LIABLE FOR LOST OR DAMAGED ITEMS OR MONEY.**

### ***LOST and FOUND***

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.** Students who lose a textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

### ***BOOK BAGS and GYM BAGS***

All book bags used to carry books, school supplies, or clothing must be a see-through (clear or mesh) material that allows the contents to be easily seen. All luggage and bags that are not clear or mesh must be left in the school office when arriving at school and picked up as the student leaves school. These guidelines are set by the Union County Schools; SAS also uses the same guidelines for security reasons.

### ***PARTIES DURING THE SCHOOL DAY***

Classroom parties are limited. The principal is to approve in advance any classroom party being planned either by the teacher or by the students for the teacher and these can only be held at the end of the school day. Class parties are held before Christmas in all classrooms; K-5 will celebrate Valentine's Day. Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade. Valentines distributed at classroom parties should include a Valentine for each student in the class.

### ***BIRTHDAY OBSERVANCES***

Students in Grades K through Grade 8 may come to school dressed out-of-uniform on their birthday or half-birthday (for those who do not celebrate during the school year). **Due to the National Lunch Program, birthday snacks can no longer be brought to school during lunch. Non-food birthday treats prepared in individual packages can be handed out by the birthday student at the end of the day to be sent home with all students in the class.**

### ***GIFTS***

We discourage the practice of parents or guardians sending balloons, flowers, etc. to students at school. It is difficult to get them home, especially on the bus. Gifts that are received will be delivered to students at the end of the school day. No student may send another student gifts, flowers, balloons, etc. to be delivered at school, unless a school group is selling such items. Balloons are not allowed on Union County School buses unless they can be put into paper bags; the school does not supply these bags.

## ***SMOKING***

The school is a smoke free building and no one can smoke in the school, gym or parish hall. During the school day and at school events held in the school or hall adults over the age of 18 may smoke. Those who smoke can only do so in designated areas outside the church doors or entrance to the hall and out of the sight of students. Designated smoking areas are located at the rectory side of the church or in your car. Students are NOT allowed to smoke on school property at any time or at any school sponsored event. Smoking at the gym is done outside the doors.

## ***PRINCIPAL'S AUTHORITY***

**The principal has the authority and responsibility to interpret and enforce all school rules and to take necessary actions when things occur that are not covered in this handbook. Inappropriate behavior or dress is not a debatable issue.**

## ***RIGHT TO AMEND***

**St. Ann Catholic School reserves the right to amend the current handbook and parents will be notified through the school newsletter of all changes and/or additions.**

## **TELECOMMUNICATIONS USE AGREEMENT**

### **Telecommunications Use Agreement**

*Adapted from NCEA's From the Chalkboard to the Chatroom.*

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Ann School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser. As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.
6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

