



Parent/Student Handbook

2022-2023

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.

2022-2023 FACULTY/STAFF

Principal	Brandi Lumley	principal@saintanndecatur.org
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1		
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6-8 Science and History	Tyler Perkins	tperkins@saintanndecatur.org
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Art	Jennifer Brown	accounting@saintanndecatur.org
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Extended Care Staff	Mary Letson Patricia Chesney Marcia Gamble	

Vision Statement

Cultivating student knowledge of what is true, good, and beautiful, St. Ann Catholic School provides high-quality academics and faith formation through classical liberal arts.

Mission Statement

In collaboration with parents as primary educators, Saint Ann Catholic School cultivates within its students, knowledge of the true, the good, and the beautiful through the study of the Great Books and classical Liberal Arts curriculum to provide each student with quality education and faith formation. Educators, partner with parents to inspire each student to think critically, communicate effectively, grow in virtue, and achieve excellence.

Motto

“Cultivating truth, goodness, and beauty.”

Statement of Beliefs

Saint Ann Catholic School

- † 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 logic, rhetoric, and grammar.
- † 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. St. Ann shall only admit students whose needs can be served by the school program. 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 1st and potty trained

K4 – Children must be four (4) years of age by September 1st

Kindergarten – Children must be five (5) years of age by September 1st

First Grade – Children must be six (6) years of age by September 1st

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. St. Ann reserves the right of conditional acceptance for all new enrolled students in the school for 90 days. 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

\$360 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 5th or the 20th of each month. In the event of a temporary school closing, parents are to fulfill the contract obligations given to them.

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. During the time of temporary school closure based on the requirements of the state, all accounts are expected to be maintained.

Tuition in Grades K3-8:

	<u>Parishioner</u>	<u>Non-Parishioner</u>
One Student	\$4,725	\$6,450
Two Students	\$8,977	\$12,255
Three Students	\$12,757	\$17,415

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 or Catholic Charities (C2), 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 1st 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 or Catholic Charities (C2), 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 K3-8th grade participate in handwriting development. Students in grades K5-8th participate in the Zaner-Bloser National Handwriting Competition.

Language Arts

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

Library

K3/4 – 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. All grades are taken for Physical Education on a daily basis. Grades 7th and 8th are allowed to compete in middle school sports through John Paul II Catholic High School in Huntsville.

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 (4th grade) are part of the curriculum.

Latin

Latin is offered for 3rd - 8th grade and focuses on writing, grammar, literature, and speaking. All classes participate in the development and learning of Latin prayers.

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.

Maximum absences allowed are ten (10) days per year. For every unexcused absence over 10, that child's family will be subject to be reported to the Decatur City Board of Education for Truancy. Excessive absences can also result in a student being withdrawn from school or

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).** Parents are allowed 3 parent hand written excuses per semester. Medical excuses are accepted. 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 due to illness, a parent must 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. Student work from prior days will be required upon return. Any work given to the student from days absent will be given a one day grace period before being considered late. All projects are due on the original due date even if the student is absent. If extenuating circumstances apply, it is the responsibility of the parent to request additional consideration from the teacher. This is at the discretion of the teacher and principal.

Any student absent from school more than ½ day may not participate in school sponsored events that afternoon and evening including middle school sports through John Paul II High School. 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 **two weeks prior.*** 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. Approval of absences will be at the discretion of the principal and teacher based on student performance. 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. Failure to complete assignments will result in zeros. **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, 5th grade can expect 50 minutes of homework). All homework is due the following day and failure to comply will result in grade reduction and/or further consequences outline by the teacher. **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. Homework counts towards 40% of the overall grade. Tests and projects count as 60% of the overall grade.

Report cards are issued quarterly with progress reports given in between. 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. Mandatory Parent –Teacher Conferences are held once in the fall after the first quarter. 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. Grades are calculated by 40% homework/classwork and 60% tests/projects.

Honor Roll Criteria

In order to obtain the “A” Honor Roll, students must have all “A’s” in all subjects. Honor Roll students **must have SATISFACTORY Conduct and Effort in all subjects**. Certificates for all those on the Honor Roll 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 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: MAP testing. Students in grades K5-8 participate in this week long assessment period 3 times per year, once during the August, January, and May of the school year. 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. Students are required to take all test provided by the school.

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 2-8, 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.
- Drivers are not allowed to make any unauthorized stops during the trip.

- 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 of 100.0° 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 \$3.00 each morning per student, and \$6.00 each afternoon for the first student and \$3.00 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.
- Television time will be allowed and showing only appropriate viewing for children

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. You are welcome to come eat lunch with your student with prior notification to the office. Carbonated drinks (sodas) and fast food are **not allowed** for students, with the exception of their birthday. Students must bring their lunch with them at the beginning of the school day. **Parents MAY NOT routinely drop off food for their child to the front office during the day.**

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:

Coding Club
Choir
Student Council
Yearbook Staff

Parish Organizations:

Altar Server
Children's Choir
Mass Readers and Gift
Bearer

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. Students should display the beliefs of the faith throughout the school day.

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 – 5th 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.

6th – 8th grade students: For misconduct in the classroom, the teacher will first give a verbal warning to the student. On the second offense, the student will receive silent lunch or break. 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 communication via email, Class Dojo, or phone call. Parent conferences will be held if a student received two or more notifications in one 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 be required to have completed all missed work upon return. Any work not completed will be given an automatic zero. 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.

Classwork/Homework/Signed Papers/Green Folders

All homework must be turned in to the teacher the following day. Any homework not turned in is considered a late assignment. This includes assignments, signed material, and returning of the green folder. Failure to turn in homework will lead to deduction of points and disciplinary actions based on grade and frequency.

Kindergarten/First

1st Day Late - Students will have a note sent to parents

2nd Day Late- Students will be deducted 5 points and have half a silent break

3rd Day Late- Students will receive a zero. Note sent to parents to sign and return.

Second Grade

1st Day Late- Students will have notes sent to parents. Half a silent break.

2nd Day Late- Students will be deducted 5 points. Half a silent break.

3rd Day Late- Students will receive a zero/ Note will be sent to parents to sign and return.

Third, Fourth, and Fifth Grade

1st Day Late- Silent Break, note sent to parents, 5 points off.

2nd Day Late- Silent Break, 5 points off.

3rd Day Late- Students will receive a zero. Note sent to parents to sign and return.

Sixth, Seventh, and Eighth Grade

1st Day Late- Silent Break, Silent Lunch, 10 points off, note sent to parent

2nd Day Late- Silent Break, Silent Lunch, 10 points off

3rd Day Late- Students will receive a zero. Note sent to parents to sign and return.

Projects

All projects will be due the day it is assigned. If the student is absent, the parent is responsible to bring in the project before 9:00 am. All late projects will receive a zero. Any exceptions will be approved by the principal.

Tests

All tests and report card envelopes must be signed and returned the following day. Failure to do so will result in a silent lunch until the test is returned.

Green Folders

All green folders must be returned the following day to the homeroom teacher. Failure to do so will result in silent lunch until the folder is returned.

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:

Physical

Cyber-bullying

Verbal

Sexual

Social/relational

Retaliation

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.

Weapons Policy

It is strictly forbidden for any student to possess a dangerous weapon on school premises, in a school owned vehicle, or during any school sponsored trip or activity. For the purpose of this policy, a "dangerous weapon" is any instrument or device designed primarily for use in inflicting death or injury upon a human being, and which is capable of inflicting death upon a human being when used in the manner for which it was designed.

Students found possessing a dangerous weapon, threatening others with a dangerous weapon, or using a dangerous weapon will be subject to expulsion, or suspension for a period of not less than one calendar year, according to Diocese of Birmingham in Alabama Catholic Schools Suspension and Expulsion Appeals Process. The principal of the school may modify this expulsion, or suspension for a period of not less than one calendar year, requirement on a case by case basis with the permission of the Superintendent of Schools.

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.

Non-Uniform 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.

Masks or transparent face shield allowed during time of pandemic.

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

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

K4-8th Grade Boys:

Short –khaki walking shorts. No cargo pockets are allowed

Pants – khaki, no cargo pockets are allowed. All pants and shorts must be worn with a belt. No pants/shorts may have an elastic waistline or ankle line. The exception for this rule is with PreK and Kindergarten students.

*Polo Shirt – green 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. Hooded sweatshirts or zip-up jackets can only be worn on spirit days or out of uniform. Hoods are not allowed to be worn on head.

*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/athletic shoes must be worn. They must be non-marking and solid color with only one or two secondary colors (example: grey shoes with a black or white emblem). Shoes with lights, sounds, beads, sequence, characters, or wheels are not allowed. No boots, open toed, or dress shoes may be worn.

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

Undershirts- only white undershirts may be worn underneath uniforms. Long sleeved undershirts may not be worn with short sleeve shirts.

K4-8th Grade Girls:

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

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

*Pants – Khaki. All pants and shorts must be worn with a belt. No pants/shorts may have an elastic waistline or ankle line. The exception for this rule is with PreK and Kindergarten students.

*Shorts – Khaki. Shorts must be no more than 3 inches above the knee.

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

*Sweaters – Optional; green cardigan, vest, pullover, or zipper styles without hoods 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.

Hooded sweatshirts can only be worn on spirit days or out of uniform.

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

Shoes – Tennis/athletic shoes must be worn. They must be non-marking and solid color with only one or two secondary colors (example: grey shoes with a black or white emblem). Shoes with lights, sounds, beads, sequence, characters, or wheels are not allowed. No boots, open toed, or dress shoes may be worn.

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

Undershirts- only white undershirts may be worn underneath uniforms. Long sleeved undershirts may not be worn with short sleeve shirts.

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. Nail polish is not permitted, neither clear, acrylic, gel, nor normal nail polish. Jewelry is limited to one ring, one bracelet or watch, and/or a religious necklace. Any questions regarding uniforms should be directed to the principal.

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 or protrude around ears excessively. 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. No henna tattoos. Boys may wear a watch and/or a religious necklace.

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/short length is to be closer to the bend of the knee than the torso of the body. Material should extend to the bottom of the fingertips when standing in a relaxed position.
4. NO spaghetti straps or tank tops; shirts must have a sleeve.
5. NO open toed/open heeled shoes. No sandals, flip-flops, crocs or heels.
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.

Computer Policy

General Information

Only Saint Ann Catholic School students are allowed to use Chromebook given. The person who checked out the Chromebook may use it. The student/family who has the Chromebook is responsible for all aspects of the computer. Chromebooks are meant for school work only and may not be used for personal use and must be returned when students arrive back at school. Any damage to the Chromebook or accessories is the responsibility of the student/guardian. In the case of damage, the student/guardian is responsible for replacement cost up to \$300.

Acceptable Use

1. The laptop is an educational tool and should be used in that capacity only.
2. The student is responsible for the laptop at all times. The school is not responsible for laptops left in classrooms, hallways, or non-school properties.
3. The laptop should not be used to – COPY, DOWNLOAD, UPLOAD, or SHARE COPYRIGHTED MATERIALS without legal permission. This includes reproduction of music files (CDs) and software applications.
4. The student is the only authorized user of your assigned laptop. Never share or swap laptops with another student. Keep your password CONFIDENTIAL.
5. Do not EAT or DRINK near your laptop.
6. Avoid touching the screen. When cleaning is necessary, use a soft cloth.
7. Do not mark the laptop in any way with markers, stickers, etc.
8. Do not remove school labels or asset tags.
9. Do not insert foreign objects into openings of the laptop.

Internet Use

Students agree to adhere to the Saint Ann Internet use policy found in the handbook. The laptop issued to you is school property and all content (software, email, Internet usage) will be monitored AT ALL TIMES. Content found that is related to illegal or unethical activities will be reported to the authorities. School staff has the right at any time to spot check student laptops.

Home Use

1. Students are responsible for the care of their laptops.
2. Do not leave laptops in vehicles. Computers cannot tolerate extremes in temperature.
3. Parents/guardians are encouraged to be 'nosy' and interact with their students about his/her work on the laptop.
4. Laptops must be recharged before returning to school.
5. If a laptop is stolen, the police and the school office must be notified immediately in order for the laptop to be traced and disabled.
6. If a laptop is lost, the school office must be notified as soon as possible.
7. Parents are responsible for the replacement cost of lost laptops or power cords.
10. Parents/guardians are responsible for monitoring his/her child's use of the laptop at home.

School policies continue to apply when using the computer online at home. **DO NOT LEAVE THE LAPTOP UNATTENDED.** All Chromebooks are monitored through a school program and are subject to searched. Any misconduct displayed with the Chromebooks will result in loss of use.

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. We expect all parents to participate in various activities through the year. Parents receiving financial aid are required to complete 10 hours of volunteer work or are subject to the loss of financial aid. 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 online through the Dioceses of Birmingham website 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. Meetings will be held once a quarter to review what is happening in the school. All families should make an effort to attend the meetings and support the efforts of the PTO.

Communication Procedures

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

1. Notes sent via your child or through Class Dojo
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 or the school, 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. Birthday invitations may not be sent through the school. We encourage parents to either mail these out themselves or hand them directly to the parents of the students.

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. Parents do not need to get out of the car to bring students into the school. If you must come into the office in the morning, you must use a parking space in the general parking lot. Please remember that school starts at 8:00 am and students need to be in class ready to begin learning. Proper arrival time is at least 10-15 minutes before 8:00 am. Front doors will be closed at the beginning of announcements and parents are required to come into the office to sign in students.

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 car sign that displays the families' last name. Please display this sign in your front dash 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. Students will not be allowed to ride with other families unless the office or teacher has been notified.

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. All documents pertaining to the child must be submitted to the office in a timely manner. 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. This is the responsibility of the adult.

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 backpacks. 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, toys, 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. Parents must make arrangements to acquire the confiscated item from the principal's office. 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 student's 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 two 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. Report cards will not be released until all fines, dues, and school property is returned or paid.

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. If closing is specific to Saint Ann's for any reason, notification to parents will be sent along with communication on the school's Facebook site, Class Dojo, and all-call via text. 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. It is the parents' responsibility to inform the school if you are not receiving messages.

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.

Pandemic Addendum

In the time of a nationwide epidemic or worldwide pandemic, Saint Ann will follow the combined guidelines set by the State Department of Education, Diocese of Birmingham, City of Decatur Schools, and Center for Disease Control (CDC). These guidelines will be addressed to fit the circumstances of the school to provide a safe and healthy environment for students, faculty, and parents/guardians. The principal has the right to amend the terms and will communicate through class folders and/or email.

Student Responsibilities

During the time of a pandemic, students will be expected to follow all rules and regulations that apply. Failure to do so will result in disciplinary actions.

- Masks will be brought to school on a daily basis
- Masks must be solid in color and have the student's name and grade. This is to ensure the masks can be returned to the correct owner. Names may be on the inside or outside of the masks.
- Students will maintain the recommended social distance guidelines
 - o Maintain a distance of six feet apart when able
 - o Shared material not permitted
 - o Proper hygiene rules apply

Parent Responsibilities

During the time of a pandemic, parents will be expected to follow all rules and regulations set forth by the school, city, and state. Failure to do so will result in the removal of the student.

- Parents must ensure their child/ren have no fever or symptoms before arriving to school
- Permission into the building will be allowed only through the front entrance with proper screening
 - o Temperature check
 - o Checklist questions answered truthfully
 - o Proper PPE attire worn i.e.: face mask or shield
- Notification to school required if any family member has been tested or received a positive test
 - o In the case of testing, all family members are quarantined until results are identified
 - o In case of positive test, all family members are quarantined for the designated 10 days after the start of symptoms and 3 days fever and symptom free without the aid of medication
 - o In the case of negative testing, family members may return to school with proper doctor documentation. Tested members will follow sick guidelines.
- Students must be dropped off in carline to ensure proper procedures taken
- Any students entering the building after the start of school must be accompanied by an adult
- Parents will work with faculty and administration to ensure a positive and safe environment

Teacher Responsibilities

During the time of a pandemic, teachers will be expected to uphold all guidelines to ensure the health and safety of the students and themselves.

- Teachers will guide students on the proper use of PPE in and outside of the classroom
- Teachers will maintain a clean classroom environment
- Proper educational materials will be provided for student in time of absence
 - o During a short-term absence, school materials will be available to pick up the day of the student missing between 3:00-3:30.
 - o During a long-term absence, school materials will be available the following day of student missing between 3:00-3:30
 - o Guidelines of missed work will be accepted by previously stated standards
- Teachers will assist in daily screening practice of students and faculty

Entering Building

- Temperature Checks of all students
 - o Completed in the car before they are allowed to enter building
 - o Any temperature of 100.0 or above is not permitted in building
 - o Parents must answer no to all questions on approved sheet from Diocese
- Temperature Checks of all Faculty members when entering the building
 - o Faculty must go directly to office for temperature check
 - o Must answer no to all questions provided by Diocese
 - o Any temperature of 100.0 or above is not permitted in building
- Temperature Check of all guest
 - o Guest must wait at door before entering
 - o Must answer no to all questions on approved sheet from Diocese
 - o Any temperature of 100.0 or above will not be permitted in building
 - o Mask will be required on all guest in correlation with State and City laws
- All Students and faculty must enter through the front doors.

Inside Building

- Students/Faculty must wear masks in highly populated common areas these include:
 - o Hallway
 - o Bathroom
 - o Walking to and from Cafeteria
- Students in the classroom are not required to wear mask:
 - o Unless they cannot maintain social distancing guidelines
 - o Are working in close contact/small groups
- Desks in classrooms must face same direction and maintain social distancing
- Directions will be used with all movement in the hallways.
 - o Right stair case will be used for going up stairs
 - o Left stair case will be used for going down stairs
 - o Marking in the hall will guide students in following directions
 - o Place markers will be used to space students in lines

Requirements

All faculty and parents/guardians are responsible for informing the school of any contact with a positive or potentially positive COVID-19 case. This is to ensure the health and safety of everyone in the school and in our community. All members of a family must follow the same quarantine guidelines.

****As the CDC and ADPH recommendations change, these guidelines may be altered to insure compliance with the latest regulations and medical information. The school will send notification to all parents/guardians prior to implementing change.*****

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.