

Parent/Student Handbook 2011-2012



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Mission

In collaboration with parents as primary educators of their children, Saint Ann Catholic School assists in developing the character and faith of each student by teaching with love, respect, and high expectations. While developing life-long learners, the entire Saint Ann Community is committed to service through social responsibility and justice.

Vision

Permeated with elements of Catholic faith, technology, and differentiated instruction for the needs of the students, Saint Ann Catholic School provides a quality education preparing students for success in high school and life.

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INTRODUCTION

We believe this school fosters growth spiritually, academically and morally. Parents/Guardians, we thank you for entrusting your child(ren) to our care. We appreciate your willingness to join us in a nurturing and rewarding partnership, which will benefit your family now and in the future.

Our foremost mission is to consider each child as an individual assisting him/her to develop effective cognitive skills. It is also our goal that he/she may become a true Christian conscious of his/her duty towards God, himself/herself, and his/her neighbor.

The administration, Faculty and Support Staff work together with you the parents/guardians encouraging each student to work to his/her potential. It is our hope that every year spent at Saint Ann Catholic School is enjoyable, successful and challenging preparing each child for his/her future role as a responsible citizen.

Philosophy

As a parish-based Catholic school, Saint Ann seeks to consistently integrate elements of Catholic faith with the learning process. Based on the Pastoral on Education “To Teach as Jesus Did,” Saint Ann Catholic School teaches grade-appropriate religion and Gospel values. Opportunities for prayer, worship, and service are also consistently integrated into the curriculum, while building community in all phases of school life. Recognizing that each child is an individual and needs to develop effective academic and cognitive skills in order that he or she may grow in knowledge and virtue, the school is committed to differentiated instruction through a rigorous academic curriculum. Teachers and administrators consistently encourage each child to work to his or her potential.

Statement of Beliefs

Saint Ann Catholic School...

- Provides a quality education based on the curriculum developed by the Diocese of Birmingham and the State of Alabama.
- Is a place of learning where the beliefs, traditions and teachings of the Catholic faith are woven through all dimensions of our daily school activities, and where the Eucharist is central.
- Provides a range of learning experiences to compliment the core curriculum and the differentiated needs of the students.
- Believes that a cooperative relationship between the school and the parent or guardian is essential for the overall education of a student.
- Provides discipline and character development that is integrated into the core curriculum.
- Teaches the concepts of service, justice, social responsibility and the many ways of evangelism.
- Values volunteers. Research shows that student achievement increases when parents are involved. The faculty, staff, and students depend on volunteers to enhance the operation of the school.

I. PURPOSE OF THE HANDBOOK

This handbook is intended for both parents and students. It provides important information that can be helpful with the concerns and questions that may arise about school policies and procedures. The policies contained in this handbook were written not only in the interest of the parents and their children, but also for the teachers, support staff, and administration of the school. As other pertinent policies and programs are formulated and finalized, additional printed material will be sent home. This handbook should be reviewed often. **The Administration of Saint Ann Catholic School reserves the right to interpret this handbook as individual situations arise.**

II. OFFICIAL SCHOOL HOURS

A. Daily Schedule

Announcements and prayers are at 7:55am; classes begin at 8:00am. Students participating in extended care are escorted to the cafeteria five minutes before dismissal. All other students are dismissed at 3:00pm (2:00pm on Friday). Parents are not to enter the classrooms between 8:00am and 3:00pm without permission from the principal. Messages, etc. are to be brought to the school office. All students are expected to leave the school grounds promptly after school except those staying for the after school activities. All students staying after school for any activity or extended care **must report directly to the program accompanied by the designated adult**. Students may leave the school only if they are accompanied by the parent or someone designated by the parent. The principal must approve any variation of this policy.

B. Extended Care Program

Saint Ann Catholic School provides an extended care program for the students. It is under the supervision of the school principal, and is intended to ensure the safety and security of those students who must come to school before school hours and/or remain on school property after school hours. All Saint Ann students are eligible to use this service. Students are allowed to complete homework, read, play games, work puzzles, etc. An afternoon snack is provided.

Hours

The program operates every day school is in session from 7:00am to 7:40am, and 3:15pm to 6:00pm. **Any student remaining on school grounds after 3:15 and not involved in an organized, adult supervised activity must take part in the Extended Care Program.**

Parents must pick up their children by the normal **closing time (6:00pm)**. Failure to do so can be subject to a late charge and possible termination of available services.

Occasional attendance is allowed; however, if you plan on using this service on a continual basis, please make sure you provide the appropriate information at the “Knight” Gathering.

If school is closed due to inclement weather or other circumstances, the extended care program will not offer services.

Phone

The Extended Care Program phone number is **353-2667 ext 151**. Please call this number after school hours if you need to contact an extended care worker.

Fees

The fee for extended care is \$5.00 per child per hour. (Please talk with the Principal if you have two or more children.) If a family uses less than one hour (60 minutes) of extended care in a month, there will be no charge. A monthly statement will be **mailed** to each family the last week of the month. The balance will be due by the date indicated on the invoice. ***It is the responsibility of parents to see that their bills are paid on time.*** Unpaid bills can be treated as, and subject to, the same policies as tuition; **A \$30.00 late fee will be added to every unpaid account.** Please make all checks payable to Saint Ann Catholic School. The top portion of the invoice must be returned with payment. Calendar year-end statements will not be sent.

Health and Safety

If children should become ill or injured while in the extended care program, parents will be called. An Incident or accident report will be made and submitted to the Principal and the parents will receive a copy. Information concerning allergies or health restrictions must be on file along with a physician's name and telephone number. The extended care program does not offer accident insurance for the children; therefore, **a signed release statement must be on file for each child.** Children are not to leave the school premises until they have been released to a responsible adult. Your child will be released only to those authorized on your registration form. In an emergency, please call to give permission for other persons to pick-up your child. Proof of identification will be requested.

Discipline

Discipline of children **shall be consistent and fair. Limits and rules shall be understandable to the children to whom they apply.** No corporal punishment will be allowed. Failure to obey the rules can result in a student not being allowed to use the service.

III. SCHOOL FEES

A. Tuition, Registration, and Fees

2011-2012 School Year

Parishioner Tuition		10 Month Plan	12 Month Plan
1 child	\$3,636.00	\$363.60	\$303.00
2 children	\$7,272.00	\$727.00	\$606.00
3 children	\$10,908.00	\$1,090.00	\$909.00
Non-Parishioner Tuition		10 Month Plan	12 Month Plan
1 child	\$5,656.00	\$565.60	\$471.34

Registration fee and Diocesan Tax - \$200.00 per child
(Registration fee is a Non-Refundable fee.)

Parents have three options by which to pay their tuition:

1. **Payment in full before August 1, 2010 (discount of 2%)**
2. 10 Month payment plan begins in August
3. 12 Month payment plan begins in July

B. Automatic Tuition Draft

Tuition is automatically withdrawn from your checking or savings account each month. Two dates are available for automatic debit. They are the 5th or the 20th. If one chooses the 20th, it is withdrawn the 20th of the month **before** tuition is due (example August 20th tuition will be withdrawn from the account July 20th). If you choose the 5th of the month, tuition will be withdrawn July through April; for the 5th of the month, tuition will be withdrawn August through May.

Paperwork provided by FACTS with the date you wish the tuition to be withdrawn must be completed and submitted to the office at the time of registration. Please note that there is a **facts management fee** of \$41.00 which is withdrawn from your account.

This service is mandatory for all families who do not pay annually or have not made other arrangements with the Principal.

C. Late Payments of Tuition and Other School Fees

Payments for tuition, registration, activities and book fees, must be made on schedule and in a responsible manner so that the school can meet its monthly financial obligations.

Families who know that they are not going to be able to pay their next tuition payment on time or are already behind on their tuition payment for whatever reason should call the school to meet

with the Principal. A late fee of \$15 will be charged if the tuition fee is 15 days late and a bill will be sent to the family stating the amount due including the late fee penalty.

When tuition and/or fees become thirty days past due, a letter will be sent to the parents requesting a meeting to work out a payment agreement. Students will not be allowed to participate in school sponsored trips, athletic practices/contests, graduation or any other school events until all financial obligations to the school are current or satisfactory arrangements have been made.

If a plan is not agreed upon within 45 days of the original due date, the student is subject to removal. Reinstatement will take place only after the tuition has been paid or after an acceptable payment plan has been offered by the parents and agreed upon by school officials.

No student will be allowed to enroll in the next school year where the family is delinquent on any payments in any preceding year.

Returned Checks

The tuition payment contract is a financial commitment to Saint Ann School. Any check that is returned for insufficient funds will be assessed a \$30 fee. Any family giving more than one insufficient check during the school year may be required to make all future payments in the form of cash, money order or certified check.

Failure to pay the contract in full according to terms stated in the contract may result in third party collections.

D. Lack of Church Support

Failure to support Annunciation of the Lord Parish, by means of church envelopes or checks, as well as time and talent, can place families in non-parishioner status.

E. Financial Assistance Policy

All families who are practicing, participating (monetarily and/or in volunteer hours) Catholics in Annunciation of the Lord Parish and have one or more children attending (or about to attend in the coming school year) Saint Ann Catholic School may apply for parishioner status. Non-Catholic or Non-Parishioner families (i.e. non-parishioners of Annunciation of the Lord Parish) whose children attend Saint Ann Catholic School are encouraged to seek financial subsidy from their own churches.

Those parents requesting tuition assistance due to an unexpected hardship or change of status are to contact the school office for detailed instructions. All school accounts must be paid in full by the end of each school year to be eligible for tuition assistance. **The extent of tuition assistance will only be in part and will be determined by the budget.**

IV. SCHOOL ADMISSION AND TRANSFER POLICIES

A. Admission and Registration

Catholic Schools in the Diocese of Birmingham, including Saint Ann Catholic School, admit students of any sex, race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the schools. At the time of re-registration, the school does give preference to current students and their siblings. We then offer the remaining openings to Catholic families who are registered parishioners of Annunciation of the Lord, Catholics outside this parish, then non-Catholics.

B. Entrance Requirements

Saint Ann Catholic School complies with **Alabama State Law regarding Kindergarten and First Grade entrance requirements**; we maintain the same requirements for our Pre-school.

- a) Students entering Pre-Kindergarten **MUST** be three years of age on or before September 1st of the current school year. (Students **must be potty trained prior** to K3 for our early childhood program.)
- b) Students entering Pre-Kindergarten **MUST** be four years of age on or before September 1st of the current school year.
- c) Students entering Kindergarten **MUST** be five years of age on or before September 1st of the current school year.
- d) Students entering First Grade **MUST** be six years of age on or before September 1st of the current school year.

No exceptions in the above mentioned ages are permitted other than the case of students who are transferring from another Catholic parochial school or from a public school Kindergarten in which the curriculum of that district is followed.

The exact date of birth will be determined from an official and valid birth certificate, which will be copied and then returned to the parents immediately after registration.

Alabama State Law requires that all children receive age-appropriate immunizations and produce a health certificate (blue card) upon entering school. Each must be immunized against polio, diphtheria, tetanus, pertussis, measles, rubella, and varicella (chicken pox). Tdap is required for all 11-12 year olds. The school must have a copy of these records on file.

Additionally, all new students are required to produce a Social Security Number, Health Emergency Release Form and Birth Certificate, as well as a copy of their most recent report card. A student must be in good standing and must have no disciplinary action pending against them by the school they are leaving in order to be eligible to enroll in Saint Ann Catholic School.

The maximum enrollment for our kindergarten class is twenty children, twenty for the K4 classroom and 15 for the K3 classroom. An aide will serve any kindergarten classroom that exceeds 14 students. The maximum enrollment in grades one through eight is twenty-five.

V. RELATIONS/RIGHTS/ RESPONSIBILITIES

Parents/guardians, the primary educators of their children, freely make the choice of a Catholic education for their sons/daughters. **Registration at Saint Ann Catholic School is a contractual agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education.**

A cooperative relationship between the Saint Ann School personnel and a parent/guardian is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through constructive dialogue with the parent/guardian. Additionally, parents/guardians are held to the same standards of respect as students are in regards to their interactions with administrators, teachers, staff, and students.

If a parent/guardian refuses to abide by the rules and regulations of Saint Ann Catholic School or by word or action is unsupportive of its goals or otherwise fails to meet his/her obligations under school or Diocesan policies, the administrator may require the parent/guardian to withdraw his/her child or children from Saint Ann Catholic School.

Parents have the following rights:

- To have their children receive an academically sound education
- To talk with school personnel and have requests for meetings answered in a timely manner
- To receive fair hearings on concerns and grievances
- To have students supervised in a safe and appropriate manner
- To review records and respond
- To participate in the life of the school

In order to accomplish the goals stated in the introduction, the **School** has the responsibility to

- Offer opportunities to learn by using a variety of materials, techniques and styles.
- Advise students, parents, and faculty of expected behaviors and consequences for unacceptable behavior.
- Discern and communicate with parent/guardian about the student's progress and needs.

The student has the responsibility to:

- Attend school on time, ready to participate in the day's activities.
- Contribute to the learning environment through attentiveness and participation.
- Behave in the expected manner.
- Facilitate communication between home and school.
- Involve parents in his/her school life by talking with parents.

The parent/guardian has the responsibility to:

- Meet the child's basic needs so that the child can be alert and open to learning at school.
- Ensure that the student gets to school on time.

- Provide a suitable environment for study and homework, including parental attention and help as needed and when appropriate.
- Demonstrate to the child excitement about learning and the importance of education.
- Support teachers and principal in their decisions and talk with them, and the child when appropriate, to work through problems.
- Model responsible behavior by following through and responding to communications from school.
- Participate in school activities as appropriate and when possible.

If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school.

VI. GENERAL OPERATION METHODOLOGY

A. Communication

Parents are expected to be active and interested in the life of the school community which includes social events, fundraising projects, and spiritual activities. The operation of a successful school depends greatly on the participation and support of parents and friends in the community.

Communication and mutual support between parents and teachers is imperative. If there are any questions or concerns regarding school matters, parents are encouraged to meet with their child's teacher. When a grievance of any kind arises, the matter is to be addressed with the party involved on an individual basis, at the level at which it occurs.

Gossip or negative discussion throughout the community is nonproductive and can be destructive to all concerned!

If you should not receive sufficient satisfaction for your complaint from the individual concerned, you may then take the matter to the person's supervisor. **In other words, all grievances and discussions should take place in the correct order: Student to Parent, then the Teacher involved, lastly the Principal.**

B. Volunteers

The administration, faculty, support staff and students depend upon volunteers to enhance the operation of the school. All parents, guardians, grandparents and parish members are encouraged to volunteer.

The Diocese of Birmingham requires that **ALL volunteers**, including but not limited to computer helpers, cafeteria volunteers, field trip drivers, library helpers, AR parents, coaches, room parents, must have background clearance (every 3 years) by completing an Application for Service (Form AS-1) and attending a "Youth Protection I" class, **PRIOR** to volunteering. These forms are available in the school office.

C. Parent/Teacher Organization

The Parent/Teacher Organization functions to provide service and information to the parents of students attending Saint Ann Catholic School. In addition, it provides financial support to the school. All Saint Ann Catholic School parents are urged to show support for the school by becoming a member of the organization. Parents should make an effort to attend the meetings and support the organization and its efforts.

D. The School Board

The sole concern of the School Board is the ministry of Catholic school education. Operating under the guidance of the Diocesan Department of Catholic Schools and the Superintendent of Schools, and in conformity with the Diocesan School Policies, the School Board assists with policy matters pertaining to the general excellence of Catholic education at St. Ann Catholic School. Hence, this consultative School Board is established to assist the Principal and ultimately the Pastor by providing advice and counsel particularly in the following areas:

1. Strategic Planning
 - a. To assist in formulating strategic goals for the long-term direction of the school;
 - b. To assist in formulating the school mission statement.
2. Policy Formulation
 - a. To provide advice and counsel with regard to policies in areas determined by the Pastor and Principal.
3. Evaluation of policies, plans, mission effectiveness, and Board self-evaluation.
4. Institutional Advancement/Development
 - a. To provide advice and counsel with regard to the establishment and maintenance of comprehensive programs of institutional advancement and to enhance the image, the enrollment, and financial viability of the school;
5. Financial Planning and Financial Management
 - a. To provide advice and counsel with regard to long-range financial planning, annual budget development, budget monitoring, and financial reporting.
6. Communication and Mission Enhancement
 - a. To provide advice and counsel with regard to communicating school policies and activities to the various school constituencies.
 - b. To provide advice and counsel with regard to both mission effectiveness and mission enhancement.

The Consultative School Board has no authority for formulating policies separate from the Pastor and Principal. The School Board does not have responsibility for determining the amount of parish funds in support of the school and has no responsibility with regard to school curriculum, staff/personnel or students.

VII. EARLY CHILDHOOD PROGRAM

The early learning childhood program for Saint Ann Catholic School is composed of K3, K4, and K5 (Kindergarten). Each attend school for a full day, five days a week. The programs are enriched with age appropriate activities which encourage curiosity and promote social, physical, emotional, and spiritual development. Saint Ann early childhood program follows the guidelines established by the Diocese of Birmingham and the State of Alabama.

VIII. CURRICULUM

Saint Ann Catholic School follows the curriculum benchmarks recommended by the Catholic Schools Office, as well as, the standards established by the State of Alabama Department of Education for the following subjects:

Religion	Science
Language Arts	Health
<ul style="list-style-type: none"> • Reading (and Phonics)/Literature • English • Spelling/Vocabulary • Handwriting 	Physical Education
Mathematics	Music
Social Studies	Art
	Guidance
	Technology

A. Religion Program

The Catholic faith is taught daily using age appropriate curriculum approved by the Diocese and the practical application of prayer and service. “All baptized Catholics have a right to a complete, systematic, comprehensive, and faithful catechesis of their faith.” (Handing on the Faith)

Celebration of the Sacraments

Special emphasis is placed on weekly liturgies, which are planned by specific classes.

Respect for Jesus, prayerful quietness in church, participation in singing and responding to the priest is a responsibility of all when assisting at the celebration of the Eucharist. Parents are encouraged to attend any of the school Mass celebrations. “The Church earnestly desires that Christ’s faithful, when present at the mystery of faith, should not be there as strangers or silent spectators. On the contrary, through a proper appreciation of the rites and prayers, they should participate knowingly, devoutly, and actively.” (Vatican II)

The reception of the sacraments is a very important step in the life of a child. It should be a memorable, joyous event after serious preparation and forethought. Parents are expected to attend meetings and participate in preparatory programs.

B. Physical Education Program

Saint Ann Catholic School Physical Education Goals:

To provide a program based on active play that will lead to the desire of students to pursue a lifelong activity, therefore promoting the importance of staying physically fit throughout one's life.

This will be done by:

- encouraging students to pursue active play when they are away from school
- teaching the skills needed to participate in various activities
- expressing the importance of fitness (while participating in various activities) over winning
- offering a variety of activities for students to experience
- emphasizing the virtues of fair play and good sportsmanship in all activities

The best grades do not necessarily go to the most athletic person, but to students who try, work, and develop their skills to the best of their ability. Students must leave their books and personal belonging in their classroom or locker. Conduct and attitude are part of the P.E. grade. Any misconduct, disrespect, or failure to follow directions may affect the conduct grade. Each student can be excused **two** times per quarter for not participating. However, five points can be deducted from the student's first grade for every time they fail to participate over the **two** times allowed. (Of course, special cases will be recognized, such as severe injuries or illness, etc.) During the months of November through February, girls may wear long pants or sweat pants under their skirts only when P.E. class is outside. (pajama bottoms are not appropriate)

C. Library

Each class is given time on an assigned day, in which to check out books and read. Research work can be done when necessary.

There is a \$.15 per day charge on overdue books; however, this charge is only limited to school days. If a book is lost or severely damaged, there will be a replacement charge for the book. Charges will depend upon the condition and cost of replacing the book.

D. Field Trips

Educational field trips are supplemental enrichments to classroom learning and are privileges afforded to students. Students do not have an absolute right to participate in a field trip and teachers and principal may deny this privilege to students who fail to meet academic or behavioral requirements. **Parents will be notified if this privilege is denied.** Parents also have the right to refuse to allow their child to participate. **STUDENTS MUST SUBMIT THE PROPER PERMISSION FORM SIGNED BY THE PARENT OR GUARDIAN. TELEPHONE CALLS WILL NOT BE ACCEPTED IN LIEU OF PROPER FORM.** If

students do not submit the proper forms or money **prior** to the field trip, he/she will not be permitted to attend.

Important safety precautions should be followed by drivers on field trips; drivers should **NEVER EXCEED** the speed limit, and all students **MUST** wear a seat belt at all times. Parents should drive directly to the destination and directly back to school. No one under the age of 21 years old is allowed to drive students on field trips. Students are not allowed to have food, drink, or gum en route. Any deviation from this policy must be approved by the principal.

Students younger than 5 years of age do not go on field trips. (Diocesan Policy)

E. Extra Curricular Activities

Students are encouraged to participate in any of the following activities:

Basketball (boys)	National Junior Honor Society (must meet requirements)
Basketball (girls)	Golf
Soccer	Student Ambassadors
Track	Altar Servers -- Grades 5-8
T-Ball	Boy & Girl Scouts
Math Team	Choir -- Grades 4-8
Robotics	

Students must maintain an average of a “C” or above to be allowed to participate in any activity. Students absent from school more than half a day may not be allowed to participate in school activities on that day such as ball games, field trips, etc.

IX. CAFETERIA PROCEDURES

Saint Ann Catholic School provides a complete hot lunch program. Free and reduced lunches are available for students who qualify based on federal standards. Applications are treated with complete confidentiality. Forms are sent home prior to the beginning of school and will be available in the school office for new students who wish to apply.

- 1) **All school lunches are pre-ordered and prepaid by the month.**
- 2) Lunch menus and order forms will be available around the 15th of the month via Wednesday folders and are due no later than the designated date stated on the order form. Pre-order forms for Snack drink for K3, K4, and K5 are also provided. There are no minimum times you must order. **Lunch orders will only be accepted with a valid check or cash payment. Post-dated checks will not be accepted. If a lunch order is turned in without a valid check or cash payment, it will be considered late and therefore not accepted.**

- 3) **Families must fill out one order form per child, per month**, but may pay with one check so long as all orders and checks are in the same envelope. If more than one child is on an order form, the order form will be returned and deemed unacceptable until each child has an order form. Please send orders and payments to the office in an envelope marked "lunch order". Make checks payable to *Saint Ann Catholic School*.
- 4) All children must be provided with a lunch. **Under no circumstances can lunch be charged.**
- 5) **Carbonated beverages and beverages in glass containers are not allowed.**
- 6) If your child brings a lunch from home, please pack disposable utensils and condiments when needed. The cafeteria does not provide these items for children who bring their lunch.
- 7) Do not send lunch items that require heating. Due to time, facilities and staffing, heating of food items is not a possibility.

X. ATTENDANCE and ABSENCES

Students are expected to be present and on time every scheduled school day. When a student is not in school, he/she misses valuable instructional time.

Sign In and Sign Out Policy

Parents should make every effort that doctor's appointments not be scheduled during school hours. However, if after-school appointments are not available, every effort should be made to have the child miss a minimum amount of school time. When parents are requesting an Early Dismissal, a note must be sent to the school giving the reason and the time the student will be picked up and returned to school. The note will be sent to the office and signed by the Principal. Before a student may leave the classroom, the parent **must** come to the office and sign him/her out. When returning to school, the parent **must** come to the office and sign the student in before he/she can return to the class. **The student is responsible for making up all missed work.**

According to Alabama State Law any student absent twenty (20) school days within a school year will be required to repeat the grade, unless waived by the Principal and Diocesan Superintendent of Schools.

Any student absent fifteen (15) school days within a nine-week grading period will not receive any grades on their report card for that period, unless waived by the Principal and Diocesan Superintendent of Schools.

Any student absent six (6) or more consecutive school days is required to submit a doctor's certificate before being readmitted to school.

Parents are to keep students home if they are running a fever or are in the communicable stage of any illness. **Children are to be free of fever for twenty-four hours before returning to school.**

When a child is absent, the parent is required to notify the school office that day between 7:30-9:30am. This is to be done every day that the student is absent unless the parent states the number of days in advance. Homework may be requested at this time. Parents **must** also submit a written note on the day that the student returns to school with the following information:

- a) Name of student
- b) Dates of absences
- c) Reason for absences
- d) Parent or guardian's signature
- e) Doctor's certificate, if required

The Principal will determine if the absence is excused or unexcused.

A. Excused Absences

Absences will be excused only for the following reasons:

1. Personal illness without doctor's excuse, with parent/guardian excuse
2. Personal illness with a doctor's statement
3. Health treatment
4. Death in the immediate family
5. Weather preventing attendance (would endanger student's health)
6. Legal requirements, such as subpoena or other required court appearance
7. Prior permission by the principal at the request of parent or guardian
8. Legal quarantine

B. Unexcused Absences

Any absence(s) not classified as excused absence(s) will be coded unexcused.

- C. Absences Due to School Related Activities** – Students who participate in school sponsored, school related, or authorized activities and are thereby absent from school or class will not be counted absent from school. Students are expected to make up work missed while attending the activities, and should be given the same opportunities as those afforded students with excused absences.

D. Tardy Policy

Students are considered tardy after 8:00am. **The parent or driver is required to bring the student(s) to the office and sign in.** After 9:45am students are considered 1/2 day absent. Students arriving after 11:30 are considered absent for a full day. The criteria for an excused or unexcused tardy is the same as for excused or unexcused absences.

XI. ACADEMIC PROCEDURES

A. Homework

Saint Ann Catholic School requires daily homework to reinforce concepts and skills taught and to assist in developing long-range planning habits (study skills); however, it might not always be a written assignment. Parents should check the homework habits of their children and provide them with a reasonable, comfortable and quiet place in which to study.

As a child progresses through school, homework and study require more after school time. Ordinarily, the following homework and study time limits are suggested:

Primary Grades -- 30-45 minutes overall

Intermediate Grades -- 1 hour to 1 1/2 hours overall

Upper Grades -- 2 hours overall

If your child takes an unusually long or short amount of time at the homework task, please contact your child's teacher.

Failure to complete homework assignments can become a serious matter. Incomplete homework in any subject can be reflected in the effort grade for that subject area on the student's report card. While occasional lapses and incompleteness are part of the development and growth process, successive incompleteness or failures to produce homework assignments can result in the following actions:

1. Grades and effort will be affected.
2. Parents will be notified of the problem by telephone or email, and the matter will be referred to the principal.
3. Parents will be requested to attend a conference with principal and teacher.
4. If the problem still persists after reasonable time is given, other measures will be discussed and determined.

B. Grading

Grading is a method of evaluating student progress and is based on the philosophy that students, and not the subject, are being taught. Each child is different and our teachers take great care when evaluating each student. Grades are based on various forms of assessments which also takes into consideration daily work, daily participation in class, homework assignments, extra work, notebooks, oral reports, neatness, promptness of work, initiative, etc.

Report Cards are issued quarterly. Grades, cumulative absences, current grade averages and teacher's comments comprise the information provided. Semester examinations are only given in grades six, seven and eight. Hence, each quarter grade equals 40%, and the semester exam equals 20% of the semester grade for seventh and eighth grade.

Progress reports are issued mid-term of each nine week marking period. These reports indicate good work and areas that may need improvement.

Grading System:

	(for grades 2-8)		(for the early childhood program and grade 1)
A	93 – 100	M	Mastered
B	84 - 92	I	Improving
C	74 - 83	NP	No Progress
D	65 - 73	NA	Not Applicable at this time
F	64 or below		

If at any time parents have questions regarding their child’s work or progress, they are to contact the teacher.

C. Parent/Teacher Conferences

Parent/Teacher conferences are scheduled at the end of the first quarter. Other conferences or meetings can be arranged as the individual need arises. If a parent has any reason to meet with a teacher and the Principal at any time, please call the office to make an appointment.

D. Honor Roll Criteria

An Honor Roll can be a powerful motivator to encourage students to achieve. We have three types of Honor Rolls:

- A Honor Roll
- A/B Honor Roll
- Improvement Honor Roll

In order to obtain the “A” Honor Roll, students must have all “A’s” in all subjects. In order to receive the “A/B” Honor Roll, a student must have a combination of A’s and B’s in all subjects. Honor Roll students **must have SATISFACTORY conduct and effort in all subjects.**

In order to earn a place on the “Improvement Honor Roll”, a student’s grades must exceed the grades of the previous quarter in two subjects, go down in no subjects, and be better than “F” in all subjects. It is possible, of course, to merit All “A” or “A/B” Honors and also “Improvement” Honors.

E. Promotion and Retention Policy

Retention and/or promotion is based on the overall adjustment of the child. The decision for retention is reached cooperatively among the teachers, principal and parents. Final decisions are the responsibility of the principal.

A student is retained in a grade if he/she has a **yearly** average of “F”, in two or more of the following areas: Reading, English, Math, Science and Social Studies.

Eighth Grade students who do not meet the requirements will NOT receive a diploma and may not participate in the various activities at the end of the school year (graduation ceremonies, dances, etc.)

XII. PUPIL SERVICES

A. Sick Room

Saint Ann Catholic School has a sick room available for students who may become ill at school and need **temporary** care. Minor injuries, such as skin abrasions, bruises, etc., will be cleaned with soap and water, and non-medicated band-aids or ice packs will be applied, as necessary. Parents are required to complete a medical emergency form for each student. This form must be updated during the year as necessary.

B. Administration of Medication

Students are not to bring medications to school. Medications can be dispensed in school if there is a need, and only under the following conditions:

- 1) The school principal must determine that this is one of the few unusual situations where no other appropriate medical solution is possible.
- 2) A written doctor's order must be on file in the school office stating the drug to be given, the time at which it should be given, and the dosage.
- 3) A written statement from the parent must also be on file requesting the principal to have the medication administered.
- 4) The medication must be delivered directly to the school office, **in its original container.**
- 5) All medications will be kept in a locked cabinet.

XIII. AVAILABILITY OF SCHOOL RECORDS

Parents have a right to inspect and review all official records, files, and data directly relating to their own children. Anyone desiring access to student records is required to sign a written form, which is kept in the student's permanent file. According to the provisions of the Family Education Rights and Privacy Act of 1974 (The Act) such records are confidential and may not be released or made available to persons other than parents or student (over 18) without consent of such parents or students. Requests to review student records are to be made directly to the principal. Records must be reviewed in the school office in the presence of the principal. The school respects the right of the non-custodial parent to review the educational records of a child unless a copy of the custody section of the divorce decree stating otherwise is supplied by the parent and is on file in the office.

XIV. DISCIPLINE PROCEDURES

A. Student Code of Conduct

School rules and regulations are guidelines for self-discipline which promotes respect and an atmosphere conducive for learning. **Students do NOT have the right to interfere with this process.** The authority to control student behavior extends to all activities of the school including all games and public performances, field trips, and all other school-sponsored activities. **Students are responsible for knowing and complying with rules, regulations, and procedures set forth in the handbook.** These rules may be interpreted and added to during the school year by the principal.

Rules of Conduct: The student will...

- **treat everyone with respect, every day, all the time.**
- abide by the uniform policy.
- walk in the building.
- maintain quiet in the hallways.
- remain in the hallway quietly if a teacher is not in the classroom.
- leave all candy and gum at home.
- remain on school grounds until parents come or give permission to leave.
- obey all classroom rules and school policies.
- complete all assigned work promptly and to the best of his/her ability.
- deliver and return signed papers.
- protect and clean all school property (books, desks, restroom, etc.).
- tell the truth at all times.
- clean up all messes in his/her work or play area.
- avoid any type of conflict.
- arrive at school and class on time.
- communicate with others using acceptable Christian language avoiding crude, inflammatory and profane language and **ALL FORMS** of harassment.
- bring **NOTHING** to school that could harm him/herself or another person (such as knives, fireworks, firearms, illegal drugs, etc.).
- **REFRAIN** from drinking alcohol, using drugs and tobacco products, etc., as well as, distributing them or having them on campus at any time. **Possession, use and distribution of alcohol, drugs and tobacco is strictly forbidden. (Diocesan Policy 4500)**

The last three rules of conduct stated above are considered serious. Violation of these rules could be subject to an automatic referral for suspension and/or expulsion. In each instance, the principal's final disciplinary decision will be based on an investigation, evidence and consultation with the student and parents. In some circumstances, the school has the legal responsibility to notify appropriate law enforcement personnel.

B. Disciplinary Measure

Teachers are responsible for routine classroom discipline, and use assertive discipline and positive reinforcement whenever possible. Some disciplinary actions include time-out, loss of privileges, communication home, etc. When it is deemed necessary for the classroom teacher to take extraordinary action, the behavior of the student and the recommended action will be reviewed by the Principal.

The principal will handle repeat or serious breaches of conduct, such as behavior whether inside or outside of the school, that is detrimental to a student(s), teacher(s) or the reputation of Saint Ann Catholic School. Such infractions will be documented, and then signed by the student, teacher, principal, and parent. Some disciplinary actions include the following:

- 1) Mandatory Parent Conference – Required disciplinary meeting by custodial parents with the teacher and/or principal for a discussion of the problem and potential solution.
- 2) In-School Suspension – Isolation of a student from his/her peers at school during the school day, with isolated breaks. The teacher will provide lessons, work and tests to be done during the day.
- 3) Detention or Saturday School – The time and day will be determined by the Principal based on the offense. (no homework, eating, sleeping, talking, etc. will be allowed) Failure to comply will result in further disciplinary action.
- 4) Suspension – When it becomes necessary to suspend (remove from the school setting) a student because of a disciplinary problem or a violation of a major school regulation, the school authority will notify the student and parents (by telephone and in writing). The student will remain at home and receive zeros for all missed work and tests. A parent conference is mandatory for re-admission.
- 5) Expulsion – For serious disciplinary reasons and/or violations of major school regulations a student may be expelled from school after the Principal has met with the student and his/her parents. A written notice of expulsion will be sent to the parents within three school days after the meeting.

C. Internet Access*

The good name, reputation, and personal safety of each student, faculty, and staff member as well as the good name of each school in the Diocese of Birmingham as an institution of the Catholic Church, is vitally important. Two specific aspects of this are:

1. Internet activities (such as blogs, chat rooms, etc.) that a student may independently choose to participate in can make the student vulnerable to a predator. We strongly advise our students to be very careful about the personal identification information they share via the Internet. We also advise parents to monitor these sites to be sure their child remains safe. Should information come to the school regarding a student sharing personal identification information and/or information concerning a student demeaning him/herself, the school will notify the parents and it will be the parents' responsibility to take action.

2. In order to protect each and every student as well as employees and the institution itself, each student enrolled in a Diocese of Birmingham Catholic School is expected to treat the good name and reputation of each of the above with dignity and respect. The same is expected each parent/guardian of a student enrolled in our schools. Public defamation of any student, employee, or Catholic school by a student or parent/guardian is serious whether this be done orally, in writing, via email or on the web and whether it is done on a school computer or not and on school time or not. Therefore any student or parent found to be participating in any defamatory activity will be subject to disciplinary/responsive action by the school. This could include dismissal of the student whether the action is by the student or his/her parent/guardian.

**Policy adopted April 18, 2006 by the Diocesan Catholic School Board*

Therefore, each student must sign an acceptable use policy for Saint Ann Catholic School regarding the Internet. This user agreement and permission form will be distributed at the “Knight” Gathering each year. The completed form will be kept in the office. No student will be permitted to use the internet at school without the proper permission.

XV. DRESS CODE

Students are expected to follow the dress code in order to promote discipline and to foster pride in being a student at Saint Ann Catholic School. Wearing a uniform does indeed achieve this purpose. Adherence to a uniform dress code serves two purposes: Students appear neat and well groomed, and distractions from schoolwork and activities are minimized. All students are required to wear the approved uniform. On special occasions students are not required to wear the uniform: These days will be announced. Untidy or unkempt clothes are never permitted, nor are clothes with inappropriate logos.

BOYS’ UNIFORMS (K4-8)

PANTS/SHORTS – All shorts and pants must be Khaki. If they have belt loops, a belt must be worn. (no logos nor pockets down the leg) **Khaki walking shorts may be worn until the cutoff date is given.**

SHIRTS – Grades K-8 wear green or yellow knit only (long or short sleeve), with the embroidered school logo.

Turtlenecks are not allowed. Shirts are to be tucked in at all times; the first two buttons should be buttoned. **Only white t-shirts** may be worn as an under garment.

SWEATERS –Green cardigans with embroidered logo.

SWEATSHIRTS – Green Sweatshirts with the embroidered logo.

SOCKS – Socks are mandatory and must be solid white crew socks without emblems or brand names.

SHOES – Rubber-soled only. Tennis shoes **must be predominately white, black, gray, brown, or dark green**. Small accent colors on tennis shoes are allowed. Shoes with lights, sounds, characters, beads, wheels, colored laces, etc. are not allowed. Boots, sandals, etc. are not allowed. Footwear must be kept securely fastened at all times. They must be appropriate for outdoor play.

BELTS – Belts are mandatory **if the pants or shorts have belt loops**. The belt must be solid black, brown, or khaki. Extra colors or fancy belt buckles are not appropriate.

JACKETS – Coats, jackets, and sweatshirt jackets of any kind are **not allowed to be worn in the classroom**.

GROOMING – Boys are to be well groomed. **Haircuts should be neat, cut above the eyebrows, and not extend over the collar**. *Long hair, long bangs, and trendy hair styles such as “Tails” or spiked hair are not allowed*. Boys are not permitted to wear earrings, hats or caps.

GIRLS’ UNIFORMS (K4-8)

JUMPERS – Grades K4-4: School plaid.

SKORTS – **Full-skirted skorts in the school plaid only may be worn in grades K4-8**. The plaid shorts skort can be worn in grades K4-8 for **this school year only**. When this skort is outgrown or the year ends, it must be replaced by the new full-skirted skort, jumper or skirt (whichever may apply).

SKIRTS – Grades 5-8: School plaid. The skirts length may not be shorter than two inches above the back of the knee when standing.

SHIRTS – Grades K4-8 wear green or yellow knit only (long or short sleeve) with embroidered school logo.

Turtlenecks are not allowed. Shirts are to be tucked in at all times; the first two buttons should be buttoned. **Only white t-shirts** or white camisoles may be worn as an extra under garment.

SWEATERS – Green cardigans with the embroidered logo.

SWEATSHIRTS – Green Sweatshirts with the embroidered logo.

SOCKS – Socks are mandatory and **must be solid white crew socks** without emblems or brand names. (**Dark green only** knee socks and tights may also be worn.)

SHOES – Rubber-soled only. Tennis shoes must be **predominately white, black, gray, brown, or dark green**. Small accent colors on tennis shoes are allowed. Shoes with lights, sounds, characters, beads, wheels, colored laces, etc. are not allowed. Boots, sandals, etc. are not allowed. Footwear must be kept securely fastened at all times. They must be appropriate for outdoor play.

JEWELRY- Only one pair of **stud earrings**, a watch, a small religious medal, or a cross may be worn. No Nail polish is permitted.

GROOMING – Hair must be neat, clean and kept away from the eyes. Make-up of any kind is not allowed.

ALL CLOTHING MUST BE SIZED PROPERLY TO THE STUDENT.

EXCEPTIONS OR SUBSTITUTIONS TO THE SCHOOL DRESS CODE MUST BE APPROVED, IN ADVANCE, BY THE PRINCIPAL.

The very purpose of our school enforcing a uniform policy is to achieve quality and consistency among our students in their style of dress. If these uniform regulations are to succeed, it will take the combined effort of students, **PARENTS** and school personnel to see to it that every child comes to school in the proper uniform.

If, for any reason, a child must be out of uniform, a note of explanation, signed and dated by the parent, must accompany the student and be given to the homeroom teacher.

Please print your child's name on all articles of clothing worn to school and regularly check the lost and found for missing articles located in the office. Articles not claimed are periodically given to the poor. For Dress Code violations, the child's parents will be called in order to bring the item necessary to complete the uniform. The child will wait in the office until the parent arrives with the necessary item. **If the parent cannot be reached or cannot come to complete the uniform, the student will be required to rent the item from the office for a fee which will be invoiced and sent to the parents.** After three documented incidences, the child will be ineligible for out-of uniform passes for the remainder of the year.

It is the responsibility of all parents to ensure their child is dressed according to policy, or be inconvenienced when they are not.

XVI. OUT OF UNIFORM DRESS CODE

GIRLS

SHIRTS – All shirts must have sleeves. No halters or mesh “see-through” shirts allowed. No bare midriffs or shoulders, or “bell” shirts allowed. T-shirts must have positive messages.

SHORTS/SKIRTS/DRESSES – No shorter than five (5) inches above the knee, or fingertip length, whichever is longer.

PANTS – Must stay at “natural” waist. No “sagging” or “wide” jeans allowed. Pants must be without holes nor frays, neat and clean in appearance.

SOCKS – Socks must be worn with shoes.

SHOES – Boots and “flip-flops” are not allowed; students must come to school with shoes for Physical Education.

JEWELRY – It is the **same as the uniform code**.

BOYS

SHIRTS – Shirts must have sleeves. T-shirts must have positive messages only.

PANTS – Must stay at “natural” waist. No “sagging” or “wide” jeans allowed. Pants must be without holes nor frays, neat and clean in appearance.

SHOES – Boots and “flip-flops” are not allowed; students must come to school with shoes for Physical Education.

SOCKS – Socks must be worn with shoes.

JEWELRY – Earrings are not allowed.

We define sandals as open-toed footwear and boots as footwear that rises above the ankle. We will accept clog-style shoes. **If the teacher deems the footwear inappropriate for any particular time or place, he/she will ask the student to change into their sports shoes.**

If students choose to not wear sport shoes on out-of-uniform days it is their responsibility to bring appropriate shoes for P.E.

XVII. GENERAL SCHOOL PROCEDURES

A. Electronic Devices

Catholic Schools in the Diocese of Birmingham make every effort to assure that each student is safe while they are at school. Each school also tries to assure that the teaching/learning process is interrupted as little as possible. Since electronic devices can be disruptive to the teaching/learning process, these items should not be in the school building. **If any are used, seen or heard during school hours, this includes before and after care hours, they will be confiscated.** Consequences will be decided by the principal.

The above pertains to cell phones, radios, tape players, pagers, televisions, and cameras but is not limited to these items.

POLICY CONCERNING CELL PHONES

Being involved in after school activities both on and off the campus, we recognize that parents might desire that their children have access to cell phones in order to communicate their whereabouts to their parents. **During the school day, however, the student has no need to keep their phone in their pocket, purse, backpack or locker. Therefore, the school will**

provide a parking space for all student cell phones in the office. Students are to bring their cell phone (in the OFF position) to the office by 8:00am in a baggy marked with his/her name and picked up in the office at dismissal time. Any student that chooses not to follow this procedure risks having their phone confiscated and kept until the end of the school year.

Any member of the school faculty or staff who observes a student using a phone, hears a phone ringing, or gets a report of a student using a cell phone, texting, etc. during the school day will have the phone confiscated and sent to the Principal. **If a student attends extended care services and has a cell phone, the phone may not be used unless permission for a very important reason is given by the adult in charge. Casual use such as games, texting, etc. is never permitted while in the care of school employees.**

B. Personal Belongings

Only those items determined by the teacher to be “necessary” for school are to be brought to school. “Unnecessary” items (i.e., toys, etc.) can be distracting and can disrupt the learning environment we are trying to maintain. All students are encouraged to have a backpack. Please be sure that all items that are brought to school are clearly labeled with the child’s name, so they can be easily identified.

C. Morning Drop-off

All students dropped off before 7:40am **must** report to the cafeteria. The front doors will be opened when the bell rings at 7:40am.

D. Regular Dismissal

Children are dismissed to their parents (or designated person) in the car pool line. Parents remain in their cars. Children are sent to the car.
FOR YOUR CHILD’S SAFETY, PLEASE DISPLAY THE STUDENTS’ LAST NAME IN THE WINDOW.

After car pool, children still waiting to be dismissed are escorted to the extended care program in the cafeteria. Charges do not begin until 3:30pm.

E. Tornadoes

If a tornado warning goes into effect, **everyone in the school building will take cover in the designated safe areas.** Children will remain in their safe area at school until the tornado warning is lifted. If this should occur at dismissal time, all will be advised to take cover and the school will lock down until the warning is lifted. Then and only then will the Principal release students to parents (or authorized representative).

F. Inclement Weather

During inclement weather, Saint Ann Catholic School will close whenever the Decatur City Schools close, unless notified otherwise. Such closures are announced early in the morning by the radio and television stations. These announcements are to be accepted as final for Saint Ann Catholic School. It is NOT necessary to call the school or school personnel to verify the announcement. When school is to be dismissed early due to inclement weather, Saint Ann will dismiss as the Decatur City schools do. **Come directly to the office (not the classroom) and your child will be dismissed.** No child will be allowed to leave school unless accompanied by an adult.

G. Parties/Invitations

All student birthdays are announced daily over the intercom, therefore, teachers will designate one day a month in which a special snack can be brought (not required) by a student's parent and eaten at lunch to celebrate birthdays for that month.

Invitations to non-school sponsored parties are NOT allowed to be distributed in school.

All classroom parties and holiday celebrations are determined by the teacher and approved by the Principal to ensure that the age-appropriate curriculum and spirit of the liturgical season are preserved.

H. Visitors

All visitors must report to the main office immediately upon entering the school. NO ONE IS EXEMPT from this rule. While adults are always welcome at our school, students are not permitted to bring friends or visitors to school.

I. Fire Alarm/Tornado Alarm

At the sound of the fire alarm or tornado alarm, students are to leave the classroom in SILENCE. In a SINGLE FILE line students are to move quickly (without running) to the designated areas, accompanied by their teachers. Students should know well the escape route from all rooms including their classroom, the library, cafeteria, sick room, church etc. Everyone will remain in the designated areas until the "all clear" signal is given. Teachers will call roll when their students are assembled. If parents are on the campus at the time of an alarm, they are expected to take cover as well.

J. Telephone

The school telephone system is to be used only by school personnel. **Students are not allowed to use the telephone without permission from the principal.** In the event of student illness, the secretary or receptionist will contact the parent. Emergency messages only will be conveyed to your child. Children will NOT be called to the telephone.

K. Lost and Found

Students should report the loss of property to the school office, so that efforts may be made to trace the missing articles. Should a student find a lost item, it should be turned into the school office. These lost articles may be claimed upon proper identification. All lost articles left unclaimed will be donated to charity.

L. Recess

Recess is an important part of each day. The purpose of the break is to allow the students some time to relax and visit with friends. It is a time for playing and running. Students are expected to go to the playground for recess, weather permitting. Recess clears the mind and permits a fresh start on the work to be addressed. Recess is held indoors on rainy days. .

M. Playground Safety

For the safety of everyone, students are expected to **play in assigned areas only** and observe safety rules. All possibly dangerous games are prohibited. All playground equipment is to be properly used.

N. Textbooks

Textbooks are the property of the school and issued each year for students to borrow and use responsibly. Therefore, each student is expected to comply with the following to ensure the integrity of each book.

1. All hardback textbooks used in Grades 1 - 8 are to be covered at all times.
2. **PLEASE DO NOT USE CONTACT PAPER ON BOOKS.**
3. Do not write in the textbooks. Each book is assigned to a student, numbered and students are responsible for the books given to them. Lost or damaged books are to be paid for at replacement value. If workbooks are lost, students must purchase new ones.
4. All textbooks are turned in at the end of the school year to their homeroom teacher.

O. Care of Property

Each student is held responsible for his or her desk and locker. Parents will be requested to compensate for deliberate damage to school or parish property caused by their children. Saint Ann Catholic School students are expected to keep their classroom and grounds neat and tidy. This includes keeping trash and debris off the floors and grounds. It is the responsibility of each student to care for the rest rooms in a proper manner.

P. Animals in School

Animals are not allowed to be brought into the school building or school property except for Show and Tell after prior approval of the classroom teacher and the school principal. **Please leave your pets at home!**

Q. Notes/Letters Home to Parents

All notes or letters, sent to parents pertaining to the school, classroom activities, money collecting, field trips, parties, etc., are to be **APPROVED** and **INITIALED** by the school principal **prior** to copying and sending. A week or two advanced notice is required. Anyone not willing to honor this process, risks not getting his/her material or event approved.

We have read this Handbook with our child(ren) and understand the Rules and Policies at Saint Ann Catholic School.

Student's Signature *Grade & Teacher* *Date*

Student's Signature *Grade & Teacher* *Date*

Student's Signature *Grade & Teacher* *Date*

Student's Signature *Grade & Teacher* *Date*

Parent's Signature *Date*

(Please sign, tear out of Handbook, and return to the school office.)