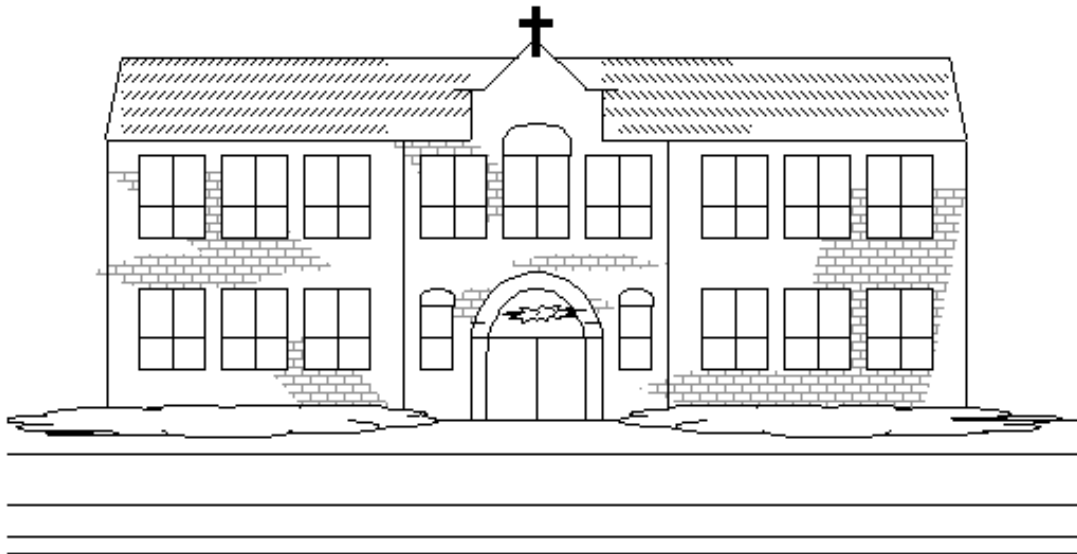


Student-Parent Handbook

2008-2009



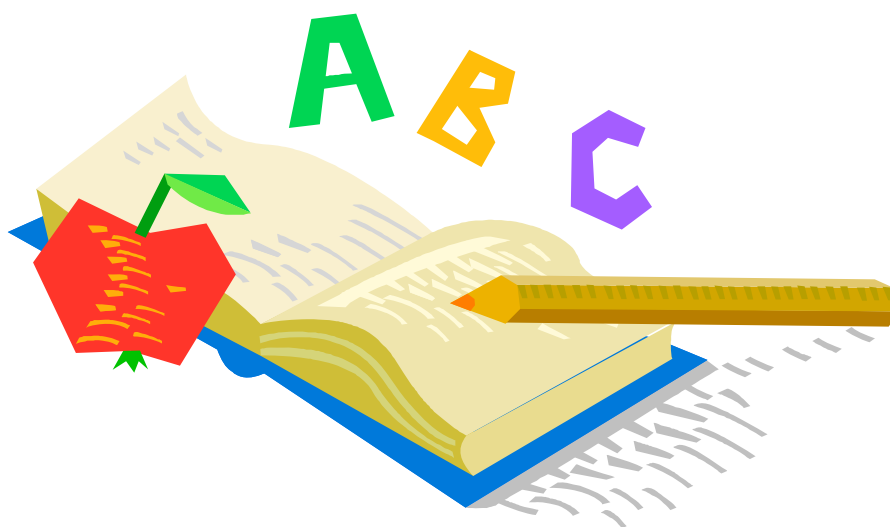
St. Ann School
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Normandy, Mo 63121

School: 314-381-0113
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DISCLAIMER

No policy handbook can anticipate every circumstance or question about policy. The principal and/or the pastor reserves the right to revise, supplement, or rescind any policies or portions of the handbook as deemed appropriate, in its sole and absolute discretion. If you have any questions regarding the handbook, please contact the principal or pastor.

Mission Statement of St. Ann School

St. Ann Catholic School is a diverse Christian community devoted to providing a comprehensive curriculum and learning environment that encourages students to reach their full potential and promotes the mission of the Catholic Church in a loving, family atmosphere.

Philosophy Statement of St. Ann School

St. Ann School is a Catholic school that strives to help students know, understand, and live the gospel message of the Catholic Church.

Each person is viewed as a unique individual, created in the image and likeness of God, with special gifts to be nurtured and developed.

We aim to achieve excellence in all aspects of St. Ann School and to create an environment in which all students are challenged to actualize their potential in a loving atmosphere of discipline and self-control.

Goals of the Religious Education Program

The religious education program of St. Ann School is the main purpose of the school. Our goals in the religious education program are:

1. To help our students know, understand, and love their Catholic faith.
2. To help our students develop an awareness of God's personal love for them.
3. To encourage our students to build a prayer relationship with Jesus.
4. To help our students experience both formal and informal prayer.
5. To help our students better understand the Mass and celebrate the Mass in a sincere reverent manner.
6. To prepare our students to receive the Sacraments of Reconciliation, Eucharist, and Confirmation, at the appropriate times.
7. To instruct our students in the teachings and traditions of the Catholic Church.

Goals of the Academic Education Program

Recognizing the importance of providing a quality educational program for our students, St. Ann School strives to achieve the following goals in the academic education program:

1. To create a Christian learning environment.
2. To provide a well planned, varied, continually updated curriculum.
3. To provide high quality instruction.

4. To assist students in discovering their individual learning style, and to provide a learning environment that allows students to learn in the style that is best for them.
5. To encourage our students to be of service to the parish, community, and world.
6. To encourage each student to cultivate their unique God-given abilities and talents.
7. To provide a loving environment that is an extension of the Christian family and home.

Learning Goals for St. Ann School (2001)

1. Students will express awareness of God's love demonstrated through a deep relationship with God, an understanding of Catholic teaching, and application of these teachings to life situations.
2. Students will show respect for life in all its forms, demonstrated through healthy decision-making, acceptance of, and stewardship of their gifts.
3. Students will show respect for and appreciate the diversity among individuals and cultures.
4. Students will identify their own strengths and weaknesses as part of a positive self-concept.
5. Students will identify their preferred learning style and use effective organizational study skills.
6. Students will effectively participate in the following:
 - a. Group Activities
 - b. Problem solving in a peaceful and productive manner
 - c. Sharing of their gifts with the community
7. Students will become effective citizens and function proactively in society with wisdom and compassion.
8. Students will use the available and emerging technology appropriately, in order to find information and to solve problems in a variety of subject areas.
9. Students will apply the knowledge they gain across the curricular areas and to their everyday life experiences.
10. Students will communicate effectively, appropriately, clearly, and creatively in a variety of forms, using a variety of media.
11. Students will demonstrate independent and adaptable thinking in order to find information, interpret and relate concepts, and generate appropriate solutions to problems.
12. Students will demonstrate curiosity about the world and exhibit the humility to ask questions and seek learning throughout life.

GENERAL SCHOOL POLICIES AND PROCEDURES

Policy of Student Admission to St. Ann School

The goal of St. Ann School is to provide a quality Catholic education for the children of St. Ann Parish. Students are admitted to St. Ann School in compliance with the specified age requirements of the Archdiocese. Also, they must demonstrate sufficient maturity, academic, and social skills consistent with the grade level.

The official acceptance process for admission to St. Ann School is as follows:

1. Screening Test
2. Interview with the Principal and/or Pastor
3. Review of records from present school (for transfer students)
4. Receipt of all necessary forms and fees

In considering students for admission to St. Ann School, preferences will be given in the following order:

1. To children and siblings of parishioners of St. Ann Parish.
2. To children of parishioners of neighboring parishes without a school.
3. To children of non-parishioners living within the boundaries of St. Ann Parish.
4. To children of non-parishioners living outside the parish boundaries.

Children are admitted in to St. Ann School in compliance with the specified age requirements of the Archdiocese and who demonstrate sufficient maturity, academic and social skills consistent with the grade level.

- For admission into kindergarten, the child must be five years of age before August 1st of the year of admission.
- For admission into first grade, the child must be six years of age by August 1st of the year of admission.
- A birth certificate must clarify the date of birth for any child.

Class Size

Archdiocesan Policy: The maximum class size should not exceed 35 students. Class size at St. Ann School is ordinarily 25 students.

Registration

Re-registration of currently enrolled students, siblings of currently enrolled students, and new parishioners will begin on or around February 1 and continue for one month. Then, open registration begins.

The Parish acknowledges its responsibility to accommodate all children of parishioners who register prior to this cutoff date. These dates are established in order to give the administration a solid sense of the enrollment for the coming year, in order to make decisions about the staff that will be needed. The Parish will be prepared to hire additional teachers and to provide additional classrooms, as long as sufficient notice is given through advance registration.

A registration fee is required at the time of registration for the next school year to cover the costs that may be incurred in planning for students who do not attend the school. This fee is non-refundable. Payment of a non-refundable book fee and SACPO activity fee (see “Tuition and Fees”) are also required.

Admission of Transfer Students

All transfer students are admitted for a probationary period with the following conditions:

1. The probationary period will be 90 days.
2. Satisfactory performance in all areas of school life must be achieved during this period. This includes receiving grades NO LOWER than a 'C' and review of the student's discipline record.
3. Regular attendance and arriving to school, on time, is expected.
4. Cooperation and support from the parents or legal guardian is expected.

If a student finishes his/her probationary period without any discipline concerns, and his/her grades are satisfactory, probation will be lifted. However, if the transfer student's grades drop, or he/she has discipline problems, he/she will be put back on probation. A conference will be held between the student, parent, principal, and teacher to ensure appropriate steps are taken to provide the best educational environment for the student.

A family desiring to transfer and enroll a student in St. Ann School from another **Catholic school** in the Archdiocese may be accepted **after** taking a screening test, an interview with the principal and pastor concerning the desire for admission and reasons for transfer, and following the receipt and review of documentation from the pastor and/or principal of the sending school. Completion of the interview does not imply automatic admission.

A family desiring to transfer and enroll a student from a **public or private school** may be accepted **after** taking a screening test, an interview with the principal and pastor concerning the desire for admission and reasons for transfer, receipt and review of documentation from the previous school, and a thorough inquiry regarding the religious motivation of the request for admission. Completion of the interview does not imply automatic admission.

Tuition and Fees Tuition Payment Options

Tuition and fees for the 2008-2009 school year:

St. Ann School students receive a solid Catholic education that is a proven value. All parishioners benefit from, and thus should support, our school and church. Tuition is charged to cover a significant portion of this cost: general parish funds and other fundraising activities are budgeted to cover the costs that are not covered by tuition and fees.

All registration forms and fees are due by March 31, 2008. Although this may seem early, we need to follow this time line in order to be ready to insure teacher contracts on April 1st. It is important to us to allow our current students, their siblings, and parishioners to have the first opportunities to enroll for the coming school year.

Catholic students are given preference in admission. In keeping with the ecumenical spirit of the Church, all religious traditions are respected and, space permitting, students from other faith traditions may be enrolled.

Please remember that all tuitions must be current in order for re-registration to be considered complete. No educational records will be transferred to another school until all financial obligations have been met.

Effective September, 2008, if a family falls 2 (two) months behind on their tuition payments and/or Aftercare fees, St. Ann School reserves the right to prevent the child(ren) from attending school, beginning the first Monday following the payment due date. The child(ren) will not be permitted to return to school until tuition payments and/or Aftercare fees are current OR specific arrangements have been made with the parish bookkeeper and pastor.

Parishioner registration, fees, SACPO dues, and tuition

Registration fees, book fees, and SACPO (St. Ann Catholic Parent Organization) dues must be returned with registration forms to St. Ann School on or before Monday March 31, 2008, and all tuition payments for the current school year must be up to date to finalize registration. The fees are non-refundable. Registration, book fees, and SACPO dues are as follows:

One Child	Registration	\$50	Book fees	\$125	SACPO	\$30
Two Children	Registration	\$50	Book fees	\$250	SACPO	\$45
Three or more Children	Registration	\$50	Book fees	\$125 per child	SACPO	\$60

In addition to registration fees, book fees, and SACPO dues, parishioner tuition for the 2007-2008 school year is as follows:

One Child	\$3,312
Two children	\$4,248
Three Children	\$4,908

To be considered a parishioner, a family must be an **active** member of St. Ann Parish for one year. **“Active means being a registered parishioner, a baptized Catholic, regularly attending Mass, and contributing financially to St. Ann Parish through the use of Sunday envelopes.** *If a family is not active –i.e. does not follow through on its responsibility to attend Mass regularly and to contribute financially to St. Ann Parish through the use of Sunday envelopes- it can lose its “active” status and be held responsible for payment of tuition according to the Non-Parishioner rates.*

Tuition amounts for this year again assume significant increases in Sunday contributions, which are tax-deductible to the extent allowed by law.

Parish families should remember that the difference between the cost per student and tuition for one child is about \$1,000 per year. The difference between the cost of tuition and the rate charged is significantly larger for families with two or more children attending St. Ann School.

Non-Parishioner Registration Fees, Book fees, SACPO Dues, and Tuition:

Registration fees, book fees, and SACPO Dues must be returned with registration forms to St. Ann School on or before Monday, March 31st, 2008; and all tuition payments for the current school year must be up to date to finalize registration. The fees are non-refundable. Registration fees, book fees, and SACPO dues are as follows:

One Child	Registration	\$50	Book fees	\$125	SACPO	\$30
Two Children	Registration	\$100	Book fees	\$250	SACPO	\$45
Three or more Children	Registration	\$150	Book fees	\$125 per child	SACPO	\$60

In addition to Registration fees, Book Fees, and SACPO dues, the Non-Parishioner tuition for the 2008-2009 school year is as follows:

One Child	\$3,720
Two Children	\$6,000
Three Children	\$8,244

Tuition Payment Options:

Tuition payments must be current at all times. No report cards, progress reports, or records will be released or made available to parents unless tuition payments are current. If a family falls behind in their tuition payments, their child may not be allowed to attend St. Ann School.

There are three options for payment of tuition:

1. Tuition may be paid in full to St. Ann School on or before July 1, 2008.
2. Tuition may be paid in two equal installments to St. Ann School on or before July 1, 2008 and on or before December 1, 2008.
3. All other families are required to be enrolled in an automatic debit program (FACTS). This program will collect tuition on a monthly basis, on a day (the 5th or 20th) chosen by the family according to the program guidelines. Payments will be made via automatic withdrawals from either a checking or savings account.

Other Information:

If all fees for the currently enrolled students are not current on or before March 31, 2008, their places will be considered open.

Partial Year Tuition and Fees: If a student withdraws from school prior to the end of the school year or enrolls in school once the school year has begun, the following rules apply for tuition and fees:

1. *All registration and book fees must be paid in full at registration, for either a withdrawing or enrolling student.*
2. *For withdrawing students, tuition is due and payable in full through the day of withdrawal, computed on a per-day basis by the business office based on the official days of school completed according to the school calendar.*
3. *For students enrolling once the school year has begun, tuition is computed on a per-day basis on the official days of school remaining according to the school calendar.*

4. *All SACPO fees are due, in line with the policies set up by SACPO.*
5. *No records will be forwarded to the school to which a student transfers until all tuition and fees outstanding are paid in full.*

St. Ann Scrip Program

All school families, both parishioners and non-parishioners, are strongly encouraged to use *St. Ann SCRIP gift cards* whenever possible. A percentage of each sale is given back to the parish/school and is used by many of its organizations. More information on this program will be provided to you at the beginning of the school year.

Attendance and Absence

If a student is going to be absent, the school office must be informed by 8:30 a.m., either by phone or through a note delivered by a sibling. If notification has not occurred by this time, the school office will contact the parent/guardian about the child's absence. Please cooperate with this procedure. It is an important means of verifying the safety of students, especially those who walk to school.

Students are expected to attend all classes on days scheduled by the school as days of instruction. A student who is not present at the appointed times is designated "absent".

Daily records of attendance will be maintained for the student's permanent file during the time of enrollment in the school.

A student who is absent for fifteen or more days (consecutive or non-consecutive) in a quarter may be given an incomplete grade on the Grade Report.

A student missing two hours of school in a given day will be marked absent for _ day; a student missing more than three hours will be marked absent for a full day. This will also apply in cases of late arrival or appointments outside of school. If the student needs to miss part of the day for a medical or dental appointment, the parent must inform the teacher in advance.

Students will not be released from school without the knowledge and consent of a parent or guardian. Students may not walk home if ill.

The academic progress of the student depends on the punctuality and regularity of his/her attendance. Considerable thought should be given to taking students out of school for prolonged periods of time. It is the parents' right to take their children out of school for an important reason, but such a decision should be made in conjunction with both teacher(s) and the principal. Students are responsible for all work missed during the absence. It is the responsibility of the student to talk with each subject teacher to determine make-up assignments and deadlines.

Tardiness

Students should be at school **NO LATER than 8:10 a.m.** A student is tardy if he/she is not in the gym for Morning Prayer at 8:10 a.m. Students who are tardy will miss Time off recess.

Parental support of the tardy policy is a reaffirmation of the choice made by the parents of St. Ann School for their child. This support is an example to each child, and is appreciated by the school faculty.

Communication

Open lines of communication are essential between home and school. Parents and guardians will follow this “chain of command” when contacting the school about problems and concerns:

1. Teacher
2. Principal
3. Pastor

Upon request, the teachers, principal and pastor will make themselves available to parents and guardians. Phone or written messages should contain the optimum times for a meeting. Problems or concerns should be discussed with the teacher **before** the principal or pastor is contacted.

Parents will also make themselves available upon written or verbal request to discuss their child/children with teachers.

The reputation of all in the school community shall be considered sacred and shall be safeguarded at all times.

Visitors

All persons coming into the school building during the school day must report to the office. They must sign in and obtain a visitor’s pass from the school secretary. The visitor pass must be worn at all times while on the school property. This is a safety factor for our school. At no time should a parent or visitor interrupt a classroom during the school day. This includes dropping off homework, lunches, etc.

Arrival and Dismissal Procedures

In order to ensure the safety of the students, and to assist with the flow of traffic on Natural Bridge Road, the Normandy Police Department has assisted us in developing the following plan:

Arrival Procedures:

1. Cars drive in the East driveway, in front of the church. Make a right in front of the church, and a left along the side of the school. Stop between the orange cones. Students exit cars through the right (passenger) side of vehicles. **Students may only exit when their vehicle is between the orange cones—not before!!**
2. Students will be dropped off at the playground area behind the school, if weather permits. On inclement days, they will go into the gymnasium.

Dismissal Procedures:

1. Around 3:25 pm, the school Safety Patrol will put up the front chains to Natural Bridge.
2. **All drivers MUST enter through the east parking lot, off of Oakmount.**
3. **“West Line”**: Drivers who turn left (west) onto Natural Bridge will form a single file line, along the side and behind the rectory, beginning in the driveway that parallels the rectory. The line will extend out to the large church parking lot, on the east side of the church. For safety reasons, younger children/siblings should remain in the vehicle, and not play in the driveway or parking lot.
4. **“East Line”**: Drivers who turn right (east) onto Natural Bridge will park single file in the east driveway, along the side of the medical building and church. Cars line up along the driveway, then curve back toward Oakmount. If this line extends all the way to Oakmount, additional cars may form a second line, beginning at the point where the first line curves. For safety reasons, younger children/siblings should remain in the vehicle, and not play in the driveway or parking lot.
5. At 3:30 pm, all students will be dismissed (Walkers, East Line, West Line and Aftercare). The teachers walk the students to their cars. Any student whose car pool is not present will be sent to the gym for Aftercare and a fee will be charged.
6. Around 3:30 pm, an orange traffic cone will be placed behind the last car in each line. Cars coming in and seeing these cones are required to park in the middle area of the east parking lot and remain in their cars until the East Line has exited. Drivers who arrive late may pick up their child (ren) in front of church. Students not picked up by 3:35 pm will go to Aftercare.
7. Once the teachers ring the bell, the Safety Patrol students will lower the chains to Natural Bridge Road. Drivers may exit at this time.
8. The middle area of the east parking lot is reserved for those who need to pick up children who are staying late, for those having conferences or other business in the school, and late arrivals.

All students are to be off the school premises by 3:35 pm, unless they are participating in a school or parish sponsored activity. In these cases, students are to be with the designated ADULT SUPERVISOR AT ALL TIMES. Children not picked up by 3:35 pm, will be sent to After-Care.

Newsletter and Weekly Envelope

On Fridays, every child receives a large envelope to take home. The envelope serves as a vehicle for communication between the school and the parents.

Within this envelope, the principal provides information of all school events and activities with a weekly newsletter. Teachers often send newsletters, as well as student work. SACPO writes a “Parents Page” every few weeks. The Men’s Club

informs families of athletic activities and teams. Other informational handouts may be included in the envelope as well.

Parents should read all the information enclosed and return any requested forms every Monday. Also, parents should sign and date the back of the envelope in the space provided.

Fire Drill/Tornado Drill

Fire drills are held regularly according to the guidelines of the local fire protection district. Students will be taught safe fire exit procedures.

Tornado drills are held during the time of the year typically designated as “tornado season.” Students will be taught appropriate safety procedures.

Snow Days

The calendar allows for snow days in the event of inclement weather. Our main consideration will be the safety of all in hazardous road conditions. The decision to close is made locally by the principal, independent of other local Catholic or public schools.

All school cancellation and snow schedule announcements will be made over television channels 2, 4, 5, and 30, and on KMOX radio (1120 AM). The television stations also have their own websites that show school closings: www.ksdk.com; www.kmov.com; and www.ktvi.com. Our school will be listed as “St. Ann School – Normandy.” We will make every attempt to make the decision to close school as early as possible.

In the event of a snow schedule, the time for a delayed start to school will be announced. The same television and radio stations will broadcast the announcement, and websites as listed above. Please note that Before School Care will begin with the same 90 minute time delay as it does for the start of school. For example, if the snow schedule has school starting at 9:00, Before Care will begin at 7:30. Please do not bring children before this time, as teachers need extra time to travel in poor weather conditions, and supervision will not be available.

If inclement weather begins during the school day, the school will remain open. However, a parent may come for their child at any time, and he/she will be dismissed. Please do not call the school; simply come for the child when you want him/her dismissed due to inclement weather. No child will be sent home before the regular dismissal time without contacting the parent/guardian first. No child will be left unsupervised at any time.

St. Ann Catholic Parent Organization (SACPO)

St. Ann’s Catholic Parent Organization was founded to coordinate the parent volunteer activities, offer growth opportunities for parents and students, and support parent involvement and communication between home and school.

The SACPO board consists of four volunteer parents, who serve a 2-year term. The SACPO board meets regularly to plan and coordinate activities.

Each family is **required** to pay a yearly activity fee, complete 10 hours of service, and supervise **two** lunchroom/recess duties. The activity fee is paid at the time of registration.

Parents are **required** to volunteer 10 service hours per year, which may be completed in a number of ways. **Families who are unable to complete this obligation will be assessed \$10.00 per service hour, or a maximum of \$100.00.** Any school activity or donation may be counted as part of your 10 service hours. These may include:

- Being a room parent (automatic 10 hours)
- Coaching an athletic team (automatic 10 hours)
- Helping with classroom parties
- Donating baked goods/snacks
- Volunteering in the classroom
- Volunteering to help prepare, at home, projects for the teachers
- Attending SACPO meetings
- Chaperoning field trips
- Working on any school committee
- Working an additional lunchroom/recess duty
- Donating paper or other materials to the school/classroom

You will need to record your services and time spent on them, and give them to the SACPO secretary quarterly or at the end of each semester.

Each family is required to work two days (approximately 90 minutes) per school year supervising lunchroom and playground activities. “Family” doesn’t necessarily mean parents; an adult representing the family, such as a grandparent, aunt, uncle, etc, is welcome to work the lunch/recess duty obligation. A calendar will be available at the beginning of the school year, on “Back to School Night,” where you may request a specific day to work this duty. If you do not sign up, a date will be assigned to you. **Failure to work the assigned day will result in an additional \$50.00 fee.**

Parents who are unable to complete their lunch/recess duty obligation may pay a \$100.00 fee at the beginning of the school year for a substitute.

School Board

The purpose of the School Board is to advise the pastor and principal in making policies for the Parish Educational Programs.

The following are functions of the School Board:

1. Establishing the philosophy and goals of the Educational Program.
2. Interpreting and applying the educational policies of the Archdiocese.
3. Formulating additional policies that may be necessary.

4. Evaluating the implementation of policies.
5. Approving the budget to be recommended to the Finance Committee.
6. Recommending to the pastor the employment of the principal.
7. Long range planning and community relations.
8. Reviewing and evaluating the Constitution of the School Board.

There are at least nine members of the School Board. Ex-Officio members shall be the pastor and the principal. Every year, at least three new members are elected or appointed, before the final meeting of the school year. All parents and parishioners are invited and encouraged to attend the monthly School Board meeting.

Emergency Cards

Parents are required to expeditiously submit COMPLETE AND ACCURATE emergency information for school files. The following information is essential:

1. Parent(s)/guardian(s) address and phone number, both residential and business. Cell phone number and/or pager number should be noted as well.
2. Phone numbers of relatives or friends in close proximity to the school who may be called upon if parents cannot be reached. These individuals should be informed that they are on your emergency card.
3. Name and phone number of your child's physician, dentist, and preferred hospital.
4. Important health information related to special needs and health conditions (allergies, asthma, etc.)

The Emergency Card must be on file within one (1) week of the start of school.

UNIFORM POLICY

It is the responsibility of parents to send their children to school in the proper uniform. The following information serves as a guide. It can be changed or modified, as needed, during the school year as fads and trends develop.

General Guidelines for Boys and Girls

- Hair should be clean, neatly combed and reasonable in appearance. The length of the boys' hair cannot exceed the top of the collar and must not be over the ears or eyebrows. Drastic hairstyles and hair dyeing are not allowed. Boys must be clean-shaven.
- Girls may wear **small** hoop or post earrings. Dangling earrings, make-up, colored nail polish, and fake nails are **not allowed**.
- Watches, a small cross necklace, or religious medal may be worn. **Bracelets for medical purposes may be worn. All other jewelry is not allowed.**
- Body or facial piercing, tattoos, head wraps, sweatbands, and do-rags and the like are not allowed.
- **Belts must be worn in grades 3-8.** The belt must be plain blue, black, brown, or with a small buckle.
- Scout uniforms may be worn on days when meetings occur directly after school.
- **Shirts must be tucked in at all times.** Shirts cannot have zippers.

- Monograms or logos are not allowed on any part of the uniform. This includes socks.
- A navy blue sweater or vest may be worn. The sweater may zip or button. No hoods are allowed on any sweaters. A navy blue or gray crewneck St. Ann sweatshirt may be worn. Sweatshirts or sweaters may not be worn around the waist or over the shoulder. **Plain navy sweatshirts are not allowed.**
- **Only white undergarments** can be worn under white shirts or blouses.
- Uniforms need to be neatly hemmed. Pants cut off and hemmed at the knee; fringed pants or fringed shorts are not allowed. Shorts and pants need to be navy blue and not faded.
- **High top tennis shoes may not be worn with shorts, skirts, or jumpers. Socks must be seen outside of the shoe.**
- Uniforms need to be worn at the waist. Skirts may not be rolled.
- **Carpenter pants or shorts are not allowed. Cargo pants or shorts are not allowed. Denim material is not allowed. Board shorts are not allowed. Capri pants are not allowed.**
- **Shorts may not be more than 3 inches above the knee or 1 inch below the knee.**
- **White, navy, black, or gray tennis shoes** with minimal color may be worn. Brown or black dress shoes, with a flat heel, may be worn. **Light up tennis shoes or shoes with wheels in their soles are not allowed.** Boots are not allowed in the school building. Shoes must be laced and tied at all times.

GIRLS UNIFORM

- Girls may wear solid white cotton, cotton blend, or knit shirt with a round or pointed collar. Girls may also wear white turtlenecks. Zippers and snaps on shirts are not allowed.
- School jumper (K-5), school skirt (6-8), school skort (6-8), navy blue shorts or navy blue pants are allowed. Skirts cannot be more than 3 inches above the knee. Shorts may be worn year round. K-2 may wear elasticized slacks and shorts without belts. The jumper, skort, and skirt may be purchased at Fischer's School Uniforms, 921-9972.
- **Solid white anklet**, crew, knee socks or tights may be worn. Solid navy knee socks or tights may be worn. **NO NYLONS.** Socks must be clearly seen around the top of the shoe. No logos are allowed on the socks.
- Navy blue shorts may be worn under the uniform and for gym class. No other colors may be worn. No boxer shorts may be worn. Shorts may not be seen below the hemline of the skirt or jumper. Short shorts or skintight shorts may not be worn. Only navy blue St. Ann sweatpants may be worn under the uniform for gym class during the winter.
- Headbands and barrettes must be small in size and only the colors in the school uniform may be worn.

BOYS UNIFORM

- White, cotton or blended knit collared shirts may be worn. Long sleeved or short-sleeved white collared shirts may be worn. Solid white turtlenecks may be worn.
- Navy blue belted dress slacks or shorts may be worn year round. K-2 may wear elasticized slacks or shorts without a belt.
- **Solid white anklet**, crew or tube socks may be worn. Socks must be clearly seen around the top of the shoe.
- Navy blue shorts may be worn for gym class.

A student who receives a **uniform infraction notice** will lose the privilege of dressing out on the next dress-out day. All uniform infraction notices need to be signed by the parent and returned to school the following day.

OUT OF UNIFORM GUIDELINES

On out of uniform days, the following guidelines apply:

- Clothing should be loose fitting, not baggy, and in good condition (no tears or holes).
- Low-rise pants, low-rise shorts, low-rise capris, or low-rise skirts are not allowed. They need to be worn at the waist.
- Appropriate T-shirts may be worn. No tank tops, spaghetti strap tops, or sleeveless tops are allowed. No skin may be shown between shirt and waistband.
- Short shorts or biking shorts are not allowed. Gym shorts that are three inches above the knee are allowed. Spandex, of any kind, is not allowed. Loose fitting, not baggy, sweat suits or sweatpants are allowed.
- Skirts should be loose fitting and cannot be more than 3 inches above the knee.
- **Sandals, open toe, backless, or high heel shoes are not allowed.**
- Plunging necklines, off the shoulder shirts, and short shirts are not allowed.
- Designated colors, on out of uniform days, must be worn.

DISCIPLINE AND STUDENT CONDUCT

Forms will be sent home at the beginning of each school year. These forms need to be read and signed by the student and parents. Support and cooperation, by parents, is extremely important in maintaining appropriate conduct in school. Necessary changes may be made during the school year.

Code of Conduct

At St. Ann School, we believe that learning, as well as moral and spiritual development; occur more readily in an environment that is free from behavioral distractions and where students feel secure. We seek to create an environment that reflects a Christian atmosphere. Towards all members of the school community and visitors, students and parents at St. Ann School are expected to conduct themselves according to these principles of Christian behavior:

1. To always respect the rights and values of each individual.
2. To be honest in all dealings.
3. To cooperate positively.
4. To be courteous.

5. To be responsible for the proper care of the school property, as well as the property and belongings of others.
- 6.

In addition, students at St. Ann School are expected to behave according to, but not limited to, the following guidelines:

1. Respect all adults in the school building (teachers, principal, pastor, and any other adults who may be present in the building or on the school grounds).
2. Respect themselves and their peers.
3. Be attentive and maintain eye contact when addressed by an adult.
4. Communicate in a conversational tone, when talking is permitted.
5. Be kind and thoughtful with peers.
6. Offer assistance to anyone in need.
7. Assume responsibility for the order of the school.
8. Be attentive at assemblies and liturgies.
9. Comply with uniform regulations at all times.
10. Observe good table manners.

At St. Ann School, students are expected to exhibit behavior consistent with their age and maturity level. We strive to emphasize the positive over the negative. It is our hope that students will learn from their mistakes and make better choices in the future.

The school discipline plan and Code of Conduct helps to clarify the boundaries of student responsibility as they relate to the mission of St. Ann School. ***Parents are asked to fully endorse this program of positive behavior: to support it, to speak about it to the children, and to encourage similar behavior at home. In addition, parents are asked to model respect for the teachers and faculty of St. Ann School.***

Safety and Violence Policy

Violence is inconsistent with unity and peace, which are essential to living in the Catholic faith community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated at St. Ann School.

Violence consists of words, gestures, and/or actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment, assault, possession and/or the use of a weapon, and theft or vandalism of property. Archdiocesan Policy 4604.3 states: “Parish elementary schools shall maintain a learning environment that is free from harassment. No student in the school shall be subject to harassment.” All threats will be taken seriously.

Disciplinary Procedures

Violating the school's discipline policy may result in the following disciplinary procedures:

- **Referral to the Principal**
- **Detention: (grades 5-8)** Before school for one hour. Parents will be given at least 24 hours notice of the detention and the reason for its assignment.
- **In-School Suspension:** Student is to spend one full in-school study day apart from his/her peers. All schoolwork must be completed prior to returning to the classroom, but the student will receive no credit. **All points or grades for that day will be recorded as a zero.**
- **Parent Shadow Day (grades 6-8):** A parent must shadow his/her child during a full day of school.
- **Suspension:** At the discretion of the principal, the student is temporarily and immediately removed from the school for a period of 1-3 days, following a conference with the parents. All schoolwork must be completed prior to return, but the student will receive no credit. **All points or grades for that day(s) will be recorded as a zero.** Any student who has been suspended from school will be placed on **probation** for a period equivalent to one quarter.
- **Probation (4302.2)**
Probation is the continued enrollment of a student, but with specific conditions. The decision to use probation action is made at the local level by the school principal in consultation with the pastor.

During probation:

- The student's grades in **every** subject must be no lower than a 'C'.
- He/she must not receive any infractions on their infraction record.
- No more than 3 tardies will be allowed during this period of probation.
- Regular attendance is required.
- The student is not allowed to attend any school function when suspended.

The administration, with the approval of the pastor, may determine specific reasons for placing a student on probation. At the specified time for review, probation may be continued or terminated, based on the evaluation of the student's conduct and/or grades during the probation. Any time during the period of probation, failing grades or any major infraction of a school rule or a series of minor infractions may result in withdrawal for cause

- **Withdrawal for Cause (4302.3):** This is the final recourse and most serious disciplinary action. Withdrawal for cause is the permanent end of enrollment of a student from St. Ann School. The decision of withdrawal for cause is made by the pastor after consultation with the principal. A student may be subject to withdrawal for cause as a result of a single, extremely serious conduct violation or action contrary to the mission and purpose of a Catholic school.

Students who demonstrate a **serious and consistent** lack of responsibility and disregard for school rules may be placed on probation, be suspended, or withdrawn from attending St. Ann School. The principal will determine the length of probation or suspension. Students on probation or suspension may be subject to eligibility restrictions for participation in school events.

Serious Disciplinary Consequences (4302)

The administration, with the approval of the pastor, may determine specific reasons for administering serious disciplinary consequences of a student.

Discipline Policy

Disciplinary procedures for grade K-8 will have these considerations:

- Each child and situation will be handled individually
- Disciplinary measures will be educative, not punitive.
- The most effective methods of discipline are immediate and consistent.
- Discipline is best handled by the classroom teacher whenever possible.

Upper Block students are expected to be the model for the younger students who attend St. Ann School. Students are expected to conduct themselves appropriately, not only during class periods, but also during lunch or recess, in the hallways between classes, and on the way to church or other activities.

Any student who **chooses** to behave in a manner inconsistent with the Discipline Policy will receive an Infraction Notice. A copy of the infraction notice will be sent home for the parents to sign and return by the **start of the next school day**. Failure to do so will require the student to call his/her parents to request that the form be brought to school.

Behaviors that will result in an Infraction Notice:

- Disrespect shown to others, both verbal and non-verbal
- Inappropriate language or gestures, including body language that conveys opposition or challenge directives
- Fighting
- Disruptive Conduct
- Observing, hearing or possessing electronic devices including cell phones
- Having gum, candy, or food without permission
- Teacher discretion
- Other

Detention and Suspension

In all grades, a detention, an in-school suspension or a suspension may be issued for, but not limited to, the following:

1. Cheating
2. Forgery
3. Stealing
4. Vandalizing property (school, church, personal)
5. Threatening another student, teacher, and/or administrator
6. Bullying

7. Fighting
8. Use of foul language
9. Disrespect
10. Possessing or using tobacco products, alcohol, or drugs

Any student who has been suspended returns to school on a probationary period equivalent to one quarter. After a student receives two (2) suspensions, the student may be withdrawn (Withdrawal for Cause) from attending St. Ann School.

Withdrawal for Cause

Withdrawal for Cause is the permanent end of enrollment of a student at St. Ann School. A withdrawal for cause may be issued for any of the following:

1. The student has had 2 previous suspensions.
2. Possession of a weapon, or any item that resembles a weapon
3. Possession and/or use of controlled or illegal substances on school premises or at school related functions.
4. Possession and/or use of fireworks and/or fire-setting paraphernalia.
5. Pornography, in any form
6. Verbally threatening a child or making threatening remarks in general.

Drugs, Alcohol, Tobacco and Substance Abuse (4303.2)

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.

Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school-sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or expulsion (Withdrawal for Cause) from school.

Firearms and Weapons Policy

A student or anyone else on the church or school property may not possess, handle, use, or transmit a weapon. A weapon is defined as any object used or displayed, or which could be used or displayed, with the intent to harm or intimidate persons or damage property. **When a legitimate item (such as scissors) is used or displayed as a potential weapon against another person, the weapon policy will be enforced.**

In order to provide a safe environment, the carrying or possession of any type of firearms or other dangerous weapon on the premises of St. Ann School is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms. Any student possessing a firearm and/or weapon in a school

building, on school property, or at a school function will be permanently withdrawn (Withdrawal for Cause) from St. Ann School. A parent possessing a firearm will be grounds for withdrawing their child from attending St. Ann School. Police will be called and a report will be filed.

Your school experience at St. Ann School will be as positive as you choose to make it. Adherence to these guidelines ensures an atmosphere conducive to the success of each student. Discipline is the shared responsibility of parents, students, and the school. By abiding by these guidelines, all involved contribute to maintaining a peaceful, friendly, safe, and productive environment.

CURRICULUM, INSTRUCTION, AND GRADING

Scope of Curriculum

The curriculum at St. Ann School will encompass the threefold dimension of Catholic Education: the Gospel message, faith community, and service. The spiritual, moral, intellectual, aesthetical, emotional, social and physical differences of the individual child will be taken into consideration in curriculum development. Curriculum development will involve consideration of basic skills and knowledge of religion, human sexuality, language arts, mathematics, science, social studies, music, art, health and safety, computer literacy and physical education.

St. Ann School will provide a curriculum, faculty, and staff to meet the educational needs of its students and to foster their individual growth. Remedial and enrichment programs will be developed to meet the needs of students of all abilities. When St. Ann School is unable to provide special services for students with exceptional needs, expeditious referrals to other agencies will be made.

Content of Instructional Program

The principal and faculty will be responsible for developing and implementing a curriculum that addresses grade level objectives and meets the needs of the students.

St. Ann School will provide a curriculum that offers students opportunities to develop global perspectives. The curriculum will emphasize, in an on-going and interdisciplinary manner, the values, concepts and skills to prepare students to participate as mature Christians in a world of diversity, increased technology and interdependency.

Grading and Reporting

The teachers and principal of St. Ann School will report student progress to parents or guardians through a quarterly report card. **Report cards will be sent home one week after the close of a quarter to all students whose tuition and fees are current.**

In addition, written progress reports will be sent mid-quarter to all students. Parents will acknowledge receipt of report cards and progress reports by their signature.

Parent and teacher conferences to discuss classroom performance and grade reports will be scheduled at least once a year. At their discretion, the parent, teacher, and/or principal may request additional conferences.

Academic Grading Scale

The academic grading system used on report cards for reporting student progress in grades 3-8 is as follows:

A+	99-100	D+	76-77
A	96-98	D	73-75
A-	93-95	D-	70-72
B+	91-92	F	69 or below
B	89-90	S	Satisfactory
B-	86-88	NI	Needs Improvement
C+	84-85	U	Unsatisfactory
C	81-83	*	Adapted Curriculum
C-	78-80	√	Performing below expectation

Satisfactory and Unsatisfactory are used in place of letter grades A through F in Computer class, Art, Physical Education, and Music for grades K-3.

Students in grades 3-8 participate in St. Ann School's Honor Roll. Honor Roll status is based on the academic grading scale (above), and is determined by the following point system:

A+	4.33	B-	2.66
A	4.00	C+	2.33
A-	3.66	C	2.00
B+	3.33	C-	1.66
B	3.00		

First Honors: 3.8 Grade Point Average or above;

No C's; no U's or N's for conduct

Second Honors: 3.0 Grade Point Average or above;

No D's; no U's or N's for conduct

All Honors are determined on a quarterly basis.

The Grading Scale for Kindergarten through 2nd grade is as follows:

Mastery, Partial Mastery, and Non-Mastery will be used to identify the student's strengths and weaknesses throughout the school year.

Retention

Students are advanced in grades based upon satisfactory completion of required academic work. Promotion to the next grade will be made at the discretion of the classroom teacher in consultation with the principal and parents. Consideration of NOT promoting a student needs to begin early in the second semester and must follow a series of communications with the parents. After thorough consultation and

communication between home and school, the decision is based upon academic readiness, social and/or emotional readiness, and other pertinent circumstances.

Adapted Modified Curriculum

Most students at St. Ann School are able to meet curriculum objectives and receive grades on the same basis as all of the other students. At times, however, it is necessary to accommodate our curriculum to meet the needs of a student with a diagnosed learning disability. This can be done through adaptation or modification, depending on the need of the student.

Adaptation refers to an adjustment or accommodation that makes something more suitable for an individual or that allows something to better match a specific use or situation. For example, altering instructional techniques, assessment methodology, and/or materials used with a student will be considered adaptation.

Modification refers to an actual change in the form or character of something. For example, significantly changing the content, knowledge, skills, and competencies expected in the curriculum will be considered a modification. Significant curriculum modification will be designated with an asterisk (*) next to the name of the subject area.

Textbook Selection and Evaluation

Only textbooks and instructional programs already approved by the Catholic Education office will be considered for adoption at St. Ann School. Textbooks and instructional programs designed for curricula in religion, reading, language arts, science, social studies, mathematics, health and human sexuality will be evaluated on a regular six-year cycle for appropriateness and up-to-date coverage. Instructional programs designed for curricula in computer, fine arts and physical education will also be evaluated on a regular six-year schedule for appropriateness and up-to-date coverage.

Books

Hardbound textbooks are the property of St. Ann School and are loaned to the students for the school year. **Hardbound textbooks must be covered at all times.** All textbooks must be returned in good condition at the end of the year. Any books, which are lost or defaced must be paid for or replaced.

Workbooks are consumable books used in many of the subject areas. Students are responsible for paying for or replacing workbooks if they are destroyed or lost.

We suggest students use a book bag or backpack to transport books and supplies and to save on wear and tear of textbooks and workbooks.

Home Assignments

Regular home assignments are an integral part of the student's learning experience and are considered part of the instructional program. Homework assignments will be relevant to, but distinct from, class lessons. They will be designated to foster habits of independent study and to provide opportunities to hone skills learned in the classroom. The length of homework assignments should be appropriate for the grade level of students. In sixth through eighth grades, faculty will coordinate assignments in order to avoid excessive amounts of work. **All students in grades 1-8 are required to fill out and use an assignment notebook that is provided by St. Ann School.**

Library

Library opportunities are made available for St. Ann School through the use of the St. Louis County Library on Natural Bridge Road. Permission slips are signed by parent(s), allowing their child (ren) to walk to and participate in the library program.

Field Trips

A field trip is a first hand experience that supplements classroom learning. It is an observational experience having definite educational objectives. Field trips may be taken only with the approval of the principal who, in cooperation with teachers, plans and provides for safe procedures.

St. Ann School will conduct class field trips for activities appropriate for various curriculum areas. The number of field trips will not be excessive. All field trips are offered under the guidelines of the Archdiocese.

At least one adult per ten students assists teachers on a class trip for the 4-8 grades. At least one adult per six students assists teachers for K-3 grades.

The written consent of parents must be obtained for every child participating in a field trip. Permission slips must inform parents or guardians of the following information:

- Name, location and date of the field trip.
- Cost to the student.
- Mode of transportation to be used.
- Name of the supervisor(s) overseeing the activity.
- Statement of Parental Responsibility.

Whenever possible, bus transportation by an insured carrier will be arranged. Private passenger vehicles may be arranged with parents if the number of students is not sufficient to warrant a bus. The minimal criteria for parents or guardians providing transportation include:

1. The driver must hold a valid, non-probationary driver's license and have no physical disability that may impair the ability to drive safely.
2. The vehicle must have valid registration and meet state safety requirements.
3. The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 for occurrence.
4. Drivers should be experienced and demonstrate the maturity necessary to provide for the safety of those they are transporting.

5. Every person in the private vehicle must have a seat belt or use an appropriate passenger restraint system
6. Students may not ride in seats equipped with air bags.
7. Adults are not permitted to smoke in the vehicle.
8. **The school needs to have on file a copy of a current driver's license and insurance card of the parent who is driving.**

Field trips are an important part of the total educational program. They are, however, a privilege. If a teacher feels that he/she does not want to accept the responsibility for a child on a designated field trip, the student's parent may be asked to accompany the child. If the parent cannot go on the field trip, the student will not be permitted to participate. Work will be provided for students not participating, and they will be supervised in another classroom.

Student Activities

Numerous opportunities are available for the students of St. Ann School to grow as responsible Christian leaders. Some of these activities include the following:

Altar Ministers: Boys and girls in grades 5-8 serve Mass under the supervision of the parish priests.

Athletic Programs: After school hours, the Men's Club of St. Ann provides a wide range of athletic programs for boys and girls that promote physical skills as well as good sportsmanship and teamwork.

Bellarmino Speech League: Students in grades 5-8 participate in public speaking exhibitions with students of other Catholic schools in order to develop self-confidence and leadership skills.

Curriculum/Science Fair: The fair is an opportunity for students to intensely study a topic of their choice. After completing such a project over a period of weeks or months, students can take pride in what they have accomplished.

Safety Patrol: Students in grades 6-8 assist the teachers in helping all students safely enter and leave the school grounds each day.

Student Council: Students have opportunities to practice leadership skills including the planning and coordinating of school activities.

Completion of Elementary School Program

St. Ann School will recognize those students who have successfully completed its education program, with a formal graduation ceremony, at the conclusion of eighth grade. The eighth grade celebration will be scheduled as close as possible to the official ending of the school year. The principal will approve activities and events connected with this celebration. A liturgy with students, parents, and faculty will be central to the school's celebration.

EVALUATION OF ST. ANN SCHOOL

Self-Study Planning and Implementation

St. Ann School will undertake a self-study and evaluation program once every eight years with the implementation plan reviewed and updated annually.

Accreditation

St. Ann School applies annually for accreditation through the Missouri Chapter of the National Federation of State Non-Public School Accrediting Associations.

Archdiocesan Testing Program

In the fall, St. Ann School will administer standardized tests for grades 3-8 as prescribed by the Archdiocese of St. Louis. Currently those tests are the Iowa Test of Basic Skills (for grades 3-8) and the Developing Cognitive Abilities Test (for grades 4, 6, and 8).

A uniform administration of a standardized testing program will provide:

- a. A consistent standard for assessing potential and evaluating progress both of the individual student and specific classes or instructional areas.
- b. A means of identifying areas of strength and weakness both of individual students and of students at specific grade levels.
- c. A means of evaluating the teaching/learning environment.
- d. A means of evaluating the curriculum at various levels and in various subject areas.

The ACRE religion test is administered in 5th and 8th grade. If your child is in the 5th or 8th grade, more information about this test will be forthcoming.

Testing Program

Testing, as part of the educational program at St. Ann School, is used as a tool to evaluate student knowledge and growth. Tests are seen as one view of the student's ability and/or progress. Student assessment programs for each grade level will be used each year to measure student progress. No test results will be released to the public.

Other tests administered at St. Ann School include the following:

1. Exams are administered at the end of each semester to all students in grades 6-8.
2. Tests accompanying various curriculum textbook series are administered at the completion of appropriate sections in the text.
3. Periodic quizzes and/or general tests are administered on a regular basis at appropriate grade levels.
4. Some students may be referred for special testing to determine special educational needs, curriculum adjustments or special education.

TIME SCHEDULE

Annual School Calendar

The Principal, with input from the faculty, is responsible for developing the annual school calendar and presenting it to the St. Ann School Board of Education for approval.

The proposed calendar will be presented for initial discussion at the March meeting each year and will be approved no later than the May meeting.

The school calendar will provide a minimum of 174 days (or the statutory number of days) of student instruction.

Instructional Day

The daily schedule for each full day of school will provide for six (6) hours of actual instruction.

DAILY SCHEDULE

7:50 a.m. Student arrival begins; teacher supervision available

8:10 a.m. Tardies begin

8:15 a.m. Morning Prayer, Pledge of Allegiance, & morning announcements

8:30 a.m. Classes begin

11:30-11:50 Lunch – Grades 6-8

11:50-12:10 Recess – Grades 6-8

11:55-12:15 Lunch – Grades K-2

12:15-12:35 Recess – Grades K-2

12:20-12:40 Lunch – Grades 3-5

12:40-1:00 Recess – Grades 3-5

3:10 p.m. Dismissal

Morning- Care: 6:30 a.m. – 7:50 a.m.

After-Care: 3:30 p.m. – 6:00 p.m.

Non-Instructional Activities

In addition to six (6) instructional hours, St. Ann School will schedule time for liturgy, lunch, recess, and other non-instructional activities.

1. Participation at Mass is an important aspect of education at St. Ann School. Mass will be scheduled so that students are properly prepared to participate as fully as their age and ability permits.
2. Lunch period is no less than 40 minutes. Lunch period will be structured allow for some socialization among students and classes and provide an opportunity for some physical exercise.

Celebration of Liturgy

Students attend an all-school liturgy at least once a month. Classes attend Mass other days throughout the month. These Masses are listed in the church bulletin. Parents are always welcome to join us at these liturgies.

School Programs and Ceremonies

Some formal activities may be scheduled outside of regular school hours, such as receptions or concerts, in which classes perform as a group. Consistent with the Health and Safety curriculum regarding the dangers of drug use, dependence and abuse, the use of alcohol and tobacco will be prohibited at school sponsored events and programs.

Faculty Meetings

Archdiocesan Policy permits early dismissal once a month to free teachers for Faculty Meetings. These meetings are an indispensable means of planning and sharing for improvement of our school.

Faculty meetings are scheduled on the first Friday of each month. Dismissal for the faculty meeting is 12:00 PM. There are no scheduled lunch periods on this day. Since it is a long day, students in grades K-5 may bring a snack on early dismissal days for the recess break.

Cafeteria/Lunch

St. Ann School does not have a kitchen in which to prepare lunches. Students need to bring their lunch to school. Milk may be ordered by the quarter, the semester or the year. **Milk will not be sold on a daily basis.**

If a student does not have lunch for any reason, he/she will not be permitted to call home to have it brought to school. In addition, we recommend that you remember to send healthy meals for your child. **Fast food may be brought in only for a child's birthday. Fast food may NOT be brought in at any other time unless it is for a classroom party or special activity.**

Because of the time allotment for the lunch period and safety of the students, students may not go home or leave the school grounds at lunch. **A peanut-free table will be available for students with allergies.**

St. Ann Catholic Parent Organization (SACPO) makes a Wednesday lunch program available to the students. More information and lunch order forms will be sent home around the beginning of each quarter.

Lost and Found

Please mark all clothing with your child's name. Students are responsible for the care of their own belongings (lunch bags, backpacks, clothing, etc.) The school is not responsible for lost articles. A rack for lost articles is located in the cafeteria. Periodically, the rack is emptied and the articles of clothing given to the poor.

HEALTH INFORMATION

Health and Illness Policy

We do not have a full-time nurse at St. Ann School. It is the responsibility of the parent or adult guardian to communicate any health concerns to the appropriate adults at St. Ann School. In addition, the following guidelines established by the St. Louis Archdiocese will apply at St. Ann School. (See letter below and consent form on page 30 of handbook.)

Firearms Policy

In order to provide a safe environment, the possession of a concealed firearm on the property of St. Ann School, including the buildings, parking areas and other premises, is strictly prohibited

St. Ann Men's Club

The primary function of the St. Ann Men's Club is to provide an opportunity for all St. Ann students to participate in sports programs through the CYC. We strive to offer a competitive, nurturing environment at minimal cost to families, while stressing the cooperation and support of the parents.

Our funding comes from the Sprenke Tournament, Men's Club Golf Tournament, and concessions stand sales. Each family involved in sports at St. Ann School plays a major role in keeping with the tradition of supporting our children through the volunteer program.

Safe Environment Program

The Archdiocesan Safe Environment Program requires everyone 18 years or older who is **volunteering** with our children on a regular basis to attend a **Protecting God's Children Workshop**, have a **state police background check** on file, and sign the **Code of Ethics**. Anyone interested in being a room parent, assisting with classroom parties, going on class field trips, or in any other way being involved with the students must complete these three requirements. Information is available by contacting Mrs. Pat Marstall in the rectory office (314)385-5090.

