



Parent/Student Handbook

Mission Statement

St. Ann School, serving an economically and ethnically diverse student population, is dedicated to:

- **S**erving the community
- **T**eaching a strong academic curriculum rooted in Catholic tradition
- **A**ppreciating one's heritage
- **N**urturing a love of learning in each child
- **N**ourishing a strong faith

The school acknowledges parents are the primary educators of their children and so commits itself to encouraging full participation of families in the life of the school community.

Philosophy

The faculty of St. Ann school believes in fostering the development of the whole child; socially, emotionally, intellectually, physically and spiritually. In an age when God is systematically excluded from the classroom, our emphasis on Christian values and growth is unique. An awareness of God's presence in our lives and his love for us as people is fostered daily. In keeping with our mission of a strong spiritual foundation for academic growth, we actively work to help our pupils develop the self-discipline that they need in order to assume responsibility for their actions and choices in life. We strive to increase our students' self-esteem by encouraging them to attempt the difficult and the challenging, and consequently to deal with the successes and defeats that they meet in day-to-day living.

The need to emphasize action on behalf of justice in a world, where injustice runs rampant, is an important dimension of Christ's Gospel. In keeping with the Gospel, we try to lead pupils to an open-minded vision of their place in the world. As world citizens, they are called to be aware of the needy, appreciative and respectful of various cultures, and willing to work for the rights of all their brothers and sisters.

We believe that parents and family are joint partners with us and have primary responsibility for the education of their children. We strive to work closely with them in fostering the growth and development of a well-rounded student who will reflect the result of an excellent academic education and sound moral training. As the Holy Spirit guides our work, we believe and hope that our students are developing into responsible adults whose lives will be characterized by health in spirit, mind and body.

Vision

Realizing the human need for identity, relatedness and purpose, we propose to graduate a person who responds to those needs by being:

- A spiritual person dedicated to Christian values
- An ethical person who practices honesty, openness, respectfulness, patience and cooperation in questioning and listening
- An independently thinking person who possesses the skills to maintain a fulfilling, interdependent lifestyle
- A responsible person who examines deep within, all sides of an issue, to draw a conclusion

St. Ann School of Cape Ann

60 Prospect St, Gloucester, MA 01930

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Reverend Ronald Garibaldi, Co Pastor

Reverend Timothy A. Harrison, Co Pastor

Faculty & Staff

Sister Judy O'Brien, IHM, *Principal*

Mrs. Virginia Loiacano, *Administrative Assistant*

Pre-Kindergarten I Paula McMullen, Lisa Marinelli *Assistant*

Aides: Charlene Acker, Karolyn Iacono

Pre-Kindergarten II Barbara-Jean Ciolino, Marie Rodriguez,

Assistant

Kindergarten Pamela Sonia, Anne DiMaio, *Assistant*

Grade 1 Barbara Barszcz

Grade 2 Grace McKay

Grade 3 Lisa Fornero

Grade 4 Cathy McGrath

Grade 5 Kathleen Hegarty

Grade 6 Danielle O'Connor

Grade 7 Patricia Goulart

Grade 8 Susan Parsons

Mathematics John Sperry

Physical Education Marie Rodriguez

Art Marilyn Buckles

Spanish Karen Gallo

Computer Morag White

Music Betsy Smentek

St. Ann Board of Trustees

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Please Note

The Principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notification.

PTO

The St. Ann Parent-Teacher Organization is responsible for maintaining good communication between the home and school, for providing a vehicle through which parents can provide services to the school, for offering a mechanism for parent education, and for serving as a structure for political action. The PTO works closely with the Principal in order to understand more fully the on-going needs and concerns of St. Ann School. An appointed PTO member acts as a liaison to the Board of Trustees as warranted.

Admission Policy

St. Ann School in Gloucester does not discriminate on the basis of race, sex, or national origin. However, St. Ann does give preference in admission to students in the following order:

1. Siblings of St. Ann students.
2. Catholic children living within Cape Ann boundaries who support their parishes by using weekly envelopes.
3. Catholic children living outside Cape Ann parish boundaries.
4. Non-Catholic children whose parents agree that children will participate in religion classes.

Admission Requirements

1. Parent interview
2. Students will be interviewed, and school records will be reviewed
3. Baptismal record, if out of parish
4. Health records
5. Non-refundable Application fee

As soon as all information is received and processed, parents will be informed of the child's acceptance or non-acceptance.

Attendance

Arrival

The School does not assume responsibility for children dropped off in the school yard before 7:50am. ****Teachers undertake the supervision of children at that time and parents who provide transportation for their children are asked to extend consideration to other families by leaving the school yard and allowing room for drop-off curb space. We do not condone the use of the parking lot belonging to Eaton Pharmacy for either short term or long term parking.****

In case of inclement weather, children will be brought directly into the building through the school yard door, at 7:50am.

First Bell: 7:50am

Second Bell: 8:00am

Dismissal Bell: 2:30pm

Pre-Kindergarten: 11:50am or 2:15pm in Playground

Dismissal

Children who are transported by car must be picked up immediately upon dismissal. They will wait in a designated area until a parent/caretaker's car is safely parked. Children waiting for buses will remain in the school yard and stand in the appropriate bus lines.

****Students may not enter school property before 7:45am. Parents of students who arrive before 7:45am will be called to pick up or sit with their children.**

Graduation

No student graduates with his/her class unless all academic and attendance requirements have been fulfilled and all tuition payments have been made.

Communication

Important messages will be sent home in a folder once a week with the youngest child. The parent should read the message, sign the folder and return it the next day. **Student planners should be reviewed and signed nightly by a parent.**

Telephone Calls

The school phone line must be kept free for authorized use. Only rarely should a student ask to use the phone. Arrangements for after-school activities and transportation should be made before coming to school. Forgotten lunches, homework, project materials, permission slips or sports materials are not considered emergencies.

Use of cell phones in the school building by students is prohibited. All cell phones must be dropped in the office prior to school and picked up at dismissal. Any violation of this will result in the confiscation of the cell phone by the principal.

Tuition Policy/Payment Plan

St. Ann School offers a tuition payment plan for families based on affiliation with one of the Cape Ann Catholic Parishes of affiliation outside the community. Tuition may be offered in one full payment to St. Ann School by July 1 or may be managed by FACTS *Tuition Management* over an eleven-month period beginning in July. Tuition assistance is available through the Catholic School Foundation. Information on tuition assistance can be obtained by calling the school office.

Dismissal

Students who are to be dismissed early for a serious reason must have a note from a parent/guardian which informs the school of the reason for dismissal. This note is to be given to the classroom teacher. No student will be released to a non-parent without written authorization from the parent/guardian.

In the event of dismissal due to illness, parents/guardians will be contacted by the school. Children who are ill may not remain in school. **Children must be signed out in the office.**

Dress Code

The St. Ann School dress code for students is intended to be complimentary to the moral and educational goals of the School. We believe that attention to personal appearance and to attire that reflects the quality of the School, students' conduct and attitude, and their academic work will ultimately help to develop pride and appreciation for their educational experience.

September through June

Girls Uniform – Kindergarten through Grade 4

Jumpers, white, blue or yellow polo shirts and navy blue cardigan sweaters bearing the St. Ann School logo are worn. They are accessorized with navy blue ankle socks, knee socks or tights. In the winter months or when the temperature falls below 55°F uniform navy slacks may be worn.

Shoes are to be chosen for comfort and safety. NO platform shoes, open-toed shoes, sandals, or clogs will be acceptable wear. A simple dark belt can be worn. *Sneakers are to be worn only on days when Physical Education classes are scheduled or with uniform shorts.*

Girls Uniform – Grades 5 through 8

Plaid knee-length kilts (same plaid as jumpers) and white, blue and yellow polo shirts are worn. Navy blue uniform sweaters or fleece jackets bearing the St. Ann School logo are worn. They are accessorized with navy blue knee socks or tights. Navy blue dress slacks are an option in winter months.

Shoes are to be chosen for comfort and safety. NO platform shoes, open-toed shoes, sandals, or clogs will be acceptable wear. A simple dark belt can be worn. *Sneakers are to be worn only on days when Physical Education classes are scheduled or with uniform shorts.*

Make-up: Cosmetics, including eye make-up and colored nail polish are not allowed. Girls in Grades 7 and 8 may wear clear nail polish.

Hairstyles: Hair must be styled simply and neatly. Hair articles must be limited and conservative in style and color. No fads or hair dyes are allowed.

Jewelry: No ostentatious jewelry or body piercing is allowed. A religious medal and simple chain is acceptable under the collar line. Small stud or loop earrings for those with pierced ears, are allowed. No earrings may be worn in upper half of the ear. Tattoos are not allowed.

Dress Code

September through June

Boys Uniform – Kindergarten through Grade 8

Navy blue uniform pants, white, blue or yellow polo shirts bearing the St. Ann School logo are worn. Navy blue, uniform sweater will be worn, accessorized by navy blue socks. Grades 5-8 may wear school fleeces.

Shoes are to be chosen for comfort and safety. A simple belt is worn. *Sneakers are to be worn only on days when Physical Education classes are scheduled or with uniform shorts.*

Hairstyles: only neat and simple hairstyles, no longer than the top of the shirt collar in the back and above the eyebrow in the front, is allowed. No fads or hair dyes are acceptable.

Jewelry: No ostentatious jewelry or body piercing is allowed. A simple chain and religious medal under the collar line is acceptable. Earrings are not allowed at any time. Tattoos are not allowed.

***Optional for all children: September to Columbus Day Weekend; April (week following April vacation) through June:**

Navy blue standard walking short, white, blue or yellow short-sleeve polo shirt with St. Ann logo. Sneakers may be worn with white or blue socks.

Physical Education:

The standard dress for *ALL* students will be a white, blue or yellow polo shirt with the official St. Ann School logo, navy blue sweatshirt with the St Ann School logo and navy blue sweatpants.

The sport short and white, blue or yellow polo shirt will be worn from September through the Columbus Day weekend (weather permitting) and from May 1 through June (weather permitting).

The school will contract with the uniform company to obtain all uniform items.

Absences

Excused Absences:

- a) Daily and regular attendance is key to an optimal learning experience. When absence is necessary, the parent/guardian is expected to call the school between 7:30 am and 8:30am.. Upon the student's return to school he/she is to bring a note, signed by a parent/guardian stating the date(s) absent and the reason for the absence.
- Absences in excess of 27 days without documentation could result in retention.
 - Anyone attending school for less than 3 ¼ hours on a given day is considered absent for the day.
 - Students who do not attend school on a given day are not eligible to attend or participate in after-school activities on that day.
 - For excused absences, students should meet immediately with classroom teachers to plan appropriate make-up work. It is expected that all make-up work will be completed within one week of returning to school. In extreme cases more than one week will be allowed to accomplish teachers' requests. Parents may pick up assignments in the office at the end of the school day, providing they request the work before 9:00am when they report their child's absence.
 - It is expected that a child is well enough to attend school, he/she is well enough to go out to recess and be appropriately attired.

Unexcused Absences:

- b) Family vacations and appointments should be planned to coincide with the school calendar. Unscheduled vacations are **unexcused absences** and teachers are under no obligation to plan work for students taking unscheduled vacations. School work and tests are to be made up. Parents/guardians are responsible for notifying the school of such absences and for seeing that work is made up. After seven days of unexcused absences, a child is considered truant.

Tardiness

School begins at 8:00am and children are expected to be in the building at that time. Children arriving after 8:00am will be marked tardy. Parents/guardians must write a note stating the reason for the child's late arrival and the date. This note must be presented within 24 hours of the child's tardiness. Habitual tardiness may result in detention or other consequences at the discretion of the administration.

A child will not be marked tardy when there are bus delays.

Health/Physical Problems

Any health problems such as diabetes, epilepsy, allergies to food, medicine, bee bites, etc. should be brought to the attention of the principal as soon as possible. **If medication is to be taken for any reason, the parent must come to school to dispense it.** NO medication will be dispensed at school by faculty, staff or administrators. Parents should keep their child home when they are sick. If a child comes to school unable to function, or is obviously too sick to remain in school, the child will immediately be sent home.

Money

Students should refrain from bringing non-school related money to school. If it is necessary, it should be given to the classroom teacher in an envelope marked with the child's name, grade, and the purpose of the money at the beginning of the day.

Visitors and Volunteers

All visitors, including family/friends or students must report directly to the Office. All visitors to the school will be given a badge identifying them as a visitor, that must be worn at all times while on the premises. Classroom visitation during school time is allowed only on specific occasions, usually at the request of the teacher. When a parent requests to visit during class time, it is done only with the approval of the principal. The request must be made several days in advance.

Parent volunteers who supervise classroom lunch periods, chaperone field trips, and/or in the case of lower grades, assist classroom teachers when requested, must all have submitted a CORI from and have participated in training provided through the Archdiocese's Office for Children called "Protecting God's Children".

Parent-Teacher Conferences

Between 7:30am and 2:30pm, teachers are not to be interrupted. **DO NOT EXPECT EVEN A SHORT INTERVIEW BEFORE SCHOOL, DURING LUNCH, OR AT DISMISSAL.** Teachers will be happy to meet and discuss your child's progress after school, but you must request an appointment and state a time that would be convenient for you but no later than 3:30pm on any given day. Teachers will be happy to honor your request if they have no previous engagement. Should you detect a problem, please do not delay in contacting the teacher. They, likewise, will contact you at the first indication of a problem. It is this type of cooperation and support that will foster a good relationship between home and school. For an appointment, call the school office at 978-283-3455.

No classroom may be disturbed during school hours.

Photographs for Publicity

Local newspapers frequently send photographers to the school during special events/activities. Sometimes the school submits pictures and information to the newspapers. If you DO NOT want your child/children's picture used in any school publication or released to any newspaper for publicity, please state this in writing to the Principal of the school. A formal waiver will be distributed each year.

No School

On stormy days the No School Announcement or other schedule changes will be made on radio and television stations. St. Ann School follows the Gloucester Public School announcement since their buses service our school. Therefore, if the public school has no school, St. Ann's has no school. There are times when St. Ann School may close when the public schools remain open. It is good to check channels ABC, CBS, NBC, Fox 25 and the WBZ Storm center radio station. If there is a school event scheduled when NO SCHOOL is called, the event is cancelled.

Emergency Information

Emergency forms will be sent to you annually requesting information that will assist us in caring for your child should an emergency arise. We ask that you fill out one slip per child and return it to the teacher immediately. If a change occurs during the year the school should be notified. These forms are due by the first full day of school.

Emergency Evacuation/Lockdown

In the event of an emergency, the fire department will issue instructions to the Principal regarding the evacuation or containment within the building of school personnel and students.

In the event we are required to remain within the building, staff and students will receive instructions through the public address system. Windows and doors will be secured. Staff and students will proceed to areas as instructed.

In the event we are required to evacuate the building, students and staff will, during inclement weather, go to the church hall. If the grounds must be evacuated, students and staff will be bussed to a safe site. After all students and staff have been accounted for, parents will be notified of the evacuation site and may pick up their children after signing out with a/the designated person.

Student Accident Insurance

Insurance forms will be sent to you the first week of school. Please return them immediately. This insurance plan is optional.

Lunch

Children should bring their own lunch to school. If a child forgets his/her lunch, please drop it in the office. Please do not deliver special from McDonald's, Burger King, etc. and do not send your child to school with caffeinated drinks or soda.

Invitations

Invitations to students' private parties should not be distributed in school or on school property under any circumstances. Reason: The children who are not invited are devastated.

Planners

Each child in grades 1-8 is to use the school planner book each day. We encourage parents to check and sign the planners daily.

Textbooks

Textbooks are provided for all subjects by the school. Texts are handed out in September, numbers inside the cover are recorded, and books are collected in June. Students must return the text they were issued. Students can be very hard on textbooks and workbooks. However, proper covering of books, careful turning of pages, refraining from writing in texts and keeping texts free of loose papers and pencils will protect the book. Students will be billed for texts determined by the teacher as unusable for the following year, or for lost or damaged books.

Book bags

Every child is required to carry books to and from school in some sort of protective covering.

Damages

Students are responsible for the cost of any damage done to school property, building, books and educational material.

Homework

Homework should be assigned to:

- a) Help the student become more self-reliant
- b) Encourage independent work habits
- c) Improve the skills that have been taught in class
- d) Complete certain projects that require individual and creative effort.

The amount of time, which individual students in the same grade spend doing homework, will vary. However, the following table provides guidelines as to the amount of time the typical student should spend daily on homework:

Grade 1:	10 – 20 minutes
Grades 2 -3:	20 – 30 minutes
Grades 4 - 5:	30 minutes to 1 hour
Grades 6, 7, 8:	1 hour to 1 ½ hour

We ask that you check your child's homework each night. If there is a good reason for his/her not completing this work, please jot a note to the teacher. Do not excuse the child unnecessarily. Assist him/her in meeting his/her responsibility.

Middle school students will find that doing well at the higher grades depends on personal responsibility, organization and good study habits

Parents and teachers are partners, not adversaries, and they share the same goal: to provide an environment that offers the best opportunity for the success of each individual child.

Middle school students absent for one or two days should arrange to obtain their homework assignments from a classmate. Since students can have up to 4 teachers a day, it is far more efficient for a classmate under the supervision of the teacher to keep track of assignments during the day. In case of prolonged absences due to illness, parents may request assignments.

Acceptable Use Policy for Internet Access

We are pleased to allow students at St. Ann School access to the Internet. The computer lab is online so students may be taught the proper way to use the Internet for research. To gain access to the Internet all students must obtain parental permission.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards. Families should be warned that some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration exceed any disadvantages. But ultimately, the parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, St. Ann School supports and respects each family's rights to decide whether or not to apply for access

Expectation of Students:

The network is provided for students to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner.

Access is a privilege not a right. Access entails responsibility. Individual users of the school computer networks are responsible for their behavior and communications over the networks. It is presumed that users will comply with school standards and will honor the agreements they have signed. It is expected that students will not access sites with objectionable material. The school is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Within reason, freedom of speech and access to information will be honored. During school hours teachers will guide students toward appropriate materials.

Acceptable Use Policy for Internet Access (cont.)

Violations such as the following may result in a loss of access as well as other disciplinary or legal action:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attaching others
- Damaging computer systems, or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folder, work, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Students may not be in school uniform on the Internet without school permission.

Report Cards

Report cards are an individual evaluation of a student's work and should not be compared to any other student's report.

Report cards for grades K – 8 are sent home in November, February, April and June.

Kindergarten receives a Progress Report in November and Report Cards in February, April, and June.

Pre-K receives Progress Reports in November and June.

If a teacher has a concern about a student's performance, a warning notice will be sent to the Parents four weeks before report cards are due.

Educational Trips

Field trips are a privilege. The school reserves the right to refuse permission to go on a trip if a student is not in academic compliance or if it is felt that the student's conduct or dress would not reflect favorable upon the school. **No student will be allowed to go on a trip without a school-issued permission slip signed by a parent/guardian. Telephone calls cannot be accepted in lieu of the proper legal written form.** If the original permission slip is lost, you may submit a written copy of the sample included in this handbook. Students are expected to adhere to all school policies while on trips. Students will follow the dress code stipulated on the permission slip. If none is given, regular school uniform is to be worn.

Behavior

Student behavior at St. Ann School is regulated by the norms of Christian freedom and responsibility.

The primary right of individuals in this school environment is to further educational pursuits in a secure atmosphere which is free of violence of any kind.

Students are expected to speak and act in a respectful manner to teachers, staff and other students. Disrespect is not Christian behavior and is not tolerated. The goal of living in a Christian environment should always be toward respect for all. Unkind remarks, inappropriate public displays, or base/lewd comments have no place in a Christian environment.

This is the purpose and direction of discipline within the school community. The attainment of this goal is viewed as a communal responsibility. Therefore, all members of the school community are encouraged to participate in programs which foster a growing respect for others.

Children who attend St. Ann School are in an environment where self-discipline/self-control is fostered and encouraged. The aim of the school's policies is to develop a more mature, socially responsible person who is in accord with the basic moral and spiritual values embodied in living with Christ.

Our aim is to foster an atmosphere in which students can thrive. Rules are necessary for the environment to be successful, and therefore, it is expected that all students support and cooperate with basic school rules, regulations and individual class rules set by the teacher.

Students are St. Ann students at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials. Suspension and Expulsion are at the discretion of the Principal.

Smoking

Smoking and tobacco products are not permitted on the premises at St. Ann School. Smoking on school grounds is prohibited by State law.

Drugs/Alcohol

DRUGS/ALCOHOL REPRESENT A DANGER TO ANY CHILD'S HEALTH AND WELL-BEING.

The purpose of this policy is both to dissuade and deter students from drug/alcohol involvement and to respond to students who are involved with drug or alcohol in an effective and productive manner.

There are two basic kinds of involvement with drugs or alcohol. They should be in three parts which includes: school discipline, police involvement and counseling. The cost of counseling will be borne by the parents or guardian.

POSSESSION, USE OR SALE OF DRUGS/ALCOHOL

If a student is found in possession of drugs or alcohol or is found using or selling drugs or alcohol:

The Principal will notify parents and police department if deemed necessary. The student will be given an opportunity to be heard. After further investigation, the student may be suspended at the discretion of the Principal.

- 1) Students may be referred to an agency for counseling or consultation. School officials who hold such concerns will discuss the matter with the principal, student and parents. It is strongly recommended that any student who is found in possession or using or selling drugs or alcohol be evaluated at parents expense by an appropriate counseling agency.
- 2) Any contraband taken by school officials will be turned over to police.

Weapons

WEAPONS REPRESENT A DANGER TO THE WELL-BEING AND HEALTH OF A CHILD AND THE GENERAL SCHOOL POPULATION.

If a child is seemingly involved, parents will be notified and positive steps to remedy the problem will be discussed with the Principal in the hopes that the most appropriate action can be taken. Police and other officials may be notified at the Principal's discretion.

Discipline Code

Detentions are issued to students for specific violations of a school rule, a procedure, or a failure to meet minimum acceptable behavior standards. In the primary and intermediate grades, detentions are scheduled for the following day, and a parent signature on the detention slip is required. Detention slips are filled out in triplicate: one copy goes to a parent for signature, one is kept by the classroom teacher and the third copy is kept on file in the Principal's office.

In grades 6 – 8 students will be held for an after-school detention on a given day until 3:15pm for the following reasons:

- For bus students – inappropriate or disruptive behavior on the bus or at any bus stop including taunting and/or teasing of other students, foul language, or any acts of disrespect are not tolerated. These behaviors warrant immediate detention or suspension.
- Inappropriate classroom behavior – in **ALL** classes – including excessive talking, disruption of a class, disrespect shown a teacher or fellow student(s), the damaging of school property, the taking or damaging of another student's personal property, and/or the improper use of school facilities will not be tolerated. Detentions for inappropriate behavior will be given at the discretion of the teacher or Principal. A warning before a detention is given, will be at the discretion of the classroom teacher and/or the Principal.
- Inappropriate playground behavior - including fist fighting, extreme physical contact, and actions that could be deemed harmful to oneself or others will not be tolerated. **No warning will be given.** These misbehaviors warrant immediate detention or suspension

The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

Harassment

Harassment, including sexual harassment, will not be tolerated. A report will result in a meeting with the families involved and the Principal. Harassment includes language/verbal harassment with sexual or other demeaning implications. Police and other officials may be notified at the discretion of the Principal.

Bus

The bus driver requires complete concentration to transport the children safely. Therefore, proper behavior is expected at all times.

Gum

Gum and gum chewing IS NOT allowed in school or on school property.

Sample Permission Slip

On _____, Grade _____
of St. Ann School will be participating in _____

The educational purpose of this activity is _____

The means of transportation will be _____

Teachers are in charge of educational trips. All chaperones chosen for class trips must have a CORI form on file. Only assigned chaperones will travel by bus and are responsible for the group of children assigned to them. Children will remain in assigned group. Uniforms are worn. NO toys or electronics are carried on trips and backpacks are left at school.

I/we, the parent(s)/guardian(s) of _____
request that St. Ann School allow my/our son/daughter to
participate in _____

In consideration for the making of the arrangements for this trip, I/we hereby release and save harmless the school and all its employees from any and all liability arising to my/our son/daughter as a result of this trip.

Parent(s) signature

Address & Telephone Number

Junior High Policies

No hats may be worn in the building – Hats will be confiscated and the student must pay a \$1.00 to get it back – proceeds to be donated to St. Vincent De Paul.

No wearing hats backwards on school property - \$1.00 to get it back

Missing or late homework will receive a zero and cannot be made up.

If you miss five (5) speech assignments, you will receive an F.

If you receive a grade lower than a C in Math, L.A., Social Studies, Reading, Science, Religion, Speech, Health or Spanish – you may not participate in basketball, talent show or any other extra curricula activity.

If you are absent, you may not attend school events in the evening or after school. This includes talent show, play, sports, dinners, dances etc. You may not attend either as a participant or a spectator.

All junior high evening events are family events unless specifically stated – Parents must attend and stay with their child/children. Children must leave their parents. *Arrangements for your child to attend under the supervision of another parent must be submitted prior to the event in writing.

We do not provide homework to students taking vacations outside of regularly scheduled vacations. Students will have one week to complete missed work.

Students have three (3) days to complete make-up work including weekends. Absences longer than two days will be handled on a case-by-case basis depending on the amount of work to be made up.

If assigned work is not passed in due to an absence, the work is due the second day the student returns to school. If it is not, it is a zero (0)

Students who are tardy will make up missed morning work at the end of the day – Ten minutes tardy and the student will remain ten minutes after school.

Absent notes are state mandated to be collected even if you have called the office. Absent notes are due the day your child returns.

Tests missed due to an absence will be made up the day your child returns to school.

Junior High Policies (cont.)

If you participate in basketball and are absent from school on the day of a game or practice, you may not participate.

The chewing of gum is not permitted in school. Students found with gum will receive a detention.

Detentions are held on Tuesdays from 2:30 – 3:30pm. Students who are not picked up at 3:15pm will be placed in the after-school program and parents will be billed at \$5.00 for every 15 minutes to a maximum of \$15.00. You must come into the school for your child to be released.

Uggs may only be worn from Columbus Day to April Vacation and pants may not be tucked into them.

Pant legs may not be rolled up.

A student caught cheating on any test, quiz, homework, or project will receive a zero and no make-up will be allowed. Copying or plagiarizing information is considered cheating; the same rule applies.

Skateboards, heelies, scooters, inline skates, Ipods, walkmans etc. may not be used on school premises at any time. Cell phones may be used after school with permission only.

Cell phones must be turned into the office when the student enters the building and picked up at the end of the day.

Projects passed late will drop one letter grade per day.

Students must be in full uniform, including sweaters or fleece, for field trips. Behavior concerns may result in your child not participating in field trips.

Students may only write their name and class subject on their notebooks. No extraneous writing, pictures, or doodles are permitted.

Junior High Policies (cont.)

While it is not possible to list every possible infraction or situation that might arise, the following is provided as a guideline of behaviors that would incur serious disciplinary consequences.

- Leaving a classroom or the school without permission
- Threatening, intimidating or causing bodily harm to any person
- Possession of alcoholic beverages, cigarettes, or illegal substances
- Use of obscene language, gestures or possession of materials of a pornographic nature
- Truancy
- Refusal to obey persons in authority in the school
- Bullying
- Vandalism

All students are expected to follow the directions of anyone in charge, whether it is a teacher or any other designated adult and respond with courtesy. Consequences for any of the above or any other infraction can range from warning notice, detention, probation, suspension, or expulsion depending on the seriousness of the infraction and any mitigating circumstances.

Dress Down Days

Appropriate casual dress should be worn on dress down days. Regulations regarding make-up, nail polish and hairstyles remain in effect as in regular school days. No tank tops, spaghetti straps, sleeveless tops, strapless tops or dresses, bare midriffs, or jeans (unless otherwise stated and then they cannot be cutoffs or torn). Skirts and dresses must reach one inch below the longest finger when your hands are at your sides. No high heels, bare feet in flip flops, no open or open back shoes.

Parent Signature

Date

Student Signature

Date

St. Ann School Handbook Return Sheet

Return to St. Ann School no later than Friday,

Dear Parents,

Please read and help your child/children understand the concepts contained in this handbook.

As the parents/guardians of a child/children attending St. Ann School, we hereby acknowledge receipt of the Parent/Student Handbook. We have read and understand its contents. We also understand that the Handbook outlines the expectations and responsibilities of parents/guardians and students. We agree to support the school in enforcing the policies and regulations stated in the Handbook, or as later promulgated or modified by the School Administration and St. Ann School Board.

Mother's Signature(s)

Date

Father's Signature(s)

Date

Guardian's Signature(s)

Date

Signature(s) of all students attending St. Ann School is requested below:
