

SAINT ANN SCHOOL
STUDENT/PARENT HANDBOOK
2010-2011

Saint Ann School
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MISSION STATEMENT

Saint Ann School teaches Catholic beliefs and values while pursuing a strong academic program and developing each child for future success. Within a welcoming parish community, we emphasize service to others in imitation of the Lord Jesus.

HISTORY

Saint Ann School has a rich history in the Highlands and Forty Acres neighborhoods of Wilmington. Saint Ann School was founded by the Franciscan Sisters of Philadelphia in 1899. The school has flourished over the years and saw classroom populations swell during the 1930s. Several improvements were made over the decades including the addition of a large social hall and gymnasium in 1969. A full day kindergarten program and an extended care service were added in 1986. St. Ann Parish celebrated its Centennial in 1986. In 1995, the school added the office and current main entrance, along with major renovations and the expansion of the school into the Taggart wing, the vacant convent building. The school was made completely ADA compliant as well as fully climate controlled.

A Pre-K four year old program was added in September, 2005.

Saint Ann School is accredited by the Middle States Association of Colleges and Schools and operates under the auspices of the Catholic Diocese of Wilmington, Delaware.

PHILOSOPHY

Christian education is an expression of the mission entrusted by Jesus to the Church. Through education, Saint Ann School prepares and encourages its members to proclaim the Good News. It invites the students to live the Gospel in the Holy Spirit. The Saint Ann School Community recognizes that parents are the first to impart the faith to their children and to educate them. As a Catholic Community rooted in the Eucharistic Christ, we must make a concerted effort to help them fulfill their duty.

The Saint Ann School Community believes that each student is a unique person developing a personal history through social interaction with others. We hold that each individual has a fundamental right to create dreams and expand horizons. We are committed to the development of each child spiritually, academically, physically, emotionally and socially through a diversity of learning experiences. We continually assess student progress and evaluate program effectiveness in relation to the world in which we live.

The Saint Ann School Community believes that it is imperative that Christian values be taught and modeled through the curriculum. By the example of parents, teachers, and

staff, students learn to respond compassionately to human need whether in the parish, neighborhood, or the global community through prayer and outreach.

It is the responsibility of everyone in the Saint Ann School Community to communicate a love of life, a love of learning, and a love for the promise found in all students. We must accept all students in Christian love with their gifts and challenges. We respect the dignity and individuality of each child. Since they will help create future Christian communities, we have profound reverence for each child as co-participants in the building of the Kingdom of God.

ADMISSION OF STUDENTS

Catholic schools seek primarily to serve all Catholic parents who want a Catholic education for their child. Prior to the establishment of admissions requirements, the school assesses the needs of the student in the community to be served and develops a program which will meet those needs. In determining local admissions policies, schools may take into account such factors as student readiness, existing facilities, and school finances. (Diocese of Wilmington Regulation 5005).

Application for all grades begins in late January. To be eligible for Pre-Kindergarten, children must be four years old by August 31st and for Kindergarten, children must be five by August 31st. A readiness test will be given to any child enrolling. A student entering kindergarten will also be screened by the State of Delaware's ChildFind.

Parents/guardians of a child making application to Saint Ann School must:

1. Complete a registration form;
2. Present birth and baptismal certificates (unless baptized at St. Ann Church);
3. Present immunization certificate and physical records;

The following priorities are used in accepting a student:

1. Siblings of children of parishioners currently enrolled in the school and in good standing;
2. Oldest child of parishioner entering school for the first time;
3. Siblings of children currently enrolled from outside the parish and in good standing;
4. Oldest child of parishioners of another parish;
5. Catholic students transferring from another Catholic School;
6. Catholics transferring from a non-Catholic school;
7. Non-Catholic students transferring from a non-Catholic school or entering school for the first time.

NON-DISCRIMINATION OF STUDENTS

Schools in the Diocese of Wilmington offer students of any race, color, nationality and ethnic origin all the rights, privileges, programs, and activities generally accorded or made available to students in Catholic Schools.

Schools do not discriminate against otherwise qualified students on the basis of disability, if with reasonable accommodation, the student can meet the program requirements.

PARENTS' ROLE IN EDUCATION

We at St. Ann School consider it a privilege to work with parents in the education of their children because we believe that parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, and psychologically. Your choice of St. Ann School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Ann School, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowments. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home, will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good, mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he or she is capable of becoming.

ARRIVAL/DISMISSAL

Students arriving at their classrooms after 7:55 A.M. will be considered tardy. Dismissal is at 3:00 P.M. Students leaving school for the day before 11:00 A.M. will be marked absent for the entire day. Students leaving school for the day before 1:00 P.M. will be marked absent for the afternoon. Students leaving between 1:00 and 2:30 pm will be marked as “Early Dismissal”.

ABSENCE/SICKNESS

When a student is absent from school, a parent/guardian should call the office by 9:00 AM each day of the absence. If the office does not receive a call, the parent/guardian will be contacted. This is for the protection of St. Ann students.

If your child becomes sick during school or has a doctor appointment during school hours parents/guardians are to come to the school office to pick up the child. It is also necessary to sign a journal indicating that the child is being taken out of school, the reason the child is leaving, the date and time the child is leaving, and whether the child will return to school. **Students need to be fever free for 24 hours before returning to school.**

A written statement giving the reasons for the absence or tardiness must be brought to the student’s teacher upon the student’s return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the principal or teacher and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times as to eliminate the need to interrupt the child’s learning process. In the case of a child being taken out of school for personal reasons, the principal and teachers will discuss the student progress, the impact of the absence on student learning, and how the work will be made up. The final decision regarding the absence is the responsibility of the parent/guardian. Missed assignments are the student’s responsibility.

In the event of absence, the parent/guardian may call the school office before 8:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

In certain situations, students may need to be out of school for purposes of medical treatment for a serious condition. Depending on the circumstances and the need and abilities of the student, special arrangements may need to be made to assist the student in keeping up with the work (Diocese of Wilmington Regulation 5120.4).

BEFORE CARE/AFTER CARE

Before-Care is available for children beginning at 7:00 A.M. **No child is to be left at school before 7:00 A.M.** Parents are asked to wait until a teacher is at the Shallcross Avenue door before pulling away. Inclement weather or other conditions might necessitate a closing. We strive to have this information available as soon as possible. No child is to be left unattended if the door is not open/attended by a teacher at the stated time.

Care will be provided for children arriving at school between 7:00 and 7:45 A.M. A minimal fee is charged for students arriving between 7:00 and 7:30 A.M. Until 7:45 A.M. or when the door is closed, **all students are to enter school through the Shallcross Avenue door closer to Union Street** and proceed to the Social Hall. Students should only enter through the Office entrance when the Shallcross Avenue door is closed at 7:45 A.M.

After-Care is provided for any student enrolled at St. Ann School. The hours are from 3:00 to 6:00 P.M. or from 12:00 Noon to 6:00 P.M. on scheduled half-days. Students must be registered separately for After-Care. The program may be used occasionally or five days a week. Fees are payable as service is used.

The program involves supervised study and recreation of various types. Children are expected to bring play clothes and a snack. On days of a noon dismissal, After-Care students are asked to bring a lunch. Persons who pick up children must sign them out and wait until the children are brought to them. Children not picked by 6:00 P.M. will be charged an additional fee.

There are certain items that are not permitted in school during After-Care. Please see the discipline section for more details.

Payments for the use of After-Care must be made weekly and are due every Thursday, for the previous week of After-Care services. Checks are to be made payable to St. Ann Church and can be mailed or had-delivered to the School or Parish Offices. Please put the name(s) of the child(ren) on the check and envelope. All prior year After-Care accounts must be paid in full before registration is taken for the following year. Parents may choose the F.A.C.T.S. Agreement to pay for After-Care.

If accounts are not paid by the due date, they will be considered delinquent. In the case of delinquent accounts parents are required to meet with the Tuition Assistance Committee.

If parents fail to cooperate with the Tuition Assistance Committee, their children will not be permitted to use the After-Care service.

Fees are listed on the annual Tuition Form.

If parents are experiencing financial difficulty, temporary arrangements can be made by contacting the Tuition Assistance Committee at the Parish Office, (654-5519).

SCHOOL CLOSING INFORMATION

In the event of inclement weather or other reasons for school closings, parents will be notified through the SchoolReach system. Parents/guardians who have their phone numbers listed on this system will receive automated calls with the message detailing the reason for the closing, or delayed opening, of school.

Additional sources of information due to inclement weather are:

The Catholic Diocese of Wilmington website at www.cdow.org/closing.html

Local Radio Stations: WDEL/AM (1150) www.wdel.com

WILM /AM (1450) www.wilm.com

WSTW/FM (93.7) www.wstw.com

The announcement “All Catholic Schools in New Castle County” includes St. Ann School.

BIRTHDAY OBSERVATIONS

Each morning, during Morning Announcements/Prayers, the name(s) of student(s) who are celebrating a birthday that day or over the coming weekend will be announced. Students who celebrate a birthday during the summer months have their names announced on the last day of school. Students may bring birthday treats for their class on their birthday.

BLOGS/SOCIAL NETWORKING

Students posting defamatory comments regarding the school, faculty, or other students of the parish to public blogs or social networking sites such as, but not limited to, MySpace, Facebook, etc. will face disciplinary action.

BULLYING/CYBERBULLYING

St. Ann School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats (in-person, online, seriously, or in jest), face detention, suspension, and/or expulsion.

CALENDAR

A yearly St. Ann School Calendar will be available through the school's website – www.st-ann.net/schoolindex.htm.

Additional important date information will also be included in the Weekly Memo which is posted to the website each Friday. Daily Announcements can also be accessed through a link on the Home page of the school website and through a link on the PowerSchool Parent access page.

CASUAL DAYS

Each month there is one casual day where students will be permitted to wear appropriate casual clothes. A donation to the Holy Childhood Association is requested on each casual day. Clothing deemed inappropriate by the principal or teacher will result in the child calling parents for a change of clothes.

Casual Day Clothing Guidelines:

Students MAY wear:

- jeans
- tennis shoes
- short socks
- shorts/skirts no shorter than one inch above the knee
- sweatshirts
- jogging suits
- nail polish
- jewelry
- dresses
- slacks
- crocs

Students MAY NOT wear:

- tank tops
- T-shirts with inappropriate writing
- Tennis shoes that convert to roller skates
- Biker shorts
- Pajama pants
- Make-up
- Low cut blouses/tops
- Exposed midriff tops
- Backless tops
- Extremely tight clothing
- Hats

Good Rule: If you think you shouldn't wear it, you probably shouldn't!

CATHOLIC SCHOOLS WEEK

Catholic Schools Week is celebrated nationally at the end of January-early February. This is an opportunity to showcase Catholic education across the country.

CHEATING

Cheating of any type, including plagiarism, will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion.

CHILD ABUSE/NEGLECT

St. Ann School abides by the Child Abuse laws of the State of Delaware. This law mandates that all cases of **suspected** abuse and/or neglect be reported to the Division of Family Services.

CAR POOL

All cars must have a number clearly displayed on the right front windshield. Numbers are assigned by the school. The number cards are distributed on the first day of school. Car pool numbers are announced over the P.A. system as the car arrives in line. Students exit on Shallcross Avenue and walk to their car. Safety Patrols are on duty to assist the smooth flow of the line. A teacher is also present to supervise dismissal.

Parents are asked to remain in their cars and to pay close attention during the car pool process. It is recommended that cell phones not be used at this time, and to make certain that doors are closed and the student is completely inside the car before pulling away from the curb.

WALKERS

Students who are walkers or whose parents wish to meet them at the walker door can do so using the Union Street door outside of the gym in the area of the brick paver garden. A teacher supervises dismissal from this exit. Middle School students may walk home if they have a parent's permission to do so.

DISMISSAL CHANGE OF PLANS

Any change of plans regarding dismissal must be given in writing to the teacher or called into the office before dismissal at 3:00 P.M.

COMMUNICATIONS

To assure consistent communication between school and home a Weekly Memo is published each Friday and can be accessed on the school website. A "Google Group" has

also been initiated. If you wish to receive the messages sent out on this group please inform the school office and provide an e-mail address.

Each teacher has an e-mail address that can be found on the school website. Each teacher has a webpage where homework assignments are posted daily and important information can be found regarding the class. The [faculty](http://www.st-ann.net/schoolindex.htm/page8.html) webpage can be accessed directly by using the link <http://www.st-ann.net/schoolindex.htm/page8.html>.

Please notify the school office if there is a change in address, phone or e-mail. Each child has an emergency form containing contact information for parents, physicians, dentists, insurance information and two contact persons other than the parents. All emergency contact persons should be informed before they are listed on the child's emergency information sheet.

CELL PHONES

Although St. Ann School accepts cell phones as safety devices, **cell phone use by a child during the academic day is prohibited**. All cell phones are collected at the beginning of the school day and stored in the office, by class, until dismissal. In the case of an emergency, if a parent wishes to speak to their child, they should call the office and leave a message for the student. Students found using their cell phones during the school day will face disciplinary actions, including, but not limited to, having the phone confiscated by school personnel.

CONDUCT

In accordance with the stated philosophy of the school, which emphasizes respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The following items are not permitted to be used during the school day:

- cell phones/beepers/pagers
- mp3 players/Ipods/Itouch/IPads/with or without headsets
- hand-held electronic games
- Laser pointers
- Chewing gum
- Skateboards/scooters
- Cologne/perfume
- Nail polish
- Make-up
- Dangling Earrings for Girls
- **Any** Earrings for Boys

Any item that is taken from a student will be returned to the parent on the last day of school.

SAINT ANN SCHOOL CODE OF RESPECT

Saint Ann students will respect:

- Themselves;
- Their fellow students;
- The faculty and staff;
- The teachings of the Catholic Church;
- Parents and other adults;
- The property of the school.

SAINT ANN SCHOOL CODE OF DISCIPLINE

The consequences of disregarding school rules reflect both the seriousness of the offense as well as the frequency. A student who chooses a certain behavior is also choosing the consequences of that behavior.

Behavior Warnings:

Failure to follow a teacher's classroom rules, failure to follow the St. Ann Code of Respect or failure to follow any school rules will result in a behavior warning, or more serious consequence.

Some actions for which a *behavior warning* may be given include, but are not limited to:

- Emotional, physical or social bullying;
- Use of cell phones during school hours;
- Use of any other electronic devices during school hours;
- Re-entering the building after dismissal without permission or supervision;
- Inappropriate language;
- Running in the building;
- Chewing gum or eating/drinking at times not allowed;
- Failure to get a Behavior Warning signed;
- Tardiness (for school or detention);
- Incomplete or late homework assignments;
- Inappropriate or incomplete uniform;

For certain behavior, teachers and staff may also assign punishments outside of, but not in addition to, the behavior warning.

Four (4) Behavior Warnings Per Trimester Will Result in a Detention

Some behaviors may warrant an immediate detention. These may include, but are not limited to:

- Fighting;

- Lying, cheating, stealing;
- Acting in a rough or rowdy manner which could result in injury;
- Disrespect;
- Other actions judged to warrant a detention;
- Hitting and bullying and insubordination

Detention Policy

Detention is held on Thursday from 3:00 – 4:00 PM. Parents should arrange transportation home for the child.

A student will receive at least 24 hours notice before he/she must serve a detention. All detention slips must be signed by the parent(s) and returned on the day following the issuing of the detention.

Detention dates will not be changed except in an emergency. A student who is absent on the day of a detention is to serve the detention on the next day detention is held. Failure to serve a detention is **blatant** disrespect for authority and will result in an immediate one-day in-school suspension.

Four (4) detentions in one trimester will result in an immediate one-day in-school suspension.

In-School Suspension

The following behaviors will result in an immediate one-day in-school suspension:

- Truancy;
- Smoking;
- Blatant disrespect for authority;
- Possession of simulated drugs;
- Other violations judged to warrant suspension;
- Possession of inappropriate materials of a sexual nature;
- Inappropriate use of a computer

Out-of-School Suspension

An out-of-school suspension will occur when a student fails to serve an in-school suspension. An out-of-school suspension can be administered for any offense previously listed, or for other serious infractions as determined by the school administration.

Disciplinary Probation

Any student manifesting persistent or severe behavior problems will be placed on disciplinary probation. In such a case, a joint meeting with the principal and teacher must

be arranged with the parents. This meeting will determine the conditions under which the student will be allowed to continue as a member of the St. Ann School Community. Up to the maximum of three days out-of-school suspension may be selected as part of the disciplinary probation. Where necessary, the school reserves the right to request professional psychological or counseling services as a condition for continuance at St. Ann School. The principal, after consultation with the pastor may expel a student for serious offenses. The following behavior may result in expulsion:

- Use of illegal drugs;
- Use of alcohol or cigarettes;
- Possession of a fire arm or other weapon;
- Any further infractions in one school year following two out-of-school suspensions in the same year;
- Other violations judged to warrant expulsion;
- Threatening the well-being of another student.

Possession of Weapons

Weapons of any kind or weapon-like objects are forbidden on school property, school or at any school related activity.

The school recognizes all federal, state and local laws with respect to possession and use of weapons. A student found with a weapon in his/her possession should be suspended immediately until the situation is investigated thoroughly. A parent conference should be held. Disciplinary action may follow. (Diocese of Wilmington Regulation 5190)

EMERGENCY FIRE DRILLS

State Law requires that a fire drill be held monthly. During the fire drill, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Walk to the assigned place briskly, in single file at all times, and in silence;
3. Stand in silence once outside the building;
4. Respond if roll call is made;
5. Return to the building in silence once the signal is given.

FIELD TRIPS

Field trips are designed to correlate with teaching units and to achieve curricular goals. All grades do not always have the same number of field trips. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity. Individual teachers in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct. A written official permission slip,

signed by the parent/guardian, is required before a child will be permitted to attend a field trip activity. **Verbal permission or permission given over the internet via e-mail CANNOT be accepted.** Permission slips are due in the office forty-eight hours before the scheduled field trip. Permission slips are to be returned to the teacher who will return them to the office. A field trip permission slip can be accessed online at: [http://www.st-ann.net/resources.htm/](http://www.st-ann.net/resources.htm) and can be faxed to the school at 303-652-4156.

This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip you can access it through either the school's or teacher's website, sign and bring or fax it to the school office. **Neither a telephone call nor an e-mail is accepted in lieu of a signed field trip permission slip.**

Parents may refuse permission for their child to participate in a field trip by stating so on the proper form. Students who do not attend a field trip will remain home and will be marked absent for that day.

Parents are invited to participate in a field trip as a chaperone. All chaperones must sign the Volunteer Covenant regarding the safety of children this is required by the directive on the safety of children, *For the Sake of God's Children*. If responsible for children other than their own, parent volunteers are required to be cleared through a criminal background check. Parents are selected as chaperones on a first come, first served, basis. Forms required for volunteers are available at <http://www.st-ann.net/resources.htm>.

Cell phones are not permitted on field trips unless otherwise directed by the teacher and/or administration.

GIFTS

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for parties should be sent to the homes of the students via the U.S. Mail unless an invitation is being given to every student in the class. Valentines distributed at a classroom party should include a Valentine for each student in the class.

GRADUATION REQUIREMENTS

Completion of the Program of Studies at St. Ann School necessitates satisfactory completion of ALL subjects.

HARASSMENT

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

The Diocese of Wilmington has adopted a sexual harassment policy as it pertains to employees and students. A copy of this policy is in the school office and will be made available upon request.

HEALTH/MEDICATIONS

The state requires physical examinations for students entering Pre-K, Kindergarten and Fourth Grade. The state also requires new entrants from out of state to provide a physical examination form. **These forms are to be returned during the summer or on the opening day of school.** Children will not be permitted to stay in school without these forms.

A nurse is provided five days a week. She must comply with state laws on all immunizations. Please comply with all requests concerning the state mandates.

Screening will be done for vision, hearing, and scoliosis (grade 5-8).

The Diocesan policy states that children cannot carry or self-administer any medication during school hours. This includes **ALL OVER THE COUNTER** medications. If a child must take medicine during the school day, a parent/guardian or someone delegated by the parent (NOT an agent of the school), must come to school to administer said medication. The person delegated by the parent must have a note from him/her stating permission to give said medication. All medications must be given to the school nurse. Emergency forms are kept on file in the office and with the nurse to enable parent/guardian contact in the event of an emergency.

HOMEWORK GUIDELINES

Meaningful assignments to reinforce materials taught, or to provide background information on material to be taught, are given as work to be completed outside of school. Assignments will be given on a consistent basis. Teachers will strive to coordinate assignments so that the time required for completion of all out-of school assignments fall within the limit of expected probability for accomplishment by the student and within the following recommendations:

Pre-K, K	None
Grades 1-3	20-30 minutes
Grades 4-5	30-45 minutes
Grades 6	45 minutes
Grades 7-8	60-90 minutes

(Diocese of Wilmington Regulation #6095.1)

Students participating in Advanced Placement classes can reasonably expect to have more out-of-school assignments than their counterparts in Regular Placement classes.

If a student experiences difficulty in completing homework assignments in a timely basis, the parent should contact the teacher and a plan can be devised to address this matter.

HONORS

Honors are given in grades four through eight.

First Honors require all A's in all major subjects. Second Honors require all A's and B's in all major subjects. Major subjects include: English, Reading/Literature, Vocabulary/Spelling, Math, Science, Religion, Social Studies and Spanish.

Poor performance in social and/or personal development, and/or poor performance in secondary subjects may prevent a student from earning honors.

LOST AND FOUND

Any items found in the school building or on the school grounds should be placed on the Lost and Found rack in the foyer by the Social Hall. Items placed in the Lost and found remain there for 30 days. After 30 days, items are donated to charity. **IT IS IMPERATIVE THAT ALL ARTICLES ARE LABELED WITH THE CHILD'S NAME.**

Students who lose a textbook or workbook must pay the replacement cost of the book plus shipping/handling in order to receive a new copy.

LUNCH PROGRAM

St. Ann School offers a hot lunch program daily. Meals are prepared in the Social Hall kitchen or through the services of outside vendors. Students may purchase a Lunch Card which includes 10 lunches. The cost of each meal will be deducted from the Lunch Card. Notice will be sent to parents when additional funds are needed to renew the Lunch Card. Cost information and a monthly lunch calendar will be posted on the school website and can be accessed through the [Calendars/Hot Lunch link](#) on the school website.

Snacks are available daily at a nominal cost.

Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

Lunch Rules

1. Walk quietly to your assigned place in the Social Hall;
2. Sit on your chair;
3. Assigned persons will distribute milk;

4. Classes will be called for Hot Lunch;
5. Return to your seat from Hot Lunch line;
6. Eat lunch using good manners;
7. If you need something, raise your hand and the monitor will assist you;
8. When finished your meal, place trash in your lunch bag;
9. Trash cans are wheeled to each table. Throw your trash away;
10. Do not get out of your seat to throw away trash;
11. Your teacher will call you to line up;
12. Return your chair to its proper place;
13. Exit Social Hall with your teacher.

Students who fail to follow these rules may be separated from the rest of the class and be required to eat in silence for the remainder of that lunch, and the entire lunch period the following day.

St. Ann School recycles. All recyclable material is to be placed in the recycle bin located in the Social Hall. All rules of proper recycling must be followed.

OFF-CAMPUS CONDUCT

The administration of St. Ann School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off-campus behavior includes but is not limited to cyber-bullying.

PARENTS AS PARTNERS

As partners in the educational process at St. Ann School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time;
- Is dressed according to the school dress code;
- Completes assignments on time;
- Has a valid hot lunch card, or lunch, and a nutritional snack every day

We further ask parents to:

- Actively participate in school activities such as Home and School Association Meetings;
- Actively participate in parent-teacher conferences;
- Notify the school with a phone call when the student will be absent or tardy;
- Provide a written note when a child has been absent;
- Notify the school of any change in address of other personal information;
- Meet all financial obligations to the school;

- Inform the school of any special situation regarding the student's well-being, safety, or health;
- Complete and return to the school any requested information promptly;
- Support and cooperate with the discipline policy of the school;
- Treat teachers with respect and courtesy when discussing student problems.

PARENT VOLUNTEERS

St. Ann School welcomes and encourages the involvement of parents in the school. Volunteers serve as lunchroom monitors, chaperones on field trips, or coordinators with classroom teachers to plan class parties, just to name a few areas of need. The Home and School Association offers many opportunities for volunteer service. All parents must be in compliance with the requirements contained in the document for the protection of children, *For the Sake of God's Children*.

PROGRESS REPORTS/REPORT CARDS

Progress Reports will be sent home at the half way point (midterm) of each trimester. Parents are asked to sign and return the progress report envelope to the teacher. A Parent-Teacher Conference is held at the midterm point of the first trimester. Teachers are available for conferences at your convenience.

Please contact the teacher if you have questions or concerns. Teachers welcome your inquiry.

Report Cards are distributed at the end of each trimester. Student progress can be readily monitored by logging on to PowerSchool. Parents of students in 3rd – 8th Grade are given a password to access this information at the beginning of the school year.

SUMMER SCHOOL

A failure in any subject necessitates the completion of a school program. Summer school may also be recommended for students who need extra help in certain subject areas.

STANDARDIZED TESTING

Each year, children in grades 1-7 take the TerraNova Test. The InView test is administered in conjunction with the TerraNova Test in grades 2-7. this test is administered in March.

STUDENT RECORDS

St. Ann School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records. Records of students transferring to

other schools will only be sent directly to the receiving school. No records will be given to parent/guardian to transport to the new school.

Students requesting records/transcripts/recommendations must give the school five school-days advance notice. All forms need to be submitted to the office for processing. Completed forms will be sent to the receiving schools via U.S. Mail.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

TRANSFERS

Students transferring out of St. Ann School are required to return all books and school materials to the appropriate teacher. Parents must sign a release form to the receiving school so that all records may be sent to the new school.

TUITION

School tuition is based either on membership in good standing in St. Ann Parish or another Catholic Parish, or on non-parishioner status. Status of all families in relationship to the parish to which they are registered is reviewed periodically. Tuition rates are set by the St. Ann Parish Finance Council and published in the spring of each academic year in anticipation of the next academic year.

UNIFORMS

The school uniform is to be worn at all times with exception of scheduled Spirit or Casual Days. If a student does not have the proper uniform, a behavior warning will be issued. The gym uniform is worn on gym day or if otherwise indicated.

[You may click on this link to access uniform information for St. Ann School.](#)

In addition to the requirements found in the above link:

All students MUST wear closed toe/heel leather dress shoes in black, brown or navy blue. Heels/platforms MAY NOT be higher than 1 inch.

Skirts MAY NOT be any higher than ONE inch above the knee;

Girls MAY NOT wear dangling earrings;

Boys MAY NOT wear ANY earrings;

Excessive jewelry MAY NOT be worn by either boys or girls.

Any infractions to the uniform will result in behavior warnings.

ATTACHMENTS

Event Specific Consent and Release

St. Ann School/Parish
Trip/Event Consent
and Release

My child _____ has my
permission to attend _____ --
on _____

I understand that the participants will travel via _____

To/from the event venue.

I understand that my child will be chaperoned by responsible adults and that he/she will
be expected to abide by all rules stated in the Saint Arm Student/Parent Handbook.

By signing this, I release Saint Ann Parish and the Diocese of Wilmington from any and
all liabilities and waive all claims against them. I also give my permission for the event
coordinator and other qualified adults to obtain proper medical treatment for my child
should it become necessary.

Event Coordinator: _____

Signature of Parent/Guardian _____

Insurance Carrier/Number _____

Date:

Medication Taken/Additional Medical Instructions:

Emergency Contact Name/phone number:

Family Name: _____

Date: _____

TO THE ADMINISTRATION OF ST. ANN SCHOOL:

We have reviewed and understand the guidelines set forth in the St. Ann School
“Handbook for Parents and Students”.

Parent/Guardian

Date

Parent/Guardian

Date

Student

Date

Student

Date

Student

Date

Student

Date

PLEASE FILL OUT AND RETURN TO SCHOOL