

*Welcome to Saint Ann School*

NEWCOMERS  
INFORMATION  
2020-21



SAINT ANN  
CATHOLIC SCHOOL

## FACULTY

	<b>Teacher's Name</b>	<b>Grade and/or Subject</b>
	Mr. Didier Aur	Principal
	Mrs. Angela de Jong	Advancement & Communication Director
	Mrs. Sara Westrich	Admissions Director/ Office Manager
	Mrs. Selina Trouy	Administrative Assistant
	Mrs. Jennifer Burnett	Finance Manager
	Ms. Tracy Angotti	Athletic Director/P.E.
	Mr. Mike Green	IT Director
PKS	Miss Kristen Sellers	Pre-Kindergarten 3
PKM	Mrs. Lori Morgan	Pre-Kindergarten 4
KC	Ms. Patricia Cooper	Kindergarten
KP	Mrs. Layla Post	Kindergarten
1H	Mrs. Deborah Harty	Grade 1
2W	Ms. Melanie Wall	Grade 2
3M	Ms. Annmarie Ghio	Grade 3
4W	Mrs. Kristine Miller	Grade 4
5M	Mrs. LaDonna Metaxas	Grade 5
6G	Mr. Billy Gage	Grades 6-8 (Language Arts)
6O	Ms. Tina Ostrowski	Grades 6-8 (Social Studies)
7L	Mrs. Julia Langford	Grades 6-8 (Math)
7M	Mr. Anthony Maranise	Grades 6-8 (Religion)
8G	Mrs. Stacey Griffith	Grades 6-8 (Science)
GYM	Ms. Tracy Angotti	PE PK-8
MUS	Mr. Ryan Cooper	Music PK-8
BAND	Mr. John Baum	Band 5-8
ART	Ms. Lola Scarlett	Art PK-8
COMP	Mrs. Anna Slattery	Computer
LIFE	Mrs. Judy Thomas	LIFE/Online
SPARKS	Mrs. Romana Wendenon	Sparks/Online
	Mrs. Amanda Bannister	Online
ECARE	Mrs. Carol Caesar	E-Care
ECARE	Mrs. Karen Otts	E-Care

### **UNIFORMS:**

Student uniform codes are published in the handbooks that are posted on the school web page. The optional summer uniform may be worn August through October and March through May. At all other times during the year, the winter uniform is worn.

Dennis Uniform Company 522-6652 has a list of the required uniform items for our school and will be able to answer any questions that you may have. [www.dennisuniform.com](http://www.dennisuniform.com) St. Ann code: MTSASB

## **CURRICULUM AND TESTING:**

Curriculum for the various grade levels is as follows:

- PreKindergarten –Religion, Language Arts, Math, Science, Social Studies, Art, P.E., Music, Library, Computer
- Kindergarten through grade 5—Religion, Language Arts, Math, Science, Social Studies, Art, PE, Music, Band (grades 5-8), Library, Computer
- Grades 6, 7 and 8—Religion, Literature, English, Pre-Algebra, Algebra I, Geography, American History, Tennessee History, Life Science, Physical Science, Band, Chorus, Art, Computer, PE, Library.

Testing occurs at various times during the year. Ordinarily, students will take the following tests during the stated months:

- October—Grades 2-8 take a Religion Knowledge Inventory
- May—Kindergarten takes the First Grade Readiness Test
- April – Grades 1-7 take Iowa Tests of Basic Skills, with grades 2, 4, and 7 taking Cognitive Abilities tests as well.

## **SCHOOL HOURS:**

School hours are from 8:00 until 3:00. Our school doors will not be open until 7:30, as no school personnel will be on the premises before that time. 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 7:55. 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, all students should enter their door as marked. Once inside the building, each student should report directly to their classroom.

At 3:00, all students will be dismissed. (PK3 & PK4 is 2:50). All students are to leave the building with their class. No student is to be in the building after 3:00 p.m. without a note from a teacher. Half-day dismissal times are 11:30. (PK3 & PK4 is 11:20).

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 3:15 WILL BE TAKEN TO THE EXTENDED CARE PROGRAM AND PARENTS WILL BE CHARGED A FEE.** The school cannot be responsible for accidents or injuries that occur while children are not picked up by the authorized time.

## ARRIVAL/DISMISSAL

Please read carefully as procedures have changed for this year. We are working diligently to ensure students have plenty of room for social distancing and not crowd one entrance. This new plan will allow multiple entrances. This will make drop off easier for families and we will not have to do staggered start times. We understand this solution may not be perfect, but please bear with us as we are working to find the best solution for everyone. If you have more than one student, you will need to make multiple stops. The idea is to keep the students away from others as much as possible. If you drop your kids off at another spot, it will defeat this purpose. Please follow the rules so everyone stays safe. Thank you!

### ARRIVAL

All cars must enter the campus from Charles Bryan Rd. There will be two entry points. Entry from Altruria from 7:30-8:30 am will not be allowed.

**The school doors will be locked at 8:00 am. Students who arrive after 8:00 am must have a parent/guardian park and walk them into the building to sign them in to school.**

A. Entry point number one:

The first right (Church Parking Lot, closest to Stage Rd.) will be for **2nd, 3rd, and 4th grade**. Enter from Charles Bryan, drop your child(ren) at the bell tower and exit Stage Road.

B. Entry point number two:

The second right (School Parking Lot, near PDO building) will be for **PK, K, 1, 5-8th**. Enter from Charles Bryan, drop you child(ren) at their entry point and exit Altruria road.

- 5th, 6th and 7th will exit the vehicle at the circle drive. 6th and 7th will enter the junior high hallway. 5th grade will enter through the courtyard door located behind the labyrinth.
- 1st and 8th will exit the vehicle near the main entrance and will enter the main school door closest to the office.
- PK and K will exit the vehicle near the playground. PK parents will need to park and walk their child to the door and sign in.

### DISMISSAL

All cars must enter the campus from Charles Bryan Rd. There will be two entry points. Entry from Altruria from 2:30-3:30 pm will not be allowed.

A. Entry point number one:

The first right (Church Parking Lot, closest to Stage Rd.) will be for **2nd, 3rd, and 4th grade**. Enter from Charles Bryan, and pick up at the bell tower and exit Stage Road.

B. Entry point number two:

The second right (School Parking Lot, near PDO building) will be for **PK, K, 1, 5-8th**. Enter from Charles Bryan, stay to the right and stop at your child's location. It is important you stay to the right and leave the left lane clear for passing. We need other parents to be able to go around to their pick up location. This plan is dependent on everyone working together and having patience with each other. If we all work together, we can do this!

- 5th, 6th and 7th will be picked up at the circle drive.
- 1st and 8th will be picked up at the main school door closest to the office.
- K will be picked up near the playground.
- PK will dismiss at **2:50pm**, parents will need to park, get out of your car and sign out your child. Once you have picked up your child, please exit Altruria Rd. If you have an older sibling, please circle around and get back in the carline.

**We understand this is an inconvenience, but we are trying to keep everyone safe and this is only a temporary solution.**

**\*\*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.**

### **CLINIC:**

A volunteer parent, under the supervision of the office staff, staffs the clinic. Students must come to the clinic to take all medications, which require a medication form signed by a physician. The parent volunteer cares for minor injuries, takes temperatures, and cares for sick students. The parent volunteer calls parents if a student is ill or if there is a serious injury. Children who go home with a fever must be fever free for 24 hours before returning to school. If a child is sick, parents must pick them up within 30 minutes of being notified.

### **LUNCHROOM:**

Lunchroom will be suspended until further notice. At this time all lunches will be in classrooms and must be brought in from home. You will be notified when this changes.

### **EXTENDED CARE:**

Extended Care is offered as a service to the working parents of children attending St. Ann School who need to have their children adequately cared for until such time as they can pick them up. This service is administered through St. Ann School. Sessions are from 6:30-7:30 a.m. and from 3:00-6:00 p.m. The program also cares for students on holidays and during the summer.

Registration for the program is necessary and is held on Orientation Day. Fees are paid to the Director, Mrs. Karen Otts.

### **SPORTS:**

The following sports activities are offered to students. Information and sign up sheets are sent home prior to the beginning of each season.

- Soccer: Boys and girls in grades PK-8
- Flag Football: Boys in grades 1-4
- Volleyball: Girls in grades 5-8
- Cross-Country: Boys and girls in grades 3-8
- Golf: Boys and girls in grades 5-8
- Bowling: Boys and girls in grades 3- 8

- Basketball: Boys and girls in grades 5-8; Boys and girls in grades 1-4 participate in Charlie Brown/Lucy league
- Baseball/Softball: Boys and girls in grades 5-8; Boys and girls in grades PK-4 participate in Tee-Ball, Coach-Pitch, and softball
- Track: boys/girls 3-8

### **STUDENT CLUBS AND ACTIVITIES:**

The following is a brief description of most student activities that are available during the year:

- **ALTAR SERVERS**—Catholic students in grades 5-8 are eligible to become servers. Training session is held in the late spring.
- **ST. FAUSTINA YOUTH SOCIETY**— Students in grades 3 – 8 will participate in activities including the Chaplet of the Divine Mercy, service projects, special masses, and coordinating teacher prayer gifts.
- **STUDENT COUNCIL**—Students in grades 5-8 share in the decision making of the school by participating in Student Council. Election of officers is held in May.
- **BETA CLUB**—This service-oriented group is composed of students in grades 6-8 who exemplify high standards of leadership, character and service, while maintaining at least a 3.4 average. Faculty members must nominate students and membership is by invitation. New members are inducted in February.
- **CHOIR**—Students in grades 2-8 are eligible to join either the Parish Children’s Choir.
- **JUNIOR HIGH YOUTH GROUP**—Students in grades 7-8 are invited to join the Parish Youth Group, which meets on Wednesday evenings. Activities are planned throughout the year. More information is available through the Parish Offices.
- **COLTS CHORUS**—Students in grades 6-8 may participate in this musical performing group. Sign-ups take place in May and August.
- **BAND**—Students in grades 5-8 may participate in Band. Classes are held during the day. Sign-ups take place in May and in August.
- **JOURNALISM CLUB**—Students in grades 6-8 are eligible for membership. The group is responsible for information for the school web page and for preparing the school yearbook for publication. Meetings take place twice a month after school.
- **KNOWLEDGE BOWL TEAM**—Students in grades 7-8 may become members of this team. Students try out for the team in August and practice weekly after school.
- **ART CLUB**—Students in grades 7-8 may participate in this club. Sign-ups take place in August and meetings are held twice a month after school

### **HOME AND SCHOOL ASSOCIATION:**

All parents are automatically members of the Home and School Association. Meetings are held on quarterly. The purpose of the Home and School Association is to promote a strong commitment to the values of our Catholic faith, to engender respect and care for our school and its facilities, and to provide volunteer parental support for the school administration and staff as well as financial assistance for the school. It fosters a spirit of communion and fellowship among the families of the parish and school so that the spiritual, educational, and social development of the children of St. Ann School may be enhanced.

The Home and School Association, as well as the Athletic Committee, offer a variety of parent volunteer activities. Most can be signed up for on Orientation Day. Some of these may be temporarily suspended during COVID 19 regulations. The following is a brief description of most volunteer activities:

- **CAFETERIA**—Help serve lunches and sell ice cream to students; work one day every other week
- **LIBRARY**— Help librarian with check out, shelving books, book repair, routing periodicals, ReadNQuiz and S.T.A.R. reading programs, Book Fair, story time, etc. Volunteers sign up for a block of time to work weekly or bi-weekly. Others sign up to assist with special occasions such as Book Fair, Children’s Book Week events. If one has a pre-schooler and cannot be available at school, one may sign up to take work home. All volunteers must be able to come for a training session for the specific job they want to do. If you have any time or any talent, you are needed in the Library Media Center
- **PLAYGROUND**—Help teachers supervise students in grades K-1 on playground at lunch recess
- **FUNDRAISER**—Help with coordinating orders, counting money, and dispensing orders; work only on specified days of fundraiser
- **USED UNIFORM SALE**—Help with collecting and selling uniforms in October, April and August
- **ROOM MOTHERS** – Assist in planning parties and events throughout the year
- **NEWCOMERS** – Assist new families by answering questions and explaining procedures
- **ATHLETICS** – Help coach various sport teams; work concession stand for sporting events;

#### **SPECIAL YEARLY ACTIVITIES:**

The following activities take place each year.

- **FALL FESTIVAL**—Students are asked to sell car raffle tickets and volunteer for this Parish Event to raise money for the school and church.
- **OPEN HOUSE**—Two are held each year, one in October and one during Catholic Schools Week, in order for parents to visit classrooms and view special projects.
- **PARENT-TEACHER CONFERENCES**—Conferences are held in September for Grades PK-8 in order for parents to meet with teachers to discuss students’ progress.
- **JEANS DAY**—Students pay \$1.00 in order to wear blue jeans; money is used for various service projects.
- **BIG BROTHERS AND SISTERS**—Each 8<sup>th</sup> grader is assigned a Kindergartner and activities are planned during the year for the groups; the older students make special items to give to the younger ones at holidays and vice versa.
- **THANKSGIVING FOOD DRIVE**—Students bring in canned goods for Thanksgiving Baskets for the needy.
- **BOOK FAIR**— Students are given opportunity to buy books in this special week held in October. Many activities happen during both the day and night sessions. The fair is open to parents, grandparents, other family and friends for the purpose of promoting the joy of reading as well as fundraising for the library.
- **CATHOLIC SCHOOLS WEEK**—Week long celebration of Catholic Schools.
- **LENTEN COLLECTION**—Students save money during Lent in special collection boxes for the needy.

- **FIELD DAYS**—Students at each grade level take part in a morning or afternoon of games and contests held in April.
- **MAY PROCESSION**—Students participate in a special Mass and procession to honor Mary; 8<sup>th</sup> graders form an honor court.
- **END OF THE YEAR FAMILY PICNIC**- Families are invited to celebrate the end of the school year with their children and teachers.

Various contests are held throughout the year. These include: Spelling Bee; Geography Bee, and Art Contest.

**PRE-KINDERGARTEN AND KINDERGARTEN INFORMATION:**

- **SCHOOL HOURS:** PK – 8:15-2:50; K – 8:00-3
- **MORNING DROP OFF:** If your child arrives before 7:30 a.m., you will have to pay for early morning care. After the first two weeks of school, we ask that you encourage independence by allowing your child to follow this morning procedure alone. Tears are common for some children at the beginning of the year; however experience teaches us that they quickly pass once the child is involved with the activities of the school day.
- **CLOTHING** - All students wear uniforms. We ask that you send a change of clothes in a Ziploc bag, labeled with the child’s name, to be used in case of accidents.
- **SNACK** – Students need to bring a snack from home each day.
- **NAPS** – Students take a short nap in the afternoons. Some students go to sleep, while others only rest. As the school year progresses, naptime becomes shorter and shorter.
- **MASS**- Pre-K and K students will attend 2 prayer services during the fall semester. Pre-K and Kindergarten students do not attend Mass until after Christmas. Prior to that time, students are prepared for proper behavior as a class at Mass.

We are proud to welcome you to St. Ann Catholic School  
and look forward to a great school year!