



# Parent/Student Handbook

NOTE: Until further notice and due to the pandemic emergency, any policy or procedure in this handbook may be superseded by policies and procedures detailed in the official communication sent forth by Mr. Salvatore Chiaravalloti, Principal or through the Diocesan offices.

## **Saint Ann School Mission Statement**

Saint Ann Catholic Elementary School

Empowers all students

In a Christ-centered environment

To serve God and others,

To develop their unique talents and gifts,

To strive for academic excellence,

And to be lifelong learners.

## **Saint Ann School Vision Statement**

The quality of education at Saint Ann School will be at a level that inspires all families to send their children to our school. This will be accomplished by collaboration between our parents and teachers, high behavioral standards for our students, and maintaining a strong focus on our Catholic identity. We will stand out in our community as the preferred educational provider by our effective and well researched educational strategies and resources. We will strive for a well-rounded education that will include extracurricular activities and a fine arts program, focusing on the spiritual, academic, moral, emotional, and physical growth of our students. This will afford the necessary balance to provide our students with the opportunity to become future leaders in society, molded in the teachings of Christ.

## **Saint Ann School – Core Values**

The core values of Saint Ann School are based upon, but not limited to, Catholic social teaching.

**Prayer** – Through daily prayer and various liturgical experiences, students develop a strong prayer life and a personal relationship with God. A strong sense of faith and Catholic/Christian values permeate every aspect of the School’s academic and religious experience.

**Responsibility** – Taking personal responsibility for one’s actions and efforts is a quality that we work to develop in all students. It is the foundation for the development of a strong work ethic and leads to the ability to make good personal moral decisions.

**Respect** – As a human being created in God’s image and likeness, every individual is to be afforded respect by others. This respect is seen in each person’s speech and actions.

**Stewardship** – We are all called to utilize the gifts and talents that we possess for the greater good and for the benefit of others. This means that we work to do our best each day for our own personal growth, and we give back to the parish, school and larger community through our time, talent, and treasure.

**Dignity of Work** – There is dignity in all legitimate work. Each day, students, teachers, and parents are called upon to do their best work and to value the work of others in their class and world community.

**Learning Environment** – The school is a learning community where it is everyone’s job to be an integral part of the learning process. It is each person’s job to help maximize learning for themselves and others.

**Community** – We are a family centered organization that shares a common purpose - the best spiritual, physical, and academic development for our young people. We are called to accomplish this in a positive and collaborative manner. The joys and rewards of learning and doing one’s best are celebrated by all members of Saint Ann’s Catholic community.

## **Philosophy of Saint Ann School**

The administration, faculty, and staff of Saint Ann School are dedicated to the intellectual and spiritual growth of each child. The school's mission is to promote the development of Catholic values and moral standings so that our students go forth, not only knowing their faith, but living it as well.

Saint Ann School fosters intellectual growth by maintaining an atmosphere where all students are encouraged to develop a love of learning and a striving for excellence in all they do. It is our belief that every child is an unique individual and must be provided with an arena for success where individual potential and self-esteem can flourish.

## **Preface**

As a Catholic school in the Diocese of Trenton, we must adhere to the policies and procedures set forth by the Diocese of Trenton. The Parent/Student handbook is designed to assist parents/guardians and students in understanding the policies and the regulations of Saint Ann School. The policies contained in this document are in compliance with the policies of the Diocese of Trenton.

## **Purpose and Use of Handbook**

This handbook is designed to assist parents and students in understanding the policies and procedures of St. Ann School. It serves as an avenue of cooperation between the home and the school. While it is meant to serve as a guide, the parish/school is given flexibility and discretion to take actions other than those specified in the handbook.

## **Amendments to Handbook**

The school administration reserves the right to make changes to this Parent–Student Handbook at any time when deemed necessary by the Parish/School Administration. If changes are made, parents will be notified in a timely manner. These changes will become policy as soon as they are communicated to the parents and students.

## **Diocesan Policy - Instructional Program**

Students will be primarily responsible to classroom teachers. The instructional and non-instructional services provided in each school will be brought into the life of each child in a manner determined by the classroom teachers and principal of each school.

Catholic education requires the active interest and involvement of parents in their child's school progress; however, involvement will not be permitted to become interference. When parents repeatedly and insisently attempt to impose their views as to the educational process upon the school administration, education, both of that child and of other students, will be adversely affected. In such instances, the parents will be requested to remove their child from the school.

## **Accreditation**

Saint Ann School is a parish elementary school of the Diocese of Trenton. It is fully accredited by the AdvancED Accreditation for Elementary Schools.

## **School Board**

The Saint Ann School Board is a consultative board that works with the pastor/parish administrator and the principal in accordance with Diocesan policy. The goal of this board is to assist the pastor/parish administrator and the principal in planning, policy development, financial planning, facilities, marketing and development, and long-range planning. All policies adopted by the school board are brought to the pastor for approval. Members of the school board are selected by a process of discernment and serve for terms appointed by the pastor/parish administrator. Terms are staggered to maintain stability of long-range goals and directions. The School Board is comprised of a maximum of 30% current parents based on the Diocesan policy.

## **Non-Discrimination Policy**

St. Ann School admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. St. Ann School does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admissions, scholarship and financial aid programs, and athletic and other school administered programs.

## **Admission Policy**

Whenever available spaces are limited in any given grade level, preference will be given to candidates for admission in the following way:

- Siblings of current students
- Members of the Church of Saint Ann
- Catholics who belong to other parishes
- Non-Catholics

All students being admitted into Saint Ann School are admitted on a probationary basis and will be asked to sign a form acknowledging their understanding and acceptance of this policy. The probation period may be extended if warranted. You will be notified immediately of any concerns your child's teacher or the principal has regarding your child's progress during this period and what is expected from the student in order to continue their education at Saint Ann School.

## **Policy Statements**

1. Students will be primarily responsible to classroom teachers. The instructional and non-instructional services provided will be brought into the life of each child in a manner determined by the classroom teachers, support staff, and administration. Catholic education requires the active interest and involvement of parents in their child's school progress.

2. Any actions or comments that are viewed as scandalous or detrimental to the school, its students, the operation of the school, or the reputation of the school in the community are subject to the school's disciplinary code, whether or not such actions or comments occur on school grounds, the internet or during the school day, and subject to student dismissal from Saint Ann School.
3. Enrollment is by yearly contract. Either party may terminate the contract at any time. Upon enrollment, parents understand that the enrollment agreement is for one school year and that Saint Ann School may require the withdrawal or dismissal of any student if it concludes that such student's attitude, influence, or behavior does not serve the best interests of Saint Ann School. Parents further understand that a positive and constructive working relationship between the school and a student's parents (or guardian) is essential to the fulfillment of our mission. Parents agree that in accordance with Saint Ann School's tuition policy, no portion of any tuition or fees for a student is either refunded or canceled upon early withdrawal or dismissal of the student for disciplinary reasons.
4. The Principal retains the right to amend the handbook for just cause. The Principal will give parents prompt notification of changes that are made in school policy.
5. Enrollment of a student at Saint Ann School assumes that parents will support and accept all policies and procedures contained within this handbook.

### **Financial Policy**

#### **School Enrollment Contract**

A signed Student Contract (Parish-Family Partnership) is required for all students enrolled in Saint Ann School. Contracts and any tuition that is calculated to be owed are to be returned to the school office for processing within the deadline. Only contracts that

are accompanied by the proper fees and authorizations are considered ready for processing.

### **Tuition Management Program Options (FACTS)**

Saint Ann School uses FACTS, a Tuition Management Company, to process all tuition payments as well as after school and other school fees. All families are required to register with FACTS even if they are paying tuition in full as other payments and fees charged by the school will be processed through FACTS. You will receive the FACTS contract under separate cover. Please follow the instructions provided to create your account with FACTS. Saint Ann School does not charge families to use this service.

- Pay in Full, payment is due July 20
- 2 payment plan, payments are due July 20 and December 20
- 10 payment plan, payments are due on the 20th of the month beginning on July 20

Tuition due dates do not change for late enrollments; all past payments will be due upon enrollment.

### **Late Registration Contracts**

Families that register and sign contracts after July 1 are required to pay tuition on a prorated basis. Tuition is calculated from month of enrollment. Those who choose to pay in full must include tuition payment with the signed contract. Those who wish to use the monthly payment plan must pay all outstanding payments upon enrollment. Example: If enrolling in July, one tenth of the tuition is required; if enrolling in August, two tenths; in September, three tenths. Each family is responsible for making tuition and fee (afterschool, lunch, and trip) payments on time.

### **DELINQUENT ACCOUNTS POLICY:**

Saint Ann School considers delinquent accounts (this includes tuition, after school fees, lunch, trip and other fees) a serious matter. If your account is more than 30 days in arrears, you will be contacted by FACTS to make arrangements to bring your account up to date. Any account 60 days in arrears is considered a breach of contract and the student/s will not be allowed to participate in school activities including trips, assemblies, after school clubs, Drama, graduation and other extracurricular activities. In this case students may be sent to another classroom during school. If they need to be kept out of after school activities, the parent will be required to pay any fees generated by the Saint Ann School after school program. In addition, student records will not be forwarded for graduating or transferring students until all financial obligations are completed. A letter will be sent home notifying the parent of the delinquent account and the consequences for the student. Parents are required to contact the school immediately (within five business days) to rectify the situation. Should a third payment be missed, the parent will be notified that the student must withdraw by the end of the month of the missed payment. Re-enrollment contracts for the next school year will not be issued to any family whose account is not up to date.

In addition, the summer Parent Information Envelope (PIE) will not be distributed if there are any outstanding balances due for tuition, ASP, PTA fundraising commitment, volunteer hours, lunch duty or PTA dues. If the outstanding balance is not paid before the first day of school, the student will not be considered enrolled and may not attend classes in the new school year until all financial obligations are met.

If a significant financial hardship (loss of employment, unanticipated major medical expenses, etc.) prevents you from meeting your tuition obligation as agreed in your child's Student Contract, you must make arrangements immediately to contact the school to discuss payment options. You must then abide by those terms to be considered current.

### **Withdrawal Policy**

Withdrawal before the first day of school - 10% of yearly tuition will be due.

– Not including Registration Fee

Withdrawal from the first day of school through October 31 - 30% of yearly tuition will be due.

Withdrawal from November 1 through December 31 - 50% of yearly tuition will be due.

Withdrawal from January 1 through February 28/29 - 80% of yearly tuition will be due.

Withdrawals after February 28/29 – 100% of yearly tuition will be due.

### **After School Program**

Saint Ann School offers after school care for all students. The program provides care from dismissal (12:15 PM on half days and 2:30 PM on full days, except for certain days each year) until 5:30 PM. There is no after school program when school is closed or on days that we close early for inclement weather.

An additional late fee of \$1.00 per minute will be charged for pick-ups after 5:30 PM.

Students absent or dismissed early from school cannot be brought to school for the after school program. Payments must be made monthly or student(s) may not be allowed to continue in the program. Students' records and/or report cards will be on hold for any unpaid balances. If you would like to register for the After School Program, please obtain a form from the front office and return it with a \$20.00 non-refundable registration fee.

**Please note After School Program personnel are NOT permitted to allow any individual (student, parent, guardian, etc.) into a classroom for any reason.**

### **Liturgy**

The celebration of liturgies plays a vital part at Saint Ann School. We encourage each child's active participation in the liturgy by having each class prepare and lead a monthly Mass. Parents and guardians are encouraged to attend these Masses.

All Saint Ann students participate in Religion classes and complete the required assignments and related work. Second graders prepare for and receive First Penance and First Holy Communion. Seventh and Eighth graders prepare for receiving Confirmation at the end of the eighth grade. Religion is considered a core subject for everyone.



## **Curriculum**

The curriculum of Saint Ann School includes Religion, Language Arts, Mathematics, Social Studies, Science, Media, Art, Music, Technology, Spanish, and Physical Education. Students are required to participate in every subject taught in their grade level. Requests for exceptions for health reasons must be directed to the principal.

Saint Ann's commitment to the learning process is reflected in a curriculum that adjusts to the unique needs of individual students and respects the rights, interests, and personal dignity of each child. The school's sound academic curriculum prepares students to become productive members of society in an increasingly competitive world.

For specific details regarding your child's curriculum, please refer to the teachers' websites, or make arrangements to consult with your child's teacher.

## **HOMEWORK**

Homework is assigned to supplement or reinforce schoolwork and aid in developing the student's study habits. Parents/Guardians should support and encourage children to do their homework and not do it for them. Reading and study assignments are as important as written assignments. It is essential that all assignments be completed.

Parents/Guardians will be notified if a student has not completed assignments and the grade for the assignment might be lowered.

## **HOMEWORK TIME ALLOTMENT BY GRADE**

Homework is assigned in relation to the age and maturity of the students. The suggested time allotment for homework for each grade level per night is:

<b>Grade Level(s)</b>	<b>Time Allotment</b>
Kindergarten and Grade 1	10-20 minutes
2	20-30 minutes
3	30-40 minutes
4	40-50 minutes
5	50 minutes – 1 hour
6	1 hour
7 and 8	1 hour and 20 minutes

## REQUEST FOR HOMEWORK DURING ILLNESS

If a student is out sick for three or more days, then homework can be requested to be sent home via another student/sibling or picked up in the office by a parent/guardian. Students may make up work when they return to school if they are absent for fewer than three days. If requesting homework, parents/guardians MUST call the school by 10:00am to receive the homework by the end of the school day.

### Parent Portal

Parents of students in Grades 3 through 8 will be able to access their children's grades through the Parent Portal of our Genesis Grading Program. The link can be found on the Saint Ann School Website. All login information is provided by the Diocese of Trenton.

### Report Cards

Saint Ann School uses an online report card system in conjunction with the Diocese of Trenton for ALL report cards through the Genesis Parent Portal. Progress Reports (K-2) or the Parent Portal (Grades 3-8) should be examined prior to the end of each trimester as a guide.

### Grading System

#### Grade K

P=	Proficient	E =	Emerging
D=	Developing	N=	Not Yet

#### Grades 1-2

O =	Progress is Outstanding	G =	Progress is Good
S =	Progress is Satisfactory	N =	Progress is Needed

#### Grades 3-5

A =	93-100	Outstanding
B =	85-92	Good
C =	76-84	Satisfactory
D =	70-75	Needs Improvement
F =	≤69	Not Meeting Curriculum Expectations

#### Grades 6-8

70-100 =	Passing Grades - Curriculum Expectations Met
60-60 =	Not Meeting Curriculum Expectations Significantly
F (<60) =	Below Curriculum Expectations

#### K-8 Co-Curricular

4 =	Progress is Outstanding	3 =	Progress is Good
2 =	Progress is Satisfactory	1 =	Progress is Needed

#### 3-8

S =	0,1,2 detentions	N =	3 detentions or a major infractions
		U =	More than 3 detentions, suspension, 2+ major infractions

**Honors and High Honors**

Students in Grades 6-8 will receive “High Honors” if a 93 or above is achieved in all core content areas and a 3 or 4 is achieved in all enrichment subjects. Students will receive “Honors” if an 85 or above is achieved in all core content areas and a 3 or higher is achieved in all enrichment subjects.

**Promotion and Retention**

Most students will be successful with the curriculum of our school; however, testing and performance may indicate that it is necessary to retain a student for an additional year in a particular grade. Parents of students who are in danger of being retained will be notified at various times during the school year but no later than the end of the second trimester.

**GRADUATION REQUIREMENTS**

All students graduating from Saint Ann School must meet the prescribed course of study given by the Diocese of Trenton and must be students in good standing behaviorally. Any student who does not meet these requirements will not receive a diploma until necessary courses are complete and until the student demonstrates appropriate behavior.

## PREK

### **Toilet Training Requirements**

All students in preschool **MUST** be fully toilet trained, if they are not fully toilet trained they will not be able to remain in the preschool program. Any student who has 3 accidents will be reviewed as far as remaining in the preschool program.

This means your child can do the following on their own:

- 1) Be able to TELL the adult they have to go to the bathroom BEFORE they have to go. They must be able to say the words "I have to go potty" BEFORE they have to go.
- 2) Be able to pull down their underwear and pants and get them back up without assistance.
- 3) Be able to wipe themselves after using the toilet.
- 4) Be able to get on and off the toilet by themselves.
- 5) Be able to go directly back to the room without directions.
- 7) Be able to postpone going if they must wait for someone

### **Class Placement**

We will make every effort to place your child in the most appropriate class. Assigning a student to a certain class or teacher is a matter not taken lightly. Much thought and consideration is given to the placement of each student. Should you have any special circumstances or considerations that we should be aware of, please feel free to send a note to the principal; however, your child will be assigned to the class the administration feels is most appropriate.

### **Staff Availability/Conferences**

Scheduled conferences will occur during the school year. However, we encourage parents/guardians to have conferences with teachers at any time. Any parent/guardian wishing to meet with the Principal or teacher is asked to send a written request or place a phone call to the school for an appointment. Teachers will not be able to schedule an appointment at times that could conflict with teaching or supervisory duties. Stopping at a teacher's classroom is NOT permitted nor is it appropriate to discuss a child's progress while a teacher is on the playground supervising a class during dismissal or other circumstance. Parents/Guardians are asked not to call any staff members at their homes. Should an academic or social problem arise regarding a student, parents/guardians must first see the teacher before meeting with the Principal.

### **TRANSFER REQUESTS**

Parents/Guardians wishing to transfer students from Saint Ann School must notify the Principal/Secretary as soon as possible and must sign a Release of Records form. The date of departure of the student(s) is required. **No records will be released until all financial obligations have been met.**

## **RECORDS**

The Family Education Rights and Privacy Act gives parents/guardians the right of access to their child's records. Opportunity for review of records will be provided in the school office upon written request *one week in advance*. Parents/guardians are NOT permitted to make copies of student records.

## **Custodial/Non-custodial Parents**

The Federal law, the Family Educational Rights and Privacy Act (FERPA), allows the non-custodial parent the right to free access to school records of his or her child(ren). Teachers, counselors, and administrators do not need the permission of the custodial parent to discuss a child with the non-custodial parent. Non-custodial parents may be given access to unofficial copies of student records, and staff may be available to discuss the student's records unless a court order providing otherwise is filed with the school. Information will be sent to the non-custodial parent upon request to the main office. This information includes the weekly PIE, report cards, and progress notes.

## **COURT ORDERS**

If there is a court order specifying the rights and responsibilities of individual parents/guardians, it is the responsibility of the custodial parent/guardian or of either parent/guardian if there is joint custody, to provide the school with the most current official copy of the court order. The custodial parent/guardian may wish to supply the Principal with the "custody section" of the divorce decree if it contains information that may be useful to the school in fulfilling its obligations. It is the policy of Saint Ann School to provide duplicate communications to both parties involved in the custody of their children. (*i.e. report cards, notices of events, etc.*)

## **Guidance Counselor**

Saint Ann School has the services of a guidance counselor three days a week. You may reach the counselor by calling the front office. The guidance counselor is available to speak with you or your child if you have any concerns about school or home life.

## **DISCIPLINE**

Discipline in a Catholic educational community is part of a teaching/learning process where students acquire life skills that will make them courteous, respectful adults. It will be the responsibility of Saint Ann School, in conjunction with parents/guardians, to provide each individual student with moral guidelines that are in keeping with the mission of Christ. While it is not possible to enumerate all situations that could arise, several categories of cases are listed for guidance. Any student who violates a policy or regulation will have to accept the consequences of those irresponsible choices. Students will be held accountable for certain conduct which violates the school regulations whether done at or away from the school (*i.e. keying a teacher's car off campus*).

*SAINT ANN SCHOOL RULES AND BEHAVIOR GUIDELINES APPLY TO ALL SCHOOL RELATED ACTIVITIES ON OR OFF CAMPUS DURING OR OUTSIDE NORMAL SCHOOL HOURS.*

**MINOR INFRACTIONS CONSEQUENCES**

Each classroom teacher has his/her own methods of classroom management and consequences which are explained at Back-to-School Night. However, some situations require further intervention. Most situations will follow the protocol below. Age and prior behaviors will be considered in each case.

- Warning
- Recess detention
- Loss of privilege (a result of 3 recess detentions in 1 trimester) – ***THE BEHAVIOR WILL RESULT IN AN ‘N’ IN CONDUCT ON THE REPORT CARD.*** The count will start over, if needed, in the same trimester. ***IF ANOTHER 3 LUNCH DETENTIONS ARE OBTAINED, THE BEHAVIOR WILL RESULT IN A ‘U’ IN CONDUCT ON THE REPORT CARD.*** Each subsequent trimester will begin with a clean slate.

**INFRACTION LIST**

- Lack of respect for school property A student may be held liable for monetary compensation to replace an object at today’s market value.
- Cafeteria Behavior In order to ensure a healthy and pleasant atmosphere in the cafeteria, the following rules of behavior are to be followed:
  - Students must talk in a moderate tone of voice. Shouting is not permitted.
  - After obtaining lunch, students are to be seated and remain seated for the duration of the lunch period except to use the lavatories.
  - All students are expected to contribute to maintaining the cafeteria by clearing all tables, chairs, and floors of any trash.
  - Students are STRICTLY forbidden to throw food, trash, or any other objects in the cafeteria.
  - Respect is to be given to the cafeteria volunteers.
  - Frequent and/or numerous violations might prohibit the student from having lunch in the cafeteria for a period of time or be separated from their peers.
- Courtesy All members of the school community should treat each other with respect at all times. Students are STRICTLY forbidden to answer back to an adult and/or to speak unkindly to another student. Students must comply with adult directives even if they do not meet with their approval. Directives which are perceived to be unjust may be discussed with the principal, student, and the adult involved, at a mutually agreed upon time. Lack of respect by attitude,

action, or word will warrant accountability ranging from a reprimand to an in-school suspension, depending on the severity of the infraction.

- Emergency and Fire Drill Behavior One fire drill and one emergency drill are held each month during the school year. Proper conduct is taught to the students. Violations of the safety codes of a drill by inappropriate behavior, talking or running will be subject to consequences.
- Gum Chewing Students are not permitted to possess or chew gum on school premises, including the cafeteria, playground, and school buses.
- Cell Phone Use Students must keep their cell phones in their backpacks with the power off while on school property. Students may not display or use the cell phones during school hours, including lunch, recess, and aftercare. They may not use cell phones on the school buses except to call a parent or his/her designee to inform him/her that the bus has arrived or has an emergency. Students may never permit any other student to utilize the cell phone. Failure to abide by these regulations will result in the confiscation of the cell phone, which must be returned to the parent/guardian or adult designee of that student. Saint Ann School will not accept responsibility if the cell phone is lost, damaged or stolen.
- Unauthorized Selling of Items Trading and/or selling of collectible items or any other items, other than those related to fundraising for school events is not permitted.
- Bus Conduct The principal of the school has the right to deny school bus transportation for reasonable amounts of time if a student's behavior on a bus jeopardizes his/her own safety or the safety of other students.
  - Students must remain seated and belted at ALL times.
  - Students may never throw items of any kind inside the bus or out of the windows.
  - Students must keep hands, arms, heads and other body parts inside the bus.
  - Students may not eat or drink on the bus.
  - Students must use appropriate language at ALL times.
  - Students must behave appropriately at the bus stop.
- Uniform Infractions

## **MAJOR INFRACTIONS CONSEQUENCES**

Students who break the rules of conduct will be subject to any/all of the following acts of accountability. Consequences will be decided with administrator collaboration. In ALL cases of major infractions, parents/guardians will be notified.

- Recess Detention
- Loss of Privilege (*i.e. class trip, assemblies, dances, class picnic, class parties, etc.*)
- After-School Detention
- In-school suspension
- Out-of-school suspension
- Probationary enrollment status
- Expulsion
- Police Notification (*if warranted*)

### **INFRACTION LIST**

- Academic Dishonesty (cheating, plagiarism, etc.) May also result in the following:
  - A zero on the assignment
  - Redoing the assignment (at the discretion of the teacher)
- Extra school work as determined by the administration and/or teacher, on a case by case basis
- Damage to School Property Deliberate destruction of the school building or its contents, grave defacing of school property (*i.e. desks, walls, mirrors, bulletin boards, ceilings, etc.*), throwing items at the ceilings or out of windows.
- Discourtesy Extreme rudeness, insolence, disobedience, or disruptive behavior
- Displaying Undergarments/Private Parts/Pantsing
- Drugs/Alcohol Possession of or being under the influence of controlled, dangerous substances
  - Possession of a controlled, dangerous substance with the intent to distribute
  - Possession of a controlled, dangerous substance within 1000 feet of school property
  - Possession of drug/alcohol paraphernalia
  - Possession of imitation or controlled, dangerous substances
- Ethnic Slurs/Bias Ethnic slurs by action, word, or drawing
- Fighting/Physical Assault **N.B.** All participants in a fight will be punished regardless of who initiated the fight, including those who encourage the fight.
- Forgery Signing the name of a parent/guardian on important documents
- Foul Language/Obscene Gestures and/or Drawings
- Gambling



- Gangs Belonging to or recruiting people to belong to a gang
- Intimidation/Bullying Acts of bullying in verbal, written, or cyber-bullying form, threats, demands, or extortion
- Kissing/Inappropriate Displays of Affection
- Leaving School Grounds Leaving school grounds without permission or truancy
- Sexual Harassment Sexual harassment (physical or verbal) includes, but is not limited to:
  - Verbal contact such as epithets, derogatory jokes, or comments, slurs, or unwanted sexual advances, imitations, or comments
  - Visuals such as derogatory and/or sexually oriented cartoons, drawings, or gestures
  - Sexual assault and unwanted sexual advances
- Smoking/Possession of Tobacco Paraphernalia Smoking, distributing/using tobacco products, possession of lighters/matches
- Stealing
- Threats/Physical Assault on a Staff Member
- Weapons A weapon is defined as any device readily capable of lethal use or inflicting serious bodily injury. It includes, but is not limited to, a knife, gun, rifle, pellet gun, air gun, BB gun, arrows, darts, and look-alike weapons regardless of size, color, or material, or any object that can be used with the intent to harm or create the impression of impending harm. Possession of a weapon occurs when the weapon is seen by others or found on the person, or in the backpack, locker, closet, or other personal property. In the event that a student is in possession of and/or uses a weapon or look-alike weapon, the following procedures shall be implemented:
  - The weapon will be confiscated immediately, if possible. The Principal will be notified.
  - The Pastor and police will be contacted promptly.
  - The student will be immediately suspended pending the completion of a thorough investigation.
  - The parents/guardians of said student will be notified and asked to remove their child from the premises.
  - The Principal/Pastor/Police will conduct a complete investigation.
  - The student will be required to undergo a thorough psychological evaluation.
  - A meeting will be held with the Principal/Pastor/student and parents/guardians. If charges are brought against the student by the Police, or if the allegations are verified, the student will be asked to withdraw or face expulsion.
  - Parents/Guardians may withdraw their child from the school at

any point during the above steps.

In the event of mitigating circumstances, the Pastor/Principal may elect a disciplinary action other than expulsion, especially for students in Grades K-3.

- Arson
- Continued Willful Defiance
- Noncompliance with a Mutually Agree Upon Behavioral Contract
- Possession of and/or Trafficking in Pornographic Materials

## **HARASSMENT, INTIMIDATION, AND BULLYING**

A safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment, intimidation, bullying, and like behaviors will not be tolerated as they are contrary to the mission of Roman Catholic schools to educate the whole child in a God-centered environment and to facilitate growth and self-actualization.

### **Definition of Harassment, Intimidation, and Bullying**

Harassment, intimidation, and bullying can consist of any gesture, electronic communication, or written, verbal or physical act that is reasonably perceived as having the purpose or effect of either (1) creating an intimidating, hostile or offensive educational environment, or (2) interfering with a student's physical or emotional well-being or with the operation of the school. Harassment, intimidation, and bullying are serious incidents that amount to more than annoyances, disagreements, or disputes typical of a particular age group.

Cyber-bullying is a form of harassment, intimidation, and/or bullying under this policy. Examples of cyber-bullying include, but are not limited to: posting inappropriate pictures or personal information of a student or individual on the internet; using social media to post or send harassing, intimidating or inappropriate messages about or to another student or individual; and sending harassing, intimidating, or inappropriate text messages or email about or to another student or individual. In some cases, violations of the Technology Acceptable Use Policy may also violate this policy.

### **Retaliation**

Retaliation for reports of harassment, intimidation, and/or bullying is prohibited. The procedures in place for addressing harassment, intimidation, and/or bullying apply with equal force to allegations of retaliation.

### **Reporting Incidents of Harassment, Intimidation, and Bullying**

Individuals who have reason to believe that a violation of this policy has occurred, are to contact the student's teacher. School personnel are to report any violations of the anti-harassment policy to the principal within a school day. (Form 5050.6, Report of Harassment, Intimidation, and/or Bullying)

### **Resolving Complaints of Harassment, Intimidation, and Bullying**

In the course of resolving a complaint under this policy, the school will strive to balance the need to fully investigate the allegations with the privacy of the individuals involved. Therefore, information gathered during the investigation and resolution process will only be shared on a “need-to-know” basis.

Resolution of a complaint of harassment, intimidation, and/or bullying depends on the context and circumstances of each case. The school will strive to balance the interests of students involved as well as the needs of the school as a whole when confronting these issues. Disciplinary measures will be consistent with the school’s disciplinary policies and diocesan guidance for student discipline. In addition, the school may consider implementing appropriate remedial and preventive measures in response to a finding that harassment, intimidation, or bullying has occurred.

### **SUSPENSION AND EXPULSION**

Suspension from a Catholic school is a serious matter and will be administered only when circumstances warrant. The principal or his/her designee is responsible for determining whether an event warranting suspension has occurred. In determining whether suspension is warranted, and the duration and nature of the suspension to be imposed, principles of fairness and proportionality will be followed. Credit will be given for student work performed during suspension when work is required for grading purposes.

Expulsion may be warranted in the rare circumstance where either the student’s interest would be better served in another environment or that the individual’s behavior is a serious threat to the school community. Further, any decision to expel a student will be based upon substantial evidence that the student committed the infraction with which he or she was charged.

While it is not possible to enumerate all cases that could result in expulsion, the categories of cases listed below should provide guidance as to behaviors that may rise to the level of severity warranting expulsion:

- Arson
- Assault of any kind
- Continued and willful disobedience or /defiance of authority
- Alleged criminal activity, including pending criminal charges or indictment
- Cyber-bullying
- Extortion or attempted extortion
- Fighting
- Gambling for financial gain
- Gross disorder including mob action
- Defacing or destruction of school property or another student or employee
- Harassment, of any kind, of students or personnel

- Hazing of a student or group of students
- Inappropriate use of cell phone
- Violation of the Acceptable Use Policy (use of the internet and digital devices)
- Improper use of social networking sites
- Noncompliance with behavioral contract
- Possession of a weapon or look-alike weapon
- Possession and/or trafficking of pornographic materials
- Possession, use and/or sale of an illegal substance
- Verbal and/or physical threats

If charges potentially warranting expulsion are brought, the student will be assigned an interim out-of-school suspension of not more than twelve school days pending the investigation, hearing and decision regarding expulsion or voluntary withdrawal. Credit will be given for student work performed during suspension when work is required for grading purposes.

In all cases implicating expulsion, the school will work to ensure that the student and/or the parents/guardians have the opportunity to present the student's account of events and provide mitigating information during either an informal or formal hearing. Nonetheless, the school may decline to hear evidence offered by the student and/or his/her parents if, in its discretion, the information offered is irrelevant, inappropriate or vexatious. The decision to expel a student may only be made by the Superintendent of Catholic Schools following investigation, hearing and recommendation by the school.

A student and his/her parents/guardians have the right to appeal an expulsion within seven school days of the notice of expulsion. The appeal will be heard by a Diocesan Tribunal consisting of three diocesan school administrators and principals appointed by the Superintendent. Pending the outcome of the appeal, the student will remain "expelled" and will not be permitted to attend school.

### **Middle School Team Discipline Policy**

We believe that an effective educational institution requires an orderly school environment and that the effectiveness of the educational program is, in part, reflective of the behavior of all students; therefore, we have adopted a policy in which emphasis is placed on the students' ability to grow in accepting responsibility for their own behavior. The Middle School Team, along with the principal, will use disciplinary action which encourages students to learn self-discipline, to accept responsibility for their own behavior and actions, and to understand that these behaviors and actions have consequences. We are confident that these consequences will reinforce the value of positive actions and deter inappropriate actions from disrupting the Christian-centered learning environment of Saint Ann School.

Since our middle school students have the opportunity to learn with different teachers throughout the school day, the concept of teaming allows the teachers to communicate on

a regular basis with each other about classroom happenings that occur each day. This benefits our students greatly in that the teachers can work as a team to reinforce positive actions, address specific difficulties, and deal with inappropriate behaviors in a unified way.

One of the team goals is to instill the concept of responsibility for positive and negative actions in our students. In the Middle School, it is vital that we emphasize that every action has a consequence, and we have developed ways to reinforce this for both positive and inappropriate actions.

We expect each student to be considerate of the rights of others; to respect his/her own property and the property of others; to display appropriate conduct and language; and to practice courtesy, honesty, and self-discipline at all times. With this in mind, it is our goal to guide our students away from inappropriate actions or violations as outlined in the Discipline Policy section of this handbook and in the following Team Discipline Policy. The best way to guide our students away from these actions is by setting a good example. Unfortunately, sometimes this example is not followed. Just as there is a need for positive consequences for positive actions, there is also a need for disciplinary consequences for inappropriate actions. Often, the action is dealt with by the teacher in the classroom in a manner that reinforces the expected positive behavior. Sometimes, however, the teacher will need to use the Team Discipline Policy.

### **Middle School Discipline Policy**

The middle school discipline policy includes all infractions listed in the discipline policy section of the handbook and operates in stages of progressive consequences. Some actions may require skipping one or more of these stages, and those decisions are made at the discretion of the teacher or the principal. We are confident that these consequences will reinforce positive actions and deter inappropriate actions from disrupting the learning environment. A middle school teacher will contact the parent when a disciplinary action has been taken via written notice (discipline notice, i.e. “write-up”), email, or phone call as deemed necessary by the teacher.

#### **Homework**

Students will receive a discipline notice for missed homework assignments. The notice is brought home by the student the day he/she receives it, a parent signs it, and the notice is returned to school the following school day.

- Three missed homework assignments in a trimester results in an after school detention.
- Three after school detentions for missed homework in one trimester will result in a parent-teacher conference.

- Four after school detentions for missed homework in one trimester will result in an in-school suspension.

### **Behavior**

Consequences for major infractions for behavior will be decided at the discretion of the teacher.

- Disrespect, cursing, physical altercation/touching, destruction of property, classroom disruption, etc. will result in the student receiving a discipline notice and an after school detention for behavior.
- Two detentions for inappropriate behavior in one trimester will result in the student receiving an “N” in conduct on that trimester report card and a parent-teacher conference will be scheduled.
- Three detentions for inappropriate behavior in one trimester will result in the student receiving an “U” in conduct on that trimester report card and a parent-teacher conference will be scheduled. An in-school or out-of-school suspension may also be warranted.

### **Cell Phones and Personal Electronic Devices**

The middle school will strictly enforce the school’s personal electronic device policy. Cell phones must be turned off and remain in the book bag at all times while on school premises. Other personal electronics should not be brought to school.

Students are NOT permitted to use cell phones at any time while at school and may not have a cell phone smart watch. Violation of this policy will result in the following consequence:

- 1st offense - The cell phone/smartwatch will be confiscated and given to the principal; a parent will be called to pick up the device; an automatic detention will be given.
- 2nd offense - The cell phone/smartwatch will be confiscated and given to the principal; a parent conference will be required; an automatic detention will be given; the student will be required to drop off his/her cell phone/smart watch each morning at the principal’s office for the remainder of the year.

**Saint Ann School is not responsible for any device that is lost or stolen.**

### **Uniform Policy**

The uniform policy as outlined in this handbook will be enforced, as proper dress plays an important role in the students’ confidence, work ethic, and behavior. Therefore, students must be in the proper school uniform at all times during the school day. Failure

to abide by the dress code will result in a written discipline notice. **Three notices will result in an after school detention.**

### **School Media Policy**

Saint Ann School, Saint Ann Parish, or the Saint Ann School Board may use a student's written work, project, name or likeness/photograph in the local media, school website, school sponsored social media accounts. Parents who do not wish the above items or information to be released must notify the school in writing.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

FOR THE DIOCESE OF TRENTON ELEMENTARY AND SECONDARY SCHOOLS

### **INTRODUCTION**

“Technology must be at the service of the human person...in conformity with the plan and the will of God... This is a precious resource when placed at the service of (humankind) and promotes integral development for the benefit of all.” (Catechism of the Catholic Church, #2293, #2294)

We believe that technology including the World Wide Web is a tool that needs to be respected and used for the enrichment of learning. It is important that we understand that schools are founded for faith development and that all tools are used in the education process.

The parent, student and school form a partnership that embraces the ideals of the Catholic faith in word and action. By signing the following policy, the individual agrees to appreciate **the resource** advantage of all technology and not use it in any manner that violates these values and ideals.

Principals must follow the directives for the use of technology in Policy 2070.28, Responsibilities and Duties: Elementary and Secondary Principals.

Administrators, teachers and students are to follow all directions outlined in Policy 2070.28, Technology/Acceptable Use Policy and Appendix 2070.28, Technology Acceptable Use Agreements.

*Definition: In this policy the term technology refers to all electronic devices including but not limited to digital media, software, network systems (between users and internet), electronic communications such as cell phones, texting and email.*

## **PURPOSE**

The purpose of school-provided technology, including World Wide Web access and electronic mail, network resources and software applications is to facilitate legitimate educational endeavors. To remain eligible as users, administrators, teachers, support personnel and students must restrict their activities to those that are in support of and consistent with the school's philosophy and goals. Access to all forms of technology is a privilege that entails responsibility on the part of the user.

The school considers the information gathered and obtained from the Internet and all other technology resources in the same manner as all other reference materials, in that such resources must enhance the learning environment. All schools acknowledge that their ability to restrict access to any and all inappropriate information is limited when administrators, teachers, students and support personnel are actively encouraged to explore and manipulate these electronic resources as part of the curriculum.

Parent permission is required for posting students' pictures and information on the school website.

## **ADMINISTRATORS'/TEACHERS' RESPONSIBILITY**

Administrators, teachers, support personnel and students access to, and use of, the Internet as well as all other computer-related technology, will be at all times under the direct supervision of the administrators and professional educational staff. Consequently, whenever possible, links to Internet sites will be fashioned to focus a student's attention to resources previously evaluated by the teacher. In all other cases, the user will be provided with guidelines and/or references geared to the particular learning objectives.

## **STUDENT SUPERVISION**

In order for a student to gain access to school-provided technology, hardware, software and network, he/she must obtain the written permission of the parent/guardian, who will have the option of denying their son/daughter Internet access by requesting an alternative assignment. All students will sign the Technology Acceptable Use Policy. Students utilizing technology resources are responsible for their behavior in accordance with the school's disciplinary policy. Users will not be permitted to use any technology in school while access privileges are suspended or revoked in school.

- Insofar as school administrators and faculty may review files and monitor all student computer, local area network, and Internet activity to maintain system integrity and ensure that all users are acting responsibly. The privacy of students' files and electronic mail is not guaranteed in the school setting. Students violating policies governing standards of conduct or the use of technology, including the Internet and electronic mail, will be subject to



revocation of privileges and potential disciplinary and/or appropriate legal action.

- The school makes no assurances of any kind, whether expressed or implied, regarding any Internet services. Use of any information obtained via the Internet or other school-provided software is at the user's own risk. The school will not be responsible for any damages incurred by the user, including but not limited to, loss of data resulting from delays or interruptions in Internet or in-school network services and/or hardware failure.
- The school will not be responsible for the accuracy, nature, or quality of information stored on any electronic media. Further, the school will not be responsible for personal property used to access school stand-alone or networked computers nor for unauthorized financial obligations resulting from access to the school Internet through the school or personal device they have brought to into school. These guidelines and all its provisions are subordinate to local, state and federal statutes. All users of the school's Internet access must also comply with agreements specified in the contract with the Internet service provider.
- Administrators, teachers, support personnel and students will not use any school technology including but not limited to: computers, networks, electronic mail or access to the Internet to create or transmit text, images or audio which could be considered as damaging to another's reputation, abusive, obscene, sexually orientated, offensive, threatening, inflammatory, discriminatory, harassing or otherwise illegal or contrary to school policy. Students will not use personal technology to send inappropriate messages, flyers or pictures through the school server.
- Administrators, teachers, support personnel and students will not post any photographs of the students without written permission of the parents. Students' photos that are posted on the internet should not have any identifying information connected to the photos without parent/guardian permission; such as but not limited to name, address, phone number, school, grade, hobbies and e-mail addresses.
- Administrators, teachers, support personnel and students will not intentionally damage, misuse, or tamper with any hardware or software, network system or any other technology, including any information belonging to others, nor allow others to do the same. Users will not deliberately interfere with the ability of other persons to send and receive electronic mail.
- Teachers, support personnel and students will not remove technology hardware or software from the school without permission of the administrator(s).
- Administrators, teachers, students and support personnel will not gain unauthorized access to resources or entities or invade the privacy of others, except as otherwise provided in this policy.
- Administrators, teachers, students and support personnel will not post anonymous messages or any material authorized or created by another person

without his/her consent.

- Administrators, teachers, students and support personnel will not use a school network for commercial or private advertising.
- Students will not use the school technology in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.
- Teachers, support personnel and students will not subscribe or use fee based on-line services in school without the prior written approval of the school administrator(s).
- Administrators, teachers, support personnel and students will not use electronic media for any illegal activity, including but not limited to violation of copyright laws. Students will not forge any digital media.
- Administrators, teachers, support personnel and students will not transmit personal information including, but not limited to names, addresses and phone numbers without written permission from the individual, or his / her parents or guardians.
- Administrators, teachers, support personnel and students will not respond to unsolicited electronic media messages from any source that consists of obscene, suggestive, illegal, offensive, pornographic or objectionable content.
- Administrators may request that certain Internet sites are blocked or unblocked if they are deemed necessary for educational purposes.
- All students will be informed about policy 5050.9, Student Participation on Social Networking Sites.

### **STAFF RESPONSIBILITY**

All school staff members are responsible for supervising students using technology and are obligated to read, understand and adhere to the procedures and enforce the rules concerning acceptable use of school technology. Whenever a staff member in the course of his/her duties becomes aware of violations of the Technology Acceptable Use Policy, he/she is required to advise the user and address the matter in accordance with this procedure and the school's disciplinary code.

### **PARENTAL RESPONSIBILITY**

Given the dynamic nature of technological advancements and the volatile nature of resources available on the Internet, the school acknowledges its inability to completely regulate and monitor the information received or sent by students, although appropriate filters are used. As such, the school cannot assure parents that students will be denied access to all inappropriate materials or sending or receiving communications contrary to the school's philosophy, goals and educational mission. Parents and guardians of students should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and

services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be held responsible.

## **GUIDELINES**

The educational value of the school's use of technology is the responsibility of the teachers as well as the students and their parents/guardians. Students are expected to use technology resources judiciously in accordance with the following guidelines. The school administrator(s) and his/her designees may remove/add applications, delete/archive user files, and/or modify hardware and software configurations without prior notice to maintain the operation of technology resources for all users.

- All use, whether or not explicitly enumerated within this policy, must be consistent with the philosophy, goals and educational mission of the school. The school administrator(s) reserve the right to make determinations that particular uses are or are not consistent with the purpose of the school. Students will report illegal or unauthorized use of the network to the supervising teacher or the authorized technical and information services administrator.
- Teachers, support personnel and students will not make unusable or inaccessible any individual's computer data files and/or programs.
- Teachers, students and support personnel will not access another person's materials, information, or files without the implied or direct permission of that person. Users will not attempt to read, delete, copy or modify the data of any other person.
- Teachers, support personnel and students will not use or attempt to obtain another user's credentials.
- Teachers, support personnel and students will not use school technology for reasons of personal profit, unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws.
- Teachers, students and support personnel will not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage or otherwise hinder the performance of any computer's memory, file system or software.
- The administrator/designee reserves the right to review all electronic communications for appropriate content.

## **Search and Seizure**

The school reserves the right to search all school property including, but not limited to, desks, lockers, and cabinets. Additionally, the school reserves the right to search all personal property including, but not limited to, backpacks, school bags, and purses.

## **Dress Code**

### **School Uniform**

Note that all students are required to wear belts with non PE uniform shorts and pants. Girls are required to wear the approved knee high socks (available through Lands' End) or tights on non PE days. Boys are to wear black socks.

Boys and girls are required to wear either all black or brown school shoes on non PE days. Boys and girls are required to wear athletic sneakers on PE days and black socks. Polo and gym shirts are available in either short or long sleeve.

**ALL SHIRTS MUST BE TUCKED IN ON NON PE DAYS**

### **Spring/Summer**

**Pre-K** students are required to wear the PE t-shirt and either the PE shorts or pants. The PE sweatshirt is optional. Students are required to wear regular sneakers.

#### **K-8 Boys**

**Non PE Days:** Uniform shorts or pants, uniform polo shirt. The PE sweatshirt and/or button down cardigan is optional.

**PE Days:** PE shorts or pants and PE t-shirt. Students are required to wear regular sneakers.

#### **K-8 Girls**

**Non PE Days:** Uniform skort, shorts or pants, uniform polo shirt. The PE sweatshirt and/or button down cardigan is optional.

**PE Days:** PE shorts or pants and PE t-shirt. Students are required to wear regular sneakers.

### **Winter**

**Pre-K** students are required to wear the PE t-shirt and pants. The PE sweatshirt is optional. Students are required to wear regular sneakers.

#### **K-8 Boys**

**Non PE Days:** Uniform pants, uniform polo shirt. The PE sweatshirt and/or button down cardigan is optional.

**PE Days:** PE pants and PE t-shirt. Students are required to wear regular sneakers.

#### **K-8 Girls**

**Non PE Days:** Uniform skort or pants, uniform polo shirt. The PE sweatshirt and/or button down cardigan is optional.

**PE Days:** PE pants and PE t-shirt. Students are required to wear regular sneakers.

### **Hair Style/Head Coverings**

Boys should be neatly groomed. Hair must be at the shirt collar length and not obstruct the eyes. Radical haircuts (ie hair designs, coloring, etc.) of any type are not permitted. Final discretion is up to the Administration.

Head coverings (hats, hoods, etc.) of any kind are not to be worn in the building and should be worn appropriately while outside. Failure to comply might result in the confiscation of the head covering.

### **Make-Up/Nail Polish/Body Painting/Tattoos**

Body painting and tattoos are not permitted for students. No make-up is permitted. Conservative nail polish may be worn.

### **Jewelry**

Since students wear uniforms, a minimal amount of appropriate jewelry may be worn to school with parent/guardian approval:

- One ring
- A watch
- One earring in each ear – girls only (No hoops/dangles; must be close to ear)
- Boys may not wear earrings
- One necklace
- One bracelet

We prefer that no jewelry be worn on gym days.

### ***Dress Down Days***

Students must always be properly and modestly attired on dress down days.

Parents/Guardians are asked to be attentive to the selection of clothing students make.

During a dress down day in the spring/summer, the only shorts allowed are SAS uniform shorts. Anything below the knee (capris, jeans, etc.) that is in keeping with the standards of school uniform, is acceptable.

Items NOT permitted are:

- Tank tops, short tops, and revealing tops
- Skirts that are more than 3 inches above the knee
- Tight skirts/pants
- T-shirts with suggestive and/or insulting sayings
- Flip-flops and other shoes that can be hazardous
- Any other item of clothing not in keeping with a Christian code of conduct

### **School Bus Transportation**

All parents are required to complete the Bus Transportation Form (B6T). Over the summer, each individual public school district will contact your family regarding its transportation arrangements. Saint Ann School makes no decision regarding busing and cannot make any changes for a student. Children are not permitted to ride any bus other than the one to which they are assigned by the local school district.

### **School Bus Safety Rules**

To ensure all students' safety, it is important that students behave in an orderly and safe manner. The bus drivers are responsible for supervising students' behavior on the bus. If a student disregards the bus safety rules, the bus driver may inform the school, which will

in turn notify the parent. Students who misbehave may lose bus privileges and face additional disciplinary actions. Please discuss the following safety rules with your children:

- Stand quietly while waiting at the bus stop. Playing at the stop can be dangerous.
- Be respectful of public and private property while waiting for the bus.
- Do not move toward the bus until it comes to a complete stop. Wait for a signal from the driver before crossing the street. Be sure to look LEFT-RIGHT-LEFT to see that all traffic has stopped.
- Let the bus driver know immediately if you drop something while getting on or off the bus. Never retrieve anything that falls under the bus.
- Take your seat quickly and quietly and remain seated at all times while the bus is moving. Keep aisles clear, stow bags under the seat. Wear your seat belts if provided on your bus.
- Keep arms and other body parts inside the bus at all times.
- Do not throw anything in the bus or from the bus.
- Do not distract the driver through misbehavior. No yelling or screaming. Talk quietly and always demonstrate courteous behavior to the driver and all students on the bus.
- Do not damage the bus or seats in any way.
- Ask the driver for permission to open a window when boarding the bus.
- No eating or drinking is permitted on the bus at any time.
- Changing clothing on the bus is not permitted at any time.
- When exiting the bus, go to the “safe zone” at least ten feet in front of the bus and wait for a signal to cross from the bus driver.

### Daily Schedules

<b>FULL DAY OF SCHOOL</b>	
<b>Period</b>	<b>Time</b>
<b>Homeroom</b>	<b>8:00-8:15</b>
<b>1</b>	<b>8:20-9:00</b>
<b>2</b>	<b>9:05-9:45</b>
<b>3</b>	<b>9:50-10:30</b>
<b>4</b>	<b>10:35-11:15</b>
<b>5</b>	<b>11:20-12:00</b>

<b>6</b>	<b>12:05-12:45</b>
<b>7</b>	<b>12:50-1:30</b>
<b>8</b>	<b>1:35-2:15</b>
<b>PM Homeroom</b>	<b>2:15-Dismissal</b>

Please note ALL early dismissal days, unless otherwise announced, are dismissed at 12:15

<b>EARLY DISMISSAL OF SCHOOL – including half day and early weather dismissal</b>	
<b>Period</b>	<b>Time</b>
<b>Homeroom</b>	<b>8:00-8:15</b>
<b>1</b>	<b>8:19 - 8:47</b>
<b>2</b>	<b>8:51 - 9:19</b>
<b>3</b>	<b>9:23 -9:51</b>
<b>4</b>	<b>9:55 - 10:23</b>
<b>5/6</b>	<b>10:27 - 10:55</b>
<b>7</b>	<b>10:59- 11:27</b>
<b>8</b>	<b>11:31 - 11:59</b>
<b>End of Day Homeroom</b>	<b>12:00</b>
<b>DISMISSAL</b>	<b>12:15</b>

### **Drop Off and Pick Up Policy**

Children may arrive no earlier than 7:30 AM and no later than 7:50 AM. On the first day of school, children should report directly to the cafeteria. Parents are not permitted to walk children to the cafeteria or to their classroom. All students should be in their classrooms by the 8:00 AM bell. Any student arriving after this bell will be marked tardy. Car riders may be dropped off in the circle at the front of the school building; however,

for the safety of the children, there are very specific guidelines in place for the use of this circle. You may only enter the circle from Eldridge Avenue or from the school/church parking lot. When entering the circle, pull your vehicle up as far as possible. Children must exit on the passenger side of the vehicle with all their belongings. Parents may never exit the vehicle, and no one is permitted to open the trunk area to remove any belongings. If your child needs assistance leaving the vehicle, then please use the parking lot. After your child has exited the vehicle, and the vehicle in front of you has left, please exit the circle and turn right only. Do not pull around vehicles stopped in front of you, especially buses.

If you do not wish to use the circle, you must park in the school/church parking lot. As a courtesy to our surrounding homeowners, please do not park on the neighboring streets. Please be sure to use the crosswalk on the north side of Rossa Avenue and make sure your child knows how to use the crosswalk.

Afternoon dismissal starts at 2:25 PM. Buses are dismissed first. Parents picking up their children should park in the school/church parking lot. Again, please do not park on the surrounding side streets as this causes an inconvenience to our neighbors. Please wait in the parking lot until all the buses have been dismissed. A teacher will indicate when you may cross the street. Car riders and walkers will be dismissed from the side of the school building next to the preschool playground. Parents must walk over and meet their children there. Students are not permitted to cross the street to the parking lot by themselves.

### **Emergency Drills**

Emergency drills are held in accordance with state and local laws. In instances of severe weather, when watches or warnings have been issued by the National Weather Service, it is imperative that telephone lines to the school remain open. Parents are asked not to call the school for updates but to wait for notification from the school's emergency messaging service.

### **Emergency Closings/Dismissals**

Saint Ann School uses SchoolMessenger alert system. This system allows for the school to reach families quickly and effectively. The system will be used to notify you of a school closing or early dismissals due to inclement weather. It will also be used to keep you informed of schedule changes and upcoming events.

SchoolMessenger will gather parent/guardian information directly from Genesis. Please make sure you inform the office of any changes to your email and phone numbers. The system allows the school to notify parents via phone call, email, and text message.

### **ATTENDANCE**

Excessive absences, tardiness, and early dismissals are a hindrance to the teaching and learning process. Parents are urged to keep these to a minimum.



A student may not participate in or attend any extracurricular activity (i.e., dance, clubs, after care/after care activities, CYO, etc.) on the day he/she is absent from or signed out early from school.

### **PUNCTUALITY/LATE ARRIVAL/EARLY PICK-UP**

Regular and punctual attendance is important for each student. All students need to be in school by 8:00am. Lateness will be reflected on the report card. A student who is late must report to the main office for a late pass, which is to be presented to his/her teacher. No student will be admitted to homeroom without this late pass.

Parents are encouraged to schedule doctor appointments outside of school hours.

Although we understand that there are circumstances that cause a student to arrive late or leave early, it is important that students not miss instructional time.

Any early pick-up requests must be given to the child's homeroom teacher in writing or a parent/guardian can call the main office with a request for early pick-up.

*ALL EARLY PICK-UP REQUESTS MUST BE COMPLETED BY 2:10pm IN ORDER TO ENSURE ORDERLY DISMISSAL AND MINIMIZE CONFUSION IN THE OFFICE OR CLASSROOM FOR STUDENTS AND STAFF.*

Consistently tardiness and early departure of students impedes their ability to be prepared and organized for the school day. Therefore, after twelve (12) late arrivals, early departures, or combination thereof will require an administrative review. This may require a parent/guardian meeting with the administration.

### **STUDENT ABSENCE**

A parent/guardian must call the school nurse to report a student's absence. ALL absences must be reported to the nurse. If no call has been received, the school nurse will make a reasonable effort to reach a parent/guardian by phone to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during school hours for their safety.

Students will be given the work that was missed and will be allowed the same number of days to complete the work as they were absent. It is the responsibility of the student to check with each teacher and arrange for making up missed assignments. For example, two days out, two days to complete the work is allowed.

An absence due to hospitalization or serious conditions requires a note.

An excess of 18 absences may prohibit a student from progressing to the next grade. Prolonged illness, hospitalization and other extraordinary circumstances will warrant special consideration.

When a student has been absent from school and/or classes for ten (10) days, a letter of notification will be sent to the parents. This letter will indicate that an Administrative Review will be convened by the principal. The following people may be included in the Administrative Review: principal, counselor, nurse, teacher/s, parents, and student.

## **FAMILY VACATIONS**

Family vacations during the school year are strongly discouraged. However, there may be times when students might miss school for an extended period of time due to sickness or unexpected family commitments. These situations will be addressed individually.

Children will not be given work in advance of vacation with the exception of regular weekly work. Regular weekly work must be requested at least one week in advance.

When students return from vacation, they will be given the work that was missed and will be allowed the same number of days to complete the work as they were absent. For example, two days out, two days to complete the work is allowed. All tests will be made up in school only. Teachers have the option of modifying the policy to meet the needs of their particular classroom structures and/or grade levels. The responsibility to make up missed work rests entirely with the students and parents/guardians.

## **EARLY DISMISSAL AND EMERGENCY CLOSINGS - 12:15**

- Planned early dismissals will appear on the school calendar.
- Emergency early dismissals will be rare. Should this occur, parents/guardians will be notified via our instant alert and messaging system. If there is a change in the way the student should go home during an emergency early dismissal, a parent/guardian **MUST** call the office with this information. For example, After School Program (ASP) will not be available on an emergency early dismissal. If a student normally goes to ASP, a parent/guardian **MUST** call the office with an alternate plan.
- If there is no emergency early dismissal, but the parent/guardian deems it necessary to pick up children due to weather conditions or another situation before the regular dismissal, he/she **MUST** report directly to the office.
- It is imperative that all families keep their contact information up to date to receive automated announcements. Contact the main office with any changes to your contact information.
- Planned closings are noted on the school calendar.
- When an unplanned closing or a delayed opening occurs, due to inclement weather or other emergencies, parents/guardians will be notified via a messaging system..

## **DOCTOR/DENTIST APPOINTMENTS**

Medical and dental appointments should be made after 2:30pm. Parents/guardians are urged not to seek early dismissal from school unless it is an emergency. Should an early dismissal be unavoidable, a written request or a phone call by the parent/guardian is needed. A parent/guardian or someone appointed by the parent/guardian must sign out the student in the main office.

## **CHILD ABUSE REPORTS**

Pursuant to New Jersey State Law, any reasonable cause or suspicion to believe that a child has been abused or neglected *requires* school personnel to report said abuse/neglect to the Division of Child Protection and Permanency (CPP). Failure to do so within the

prescribed period renders that employee in violation of the provisions of the act and a disorderly person. (N.J.S.A. 9:6-8.9, 8.10, 8.13, 8.14)

If your children report abuse/neglect of any kind to any school employee, we must and we will notify CPP. A social worker from CPP will then come to school to meet with your children and begin an investigation into the allegations. CPP will then be in touch with parents/guardians.

## **NURSING SERVICES**

The school nurse is available from 8:00 am until 2:30 pm daily. If a child becomes ill or severely injured while at school, parents/guardians will be contacted.

Emergency information is provided by parents/guardians at the beginning of each school year. Parents/Guardians are asked to keep this information current and alert the school office of any changes during the school year.

Children who are ill should not come to school. The following guidelines should help parents/guardians determine when to keep a child home.

1. Vomiting and/or diarrhea – children should not have had diarrhea and/or vomiting for 24 hours before returning to school.
2. Fever greater than 99.6 degrees – Children should be fever-free for 24 hours without the use of fever-reducing medications, before returning to school.
3. Persistent dry or productive cough
4. Unexplained rash on any part of the body
5. Crusty drainage and/or unexplained redness of one or both eyes
6. Cold symptoms associated with fever and/or lethargy
7. Sore throat accompanied by white “dots” on throat and/or fever
8. Children being treated with antibiotics should be on medication for 24 hours before returning to school. Prescription and non-prescription medications may be administered during school hours. Any medication that is to be administered during school hours:
  - a. Must be accompanied by a note from the parent/guardian
  - b. Must be accompanied by an order from a physician, dentist, or orthodontist containing the child’s name, date, medication, dosage, time of administration, diagnosis, length of time order is in effect and physician’s signature
  - c. The prescription must be in original container (many pharmacists will provide a separate container for school). Over-the-counter items must be in the original packaging.

The following screenings are done annually:

- Height and weight – All grades
- Vision – All grades
- Hearing – K-4, 6, 8
- Scoliosis – Grades 5 & 7

- Blood Pressure – All Grades

Parents/Guardians will be notified of any findings that are outside normal limits and will be advised to seek further evaluation.

Parents/Guardians are advised to contact the school nurse with any information that you feel might affect your child's academic success.

### **Medication Policy**

The administration of medication in school is to be avoided whenever possible. No medication shall be administered to pupils in school except by the school nurse and **ONLY** after all necessary approvals have been secured. Medications shall include all medicines prescribed by a physician for a particular pupil, including prescription and non-prescription drugs.

A form must be filled out if requesting that medication be administered by the school nurse. This form must be signed by the physician and parent. A parent must bring in medication weekly in its original bottle or box and give it to the school nurse. All medication will be appropriately maintained and secured by the school nurse. The nurse may provide the principal and other teaching staff members who are concerned with the pupil's educational progress with such information about the medication and its administration as may be in the pupil's best interest.

The school nurse shall maintain a record of the name of the pupil to whom medication may be administered, the prescribing physician, the dosage and the timing of medication, and a notation of each instance of administration. The sole responsibility of the school shall be limited to the provision of adequate and proper supervision in administration of said medication. Medications cannot be administered unless these procedures are followed. The parent or guardian is invited to come to the school to medicate the student if the above procedure is not convenient.

### **Illness Policy**

If your child is visibly ill, has a fever, a communicable illness, or other serious health concern, your child should be kept home. We adhere to the following rules: a child must be fever free for 24 hours; if your child is being treated for an infection, your child should be on antibiotics for 24 hours before returning to school; a child should not have vomited nor had diarrhea for 24 hours before returning to school. This illness policy is strictly followed for the health and well-being of all children. If you send your child to school with a fever or with vomiting or diarrhea, you will be required to pick your child up from school immediately.

We do not provide childcare for sick children. All children are expected to be picked up within a half hour from when you receive a call from the school nurse, unless circumstances or distance prevents you from doing so. Children sent home from school

with a fever, vomiting, or diarrhea should not be sent to school the next day. Any child ill or absent from school is not permitted to attend an after-school or evening school function.

If your child is ill and unable to attend school, please call the school nurse at 883-4336 between 8:00 and 9:00 AM each morning that your child is absent. If you need to make an earlier call, you may leave the message on her answering machine. When your child returns to school, he or she must bring a signed note explaining the reason for his or her absence. An absence of more than two days requires a doctor's note when your child returns to school. These will be kept on file in the nurse's office. If your child contracts strep, chicken pox, head lice, or any infectious disease, please notify our school nurse immediately.

### **Immunization Policy**

Diocesan policy and Saint Ann School require proof of up-to-date immunizations before registration is finalized and the student is placed on our roster. In order for your child to register for school, it is necessary to provide your child's record of immunizations. If the records are not in English, you must also submit a translated copy. If the original records cannot be obtained, the immunizations must be repeated according to New Jersey State law.

Your child should have all of these shots BEFORE starting school. Written verification from your pediatrician is required and should be attached to your registration form. These immunizations are mandated by state law and are strictly enforced. Failure to produce required immunizations risks your child's exclusion from school.

### **Student Council**

Saint Ann School has an elected Student Council. Officers are chosen from the eighth grade class by their peers. Representatives are chosen from fifth through eighth grades. The Student Council sponsors a variety of spiritual, educational, and social events throughout the school year.

### **Field Trips**

Decisions regarding all field trips are the responsibility of the school administration. Room parents do not choose or plan a class field trip. A teacher may, under some circumstances, ask for input from the room parents about the details of a trip; however, the Principal and Homeroom teachers make all final decisions. There are no exceptions to this regulation.

Homeroom teachers will determine the number of chaperones needed for a particular trip. Room parents are given priority to be a chaperone on at least one classroom trip if there are multiple field trips. Chaperones will earn volunteer hours for the time spent on the trip.

Students may not participate in field trips unless an official school permission form is signed by a parent or guardian. Bringing electronic devices is discouraged, as neither the school nor the bus company and their employees will assume responsibility for the security or safety of these items. On long trips, a teacher may give special permission to bring certain items. Dress code will be determined by the school administration based on the nature of each field trip. The dress code will be communicated directly to the parents and students before the date of the trip.

### **Lunch Program and Snacks**

The Gretalia Hospitality Group provides hot and cold lunch selections every school day, and a monthly menu is sent home. Lunch may be bought daily or may be prepaid. Drinks and snacks are also available for purchase by any student.

Each day, children in Kindergarten through 4<sup>th</sup> grade have snack. These children should bring a snack from home. Snack items should be healthy, such as fruit, cheese, crackers, juice, or milk. Sweets are discouraged, and soda is never permitted.

### **Lunch Duty Policy**

Each family is required to serve lunch duty two days per child registered. A month will be assigned for each classroom. You may buyout of serving lunch duty before the school year begins for \$50 per child. Forms to request this buyout will be sent to you before the beginning of the school year. If you have not sent in your buyout form before the school year starts, and you do not fulfill your two days of lunch duty per child, you will be billed double for your lunch duty requirement at \$100 per child at the end of the school year.

Please arrive for lunch duty at 11:00 AM, sign in at the main office, and report to the cafeteria where a food service representative will explain your duties to you. If enough volunteers are present, two parents should go outside with the children for recess (at least one parent is required). When all the lunch periods are over, parents are required to wash the tables and sweep the floor.

While outside with the children for recess, assist any children who may need help. If any other adults or strangers come into the playground, refer them to the teacher on duty or send them to the main office immediately. Do not allow the students to speak to them or leave with them. All students must be signed out in the main office. When the bell rings, the children will line up, and the lunch duty parents must stay with them until the teachers come to get their classes.

### **Recess**

Recess is an important part of the elementary curriculum. It is an opportunity for physical activity that better enables the students to participate in their studies. Even during the winter, outdoor exercise is beneficial to their health. Children should always come to school dressed appropriately for the weather. Please do not ask for an exception without a doctor's note. Children will not go out in inclement weather or in excessive heat or cold.

**School Grounds**

Children may not play on the playground equipment or in the preschool play yard before or after school.

**Office Hours**

The school's main office is open from 7:30 AM to 3:00 PM each school day during the school year. The summer hours are 9:00 AM to 2:00 PM Monday through Thursday.

**Visitors**

All visitors to the school must enter through the main doors and sign in at the main office. All visitors are required to have a photo ID. Any visitor without a proper ID may not be permitted past the main office. A visitor's pass may be issued. This pass must be worn while in the school building.

**Change of Address or Telephone**

Please notify the main office immediately if you should have a change of address, telephone, or email. This also applies to work and emergency numbers. This ensures our ability to reach you in case of an emergency.

**Lost Items**

All children's belongings should have their names sewn or written on them. Lost items are placed in a box in the front of the cafeteria. Periodically, this box will be emptied and the items donated or discarded.

**Standardized testing**

Saint Ann School will administer the standardized tests contacted by the Diocese of Trenton's testing program. Individual schools may use supplementary tests freely for interim testing of classes or small groups. Individual principals and teachers will analyze the standardized testing results each year to determine future curriculum planning as well as to address individual or group needs.

**Room Parents**

Room parents are an important part of our school community. Room parents help our teachers and students with the school's lunch room duty, class parties, and special events. Each classroom will be assigned four (4) room parents to coordinate events with the teacher and the classroom parents. Room parents do not automatically receive their 25 volunteer hours, but any time spent working as a room parent can be used toward those hours. Room parents are usually given priority as chaperones for field trips. Parents can have a full time job and still perform the duties of a room parent, as long as they are available when needed. Parents will be chosen for only one classroom per year unless another class does not have enough parents who volunteer.

### **Parent Teacher Association (PTA)**

All families are part of the PTA, and we encourage everyone to take an active role. Your participation in PTA events and fundraisers are vitally important to the success of Saint Ann School. Our school does have a volunteer and fundraising requirement, and you may fulfill those duties through various PTA offerings.

### **Volunteer hours**

Each family is responsible to work 25 volunteer hours throughout the school year. Hours can be accumulated from July to June. At the end of this time period, hours are totaled and families that have not put in the designated number of hours are billed \$10.00 an hour for the remaining hours. It is the family's responsibility to make sure their hours are recorded. Any hours not recorded cannot be counted. Hours worked for Religious Education cannot be credited for volunteer hours. Report cards and transfer records can be held if the balance is not received from the family.

### **Fundraising**

Fundraising is a very important component of the PTA. The funds raised provide many extras that enhance the educational experience of our school. Each family is required to contribute \$125 through many available fundraisers offered by the PTA.

### **Flyers, Brochures, and Non-school Advertising**

No person is permitted to post or distribute any flyers, pamphlets, or other written communication on school grounds without the permission of the principal. All school related flyers must be approved by the principal and will be added to the weekly online Parent Information. Advertising from organizations or individuals who support the school and its programs will be considered.

### **Virtus Training**

Protection of our children is a high priority, and any adult who is a CYO coach, intramural soccer coach, library volunteer, lunch/recess volunteer, homeroom parent, or club moderator (such as newspaper or drama) **MUST** participate in Virtus training.

Virtus is provided by the Diocese of Trenton. Registration information is available at:

<https://www.virtusonline.org/virtus/>



SAINT ANN SCHOOL  
POLICY HANDBOOK ACKNOWLEDGEMENT FORM

Family Name \_\_\_\_\_ School Year \_\_\_\_\_

**NOTE TO PARENTS/GUARDIANS**

**The school and/or the Principal retains the right to amend this handbook for just cause. Parents/guardians will be given prompt notification if changes are made.**

**All parents/guardians and students are required to read the entire handbook and to sign and return this page to the school office as soon as possible.**

We have read the Saint Ann School Parent-Student Handbook. I have discussed the rules and procedures with my child(ren). We agree to abide by the school procedures, regulations, and policies contained in this handbook. I also understand that my child may not be permitted to continue in school without the return of this form.

Parent/Guardian Name (printed)	Parent/Guardian Signature	Date
_____	_____	_____
_____	_____	_____

I have read or discussed with my parent/guardian, the information contained in this handbook. I agree to abide by the school procedures, regulations, and policies contained in this handbook.

Student Name (printed)	Grade	Student Signature	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____