



# St. Ann Catholic School

## **STUDENT AND PARENT HANDBOOK**

**2023-24**

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

# STUDENT AND PARENT HANDBOOK

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## **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](http://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 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.
- Observance of Holy Days.

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## **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. 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.
- 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.

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## **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 provide a Catholic education 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.
6. Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.

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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 2022-23**

August 7.....Colts Corral Day (Orientation) 4:00 - 7:00pm (Youth Gym)  
August 9.....First Day of School (1/2 day) 11:30 Dismissal except for PK3, PK4, Kindergarten  
August 7.....Newcomers Meeting 6:00pm  
August 10,11,14.....PK & Kindergarten Staggered Start  
August 18.....Parent/Teacher Classroom Meeting 6:00-7:00pm  
September 4.....School Closed - Labor Day  
October 9-13.....School Closed - Fall Break  
November 20-24.....School Closed – Thanksgiving Break  
December 15.....1/2 Day-Christmas Break Starts 11:30 dismissal  
December 18—January 2.....School Closed - Christmas Break  
January 3.....Classes Resume  
January 15.....School Closed—Martin Luther King Holiday  
January 28-February 3.....Catholic Schools Week  
February 17.....School Closed – Teacher Professional Development Day  
February 20.....School Closed—President's Day  
March 4-8.....Scholastic Book Fair  
March 8.....Grandparents Day  
March 11-15.....School Closed for Spring Break  
March 28- April.....School Closed – Easter Break

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May 24.....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 7:30, 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**. School begins at 8:00. Please be mindful that class begins at 8:00 and if your child is not in their 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, all students should enter either the main school doors or seventh grade wing doors only. Once inside the building, each student should report directly to the school gym.

At 3:00pm, students K-8 will be dismissed. PK students are to dismiss at 2:50pm. 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. 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 3:15 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.

## **CONTACT INFORMATION**

Visit [www.sascolts.org](http://www.sascolts.org) for a full listing of faculty and staff. Email addresses for faculty and staff is in the following format: [firstname.lastname@sascolts.org](mailto:firstname.lastname@sascolts.org).

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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.

## **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 7:30-8:30. School doors open at 7:30.

### **Arrival for PK3 and PK4:**

Parents should park in the available parking spots located near the front entrance of the school. A sign in table will be located near the front doors. Please sign your child in on the assigned book

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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 8<sup>th</sup> Grade:

Cars are to form a single line and proceed through the circular drive to the drop-off point located on the attached map. Students are to exit the cars ONLY in the designated drop-off area. Students 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 main school doors. On rainy days parents will drop off at the circular drive under the covered awning. Students will enter the doors located on the the middle school wing. After dropping students off, cars may carefully pull into the left lane to exit onto Altruria Road.

Students in Kinder through 8<sup>th</sup> grade who arrive between 7:30 and 7:50 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 7:50 and walk them to their classroom.

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

**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.**

### 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 2:50 p.m. 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.

### KINDERGARTEN STUDENTS:



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Kindergarten students are dismissed at 3:00. 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.

### 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 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 Alturia 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 Alturia Road.

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

\*\*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.

### 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.

### 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

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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 video games, iPods, MP3 players, cameras 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. 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:**

1<sup>st</sup> offense: phone turned into the office, parent must pick up, \$10 fee.

2<sup>nd</sup> offense: phone turned into the office, parent must pick up, \$20 fee.

3<sup>rd</sup> offense: phone turned into the office, parent must pick up \$30 fee, in school suspension.

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 to smoke or use tobacco products in school facilities or on school grounds, including inside vehicles on school property. Catholic School and campuses are non-smoking areas.

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

### **LOCKS AND LOCKERS**

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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 or backpacks, bookbags or other containers brought onto school property or to school events.

Lockers, desks, parking areas provided for student use 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.

### **SCHOOL MEALS**

Just as last year, the school kitchen will not be in service. Boxed lunches will be offered Tuesdays, Wednesdays, and Thursdays by preorder only. Parents are responsible for providing daily snacks and lunches.

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## **FOOD ALLERGIES**

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.

## **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**

### **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
- Serving as room mothers or classroom volunteers
- Assisting with special events
- Fund-raising
- Leading clubs or extracurricular activities
- Active membership in the Home and School Organization and/or the Colts Club

### **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.

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## **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. Formal parent-teacher conferences will be scheduled after the first nine weeks of school. Attendance at the fall parent-teacher conference is mandatory. Important information may be also viewed on the school web site, [www.sascolts.org](http://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 and proof of insurance must be on file in the school office. Volunteer drivers must also sign a volunteer driver agreement acknowledging that they will follow all traffic laws, will never leave students unsupervised and will not talk or text while driving. Unless travelling 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:

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- 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 15<sup>th</sup>.  
Students entering Pre-Kindergarten 4 must be 4 years of age on or before August 15<sup>th</sup>.  
Students entering Kindergarten must be 5 years of age on or before August 15<sup>th</sup>.

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 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.
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.

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## **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, 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 \$7,500

APPLICATION FEE: \$75.00

REGISTRATION FEE: \$250.00

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ALL TUITION, Technology fees, and Book fees are paid through FACTS (\$50 annual admin. Fee) and may be customized by paying Monthly or Quarterly. Tuition payments begin July 2022 through April 2023. 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.

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)
- 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**



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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. Parents are responsible for all other school supplies. A list of required supplies will be issued by the school.

## **ATTENDANCE**

### **ABSENCES/TRUANCY**

Students are expected to be present for the entire time schools are 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. A student who has been absent for five (5) days in a semester must present the school with a certificate from a health care professional. Failure to do so will result in "0's" and no makeup work will be accepted.

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The school is under no obligation to provide make-up work or special testing arrangements for absences due to reasons such as vacation without prior written approval from administration.

School officials will contact the CSO as soon as a child has missed ten (10) non-excused 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.

### **LATE ARRIVAL/EARLY DISMISSAL**

Tardiness is disruptive to the learning environment and should not occur absent 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. Excessive tardiness or tardiness without reasonable excuse will subject the student to appropriate disciplinary procedures.

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 or re-enrollment for the next 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 allotted number of days the return to school unless the absences exceed five consecutive school days, in which case the parent and teacher should agree to a deadline for the submission of the work.

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## **ACADEMICS**

### **ACADEMIC INTEGRITY/DISHONESTY/PLAGARISM**

Students are expected to complete their own assignments. Academic dishonesty is a serious offense that may result in the suspension or dismissal of the student.

### **STREAM (Science, Technology, Religion, Engineering, Arts, Math)**

#### **Objective:**

- To create a competitive edge for St. Ann Catholic School by building and implementing a 21<sup>st</sup> century learning environment where our students learn to think creatively and critically, are encourage to inquire, seek to investigate, and strive to innovate.
- To create a self-sustaining STREAM program that will be a framework for creative and authentic instruction and learning to expand all students' knowledge base and to enhance their learning experiences.
- To create a cohesiveness in what students learn with regards to the engineering design process and the long-term skills that go beyond STREAM like teamwork, problem-solving, critical thinking, collaboration, coaching, communicating, listening, empathy, public speaking, and making connections.

### **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 are 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.

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## **GUIDANCE/COUNSELING SERVICES**

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:

- Orientation to the school and its programs;
- Counseling for individuals and groups with necessary referral services;
- Recording student data for evaluation and placement of students; and
- Providing safe school/child protection curriculum and training.

## **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, parent-teacher conferences 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

## STUDENT AND PARENT HANDBOOK

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G- Good

S- Satisfactory Progress

N- Needs Improvement

U- Unsatisfactory Progress

### 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

### **ASSESSMENTS AND EXAMINATIONS**

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

### **ADVANCED PLACEMENT/HONORS PROGRAMS**

SPARKS is a program created to provide learning opportunities for the gifted student in grades 2-8. 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 is to meet two of these four criteria:
  - Total English Language Arts (ELA) score of 90% or above on the ITBS Test
  - Total Math 90% or above on the ITBS Test
  - Total Science score of 90% or above on the ITBS Test
  - Total Social Studies score of 90% or above on the ITBS Test

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- Only the IOWA Test of Basic Skills given at St. Ann School will be used to determine giftedness.
- 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 into the program in grades 2-5 (6-8 grade students are exempt if the student was in our program in the 5<sup>th</sup> grade)
- The program concentrates in the areas of Math/Science
- If a student is removed from the program due to poor grades, falling behind in regular classes, etc., student must wait until yearly testing at St. Ann to re-enter the program, provided they qualify.

### **HOMEWORK**

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 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 F's, summer school or tutoring is required for promotion. If a student receives three F's, he/she is subject to retention.

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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 first semester. Confirmation of retention shall be communicated in writing to parents.

### **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 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 using the proper form.

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.

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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 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.

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

When approved overnight class trips are for students in grades five through twelve (5-12) only and shall be requested by the principal and approved by the Superintendent.

### **LIBRARY/MEDIA CENTER**

The philosophy of the St. Ann Library Media Center, LMC, is 3-fold:

- to make the LMC a quiet classroom for teaching library skills, reading and research,
- to assist students and parents in locating materials for research based projects as well as for the simple joy of reading, and
- to assist teachers in whatever way possible to make the education of the students easier and more enjoyable.

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.



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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. Outstanding student achievement may be recognized at this time.

Graduation exercises for high school shall be arranged by the principal in consultation with the Superintendent. Graduation parties shall not be sponsored by the school.

### **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 in the cumulative folder:

- Initial application forms and student entrance test
- \*Permanent/cumulative record cards
- Duplicate Permanent/cumulative record cards
- Birth Certificate
- Reading and Mathematics Records
- \*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
- Reading/math records (grouping information)
- 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.

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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 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.

# **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.
- If a student in our school exhibits behavior that is deemed 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 **immediately**. Prior to readmission to the school the parents will provide to the school a clearance from a **licensed clinical practitioner**. Once this clearance from the practitioner is received, the Principal will evaluate the students' return.

## **SCHOOL BUS STANDARDS OF CONDUCT**

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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.
- 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.

A driver shall report to the principal as soon as possible, but no later than the end of the route, any student refusing to obey the driver or refusing to abide by bus conduct rules. The principal shall discipline the students in accordance according to disciplinary procedures for other misconduct.

In order to promote safety and security of students and transportation personnel, video cameras may be used to monitor student behavior on school 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 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 **immediately**. Prior to readmission to the school the parents will provide to the school a clearance from a **licensed clinical practitioner**. Once this clearance from the practitioner is received, the Principal will evaluate the students' return.

Classroom teachers are expected to deal with classroom infractions in a reasonable manner. Teachers may refer to the principal any student who:

- Repeatedly commits classroom infractions;
- Bullies or harasses another student or students;

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- Commits physical aggression 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 may impose disciplinary consequences including but not limited to:

- Conference with a school administrator
- Parent Contact
- Detention
- In-school Suspension
- Out-of-school Suspension
- Dismissal (expulsion)
- Loss of Bus Privileges
- 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, pending a principal's conference with the parent(s) and/or guardian(s). 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
- Assault with, or possession of, a lethal instrument or weapon
- Serious theft or dishonesty

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- 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
- 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

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.

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 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

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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 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 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

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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.

Anyone who is aware of bullying, or is being bullied should report to the administration of the school. The Principal 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 provides 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

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of any nature arising from my child's use of the school's computers and iPads including internet access

### **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.



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

1. Never share your logon 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 e-mail, including accessing third-party e-mail accounts, is 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.

Return to Homeroom Teacher by Friday, August 10, 2020.

Student Name (Print)\_\_\_\_\_ Signature\_\_\_\_\_

Parent/Guardian Name (Print)\_\_\_\_\_ Signature\_\_\_\_\_

Date\_\_\_\_\_

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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:

SUMMER UNIFORMS: Worn August – October; March – May

WINTER UNIFORMS: November – March, May be worn year-round

PK-3rd	Year Round Uniform	Summer Only Uniform
GIRLS	<ul style="list-style-type: none"><li>• Plaid Skort</li><li>• Banded Polo Shirt</li><li>• Plaid Jumper</li><li>• Blouse</li></ul>	<ul style="list-style-type: none"><li>• NA</li></ul>
BOYS	<ul style="list-style-type: none"><li>• Navy Blue Pants</li><li>• Grey Polo</li></ul>	<ul style="list-style-type: none"><li>• Navy Blue Shorts or Pants</li></ul>

Gr. 4th-5th	Year Round Uniform	Summer Only Uniform
GIRLS	<ul style="list-style-type: none"><li>• Plaid Skirt or</li><li>• Plaid Skort</li><li>• Banded Polo or</li><li>• Blouse</li></ul>	<ul style="list-style-type: none"><li>• NA</li></ul>
BOYS	<ul style="list-style-type: none"><li>• Navy Blue Pants</li><li>• Grey Polo</li></ul>	<ul style="list-style-type: none"><li>• Navy Blue Shorts or Pants</li></ul>

Gr. 6th-8th	Year Round Uniform	Summer Only Uniform Thursday/Dress Up Uniform*
GIRLS	<ul style="list-style-type: none"><li>• Plaid Skirt</li><li>• Banded Polo</li><li>• Blouse</li></ul>	<ul style="list-style-type: none"><li>• NA</li></ul>
BOYS	<ul style="list-style-type: none"><li>• Khaki Pants</li><li>• Navy Polo</li></ul>	<ul style="list-style-type: none"><li>• Khaki shorts or Pants</li></ul>

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	<ul style="list-style-type: none"><li>• Dress Shirt</li><li>• Tie</li></ul>	
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- Sweaters that are part of the dress code (cardigan, vest or navy pullover sweatshirt) may be worn in the classroom. No other sweaters or sweatshirts are allowed in the classroom.
- P.E. Uniform is required in grades 5-8. Fall/Spring P.E. uniform consists of P.E. shirt and shorts purchased through Dennis Uniforms. Winter P.E. uniform consists of P.E. shirt purchased at Dennis Uniforms and P.E. sweatpants purchased through the school Spirit Shop. School sweatshirts may be worn along with the assigned P.E. uniform only on PE days.
- Students in PK3 through 4<sup>th</sup> grade may wear their St. Ann sweatshirts purchased from the spirit shop on PE days only.

All uniforms may be purchased at DENNIS UNIFORMS of Memphis, 386-4231. Jumpers, skirts, skorts, knit shirts, sweaters, and fleece jackets must be purchased there. To insure uniformity, some general regulations must be observed:

- No designs or emblems, except for the school emblem are allowed on shirts, slacks/trousers, blouses, fleece jackets, or sweaters. Tee shirts with designs are not to be worn under the regular school uniform.
- Only PK and K students may wear tennis shoes. All others should wear neutral brown, black or navy school shoes, saddle oxfords are allowed. Shoes should have no writing or designs on them. PK and K tennis shoes should be one solid neutral color (navy, white, grey, etc) with no colors or light up effects
- Only shoes outlined in the guidelines may be worn. Students must wear quarter crew (above ankle) or full crew (midcalf) socks. Socks should 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). Socks may not be worn pushed down below the ankle. No athletic socks such as tennis socks or below the ankle crew socks may be worn. Emblems or decorations are not allowed on the socks.
- Only uniform sweaters may be worn in the classroom. Warm-up pants and jackets, sweatshirts, letter jackets, etc. are not acceptable in the classroom.
- Belts are required with all shorts and pants that have belt loops.
- Shirts and blouses are to be worn tucked in at all times. This includes the knit shirts worn with the walking shorts. Only the overblouse worn in grades 4-8 and the banded polo shirts may be worn untucked.
- Girls may wear one pair of small earrings (no dangles or large hoops). Multiple piercing is not allowed. Only one bracelet or watch and one necklace may be worn at any one time

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by any student. 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 eye shadow or eye-liner may be worn. Boys are not permitted to wear earrings. Temporary tattoos should be removed prior to coming to school. Nails should be short in length and polish should be neutral or clear in color. Acrylic nails are not allowed. The administration reserves the right to make final decisions concerning a student's nail.

- Boys' hair is to be neatly combed and trimmed above the eyebrows in front, above the earlobes on the sides and above the top of the collar in the back. No ponytails, man buns, or tying/putting back of any kind is allowed. Girls' bangs are to be worn above the eyebrows or pulled to the side/back. NO EXTREME HAIRCOLORS OR HAIRSTYLES ARE ALLOWED. The administration reserves the right to make final decisions concerning a student's hair.
- Jumpers and skirts must be to the knee. No rolling of the skirts or cutting of hems is permitted.
- Ties are to remain properly tied at all times.
- Pants are to be worn at the waist and must fit properly.
- 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.
- All uniform pieces need to be clearly labeled with the child's name.

### **OUT OF UNIFORM DAY ATTIRE (Spirit Days/Career Days/Dress-up Days, etc.)**

On days that 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 knee. Tops may not be spandex, crop tops, halter style, thin strapped, or tight fitting and no undergarments may show. Tops must be long enough to cover the midriff with the arms raised. Students' may not wear spandex pants, leggings (worn as pants), or yoga pants. 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 knee-length. 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.

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 in the school office

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until arrangements can be made. The administration reserves the right to make decisions regarding the appropriateness of the students' clothing. After a student's 2<sup>nd</sup> violation, out of uniform privileges will be revoked.

### **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. 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

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required to sign a Coaching Agreement and Conditions form in order to coach at St. Ann Catholic School.

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
- Beta Club
- Student Council
- Journalism Club
- 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 combination of 2 or more D or U grades (2 U's, 2 D's 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 one D or U on the progress report will regain full eligibility.
- Students who do not raise their grades to a maximum of one D or U on the progress report will remain ineligible until report cards are issued.
- 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.

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## **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 safety coordinator appointed by the principal each school year.

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 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.



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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 roll books with them during the drills in order to have an accurate account of all students present.

The building fire alarm shall be operated during the drill to familiarize all occupants with the distinctive sound of the fire alarm. 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**

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**

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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 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**

The parent or guardian will be notified when a student becomes ill during the school day. The principal and/or school nurse, the parent or guardian will determine whether the child should be dismissed to go home. Students who are seriously ill or who constitute a danger of spreading

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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 principal or pastor. 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 health care 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, during
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

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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.

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.

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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 sign by parents in the FACTS Enrollment Packet.