

Saint Ann School



Parent/Student Handbook

2015-2016

Table of Contents

Letter from the Principal.....	3
Mission Statement.....	4
Vision Statement.....	4
Core Values.....	5
Philosophy of Saint Ann School.....	6
Diocesan Handbook of Policies and Procedures.....	6
Purpose and Use of Handbook.....	6
Amendments to Handbook.....	6
Diocesan Policy.....	6
Accreditation.....	7
Blue Ribbon School Award.....	7
School Board.....	7
Non-Discrimination Policy.....	7
Admission Policy.....	8
Grammar School Registration.....	9
Preschool Registration.....	11
Afterschool Program.....	11
Financial Policy.....	12
Withdrawal Policy.....	13
Media Policy.....	13
Curriculum.....	14
Liturgy.....	14
Library.....	14
Homework.....	14
Parent Portal.....	15
Report Cards.....	15
Grading System.....	16
Honors and High Honors.....	16
Study Habits.....	16
Summer Reading and Math Booklet.....	16
Promotion and Retention.....	16
Class Requests.....	17
Staff Availability/Conferences.....	17
Student Records.....	17
Custodial/Non-Custodial Parents.....	17
Guidance Counselor.....	17
Courtesy.....	18
Discipline.....	18
Discipline Policy.....	18
Parent Notification.....	20
Indiscreet Discipline.....	20
Suspension.....	20
Expulsion.....	20
Self-Discipline.....	21
Middle School Team.....	21
Team Discipline Policy.....	22
Bully-Free Zone.....	23

Computer and Telecommunications Policy.....	23
Authorized Users.....	23
Authorized Devices.....	24
Restricted Devices.....	24
Appropriate and Acceptable Education Uses.....	24
Inappropriate and Unacceptable Uses.....	24
Rules of Appropriate Use.....	25
Summary.....	27
Electronic Communication.....	27
Consequences for Inappropriate Use.....	27
Service Disclaimer.....	28
Cell Phones/Electronics.....	28
Search and Seizure.....	29
Dress Code.....	29
Dress Down Days.....	31
School Bus Transportation.....	31
School Bus Safety Rules.....	31
Drop Off and Pick Up Policy.....	32
Emergency Drills.....	32
Emergency Closings/Dismissals.....	32
Tardiness.....	33
Absences and Excessive Absences.....	33
Early Dismissal.....	33
Vacation Planning.....	33
General Health.....	34
Medication Policy.....	34
Illness Policy.....	34
Immunization Policy.....	35
Preschool Students.....	35
Kindergarten Students.....	35
New Students Age 7 and Older.....	36
Students Entering Grade 6.....	36
Student Council.....	36
Field Trips.....	36
Hot Lunch Program and Snacks.....	37
Lunch Duty Policy.....	37
Recess.....	37
School Grounds.....	37
Office Hours.....	37
Visitors.....	38
Change of Address or Telephone.....	38
Lost Items.....	38
Room Parents.....	38
Parent Teacher Association.....	38
Volunteer hours.....	38
Fundraising.....	38
Flyers, Brochures, and Non-school Advertising.....	39
Virtus Training.....	39
Handbook Release Form.....	40

Dear Parents and Guardians,

Welcome to Saint Ann School!

As principal of Saint Ann School, I am committed to providing a community environment where young people feel loved and are encouraged to accept the challenge to be respectful, caring members of our world.

We are committed to assist your children in the development of religious beliefs and values that affect moral and ethical behavior as adults. Our programs enable your children to grow in their understanding of themselves, their relationship with God, and their relationship with others. We advocate leadership through positive action and foster confidence in good decision-making by providing a comfortable environment in which your children can discuss and live out the values on which their education is based.

Saint Ann School empowers your children to achieve academic excellence and knowledge by developing skills necessary for higher education pursuits and a wide range of careers. We reinforce family values and impart to your children attitudes and behaviors which will encourage them to use their gifts and the Earth's resources wisely, thereby giving witness to God's presence in our world.

Saint Ann School is part of the Saint Ann Parish Community. We thank the many parishioners and all the parents who have so generously given of their time, talent, and resources to support our school and its mission. We ask for a continued partnership and, as always, prayers to help guide us in a new and exciting year at Saint Ann School.

The Parent-Student Handbook is the guideline for the appropriate structure, limits, safety, and high standards required by all for the success of our students' growth and development.

Respectfully,
John J. McKenna
Principal

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 life-long 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 "gifted" and must be provided with an arena for success where individual potential and self-esteem can flourish.

Diocesan Handbook of Policies and Procedures

As a Catholic school in the Diocese of Trenton, we must adhere to the policies and procedures set forth in the Diocese of Trenton Handbook of Policies and Practices for Elementary Schools. There is a complete handbook available for your perusal in the front office. Many of the sections of this school handbook contain information taken directly from the Diocesan handbook. If you have any questions regarding Diocesan policy, please refer to the Diocesan handbook and/or discuss your concerns with our principal or pastor.

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 the discretion to take actions other than those specified in the handbook.

Amendments to Handbook

The school 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 insistently attempt to impose their views as to the educational process upon the school administration, the 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. Saint Ann's received its original accreditation in 2001, was re-accredited in 2011 and is in the process again in 2015.

Blue Ribbon School Award

In 2010, Saint Ann School was named a National Blue Ribbon School of Excellence by the U.S. Department of Education. The National Blue Ribbon Schools Program recognizes public and private elementary, middle, and high schools where students perform at very high levels of academic achievement. To qualify, public schools must rank in the top 10 percent of their state, while private schools must rank in the top 10 percent of the nation. Saint Ann School is proud to be the first school in the Diocese of Trenton to receive this honor in over 20 years. This outstanding achievement is representative of the school's dedication and commitment to providing its students with the highest quality education.

School Board

In 2004, Bishop John M. Smith challenged each of the elementary schools in the Diocese of Trenton to be academically excellent, fiscally viable, and strong in Catholic identity. Each school in the diocese was asked to institute a school board to work with the pastors and principals to ensure our children are educated in a safe and secure environment where they continue learning to love and loving to learn.

The Saint Ann School Board is a consultative board that works with the pastor and the principal in accordance with Diocesan policy. The goal of this board is to assist the pastor 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 a three-year term. Terms may be staggered to maintain stability of long-range goals and directions. The School Board Handbook, published by the Diocese of Trenton, is available in the school office for review upon request.

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

- Open enrollment for the following school year to begin on the day of our first open house of the school year.
- Contracts for the following year will be sent out to current families by Feb. 7 (after Catholic Schools Week). Beginning Feb. 7, contracts for the following year will be sent out to registered families (in order of registration and priority list). Provided there will be space available should all current students return and after a review of all paperwork and a student visitation.
- All contracts must be returned by March 15. **If a contract is not returned by March 15, a \$25 late fee will be applied and if a contract is not returned by March 30 there will a \$100 late fee and the family could lose their spot(s).** If there is an issue of financial hardship please make an appointment to meet with Mr. John McKenna, Principal.
- If a current family does not return their contract by March 15, they will receive **one** letter stating that they may lose their spot and the late fee will be \$100, as of March 30.
- By May 15 class determinations will be made (whether the school will be opening 1 or 2 classes for each grade). For grades K – 2 there will be no more than 25 students per class. Grades 3- 8 will have no more than 30 students per class.
- If a grade is determined to be at full capacity, a wait list may begin. To remain on the wait list, a family will need to complete their registration, including fees. No contracts will be sent out for students on the wait list until space becomes available. If no room opens up, registration fees will be returned. Applicants will be placed on a waiting list and accepted as slots become available based on the priority list below.
 1. Siblings of current St. Ann School families
 2. Parishioners
 3. Catholic
 4. Non-Catholic

Registrations will not be complete until all paperwork and fees are received. Students will not be assigned to a class or placed on a roster until all paperwork, fees, and health records are received and immunizations are up to date.

Please Note: By October 1st, a child must be 5 years old when entering Kindergarten, 4 years old when entering Pre-4 and 3 years old when entering Pre-3.

Saint Ann School admits children of all faiths and races; however, priority for admission will be given in the following order:

- 1) Families with children currently enrolled and in good standing with Saint Ann Parish
- 2) Active parishioners of the Church of Saint Ann. The pastor will determine which families are active; factors which the pastor may consider include:
 - a. Regular attendance at Mass
 - b. Regular use of the envelope system
 - c. Involvement in parish ministry (for example, lector, usher, Eucharistic Minister, special parish projects, etc.)
 - d. Registered for at least one year
- 3) Families from neighboring parishes who present a letter from their pastor stating that they are active parishioners and whose pastor makes a contribution from their diocesan elementary school co-sponsorship tax
- 4) Families from Saint Ann and neighboring parishes who have been registered for less than one year
- 5) Non-registered Catholic families, families of other religious denominations, and registered non-supporting Catholic families

Although we would like to be able to accept any student interested in a Saint Ann School education, we recognize our limitations. As each class fills, we will establish a waiting list that will be drawn from as space becomes available. We may not be able to accept all students who apply but will do our best to expedite this process and notify you as soon as possible.

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. Any student being admitted to our 8th grade must be transferring from another Catholic school. Students who have been home schooled may be asked to take diagnostic tests to determine status and placement.

Grammar School Registration

Grammar school applications will be accepted in the order they are received, after receiving and reviewing all paperwork and after the student visitation has occurred, until all slots have been filled. Applicants will then be placed on a waiting list and accepted as slots become available based on the priority list above.

Registration will not be considered complete until all paperwork, fees, and health records are received and immunizations are up to date. Visitations for prospective grammar school students will be scheduled beginning in February. Final confirmation of acceptance is not given until all paperwork is received and reviewed and the visitation has taken place. Contracts will be mailed to all accepted grammar school students as soon as criteria are met and the student is accepted. The contract will be due two weeks from the mailing date. A \$25.00 fee will be assessed for contracts not received by the due date. Students may not be placed on the school roster if

contracts are not received by the stated deadline. Placement cannot be guaranteed or held for contracts received after the due date.

The following papers/fees need to be returned with your contract:

Non-refundable Book/Technology Fee

Kindergarten Students: * Children must be age 5 by October 1st of the year for which they are registering. The following items must be completed and received in order to finalize your registration.

- Application form and **non-refundable** application fee (\$50.00 per child)
- Contract, book fee, and tuition debit form
- Copy of official birth certificate (not the hospital-issued certificate)
- Copy of Baptismal certificate (even children baptized at Saint Ann's)
- Completed health form
- Immunization record (see Immunization Policy in this handbook)

Final acceptance is issued for incoming Kindergarten students following submission of above and review of Kindergarten testing (done in spring).

Students entering 1st through 8th grade: The following items must be completed and received in order to finalize your registration.

- Application form and **non-refundable** application fee (\$50.00 per child)
- Contract, book fee, and tuition debit form
- Copy of official birth certificate (not the hospital-issued certificate)
- Copy of Baptismal certificate (even children baptized at Saint Ann's)
- Completed health form
- Immunization record (see Immunization Policy in this handbook)

PLUS:

- One-day student visitation
- Report cards from past three years (if applicable)
- Standardized test (Terra Nova, CTBS, etc.) results from past three years (if applicable)

Final acceptance is issued for incoming 1st through 8th grade students following submission of above and review of report cards, standardized testing, and assessment done by the teacher your child visited.

Preschool Registration

The Preschool program hours are from 9 AM – 12 noon Monday through Friday. Parents have the option to sign up for the Pre 3 program for 2 to 5 days per week or the Pre 4 program for 3 to 5 days per week. All students must attend either a Monday or Tuesday as that is when the main theme of the week is introduced. We offer additional options for parents who need extended hours. Please review the options carefully as no changes will be made to contracts after they have been issued.

Toddler Time (8 AM – 9 AM): This option is available any day your child attends the Preschool program. If you have selected this option, you would be able to bring your child to school anytime between 8AM and 9 AM. The cost listed on the price chart cannot be pro-rated for fractions of this time frame.

Lunch Bunch (12 noon – 2:30 PM): This option is available any day your child attends the Preschool program. If you select this option, you have the option of picking your child up at either 1 PM or 2:30 PM. Students have lunch together from 12 noon to 1 PM and nap between 1 PM and 2:30 PM. Children can't be picked up during nap time as it disrupts the rest of the students. The cost listed in the chart is the same regardless of the pick-up time you choose. You will be asked to specify which pick-up option you choose when contracts are mailed.

Afterschool Program (2:30 PM – 5:30 PM): This option is available any day your child attends the Preschool program. If you select this option, you have the option of picking your child up between 2:30 PM and 5:30 PM. Preschool students are placed in the regular afterschool program at 2:30 PM. You are billed hourly for your usage and should specify on your application what time you will pick up your child. You will be billed for this option at the end of every month during the school year.

Afterschool Program

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

Cost for the program will be \$5.00 per hour per student. The amount will be charged monthly to your bank account on the 20th by an ACH transaction. Please refer to the Financial Policy section in this handbook for more information and requirements. An additional late fee of \$1.00 per minute will be charged for pick-ups after 5:30 PM. Students absent from school cannot be brought back to school for the afterschool care. Students must be in school for two hours before dismissal to use the 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 Afterschool Program, please obtain a form from the front office and return it with a \$20.00 non-refundable registration fee.

Financial Policy

School Enrollment Contract

A signed Student Contract (Parish-Family Partnership) is required for all students enrolled in Saint Ann School. Enrollment takes place as follows: families will be sent an application packet that includes application, financial policy, financial policy agreement, and health forms. After receipt of application, health forms, and school records; a child visitation will be scheduled. Once the application is processed, a contract is issued to the school family with a return deadline. Contracts plus non-refundable instructional fee, direct debit authorization 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. Contracts or fees received after the deadline **must include a \$25.00 late fee. Unpaid late fees will be added to the tuition bill.** Written receipts for cash payments are the responsibility of the parent and will be issued at the time of payment if requested.

Tuition Management Program Options

All families are enrolled in our in-house tuition management program. There is no fee to enroll. There are three options for paying tuition:

- Option 1 - The first option is to pay the entire tuition amount by the payment in full deadline, July 20. A \$25.00 late fee must accompany payments received after the due date. Full payment may be made by cash, check or by direct debit from your checking or savings account.
- Option 2 - The second option is the two-payment plan, with payments due July 20 and December 20. A \$25.00 late fee must accompany payments received after the due dates. As with the pay-in-full plan, payments may be made by cash, check or by direct debit from your checking or savings account.
- Option 3 - The final option is our monthly payment plan. Families provide the school office with authorization for direct debit from their checking or savings account.

Monthly payments may only be made by direct debit from checking or savings.

Tuition is divided into ten equal payments that are paid monthly. The first payment is due July 20, and the final payment is due April 20.

Late Registration Contracts

Families that register and sign contracts after July 1 are required to pay tuition on a pro-rated 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

In the event of a failed monthly tuition payment, a statement notifying the parents will be sent home. The statement may be followed up with a phone call or email. The parent must contact the school before the next direct debit is due and discuss how payment will be accomplished.

Saint Ann School considers delinquent accounts (this includes tuition, afterschool fees, lunch, trip and other fees) a serious matter. If your account is more than 30 days in arrears, you are required to contact the school and 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, afterschool clubs, Drama, CYO and other teams, graduation, and other extra-curricular activities. In this case, students may be sent to another classroom during school. If they need to be kept out of afterschool activities, the parent will be required to pay any fees generated by the Saint Ann School afterschool 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.

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. Families whose account is not up to date by the end of the school year will have to pay by cash, certified check, or money order to receive report cards and participate in graduation. Please inquire if you have any questions about your status before the end of the school year.

Any unpaid tuition may be sent to a collection agency or to small claims court unless the family is adhering to payment arrangements. Final report cards, other school reports, and 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 other fees. In addition, if the 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. There is a \$25 fee for any returned check.

Withdrawal Policy

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

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 or on the school website. Parents who do not wish the above items or information released to the media or published on the website or in a school or parish publication must notify the school in writing.

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 should 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.

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; therefore, it is included in averaging for honor rolls. Non-catholic students participate to the extent their religion permits.

Library

All students will have the opportunity to go to the library once a week. They will learn how to use the library, check out books, and develop the responsibility of returning books when they are due. Books that are lost or damaged must be replaced with the same book, or the cost of replacing the book will have to be paid. Students may check out up to two items at a time; however, if books are not returned, the student may not check out any additional items.

Homework

Homework is a meaningful activity as it supplements or reinforces work done in the classroom. Parents are encouraged to provide a quiet place. We ask that study habits and written work be supervised. This is of utmost importance in the lower and middle grades where study habits are being formed. Supervision may be decreased, and independence may be encouraged at the middle-school level provided that the results are satisfactory. Students need to start learning organizational skills and be able to organize their time to meet homework deadlines. Students are expected to keep parents informed of their progress by sharing with them all marked tests, assignments, projects, and notices. If parents are not receiving test papers or academic communications on a weekly basis, it is the responsibility of the parent to contact the teacher to find out why they have not been received. It is the responsibility of the student to have homework to the teacher by the due date. If homework is late, the teacher has the right to give the student a lower grade for the late assignment.

Students are held responsible for all material covered in the regular class session and should obtain the necessary information for completion. It is the student's responsibility to come to school prepared each day. We realize that, on occasion, a parent might need to bring in an item after school has started. This is acceptable when it occurs on an infrequent basis. When this becomes routine, it is not acceptable and must stop. Students will not be allowed to call home for forgotten items. Students also are not allowed to come back into the school after dismissal for a forgotten item in their classroom. Students cannot come to school for homework if they are absent from school. The second day of absence, parents may call before 9:00 AM and request homework. Students are not allowed to use their cell phones (which they are not allowed to have in school) to call or text for forgotten items. We ask for the parents' cooperation in helping their children become more organized and responsible. Consequences for forgotten items may teach students not to be unprepared in the future.

A general guideline for suggested time allotments for homework would be:

Grades 1 and 2	30 minutes
Grades 3 and 4.....	60 minutes
Grades 5 and 6.....	90 minutes
Grades 7 and 8.....	120 minutes

Please remember that these are approximate suggested times. The amount of time it takes to complete homework will vary from student to student. Students who procrastinate with their assignments will be working on homework for longer periods of time, especially if a teacher has given them a future due date for the assignment.

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 in the Parent's Corner. All log-in information is provided by the Diocese. Parents are strongly encouraged to use this informative tool to monitor progress throughout the year. Use of the Parent Portal provides an opportunity for parents and students to discuss achievements and identify areas requiring attention in a timely manner.

Because the Parent Portal enables parents to track their children's grades during each trimester, paper progress reports will not be sent home for students in Grades 3 through 8. As always, if there are any questions or concerns about a child's academic progress, parents are encouraged to contact the teacher at any time during the school year.

Report Cards

The St. Ann School report card is the required report card of the Diocese of Trenton. It will be distributed three times per year. Progress Reports (K-2) or the Parent Portal (Grades 3-8) should be examined prior to the end of each trimester as a guide. Parents/Guardians are required to sign and return the report card envelope to the teacher to indicate receipt.

Grading System

Students in Grades 3-5 will receive letter grades and students in Grades 6-8 will receive numerical grades based on the following scale:

A = 92.5 – 100

B = 84.5 – 92.4

C = 75.5 – 84.4

D = 69.5 – 75.4

F = 69.4 and below

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.

Study Habits

Special skills and techniques can make learning easier and more enjoyable for students. The following are guidelines that may help your child learn good study habits.

- Come to class prepared with all needed materials.
- Be an active participant in class – listen well and take part.
- Ask questions and clarify problems.
- Plan your day and schedule time for homework.
- Use what is learned and apply it to new situations.
- Strive to do the very best work possible.
- Set high goals – just “getting by” is not a worthwhile goal.

Summer Reading and Math Booklet

Reviewing skills over the summer is important. Students are required to do summer reading. The reading lists are distributed at the end of the school year and vary from grade to grade.

Math review books are available for purchase before the end of the school year. We strongly encourage parents to purchase these books for their children to use over the summer.

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.

Class Requests

Requests for a specific teacher will not be honored. 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, as stated, your child will be assigned to the class the administration feels is most appropriate.

Staff Availability/Conferences

Faculty and staff may be contacted at school by e-mail, written note, or voice mail. Your child's teachers will notify you of the best way to reach them at Back to School Night. Faculty and staff home telephone numbers are not available to parents. Parent-teacher conferences are scheduled in the beginning of November. Any parents who have concerns about their child are free to request an appointment with their child's teacher at any time during the school year. Parents are not permitted to visit teachers during the school day or before or after the school day without an appointment. No parent is ever permitted to go to a classroom without checking in at the main office.

Student Records

In the case of a student transfer to a new school, transcripts, health records, and attendance records will be forwarded when formally requested by that school. Student records will not be given directly to the parent or guardian. All financial obligations must be fulfilled before any records are released.

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.

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.

Courtesy

Courtesy has often been defined as a sensitive awareness of the feelings of others. At Saint Ann School, we encourage our students to be outstanding in this area, and we appreciate parental support. We expect each student to:

- Be considerate of the rights of others
- Respect his/her own property and that of others
- Display appropriate conduct and language on the way to and from school, on the school grounds, in church, on school buses, and during extra-curricular activities
- Practice courtesy, honesty, and self-discipline at all times

Discipline

The purpose of discipline in a Catholic school is to bring about the self-discipline of each individual and of the Catholic school community as a whole so that their actions promote the Christian development of each member, thereby enhancing the community.

Discipline in a Catholic-Christian educational community is part of a teaching/learning process; therefore, it shall be the responsibility of Catholic schools to attempt to provide each individual student with moral guidelines and leadership.

Discipline shall be developed in a positive manner. The approach must be primarily diagnostic and remedial rather than punitive. It is a constructive process to guide and develop the attitudes of students so that they may achieve the highest possible standards of Christian behavior and cooperation. Disciplinary rules and their enforcement must be reasonable, legal, and consistent with the Christian values of the school community. An individual's actions that deter Christian development or demonstrate socially and morally undesirable behavior will be considered by the Catholic school to be injurious to the well-being of both the individual and the community.

The entire community must be educated that all disciplinary actions must strive for an optimum balance between the welfare of the individual and that of the community. This education shall reflect the ideals which the school desires to instill in the students and shall demonstrate the acceptance of the dignity of each individual, fair treatment, consideration, and respect.

Application of the school's rules must assure: due process; clear definition of rule violation; specific statement of reasonable charges; fair hearing for the accused; and remedial action that promotes the physical, spiritual, mental, and emotional good of the student and the community.

Discipline Policy

The administration and staff of Saint Ann School expect for our students to be well behaved and disciplined in the school, in our Church and Faith Development Center, on the school grounds, on field trips, on our school buses, and during extra-curricular activities and school sponsored events. To clarify what constitutes inappropriate behavior and its consequences, the school has set forth the following Discipline Policy.

Disciplinary action includes, but is not limited to, a written warning, lunch detention, after-school detention, in-school suspension, out-of-school suspension, and expulsion.

The following behaviors warrant a discipline slip, phone call, lunch detention, or after-school detention. This list is not meant to be all inclusive.

- Excessive talking
- Disruptive behavior
- Gum chewing
- Eating or drinking at times not designated as snack or lunch periods
- Being unprepared for the school day
- Homework not completed
- Carelessness which may result in injury to oneself or others, such as horseplay on the stairs or in the hallways, throwing an object, etc.
- Leaving the classroom, class line, cafeteria, playground, etc. without permission from a teacher
- Unexcused tardiness to class
- Uniform violations
- Cell phone usage during the school day

The following behaviors are more serious and warrant a discipline slip along with a parent conference, an after-school detention, or an in-school or out-of-school suspension. This list is not meant to be all inclusive.

- Academic Dishonesty (cheating, plagiarism, etc.) This may also result in a zero on the assignment, redoing the assignment at the teacher's discretion, and/or extra work as determined appropriate by the teacher or administrator
- Forgery – signing the name of a parent/guardian
- Ethnic slurs or bias in word, action, or drawing
- Foul Language, Obscene Gestures, and/or Obscene Drawings
- Intimidation/Bullying
- Stealing
- Removing anything from a teacher's desk or personal belongings without permission
- Tampering with a teacher's belongings/property
- Defacing school property or personal property of faculty, staff, or students
- Using supplies in a dangerous, inappropriate, or threatening manner
- Inappropriate/disrespectful language toward teachers, staff, administration, or students
- Hitting, kicking, punching, pushing, or engaging in certain actions which may be harmful to another student or staff member
- Failure to demonstrate respect toward all students, faculty, and staff

Teachers or the principal may impose consequences at their discretion as needed for infractions not listed.

Parent Notification

Parents will be notified in cases of significant disciplinary situations which involve their children. There is a distinction between minor and major discipline and between counseling and discipline. An administrator need not report every single instance of student behavior to parents. Parents must be informed of all serious disciplinary situations, especially those involving suspension or expulsion. Students will be given a discipline slip for significant disciplinary situations which will be sent home and must be returned with a parent's signature.

Indiscreet Discipline

The use of corporal punishment is strictly forbidden by New Jersey state law for both public and private schools.

Suspension

Suspension from a Catholic school is a serious matter and should be administered only when circumstances warrant. In determining whether suspension is the appropriate action in a particular case, due process procedures should be followed.

Expulsion

Expulsion is viewed as a radical action at which point the Catholic school is saying either that the student's interests would be better served in another environment or that the individual's behavior is a serious threat to the school community, or both. In the extreme case of irrevocable expulsion, the primary goal is neither punitive nor deterrent in the criminal sense (although it may be), but rather the determination that it is counterproductive for the student to continue as a member of the school community.

Situations will arise in which expulsion may be merited. While it is not possible to enumerate all cases that could arise, several categories of cases are listed for guidance. Other problems of equal seriousness may arise and will be treated similarly.

Reasons for student expulsion include, but are not limited to:

- Possession of a weapon or any object used in a threatening manner
- Continued and willful defiance of authority
- Continued and willful disobedience
- Physical assault
- Extortion
- Arson
- Gross disorder (including mob action)
- Grave defacing or destruction of school property
- Possession of and/or trafficking controlled substances
- Criminal activity, including criminal charges or indictment
- Possession of and/or trafficking pornographic materials
- Any behavior that threatens the well-being and safety of our students, teachers, and staff

When an action of a student appears to constitute a reason for expulsion, the Diocesan office is notified, and the Superintendent of Catholic Schools actively participates in the process. All final determinations are contingent on the Superintendent's written approval (as per Diocesan policy).

In certain intemperate instances, part of the disciplinary action may include recommendations such as counseling. The school reserves the right to ask the student to leave the school should the parents not comply with the recommendations.

Self-Discipline

The attainment of self-discipline is inherent in the philosophy of Saint Ann School because the essence of Christian discipline is self-discipline. Continual lack of growth in this area disturbs the learning atmosphere in our school and infringes on the rights of other students. Some specific examples of failure are:

- Failure to listen to teachers
- Frequent tardiness to school or class
- Leaving school premises without the principal's permission
- Throwing snowballs at the bus stop or on school property
- Any type of disturbance in the school or on the school bus endangering the safety of others
- Continual disregard for the dress code
- Frequent acts of disobedience or disrespect
- Chewing gum or smoking at any time on school grounds
- Stealing
- Vandalism, such as writing on books, desks, uniforms, or buildings or damaging equipment or grounds
- Fighting; either physical or verbal
- Possession of a weapon, drugs, or alcohol*

* Possession of a weapon, drugs, or alcohol is a more serious offense and, if found to exist, would automatically initiate expulsion procedures.

It is important that there be complete unity in authority between parents and teachers. It is a good policy to withhold judgement on what appears to be a problem or grievance until you receive all the facts from the proper person. Classroom teachers appreciate a call or email first, and then contact the principal if necessary. Problems discussed with neighbors or friends may not be factual at times and may hurt all involved.

Middle School Team

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, consisting of all teachers who teach fifth through eighth grades, 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 upper grade 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.

Team Discipline Policy

The Team 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. Again, we are confident that these consequences will reinforce positive actions and deter inappropriate actions from disrupting the learning environment. A Middle School Team representative will make every effort to contact the parent when a disciplinary action has been taken.

Consequences

- 1st Offense: Written warning requiring parent's signature.
- 2nd Offense: After-school detention from 2:30 PM–3:15 PM to be served the following week. Parents are required to provide transportation. If the afterschool program must be used after detention is over, the parents are responsible for any charges that occur. Students will only be excused from detention with a doctor's note, and the detention must be served the following week.
- 3rd Offense: After-school detention with a required parent conference.
- 4th Offense: In-school or out-of-school suspension.

The Middle School Team will strictly enforce the school's Cell Phone Policy. Cell phones must be turned off and remain in the book bag at all times while on school premises. Students are NOT permitted to use cell phones at any time while at school and may not have a cell phone, smart watch, or any other personal smart device on their person. Violation of this policy will result in the following consequences:

- 1st Offense: The device 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 device 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 each morning at the principal's office for the remainder of the school year

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

The Middle School Team will enforce the Uniform Policy as outlined in this handbook and believes that proper dress plays a 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 warning. Three warnings will result in an after-school detention.

Bully Free Zone

Saint Ann School is committed to creating a safe, comfortable, and respectful learning environment for all its students. Bullying, harassment, and intimidation have a negative impact on our school environment and can be a distraction from learning. Bullying is defined as repetitive acts of manipulation or aggression by one or more persons against another. Bullying can be either physical or verbal. Examples of bullying range from teasing, gossiping, name calling, humiliation, ethnic slurs, exclusion, sexual taunting, and intimidating or hurtful phone calls or internet activity, to hitting, threatening bodily harm, and other forms of physical violence. Bullying behavior by a student will be cause for disciplinary action, including expulsion.

Computer and Telecommunications Policy

Computers and telecommunications equipment are used to support the curriculum and to augment instruction in the classroom. The use of school-provided computer and telecommunications equipment is governed by the "Acceptable Use of Computers and Telecommunications Policy." Acceptance of this policy by the student and the family is indicated on the parent consent form which is distributed at the beginning of each school year. Failure to comply with the policy and guidelines may result in a loss of computer privileges. The following policy applies to stand-alone units as well as units connected to the network or the internet.

Authorized Users

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of the school community. Network and internet access is provided to further the legitimate educational goals of this institution.

Authorized Devices

Authorized devices include devices provided by Saint Ann School and approved student personal devices. Saint Ann School allows students in grades 4 to 8 to use personal electronic devices that meet the requirements. The requirements are as follows. A student must have a signed permission slip from a member of the Saint Ann faculty. A student is permitted only to use the device in the class for which permission was granted. A student wishing to use a device in all or some of their classes must obtain signatures from each teacher on the permission form. The type of devices that will be approved is determined by the technology coordinator however, devices with 3G or 4G Wi-Fi capabilities are prohibited.

Restricted Devices

Student cell phone use is prohibited while a student is in the school building. Every staff member has a cell phone so there is no need for a student to use a phone during school hours or on the premises. If a parent requires a student to have a cell phone for communication off the school premises please note that because some phones when kept ON automatically attempt to connect to the network all cell phones MUST be kept OFF and stored in such a way that it will not be in the ON state and never in the students' possession during class, recess or in after school clubs or programs. If a student needs to call a parent they must ask for permission to use the school phone or a staff member to make the call for them

As stated before no devices with 3G, 4G or any future type of independent unrestricted Wi-Fi capabilities will be allowed.

Appropriate and Acceptable Educational Uses

Saint Ann School provides computing and network resources for the use of students and staff. All users are expected to conduct their online activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include accessing the internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum.

Inappropriate and Unacceptable Uses

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that are contrary to the mission of this institution, violate the law, violate the rules of network etiquette, or hamper the integrity or security of any network connected to the internet. Some unacceptable practices include:

- 1) Transmission of any material in violation of any U.S. or state law, including but not limited to:
 - Copyrighted material
 - Threats, harassment, pornography, racial slurs, plagiarism, terrorist acts or threats, or obscene material
 - Material protected by trade secret
- 2) The transmission of copyrighted materials without the written permission of the author or creator through Saint Ann School e-mail or other network resources in violation of U.S. copyright law is prohibited.

- 3) The display or transmission of messages, images, cartoons or the transmission or use of e-mail or other computer messages that are sexually explicit constitute harassment, which is prohibited by Saint Ann School.
- 4) It is illegal and/or against school policy to knowingly allow any telecommunications facility under one's control to be used for the transmission of illegal material; nor shall a user encourage the use, sale or distribution of controlled substances or transmit the design of or detailed information pertaining to explosive devices.
- 5) Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user. Any attempt to breach security codes and/or passwords will also be considered a form of vandalism.
- 6) The creation, propagation, and/or use of computer viruses are prohibited.
- 7) Deleting, examining, copying, or modifying files and/or data belonging to other users is prohibited.
- 8) Willful destruction of computer hardware or software or attempts to exceed or to modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the Saint Ann School Technology Coordinator from intercepting and stopping e-mail messages that have the capacity to overload the computer resources. Discipline may be imposed for the intentional overloading of school computer resources.
- 9) The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited.
- 10) As with all forms of communication, e-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment, such as entering chat rooms or using instant messaging.
- 11) Use for personal, financial or commercial gain, product advertising, political lobbying, fraud, or the sending of unsolicited junk mail or chain letters is prohibited.
- 12) The unauthorized installation of any software, including shareware and freeware, for use on Saint Ann School computers is prohibited.
- 13) The school network may not be used for downloading entertainment software or other files not related to the mission and objective of Saint Ann School for transfer to user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and noncommercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of Saint Ann School.
- 14) Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
- 15) Establishing network or internet connections to live communications, including voice and/or video, is prohibited unless specifically authorized by the system administrator.

Rules of Appropriate Use

- **Personal safety and personal privacy** – Students will not post personal contact information about themselves. Personal contact information includes their address, telephone, school address, etc. This information may not be provided to an individual, organization or company, including web sites that solicit personal information.
- **Web 2.0 Online tools and Apps.** If students are to be productive members of the 21st Century workplace, they must move beyond the skills of the 20th Century and master those of the 21st Century. The characteristics of the 21st Century classroom will be very

different from those of the classrooms in the past because the focus is on producing students who are highly productive, effective communicators, inventive thinkers, and masters of technology. During your children's formative years at the elementary and secondary levels, an understanding of technology including Web 2.0 tools will be used that will assist them in their learning over the course of their school experience. New tools arise every day. Some common tools that your children may encounter and use are, but are not limited to:

Online educational, presentation and collaboration: tools such as, but not limited to Google Docs, Glogster, Easybib, Research Ready and other sites required by their teachers and the school administration.

Saint Ann School students will be provided with a nondescript username that will be used for EVERY WEB 2.0 tool login throughout their career here at Saint Ann. It is expected that each student learn and remember passwords and adhere strictly to the Saint Ann Acceptable Use Policy signed by both parent and student at the beginning of the year. They will also agree to follow any subsequent amendments or additional policies given by the teacher or school throughout the school year, and if the student plans to continue to use these tool, after school, weekends and into the summer months. This ID code should be used on all documents and presentations made and submitted online in place of the student name. All faculty members have been made aware of this will expect students to comply.

All websites and tools have been and will continue to be thoroughly examined by experienced educators and are used commonly in education today.

- **Social networking** – Accessing social networking websites, such as My Space and Friendster, are off-limits on school property. The use of circumventors to get around school network security is prohibited. Students who maintain and use a website, blog or other social networking site (MySpace, FaceBook, etc.) at home must realize that, even if they consider their particular site to be a personal one, they are in effect representing the school when they identify themselves as (or make it possible to be identified as) affiliated with Saint Ann School. Consequently, the way in which students portray themselves in images or in words or the values they express must not contradict the values of the school as expressed in such documents as the Mission Statement, Philosophy of Saint Ann School, Discipline Policy, and Rules of Appropriate Use.
- **Illegal copying** – Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, nor should students copy other people's work or intrude into other people's files. The download/upload of any material in violation of any U.S., State, Diocesan, School Board, or Saint Ann School policy is prohibited. This includes, but is not limited to, copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret.
- **Inappropriate materials or language** - Profane, abusive or impolite language should not be used to communicate, nor should materials be accessed which are not in line with

the rules of school behavior. Use of technology resources for gambling, chain letter communication, unauthorized e-mail, chat or instant messaging, blogs, and discussion forums is also prohibited. A good rule to follow is never view, send, or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

Summary

These are guidelines to follow to prevent the loss of technology privileges at school.

- Do not use technology to harm other people or their work.
- Do not damage the network or any technology resource in any way.
- Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.
- Do not violate copyright laws.
- Do not view, send or display offensive messages or pictures.
- Do not waste technology resources, such as disk space or printing supplies.
- Do not trespass in another's folders, work, or files.
- Do notify an adult immediately, if by accident, you encounter materials which violate the Rules of Appropriate Use.
- Be prepared to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

Electronic Communication

Saint Ann School students are not permitted to send or retrieve e-mail or text messages unless under the supervision of a faculty member and only for school related issues. The following guidelines should be closely adhered to. Any access to the school's e-mail and similar electronic communication systems is a privilege, and certain responsibilities accompany that privilege.

Saint Ann School users are expected to demonstrate the same level of ethical and professional conduct as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

- Any information contained on a school computer's hard drive or disk that were purchased by or donated to the school are considered the property of the school.
- Saint Ann School reserves the right to access e-mail to retrieve school information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, and to disclose messages, data, or files to law enforcement.
- All users must understand that Saint Ann School cannot guarantee the privacy or confidentiality of electronic documents, and any messages that are confidential as a matter of law should not be communicated via e-mail.
- Unauthorized attempts to access another person's e-mail, computer address or workstation to send e-mail or similar electronic communications are prohibited and may subject the individual to disciplinary action.

Consequences for Inappropriate Use

Any attempt to violate the provisions of this agreement will result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action, and/or appropriate legal action may be taken. The decision of Saint Ann School regarding

inappropriate use of technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

Service Disclaimer

Saint Ann School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Saint Ann School will not be responsible for any damages the student may suffer while on this system. These damages may include, but are not limited to: loss of data as a result of delays, non-deliveries, missed deliveries, or service interruptions caused by the system or by student/staff error or omission. Use of any information obtained via the information system is at the student's own risk. Saint Ann School specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

Diocesan Policy for Student Participation on Social Networking Sites

Social Networking Sites are a part of 21st century culture for students today. It is important that Catholic elementary and secondary students understand that they have a responsibility to participate in Social Networking Sites in an appropriate manner. The values and ideals of the Catholic faith are to be followed in posting comments on a Social Networking Site.

The Following points, while not comprehensive in nature, provide initial guidance:

- . Students are not to comment, post, join or otherwise affiliate with or publish any information on social networking sites, including (but not limited to statements, comments, photographs, groups, profiles, or links to third party websites) that in the discretion of the school or the diocese contains inappropriate content.
- . Students are not to infringe upon another's copyright or trademark without appropriate permission.
- . Students are not to write or post anything that is sexual in nature.
- . They are to refrain from postings that involve illegal, dishonest or unethical conduct and that involve the use of drugs or alcohol or support or sell drugs or alcohol.
- . Students will refrain from postings that are offensive in nature or are considered discriminatory or harassing in nature.
- . Postings are to be free from elements that harm the reputation of or cause embarrassment to the school, diocese, co-workers or teachers.
- . Students are not to interact with current administrators or teachers on a Social Networking Site. This includes, but not limited to, listing current administrators or teachers as friends or connections on Social Networking websites or posting any comments whatsoever on current administrators or teachers pages or profiles.
- . Students shall screen, block and/or remove any comments that violate this policy.
- . Students should critique any third party comments or posting prior to publication.
- . The school and diocese reserve the right to conduct periodic internet searches in order to determine whether students have violated this policy.

Cell Phones/Electronics

Students are not permitted to have cell phones or electronic devices on their person during the school day. Electronic devices include but are not limited to: cell phones, pagers, electronic games, and MP3 players. All electronics should be turned off and stored in a safe place in their book bag. Use of electronics (including cell phones) during the school day will result in having the item confiscated, and it will only be returned to a parent. Violation of this policy will result in disciplinary action. Any student who needs to contact a parent during the school day may request to do so at the front office.

Search and Seizure

The school reserves the right to search all school property including, but not limited to, desks 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

Students in Kindergarten through 8th grade are required to wear the school uniform from the first day of school. The summer uniform may be worn from September through October and again from April through June. The exact date of the uniform change will be announced based on local weather predictions. Gym uniforms must be worn on the scheduled gym day and will be worn all day. Students do not change for gym class. All uniforms must be purchased from the school's official uniform provider, Flynn and O'Hara Uniform Company. Order forms may be obtained from the front office.

All uniform items must fit properly. Judgment of this is left up to the teacher and the principal. If a uniform is too small or excessively large for the child, parents will be asked to replace the item as soon as possible. We want children to take pride in their appearance and learn good judgement, while still allowing them some flexibility. We understand that items are purchased to allow for some growth during the school year. Hair must be neat and clean and must not be over the eyes or distracting in any way. Boy's hair length must not reach the bottom of the neck in the back. A small cross or religious medal is permitted to be worn around the neck. A watch, one bracelet, and small earrings are acceptable. The following items are **not** permitted:

- Non-uniform jackets, sweaters or sweatshirts worn during the school day (Please note, Saint Ann hooded sweatshirts are not part of the school uniform and are not permitted.)
- Colored t-shirts worn under the school uniform shirt
- Sneakers with flashing lights, sounds, or rollers
- High-top sneakers or colored sneakers
- Colored shoe laces
- Spiked, colored or beaded hair; hair feathers
- Clogs, open-backed shoes, Uggs or similar style shoe, moccasins, work boots
- White socks in the winter months; colored socks in the summer
- Earrings for boys
- Large earrings for girls, nose rings, or any other visible body piercings
- Excessive amounts of jewelry such as wearing multiple bracelets
- Any jewelry with sayings that are not deemed appropriate for a Catholic school
- Excessive makeup

Gym Uniform - All

Summer

Blue shorts with logo
Gold t-shirt with logo
White socks and white athletic sneakers

Winter

Long sleeved sweatshirt and sweatpants with logo may be worn over the summer uniform
White socks and white athletic sneakers

Summer Uniform - All

Boys

Khaki shorts or pants
Blue short sleeve golf shirt with logo
Blue, black or brown belt
White socks – ankle or crew (no stripes)
White sneakers (high-tops, talking, flashing or rolling sneakers not permitted, colored ties not permitted)

Girls

Khaki shorts, pants, or skort (may not be more than three inches above knee)
Blue short sleeve golf shirt with logo
Blue, black or brown belt
White socks – ankle or crew (no stripes)
White sneakers (high-tops, talking, flashing or rolling sneakers not permitted, colored ties not permitted)

Winter Uniform – Boys K-4

Khaki long pants
Blue golf shirt with logo - long or short sleeved
Blue, black or brown belt
Blue, black or brown socks and shoes

OR

Khaki long pants
Blue turtleneck with logo
Blue, black or brown belt
Blue, black or brown socks and shoes

Winter Uniform – Boys 5-8

Khaki long pants
Blue, black or brown belt
Blue, black or brown socks and shoes

Blue golf shirt with logo – long or short sleeved
OR
SAS cardigan sweater with stripes and logo (must be worn with white oxford shirt or turtleneck)

Winter Uniform – Girls K-4

Khaki skort
Blue golf shirt with logo - long or short sleeved
Blue knee highs or tights
Blue, black or brown shoes (no high heels or open toes)

OR

Blue plaid jumper
Blue turtleneck with logo
Blue knee highs or tights
Blue, black or brown shoes (no high heels or open toes)

Khaki long pants
Blue golf shirt with logo - long or short sleeved
Blue, black or brown belt
Blue, black or brown socks and shoes (no high heels or open toes)

OR

Khaki long pants
Blue turtleneck with logo
Blue, black or brown belt
Blue, black or brown socks and shoes (no high heels or open toes)

Winter Uniform – Girls 5-8

Khaki long pants
Blue golf shirt with logo - long or short sleeved
Blue, black or brown belt
Blue, black or brown socks and shoes (no high heels or open toes)

OR

Khaki two-panel skort (no more than 3 inches above the knee)
Blue golf shirt with logo - long or short sleeved
Blue knee highs or tights
Blue, black or brown shoes (no high heels or open toes)

Khaki long pants
SAS cardigan sweater with logo and stripes (must be worn with white oxford shirt or white turtleneck)
Blue, black or brown belt
Blue, black or brown socks and shoes (no high heels or open toes)

OR

Khaki two-panel skort (no more than 3 inches above the knee)
SAS cardigan sweater with logo and stripes (must be worn with white oxford shirt or white turtleneck)
Blue knee highs or tights
Blue, black or brown shoes (no high heels or open toes)

Optional Uniform Items

For Preschool to 4 Only

SAS blue cardigan sweater with logo (no stripes)
SAS navy fleece jacket with logo
PTA crewneck “class of” sweatshirt

For 5-8 Only

SAS crewneck sweater with logo
SAS navy fleece jacket with logo
PTA crewneck “class of” sweatshirt

Dress Down Days

Certain days during the school year are designated dress down days. Usually these are days in celebration of an upcoming holiday. Sometimes dress down days will be designated as a fundraiser for specific charities. On these days students are requested to bring in a monetary donation. While a dress down day permits students to wear clothing other than their daily uniform, their attire should be appropriate for a Catholic school environment. Girls should not wear excessively short skirts or shorts, spaghetti straps or strapless tops, or midriff tops. Graphics on t-shirts should not be vulgar or offensive. Students wearing inappropriate clothing on a dress down day will be required to call their parents for a change of clothing.

School Bus Transportation

Parents who are requesting bus transportation for their children are required to complete a Bus Transportation Form provided in the spring of the preceding school year. 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.

Drop Off and Pick Up Policy

Children who are car riders or walkers 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 gymnasium. Parents are not permitted to walk children to the gym or to their classroom. Please say goodbye before entering the school building. After the first day of school, children should report to the gym if arriving before 7:50 AM; after 7:50 AM, they may report 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 Honeywell emergency service.

Emergency Closings/Dismissals

Saint Ann School uses the Honeywell Instant Alert for Schools to reach families quickly and effectively. Within minutes of an emergency, school officials can use Instant Alert to deliver a single, clear message to parents or guardians by telephone, cell phone, e-mail, pager or PDA.

Instant Alert 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.

Instant Alert is internet-based, allowing each family to maintain a secure, password protected online profile. You can log into your profile at any time to update your contact information. Maintaining the accuracy of your profile will increase the ability of the school to keep you informed. Your on-line profile will enable you to input your personal contact information, including that of other caretakers of your children. Information on accessing the system and creating your profile will be distributed in the summer PIE. If you do not have internet access, please call the school at 609-882-8077, and we will make arrangements for you to register your account at school.

Tardiness

Students should be in their classrooms by the 8:00 AM bell. Students arriving after 8:00 AM must report to the office for a late slip. A student's tardiness interferes with the successful beginning of the school day and is disruptive to the classroom. Students in Grades 5 through 8 who accumulate five late slips in a trimester will be given an after-school detention.

Absences and Excessive Absences

Any child who is absent for thirty (30) days or more in a school year is subject to retention. The principal, based on the individual circumstances, may make an exception to this policy. Students absent from school may not attend a school function happening at night on the day of the absence, including Drama Club.

Early Dismissal

Picking up a student early from school is highly disruptive to the learning environment and is strongly discouraged. Please make every effort to schedule appointments at times that do not interfere with the school day. In the event that early dismissal is unavoidable, please report to the school office to sign your child out and wait for him/her to be called down for dismissal. Early dismissal will not be permitted after 2:00 PM on a full day and after 11:45AM on a half day.

Vacation Planning

A preliminary calendar is distributed in the spring for the next school year for your vacation planning convenience. It is strongly recommended that parents give serious consideration before planning vacations during the school term. In the event that parents do take their children out of school for extended vacations, they are required to notify the homeroom teacher, school nurse, and front office. Teachers are not required to compile the student's work before they leave on vacation; however, some teachers may choose to give some assignments beforehand. All school work must be made up by the student upon returning from vacation in the time frame specified by the teacher. All absences such as these are recorded as unexcused. If you are vacationing or traveling without your children, you must send in writing to the main office and the nurse, the name, relationship, and contact information of the adult responsible for your child(ren) while you are away.

General Health

Yellow emergency cards will be sent home in the August PIE and must be returned on the first day of school. It is critical that the information on the cards be complete and up-to-date. If your child has any medical conditions, health related diagnosis or receives any medication at home, please provide this information on the back of the yellow emergency card. Also, if your child has any allergies to food, medication or anything else, please list them along with the prescribed treatment of said allergy.

During the school year, please inform us immediately if there are any changes in home or work addresses or phone numbers. Emergency cards are used to contact you if your child is injured or becomes ill. The school cannot be held responsible for delays in medical care if the emergency card is incomplete or inaccurate.

Over the course of the year, the following tests are conducted in the office of the school nurse: height and weight, vision and hearing screening, and scoliosis screening for children ages 10 and older. Physical examinations by your private physician are required for all students entering Kindergarten and for new students entering the school. Please help your child to practice good health habits, and these will be reinforced in school.

Medication Policy

The administration of medication in the 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 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 the 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 the 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.

Homework may be requested the second day of absence from the main office by 9:00 AM. Requests will not be accepted after this time. It is preferable for you to make arrangements for the work to be sent home with a sibling or a friend. Any work that must be picked up will be in the main office after dismissal. We ask that you be sure to pick up any work that you have requested.

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. **The following is a list of immunizations required by the State of New Jersey before the first day of school.**

Pre-School Students

Diphtheria, Tetanus, *Pertussis (DTP)	Appropriately immunized for their age (ACIP standards)
Polio Vaccine (IPV) or (OPV)	Appropriately immunized for their age (ACIP standards)
Measles, Rubella, Mumps	1 dose – on or after the 1 st birthday
Haemophilus influenzae b (Hib)	1 dose minimum – on or after the 1 st birthday
Varicella	1 dose – on or after the 1 st birthday or a doctor's or parent's statement that the child had the disease.
Influenza Shot	1 dose yearly between September 1 and December 31 of each year
Pneumococcal (PCV)	1 dose minimum – on or after the 1 st birthday
* Pediatric DT is accepted for pupils under 7 years if physician's certificate of medical contraindication to pertussis is completed.	

Kindergarten Students

Diphtheria, Tetanus, *Pertussis (DTP)	4 doses – one dose on or after the 4 th birthday or any 5 doses
Polio Vaccine (IPV) or (OPV)	3 doses – one dose on or after the 4 th birthday or any 4 doses
Measles, Rubella, Mumps	2 doses – first dose on or after the 1 st birthday
Hepatitis B	3 doses
Varicella	1 dose – on or after the 1 st birthday or a doctor's or parent's statement that the child had the disease. Second dose recommended age 4-6, but may be given earlier.

* Pediatric DT is accepted for pupils under 7 years if physician's certificate of medical contraindication to pertussis is completed.

New students age 7 years or older

Diphtheria, Tetanus, Pertussis

Tetanus, Diphtheria, acellular Pertussis

3 doses – any combination of DTP, DTap, DT, adult Td

1 dose – every student born on or after January 1, 1997 and entering or attending Grade Six or a comparable age level program must have received one dose of Tdap given no earlier than the 10th birthday AND having at least a 5 year interval from the date of the last documented DTaP/Td dose.

Polio Vaccine (IPV) or (OPV)

3 doses – any combination of OPV or IPV

Measles, Rubella, Mumps

2 doses – first dose on or after the 1st birthday – if born after 1/1/90

1 dose – on or after the 1st birthday – if born before 1/1/90

Hepatitis B

3 doses

Varicella

1 dose – on or after the 1st birthday - if born on or after 1/1/98 or a doctor's or parent's statement that the child had the disease.

Students Entering Grade 6

Meningococcal

1 dose – every student born on or after 1/1/97

T-dap

1 dose – entering grade 6 on or after 9/1/08

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 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.

Hot Lunch Program and Snacks

The Nutrition Group is the lunch provider for Saint Ann School. The Nutrition 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 pre-paid. Drinks and snacks are also available for purchase by any student.

Each day, children in Kindergarten through 4th 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 buy-out of serving lunch duty before the school year begins for \$50 per child. Forms to request this buy-out will be sent to you before the beginning of the school year. If you have not sent in your buy-out 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. 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 e-mail. 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.

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 the many extras that enhance the educational experience of our school. Each family is required to contribute \$100 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 on-line Parent Information. Advertising from organizations or individuals who support the school and its programs will be considered. This is done as a courtesy to our sponsors and does not endorse or guarantee satisfaction with the advertised services or products.

Virtus Training

Protection of our children is a high priority, and any adult who is a CYO coach, intramural soccer coach, library volunteer, or club moderator (such as newspaper or drama) **MUST** participate in Virtus training. All other adults and parents who volunteer at the school or have involvement with the children of Saint Ann School are strongly encouraged to attend Virtus training. Virtus is provided by the Diocese of Trenton, and arrangements may be made by contacting Christine Barranco at the parish office.

SAINT ANN SCHOOL
POLICY HANDBOOK RELEASE 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 2015-2016 edition of 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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____