

**St. Ann Catholic School
2018-2019**

“Be Who You Are and Be That Well.” St. Francis de Sales

Mission Statement

We are a culturally diverse Catholic School that serves the entire community by promoting academic, spiritual, physical and moral excellence in a safe structured environment. Our students enter to learn and depart to serve.

Vision Statement

The vision of St. Ann Catholic School is to become a diverse community of global learners, where students will perform at their highest academic levels within an environment of strong Catholic values.

St. Ann Catholic School is staffed by dedicated lay teachers. It admits students in grades Pre-K through Eight and does not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of its policies.

St. Ann Catholic School is part of the Catholic Diocese of Raleigh and is accredited by the Southern Association of Colleges and Schools.

Faculty and Staff

Pastor.....	Rev. Steve Shott, OSFS
Principal	Mrs. N. René Corders
Pre-K	Mrs. Maria Mendiola
Kindergarten	Mrs. Marilia Gannon
Grade 1	Mrs. Jennifer Tapia
Grade 2	Ms. London Sylvestre
Grade 3	Mrs. Dawn Sifuentes
Grade 4	Mrs. Kristen Walton
Grade 5.....	Ms. Tina Isenbarger
Grade 6 (Homeroom).....	Mrs. Sarah Panter
Literature/Language (Middle School).....	Mrs. Sarah Panter
Grade 7 (Homeroom).....	Mrs. Julie Letich
Grade 8 (Homeroom).....	Mr. John Rock
Math (Middle School).....	Mr. John Rock
Science (Middle School)	Mrs. Julie Leitch
Social Studies (Middle School)	Mr. Rock, Mrs. Panter, & Mrs. Leitch
Religion (Middle School)	Mr. Antony Bishop
Spanish	Mrs. Yadira Rodriguez
PE	Mr. Lee DeHart
Library.....	Mrs. Nancy Powning
Music/Band	Mrs. Sharona Carter
Bookkeeper.....	Mrs. Bette Scott
Administrative Assistant	Mrs. Kelly Whitlow
Custodian.....	Mr. M.B. Herring
Before/After Care Director	Mrs. Pok-Hui Folsom
Cafeteria Manager/ Crossing Guard	Mr. Ernest Brown

Absences

Parents are asked to call the school by 8:30 AM on the day a student will be absent. When returning to school after an absence, students must bring a note of excuse, dated and signed by

parent/guardian. This rule applies even if the school has been notified orally.

Frequent absence may seriously affect a student's academic progress; therefore, families are expected to make arrangements so that a student will be able to keep up with assignments and class work during the time of an absence. Upon returning to school, it is the student's responsibility to make sure all assignments have been handed in and all tests have been taken **within 3 days**. Repeated, unexcused absences may result in retention.

If a student must leave school during the school day, a parent must check the student out through the office. No students may be checked out after 2:30 PM. The Office Staff is engaged in many activities at that time and the student's safety is the first consideration.

In the case of a scheduled appointment (doctor, dentist, etc.) a note should be sent to the homeroom teacher the day before the child will be absent.

The academic performance of a student who has accumulated thirty or more days of absence will be reviewed to determine if the student is ready for the academic work of the next grade.

ACADEMIC POLICIES

Students are expected to perform to the best of their ability. Advancement to the next grade is determined by the grades achieved during the school year.

St. Ann Catholic School follows the curriculum developed by the Diocese of Raleigh. The courses of study include:

- Technology
- Language Arts: Reading, Literature, Writing, Grammar, Spelling, Handwriting
- Library
- Math/Algebra
- Music
- Physical Education (PE)
- Religion
- Science
- Spanish
- Social Studies

ADMISSION POLICIES

Priority is given to Catholic children. All others are welcome when space is available with the understanding that:

- All students participate in the religion program
- Once a student is accepted, re-enrollment is not denied because of religion.

The following are used as criteria:

- Applicant meets age requirement of 4 years old by August 31 for Pre-k, 5 years old by August 31 for Kindergarten, and 6 years old by August 31 for Grade 1.
- Applicant meets the academic readiness requirement as indicated by student records and entrance screening.
- Applicant demonstrates necessary social skills and study habits.
- Parent completes necessary forms and submits required documents.
- Registration fee is paid and tuition agreement is signed.
- Space is available in the class

Parents are notified of acceptance by mail. Applicants with special learning needs that cannot be met by St. Ann educational programs are not accepted.

Upon approval by the principal and payment of all necessary fees, a student may be enrolled at St. Ann Catholic School. Please note that full admission is not granted to any

student until the successful completion of a 60-day initial period of probation.

Arrival

Any student arriving before 8:00 am must be checked into Before Care. Any student who is not picked up by 3:15 pm must be checked into After Care. Parents will be charged for this service.

Before/After Care

These services are available to all students. All STUDENTS MUST BE REGISTERED for Before/After Care. This is required so that in the event of an emergency the Before/After Care staff will have written permission to supervise the child. There is no registration fee.

Before Care begins at 7:00 am. After Care concludes at 6:00 pm.

Students arriving between 8:00 and 8:10 a.m. are dropped off on the side of the church to join the other students on the parking lot next to the Social Hall. Parents/Guardians may park in the church parking lot and walk the children to the designated parking lot, or they may drop the children off at the designated area where they will be supervised. Parking on the street and allowing the children to cross is not permitted. Even if parents cross with the children, there is still the danger of an accident. Parking on the sidewalk is not allowed. These are safety issues. There is no parking on the Heritage Place lot; this is private property. The entrance bell rings at 8:10 a.m. Students arriving after 8:15 a.m. are considered late. **Parents must accompany students who are late to the office.**

Drop Off/Pick Up Procedures

Before School

- No Students are to be dropped off before 8:00 am unless attending Before Care.
- Pull as far forward as possible in the drop-off line to enable more cars to enter the line.
- Upon pulling as far forward as possible, please instruct your child(ren) to exit the vehicle immediately to refrain from causing a delay in the line.
- If you arrive to school after the 8:10 bell, students must enter the building through the Grove St. entrance and must be accompanied by a parent.

After School

- Parents who are parking and walking to get their child **MUST** walk up the center sidewalk and meet your child at the steps of the Old Chapel.
- Parents are to use the sidewalk to cross the outward flow of the parking lot. Crossing between cars sets a bad example.
- If you choose to park on the street and walk over, please cross on the Heritage House side of the parking lot so as not to obstruct the flow of traffic.

Parents who are stay in in the car line:

- Please do not instruct your child to “find” you. No student is to walk beyond the 8th grade line (sidewalk to the Church). Teachers have been instructed to not walk students beyond this point.
- Please watch for instructions from the teachers as to when you should move forward. Our goal is to ensure all students make it safely into the correct vehicle.
- If your child is not outside, please exit the parking lot and re-enter to park or get back in the queue.

Beta Club Eligibility Standards

Membership in the Junior Beta Club is based on academic standards as well as character and service to others. After the first and second quarter of the year report cards are distributed, a ballot is prepared consisting of those students who have accomplished Honor Roll or Principal’s list for that quarter from the 6th, 7th, and 8th grades. This ballot is then given to each teacher that directly deals with these students (including Religion, PE, Spanish, Music). These teachers to

vote based on the good character and the student's willingness to serve others. To be selected for membership, the student must be UNANIMOUSLY elected by these faculty members.

Once initiated into the BETA Club, the member must maintain that "honor roll" academic standard or face suspension from the Club until the teacher in the subject area where the deficiency occurred releases him/her from suspension. A member can also be suspended from the Club for behavior that would violate the character component or that would bring discredit to the Club and the school.

Cell Phones

Students are not permitted to have cell phones in their possession while they are on school grounds. Cell phones simply provide too much potential for misuse; therefore, students will not be allowed to have them. Should a student need to reach a parent by phone during the school day, he/she should make a teacher aware of the need and the parent will be contacted by the school secretary. If a cell phone is found in the possession of a student, the cell phone will be confiscated and can only be retrieved by a parent.

Cheating

All students are expected to do their own work, and they are held accountable for it. Any alleged incident of cheating will be investigated by the principal and verification will result in severe consequences.

Christian Due Process

St. Ann Catholic School is committed to spending time with a student who faces discipline. The student will be told what he or she did wrong and will be given a chance to be heard.

With regard to suspension or expulsion, the principal is always involved and the superintendent may be called.

In the case of expulsion, written notification of the violation and an indication of the time and place of a hearing will be issued. A hearing is then scheduled with the teacher, principal, pastor and if necessary the superintendent.

Class Observations

Parents are welcome to observe instruction in their child's class at any time with the prior notification of the principal. This is necessary to maintain a secure learning environment.

Communication

Effective communication between parents and the school is a prerequisite for a student's success. Most of this communication occurs between the classroom teacher and the parent. Miscommunication or gaps in communication make it more difficult to achieve our goal, which is the quality education of our students.

St. Ann has established several important means of communication with parents:

School Newsletter: This newsletter is published weekly. It includes news of student and school activities and can be found on our website. The website address is stanncatholicsschool.net.

School Messenger: This communication system allows the St. Ann Catholic School staff to make important announcements to all of our parents simultaneously by email or telephone. We use this system infrequently so that parents will understand that its use indicates something other than "business as usual." We may use it to signal a change in the school calendar; we may use it to remind parents of some scheduled event immediately following a break from school. In any event **SCHOOL MESSENGER will only be used when we need to suddenly convey information to all parents.**

Business Day/Back to School Night: Attendance at this event is required of **ALL** parents. This is the opportunity for parents to complete required forms, settle financial matters, sign-up for fulfilling the volunteer requirement, attend the first SVO business meeting, meet the teachers and visit the classrooms, receive an overview of the curriculum, hear the expectations for students in a given class, and discover the most effective way to stay informed about everything at SACS.

Gradelink: This is an online system whereby parents can review students' assignments, grades, and schedules. It is also used to record attendance. Each student is assigned a user ID and password by the office staff in order to gain access.

Interim Progress Reports and Report Cards: These reports are published at mid-quarter and at the end of the quarter. Interim Progress Reports check the progress of a student and allow time for the student to make any necessary adjustments to study and work habits in order to ensure success on the report card. It is not a report of record. Report Cards are the forms of record that chart the success of the student. Both of these provide opportunities for parents and teachers to exchange information for the good of the child. Parents are required to sign and return these forms and are urged to request a conference if there are concerns about a child's progress. Final averages are based upon performance and participation in class, homework, tests, and projects. Teachers explain their grading practices during Back to School Night.

Parent Conferences: Scheduled conferences are held following the end of the First Quarter. These provide an opportunity for parents to meet with the teacher to discuss a student's progress. Parents or teachers may arrange conferences at times other than the scheduled conference time.

Parents are urged to contact the teacher first when problems begin to appear. The principal may be called in to assist at times. This is especially important if there is disagreement with something that has taken place in school. Usually a few minutes spent talking through a situation with the school staff is all that is needed to bring about a solution.

In requesting a conference, parents are asked to send a note to the teacher indicating the reason for the conference and suggesting a possible time. We recommend that conferences be held between 3 and 4 PM when teachers are not directly responsible for the supervision of students.

Attempts to conference prior to school without an appointment are discouraged as well as during dismissal. Both the parent and the teacher need to be prepared to share information in a comprehensive manner as well as respect the need to protect confidentiality.

Teachers should not to be called at home or on their cell phones unless there has been a specific agreement between the parent and the teacher. Teachers may be emailed at anytime.

Conduct-Inside/Outside the School

The student is a St. Ann Catholic School student at all times. School officials may discipline a student who engages in conduct, (whether that student is on campus or not when the behavior occurs), that is detrimental to the school.

Confidentiality

Teachers will keep confidential information entrusted to them as long as no one's life, health or safety is at stake. Parents will be promptly notified of a teacher's concern.

Cooperation

The education of the children is a partnership between parents and the school; therefore, it is incumbent upon all parties to cooperate for the benefit of the child. Parents, as well as children, must comply with the school regulations and respect the authority of the school officials. Just

as the parent has the right to withdraw a child if desired, **the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken**

Custody

The school must have accurate custodial information on file. Parents/guardians must provide this information during the time of admission or when the child's status changes.

While the hope is that both parents - custodial and non-custodial - would share pertinent information regarding their child, the school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. The non-custodial parent has access to academic records and other school information regarding his or her child. Any court orders to the contrary should be forwarded to the school by the custodial parent through a court-certified copy of the court order.

Discipline Code

St. Ann Catholic School seeks to maintain a climate of Christian community, respecting the uniqueness and value of each student. We believe that our respect for God is shown through the way we treat others. The basis of our discipline policy is; "Love your neighbor as yourself." Our Religious Education program supports our discipline code.

Examples of unacceptable Behaviors:

- Violation of the uniform policy
- Disruptive conduct
- Offensive language
- Disrespect for school property (including book covers)
- Abuse of the Internet
- Harassment
- Violent Physical Contact
- Possession of electronic devices
- Lack of responsibility
- Dishonesty/Cheating/Lying/Stealing/Forgery
- Disobedience/Defiance
- Threatening behavior/Bullying/Attempting to injure another
- Possession/Sharing of inappropriate printed material

THERE IS ZERO TOLERANCE FOR FIGHTING AT ST. ANN CATHOLIC SCHOOL

Any of these behaviors will result in consequences. The severity of the consequences will be determined by the nature of the infraction. Mitigating or aggravating circumstances may require a departure from these guidelines.

Dismissal

Car riders are dismissed at 3:00 p.m. and wait in class lines on the parking lot beside the church. Parents are asked to drive through the parking lot and pick up the students from the designated area. Parking on the streets is discouraged. Parking on the sidewalk is not allowed. Students not picked up by 3: 15 p.m. will be supervised by the After Care staff. Pre-k students are dismissed at 2:45 p.m.

All are urged to use extreme caution when dropping off and picking up students. Students are instructed to exit a car on the driver's side if at all possible to avoid walking between cars. When this is impossible, students are to walk in front of the car they have exited, similar to leaving a school bus. **Drivers are asked not to pass cars in the lane, as children may be entering or exiting cars on the passenger side. The speed limit in the parking lot is 5 mph.**

In inclement weather students are dropped off in the church parking lot and proceed to the Social Hall. We do not implement special dismissal procedures on rainy days. Parents are urged to be attentive to weather reports so that students will arrive at school with appropriate rain gear.

Documentation

At the time of a student's registration each parent or guardian shall present the following for the student:

1. Certificate of Health
2. Birth Certificate
3. Record of Immunization
4. Baptismal Certificate (if applicable)
5. Social Security Number
6. Report card from previous school

Electronic Devices

Electronic devices are not to be in the possession of a student unless required for instructional purposes by a specific teacher. (I.e. I-Pods, MP3 players, headphones, CD players, video cameras, etc.) Should a student need to use an electronic device on campus to complete a graded project, the parent must request permission in advance from the principal and be prepared to be present on campus to supervise the use of the device.

Emergency School Closing/Delay

St. Ann Catholic School usually follows decisions of Cumberland County School District for emergency early dismissal, delayed opening, or school closing in the event of severe weather conditions. Inclement weather announcements of Cumberland County Schools are made over local radio and TV stations.

Ordinarily, St. Ann Catholic School does not make a separate announcement unless the county schools are already out of school for a holiday. If a separate announcement is communicated, please use the following: Radio: WFNC 640 AM, 102.3 FM, TV: WRAL 3, WTVD 11.

On rare occasions, St. Ann Catholic School will operate on a different schedule than the public schools in which case we will make a separate announcement via **SCHOOL MESSENGER**.

Emergency Student Information

Parents complete or update information regarding care of children in case of sickness or accident at the beginning of each school year. If there is a change in phone number, address, or person to be contacted, parents are asked to send this information in writing to the school secretary.

Extra-Curricular Activities

Clubs and other student activities depend upon volunteers to organize and direct them; therefore, these activities change as the number and interests of staff and parent volunteers change. Parents are encouraged to volunteer their time and talent to extra-curricular programs.

Clubs and activities currently offered include:

- ❖ Altar Servers: Grades 3-8; Mr. Bishop - Advisor
- ❖ Battle of the Books - Mrs. Walton & Mrs. Panter, Advisors
 - o Students must be reading above their grade level according to Iowa Test results.
 - o Students must have an A in reading
 - o Students must have the recommendation of their teacher.
 - o Culminates in competition
- ❖ Band: Grades 4-8;
 - o Organized by Mrs. Carter

- o Fees are paid directly to the band teacher.
- o Band meets weekly.
- ❖ Chorus: Grades 4-8
 - o Organized by the music teacher
 - o Meets weekly before school
 - o Performs for school and community functions
- ❖ Craft Club: Grades 2-8; Mrs. Panter - Advisor (Fall Semester)
- ❖ Fitness Club: Grades 3-8; Mrs. Tapia/Ms. Herrera- Advisors (Girls Only)
- ❖ Journalism/ Yearbook - Mrs. Panter
- ❖ Mass Choir: Grades 4-8, Ms. Kelly Director
- ❖ National Junior Beta Club; Grades 6-8; Induction required; Mrs. Rodriguez- Advisor
- ❖ STEM Club: grades 3-8; Mrs. Leitch & Mrs. Sifuentes- Advisors

Note: Middle School students must maintain a “C” average or above in each class to participate in SACS extracurricular clubs and activities.

All Saints Rosary Club

Open to 1st-8th graders to foster devotion to the Blessed Virgin Mary, to explore the lives of the saints and nurture students’ spiritual friendship with each other. Meetings on 1st and 3rd Thursdays from 3-4:30 p.m. Advisors- Mr. Bishop and Mrs. Turner

Field Trips

Educational field trips are planned during the course of the year. Parental permission in writing using the standard school field trip permission form is required for students to participate. Permission cannot be accepted over the phone. Pre-school siblings are not permitted to accompany classes on field trips. The Diocese of Raleigh policy requires bus service for all trips. Students cannot be transported in private vehicles.

Students not participating in the trip are expected to attend school the day of the trip. The school reserves the right to refuse permission for a particular student to go on the trip in case of misconduct.

Fundraising

St. Ann Catholic School is able to operate in large part because of tuition and the subsidy it receives from St. Ann Catholic Church. The financial support, however, stops short of completely funding all school programs, resources, and projects. Fundraising, then, is essential to this school just as it is for all schools in the Diocese of Raleigh.

The SVO is scheduled to sponsor 2 major fundraisers each year and several minor ones to support their various projects. Parents are encouraged to support these events.

The 8th grade class may do some minor fundraising to support their end-of-the-year/graduation activities. There may also be a fundraiser to specifically support the school’s music program. Other school clubs may raise funds for specific ventures.

At times during the year we will engage in activities to raise funds for the needy. (example: Operation Rice Bowl.) These are not fundraisers designed to support the school. They are activities promoted to teach our students selflessness, civic mindedness, and the importance of “giving back”.

Harassment

Regulations regarding harassment are based on the belief that all persons have a right to be treated with dignity. All demeaning behavior is prohibited.

Bullying will not be tolerated. Any case allegedly involving bullying will be thoroughly investigated by the principal. Bullying involves any situation where a student is victimized by another student or a group of students. The bullying may or may not include physical contact; it may include only verbal harassment. In any case students should be aware that a proven case of bullying is punishable by suspension.

Homework

Homework is assigned to reinforce academic skills, develop interest and enthusiasm for a subject, and promote study habits and a sense of responsibility. The amount of homework and time spent will vary according to the age and ability of the student. The school policy for homework is 10 minutes multiplied by the grade level. (I.e. first grade is 10 minutes; second grade is 20 minutes, etc.) Ordinarily, no written assignments will be given on Wednesdays. This is to allow for family time and also to work on long-term assignments or extra reading and study.

Parents are asked to arrange a time and place for homework that is conducive to study. Often, they will need to monitor the homework time, give assistance when needed, check to see that all work is completed and stored properly in the book bag so that it can be available to be submitted when required. It is not the responsibility of the staff of After or Before Care to make the final confirmation of having homework completed. Parents should contact the teacher if consistent problems arise at home regarding the completion of homework. Often these problems can be easily resolved with effective communication between parent and teacher.

In case of absence, it is the student's responsibility to find out the assignments missed and make up that work in the time allotted. Students have 5 days in which to make up any missed work following an excused absence.

Insurance

Each student attending St. Ann is required to have insurance coverage. Parents indicate the type of insurance covering their child at the beginning of the year. First Service Insurance, Inc. offers School Accident Insurance for families without their own policy.

Library Books

We are fortunate to have a relatively new collection of books in our school library. It is one we hope to maintain and expand. Students are encouraged to borrow books frequently, but they are required to return the books when they are due.

Each day a book is overdue, students will accrue a financial penalty of \$0.05 per day per book that is overdue and a suspension of check-out privileges will be imposed.

If a book is not returned after 14 days of financial penalty, then the full amount of the book must be reimbursed to the school.

Liturgy and Prayer

Each of our classes begins with prayer. Prayer and worship are encouraged during the school day. Students are given the opportunity to participate in Mass weekly and to help in planning the Liturgy or take part in some ministry during the service. Prayer services and devotions, especially during Lent, Advent, and Holy Days, are provided for the students.

Lunch

Students bring a bag lunch or purchase lunch from the school. Menus are sent home each Month and is available to order and pay via check, cash or credit card. Families are also able to order

and pay through Gradelink. **No late orders will be accommodated.**

Milk may be purchased yearly or by the semester. Order forms are made available during Business Day. Glass containers cannot be brought to school.

Lunch from fast food and local restaurants is **not** permitted during the school day.

Medication, Illness

If a student becomes injured or ill during school hours, the parent or person listed on the 'Emergency Form' is contacted by the school office. In the case of serious injury or fever, the student must be picked up within the hour.

Parents are urged to keep the emergency information up to date to prevent undue stress to the students in cases of serious injury or illness.

Administration of medication during the school day is discouraged; however, if a student needs to receive medicines during the school day, the principal or the delegated person is permitted to administer prescription and non-prescription medication with the required documentation. This includes a permission form signed by the parent and the physician indicating dosage, time of administration, and side effects (prescription and non-prescription). Medication must be in the original bottle. Parents may request a second bottle at the pharmacy in cases where the student takes the medication at home also. **Students are never allowed to carry prescription or nonprescription medication to or from school, or to have it on their person in school. All medications are to be kept in the school office. This includes cough drops.**

If a student is taking a new medicine for the first time, he or she must remain home until the effect of the medicine is determined and the parent will be able to observe the child.

Organizations

The School Advisory Committee consists of appointed members from the community, parish and parent body. The Board reviews policy, encourages strategic planning, promotes development activities, and assists the pastor and principal in the governance of the school. The Board is advisory in nature and does not make policy, regulate curriculum or deal in matters of employment.

The School Improvement Team (SIT) This group meets monthly to monitor the school's progress toward the attainment of goals established to ensure continuous improvement at the school. The membership of the SIT includes a cross section of the school's stakeholders.

The School Volunteer Organization (SVO) provides an opportunity for staff and parents to work together to promote the goals of the school. Parent education, family centered activities and fund raising are important parts of the organization's activities. Officers are selected annually. Board meetings are held monthly. All families are expected to join the SVO. Annual dues are \$25 per family.

NYC Outreach Program

The Neighborhood Youth Center meets each Tuesday and Thursday from 2:45 -5 PM. in the school. Students in grades K-5 from surrounding public schools are given an opportunity to receive tutoring, computer time and recreational activities. Parish and community volunteers, high school students, St. Ann Middle School students and staff provide these services. St. Ann students may take advantage of the tutoring program if needed.

Parental School Visits

Our first priority is the safekeeping of our students; therefore, all persons (including parents)

who visit the school during the school day must first report to the office for a visitor's pass. Visitors whose business takes them beyond the office area will be asked to exchange their driver's license for the pass for the duration of the visit. When the visitor's business is completed, he need only return the visitor's pass to the main office to collect his driver's license.

Under no circumstances should any visitor to our school go directly to a classroom without the direction of office personnel. Moreover, as much as "goodies" and treats from parents are appreciated by students and staff, it is imperative that parents obtain permission to place these in the teachers' lounge or bring these to classes.

Parties

Classroom parties are limited to special occasions determined by the principal and staff. Birthdays of younger students may be observed at snack or lunchtime. Parents must contact the teacher prior to sending in a birthday treat. Treats are limited to cookies, cupcakes or wrapped snack. No treats may be 'home baked'. The Health Department requires that anything the students eat at school must be from a kitchen approved by the Health Department.

In the event of an individual party held off campus invitations must be mailed to the homes unless every child in the class is invited. Invitations addressed to only a few children in the room are not to be distributed in school.

Promotion/Retention

If the developmental stages and academic progress of a child are inconsistent with his/her chronological age and non-promotion seems probable, parents are to be involved in the decision during the third quarter of the school year. After a parent, teacher and principal conference, all parties sign a letter summarizing the parent decision to have the child either retained in the present grade or placed in the next grade. This letter shall be retained in the child's records.

Recess

No comic books, toys, electronic games, or other devices may be brought to school at any time. During recess the children will be engaged in both organized play and free play. The teachers review the rules for the playground with the students. Only students in Pre-K – 5th grade have daily recess.

Records

If a parent/guardian wishes to review their child's record, the school is to be given 24-hour notice by putting the request in writing to the principal. Only the contents of the academic file will be forwarded to the new school if a child transfers. Parents sign a Release of Records form at the time of transfer. The receiving school will ordinarily send a request for the records to be sent. Students' permanent records are not given directly to parents except in cases of overseas transfers.

Registration

Re-registration of students currently enrolled takes place in early spring before registration of new students. Places are not held for currently enrolled students beyond the re-registration deadline. All registration, books, technology, and prepaid tuition fees are non-refundable. Please speak with the Principal in cases of deployments.

Spirit Day

The first Wednesday of each month is School Spirit Day. On these days students wearing SACS spirit shirts may wear blue jeans. The jeans must be without holes, embellishment and may not be too tight.

Safety

Students are never to open the school doors to visitors. This is a safeguard to all.

Students with Special Needs

Students with a special needs diagnosis will be admitted on a probationary status. The staff of St. Ann Catholic School will make every effort to accommodate children with special needs. If a student cannot be accommodated within the school program, placement in another academic program will be recommended by the principal.

Admittance of a student with an IEP will be determined individually. Parents must make known to the administration any special needs of their child prior to discussion of admittance. Failure to do so will result in the student's removal from the school roll. St. Ann Catholic School has limited resources to accommodate special needs. Issues of justice to the student guide our decisions. The school will not discriminate against otherwise qualified individuals on the basis of disability if the student can, with reasonable accommodations, meet the requirements of the school.

Student Recognition

Principal's List: To be eligible for this distinction students must have attained all A's as their final subject grades in any given quarter.

Honor Roll: To be eligible for this distinction students must have attained A's and B's in all of their subjects in any given quarter.

Year End Recognition: To be eligible for these awards students must have a yearly average of "A" or "B".

Graduation Cords: These awards are based on 8th grade yearly class average.

Perfect Attendance: Students must be present every school day without tardies.

Terrific Kids: This program is sponsored by the Kiwanis Club, a national/local civic organization. Selection is made by the elementary teachers. Recipients are awarded at quarterly awards ceremonies.

Student Volunteers

To assist in fulfilling our goal to provide a holistic academic program which fosters inquisitiveness, global awareness, responsibility and Christian virtue, St. Ann School encourages community service among all students. Middle School students are required to individually perform a designated amount of service hours depending on the grade level. This volunteerism will benefit the St. Ann Neighborhood Youth Center, which meets after school on Tuesdays and Thursdays. Students will serve as tutors and must contribute time in 2-hour increments. Their time commitment must be scheduled with the principal.

Grade 6 – ten hours per year

Grade 7 – twelve hours per year

Grade 8 – sixteen hours per year

Students are advised not to procrastinate in fulfilling this obligation.

Tardies

Our school day begins on time each day as do each of our classes. When a student is late for school/class, he/she is missing valuable instructional time. Parents should make every effort to make sure that their child arrives to school prior to the beginning bell. Students are considered late after 8:15 AM. Those students who arrive after 8:15 AM must be checked in by a

parent/guardian at the school office and obtain a late slip prior to reporting to their classroom. Should a student accumulate 5 incidents of tardiness, the 5 tardies will be counted as 1 absence on the attendance record. In addition, the parent and the student will be scheduled for an appointment with the principal. Students who leave school before 11:30 p.m. are marked for a half-day absence. Students who are dismissed prior to 3:00 will be marked early dismissal, which is similar to being tardy. **Parents should note that 5 (five) incidents of tardiness equal an absence.**

Teachers' Lounge

This area is for teachers and staff members only. It is completely off limits to students. Students who violate this restriction will be disciplined appropriately by the principal.

Telephone

Students may not place or receive calls during school except in case of emergency. The teacher or principal determines if it is urgent. If it is, the school secretary will coordinate the communication.

Testing

The Iowa Test of Basic Skills is given to students in Grades 2 - 8. These tests are administered in October in conjunction with the Catholic Schools in the Diocese of Raleigh. Computerized reports are available to parents toward the middle of the second quarter.

- Cognitive Assessments are given in 2nd and 5th Grades.
- Achievement Tests are given in 3rd, 4th, 5th, 6th, 7th and 8th grades.

Textbooks

All textbooks and workbooks are the property of the school and are loaned for student use during the school year. All books must be covered and kept in a book bag when being carried out of the school. If a book is lost or damaged, the student pays the replacement price or a fine to the school at the end of the school year.

Transferring students

Students transferring to another school are required to return all books and school owned materials to the teacher. Upon written request, transcripts of records will be mailed directly to the receiving school. All fees must be paid. For overseas transfers, copies of records may be hand-carried.

Tuition

Tuition is based on parish affiliation. St Ann Catholic Parish supports the school through a subsidy paid to the school. Active members of St. Ann Parish are eligible for the reduced rate. Rates are additionally prorated for families with more than one child.

Tuition can be paid in full by June 1 of the year or it can be paid in two payments -June and December. Monthly payments are made through F.A.C.T.S. - a tuition management company used by the school. Payments are deducted from the payee's bank account each month. Other arrangements are made with the principal directly.

Failure to keep up with payments may result in a request for a different placement for the student. A \$65 set up fee is charged to families using this service. The payee is responsible for all tuition payments prior to the end of the school year. Tuition is nonrefundable in case of withdrawal unless the family relocates for employment reasons. Should that be the case, an official letter from the employer is required.

Students transferring to another school are required to return all books and school owned materials to the teacher.

Registration and tuition rates are determined by the Principal with counsel from the Advisory Board and the Pastor and published prior to registration each spring. All fees paid are non-refundable. The Instructional fee helps defray the book and the cost of textbooks, library and computer materials, standardized testing, duplication, art and music supplies, classroom materials, and technology such as maps, kits and visuals. Tuition fees help defray the cost of major operating expenses including salaries and utilities.

Tuition Assistance is available to families demonstrating severe financial hardship. Applications may be obtained through the principal or on line at: www.factstuitionaid.com.

Deadline for tuition assistance applications is March 1st.

UNIFORMS

Depending on the child's grade, all St. Ann students are required to wear a uniform. There are several options available, depending on the child's grade. Our official uniform vendor is Flynn O'hara.

PLEASE REFER TO THE ST. ANN CATHOLIC SCHOOL 2018-2019 UNIFORM GUIDE.

Dress Code Restrictions

- **All pants must be worn at the waist with a belt.** Belts must be plain – no ornamentation of any kind on either the strap or buckle.
- Sweaters: Only those with SACS logo are permitted. Coats are not to be worn in classrooms.
- Shoes: Tennis shoes are only permitted on P.E. days. They must be a solid color and be without lights or wheels. All other days' students must wear black, brown, or navy hard bottom shoes. Saddle oxfords are also permitted. No sandals, flip-flops, open-toed shoes, or Heelies are permitted. Boots are not permitted.
- No emblems, lace, or hoods permitted on any part of the uniform. No colored T-shirts may be worn under uniform shirts.
- **SOCKS (NAVY, BLACK, WHITE) MUST COVER THE ANKLE.**
- Jewelry: Only girls are permitted to wear earrings and they are only permitted to wear a single stud in each ear. Watches are permitted providing they have no alarms, buzzers, or games. No make-up is permitted, to include tinted Chap Stick or lip balm. No visible tattoos or piercings are permitted. Only clear polish or French manicures are permitted. Only simple necklaces and bracelets of a religious nature are permitted.
- Hair: Hair may not be colored any color other than a natural shade. Any hair adornments worn by students must be purchased from the SACS~SVO Spirit Shop. Headbands must be navy or plaid. The length of all boys' hair must be above the shirt collar and cannot be

lower than their eyebrows. All students' hair should be clean and neat.

- Warm weather uniforms are permitted August through October, April through June and at the discretion of the principal.
- If a student feels the need to wear a jacket in the classroom during winter months, only a St. Ann jacket with the appropriate logo is permitted.
- No Apple or other "smart" watches may be worn to school. Watches must be a neutral color.
- Shirts must always be tucked in trousers or skirts, even PE shirts.
- Middle school students are not permitted to wear uniform shorts on Mass days.

A student found to be in violation will first be given a warning. Following that, a student's parents will be called to come to the school and rectify the situation.

Volunteer Hours

St. Ann SVO coordinates the Service Program in cooperation with the school staff. Families are expected to contribute at least ten hours of service during the course of the school year. Hours of service are recorded online or in the book located outside the administrative office.

All parents and volunteers must sign the Diocese of Raleigh Personal Information Sheet Employee and Volunteer Form. In addition, anyone who works with children in a supervisory capacity may be required to participate in the Safe Environment Diocesan Program. Anyone who has not signed the form will not be able to work with children at St. Ann Catholic School. This is a Diocesan regulation for the safety of all children.

Coordinators for volunteers match persons to jobs available. Parents complete a job preference form during Parent Orientation at the beginning of the school year. **Parents who opt not to volunteer service will be assessed an annual fee of \$100 per school year.**

Website

Our website address is www.stanncatholicsschool.net. Parents are encouraged to visit this site regularly to stay abreast of information, events and changes related to St. Ann School.

The newsletter is posted weekly and each of our teachers maintains a class page. This is a valuable resource.

