



## Parent/Student Handbook

**2018-2019**

*Saint Ann Catholic School*

*At Annunciation of the Lord Catholic Church*

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Welcome to the Saint Ann Catholic School family! We hope your child’s educational experience with us is full of faith and academic growth.

The purpose of this handbook is to present policies and procedures for our school. Please read this handbook in its entirety and keep this booklet available for future reference. Working together is a key component of a successful educational program. Please take time to discuss the handbook with your student(s). After you have reviewed the handbook with your student(s) return the signed statement to the homeroom teacher.

## 2018-2019 FACULTY/STAFF

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## **Vision Statement**

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.

## **Mission Statement**

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.

## **Statement of Beliefs**

Saint Ann Catholic School

- † Is a place of learning where beliefs, traditions, and the teachings of the Catholic Faith are woven through all dimensions of our daily school activities.
- † Provides a quality education based on the curriculum developed by the Diocese of Birmingham and the State of Alabama
- † 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 each student.
- † Provides discipline and character development that is integrated into the core curriculum.
- † Teaches the concept of service, justice and social responsibility.
- † Provides effective education through a partnership among parents, students, teachers, staff, parish and community.

## **Admissions**

Saint Ann's admits students of any gender, race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of gender, race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or any school-administered programs.

The following priorities will be used to accept students to Saint Ann Catholic School:

1. Current students and their siblings
2. Members of Annunciation of the Lord Catholic Church
3. Members of other parishes
4. Non-Catholic Students

**K3**- Children must be three (3) years of age by September 1<sup>st</sup> and potty trained

**K4** – Children must be four (4) years of age by September 1<sup>st</sup>

**Kindergarten** – Children must be five (5) years of age by September 1<sup>st</sup>

**First Grade** – Children must be six (6) years of age by September 1<sup>st</sup>

No exceptions in the above mentioned ages are permitted. Valid birth certificates as well as testing are utilized to determine grade placement. A student interview may also be part of the admissions process. Students may receive full or conditional acceptance.

Upon acceptance to Saint Ann Catholic School, enrollment is complete when the office is provided with a valid birth certificate, social security card, payment of the registration fee (non-refundable) and a completed FACTS payment plan.

## **Financial Obligations**

### Registration Fee

\$325 per child, **non-refundable**

### Tuition

Each family is required to complete a FACTS tuition payment plan to pay for their student(s) tuition. There are three options from which to choose. A one-time payment in July; semi-annual payments paid in July and December, or 10 monthly payments paid July through April. Payments can be made either on the 5<sup>th</sup> or the 20<sup>th</sup> of each month.

Once families are verified as parishioner by the Church office, the tuition rate is established. Failure to support Annunciation Church through the Sacrificial Giving and/or through time and talent can place a family in non-parishioner status.

If a student is withdrawn before the end of the year, the parent will owe the prorated amount based on percentage of the school year/month attended. The school reserves the right to withhold grades/report cards for delinquent accounts and moneys owed the school, including tuition, extended care, etc.

### Tuition in Grades K3-8:

	<u>Parishioner</u>	<u>Non-Parishioner</u>
One Student	\$4,175	\$6,200
Two Students	\$8,100	\$12,028
Three Students	\$12,149	\$18,042

### Return Check Policy

All checks returned to the school for the first time are subject to a \$30.00 return check fee. The second occurrence will be subject to a \$50.00 fee and all payments must be paid in cash or with a money order for the remainder of the school year.

### **Delinquent Accounts**

Should your student's tuition become 60 days or more delinquent, the account will be referred to the Finance Committee and the Pastor for review, and possible student withdrawal. Parents who experience financial difficulties have a responsibility to discuss the situation with the office/principal and make appropriate arrangements. If you believe there is an error in your account, please speak with the billing administrator or the principal as soon as possible. If your child is the recipient of Scholarship for Kids, according to the terms of the scholarship, all tuition payments must be made in a timely fashion.

### Delinquent Account from Previous School Year

All previously unpaid tuition or fees must be paid by July 1<sup>st</sup> if a student is to be readmitted on the first day of class for a new school year. Payments are to be made directly to the school. If payment is not possible, suitable arrangements must be made with the Principal before the end of the school year. If your child is the recipient of Scholarship for Kids, all tuition must be paid in a timely fashion. Outstanding balances must be reconciled before the end of the school year, or the renewal applications cannot be submitted for the following school year.

### **Academic Information**

The Diocesan curriculum guidelines, consistent with the State of Alabama guidelines, are followed for the teaching of all secular subject areas. In addition to these guidelines, teachers infuse Gospel values on a consistent and appropriate basis.

Saint Ann Catholic School offers academic growth opportunities in the following major subjects:

#### Religious Education

Religious instruction, according to the Catholic Church, is given top priority. Daily Religion classes are taught using “The Loyola Series” in alignment with the Standards and Benchmarks established by the Diocese of Birmingham. Our students pray together throughout the day. Reconciliation services are celebrated twice each year in grades 2-8. Children attend Mass weekly at Annunciation Church. Each year, grades 5 and 8 take the ACRE (Assessment of Catechesis of Religious Education).

For our Second grade students, preparation for Reconciliation and First Communion are included in the daily religious education program. Parents are required to attend informational meetings in preparation for the sacraments.

### Fine Arts

Weekly music and art classes are scheduled for all students.

### Handwriting

Students in K4-4<sup>th</sup> grade participate in handwriting development.

### Language Arts

Reading, English, Spelling, Vocabulary, Composition, Library skills and Literature appreciation make up the Language Arts coursework across the grade levels.

### Library

**K4** – Students have a 20 minute weekly library period that includes plays and story time.

**Kindergarten** – Students visit the library weekly for a 30 minute story time and book check out.

**First and Second Grade** – Students have a 30 minute library period weekly, with story time and beginning library skills being taught. The students may check out one book for one week. Students are responsible for returning books on time to the library. Another book may not be checked out until book is returned.

**Third through Eighth** – Students have a weekly 30 minute class in the library with the focus on learning library skills. Students may check out one book for one week.

### Mathematics

Mathematics Skills are developed in all grade levels.

### Physical Education

Physical Education (PE) is part of a well-rounded education. PE grades (6-8) are based on dressing out in required uniform; including athletic shoes, behavior, sportsmanship, participation, cooperation, effort, written tests, and homework. The uniforms may be

purchased through Dennis Uniform, or Educational Outfitters. Sweatshirt and sweatpants are an option for a winter PE uniform. Athletic shoes are required.

### Science

General science is offered to all age groups. Laboratory experiences are offered to grades 6-8. Grades K5-5 participate in the Morgan County Science Fair.

### Social Studies

History, Geography, Current Events, as well as Alabama history (4<sup>th</sup> grade) are part of the curriculum.

## **ATTENDANCE**

The school day officially begins at 8:00 am. In order to promote a positive learning environment, students should be in the classroom on time and ready to learn by 7:55 am. All grades enter through the main office doors after 7:40 am. Any student arriving late must report directly to the office and be signed in by the parent. Students unescorted by a parent when tardy, automatically receive an unexcused tardy. Students who are habitually tardy will be subject to disciplinary action and administration will schedule a conference with student and parents. School is dismissed at 3:00pm. Students who are not picked up by 3:20 pm will be escorted to extended care.

Three unexcused tardies counts as one unexcused absence. Maximum unexcused absences allowed are ten (10) days per year. Excessive absences can result in a student being retained. Students absent for five (5) or more consecutive school days are required to submit a doctor's certificate before being readmitted to school. Any student who has a contagious disease (except for minor colds and viruses) is required to submit a doctor's certificate before being readmitted to school.

The following are considered valid (excused) reasons for absence from school: illness, death in family, health treatment, permission from principal and inclement weather. Students missing for excused reasons will be allowed to make-up work. **Parents must always send a note explaining the reason for the absence (handwritten signature required on note).** The absence note must be submitted upon the student's return to receive an excused absence. Notes to excuse an absence will not be accepted after the fifth day the student has returned to school and therefore the absence will remain unexcused.

### Make-up Work

When a student is absent for two or more days due to illness, a parent may contact the homeroom teacher by 9:30 am, to arrange for missed assignments. These assignments may be picked up in the school office between 3:00-3:30 pm. Students have one day for each day missed to complete make-up assignments. If extenuating circumstances apply, it is the responsibility of the student to request additional consideration from the teacher. AGAIN, any request for make-up work should come after two or more days of absence.

**Any student absent from school more than ½ day may not participate in school sponsored events that afternoon and evening.** A student is counted absent the entire day if missing more than three and a half hours, (3 hours and 30 minutes).

Parents should make every effort to schedule doctor/dental appointments after school hours. If not possible, then every effort should be made to have the child miss a minimum amount of instructional time. Parents must come into the office to sign out a student for an appointment. Upon return to school, the parent must escort the student into the office to sign him/her back into school. The student is responsible for checking with the teacher(s) about missed work.

*Any scheduled absences must be pre-approved by the principal.* In order for a requested planned absence to be excused, please submit an approval form with parent signature giving the reason and date(s) the student will be absent. Upon returning to school from a scheduled absence, it is the student's responsibility to secure missed assignments. Excessive abuse of this procedure can result in a student being denied the opportunity to make up missed work.

**Assignments will not be given in anticipation of a vacation.**

## Academic procedures

### Homework

The purpose of homework is to reinforce concepts taught in school. Homework is assigned on a regular basis. A general rule of thumb is 10 minutes for each grade the student has been in school beyond kindergarten (for example, 5<sup>th</sup> grade can expect 50 minutes of homework). **If your child is taking an unusual amount of time to complete homework, it is your responsibility to contact the teacher for a conference (and we request that you do so).**

### Grading

Each child is different and our teachers take great care when evaluating each student. Grades are based on various forms of assessments which will take 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. The Diocese of Birmingham uses the following grading system in all its schools:

**Kindergarten (K5):**

A check list with the following qualifiers:

**S** = Satisfactory

**P** = Progressing

**NI** = Needs Improvement

**X** = Not covered yet

**Grades 1-8**

**A:** 100-93

**B:** 92-84

**C:** 83-74

**D:** 73-65

**F:** 64 or below

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

**Report Cards/Progress Reports**

Report cards are distributed every nine weeks for K5 through eighth grade. Parent –Teacher Conferences will generally be held once in the fall. Progress reports are sent home at mid-term (about the fifth week of each quarter) to indicate the student's standing in academic and behavioral areas. Families are issued passwords and logins to access the online grades through RenWeb throughout the school year. All grades are entered in RenWeb within 72 hours for all classwork/homework.

**Honor Roll Criteria**

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**. Certificates for all those on the Honor Rolls will be issued on Awards Day.

## Promotion and Retention Policy

At the end of the school year, students are either promoted or retained. A student fails for the year if he/she has a yearly average below 65 or “F” in two or more of the following areas: Reading, English, Math, Science, or Social Studies. Students may be retained for reasons other than grades if a decision is reached cooperatively among the teacher, principal and parents. When there is a disagreement, the decision of the principal is final.

IN FIRST-EIGHTH GRADE, EXCESSIVE ABSENCES MAY RESULT IN LOSING CREDIT IN ALL CLASSES DURING AN ACADEMIC YEAR.

### Assessments

Saint Ann uses the standardized assessment: IOWA Test of Basic Skills (ITBS). Students in grades 3-8 participate in this week long assessment period. Students in grades 5 and 8 are given a religion assessment (ACRE). Students need to be present unless ill. Please do not make routine doctor’s appointments during these scheduled assessments.

### Graduation

Participation in the eighth grade graduation ceremony is a privilege and indicates a successful completion for all requirements. Should academic or disciplinary circumstances arise, the principal reserves the right to deny the privilege of participating in the ceremony and associated activities to those who do not complete these requirements.

## ADDITIONAL STUDENT INFORMATION

### Extracurricular Activities

An “extracurricular activity” has the following characteristics:

1. Extracurricular activities are an out-of-class event, usually supervised by the school.
2. Extracurricular activities are not part of the regular school curriculum, are not graded, do not earn credits, generally take place out of classroom time, and often involve performance before an audience or spectators.
3. Extracurricular activities may include but are not limited to: athletics, musical performing groups, school publications, clubs, and school dances.

Students in grades 5-8, may not be allowed to participate in any activity if they have an average below “C” in any of their subjects at the time report cards are distributed. Ineligible students will be re-checked every two weeks from the official marking period.

## Field Trips

Educational field trips enhance classroom learning and students are expected to attend just like any other school day. Students are expected to demonstrate appropriate behavior on field trips as well as in the classroom prior to the trip. Students that choose to challenge rules during the course of a normal day may be denied the privilege of attending a field trip. Students that lose the privilege of attending a field trip or are not given permission by the parent may be required to complete an alternative assignment.

According to the procedures outlined by the Diocese of Birmingham, proper permission is required for students as well as parent drivers. Drivers must go directly to and from destination with no additional stops. Additional fees will be collected as needed for field trips.

### Field Trip Reminders for Parent Drivers:

- Make sure each student is buckled securely.
- Student may not ride in the front seat (except the child of the driver).
- Please make sure you have enough gas for the trip and follow all speed limits.
- Please refrain from smoking at all times during the field trip.
- Drivers are not to use cell phones while driving.
- Drivers must transport only students provided on a list by the teacher.
- Teachers should provide each driver with a set of written directions and the school phone number.
- During the program, please refrain from talking to model proper listening manners for the students.
- Please refrain from showing videos in the car unless preapproved by teacher or administration.

## Illness

The First Aid Room at Saint Ann's exists to provide **temporary** care for students with minor injuries. Parents are required to complete a **Medical Emergency Form** for each student to be kept on file in the office. Injury reports are filled out and filed for serious injuries. Students entering school using crutches **must have** a doctor's excuse.

A student will not be kept nor admitted to school if the student is known to have a communicable disease or parasite that maybe spread by any form of casual contact and considered a health threat to the school population. Students will be sent home with any of the below symptoms will be free of the symptoms for a **twenty-four hour period** (without medication) before being readmitted to school.

1. Temperature f one hundred (100°) Fahrenheit or higher.

2. Vomiting and/or diarrhea.
3. Discharge of fluid or mucus from the nose, eyes, or ears that is green or yellow in appearance.
4. Rashes of unknown origin. (Students may be readmitted with evidence of physician's diagnosis and treatment required.)
5. Conjunctivitis (aka Pink Eye). Students may return to school after having undergone a minimum of twenty-four (24) hours of treatment.
6. Streptococcus or other infection. Student may be readmitted with evidence of physician's diagnosis and minimum of twenty-four (24) hours of antibiotic treatment.
7. Head Lice. School must be notified. Treated with proper medication is required. Parent must accompany student to school for the student to be rechecked by the administration or school nurse for readmission.

Re-admittance will be denied if the 24 hour symptom free time period has not been met. In accordance with public health guidelines designed to decrease the spread of communicable diseases, should a student become ill during school; parents will be contacted to pick their child up in a timely manner. If the school is unable to locate the parents the emergency contact will be called to pick up the student.

### Medications

Medication may be dispensed at school only under the following conditions:

- A **Parental Request Form for Administering Medicine** at school has been properly completed and returned to the office along with the medicine. This form may be obtained in the office or on the website.
- All medication must be in its original container with dosage information and directions.
- Medication must be delivered to the school office by the parent or guardian.
- A written doctor's order must accompany the prescribed medication and will remain on file in the office stating the name of the drug, the time to be given, and the dosage. The label on the prescription bottle may serve as the physician's order.
- All medication will be kept in a locked area of the clinic.
- Students are not to have prescription or non-prescription medication in their possession during school hours on school/parish premises or at school sponsored events and field trips away from school.
- In order to administer non-prescription medication, a signed clinic card must be on file. The parent will be called before the medicine is given.

*\*Only the Principal has the authority to make exceptions to this policy.*

## Extended Care

Saint Ann Catholic School offers an Extended Care program as a service to parents.

Extended care rates are \$2.00 each morning per student, and \$5.00 each afternoon for the first student and \$2.00 for each additional student per family.

Extended Care activities:

- Homework time is given for older children.
- Recreational activities include board games, puzzles, outside activities, which are supervised.
- Snack is provided

Extended Care Hours:

Before School: 6:30am – 7:40am

After School: 3:20pm – 6:00pm

Students dropped off before 7:30 am or picked up after 3:20pm will be placed in Extended Care and invoiced according. **Any student not picked up by 6:00pm will accrue a charge of \$1.00 per minute per family.**

Invoices are sent via FACTS at the beginning of each week. Electronic drafting is an option for payment. Failure to pay fees may result in the loss of Extended Care use. A \$5.00 late fee will be automatically added to all invoices not paid within 30 days. At 45 days late your child will be unable to utilize services.

Students are to be signed out by parent/guardian and require photo identification. For parent/guardian to allow another person(s) to pick up students, the parent/guardian must fill out the Extended care form and submit to the school office. These forms are maintained at Extended Care.

**Students who exhibit an uncooperative or disruptive behavior at Extended Care may be denied services.**

## Lunch

Lunch is not provided by Saint Ann Catholic School. Each student will need to bring a lunch from home. Milk or Juice may be purchased from the cafeteria for \$.50 each. You are welcome to come eat lunch with your student with prior notification to the office. Carbonated drinks (sodas) are not allowed for students or parents/guests. The school offers a free milk program to qualifying families.

## Organizations

Saint Ann Catholic School encourages each student to become a faith-filled, well rounded citizen in our community. Participation in clubs and/or activities available to students are listed below:

### **Student Organizations:**

Drama  
Math Team  
National Junior Honor Society  
Yearbook Staff

### **Parish Organizations:**

Altar Server  
Children's Choir  
Cub/Boy Scouts

### **Student Activities:**

Geography Bee  
Spelling Bee  
Religion Scholars' Bowl

## **Student Conduct**

Catholic Education supports student growth in all areas. Self-Discipline is a life skill that can and should be achieved. School rules and regulations are no more than basic courtesy, good manners and the creation of a Christian community where learning can take place. The authority to control student behavior extends to all activities of the school including Mass and religious services, field trips, and all other school sponsored activities.

The Student should be fair with him/herself, with fellow students, and with the teacher. We ask that our students tell the truth at all times, conduct themselves as ladies and gentlemen, respect law and order and follow the Commandments in all phases of life.

Students are expected to treat each other with respect and dignity. This includes reporting incidences of inappropriate or bullying behavior. Students are expected to conduct themselves in a respectful manner towards everyone. Disrupting the learning environment of other students is not acceptable.

Adhering to school/classroom rules is another expectation for students at Saint Ann Catholic School. Some examples of behaviors that are considered routine and appropriate are (but not limited to):

1. Being honest and truthful
2. Being respectful and polite
3. Getting along with others
4. Using acceptable language
5. Following classroom rules
6. No gum chewing
7. Being responsible for school property
8. Respecting others' property
9. Being on time to class

These rules are samples of general school expectations and may be adjusted during the year by the principal.

### Disciplinary Measures

Teachers will handle routine classroom discipline using assertive discipline techniques and positive reinforcement when possible. Repeat or serious breaches of behavior will be referred to administration.

**K4 – 5<sup>th</sup> grade students:** Follow a systematic procedure that involves warnings and consequences that escalate if the behavior does not improve. Each teacher will provide a classroom management plan to the student and parent.

**6<sup>th</sup> – 8<sup>th</sup> grade students:** For misconduct in the classroom, the teacher will first give a verbal warning to the student. On the third offense, the student will receive silent lunch. Verbal warnings do not carry over from one classroom to another or from one day to the next. Patterns of misbehavior, however, will be addressed by the teacher with student or parent. Silent lunches, detentions, or office referrals may be given immediately in incidents of severe misbehavior.

The homeroom teacher will notify the student and the parents of any disciplinary action in the form of a note which includes date, time and actions taken. **Signatures of student and parent are required on the slip and the slip is returned to the administration.** Parent conferences will be held if a student received two or more notifications in one month. Each student “starts over” on the first day of the month.

Should discipline procedures move beyond time out and loss of privileges for younger students or beyond detention for older students, the following actions may occur:

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-House Suspension – Isolation of a student from his/her peers at school during the school day. Teacher will provide lessons, work and tests to be done during the day. No extra-curricular participation allowed.
3. Out of School Suspension – Removal of the student from the school setting (1-5 days). The student stays home and missed work will be made up upon return. A parent conference is mandatory for re-admission. No extra-curricular participation allowed.

4. Expulsion – Removal of the student from the student body and the school. Behaviors deemed by administration to be of an extreme nature will result in suspension or expulsion.

Students are removed from the school by the principal with notification given to the Pastor and the Superintendent of Schools in the Diocese of Birmingham.

### **Diocesan Policy of Bullying**

The Diocese of Birmingham is committed to providing a safe and respectful environment in its schools. Bullying, involves an imbalance of power or strength, aggressive behavior such as: physical, verbal, racial, sexual or emotional intimidation. This includes cyber-bullying which is defined as destroying or smearing a person’s reputation through the use of internet connected devices. Any and all witnessed or reported incidents will be addressed. Students involved in bullying or harassment shall be subject to disciplinary action as outlined by the local school’s handbook or policy statement.

### **Definitions of Harassment/Bullying**

Harassment/bullying is a specific type of deliberate and sustained misconduct which hurts the dignity of another person by isolation, intimidation , and/or humiliation and thus jeopardizes physical and emotional safety and undermines the well-being of the school community. Harassment/bullying repeatedly hurts another person through, but not limited to, the following behaviors:

<u>Physical</u>	<u>Verbal</u>	<u>Social/relational</u>
<u>Cyber-bullying</u>	<u>Sexual</u>	<u>Retaliation</u>

### **Reporting**

1. Student practices self talk behaviors taught in response to alleged bully.
2. Student addresses bully.
3. If the bullying behaviors do not stop, he or she reports the bullying concerns to the teacher or adult caregiver in a verbal/written report.
4. An observer/bystander of a harassment/bullying incident is expected to report the incident to a teacher or adult caregiver.
5. Saint Ann’s follows a “zero indifference” approach which means that all witnessed or reported instances of harassment/bullying will be addressed.

### **Administrative Investigation**

All reports of harassment/bullying will be investigated by the employees and administration of Saint Ann. The following steps will be followed once a report of bullying is received by administration.

1. Ensure there is a safe and secure environment.
2. Investigate – An Administrative investigation and written report will be prepared.
3. Determine Remedial and Disciplinary Action - Following a reasonable investigation, administration will determine a probable cause; what remedial action is most warranted to prevent reoccurrence and allow reconciliation; and what corrective or disciplinary action is most appropriate.

## Dress Code

An established dress code at Saint Ann Catholic School is reflective of our Catholic faith and promotes a positive learning environment through neat and tidy appearance as well as minimal distraction to the daily instructional atmosphere. Students are expected to abide by the dress code policy. Students who choose not to abide by the dress code will not be admitted to class until the proper uniform attire is brought to him/her at school. If these uniform regulations are to succeed, it will take the combined effort of students, parents, and faculty/staff, to ensure every child comes to school in the proper uniform. The principal will have discretion in all questions pertaining to student's dress code.

Coat/jackets are not allowed to be worn in the classroom.

Hats are not allowed to be worn in the building.

Boy Scout and Girl Scout uniforms are permitted on the day of the scout meeting.

**Please print the student's name in all articles of clothing worn to school.**

Dennis Uniform Company and Education Outfitters provide the uniform Saint Ann students wear. **Clothing indicated with an asterisk (\*) must be purchased through the uniform companies.** Any items purchased from the uniform companies that are different than what is listed below are not allowed.

### K4-8<sup>th</sup> Grade Boys:

Short –navy blue or khaki walking shorts. No cargo pockets are allowed

Pants – navy blue or khaki, no cargo pockets are allowed

\*Polo Shirt – green or yellow, long or short sleeve: must have Saint Ann logo

\*Sweaters – optional; green cardigan, vest, pullover or zipper style with Saint Ann logo. This is the only sweater allowed in the classroom.

\*Sweatshirts – green, must have Saint Ann logo. It is acceptable to wear over a school polo shirt.

Belts – Black, brown or navy for grades 1-8

Shoes – Tennis shoes may be worn. They must be non-marking. Shoes with lights, sounds, beads, wheels are not allowed. No boots or open toed shoes may be worn. Only athletic shoes may be worn for PE.

Socks – White or navy and must cover ankles. Socks may not have any emblems or brand names.

**\*PE Uniform** – Shirt with logo, navy gym shorts required for grades 6-8. Students in K-5 do not wear a PE uniform.

#### K4-8<sup>th</sup> Grade Girls:

\*Shift (jumper) – plaid (must wear shorts underneath). Jumpers must be no more than 3 inches above the knee.

\*Skorts – plaid, khaki, or navy. Skorts must be no more than 3 inches above the knee

\*Pants – Navy or khaki

\*Shorts – plaid, khaki, or navy. Shorts must be no more than 3 inches above the knee.

\*Blouses – round color, white, long or short sleeve.

\*Polo shirt – Green or yellow, long or short sleeve with Saint Ann logo.

\*Sweaters – Optional; green cardigan, vest, pullover, or zipper styles with Saint Ann logo. This is the only sweater allowed in the classroom.

Sweatshirts – Green with Saint Ann logo. It is acceptable to wear over a school polo shirt.

Belts – Black, brown or navy for grades 2-8

Shoes – Tennis shoes may be worn. They must be non-marking. Shoes with lights, sounds, beads, wheels are not allowed. No boots or open toed shoes may be worn. Only athletic shoes may be worn for PE.

Socks – White or navy and must cover ankles. Socks may not have any emblems or brand names.

**\*PE Uniform** – Shirt with logo, navy gym shorts required for grades 6-8. Students in K-5 do not wear a PE uniform.

#### Grooming

##### Girls:

Hair must be neat, may not be distracting, and must remain out of the eyes without assistance.

Extreme hair coloring and bleaching with non-natural colors and/or patterns is not permitted.

Stud earrings only are allowed. No makeup is allowed. No henna tattoos.

### Boys:

Hair must be neat, may not be distracting, and must remain out of the eyes without assistance. Hair length cannot extend over the collar. Haircuts must be of a traditional nature and no unusual cuts. Examples of unusual cuts are partial shavings and/or taller row of hair in the middle. No facial hair. Boys are not allowed to wear earrings. Not henna tattoos.

### Out of Uniform Days

Certain days will be designated as “out of uniform”. Students will arrive in clothing that represents the Catholic teachings of integrity and dignity. Non-compliance will result in a loss of out of uniform privilege and parents called to bring the school uniform. The following will be strictly enforced:

1. All clothing will be neat and clean
2. Clothing may not contain messages that are not in keeping with the teaching of our faith.
3. Skirt length is to be closer to the bend of the knee than the torso of the body.
4. NO spaghetti straps or tank tops; shirts must have a sleeve.
5. NO open toed/open heeled shoes
6. While socks are required, crew socks are not.
7. Non marking athletic shoes are required for PE.
8. Earrings (girls only): only studs allowed
9. NO worn, frayed, torn or soiled clothing

School related events, such as graduation and dances, will have dress code requirements provided to the student before the event.

## **Parent-School Relations**

### Parental Commitment

The Catholic Church believes that parents are the first and foremost educators of their children. Therefore, in addition to taking this role at home, parents are encouraged to be active and interested in the life of the school community. The operation of a successful school depends on participation and support from the parents and friends in the community. The school depends on volunteers for many activities. All parents are encouraged and expected to get involved in activities, including volunteering in the classroom, driving on field trips, and fundraising.

### Youth Protection for Adults

Any parent that wishes to volunteer at school must complete the Diocesan Youth Protection course and complete an “AS1” form to allow the school to run a background check. **Training**

**and background check must be renewed every three years. This is required for all adult volunteers.** Classes are available throughout the year.

### Parent-Teacher Organization (PTO)

The PTO is a service and information organization for the parents and teachers of Saint Ann Catholic School. Its purpose is to offer support and financial aid for the betterment of the school. All parents and teachers are members of the PTO. All families should make an effort to attend the meetings and support the efforts of the PTO. Occasionally, classes will offer a performance at the PTO meeting. Student attendance is mandatory at these events unless otherwise arranged with the principal.

### **Communication Procedures**

Communication between parents and teachers is very important. The following methods of contact are suggested:

1. Notes sent via your child
2. Email
3. Conferences\*

\*Conferences may be scheduled through the school office or directly with the teacher. Formal conferences for all parents are scheduled in the fall.

Issues and concerns of any kind should be addressed first in a conference with the individual teacher. Typically, most problems will be resolved in this manner. If the issue is not resolved with faculty and the parent needs to explore additional support, the following sequence must be followed:

1. A parent is to contact the principal. The principal may arrange a joint meeting between the parent, teacher and or other staff member.
2. If still unresolved, the parent(s) may contact the pastor for consultation.

Students will not be called out of class to speak with a parent. In the event of an emergency, parents should contact the administration for assistance with student notifications.

### Communication Responsibilities

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 predators. 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 of 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. There for 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.

#### Parent to Parent Communication

Class notes from parents to other parents must be approved in advance by the teacher or principal.

#### Fund Raising

All fund raising must be done through an organization, with approval in advance from the principal.

## General Procedures

### Drop Off/Pick Up

Morning drop off (if not using extended care) begins at 7:40 am. After school, students who are not picked up in carline will be placed in extended care. Please remember that school starts at 8:05 am and students need to be in class ready to begin learning. Proper arrival time is at least 10-15 minutes before 8:05 am.

**When signing a child in or out of school, parents must use a lined parking space in the parking lot and not leave vehicle engine running.**

During carline, refrain from conversation with the faculty/staff during drop off and pick up. Be patient; watch for pedestrians and drive slowly. **No cell phone use on campus at any time you are driving.**

Each family will have a mirror hanger containing their student number. Please display this card in your windshield during pick-up to assist the faculty/staff in locating and loading your children. These cards will be provided to each family. If you will be car-pooling, please be sure to alert the staff in advance.

### School Records

Parents/legal guardians have the right to inspect all official records relating to their own child. Records are confidential. Requests to review should 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 a non-custodial parent to review the records unless a copy of the divorce decree stating otherwise is supplied by the custodial parent and is on file in the office.

### Custody Issues

Where there is a divorce resulting in custody issues, the school must have a court certified copy of the decree for custody for the permanent records. This document is needed in order to give the school direction regarding the non-custodial parent visiting the school, going on field trips, and picking up the student. Without the correct court papers, the school must assume that both parents have full equal access to the child.

### Personal Belongings

Only those items deemed by the teacher to be necessary for school are to be brought to school. All students are encouraged to have a book bag. Children in grades 4-8 may have rolling back backs. For children in grades K-3, backpacks with wheels are unnecessary and not allowed. **Please be sure that all items related to school (lunch boxes, uniforms, books, etc.) are labeled with the child's name.** Be sure the following items are not brought to school: glass, sharp objects, breakable, precious or items of great value. Students do not need to bring large amounts of cash to school.

### 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 ensure that the teaching/learning process is interrupted as little as possible. Only approved electronic devices may be utilized during the teaching/learning process. A non-approved personal electronic device (such as a

cellphone, camera, etc. but not limited to only these devices) that is used, seen or heard during school hours will be confiscated. Consequences will be decided by the principal.

### Birthday Celebrations

In recognition of their birthday, students in K4-Grade 8 may come to school dressed out-of-uniform on their birthday. The student will arrange the out of uniform with the homeroom teacher. In addition, a healthy birthday treat may be sent to school for students. Balloons, etc. are not permitted. Birthday party invitations may not be distributed on school grounds. Parents may ask your students homeroom teacher for a class email directory if offered.

### Visitors

All visitors, parents and volunteers must report to the office immediately upon entering the school. Parents wishing to visit classes should make arrangements through the office and teacher. Students visiting from other schools, even Saint Ann Alumni, may not be on campus unsupervised. Arrangements for visitors must be pre-approved by the office at least hours in advance.

### Telephone

The school phone is to be used only by school personnel. In the event of an illness or emergency, the school personnel will contact the parent. Emergency messages will be conveyed to your child. We cannot call him/her to the phone.

### Textbooks

All hardcover books are rented and should be covered all year (no contact paper, please). No writing in the books except for the student's name. Lost or damaged books are to be paid for at the replacement value. If workbooks are lost, students must purchase new ones. Rental books are turned in at the end of the school year.

## **School Closings**

In determining the need to close during inclement weather, Saint Ann follows the City of Decatur School system. If Decatur City Schools close, then Saint Ann will close as well. There will not be a separate announcement for Saint Ann. Please follow the City of Decatur Schools announcement. Be alert to radio and/or television stations regarding re-opening and delayed closings. Parents are not allowed to pick up their children during tornado warnings. They are welcome to wait in safe areas with their children.

Saint Ann also uses a telephone emergency notification system.

### Safety/Crisis Management Plan

Saint Ann has developed a plan describing procedures for various possible crisis situations. Routinely, Saint Ann practices drills to enhance preparedness in event of an emergency.

### **Right to Amend**

Saint Ann Catholic School reserves the right to amend this handbook. Notice of amendments will be communicated through the “Wednesday” folder and/or email.