

SAINT ANN CATHOLIC SCHOOL



St. Ann Catholic School

STUDENT AND PARENT HANDBOOK

2024 - 25

*Catholic Schools: Educating our youth in truth for the
honor and glory of God and the salvation of souls*

STUDENT AND PARENT HANDBOOK

INTRODUCTION

FOREWORD

This Student and Parent Handbook is provided to inform you of rules, policies, procedures, guidelines and other information you may need or for which you are responsible during the school year. Answers to many frequently asked questions may be found herein and we encourage you not only to carefully review the handbook but to keep it readily available for reference throughout the year. If you have questions or concerns that are not addressed in the handbook, you are encouraged to contact the teachers or administrators in your school.

The administration reserves the right to modify its rules, policies, procedures or guidelines as published in this Handbook. Modifications made during the school year will be publicized through www.sascolts.org.

MISSION STATEMENT

The Catholic Diocese of Memphis, Tennessee, System of Catholic Schools is committed to quality education in the spirit of Christ in accordance with the teachings of the Roman Catholic Church.

Working in partnership with parents and families, we are dedicated to providing a safe and nurturing environment while preparing our students for the future through spiritual, intellectual, physical and emotional formation.

EDUCATIONAL PHILOSOPHY AND GOALS

ENCULTURATION OF CATHOLIC IDENTITY: Because Faith and Service is Our Cornerstone

- Religion is a core subject for every student in our Catholic schools.
- Community service hours requirements for students.
- More than 200 local, national and international organizations and groups are served by our Catholic school students through service outreach.
- Potential vocation-discerner administered in grade 7 - Vocation Awareness Activities.
- School and class retreats, liturgies, para-liturgical services and other occasions for spiritual growth.
- Study of Church History and of Catholicism.
- Service to others is our cornerstone.
- Common Diocesan prayer before all athletic competition.

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- Observance of Holy Days.

CURRICULAR/CO-CURRICULAR: Because Knowledge is the Key to Their Future

1. A priority of our Catholic system is education in the Catholic faith and the faith development of our students.
2. Worship, the sacraments and prayer are essential components of the Catholic schools to ensure Catholic identity.
3. Students need to develop a deep understanding of essential knowledge and skills, but also need to develop the capacity to apply their learning and to reason, solve problems and produce quality work.
4. Each student is a valued individual with unique spiritual, physical, social, emotional and intellectual needs.
5. A safe, supportive and nurturing learning environment promotes student achievement.
6. Achievement of high academic standards is expected of all students.
7. Commitment of all personnel (administrators, teachers, and support staff) providing and holding students to high quality standards, expectations and performances contribute to the success of the Catholic Schools.
8. Effective collaboration and communication with families as partners in the education of their children is essential to the success of our school system.
9. Catholic schools recognize parents and families as the primary educators of their children.
10. The development of curriculum, design of instructional activities and the use of assessment measures are focused on learning opportunities and feedback to assist student achievement.

ENVIRONMENT

- Iowa Assessment skills/CogAT administered at the elementary level. Pre-ACT 8-9 is administered to 8th grade. PSAT, SAT, ACT at high school level - National Merit Scholars - Advanced Placement Courses.
- Schools offer a variety of academic experiences: College preparatory, traditional programs, multi-level flexible programs to accommodate learning differences and abilities, Special Education, Technology programs.

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- Schools offer diversified programs of extracurricular and co-curricular clubs and organizations in academics, the Arts, Athletics, Spiritual Life and Community Service.
- Diocesan Art Show.

ACCREDITATION

All schools affiliated with the Catholic Diocese of Memphis are accredited by Cognia. The Catholic Schools Office is responsible for ensuring that all schools adhere to the standards and follow the process for accreditation as set forth by the Catholic Schools Office.

TECHNOLOGY: Because Learning Takes Place in a Global Society

- The Administration and Faculty at each school site develop a plan within the overall framework and needs at their school.
- Training and professional development of all school personnel in the use of technology and the implementation of Technology into the curriculum are vital parts of the plans.
- Grants, donations, fundraisers and optional means have afforded each school the implementation of all four phases of the technology plan which includes wiring, hardware, software, and training.
- All schools meet Diocesan technology standards/policies and are in a continual process of enhancement.

WELCOME

Welcome to St. Ann Catholic School. Our mission is as follows: “We foster Catholic values and academic excellence in our scholars through faith, service and love.”

We are a Catholic school that embraces the following beliefs:

1. Our first priority of student learning is the teachings of Jesus, through the richness of Scripture and the teachings and traditions of the Catholic Church.
2. The passing on of our Catholic faith is essential to our existence.
3. Students must have opportunities for spiritual growth and development in accordance with our Catholic faith.
4. Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
5. All students should be given the opportunity to learn and to develop their potential.

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6. Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
7. A variety of assessment strategies should be used to provide students with real opportunities to achieve success.
8. A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
9. Students learn best when actively engaged in the educational process.
10. A safe, nurturing environment enhances students' self-esteem and promotes learning.

At St. Ann Catholic School, teachers, administrators, parents, and the community share the responsibility for advancing the school's mission. We strive to work collaboratively with teachers, students and parents to create a strong relationship between home and school.

GENERAL INFORMATION

SCHOOL CALENDAR 2024-25

August 6.....	Colts Corral Day 4:00 - 6:00pm (School Gym
August 6	New Parent Meeting 6:00 (Cafeteria)
August 8.....	First Day of School (1/2 day) 11:30 Dismissal except for PK3, PK4, Kindergarten
August 9th, 12th, 13th.....	PK & Kindergarten Staggered Start
August 20.....	Room Parent Meeting 6:00 (Library)
August 22	Curriculum Night PK-4th grade only 5:30/6:00
August 27th	Curriculum Night 5th-8th grade only 5:30/6:15
September 2.....	School Closed - Labor Day
September 4th	Band/ Choir meeting 6pm
September 9-13.....	Book Fair
September 13.....	Grandparents day
September 27.....	No School
October 4	Half day
October 7-11.....	School Closed - Fall Break
November 1.....	Winter Uniforms start
November 19.....	Stream Night

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November 25-29.....	School Closed – Thanksgiving Break
December 13.....	PreACT 8/9 half day for 8th grade only
December 20.....	1/2 Day-Christmas Break Starts 11:30 dismissal
December 23—January 6.....	School Closed - Christmas Break
January 7.....	Classes Resume
January 20.....	School Closed—Martin Luther King Holiday
January 26-February 1.....	Catholic Schools Week
February 14-17.....	School Closed – Winter Break
February 28.....	Half Day 11:30 dismissal
March 1.....	Big Easy Bash
March 10-14.....	No School - Spring Break
April 17-21.....	School Closed – Easter Break
April 25.....	Half Day 11:30 dismissal
May 15.....	8th grade graduation
May 22.....	Half day 11:30 dismissal
May 23.....	1/2 Day Last Day of School 11:30 Dismissal

SCHOOL SCHEDULE

The length of the school day shall meet accreditation requirements and be determined at the school level to permit religious instruction, which is required daily for all students. The school schedule shall also provide for daily prayer and regular celebration of the Eucharistic Liturgy.

School hours are from 8:00 until 3:00. Our school doors will not be open until 7:30am. The school will not assume responsibility for any student who arrives prior to the authorized time of 7:30 a.m. Any students who are dropped off prior to this time must be enrolled in our extended care program. Students should arrive at school no later than 7:55am. Upper and lower middle school (5th - 8th) students must be here by 7:50am so that they are in the classroom ready to begin at 7:55am. Please be mindful that class begins at 8:00am and if your child is not in their classroom ready to begin, they will miss morning work that they may not have the opportunity to make up. At arrival time, parents should report to the proper arrival areas and follow the designated procedures in order to ensure the carline progresses in a timely manner.

Upon arrival, 1st - 8th grade students should be dropped off at the circle by 7:50am and enter through the upper middle school doors. Students will go directly to the school gym. After 7:50am, 1st- 8th students will be dropped off in front of the main doors, and then go directly to their classrooms.

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Kindergarten students are dropped off at the main doors. Students will go directly to the school gym until 7:50am.

PreK parents must park at the front of the school and sign in their child. Students will go directly to their classrooms.

On rainy days, K - 8th grade enter through the middle school doors. Once inside the building, each student should report directly to the school gym if it is before 7:50am, otherwise he/she should go directly to their classroom.

For upper and lower middle school, if a student receives ten (10) tardies for late arrival to school (7:55am) or to class, it will result in detention.

Excessive tardiness or early dismissal may affect your financial assistance at any point during the school year as well as re-enrollment in the next academic year.

At 3:00pm, students K-8 will be dismissed. PK students are to dismiss at 2:50pm at the courtyard in front of the church. All students are to leave the building with their class. No student is to be in the building after 3:00pm without a note from a teacher. Students who are enrolled in E-Care should report directly to the Cafeteria at 3:00.

Early dismissal will not be permitted without specific written permission of the parent or guardian. Students who leave school early must register their departure in the school office.

Half-day dismissal times are 11:25 and 11:30.

Students are not to remain on school property more than 15 minutes after school has been dismissed unless authorized to do so by a teacher or administration. This includes remaining on the property when waiting on a sports event or practice to begin, unless a coach is present. FOR SAFETY PURPOSES, NO CHILD CAN REMAIN UNATTENDED ANYWHERE ON CAMPUS. ALL STUDENTS REMAINING ON THE PROPERTY AFTER 3:00 for PreK/ 3:15 for K-8 WILL BE TAKEN TO THE FRONT OFFICE, and then ECARE. **PARENTS WILL BE CHARGED A FEE of \$50 after 3:15pm.** The school cannot be responsible for accidents or injuries that occur while children are not picked up by the authorized time.

CONTACT INFORMATION

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Visit www.sascolts.org for a full listing of faculty and staff. Email addresses for faculty and staff are in the following format: firstname.lastname@sascolts.org.

School office # is 901-386-3328

Mr. Didier Aur, Principal

SUPERVISION OF STUDENTS

Students shall be supervised during the entire time they are on the school premises during the school day and for school activities.

CHILD ABUSE AND NEGLECT

As required by state law, schools officials, personnel, employees or board members who have knowledge or reasonable suspicion of child sexual abuse, child abuse or child neglect will report such knowledge or suspicion to the Department of Children's Services and/or to appropriate law enforcement officials. Such reports involving child sexual abuse that is known or suspected to have occurred on school grounds or while the child was under the supervision or care of the school will also be reported to the parent(s) or guardian(s) of the student.

The principal shall immediately inform the Superintendent and Director of Human Resources who shall initiate the investigation procedure established by the Diocese. Visits from the Department of Human Services are to be expected. Full cooperation should be afforded to the Department representative after proper credentials are presented.

Students are encouraged to discuss with their school counselors any knowledge or suspicion of such abuse or neglect.

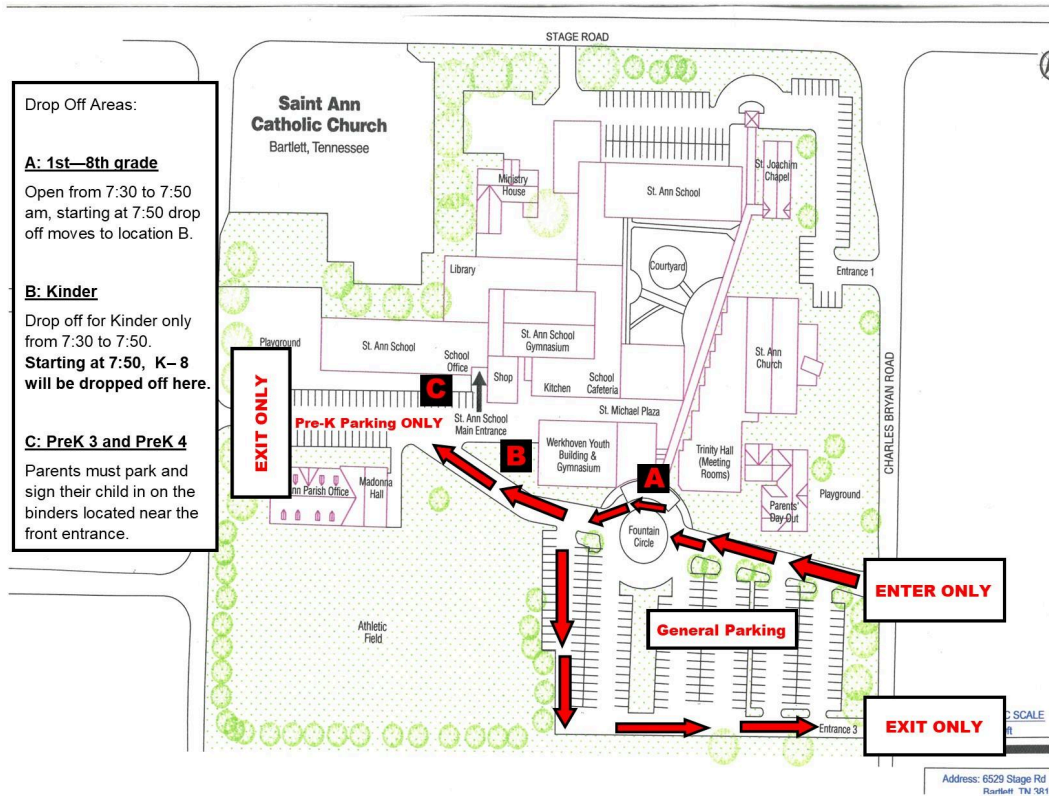
DRIVING/PARKING ON SCHOOL PROPERTY

Drivers will not exceed 10 MPH, drive recklessly on school property or use cell phones or other electronic devices while driving. **Do not park in any Handicap space by the church and school office unless proper designation is visible. Do not park in the fire lanes (marked with red paint).**

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Arrival

All cars must enter the campus by using the entrance next to Parents' Day Out Building on Charles Bryan Road. Cars may not enter the parking lot from Altruria Road from 7:30am-8:30am. School doors open at 7:30am.



Arrival for PK3 and PK4:

Parents should park in the available parking spots located near the front entrance of the school. **Do not park in the Handicap parking spots.** A sign-in table will be located near the front doors. Please sign your child in on the assigned book for your child's classroom teacher. For the first few weeks of school parents may walk their child to his or her classroom. Starting after Labor Day we ask that you please watch your child from the front lobby and let them walk to the classroom by themselves. This is to help develop a sense of independence for the students. We will have teachers and aids in the hallway to help us with the transition.

ARRIVAL for Kinder through 8th Grade:

Cars are to form a single line and proceed through the circular drive to the drop-off point located on the map. Students are to exit the cars **ONLY** in the designated drop-off area. Students

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are to exit from the RIGHT SIDE of the car and walk on the sidewalk to the school entrances. Students may enter the building using the middle school doors. On rainy days parents will drop off at the circular drive under the covered awning. Students will enter the doors located in the middle school wing. After dropping students off, cars may carefully pull into the left lane to exit onto Charles Bryan or Altruria Road.

Students in Kinder through 8th grade who arrive between 7:30am and 7:50am will proceed to the school gym and sit in assigned seating areas for their teacher. Classroom teachers will pick up their students from the school gym at 7:50am and walk them to their classroom.

The school doors will be locked at 7:55am.

Upper and Lower School students will be marked tardy after 7:55am.

PreK 3 - 4th will be marked tardy after 8am.

Students who arrive after 8:00am must have a parent/guardian park and walk them into the building to sign them in to school and get a tardy slip.

Dismissal:

The safety of our children has to be the main priority in our dismissal procedures. Other factors, such as time spent in line, ease and convenience for those picking up students, and following the Bartlett traffic regulations have all been carefully considered when developing the dismissal plan. In order to make the plan work as smoothly as possible, everyone must follow the following procedures:

SIBLINGS AND CARPOOLS FOLLOW THE PROCEDURE FOR THE YOUNGEST CHILD.

PRE-K STUDENTS:

Pre-K students are dismissed at 2:45pm (3s) 2:50 p. m. (4s) for the general dismissal. Teachers will walk the students to the courtyard. Students will stand in the courtyard garden area to await pick-up. On rainy days students will wait in the school gym lobby. Parents are to park in the parking area on the Stage Road side of the building and walk to the courtyard to pick up the students. Cars should exit onto Charles Bryan Road using the exit nearest the Church.

After dismissal, students are not permitted to play on the prayer labyrinth, in the rocks/landscaping, or church windows. Parental supervision is required at all times.

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KINDERGARTEN STUDENTS:

Kindergarten students are dismissed at 3:00pm. Teachers will walk the students to the courtyard to await pick-up. Parents are to park in the parking area on the Stage Road side of the building and walk to the dismissal area to pick-up the students. Cars should exit onto Charles Bryan Road using the exit nearest the Church.

On rainy days, the Kindergarten students will be dismissed from underneath the covered area at the bell tower.

After dismissal, students are not permitted to play on the prayer labyrinth, in the rocks/landscaping, or church windows. Parental supervision is required at all times.

GRADES 1-8:

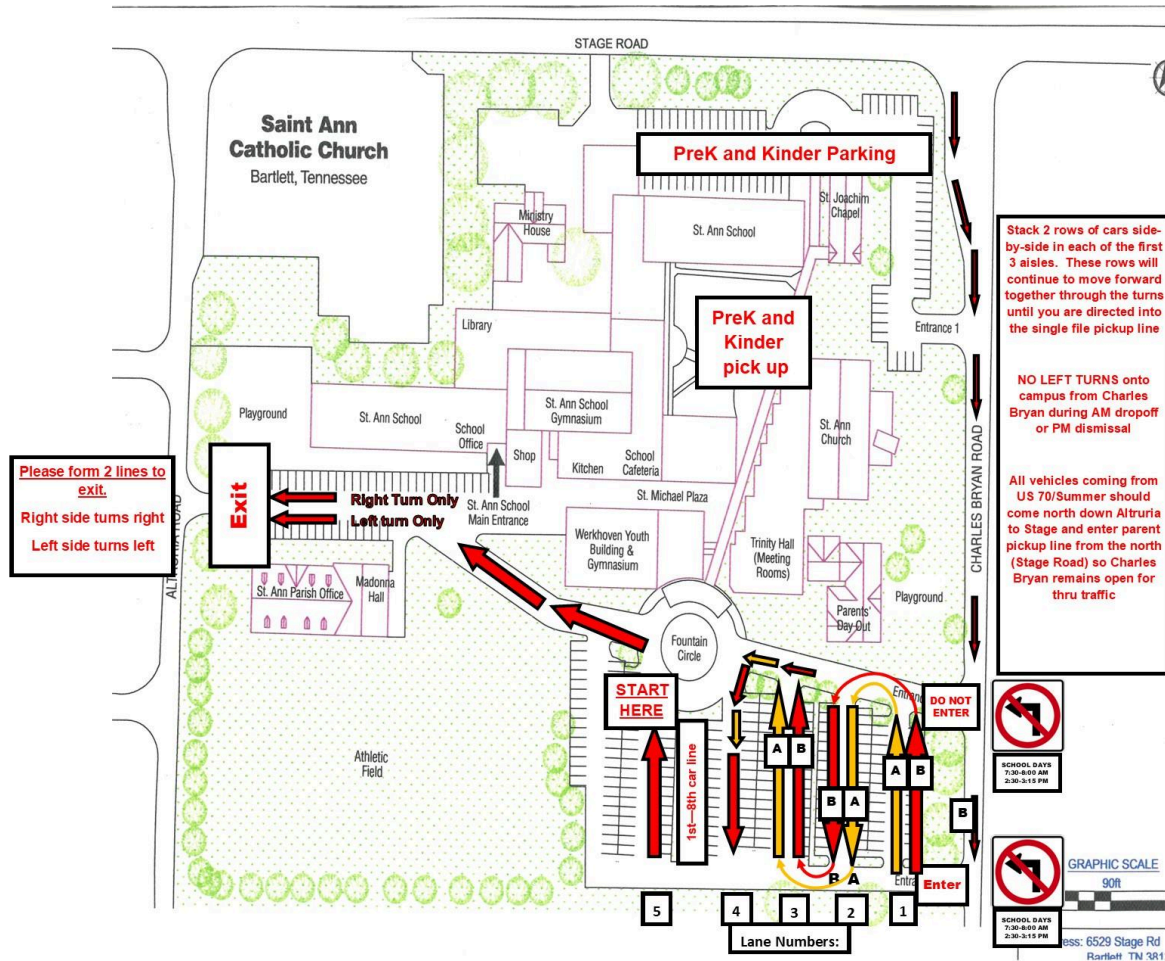
Students in grades 1-8 are dismissed at 3:00 p.m. If they are going with a PK or Kinder sibling or they ride in a carpool with a student from PK or Kinder, they will proceed directly to the courtyard at 3:00 pm. Parents must pick them up from the courtyard.

Teachers will walk students to the pick-up point at the “island” in the afternoon. Cars are to enter the dismissal area using the Charles Bryan driveway closest to the Ave Maria Home. Cars may not enter the parking lot from Altruria Road from 2:30-3:30. Cars will form a line following the diagram on the attached map. After loading students, cars will exit onto Altruria Road.

On rainy days, all students in grades 1-8 will be dismissed from the front doors of the youth gym under the awning at the circular drive.

**In case of tornado or severe thunderstorm warnings, students will not be dismissed. Parents may seek shelter in the school until conditions subside. Once conditions subside, rainy day dismissal procedures will be followed.

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USE/PROTECTION OF SCHOOL FACILITIES/PROPERTY

Students are expected to care for and protect all school property and to compensate the school for damages resulting from the loss, destruction or defacement, whether willful or accidental, of school property. Willful destruction or defacement of school property will also subject a student to appropriate disciplinary procedures.

Scheduling for the use of any school facility must be requested and coordinated with the school principal. School facilities shall not be used by individuals or groups holding views contrary to the teachings of the Catholic Church.

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COMPLAINT/GRIEVANCE PROCEDURE

The Diocese desires that problems be solved at the most direct level whenever possible. Parents or students should first attempt to resolve conflicts, concerns or complaints regarding classroom issues or other students with the teacher or other staff person involved. If the issue is not resolved, the parent or student should attempt to resolve the issue with the principal.

If the issue remains unresolved, the parent or student may file a complaint with the pastor for parish schools or the Superintendent.

ACCEPTABLE USE OF TECHNOLOGY RESOURCES

Students and their parents must annually agree to the school's acceptable use policy prior to the student using school technology resources.

CELL PHONES/ELECTRONIC DEVICES

Student possession of video games, iPod, MP3 player, Smart watch, camera or other personal electronic devices on school property or at school related functions is prohibited. Cell phones must be turned off and stored in the students' locker during school hours or while on school property, including during arrival and dismissal. Violation of the policy will result in confiscation of the electronic device, which will be returned only to a parent or guardian.

Cell Phone/ Violation:

1st offense: phone turned into the office and is a warning through FACTS. Parent(s) must pick up.

2nd offense: phone turned into the office, parent must pick up, \$10 fee.

3rd offense: phone turned into the office, parent must pick up \$20 fee, in school suspension.

Every offense accrued is an additional \$10.

Students are prohibited from photographing or video-recording students or school personnel without their specific permission. Violation of this policy may result in suspension or expulsion at the discretion of the principal.

SMOKE-FREE ENVIRONMENT

Students are not permitted use or have possession of smoke, vap, or tobacco products in school facilities or on school grounds, including inside vehicles on school property. Catholic Schools and campuses are non-smoking areas. Possession or use may lead to in school suspension up to three days or expulsion at the discretion of Administration.

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During athletic events, smoking is not permitted in the seating areas or the areas around the playing fields.

LOCKS AND LOCKERS

Like other school property, students are expected to care for and protect lockers and to compensate the school for damages resulting from their destruction or defacement, whether willful or accidental. Willful destruction or defacement of lockers will also subject a student to appropriate disciplinary procedures.

It is recommended that students secure their lockers with combination locks, with a copy of the combination on file with the school office. School officials may inspect lockers at any time.

The school is not responsible for lost or missing personal items whether stored in the locker or elsewhere.

SEARCHES AND INSPECTIONS

Students have no expectation of privacy in any school property, including but not limited to lockers and desks, or in electronic devices (including phones if used against policy), or backpacks, bookbags or other containers brought onto school property or to school events.

Lockers and desks are the property of the school and are subject to search or inspection at any time. Routine patrols of parking lots and visual inspection of vehicles may be conducted by school officials at any time. School administrators or their designees may search students' personal possessions, including but not limited to, backpacks, bookbags, purses, electronic devices and private vehicles if needed to investigate a potential violation of law or of Diocesan or school policy or rule.

A student may be subjected to physical search when necessary to preserve the order, discipline, safety, supervision or education of students. Such searches shall be conducted in private by a school administrator or administrator's designee who is of the same gender and with an adult witness present unless an emergency circumstance prevents compliance with this requirement. "Strip searches" are prohibited unless conducted by a parent or guardian. Strip search is defined as requiring a student to remove his/her clothing such that undergarments are visible or are removed. Removal of coats, jackets, shoes, socks and/or belts, or the untucking of shirts, do not fall within the definition of a strip search.

If illegal or contraband materials are found, they will be turned over to appropriate legal authorities and may lead to in-school suspension or expulsion at the discretion of Administration.

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SCHOOL MEALS

Just as last year, the school kitchen will not be in service. Pre-ordered boxed lunches will be offered Monday through Friday by online pre-order only through FACTS. Parents are responsible for providing daily snacks, lunches, and water bottles.

The Colts Cafe is considered a proper setting for promoting good eating habits. Students in Grades K-8th eat in the cafeteria. Pre-K 3 and 4 eat in their classrooms. Students may bring lunch or pre-order from the cafeteria. We do not allow soft drinks from home or a restaurant as a lunchtime beverage. Please also do not send ice cream. A balanced selection of luncheon foods with minimal high sugar items is necessary for student lunches.

Packed Lunches: The dining hall is considered a proper setting for promoting good eating habits. Students in Grades K-8th eat in the cafeteria. Pre-K 3 and 4 eat in their classrooms. Students may bring lunch or pre-order from the cafeteria. We do **not** allow soft drinks or energy drinks from home or a restaurant as a lunchtime beverage. Please do not send ice cream, milkshakes, or icy drinks to school for students. A balanced selection of luncheon foods with minimal high sugar items is necessary for student lunches.

Food Delivery / Parent drop-off: For safety reasons, food delivery services, such as but not limited to Uber, DoorDash, Grubhub etc. **are not permitted** on campus. Drivers will not be allowed to enter the school building.

Parents/guardians are not allowed to drop off lunches for students. Please plan accordingly so that your child has an appropriate lunch with him/her when they arrive at school. We understand that sometimes lunch boxes get left at home or in the car. Please contact the school office to let them know that you will be dropping off the lunch box. Constant interruptions to the classroom set back the learning and teaching process for all in the room, not just the student who needs to pick up his or her lunch. We need to do our best to limit this as much as possible.

Food Sharing/Birthdays: Although sharing and helping out friends is a great "Christ-like" quality to have, students may not share food or bring food for friends in the lunchroom. If a family would like to bring food to share, it must be brought for the entire class and coordinated with the homeroom teacher. Birthdays are celebrated differently for each grade level. It is up to the classroom/homeroom teacher on how and when birthdays are celebrated during the day.

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Birthday celebrations beyond an individual treat for each student are not permitted. No birthday parties during school hours.

Lunch Visitors: We love having family and friends come eat with the students! Kinder through 8th grade eat in the cafeteria while preschool eats in their classrooms. As we grow, we have a lot more people in the cafeteria at one time. We politely ask that if you, family member, or friend of your family are going to eat with your child, that you email the teacher and let them know. This way we can make sure there is room for everyone to enjoy their time comfortably. Just a reminder that you may only bring food for your child.

Allergies: St. Ann Catholic School is a "Nut Aware School". We are not a tree nut or peanut free facility. This means that we do all that is in our power to communicate with teachers, students, and families about all allergies in each and every classroom to keep all involved as safe as possible. Please communicate with your child's classroom or homeroom teacher about any allergies your child may have.

Students with food allergies will be accommodated to the extent practical for the school. The parent or guardian should notify the school in writing of the student's condition, including a FARE (Food Allergy Research and Education) food allergy and anaphylaxis emergency care plan or comparable plan provided by a licensed physician. St. Ann Catholic School is not a peanut-free campus.

A physician's order and specific parental consent are necessary for self-carry/self-administration of emergency medications such as inhalers or *Epipens*.

LOST AND FOUND

Students or others who find clothing, jewelry, books, money or other articles should turn those in to the school office. Lost items will be returned if ownership is identifiable. If ownership is not identifiable, items will be kept and may be reclaimed by owners who accurately describe them. Items not reclaimed by the end of the school semester will be discarded or charitably donated.

Students are encouraged to label all student property for easy identification.

PARENTS

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TUITION PAYMENTS

ALL TUITION is paid through FACTS TUITION (\$55 annual administrative fee) and may be customized by paying monthly or quarterly. Tuition payments are July through April. Quarterly payments are due in August, October, January and April. Families who wish to prepay tuition for the entire year in July will receive a 2% discount. (Prepay FACTS annual administrative fee only \$25) All Incidental fees are due within fourteen days of billing. If a credit card is used for tuition or incidental charges, there is a 2.95% fee attached.

Payments that are 31 days late will result in your child not being eligible to participate in athletics and all other extra-curricular activities. Fall payments that are not current by the start of Christmas break may result in your student not being able to return to school following Christmas break. Second semester payments that are late may result in your child not being able to register for the following school year. Transcripts will be held until payments are current. E-Care payments that are more than 60 days late will result in your child being withdrawn from E-Care until payments are made current.

SERVICE OPPORTUNITIES

Parents are considered partners of the school in the education of their children. In addition to encouraging their children in good study habits and proper sleep, nutrition and exercise, parents are encouraged to volunteer their time in any of the following ways:

- Assisting in the library or school office
- Volunteering in the kitchen
- Serving as a room parent or classroom volunteer
- Assisting with special events
- Fund-raising
- Leading clubs or extracurricular activities, including coaching
- Active membership in the Home and School Organization

Families receiving financial assistance are required to complete service hours. Please contact Jennifer Burnett at jennifer.burnett@sascolts.org for more information.

Anyone whose volunteer work involves our students must complete Virtus training. Dates and times are in Monday Mail. Please contact Sara Westrich at sara.westrich@sascolts.org for more information.

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CHANGE OF ADDRESS OR OTHER CONTACT INFORMATION

A change of address, phone number, e-mail address or other vital contact information should be reported to the school office immediately after the change. Contact information must be current and correct to insure appropriate communication between the school and parent or guardian in both emergency and non-emergency circumstances.

PARENT/TEACHER CONSULTATIONS

Teachers and parents or guardians are encouraged to communicate throughout the school year by phone, written notes or letters, e-mails, text messages, on-site meetings or newsletters. Social media should not be used for such exchanges between teachers or other school officials and parents. Parents who desire to meet with teachers or other school personnel should schedule the meeting in advance. Parent-conferences can be requested by the teacher or parent/guardian at any time. Important information may be also viewed on the school website, www.sascolts.org

PARENT INVOLVEMENT

The first and primary educators of children are their parents. Parents/guardians are expected to support the administration and teachers of the school. The school values input of parents/guardians and uses survey information in forming long-term goals. In keeping with the process of subsidiarity, problems should be solved at the most direct level possible beginning with the classroom teacher. If the issue is not resolved, parents/guardians should try to solve the issue with the principal. If the issue remains unsolved the parent/guardian may contact the pastor (in a parish school) or the superintendent. Social Media (Facebook, Instagram, Twitter, etc.) is not the platform to air grievances to affect changes and may be detrimental to the school which would not be considered as support of the teachers and administrators of the school.

VOLUNTEER CONFIDENTIALITY

Volunteers must sign a confidentiality agreement prior to service in or for the school.

VOLUNTEER DRIVERS

To transport students:

- a copy of the volunteer driver's valid license
- proof of insurance must be on file in the school office
- a signed volunteer driver agreement acknowledging that they will follow all traffic laws, will never leave students unsupervised and will not talk or text while driving.

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- a Virtus certificate on file
- TBI fingerprinting every five years, scheduled through the front office.

Unless traveling with their own parents or guardians, at least two adults must accompany any students in any vehicle used for trips related to school activities or events.

ENROLLMENT

APPLICATION

To be considered for enrollment, applicants must submit a fully completed application form—available in the school office—along with the following:

- Birth certificate
- Proof of up-to-date immunizations
- Transcript from prior school, if any
- Registration fee
- Baptismal certificate if Catholic
- Copy of most recent standardized test scores
- Non-refundable application fee of \$75

AGES OF ATTENDANCE

1. Students entering Pre-Kindergarten 3 must be 3 years of age on or before August 15th. Students entering Pre-Kindergarten 4 must be 4 years of age on or before August 15th. Students entering Kindergarten must be 5 years of age on or before August 15th.

2. A child entering first grade in the Catholic schools shall be no less than 6 years of age on or before August 15. Any transfer pupil, legally enrolled as a first grade pupil in another state, who will be six years of age no later than December 31 of the current school year, making an application for admission, shall be enrolled in the Catholic school. (May enroll if by 8-31; may not enroll if not by 12-31)

POTTY TRAINING POLICY

Upon entering the Pre-Kindergarten at St. Ann School, we require that the child be completely potty trained (no Pull-ups needed). We do realize that accidents do occur and we will take that into consideration. Our policy for this will be as follows:

1. If a child does have a bathroom accident, he/she will be given their change of clothing to wear. A note will go home to advise the parent(s) about the child's restroom accident.

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2. If this problem continues for several occasions, a phone call to the parents will be made to come pick up the child.
3. If the child still continues to have difficulty with their potty training skills, a conference will be requested to determine how to resolve the problem.

Please discuss and help your child with proper bathroom procedures such as, correct wiping, washing of hands, etc. If your child does have an accident, we will send home the soiled clothing and mat, if necessary. Please send these items back the next school day.

We want your child to have a successful experience and not to be embarrassed by continual accidents. We are looking forward to working with you and your child this year.

ADMISSIONS AND PLACEMENT

Catholic schools do not discriminate by race, gender, color, national or ethnic origin, disability or religious persuasion in admitting students, although Catholic students are given an admission priority. Religious instruction and participation of all students in religious activities are required for all students enrolled in Catholic schools.

Any student attending a Catholic school within the Diocese of Memphis must live with parents or legal guardians, or those persons, who have, in writing, been delegated to act as parents or legal guardians in unusual circumstances.

The principal of a Catholic school in consultation with the superintendent shall have the authority to ask a student to withdraw from school if he/she is residing in a home where natural/foster parents, legal guardians, or those, who have, in writing, been delegated to act as parents or legal guardians in unusual circumstances, do not also reside.

MARRIED STUDENTS

Catholic school principals in consultation with the superintendent shall make final judgment as to whether or not a married student should be enrolled or retained in a school. In the light of compassion, mercy and justice they shall consider each person's case individually. Marriage shall not be a reason for automatic expulsion.

UNWED PARENTS

School principals in consultation with the superintendent shall make final judgments as to whether or not unwed parents should be enrolled or retained in school. They shall take every consideration to avert consideration of abortion as an option by the pregnant student. In the light of compassion, mercy and justice they shall consider each person's case individually,

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consult with the parents, recommend appropriate counseling resources, such as residing in a home where natural/foster parents, legal guardians, or theses, who have in writing, been delegated to as parents or legal guardians in circumstances such as these, and insure confidentiality. Pregnancy shall not be a reason for automatic expulsion.

TUITION AND FEES/FINANCIAL ASSISTANCE

GRADE PK3-8 \$7,600

APPLICATION FEE: \$75.00

REGISTRATION FEE: \$250.00

ALL TUITION, and incidental fees are paid through FACTS (\$55 annual admin. Fee for monthly and quarterly plans and \$25 for pay in full) and may be customized by paying Monthly or Quarterly. Tuition payments begin July 2024 through April 2025. Quarterly payments are due in August, October, January and April. Families who wish to prepay tuition for the entire year in July will receive a 2% discount. If you use a credit card for tuition or incidental fees you will incur a 2.95% credit card fee.

Financial assistance is available for qualifying students. Information and application forms may be obtained through your FACTS Family Portal.

HEALTH EXAMINATIONS AND IMMUNIZATIONS

Health examinations and proof of immunization in accordance with the regulations of the Tennessee Department of Education must be provided by students prior to enrollment.

TRANSFER

Any student transferring from another Catholic school must be clear of all financial obligations and in good standing at the previous school.

The following materials will be requested directly from a prior school when a pupil applies for transfer into the school:

- Permanent Record Card
- Health Record
- Achievement Test Scores
- Baptismal Record (Catholic)

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- Student withdrawal form
- Last report card

Transfer records will not be accepted from the parent or pupil.

WITHDRAWAL

Transfer records requested by another school will not be released for students who have financial obligations to the school. Health records must be released to parents if requested. All other records will remain with the school or will be transferred directly to the school in which the student enrolls.

The superintendent of Catholic Schools system must be notified in writing of all withdrawals.

STUDENT WITHDRAWAL ON GROUNDS OF PARENT/GUARDIAN BEHAVIOR

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, in the instance where parents/guardians detrimentally impact the school's ability to effectively serve its students, the parents/guardians may be requested to remove their student from the school for ANY of the following reasons:

- Refusal to cooperate with school personnel; or
- Refusal to adhere to Diocesan or local policies and regulations; or
- Interference in matters of school administration or discipline.
- Misconduct at any school function including sporting events.

In all cases, reasonable effort to elicit the minimum requisite parental/guardian cooperation shall be made and documented. The principal must verify that parents/guardians were informed to terminate the inappropriate behavior and to cooperate with the school and the consequence for failure to do so. If such effort does not correct the situation, then after consultation with the Superintendent, the principal may require the parents/guardians to withdraw the child. Documentation signed by the principal and parents/guardians as well as any other information or evidence of consultation with the parents/guardians on the matter must be retained on file.

TEXTBOOKS AND SUPPLIES

Textbooks, either print or electronic, will be issued to or purchased by all enrolled students. Students will reimburse the school for loss of or damage to textbooks or electronic equipment.

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Parents are responsible for all other school supplies. A list of required supplies will be issued by the school under Colts Corral on the website.

ATTENDANCE

ABSENCES/TRUANCY

Students are expected to be present for the entire time the school is in session according to the school year. Attendance will be checked and recorded daily for all students. Written excuses shall be required and filed for all absences.

Absences must be documented by a note from a parent or health care professional to be considered as excused. Students with excessive absenteeism will be considered to be truant and reported as such. A student who has been absent for five (5) days in a semester must present the school with a certificate from a healthcare professional. Failure to do so may result in "0s" and no makeup work will be accepted.

The school is under no obligation to provide make-up work or special testing arrangements for absences due to reasons such as vacation.

School officials may contact the Catholic Schools Office (CSO) as soon as a child has missed ten (10) unexcused days whether consecutive or non-consecutive. The school will submit to the Superintendent a written report including the child and parent names, address with zip code and phone number; child's date of birth; school's name, address with zip code and phone number; name and official title of person making the report and notation of how many days are missed with individual dates. Truancy can result in a filed report with Child Protective Services and/or documentation to the District Attorney.

LATE ARRIVAL/EARLY DISMISSAL

Tennessee State Law states that students must be present for a minimum of 50% of the school day to be counted as present. Due to this law, families will not be permitted to check in a late student after 11:30 am.

Tardiness is disruptive to the learning environment and should not occur without exceptional circumstances. Students who arrive late to school must register their arrival in the school office and should submit a note from the parent or guardian explaining the exceptional circumstances.

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Excessive tardiness or tardiness without reasonable excuse may subject the student to appropriate disciplinary procedures. For upper and lower middle school, if a student receives ten (10) unexcused tardies for late arrival to school or to class, it will result in detention.

Early dismissal will not be permitted without specific written permission of the parent or guardian. Students who leave school early must register their departure in the school office.

Excessive tardiness or early dismissal may affect your financial assistance at any point during the school year as well as re-enrollment in the next academic year.

Tardiness to class is not permitted and will subject the student to appropriate disciplinary procedures.

EMERGENCY SCHOOL CLOSURES OR DELAYS

The closure, delayed opening, or early dismissal of school due to inclement weather or for other reasons shall be announced through television and radio outlets and will also be sent via the automated notification system if possible and posted on all school social media platforms.

MAKE-UP WORK

Students are responsible for making up work missed during excused absences. All make-up work for days of excused absence must be completed and submitted to the teacher(s) within the allotted number of days, which is typically one day per day absent. If the absences exceed five consecutive school days, the parent and teacher should agree to a deadline for the submission of the work.

ACADEMICS

ACADEMIC INTEGRITY/DISHONESTY/PLAGIARISM

Students are expected to complete their own assignments. Academic dishonesty is a serious offense that may result in, but not limited to, a written warning, demerit, zero on the assignment, suspension, and/or dismissal of the student.

St. Ann Catholic School Student Honor Code

All students are expected to abide by the St. Ann Catholic School Honor Code.

As a St. Ann student, I will

- Serve your purpose and be an upstander

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- Be honest
- Respect others and their property
- Do my own work
- Use good judgment and choose wisely
- Be a positive role model and lead by example
- Present myself in a clean and polite, organized manner
- Do my utmost to live a saintly life as I am taught in the Catholic traditions
- Not cheat, plagiarize, steal, lie, or vandalize.

The school as well as the counselor will teach all students the meaning of the honor code as well as being an upstander, cheating, plagiarizing, stealing, lying, and vandalizing.

Resource (L.I.F.E. - Learning Is For Everyone)

The LIFE program at St. Ann School is a limited resource program offered for grades K-8 in the areas of Math and Reading, in conjunction with the regular classroom program. The purpose of the LIFE program in the lower grades is to meet the individual educational needs of each student. The primary goal is for each student to reach a level of mastery and to re-enter the classroom. The purpose of the LIFE program in the upper grades is to meet the individual needs of each student while at the same time helping the student to achieve the requirement for grade level. The primary goal in the upper grades is to successfully prepare each student to enter the next grade with a measurable degree of competency. In both programs the curriculum uses the regular classroom texts and strives to meet a standard level of achievement in a small classroom setting. Students can be selected on the basis of the ITBS score, diagnosed learning disabilities, and/or unsatisfactory progress in the classroom. Upon acceptance into the program, a notification form is to be signed by the student's parent/guardian and the appropriate LIFE teacher(s).

CHASTITY EDUCATION

Catholic schools shall have an age-appropriate program in educating the students in the dignity of human sexuality and the virtue of chastity.

GUIDANCE/COUNSELING SERVICES

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The school Guidance Program is designed to assist students in self-assessment, goal setting, educational adjustment, and career opportunities.

The Guidance Services Program may include:

- Short term counseling (not therapy) for individuals or/and groups with necessary referral services;
- Providing safe school/child protection curriculum (Virtus - Empowering God's Children Program)
- Social and emotional lessons
- Creating a safe place for all students

PSYCHOLOGICAL SERVICES

A list of resources for psychological services for students is available upon request of the parent or guardian.

REPORTING STUDENT PROGRESS

Communications with parents shall include, but not be limited to, progress reports, standardized testing results, teacher assessments, and periodic performance reports.

Report cards are given to students in grades 1-8 four times a year. Computer generated report cards are emailed to parents at the end of each period.

Report cards will be given to Kindergarten students four times a year. Report cards should be signed by the parent/guardian and returned to the teacher the next day. Report cards will be held for unpaid tuition, fees, library and book fines, extended care fees and lunch charges. Progress reports are sent home in the middle of the grading period for all students in grades 1-8. These reports will be sent home by email at the midway point of the nine-week period.

In the absence of a court order to the contrary, the school shall provide the non-custodial parent with access to the academic records and other school related information regarding the student upon request. The custodial parent has the responsibility of providing the school with an official copy of the court order.

GRADE SCALE/CALCULATION OF GRADES AND GRADE POINT AVERAGES

Grades PK-2 All Subjects:

E- Excellent

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G- Good

S- Satisfactory Progress

N- Needs Improvement

U- Unsatisfactory Progress

Grades upper middle school electives

P - Pass

F - Fail

Grades 3-8 All Subjects:

A- Excellent 93-100

B- Very Good 85-92

C- Average 76-85

D- Below Average 70-75

U- Unsatisfactory Below 70

I- Incomplete

Conduct/Citizenship grading scale (all grades)

E - Excellent

G - Good

S - Satisfactory

N - Needs improvement

U - Unsatisfactory

HONOR ROLL

Principal Honor Roll: Students must have a 92.5 or higher average in each class, including specials.

Faculty Honor Roll: Students must have an 84.5 or higher average in each class, including specials.

Students with an N or U in conduct in any class are not eligible for Honor Roll for the quarter. Students who have served any type of school suspension are also not eligible for Honor Roll for the quarter.

ASSESSMENTS AND EXAMINATIONS

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Kindergarten students are given the 1st grade readiness test by Scholastic Testing. Students in 1st through 7th are administered the IOWA Test of Basic Skills and 2nd, 4th and 7th also take the Cognitive Ability Tests as part of the standardized testing program. Students in 8th grade take the PreACT 8/9. All students K through 8 take the EasyCBM quarterly.

ENRICHMENT PROGRAMS

Upper middle school (7th & 8th) students will choose one elective from Advanced Band, Advanced Choir, Honors STEM, and Honor Art. Students will be asked to rate their top two choices, and Admin will assign the courses based on choices and enrollment. Students who do not complete the form, will be placed in a course by Admin.

SPARKS is a program created to provide learning opportunities for the gifted student in grades 3rd - 6th. Third grade SPARKS begins at the second term. These opportunities will exist as a supplement to the general classroom program within the regular school day. The objectives of the program are as follows:

- Develop the student's intellectual and creative abilities through challenging instructional activities.
- Provide learning activities to promote the development of critical thinking, higher thinking levels, independent research methods and investigations, and advanced communication skills.
- Assist students to become more independent and effective learners.
- Nurture personal growth and skills of interaction, including leadership.
- Promote a lifelong love of learning.
- Entrance into the program requires meeting this criteria:
 - Total English Language Arts (ELA) score of 90% or above on the ITBS Test
 - Total Math 90% or above on the ITBS Test
- In addition to the IOWA Test of Basic Skill (or other standardized test), grades, including conduct, and teacher recommendations will be used to determine acceptance into SPARKS.
- New students to St. Ann must wait until testing at St. Ann to gain acceptance into the program, unless they have already been in a gifted program in another school and they receive a recommendation from their teacher to remain in a gifted program.
- All students must re-qualify each year.
- If a student is removed from the program due to poor grades or conduct, falling behind in regular classes, etc., the student must wait until yearly testing at St. Ann to re-enter the program, provided they qualify.

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HOMEWORK

Homework should be completed by the student; however, parents are responsible for assisting their children to develop good study habits. Homework helps to reinforce what has been learned in school. Students should complete homework neatly and according to directions, turning it in on time. It is recommended that a student spend some time on study homework each day. Under ordinary circumstances, the time spent on written and study homework for the average student is as follows: Grades K-3: ½ to 1 hour, Grades 4-6: 1-2 hours; Grades 7-8: 2 to 2 ½ hours.

ACADEMIC PROBATION

Students who are retained or who receive failing grades for more than two core subjects in any one term shall be placed on academic and athletic probation. Academic probationary status will be removed within one year by appropriate promotion or achievement of passing grades or the student will be subject to dismissal from the school at the discretion of the principal.

ACADEMIC DISMISSAL

Students who fail to remove probationary status within two years will be dismissed from the school.

PROMOTION/RETENTION

Students shall be promoted or retained after evaluation of the student's academic performance. To be promoted, a student must have completed or mastered the work satisfactorily in each of the core subjects, i.e. religion, language arts, math, social studies and science. If a student receives two or more Us, the student may be subject to retention or summer school or tutoring may be required for promotion

Retention of a student in any grade for a second time is not permitted. No student shall be retained more than twice during the entire elementary school years. If deemed necessary, retention shall occur within the primary grades.

Prolonged absences are not a basis for retention. If a student's achievement is affected due to these absences, retention may be necessary. Otherwise, alternatives may be pursued prior to the final decision, such as, homebound tutoring, supervised study and/or summer school.

When the possibility of retention exists, parents shall be notified by the end of the third quarter. Confirmation of retention shall be communicated in writing to parents.

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CEREMONIES AND OBSERVANCES

"A Christian education must promote a respect for the State and its representatives, the observance of just laws, and a search for the common good. Therefore, traditional civic values such as freedom, justice, the nobility of work and the need to pursue social progress are all included among the school goals, and the life of the school gives witness to them. The national anniversaries and other important civic events are commemorated and celebrated in appropriate ways in the schools of each country." Catholic Schools shall give recognition to civic observances that are regarded as significant by the community.

Catholic schools shall display the United States flag on, near, or in school buildings during the school day and at other times deemed necessary. A United States flag shall be in each classroom.

FIELD TRIPS

School sponsored field trips shall have an educational purpose. Field trips shall be confined to instate trips except with the permission of the Principal, Superintendent, or Pastor at a parish school.

The Diocesan field trip permission form shall be used in all schools. The Diocesan policy for volunteer drivers shall be followed.

Field trips are a privilege and a student may be prevented from going on a field trip unless the teacher has a permission slip signed by the parent/guardian. Permission cannot be taken over the phone and must be given in writing.

Parents are asked to provide assistance, WITHOUT YOUNGER SIBLINGS, by driving and helping to supervise students. Anyone who accompanies the students on field trips must have a current background check form on file and have attended VIRTUS training.

When necessary, the student is expected to pay the admission fee. On field trips, proper behavior is expected of each student as he/she represents St. Ann School. Students may be returned to school for improper behavior. Field trips are dependent on obtaining necessary transportation.

All drivers must be 21, show proof of insurance and a good driving record. Each child in the vehicle must be provided with a seat belt. Any child between 4-8 years of age who is less than 4 feet 9 inches tall shall be properly secured in a passenger motor vehicle using a belt-positioning

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booster seat. Students falling into this category will not be allowed to leave for a field trip without their booster seat. Drivers must follow directions given prior to the trip and must not stop anywhere other than the destination of the trip or school. Safety of children and school liability and shall be major considerations when arranging field trips.

Employees of the school or the Catholic Diocese of Memphis may only drive their children.

Safety of children and school liability and shall be major considerations when arranging field trips.

If approved, overnight class trips are for students in grades five through eight (5-8) only and shall be requested by the teacher and approved by the Principal.

LIBRARY

Students may not use the library unless supervised by a library volunteer or teacher.

Books and other library materials may be checked out any time the school library is open and is not limited to library class time. However, students must come in quietly, locate materials, check out and return to the classroom.

GRADUATION REQUIREMENTS

In order to graduate, a student must have completed or mastered the work satisfactorily in each of the core subjects, i.e. Religion, Language Arts, Math, Social Studies and Science.

GRADUATION CEREMONIES

Graduation ceremonies for students completing kindergarten shall not be conducted. Recognition programs are appropriate.

Graduation ceremonies for students completing grade six in a Pre-K through 6 school shall not be conducted. A special liturgy or assembly on the last day of school recognizing those students completing the sixth grade is appropriate. Elaborate arrangements, such as the use of caps and gowns, are not permitted.

Diocesan School graduation for eighth grade shall be a simple and appropriate religious service in the sanctuary. Appropriate attire must be worn. Attire checks may be completed by a teacher or administration. If a student's outfit is deemed not appropriate, a different outfit will be

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required. No cell phones or smart watches. Outstanding student achievement may be recognized at this time.

STUDENT RECORDS

Schools shall keep an up-to-date cumulative record of each pupil from kindergarten through grade twelve. These records shall be typed or written in black ink.

The following records shall be kept for each student

- Initial application forms and student entrance test
- *Permanent/cumulative record cards
- Birth Certificate
- *Achievement Test Scores
- *Health/immunization Records
- Report cards (current year and previous year)
- Transfer information and records (if appropriate)
- *Baptismal and sacramental records
- Emergency information on student
- Field trip permission slips
- Custody information

*Indicates information forwarded to another school

All records shall be kept in a fireproof file in the school office and may not be taken from the office. All records are confidential and shall remain the property of the school.

If a school should close, all records shall be sent to the Catholic Schools Office.

TRANSCRIPT REQUESTS

Transcript requests must be submitted to the school counselor or front office staff at least ten school days prior to the date by which the recipient requires the documents.

RESEARCH AND SURVEYS

Outside organizations will not be permitted to conduct research involving the school or its students without written prior permission from the Superintendent. Guidelines and procedures as set forth by the Superintendent must be followed.

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STUDENT BEHAVIOR

STANDARDS OF CONDUCT

Students are expected to:

- Treat yourself and others as Jesus would
- Practice mutual respect among staff, students, and parents
- Respect the property of the school and of others.
- Assume responsibility with pride.
- Report to school and to classes on time.
- Remain seated unless otherwise permitted by the classroom teacher.
- Refrain from talking to other students during instruction unless otherwise permitted by the classroom teacher.
- Report to class with all necessary books, materials and supplies.
- Respect the property of the school and of others.
- Walk in hallways in an orderly manner.
- Obey all school rules, including the Colts Commitment and behavior matrix.
- If a student conveys in written or verbal form a statement regarding hurting himself or herself or harming others, the school will immediately contact the Department of Child Services or the Police, depending on the severity of the threat. Parents will be called to come to the school immediately. The child will be suspended. Prior to the child returning to the school, the parents must submit documentation from a health care professional's threat assessment, stating that the child presents no danger to themselves or others.
- If a student in our school exhibits behavior that is deemed the administration in consultation with the school counselor to be detrimental or harmful to the school, students, and/or employees, the student will need to be removed from the school by the parent. Prior to readmission to the school the parents may be asked to provide to the school a clearance from a licensed clinical practitioner and/or treatment program. Once this clearance is received, the principal along with the administrative team will evaluate the students' return.

BUS STANDARDS OF CONDUCT

Only students assigned to a bus are permitted to board unless specific approval is provided by the school principal after consultation with the parent or guardian. Students are under the supervision and control of the bus driver while on his/her bus and all reasonable directions given by his/her driver or assigned aide shall be followed.

- Students must be seated while a bus is in motion.
- Students must sit in their assigned seats if such assignments are made by the bus driver.

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- Hitting, pinching or other aggressive conduct toward others is prohibited.
- Students must keep personal items out of the aisle and otherwise out of the way of other passengers.
- Students may not take or otherwise disturb the property of other passengers.
- Students may not disembark at a stop other than their assigned stop without the specific permission of the principal after consultation with the parent or guardian.

In order to promote safety and security of students and transportation personnel, video cameras may be used to monitor student behavior on the vehicles transporting students to and from school or extracurricular activities.

DISCIPLINARY PROCEDURES

Discipline shall be considered an aspect of moral guidance, an outgrowth of self-discipline, and not simply a form of punishment.

If a student in our school exhibits behavior that is deemed the administration in consultation with the school counselor to be detrimental or harmful to the school, students, and/or employees, the student will need to be removed from the school by the parent. Prior to readmission to the school the parents may be asked to provide to the school a clearance from a licensed clinical practitioner and/or treatment program. Once this clearance is received, the principal along with the administrative team will evaluate the students' return. Classroom teachers are expected to deal with classroom infractions in a reasonable, timely manner. Teachers may refer to the principal any student who:

- Repeatedly commits classroom infractions;
- Bullies or harasses another student or students;
- Commits physical aggression (whether on purpose or as a result of unintentional actions) or participates in a fight;
- Using obscene words or gestures;
- Writing or drawing obscene words or pictures/possessing obscene materials;
- Disrespect to authority;
- Lack of reverence and respect in church;

The school principal or assistant principal may impose disciplinary consequences including but not limited to:

- Conference with a school administrator

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- Parent Contact
- Detention
- In-school Suspension
- Out-of-school Suspension
- Dismissal (expulsion)
- Loss of school trips
- Loss of Privilege to Participate in School Activities: including but not limited to- athletics, field trips, clubs, dress down days... etc.

Corporal punishment is not permitted by anyone on school property.

Imposing academic consequences as a means of discipline is not permitted.

SUSPENSION OR EXPULSION

The following offenses committed by students are potential reasons for immediate expulsion or, in less serious cases, suspension. Expulsion of a student shall require the consultation of the pastor and/or Superintendent.

This list shall not be considered exhaustive:

- Disobedience, insubordination or disrespect for authority
- Language or behavior which is immoral, profane, vulgar or obscene
- Use, sale, distribution or possession of drugs, alcohol or any other legally controlled substance
- Injury or harm to persons or property or serious threat of same
- Unauthorized absence or continued tardiness
- Threat, assault with, or possession of, a lethal instrument or weapon
- Serious theft or dishonesty
- Outrageous scandalous or serious disruptive behavior
- Habitual lack of effort leading to academic failure in classroom work
- Conduct at school or elsewhere which would reflect adversely on the Catholic school and the Church, including use of the St. Ann logo, school property, uniform, or other component of SAS.
- Consistent disrespect for other students such as sexual harassment of another student
- Violation of Internet code of ethics or the acceptable use policy.
- Photographing or video-recording students or school personnel without permission

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Students who are given an in-school suspension will be required to report to school each day. **Students who receive an out-of-school suspension will not be allowed on the school grounds or** at school events during the time of their suspension. In both cases, students must complete all class work and tests from the days of suspension. Students who receive suspension may not be eligible for Honor Roll or participation in extracurricular activities while serving the suspension. Continued membership or participation in extracurricular activities and sports are at the discretion of the school administration.

If a student conveys in written or verbal form a statement regarding hurting himself or herself or harming others, the school will immediately contact the Department of Child Services or the Police, depending on the severity of the threat. Parents will be called to come to the school immediately. The child will be suspended. Prior to the child returning to the school, the parents must submit documentation from a health care professional, stating that the child presents no danger to himself or herself or to others.

BULLYING/CYBERBULLYING/DISCRIMINATION/HARASSMENT/HAZING

Students are expected to respect and protect the dignity and worth of each individual without regard to race, gender, color, national or ethnic origin, disability or religious persuasion. Bullying, including cyber-bullying, discrimination, harassment or hazing of students is strictly prohibited.

Physical aggression, verbal, written or graphic expression, social isolation and alienation or other behaviors targeting individuals are forms of violence that are not acceptable. These behaviors may:

- Physically harm a student or damage a student's property;
- Knowingly place a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Cause emotional distress to a student or students; or,
- Create a hostile educational environment.

Students who engage in such behaviors will be subject to mandatory school counseling, suspension from school activities and/or school, or expulsion at the discretion of the principal. The school may discipline students for off-campus behavior if such behavior creates a hostile, intimidating or threatening environment for one or more students or if such behavior substantially disrupts the orderly operation of the school.

Students who feel victimized by or who have knowledge of such behavior toward a student or students should report that to the school counselor or principal. Confidentiality of the report

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will be maintained to the maximum extent permitted within the context of an appropriate investigation and response by the school. Retaliation against those who report or who participate in an investigation is strictly prohibited. Students who deliberately submit false reports will be subject to appropriate disciplinary consequences.

When appropriate, such behavior will be reported to law enforcement. Parents are encouraged to report threats of violence or harm to their children to law enforcement, particularly if perpetrated electronically.

Anti-Bullying Policy

This policy has been created to support our school's mission, to support our commitment to provide a safe environment for all, and to support our students in developing the self-direction and skills necessary for positive social interaction.

In a school community, there will be times when students do not get along. This policy is designed to guide our community in responding to bullying and other negative social behaviors so that students move past negative behaviors and develop skills needed to get along together as part of the school community.

This policy applies to the school community which includes students, parents, faculty and adults on our campuses, whether attending school, employed by the school, working as a contractor, volunteering or visiting. Any form of bullying directed toward any member of our school community by another member of the community is contrary to this policy and will result in disciplinary action.

As used in this policy, "bullying, harassment, or intimidation" means any prolonged intentional written, verbal, or physical act, including an electronic communication, that a) physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property; AND b) occurs on school property, at a school activity or event, or substantially disrupts the orderly operation of the school.

Cyber bullying is the use of cell phones, text messages, emails, instant messaging, web blogs and postings to bully another student in any ways described above. Examples of cyber include but are not limited to sending threatening or insulting messages by phone and e-mail, posting embarrassing pictures and personal information about others on blogs or social networking sites such as Facebook or MySpace, Instagram, etc., forwarding to others a private e-mail or text message that was meant for a single individual, and spreading hurtful rumors online.

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Anyone who is aware of bullying, or is being bullied should report to a teacher, school counselor or, the administration. Administration or the school counselor will investigate and take the appropriate action to prevent bullying.

Technology Acceptable Use Policy for Students

Educational Purpose

Access to technology-based tools and information, and the development of Information Technology Skills are fundamental requirements for preparing students to take their place in a technological society. Our school, and the Diocese of Memphis, provides student access to technology systems and to the Internet and other on-line services. This availability of technology and on-line systems is intended to enhance the educational process.

Responsibility

The use of our technology must be in the support of education and research activities consistent with the objectives and educational policies of our school. A student's use of our technology and on-line services is a privilege, not a right. It is our administration's intent to set reasonable requirements for student acceptable and responsible use of our technological resources. It is the student's responsibility to abide by these requirements.

Content Management

Along with a wealth of information resources, the Internet and its subsystems also provide the availability of material that may not be of educational value, or may not be appropriate in a school setting. Our administration has taken, and will continue to take, precautions to restrict access to information that it deems inappropriate for a school setting. Additionally, student Internet use in our school will be a supervised activity.

St. Ann Catholic School serves as our own internet service provider. Even though St. Ann Catholic School has implemented a filtering system to prevent objectionable material from being accessed, there are no absolute guarantees. I hereby release St. Ann Catholic School, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of the school's computers and iPads including internet access.

Go Guardian

St. Ann uses Go Guardian to monitor browsing history on all Chromebooks.

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Mission of Go Guardian: GoGuardian empowers K-12 leaders with effective tools to create safe and engaging learning for every student. From digital guardrails to student safety support, we'll help you lay the foundation for learning to thrive.

Acceptable Student Use

All users are expected to abide by general rules and network etiquette. These include, but are not limited to the following:

1. Be respectful of others in all communications. The use of inappropriate language, including vulgarities, profanities, obscenities, harassment, racial slurs, etc. will not be tolerated.
2. Do not reveal your identity, address, phone number, or other personal information. Do not reveal the identity or personal information of anyone else.
3. Comply with all federal, state, and local laws and regulations. The transmission or receipt of any material in violation of these laws and regulations is prohibited. This includes, but is not limited to:
 - 3.1 Deliberate violation of copyright, or other use of another person's intellectual property without his prior written approval and/or giving proper acknowledgements
 - 3.2 Accessing material that advocates violence or discrimination, such as hate literature
 - 3.3 Activities that are disruptive to our technology, systems, or services
 - 3.4 Accessing and/or transmission of obscene, pornographic, or sexually explicit material
 - 3.5 Attempts to access or enter areas of restricted information
 - 3.6 The use of our systems for commercial or political activities
 - 3.7 Cyberbullying

Privacy/Security

Students should not expect that files that are sent or stored on our systems would be private. Files and technology-based activities may be reviewed and tracked in order to ensure compliance with this Student Acceptable Use Policy.

All students are responsible for any and all activities that can be traced to the student's user account. Therefore,

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1. Never share your login name or password with anyone.
2. Do not leave your user account open and unattended on any workstation.
3. Do not attempt to logon to our systems using an alias or any other logon except the one assigned to you by our system administrator.

If a student discovers an apparent breach in security, he or she is to notify a teacher or system administrator immediately.

Student third-party e-mail accounts are prohibited. Use of Social Media, of any kind, is prohibited.

Damages

Parents/Guardians are responsible for any damages made to the iPad, Chromebook, Case, or charging unit and cord. Parents/Guardians are also responsible for the iPad/Chromebook and its contents if it is lost or stolen. Do not attempt to repair or take the iPad/Chromebook to a repair center if it is damaged. All original contents must be returned at the end of the year.

- Charger/Cord Replacement - \$50
Case Replacement - \$50
- Damaged Chromebook - \$100
- Damage Chromebook beyond repair - \$250
- Stolen/Lost Chromebook and Case - \$300
- Damaged iPad - \$100
- Damaged iPad beyond repair- \$500
- Stolen/Lost iPad- \$500

Vandalism

For the purposes of this policy, vandalism is defined as any attempt to harm or destroy computer equipment, data, programs, configuration settings, or system functionality. This includes, but is not limited to, changing configuration settings, changing any system control settings, attempting to access system resources with a logon other than that assigned to you, or the release or use of virus programs or Trojan horse software.

Failure to Comply

Failure to comply with this Technology Acceptable Use Policy for Students will be considered a disciplinary infraction.

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Non-Liability

We make no warranties of any kind, whether expressed or implied, for technical services, and will not be held responsible for any loss of data resulting from delays and service interruptions. We make no guarantee that our systems will be error free, and we are not responsible for the accuracy or quality of information obtained through our systems. All users make use of information at their own risk.

I/We hereby agree to abide by these policies and procedures. I authorize the administration to issue a student user account for my child/dependent.

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DRESS CODE

SCHOOL UNIFORM REQUIREMENTS

Student attire must promote Christian decency, cleanliness, and good health.

The student is expected to be in full and proper uniform at all times. It should be kept clean and neat throughout the year. Students out of uniform will be issued a warning notice. Students who repeatedly violate the uniform policy will be required to wear uniforms on “out of uniform/jeans” days. A description of the proper uniform follows and is broken down by elementary and middle school / girls and boys:

Elementary Girls:

Grade Level	Top	Bottom	Socks/Tights	Footwear	Outerwear	PE
<u>PreK - Kinder</u>	<p>White peter pan blouses are to be worn with the plaid jumper, can be purchased anywhere they are sold. (white polo style shirts are not permitted)</p> <p>St. Ann navy banded polos are to be worn with the plaid skorts, must be purchased from the uniform vendor or St. Ann's used uniform sale</p>	<p>Plaid jumper or plaid skort purchased from the uniform vendor or St. Ann's used uniform sale.</p>	<p>All socks must be visible and cover the student's ankle, tights may be worn instead of socks but must be solid and have no designs, colors must be white, navy, black, or gray</p>	<p>Majority solid neutral color tennis shoes (no fluorescent colors), may not have lights, wheels, or characters</p>	<p><u>Classroom:</u> ¾ zip sweater or button up cardigan</p> <p>*Hoodies and sweatshirts bought through the Spirit Shop may be worn on PE or out of uniform days only</p> <p>No other jackets or sweaters may be worn in the school building</p>	<p>Students wear their regular uniform but must wear tennis shoes on days they have PE, even on out of uniform days</p>

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<u>1st - 4th</u>	<p>White peter pan blouses are to be worn with the plaid jumper, can be purchased anywhere they are sold. (white polo style shirts are not permitted)</p> <p>St. Ann navy banded polos are to be worn with the plaid skorts, must be purchased from the uniform vendor or St. Ann's used uniform sale</p>	<p>Plaid jumper or plaid skort purchased from the uniform vendor or St. Ann's used uniform sale.</p> <p>Starting in 4th grade students may wear the plaid skirt, but must wear modesty shorts underneath</p>	<p>All socks must be visible and cover the student's ankle, tights may be worn instead of socks but must be solid and have no designs, colors must be white, navy, black, or gray</p>	<p><u>Regular Uniform Days:</u> Black, brown, or navy loafer style dress shoe such as but not limited to Saddle Oxfords or Sperry's</p> <p><u>PE days:</u> Majority solid neutral color tennis shoes (no fluorescent colors), may not have lights, wheels, or characters</p>	<p><u>Classroom:</u> ¾ zip sweater or button up cardigan</p> <p>*Hoodies and sweatshirts bought through the Spirit Shop may be worn on PE or out of uniform days only</p> <p>No other jackets or sweaters may be worn in the school building</p>	<p>Students wear their regular uniform but must wear tennis shoes on days they have PE, even on out of uniform days</p>
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Middle School Girls:

Grade Level	Top	Bottom	Socks/Tights	Footwear	Outerwear	PE
<u>5th - 8th</u>	<p>St. Ann navy banded polos or white button up overblouse are to be worn with the plaid skirts, must be purchased from the uniform vendor or St. Ann's used uniform sale</p>	<p>Plaid skirt purchased from uniform vendor or St. Ann's used uniform sale, length of skirt must be no more than 2 inches above the middle of the student's knee</p> <p>No skorts are to be worn in middle school</p>	<p>All socks must be visible and cover the student's ankle, tights may be worn instead of socks but must be solid and have no designs, colors must be white, navy, black, or gray</p>	<p><u>Regular Uniform Days:</u> Black, brown, or navy loafer style dress shoe such as but not limited to Saddle Oxfords or Sperry's</p> <p><u>PE days:</u> Majority solid neutral color tennis shoes (no fluorescent colors), may not have lights, wheels, or characters</p>	<p><u>Classroom:</u> ¾ zip sweater or button up cardigan</p> <p>*Hoodies and sweatshirts bought through the Spirit Shop may be worn on PE or out of uniform days only</p> <p>No other jackets or sweaters may be worn in the school building</p>	<p>Summer Uniform: t-shirt and shorts purchased either through the uniform vendor, used uniform sale or Spirit Shop</p> <p>Winter Uniform: t-shirt and sweatpants purchased either through the uniform vendor, used uniform sale or Spirit Shop</p>

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PE uniforms (5th – 8th Grade): St. Ann School will have a grandfathering period of **1year** for all of the old PE uniforms. For the 2024-25 school year you may wear any of the old PE uniforms, as long as they are in good condition and meet all uniform guidelines. If a student prefers to wear their PE shorts during the winter time they may do so. Due to time constraints in the students' schedules, students will not be permitted to change from pants to shorts or vice versa. Whichever PE uniform is worn to school will be the one that the child is in for the entire day. Leggings, tights, or other workout pants may not be worn under the students PE shorts.

Summer/Winter Uniforms:

First day of school – October 31st

March 1st – Last day of school

Shoes and Socks: Only shoes outlined in the guidelines may be worn. Students **must** wear socks that are visible and cover the ankle and are solid in color – navy, white, black, or grey (an emblem like a Nike swish is ok if it's another color and small). Tights may be worn instead of socks but must be solid in color (navy, white, black, or gr) with no designs.

Hair: Hair must be neatly styled and off the students face. Girls' bangs are to be worn above the eyebrows or pulled to the side/back. **NO EXTREME HAIR COLORS OR HAIRSTYLES ARE ALLOWED.** Hair accessories such as but not limited to scrunchies, bows, ponytail holders/elastics, headbands, clips, etc. may be worn as long as they are a modest size and do not become a distraction. Students may not wear headbands with cat ears, unicorn horn, or other visible accessories such but not limited to gems or hair extensions. Claw clips may be worn if they are solid in color and a traditional style clip. The administration reserves the right to make final decisions concerning a student's hair.

Makeup and Nails: Make-up may not be worn at any time in grades K-5. Girls in grades 6, 7 and 8 may wear neutral lip gloss, foundation/powder and natural colored (black/brown) mascara. No **excessive** eyeshadow or eye-liner may be worn. No false eyelashes or extensions. Nails should be short in length and polish should be neutral or clear in color. Acrylic and/or bejeweled nails are not allowed. The administration reserves the right to make final decisions concerning a student's nail, make-up, accessories, jewelry, and piercings.

Accessories: Girls may wear one pair of small earrings (no dangles or large hoops). Students may not wear headbands with cat ears, unicorn horn, or other visible accessories. Solid headbands are permitted. Multiple piercing is not allowed. Only one bracelet or watch and one necklace may be worn at any one time by any student. No smart watches including but not limited to Apple Watch, Samsung Galaxy, or Gizmo. This includes any watch that has a data plan or works off of Wi-Fi. Temporary tattoos should be removed prior to coming to school.

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Elementary Boys:

<u>Grade Level</u>	<u>Top</u>	<u>Bottom</u>	<u>Belt</u>	<u>Footwear</u>	<u>Outerwear</u>	<u>PE</u>
<u>PreK - Kinder</u>	Gray St. Ann polo, purchased from the uniform vendor or used uniform sale	Navy blue uniform style pants or shorts, flat front or pleated, PreK may have an elastic waist to make restroom breaks easier with no belt, Kinder must have belt loops (cargo, skinny, or jogger style are not permitted), may be purchased anywhere uniform style dress pants are sold	<u>PreK</u> - No belt <u>Kinder</u> - Belt required, must be solid in color: navy, black, or brown, no large buckles	Majority solid neutral color tennis shoes (no fluorescent colors), may not have lights, wheels, or characters	<u>Classroom:</u> ¾ zip sweater, sweater vest, or button up cardigan *Hoodies and sweatshirts bought through the Spirit Shop may be worn on PE or out of uniform days only No other jackets or sweaters may be worn in the school building	Students wear their regular uniform but must wear tennis shoes on days they have PE, even on out of uniform days
<u>1st - 4th</u>	Gray St. Ann polo, purchased from the uniform vendor or used uniform sale <u>Must be tucked in at all times.</u>	Navy blue uniform style pants or shorts, flat front or pleated (cargo, skinny, or jogger style are not permitted), may be purchased anywhere uniform style dress pants are sold, must have belt loops, student must wear a belt	Belt required, must be solid in color: navy, black, or brown, no large buckles	<u>Regular Uniform Days:</u> Black, brown, or navy loafer style dress shoe such as but not limited to Merrell's or Sperry's <u>PE days:</u> Majority solid neutral color tennis shoes (no fluorescent colors), may not have lights, wheels, or characters	<u>Classroom:</u> ¾ zip sweater, sweater vest, or button up cardigan *Hoodies and sweatshirts bought through the Spirit Shop may be worn on PE or out of uniform days only No other jackets or sweaters may be worn in the school building	Students wear their regular uniform but must wear tennis shoes on days they have PE, even on out of uniform days

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Middle School Boys:

Grade Level	Top	Bottom	Belt	Footwear	Outerwear	PE
5th – 8th	Navy St. Ann polo, purchased from the uniform vendor or used uniform sale, White St. Ann button up shirt with St. Ann Tie (shirt and tie are optional) <u>Must be tucked in at all times.</u>	Khaki uniform style pants or shorts, flat front or pleated (cargo, skinny, or jogger style are not permitted), may be purchased anywhere uniform style dress pants are sold, must have belt loops student must wear a belt	Belt required, must be solid in color: navy, black, or brown, no large buckle	Regular Uniform Days: Black, brown, or navy loafer style dress shoe such as but not limited to Merrell's or Sperry's PE days: Majority Solid neutral color tennis shoes (no fluorescent colors), may not have lights, wheels, or characters	Classroom: ¾ zip sweater, sweater vest, or button up cardigan *Hoodies and sweatshirts bought through the Spirit Shop may be worn on PE or out of uniform days only No other jackets or sweaters may be worn in the school building	Summer Uniform: t-shirt and shorts purchased either through the uniform vendor, used uniform sale or Spirit Shop Winter Uniform: t-shirt and sweat pants purchased either through the uniform vendor, used uniform sale or Spirit Shop

PE uniforms and 5th grade boys' uniforms: St. Ann School will have a grandfathering period of **1 year** for all of the old uniform guidelines. For the 2024-25 school year you may wear any of the old PE uniforms or 5th grade uniforms, as long as they are in good condition and meet all uniform regulations. If a student prefers to wear their PE shorts during the winter time they may do so. Due to time constraints in the students' schedules, students will not be permitted to change from pants to shorts or vice versa. Whichever PE uniform is worn to school will be the one that the child is in for the entire day. Leggings, tights, or other workout pants may not be worn under the students PE shorts.

Summer/Winter Uniforms:

First day of school – October 31st

March 1st – Last day of school

Shoes and Socks: Only shoes outlined in the guidelines may be worn. Students **must** wear socks that are visible and cover the ankle and are solid in color – navy, white, black, or grey (an emblem like a Nike swoosh is ok if it's another color and small).

Hair: Hair must be neatly styled and off the students face. Hair is to be trimmed so that eyes are **not** covered, it does not pass the students earlobes, and is not past the uniform shirt collar. No ponytails, mohawks, man buns, or tying/putting back of any kind is allowed, unless otherwise approved by the school office in writing. The administration reserves the right to make final decisions concerning a student's hair.

Accessories: Boys are not permitted to wear earrings. Only one bracelet or watch and one necklace may be worn at any one time by any student. No smart watches including but not limited to Apple Watch, Samsung Galaxy, or Gizmo. This includes any watch that has a data plan or works off of Wi-Fi. If a school tie is worn, it must be tied properly at all times while on campus. Temporary tattoos should be removed prior to coming to school.

All uniforms must be well maintained. This includes repairing tears, replacing buttons, and making sure the uniform is washed regularly. Please replace uniforms when growth spurts occur.

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Non-Uniform Days:

On days students can be out of uniform, dress must be modest, clean and neat. Girls' skirts or dresses should be no more than 2 inches above the middle of the knee. Tops may not be spandex, crop tops, halter style, thin strapped, or tight fitting. No undergarments may show. Tops must be long enough to cover the midriff with the student's arms raised. Students' may not wear spandex pants, leggings (worn as pants), or yoga pants. Leggings may be worn under long tunic style shirts, or under dresses and skirts that meet the length requirement. T-shirts with inappropriate messages, pictures, or wording will not be allowed. Jeans with holes and tears are not acceptable. Slacks or pants (such as khakis), capris, and nice jeans are acceptable attire for these days. Shorts are acceptable only if they are the uniform shorts or are no more than 2 inches above the middle of the knee. Pants are to be worn at the waist and must fit properly. No sweatpants or athletic shorts unless paying for it on an out of uniform event. For safety reasons, flip-flops, crocs or any type of open toe shoe may not be worn.

Spirit Day:

Students may wear jeans and a St. Ann shirt. St. Ann merch purchased through the Spirit Shop may be worn as well, as long as it is on the approved list found on the order form. Students may bring accessories to be worn at the pep-rally. All accessories must remain in the student's locker or backpack until given permission from their teacher to retrieve the items. No face paint is allowed unless there is written permission from the school office.

Out of Uniform Day:

These include the monthly \$1 Jeans/\$5 Athletic wear days and all free out of uniform days.

Students may wear jeans or nice pants of any kind as long as there are no holes and they meet the requirements stated above under Non-Uniform Days. Shirts must cover the midriff (even while students are raising their arms) and come to the outside of the students' shoulder. On paid out of uniform days students may only wear athletic clothing such as but not limited to sweatpants and athletic shorts, if they have paid the \$5 fee. On days that are free out of uniform days, students may wear jeans or athletic wear but must remain in compliance with non-uniform day policies.

Dress-up Day:

Students need to come to school in their "Sunday Best." This is **not** a jeans day. Girls may wear skirts with a nice top, dresses, or dress pants with a nice blouse. Boys may wear dress pants with a nice polo or button up shirt and tie.

If the student comes to school dressed inappropriately, parents will be called to bring appropriate clothes to school. If the parent cannot be reached, the school may retain the student in the school office until arrangements can be made. The administration reserves the right to make decisions regarding the

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appropriateness of the students' clothing. After a student's 2nd violation, out of uniform privileges will be revoked and fines may be given.

EXTRACURRICULAR ACTIVITIES

ATHLETIC TEAMS

St. Ann is a member of the Parochial Athletic Association (PAA) and participates in the Association's programs for students in grades K-8. ALL STUDENT PARTICIPANTS ARE REQUIRED TO FILE A YEARLY SPORT MEDICAL FORM BEFORE TRYING OUT/PRACTICING WITH ANY SPONSORED TEAM FOR ANY EVENT as well as paying all applicable fees. This form was sent home in the summer mailing and a copy is included in the appendix. Any students wishing to participate on any of the sponsored teams may do so with the following exceptions: No student who has been retained in grades 5-8 is eligible to participate during the year of retention. No student with an athletic record during a school year who transfers from one member institution to another without a corresponding change of address of parent/guardian shall be eligible for participation in sports for the remainder of the school year. No student in grades 5-8 who fails to meet the eligibility requirements for academics will be allowed to participate during the time of academic deficiency. St. Ann School will follow these, as well as all other rules, established by the Parochial Athletic Association. The following is a projected breakdown of athletic activities which will be offered:

- Soccer: Boys and girls in grades PK-8
- Volleyball: Girls in grades 5-8
- Cross-Country: Boys and girls in grades 3-8
- Golf: Boys and girls in grades 5-8
- Basketball: Boys and girls in grades 5-8; Boys and girls in grades 1-4 participate in Charlie Brown/Lucy league
- Track: Boys and girls in grades 3-8
- Baseball/Softball: Boys and girls in grades 5-8; Boys and girls in grades PK-4 participate in Tee-Ball, Coach-Pitch, and softball
- Bowling: Boys and girls in grades 5-8
- Flag Football: Boys and girls in grade 1-4

In the heat of competition, enthusiasm and emotions may run high. However, improper conduct or poor sportsmanship is never acceptable. Parents of student-athletes will be required to sign a Parental Agreement and Conditions for Participation form. Coaches will be required to sign a Coaching Agreement and Conditions form in order to coach at St. Ann Catholic School.

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Elementary Schools make up the P.A.A. High School major sports are designated by TSSAA.

The schools shall comply with the rules and regulations governing athletics which have been established by the appropriate accrediting and/or approval agency and any athletic associations to which the school belongs.

CLUBS AND ORGANIZATIONS

All Students in grades 5-8 include, but are not limited to:

- Athletics
- Choir
- Plays (2nd - 8th)
- Beta Club
- Student Council
- Journalism Club
- St. Faustina Youth Society (3rd - 8th)
- and other areas, as defined throughout the year

Extracurricular activities are subject to the following requirements for students in grades 5-8:

- In order to maintain eligibility, a student cannot have any failing grades on his/her record in the academic subject areas of Religion, Reading, English, Language Arts, Math, Science, and Social Studies. Grades will be checked at the end of each nine-week report card period.
- Students failing to meet the above standards will be ineligible to participate in all extracurricular activities until progress reports are given at the interim mark. Students may continue to participate in practices so as not to penalize the entire team.
- In order to maintain eligibility, a student cannot have any combination of 2 or more D or U grades (2 Us, 2 Ds or a combination D and U) in the academic subject areas of Religion, Reading, English, Language Arts, Math, Science, and Social Studies. Grades will be checked at the end of each nine-week report card period.
- Students failing to meet the above standards will be ineligible to participate in all extracurricular activities until progress reports are given at the interim mark. Students may continue to participate in practices so as not to penalize the entire team.
- Students who raise their grades to a maximum of a D or U on the progress report will regain full eligibility.
- Students who do not raise their grades to a maximum of a D or U on the progress report will remain ineligible until report cards are issued.

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- Students must be at school that day to participate in anything extracurricular. If the child is absent from school they may not participate in anything extracurricular for that day.
- Students on any type of school suspension may not participate in extracurricular activities or sports for the duration of their suspension.

SCHOOL SAFETY

SAFETY

Generally accepted practices that promote the safety of students while in the custody of schools are followed. The practices are based on civil law, regulations from the State of Tennessee, and recommended procedures from the Diocesan Office of Risk Management.

VISITORS TO CAMPUS

Visitors to the school campus, including parents, must immediately report to the school office and must register in the visitor log and receive a visitor's badge before proceeding to any other part of the campus. Visitors must display the badge at all times on school property. Visitors must visit the school office to sign out and return the visitor's badge prior to leaving school property.

SAFETY COORDINATORS

Students or parents with concerns about school security may contact the school office. The school safety coordinator's responsibilities include but are not limited to:

- Cooperation with the principal to insure the safety of the students;
- Maintain the required notebooks concerning safety, blood-borne pathogens, hazard communication, and asbestos;
- Conduct the monthly safety evaluation of the facilities and the property;
- Cooperate with the Diocesan Risk Manager in implementing regulations issued by the insurance
- Company and OSHA;
- Inspect and restock the school's emergency bags; and,
- Attend the meetings called by the Diocesan Risk Manager.
- Conduct drills as required.

EMERGENCY/CRISIS PROCEDURES

The school principal is the primary overall manager of any emergency/crisis situation. The principal will follow the procedures outlined in the most recent edition of the Catholic Diocese

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of Memphis *Emergency Response Handbook*. The principal is responsible for activating the school's Internal Response Team and for communicating with the Superintendent and students involved, parents of those students, faculty, office staff, custodial staff, and the media. The principal will plan and execute crisis training for staff and annual retraining of the Internal Response Team.

These emergency procedures shall be reviewed with the faculty during the in service days before school begins.

The school will maintain emergency information for each student in the school office.

An emergency kit is available in each class room and area which is used by the students. The contents of these kits shall conform to the requirements issued by the Diocesan Risk Manager.

Evacuation procedures and routes shall be posted in every classroom and areas used by the students.

FIRE DRILLS

Fire drills shall be held at least once a month. The first fire drill will be conducted within the first ten school days. Teachers will take an emergency bag that includes a class roster with them during the drills in order to have an accurate account of all students present.

Bell signals to signify the exit and reentry of the building during a fire drill will be explained to students prior to the first fire drill of the school year.

All staff members shall be instructed on the alarm system and the manner of activating it.

A record of all fire drills shall be kept on the emergency drill form and shall be available to the fire inspectors upon request.

TORNADO DRILLS

A tornado drill will be conducted within the first twenty school days and at least once more during each school year. A battery-operated weather radio in each school office is maintained in operating order in the school office. A record of all tornado drills shall be kept on the emergency drill form.

EARTHQUAKE DRILLS

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Earthquake drills will be conducted at least twice each school year. A record of all earthquake drills shall be kept on the emergency drill form.

WEATHER EMERGENCIES

Catholic schools shall follow the warnings and directions given by the National Weather Service in the event of a weather emergency.

BOMB THREATS

Procedures in the Diocesan Crisis Management Handbook will be followed in the event of a telephone or written bomb threat. The principal will immediately notify the Catholic Schools Office of such a threat.

INSPECTIONS

Quarterly safety inspections will be conducted by school personnel. The insurance company will conduct yearly inspections of the facilities and grounds. Annual asbestos inspections shall be conducted at schools that contain asbestos.

OSHA REGULATIONS

Catholic schools shall comply with the OSHA standards on blood-borne pathogens and hazard communication and any other standards issued which apply to the school. The schools shall also comply with the Diocesan procedures established to comply with these standards.

ALCOHOL, DRUGS OR OTHER CONTROLLED SUBSTANCES

With the exception of medication administration as permitted by Diocese policy, students may not possess, sell, be under the influence of or otherwise use alcohol or drugs on school property or at school related activities. Possession of controlled substances will be reported to proper law enforcement authorities.

WEAPONS/DANGEROUS INSTRUMENTS

Student possession of any weapon or dangerous instrument that could be used as a weapon on school property or at school related functions is prohibited. The possession of a weapon or weapons will be reported to the proper law enforcement agencies.

HEALTH SERVICES

ILLNESS DURING THE SCHOOL DAY

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The parent or guardian will be notified when a student becomes ill during the school day. The principal and/or school staff will determine whether the child should be dismissed to go home. Students who are seriously ill or who constitute a danger of spreading illness to others will be expected to be picked up by the parent or guardian. Students should not return to school for 24 hours after being fever, rash, and/or symptom free.

MEDICAL EMERGENCIES/ACCIDENTS/INJURIES

Accidents reported on school property shall be reported immediately to the school office. A report shall be written describing the accident and follow up care. The Diocesan accident report form shall be used. A copy of the report shall be kept permanently in the school. If professional medical services are required, a copy of the report shall be sent to the Catholic Schools Office and the Diocesan Risk Manager.

MEDICATION POLICY AND FORMS

A Medication Administration form is available in the school office.

Administration of medication during school hours, on school property or while attending school events must be medically necessary. Students may not receive or take any medication unless a Medication Authorization Form is completed and signed by the parent/guardian and, for prescription medications and over the counter medications, by a healthcare professional (physician, nurse practitioner, physician assistant or dentist) who is licensed to practice in Tennessee. The following conditions will apply:

1. A new Medication Authorization Form is required at the beginning of each new school year or at any time there are changes in the medication or its administration, including its discontinuation.
2. A separate Medication Authorization Form must be completed for each different medication.
3. The parent/guardian may complete the health-care provider section for non-prescription medication.
4. A physician's order and specific parental consent are necessary for self-carry/self-administration of emergency medications such as inhalers or *Epipens*. A notice signed by the school principal authorizing a student to self-carry/self-administer medication will be kept by the student at all times on school property or off-campus field trips.

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5. Medication must be delivered to the school by the parent/guardian, or in special circumstances, by another responsible adult approved by the parent/guardian. Such approval shall be in writing and submitted to the school principal in advance of delivery.
6. All medications provided to the school must be in the original container and labeled by the pharmacist with the student's name, name of medication, dose, frequency, method or route of administration and any special instructions, including but not limited to adverse effects that may reasonably be expected and contraindications to administering the medication. Non-prescription medication must be in the original container with the manufacturer's label intact and clearly labeled with the student's name. The parent/guardian assumes full responsibility for maintaining a current supply and the appropriate transportation of medication.
7. Medication delivered to the school will be recorded by student name, medication name, date of delivery, quantity delivered and expiration date. Medication will be stored in a secure location accessible on an as-needed basis. The principal or principal's designee will reconcile the supply of all medication with the administration logs no later than the third school day of each month.
8. Staff members who assist in the administration of medication will maintain a log of such administration. Medication logs will be signed by the staff member and filed with the principal on the first school day of each month.
9. The first day's dosage of any medication must be administered at home before it will be administered by school personnel.
10. The school principal will designate a member of the school staff to administer the medication. Staff members will be trained to verify that the administration is consistent with instructions on the authorization form and medication container at the time of each administration.
11. A staff member chaperone will be assigned to carry medication (other than self-carry/self-administer medication) that must be administered during a field trip or other off-campus event. The staff member will be responsible for the proper storage and administration of the medication while off campus.
12. The parent/guardian will be notified if students fail to report for or refuse to accept administration of medication that has been authorized by the parent and, if required, the health care professional.

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13. Medication prescribed on an "as-needed" basis will not be administered by school personnel without, in addition to the Medication Authorization Form, a statement of permission signed and dated by the parent/guardian and specifying the requested day(s) of administration.
14. Unused medication will be destroyed if not claimed by the parent/guardian within five working days of the end of the school year, the expiration date of the medication or the discontinuation of the medication, whichever is earlier.
15. Failure to register medication will lead to a presumption that such medications are not lawfully in the possession of the student.
16. The parent/guardian must agree to release the Catholic Diocese of Memphis, its Board, directors, employees and agents from any and all liability, claims and actions that may arise from injury or harm to his/her child provided school staff are following the health care provider's order as submitted on the Medication Authorization Form. The parent/guardian must further agree to indemnify and hold harmless the Catholic Diocese of Memphis from any claim arising from any wrongful act or negligent conduct by his/her child related to the possession or administration of medication.

REQUIRED HANDBOOK ACKNOWLEDGEMENT
SIGNATURE PAGE

Dear Parents and Students:

The purpose of this Handbook is to provide rules, policies, procedures, guidelines and other information that parents and students may need or for which they are responsible as participants in the Catholic Diocese of Memphis schools. This form has been acknowledged and signed by parents in the FACTS Enrollment Packet.