

SAIN'T ANN SCHOOL
PARENT & STUDENT HANDBOOK

This Handbook pre-empts all previous Handbooks
Revised August 2008

SAINT ANN SCHOOL

Spiritual Clarity

Academic Success

Social Responsibility

In 1916, Saint Ann School was established to assist parents in the faith development of their children. Saint Ann School was a “way of life”, not just a school, as envisioned by the founding pastor, Father John Powers, as well as the Ursuline Sisters of Cleveland. The parish and school colors of blue and white not only reflect Father Power’s devotion to Mary, but also continue to remind us of Mary’s role in our lives.

The mission of providing an education to develop the spiritual life, the academic growth and the social growth of its students has continued to this day.

Ms. Nancy Lick, the talented and noted Art teacher at Saint Ann School, designed the emblem below. In this rendition, Ms. Lick truly captured the mission of our school in a succinct and creative design. May this emblem always remind us of our elementary education at Saint Ann School.



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MISSION

Saint Ann School, a diverse community, is guided by the pursuit of spiritual clarity, academic success, and social responsibility for all of its members.

PHILOSOPHY

Saint Ann School recognizes that the school is a part of the broader mission of Saint Ann Parish itself. This parish school is supported and enabled by a faith-filled and faithful community to perpetuate the mission of the Catholic Church on earth.

We believe that every person is a unique creation of God, is redeemed through Jesus, is filled with the Holy Spirit, and has eternal destiny. We believe that Catholic education begins, as with life, in the heart of the family. Parents, the primary educators, instill and nourish values deeply human, deeply spiritual. With the parents, we are committed to each child's total education: spiritually, physically, intellectually, socially, and emotionally. We believe that by proclaiming, celebrating, and living the message of Jesus, we lead each child to a deeper sense of self-acceptance, and love of God and others. We believe that in Saint Ann School, by integrating religious truths and values with the entire educational program, Saint Ann School children develop a sense of commitment to parish community, to peace and justice, and to the respect for life and the environment of a distinctly Catholic manner.

ACCREDITATION

Saint Ann School was fully accredited by the Ohio Catholic School Accrediting Association (OCSAA) in September 2005.

TEACHER LICENSURE/CERTIFICATION

All teachers of Saint Ann School are certified by the State of Ohio. Further, teachers of our faith are certified by the Diocese in Religious Instruction. Each teacher strives to teach and act consistently with the philosophy, goals, and policies of the Diocese of Cleveland and Saint Ann School.

EDUCATIONAL OBJECTIVES

The educational objectives of Saint Ann School are as follows:

- To aid the student in becoming a knowing and loving Christian
- To provide religious instruction in keeping with the child's intellectual capacity and to provide opportunities for meaningful participation in prayer, liturgy, and frequent reception of the sacraments
- To provide an environment of peace and justice
- To provide motivation and opportunity for Christian service in the home
- To provide opportunities for parent involvement in the development of the spiritual growth of the child
- To provide educational opportunities that focus on academic excellence
- To instill an appreciation of the visual arts, music, and literature
- To celebrate the personal dignity of each individual by developing an understanding for other cultural and religious backgrounds based on the Gospel message of love
- To instill in the child an awareness and appreciation for the spiritual and secular communities in which they live
- To encourage the application of Catholic insight to the needs and problems faced by individuals and society
- To develop a habit of correct judgment in moral situations that will lead to self-discipline
- To empower each child to recognize the significance of membership in the school family in order to become an independent, loving member of society
- To provide a safe and secure environment for learning

ADMISSION POLICY

Students are admitted to Saint Ann School in the following order of priority, provided that the school is able to provide for their continued spiritual, academic, and socially responsible development.

- **FIRST:** Children of active, registered Saint Ann Parishioners. To be considered an active, registered parishioner of Saint Ann Parish, we strongly encourage:
 - Regular weekly attendance at Mass
 - Participation in some of the various ministries, programs, and volunteer activities of Saint Ann Church and School
 - An offering to Saint Ann Church of \$20.00 per week
- **SECOND:** Catholic children of parishes without schools: Christ the King, Holy Rosary, Saint Louis, Saint Margaret Mary, and Saint Philomena.
- **THIRD:** Children of other faiths, living within the Saint Ann canonical boundary and the canonical boundaries of area parishes without schools.

Saint Ann Parish actively supports the mission of Saint Ann School as a vital presence in our parish life and as a part of the parish's future. It is the strong conviction of the community of Saint Ann Parish that family participation in the life of the parish is essential to the educational and faith formation of the students. Therefore, parishioner support of both church and school through prayer, service, and sacrifice is fundamental to the growth of our parish community.

If you are registered at Saint Ann Church and do not live in its territorial boundary AND you live in an area that has a Catholic parish school, we will not automatically accept your children for admission into our school.

TUITION & FINANCIAL AID

Tuition

Tuition costs are reviewed annually by the pastor, principal, and Saint Ann Parish Finance Council.

Saint Ann Parish and School contract with FACTS Tuition Management Company to electronically process the monthly tuition payments. All Families are to complete and return the FACTS tuition Management Form.

Families may opt for a “pay ahead, pay in full” tuition plan and not apply to FACTS Tuition Management Company. If families choose this option, they must agree to pay in full by August 1. To choose this option, please inform the school office in writing by March 31 of the current year.

Clarification:

1. IN-PARISH RATE TUITION is given to all registered families in Saint Ann Parish who contribute \$20.00 a week in the church offertory, either through EFT, Electronic Funds Transfer, or in the weekly collection basket. It is only through this important financial support of the church that the parish and school can offer IN-PARISH RATE TUITION. See the parish secretary for an EFT form.
2. Families FROM OTHER CATHOLIC PARISHES such as Saint Louis, Christ the King, Saint Philomena and Saint Margaret Mary are welcomed to receive IN-PARISH RATE TUITION but, only if they register at Saint Ann Parish and contribute \$20.00 a week at Saint Ann Church. In many cases, families have a dual membership.

Registration Fee

The registration fee covers instructional expenses. The fee is \$225.00 per student. \$50 of the fee is restricted for technology advancement use only. The registration fee will be added to the tuition cost and included on the FACTS Agreement. Families who opt to “pay ahead, pay in full” pay the registration fee directly to the school office.

Financial Aid

Diocesan Tuition Assistance Awards are dispersed yearly to families in need. To apply, contact the school office for a PSAS (Private School Aid Services) Form. The form must be completed and returned directly to PSAS with all required tax documentation along, with the \$20.00 application fee. Deadline to apply is March 1.

Parish Tuition Assistance Awards are dispersed yearly to families in need. To apply, contact the school office for a FACTS Grant and Aid Form. The form must be completed and returned with all required tax documentation directly to FACTS. Deadline to apply is March 1.

ATTENDANCE POLICY

Children between the ages of six and sixteen are required by law to attend school, punctually and regularly. Regular school attendance is important for success and also for building habits and attitudes of responsible behavior important for life.

SCHOOL HOURS

Regular Hours **8:00 a.m. – 2:30 p.m.**

Early Dismissal Hours **8:00 a.m. – 1:00 p.m.**

Absence

Ohio State Bill 321 requires that parents notify the school the morning of the day of a student's absence. Absences are to be called into the school clinic (216-932-4177 ext. 14) by 9:00 AM. The school is required to contact the parent at home or at work if the school has not been informed about the absence. Following any absence, a child is expected to bring to the teacher a written excuse, signed by the parents, indicating the date and the reason for the absence.

Students are responsible for all work missed during an absence. Teachers are willing to give assistance as needed; however, it is the duty of the student to request missing assignments and completed them. Parents and students should remember that although the student can make up missed work, the daily interaction between the students and teacher cannot be recaptured.

Tardiness

Since tardiness interferes with the child's progress in school and disrupts the classroom, parents are requested to see that their children cultivate a habit of punctuality.

Students who enter the building after the **8:05 AM** bell are considered tardy. These students must report to the clinic for a tardy slip that is then given to the homeroom teacher.

Habitual tardiness is unacceptable. It is imperative that students learn the importance of punctuality and understand the implications for future potential enrollment, not only at Saint Ann School but also for high school placement. Students may be placed on attendance probation.

Medical or Dental Appointments

All medical and dental appointments should be made outside school hours. When this is not possible, the student must present a note, signed by the parent, stating the reason for and time of the special dismissal, as well as the name of the designated person to whom the child is to be released. The note is given to the child's teacher, who will forward it to the office.

Before a child can be released from school, the parent or authorized person must come to the office to sign the Early Dismissal Log. If a student returns to school after an appointment, the parent must sign in the child, indicating the time of the child's return.

Accident or Illness

In case a child needs to be sent home because of an accident or illness, parents are notified as soon as possible and are asked to arrange to have the child taken home. The Emergency Medical Authorization form should indicate the names of the persons to contact should it be impossible to reach the parent. Before the child may be released from school, the parent or authorized person must come to the office to sign the Early Dismissal Log.

Leaving the Premises

If a child must leave the building, he/she must be signed out and accompanied by a parent/guardian or written designee, and if returning to school, must be signed back in upon his/her return.

Vacations

Vacations taken during school time are discouraged. If vacations are taken, parents should give the office and homeroom teacher written notification of the child's impending absence. AFTER the vacation, the student should contact the teacher(s) to get missed work. No assignments will be given for students to complete while on vacation. Exceptions to this include long-term projects previously scheduled and standard weekly assignments (for example, spelling, vocabulary units, and math facts). Students are responsible for mastery of material presented during their absence. Work is to be completed within one week of the student's return, unless other arrangements are made with the teacher.

Phone Calls

Students are not permitted to call parents during the day, except in an emergency and/or they have been authorized and issued a pass by the homeroom teacher or office personnel. Forgetting assignments and/or PE uniforms are not appropriate reasons for calling home.

Forgotten Items

Students are not permitted to call home for forgotten items. Forgotten lunches may be brought to the Clinic, not the child's homeroom or the school office.

Severe Weather/Emergency School Closing

In case of severe weather emergency, the official announcement for school closing may be heard over the local radio stations (WTAM-1100 AM) and television stations Channels 3,5, 8, and 19.

If the CLEVELAND HEIGHTS-UNIVERSITY HEIGHTS SCHOOLS close, Saint Ann School is also closed.

If Saint Ann School decides to close independently, it will be in conjunction with Gesu School and Saint Dominic School.

HOME SCHOOL COMMUNICATIONS

Weekly Bulletins

Weekly bulletins are posted to Edline on Thursdays. Parents/guardians may access the information on Edline by means of an assigned password. Monthly calendars will also be posted on Edline.

Emergency Messages

In an emergency, a message may be given to a child through the office. **Parents are not to call a student out of the classroom or interrupt the teacher during school hours to relay messages to students.**

Edline

Edline will be utilized as a primary resource for communication of homework, grades, assignments, weekly plans, and classroom expectations. In addition, school newsletters will be posted to the site. It is imperative that parents check Edline regularly in order to stay abreast of student success throughout the school year. However, it is also important to remember that what the teacher says in class is the first source of communication, in regards to homework assignments and guidelines. Each family will be given a username and password in order to access student information.

Report Cards

Report Cards provide parents with tangible documentation of their child's growth and development, while promoting mutual understanding and helpfulness between home and school. Report Cards are issued four times a year, and are distributed the week following the end of the quarter. After the parent has studied the Report Card and discussed it with the student, the Report Card envelope should be signed and returned to the homeroom teacher.

Progress Reports

Progress reports will be posted on Edline approximately four weeks preceding reports cards. These reports enable the parent, teacher, and student to work together for improvement of grades and/or conduct. If you have any questions regarding the progress report please contact the teacher via telephone, or e-mail.

Parent-Teacher Conferences/Phone Calls/ E-mails

Parent conferences are scheduled twice during the school year, traditionally in November and the end of the third quarter. All parents/guardians must attend the November conference to receive their child's report card. Communication between home and school is vital, allowing the teachers and parents to work together in the best interest of the student.

If a concern arises at any time during the year, the parent should feel free to contact the teacher for a conference. The parent must confer with the teacher before contacting the principal. Please leave a message on the teacher's voicemail or send an e-mail and the teacher will return the call/e-mail at his/her earliest convenience. In your message, leave a daytime phone number where you can be reached, as we respect our teacher's evenings and weekends as a time for them to attend to their own families and homes. (Voicemail extensions and e-mail addresses are located in the Directory).

E-mail is a major source for communication. Each staff member has an e-mail address that is checked and responded to regularly. E-mail addresses are also located on the classroom homepage of Edline.

Student E-mail

Students will be given an e-mail address through a website called ePals. This site is highly secure and monitored by the program administrators as well as the teachers for appropriate content. Students will be able to interact with other students around the world. Please discuss the appropriate use of e-mail with your child(ren). Inappropriate use of e-mail will result in disciplinary action.

INSTRUCTIONAL PROGRAM

Curriculum

In accordance with the Minimum Standards (3301-35-01(B)), the curriculum is developed by the Curriculum Department of the Office of Catholic Education for use in all elementary schools in the Diocese of Cleveland. The following areas constitute our curriculum: religion, language arts (as reading, English, spelling and handwriting), mathematics, science (including health and safety), social studies, fine arts (music and art), physical education, and computer education. The curriculum of Saint Ann School is a K – 8 sequential program in all areas.

Saint Ann School implements the Graded Courses of Study prepared by the Office of Catholic Education in compliance with the Minimum Standards referenced above.

Textbooks

Textbooks are selected by the principal and teachers, from the approved lists prepared by the Office of Catholic Education.

Educational Programs

All students participate in additional educational programs, such as assemblies, field trips that correspond to curriculum objectives, and extra curricular activities, i.e. Art Show, Science Fair, and Choral Concerts.

Second Step Program

Saint Ann School uses a character education program called Second Step during religion class time throughout the school year. The philosophy of the program is to promote collaboration among teachers, students, and parents in an environment of respect. This program will help children in dealing with conflicts and promote positive verbal communication.

Operation Keepsake

Operation Keepsake is offered to students in grades 5-8. The week long program is offered to grades 6, 7, and 8 in the fall and to grade 5 in May. Operation Keepsake's dynamic curriculum, FOR KEEPS, endeavors to provide interactive, age appropriate, and medically accurate information to students. Operation Keepsake focuses on three key elements that determine behavior: personal efficacy, future orientation, and personal value system, while emphasizing the importance of developing good character as a worthy life-long pursuit.

Field Trips

Field trips can enrich classroom learning and open new areas of interest for the students. Field trips are encouraged in order to use the vast resources of the eight counties of the diocese for one-day trips. “The Office of Catholic Education does not approve of overnight, out-of-town trips for elementary schools. The legal liability far outweighs the educational benefits of such a trip.” (Office of Catholic Education-Handbook for Catholic Schools page 6-23 #4)

Field trips will be well-planned and information will be sent to parents. The proper permission slips must be signed. Permission slips for field trips must be signed by a parent/guardian allowing a child to participate. If a child has not returned the signed permission slip, the child will not be allowed to participate in the field trip unless written permission is brought in or faxed to the school prior to the trip. Students unable to attend will remain at school, supervised by certified personnel.

STUDENT EVALUATION

Monitoring and Evaluating Student Achievement

Student achievement is monitored on the basis of objectives stated in the Graded Courses of Study and incorporated into the teacher's plan for daily instruction. Procedures for evaluating student achievement include, but are not limited to the following: teacher's observation of student responses, directed activities, quizzes, tests, participation in discussions, experiments, projects, oral and written reports, assignments, and written classwork.

Standardized Testing

The standardized testing program is designed to provide a systematic means of assessing student mastery of basic skills, and evaluating the academic programs of the school. Students in grades 1, 3, 5, and 7 are given the *Cognitive Abilities Test (CogAT)* to measure the student's capacity to acquire the knowledge and skills that will enable him/her to be successful in the school program. Students in grades 1 through 7 are also given the *Iowa Test of Basic Skills* to measure mastery of skills in reading, language, and mathematics. Science, social studies, and reference skills are included in the complete battery of IOWA testing.

Promotion

Promotion to the next grade level is based on the satisfactory completion of the respective grade level work.

Retention

Retention is considered in individual cases after thorough discussions between the teacher(s), administration, and parents. Discussion regarding possible retention may occur as early as the beginning of the third quarter, and *initial* discussion of potential retention will never occur after the first week of the fourth quarter. Retention may be considered for the following reasons:

- Failure in two out of four major subjects. The major subjects are Language Arts, Mathematics, Social Studies, and Science. Failure is defined as receiving a grade of F for more than two quarterly report cards.
- Failure to master fundamental skills of Reading in the primary grades.

“The final decision to retain the child is made by the principal, in consultation with the teacher and parent.” (Secretariat for Education Policy 5116) Consistent with the Ohio Revised Code, it is the principal who makes the final decision as to the promotion or retention of a student. The retention decision will be presented to the parent/guardian in writing, and must be accepted in writing by the parent/guardian. Should the parent/guardian disagree (and thereby refuse) the retention decision, this fact should be documented in writing. The principal reserves the right to not enroll a student for the following school year if the parent/guardian chooses not to have his/her child retained.

Acceleration

Acceleration may be advised if all other avenues of meeting the needs of the student have been exhausted. Acceleration must have the approval of the teacher, principal, parent, and student. The basis of acceleration includes consistent and outstanding intellectual and academic achievement in most major subject areas and superior social maturity.

Graduation

Graduation ceremonies are held for both kindergarten and eighth grade. Ceremonies are held in conjunction with an appropriate religious service. Ceremonies are followed by a reception.

EDUCATIONAL RESOURCES

Auxiliary Services

The services of a school counselor, speech and language pathologist, remedial reading and math teacher, learning disability teacher, and part-time nurse are available through Auxiliary Services Funding.

Speech, Language, and Hearing Services

All students new to Saint Ann School (Grades K – 8) are screened for language/speech problems. Children referred by the professional staff, parents, or physicians are given a threshold-hearing test. For students identified with speech, language, or hearing problems, the pathologist plans an individualized follow-up program and maintains on-going parent and teacher contact.

Counseling

A counselor is available two days per week. The role of our school counselor is to be available for grief and divorce counseling and is also available to work with students who are new to the school as well as those who may be in need of additional support as requested by parent(s) or the child's teacher(s). The counselor may suggest behavior modifications to be utilized at home and/or at school to assist the child. A parent conference is conducted in order to inform parents of any testing results and to state recommendations. Parents may request psychological testing through the Cleveland Heights-University Heights school system. After the public school assesses the educational needs of referred students, an individual plan is created, and periodic evaluations and parent conferences are conducted.

Teachers will be made aware only of the fact that the student has an appointment with the counselor. Testing results and/or recommendations will not be shared with the teacher unless parental permission is given *and* the knowledge is deemed important for the child's progress. The principal will be kept aware of all testing procedures, results, and recommendations.

Remedial and Supportive Instruction

Individual tutoring by a certified teacher is provided for children with learning disabilities on all grade levels. Individual and small group instruction in reading and math are given to those students who qualify.

Library

All classes participate in a grade appropriate weekly library period, during which they are instructed to develop, maintain, and expand basic library skills. Students are encouraged to choose good literature and develop their background of leisure reading experiences. The teachers for classes involved in independent study or research activities may arrange additional library periods.

Science and Technology Center

Our Science and Technology Center offers students in all grades the opportunity to explore and develop the relationship between Science and Technology. Wireless notebooks allow student's access to the Internet for research. These notebook computers further introduce the students to data entry skills and analysis while performing lab experiments. A lecture room and two labs comprise the Science and Technology Center giving both students and teachers the opportunity to blend classroom instruction with hands-on activities.

HEALTH AND SAFETY

A clinic is maintained for first aid and emergencies. A school nurse is on duty four (4) hours a day for (5) days a week.

Immunization

A health and immunization record is maintained for all students. Immunizations must be in accordance with state requirements (Sections 3313.671 and 3701.13) for continued admittance. According to Section 3313.671, on the 15th day after entrance into the school, it is necessary and legal to exclude all students from school who do not comply with the immunization requirements.

Health Checks

Health checks include periodic vision and hearing screening, height and weight measurements, and postural screening. Parents are notified in cases where special medical or clinical help seems appropriate.

Communicable Diseases

When a child has been diagnosed as having a contagious condition (including head lice and strep throat), parents are to notify the school office. A notice will be sent home if students are exposed to communicable diseases. (Please note that if a child has a throat culture, he/she should be kept home until the results of the culture are known.)

When a child has been sent home with an illness, the child should not return to school until free of symptoms and fever for at least 24 hours.

Medication

State Law prohibits school personnel from administering any kind of prescribed medication without written parental permission *and* a doctor's authorization. Prescribed medication must be delivered to the school clinic by a parent/guardian in its original container. A form to facilitate such instances is available through the school office.

OTC (over-the-counter) medication may be dispensed by school personnel, provided a) the OTC medication is sent to school by the parent in its original package, b) the amount of OTC medication is for one school day only, and c) an accompanying form or letter signed by the parent/guardian is sent along with the medication. It is preferable for the parent/guardian to drop the OTC medication to the school clinic. If that is not possible, the student must bring the OTC medication to the clinic upon arrival at school. OTC medication commonly includes cough drops, aspirin, and cold medicine.

No student may carry medication of any kind on his/her person. Inhalers are an exception. (Obviously the student may carry OTC medications to the clinic). All prescribed medication must be taken home by a parent/guardian over extended school holidays and at the end of the school year.

First Aid

Basic first aid will be administered to any student who is injured during the school day. This includes, but is not limited to, bandaging of wounds, taking of temperature, and ice compresses. In the event of an emergency of a serious nature, illness or otherwise, the parent/guardian will be notified immediately. For this reason, up-to-date emergency information is necessary. It is the responsibility of the parent/guardian to keep this information current.

STUDENT SAFETY

Walkers

Students are to use the safest route to and from school. Parents are asked to establish this route with their children. Students must cross streets at lights and/or crosswalks and obey the instructions of the crossing guards. If no crossing guard is present, students should follow the rules of pedestrian traffic.

Walkers are to conduct themselves in a Christian manner at all times. Pushing, rough play, running across lawns, and throwing objects or snowballs is forbidden. *It is within the rights of the administration to reprimand students of Saint Ann School who display inappropriate behavior while walking to and from school.*

Busing

Saint Ann School children are transported under the provisions of the Ohio Fair Bus Law. The law provides that elementary school students who live more than one and one-half miles away from the school they attend must be transported to that school by the public school district in which they live. Determination is made by the Cleveland Heights-University Heights Transportation Department and the South Euclid-Lyndhurst Transportation Department. There are certain areas in Cleveland Heights where transportation is not provided. (In these cases, reimbursement is provided by the CH-UH Transportation Department.) Only children eligible for bus service are permitted to ride the buses.

Students are to conduct themselves in a Christian manner while riding the bus, waiting for the bus, or disembarking from the bus. Students will obey the bus safety regulations as set forth by the CH-UH and SE-L schools. Students will lose the privilege of bus transportation for repeated conduct violations. *It is within the rights of the administration to reprimand students of Saint Ann School who display inappropriate behavior while riding the bus, waiting for the bus, or disembarking from the bus.*

Although a parent may request, by writing a note to the bus driver, that a child ride a bus with a friend, it is permitted only if seating is available. That note must be shown to the school office prior to the end of the school day for approval. Verbal requests will not be honored.

Car Riders

Students are to practice good safety habits when dropped off near the school. It is the driver's responsibility to prevent students from darting out from behind stopped cars when dropping off in the morning. Drivers should also be conscious of the flow of traffic behind their cars and follow the traffic patterns designated by the school to ensure the safety of all the children. Drivers should model Christian behavior and respect for rules and authority. This same Christian behavior and respect for rules and authority should be evidenced during the car rider dismissal process.

Bicycle Riders

Those students riding bicycles to school are to enter the school property through the Cedar Road entrance between the school and the gym. As soon as the student reaches the bike rack area, he/she is to walk his/her bike up to the rack and lock it to the stand. Students are to stay off of the grass with their bicycles and be courteous of other bike riders. Upon leaving school, all bike riders must exit down the sidewalk towards Cedar. Students are not to ride their bicycles through the playground during arrival and dismissal times. Christian behavior and obedience of bicycle safety rules are expected.

ATHLETIC PROGRAM POLICY

The athletic program at Saint Ann School is supportive of the school's goal to educate the whole person. Our program promotes leadership, physical fitness, recreational activity, good sportsmanship, and athletic excellence through instruction and competition. All students in the day school and the religious education program of Saint Ann School are eligible to participate in the athletic program. *Please note: If a student is absent from school on the same day in which a game or practice is scheduled, that student may not attend or participate in the scheduled event.*

Behavior expected of students participating in Saint Ann School's Athletic Program includes:

- The same conduct as expected in the school environment
- Christian behavior towards team mates, adults, coaches, and opposing teams
- Passing grades

Behaviors that are unacceptable include, but are not limited to:

- Use of profane or immoral language
- Willful damage of property or equipment
- Disrespect for coaches, officials, or other adults
- Unsportmanslike conduct during practices or games
- Use of narcotics, illegal drugs, tobacco products, and alcohol
- Possession of firearms, incendiary devices, or weapons
- Bullying other team members during practices and/or games

DISCIPLINE POLICIES

Philosophy of Discipline

The philosophy of the school strives to instill in the student a respect for self and for each other. Rules and regulations are necessary to establish a proper atmosphere for the academic process. Firmness and justice in discipline are stressed. Each student has the right to expect and be guaranteed such an environment and every student, in justice, must contribute positively to the over-all atmosphere of the learning environment.

Self-discipline is expected. Consideration and courtesy toward others should be a primary focus. Self-discipline is fostered where students understand what is expected of them, know their individual rights, and are aware of the consequences of infringing upon the rights of others or disregarding regulations. By assisting the students in attaining self-discipline, an atmosphere conducive to concentration, creative thinking, and academic excellence is provided.

Each grade level has a Discipline Policy that is presented to the parents and students at the beginning of the school year. Both parents and students sign a statement agreeing to the terms, conditions, rewards, and punishments of the grade level policy. A copy of each grade level's policy is available in the principal's office.

In addition to grade level discipline policies, there is an overall discipline code for Saint Ann School. It includes policies for the lunchroom and recreation areas, care of books and property, academic and behavior contracts, and suspensions and expulsions as defined below.

Lunchroom Policy

1. Students may not go home for lunch.
2. Students may not remain in a classroom during lunch, unless a parent or teacher is present.
3. Students may not bring pop for lunch or recess snack. Chocolate or white milk is served daily as part of the Hot Lunch program. Children may also order milk separately from the Hot Lunch program.
4. Lunches from fast food restaurants are not permitted.
5. Students may, in emergency situations, order a Hot Lunch from the program and pay the next day. This is an exception and should not be abused.
6. Students are expected to respect and obey the parents who prepare the food, as well as the parents and teachers who supervise the lunch and recess periods.
7. Students are to remain seated, be courteous, and display proper table manners during the lunch period.
8. Students are expected to clean up their own leftovers and their place at the table.
9. Students who consistently misbehave in the lunchroom may forfeit outside recess, or other appropriate discipline action may be taken.

Recreation Areas

The students are given a recess at lunchtime and (in some grades) other designated times as well. This activity is supervised by certified personnel at all times. Parent cooperation to supervise lunch and recess periods is solicited annually.

Children may bring suitable toys from home for outside play. Suitable toys include jump ropes, hula hoops, nerf balls, frisbees, etc. Skateboards, roller blades, and the like are not allowed. Electronic equipment (such as portable CD players, portable radios, walkie talkies, cell phones, iPods, MP3 players, any hand held video game system, etc.) are not permitted. If brought to school, the item will be taken from the child until the end of the school day.

To ensure the safety of all children in recreation areas, the following regulations exist:

1. Parents supervising recreation areas are to be given the same respect and obedience as classroom teachers.
2. Students play in their assigned areas.
3. Students shall avoid play that tears and ruins clothing.
4. Tackling, wrestling, or keep-away are not acceptable.
5. Consideration and respect for others are to be shown at all times.
6. Profanity is forbidden.
7. Fighting is unacceptable and has the consequences of detention, suspension, and/or expulsion.
8. Hard objects may never be used or thrown.

Please note that arrival time in the morning is not considered recess time. Socializing and gentle play are permitted; however, there is to be no pushing, shoving, running or playing with toys while students wait outside for the morning bell to ring.

Care of Books and Property

Since books are expensive both to purchase and maintain from year to year, parents are urged to help their children be responsible for books used. Books are to be covered at all times.

Parents are financially responsible for the loss or damage to textbooks and other materials provided for student use during the school year. Also, any damage to any property belonging to the parish, school, or other students is the parent's responsibility.

Saint Ann School does not assume responsibility for any item brought from home to school. This includes, but is not limited to, toys, tape recorders, CD players, cameras, cell phones, I-Pods, MP3 players, any hand held video game system, etc. *Cell phones and pagers are forbidden to be used during school hours. Failure to respect this rule will result in the cell phone being taken from the child. It may be returned after school.*

Rewards and Consequences

To assist the students in developing responsibility and positive self-esteem, students are told of behavior expectations and the consequences of their choice to either adhere to or ignore these expectations. Each grade level Discipline Policy has rewards and consequences clearly stated.

Frequent and appropriate rewards, both individual and group, are employed to reinforce positive and responsible behavior, and to create a cooperative, supportive atmosphere. The staff of Saint Ann School uses a variety of rewards including verbal praise, recognition bulletin boards, stickers, and special passes or certificates.

Teacher/Parent Communication Report

The teacher will issue a written discipline report and/or document a phone call to parents for unacceptable student behavior. The written report may take the form of a letter, note, or other Saint Ann School official discipline report. (See pages 23 and 24). Actions that could result in this type of communication between the school and parents include, but are not limited to:

- Aggressive behavior (shoving, hitting, and/or other altercations)
- Safety violations (throwing objects, leaving school premises)
- Continued disruptive classroom behavior
- Inappropriate speech or gestures
- Blatant disrespect for peers and/or authority

Academic/Behavior Contracts

An Academic or Behavior Contract places the student on probation at Saint Ann School. These contracts (which may be separate or combined) define what is expected of the student in a prescribed amount of time. An Academic or Behavior Contract is issued to the student in the presence of his/her parents, teachers, and the principal. All parties sign and agree to the terms. After the prescribed time period (during which compliance is expected), the probation will be ended. On an individual basis, consequences for not meeting the expectations of the Academic or Behavior Contract will be stated within said contract. Should the academic progress regress or the behavior become evident again, Saint Ann School has the right to issue another probationary contract, retain the student, or not re-enroll the student for the following school year.

Suspension/Expulsion

If necessary, the pastor or principal may suspend a student. Suspension will be used as a disciplinary measure if the behavior of a child is considered extremely undesirable, or if it is undesirable to the learning atmosphere. In the event of suspension, the student, administration, and appropriate faculty will attend a conference with the parents to review the matter and to determine

a plan of action for resolution to the problem leading to the suspension. Reasons for suspension include, but are not limited to,

- Extremely aggressive and harmful behavior to self or others
- Persistent defiance or disrespect of authority or school rules
- Threat of physical assault on another pupil
- Malicious destruction or damage of school property or property of other students
- Habitual profanity or abusive language
- Bringing weapons of any style/type onto the property at any time. For this purpose, weapons are defined as guns and knives (real or toy), incendiary devices, laser pointers, ammunition, and the like

At the time of suspension,

- The child will be immediately removed from the classroom setting and placed in an area supervised by school personnel, and away from other students.
- Parents will come to school as soon as possible that day and a conference will be held with school personnel and the principal.
- The police will be called when deemed necessary.
- The student will be given the opportunity to present the facts of the situation as he/she sees them.
- The student will be excluded from school-sponsored extra-curricular activities.
- The type of suspension (in-school or out-of-school) will be determined by the severity of the occurrence. Students who are given an out-of-school suspension may have the opportunity to make up classwork and homework, but not tests or quizzes. However, no credit will be given for work done during a suspension.

Expulsion

When, in the judgment of the pastor and principal, there is danger to other students, physical or moral, or when behavior is such that it is not possible to maintain an atmosphere conducive to learning, students will be asked to withdraw. Expulsion (forced removal from the Saint Ann School roster) will be used when necessary.

Elastic Clause

Because it is impossible to foresee all the problems that may arise, this clause empowers the administration or faculty to take disciplinary action (including, but not limited to, suspension and/or expulsion) for any behavior that violates the spirit and philosophy of Saint Ann School, even though that behavior may not be specifically stated herein.

COMPLIANCE WITH THE REGULATIONS AND POLICIES ESTABLISHED IN THIS HANDBOOK FOR SAINT ANN SCHOOL WILL BE REQUIRED OF ALL PARENTS AND STUDENTS IN THIS SCHOOL FOR CONTINUED ENROLLMENT.

DETENTION REPORT
Grades 4-8

Student Name _____ Date _____
 Teacher/Supervisor Name _____ Grade _____
 Issued By _____

The following report is to notify you that your child is having a behavioral problem that requires action. Please address this matter and offer possible solutions to help.

	Disrespectful of adults*		Chewing gum
	Disrespectful of peers* (e.g., name calling)		Being out of room without permission/ pass
	Fighting**		Five tardy slips
	Damage to peer's property*		Damage to school property*
	Writing notes in class		Cheating
	Uniform violation		Other
	Bringing dangerous articles to school** (e.g., gun (real or toy), knives, or any articles that could harm another person)		Comments: _____ _____ _____ _____

**** Fighting/ bringing dangerous articles to school will result in immediate suspension and possible expulsion.**

*** These behaviors will result in an immediate yellow slip.**

 Student Signature Parent Signature Teacher Signature

Detention will be served on _____ from _____.

DISCIPLINE REPORT
GRADES K – 8

STUDENT'S NAME _____ **GRADE** _____

TEACHER _____

The following report is to notify you that your child had a behavioral incident that required administrative action. As a result of this incident, your child will serve the following:

___ A thirty-minute detention to be served on _____ at _____ (time)

___ A one-hour detention to be served on _____ at _____ (time)

___ An In-school Suspension to be served on _____

___ An Out-of-School Suspension to be served on _____

The incident involved:

___ Significant disrespect to an adult

___ Significant disrespect to another student

___ Fighting

___ Inappropriate language, comments, or gestures

___ Damage to school property

___ Damage to peer's property

___ Possession of inappropriate or illegal items, e.g. knives, guns (real or toy)

___ Cheating

___ Threats-verbal or physical

___ Other _____

**Any of the above may result in immediate suspension or expulsion dependent upon severity, frequency, and/or administrative review.*

Student Signature

Supervising Teacher

Administrative Signature

Parent Signature

Date of Incident

Date of Parent Signature

Please indicate how your child will be getting home from this intervention:

Rev. 6/08

EXPECTATIONS AND RESPONSIBILITIES

Parent/Guardian

Expectations

- To be treated with dignity and respect
- To be able to share concerns with the school administration
- To be able to schedule conferences with teachers/administration
- To receive school reports and informational bulletins in a timely fashion

Responsibilities

- To treat school personnel with respect
- To schedule conferences to promote their child/children's educational progress
- To participate in the visioning of the school by attending orientation, conferences, and parent meetings
- To stress to their child(ren) regular and timely school attendance
- To provide their child(ren) with a suitable place to study
- To encourage progress in learning, including completion of homework assignments and long-term assignments, in a timely fashion
- To encourage their child(ren)'s best work in school and to applaud their efforts
- To notify the school of any change in address, telephone numbers, custody status, and/or child(ren)'s health status
- To cooperate with school personnel in adherence to rules

Faculty and Staff

Expectations

- To be treated with dignity and respect
- To receive the cooperation of parents/guardians, staff, and students
- To teach and work in an orderly and safe environment

Responsibilities

- To treat students and parents/guardians with dignity and respect
- To arrange parent/guardian conferences
- To establish rules for student behavior
- To maintain necessary student records and provide periodic reports of student progress
- To provide students with appropriate classroom instruction as prescribed by the adopted courses of study
- To provide accommodations for a student when appropriate

Students

Expectations

- To be treated with dignity and respect
- To learn in an orderly and safe environment
- To receive substantially equal treatment in the enforcement of academic and behavior policies
- To have the opportunity to be heard in a discussion regarding infractions
- To be assured of confidential handling of their records

Responsibilities

- To treat teachers, staff, students, parents, volunteers, and other adults with dignity and respect
- To attend school daily and on time
- To strive to do their best work at all times
- To obey all school/class rules and regulations
- To come to each class prepared for work
- To report serious incidents involving student safety
- To respect school property and the property of others
- To comply with the authority of all school staff members, including teachers, administration, office personnel, lunch/recreation area monitors, aides, bus drivers, before and after school personnel, rectory staff, and maintenance staff

SPECIAL POLICIES

ACCEPTABLE USE

We believe that technology is a vital means to assist those who carry out the educational ministry of Saint Ann School.

We are pleased to offer students of Saint Ann School access to our computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to the Saint Ann School Office. Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources. To that end, Saint Ann School supports and respects each family's right to decide whether or not to apply for access.

Saint Ann School Internet Rules

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Presently students will have e-mail access only under their teacher's direct supervision using a classroom account. The network is provided for students to conduct research and to communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege – not a right. Access entails responsibility. Individual users of Saint Ann School's computer network are responsible for their actions. It is presumed that users will comply with school standards and will honor the agreements they have signed. Beyond the clarification of such standards, the school is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on any server or computer would be private. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

USERS HAVE NO PRIVACY RIGHT TO ANY DATA RECEIVED OR DISSEMINATED ON THE NETWORK OR THROUGH E-MAIL AND BY UTILIZING THESE SAINT ANN SCHOOL SYSTEMS, THEY CONSENT TO SAINT ANN SCHOOL'S RIGHT TO AUDIT ALL E-MAIL FILES AND DOCUMENTS. IF A USER ACTS INAPPROPRIATELY THROUGH THE COMMUNICATIONS SYSTEMS, SAINT ANN SCHOOL RESERVES THE RIGHT TO REPORT SUCH ACTIONS TO ANY OUTSIDE AUTHORITIES AND/OR TAKE APPROPRIATE INTERNAL DISCIPLINARY ACTION.

The following are examples of inappropriate use and activity.

- Sending or displaying offensive messages or pictures
- Using violent, aggressive or obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Hacking or other unlawful activities
- Violating copyright laws
- Downloading information and files not relevant to curriculum-related activities
- Accessing inappropriate websites that have escaped Internet filtering
- Attempting to or overriding Internet filtering system
- Violating privacy issues by:
 - posting personal contact information about you or other people
 - using another's password
 - trespassing in another's folders, work, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Accessing personal e-mail accounts during school hours
- Using e-mail inappropriately to pass along chain e-mails or other communications not related to classroom activities

*The preceding list is not an all-inclusive list of inappropriate uses and activities. Violations WILL result in a loss of access as well as other applicable disciplinary or legal actions. Students shall be made aware of designated school personnel to inform when reporting inappropriate activity or use of the computer network or Internet. Proper school procedures will be followed for enforcement of policy and determining ramifications of infractions of this acceptable use policy.

In the case where there is a sufficient connection with the school (examples include but are not limited to: the electronic communication: 1) threatens, harasses, defames, demeans or bullies one or more students or staff at the school; 2) identifies the student as a student at the school, presents the school in a false light, or the student in the electronic communication espouses or promotes a lifestyle or morality inconsistent with the stated mission or philosophy of the school; 3) consists of similar content that in some way harms the school, one or more of its students, one or more of the staff or indicates that the student is a danger to self or others), then the students may be disciplined

in accord with the discipline policy of the school or with restrictions of the student's use of the school computer network, whether or not the electronic communication was sent by means of the school computer network or the sending was done off campus.

The school reserves the right to seek financial restitution for any damage caused by a student.

The school reserves the right from time to time to issue additional or more detailed rules for the use of school computers and the school computer network, and violation of such rules may be a cause for imposition of any of the penalties delineated above.

This policy is to be acknowledged by both students and parents via the Acceptable Use Policy form distributed annual in the fall.

Sample

User Agreement and Parent Permission Form

As a user of the Saint Ann School computer network, I hereby agree to comply with the above stated rules – communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Signature _____

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as the Internet and I agree to be bound by the provisions of this agreement. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use, setting and conveying standards for my daughter or son to follow when selecting, sharing, or exploring information and media.

Parent Signature _____ Date _____

CUSTODIAL SITUATIONS

Family Custodial Situations

Saint Ann School is finding an increasing number of families experiencing transitions in parental custodial relationships. In addition, laws governing divorce settlements and custody are continually changing. For this reason, we find it necessary to clarify and re-state the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In two parent families, it is assumed that both parents are living at the same address, unless we have been notified otherwise. Saint Ann School personnel will therefore send home notices, communications, etc. with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes, but is not limited to, conference appointments, report cards, progress reports, and tuition payments.

In families experiencing separation of parents, or pending divorce, the above information will be sent home with the child to whichever parent currently has daily care of the child. It is assumed that this information is shared by and between the parents. Since this situation frequently impacts on a child's achievements and interactions at school, parents are asked to inform the Principal of any change in the home situation. The Principal will communicate this information to the appropriate teacher(s). This information will be treated confidentially. No change in the issuance of school communications will occur until the appropriate court documentation is present.

In cases of final divorce decrees that state clear custody by one parent, the Principal is to be informed by the custodial parent of this fact. A copy of the first page of the decree (bearing the case number), the pages referring to custodial rights, and the final page bearing the judge's signature are to be submitted to the Principal. Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's rights to records and information, the non-custodial parent has a right to the same access as the custodial parent. Saint Ann School will, unless instructed by a Court Order, release such records upon request of the non-custodial parent. "Records" include official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily class work and papers, or routine communications sent through the children to the home of residence. In these cases, the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.

Further, the custodial parents should realize that unless restricted by Court Order, any non-custodial parent has the right to attend any school activity of the child, which includes sports activities and class programs. Parents should keep each other informed as to these activities. It is not the school's responsibility to keep non-custodial parents informed of every activity or event in which his/her child may or may not participate.

Regarding parent conferences in all custody situations, it is preferred *and will be the general procedure* that one conference appointment will be scheduled. It is assumed that parents are able to set aside differences and come together on behalf of their child for this time. A joint conference further ensures that both parents are given the same information at the same time, and continues to serve the best interests of the child.

In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal. Every effort will be made to keep communications open with both parents, while at the same time avoiding excessive demands on the teacher's time and duplication of services.

Should visitation arrangements call for the child to arrive or leave school in a different manner than normal (i.e. car instead of bus), the custodial parent should document this fact. A permanent note for the teacher will suffice. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child, and allow for school responsibilities and homework to be taken care of in a timely manner, regardless of the visitation schedule. This includes, but is not limited to, homework, studying for tests/quizzes, long term projects, and study time.

If there are questions concerning this statement of procedures, or circumstances are such that you feel other arrangements may be necessary, please contact the principal.

AIDS POLICY REGARDING STUDENTS

Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in Grades K through 12 shall be permitted to attend school or parish religious education programs in regular classroom settings, *provided*

1. The health of a child, as documented by his/her physician, allows participation in regular academic school activities
2. The child behaves acceptably, in a manner that would not cause spread of the disease or in any way put others at risk
3. The child does not have open sores, skin eruptions or any other condition which prevents his/her control of bodily secretions
4. There are periodic evaluations of the child's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities

At Saint Ann School, the pastor and principal will confer with the appropriate persons and consult with the regional superintendent before the pastor makes the final decision regarding admission.

Parents and guardians have the obligation to report to the school administration when any child is diagnosed as having AIDS, ARC (AIDS Related Complex), or other illness caused by HIV (Human Immune Deficiency that causes AIDS, also known as HLTVII or LAV).

In order to protect confidentiality, when a child with AIDS is admitted to school, personnel who are made aware of the child's condition should be the minimum necessary to assure proper care of the child.

Based on the condition of the child and the expected type of interaction with others, the principal (after consultation with proper authorities) may limit the child's participation in school activities.

A student with AIDS who is excluded from the parish school or the religious program in the parish school shall be provided with an alternate means of catechetical instruction.

CHEMICAL USE/ABUSE

Parents will be notified immediately if a student is found to have, or be under the influence of, tobacco, alcohol, or drugs, or if the student has drug paraphernalia in his/her possession while on school property, on the bus, or during off-campus activities sponsored by the school. If appropriate, the police will be notified. A mandatory conference with parents will be arranged before the student returns to school.

Intervention by trained professionals may be required as a condition for the student to remain at Saint Ann School. Lack of cooperation by either the student or parents in this matter will result in the student's suspension or expulsion. If a student gives evidence of signs of chemical dependency, parents will be contacted by the principal and teachers, and an appropriate course of action will be decided upon. Parents who are aware of chemical dependency or similar problems with a student are to inform the school so that together we can assist the student in overcoming this dependency.

PREGNANCY POLICY AND PROCEDURE

Respect for Human Life

This policy attempts to reflect the moral teaching of the Catholic Church on the sanctity of the human person, on human sexuality, on the sacrament of marriage, on the dignity of the unborn child, and on the care that must be extended to the pregnant student and father.

The principals of the dignity of human life are directed to the mandate from Jesus in the Gospel, to mercy, kindness, and compassion for each person, regardless of the circumstances that may contribute to their state or condition. These principles are compelling in that the very essence of the Church is to be the living presence of a loving God, a presence addressed to individuals in their human condition.

Policy

All possible means will be employed to assist a student to complete the course of studies in a manner that is sensitive to and of the most benefit to the individual, as well as the school and parish communities. Everyone involved, including the students, should recognize that pregnancy is not a usual event in the school setting, and that adjustments will have to be made. Mutual cooperation is required by all ~ administrators, faculty, the families, and the students.

The pregnant student is to receive counseling from a qualified person at the school or from an agency, preferably one affiliated with the diocese. The same applies to the father, if his identity is known and if he is in a school setting.

Counseling is directed to the well-being of the student and that of the unborn child. The mother is to be affirmed in her decision to carry the pregnancy to birth, and no moral judgments are to be rendered on the pregnancy itself. The student is to be provided with competent pastoral counseling and sacramental healing to resolve issues of conscience.

The school will attend carefully to all aspects of the pregnant student's involvement in school activities to ensure her health, and that of the unborn child. The student's family physician, together with the school nurse, are to note situations that might jeopardize the health of the mother and/or child, such as sports and gym activities, field trips, appliances with radioactivity, toxic chemicals, and so forth. A note from the student's physician should indicate how long the student can stay in school before the birth, and when she can return.

Only qualified and designated persons are to work directly with the student in this situation so as to avoid mixed messages and confusion. The parents should be included as active participants in working out the specific program for the student. All concerned are to respect the confidentiality of the student, even when the pregnancy becomes public knowledge.

If the student gives birth before graduation and wishes to return to school, she should be permitted to engage as fully as her circumstances allow in both the academic and extracurricular programs. This applies whether the child is placed for adoption or if the student decides to parent the child. Neither the male nor the female student is to be restricted from participating in the full academic or extracurricular program as a penalty for the pregnancy.

In general, there should be no activities on the school premises relating to the pregnancy (such as a baby shower). Nor will the student be permitted to bring the child to school during regular class hours.

Students who have had an abortion are not, for that reason alone, to be deprived of participation in any school program. Abortion is entirely rejected as a moral option in Catholic Church teaching, and therefore nothing in this policy is to be understood except in the light of this teaching of the Roman Catholic Church. The school administration is to make every effort to promote healing and reconciliation for the students, their families, and other members of the school community.

Specific circumstances can require the student finish the education program in some part-time or adjusted-time manner. Specific circumstances can also remove a student from a school activity or program based on the criteria of school management or school discipline.

SEXUAL HARASSMENT AND SEXUAL VIOLENCE

SEXUAL HARASSMENT

Purpose

Saint Ann School is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, Saint Ann School expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

Sexual Harassment Defined

For the purposes of this policy, sexual harassment includes the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds, or at school sponsored activities; obscene or sexually explicit gestures; and any other inappropriate behavior of sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment.

Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code. Allegations of sexual harassment (as defined above) are to be reported to the teacher and principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency, and severity of the action, the age of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include, but are not limited to, any or all of the following:

- Verbal warning/reprimand and apology to the victim
- Parent/student/principal conference
- Written warning/reprimand and parent notification, entered into the student's file
- Detention or removal from selected school activities and/or extracurricular activities
- Behavior/Probation contracts, possibly requiring professional intervention
- Suspension
- Expulsion

SEXUAL VIOLENCE

Sexual violence is handled separately because of its potentially criminal nature. If an incident of sexual violence occurs, the principal, pastor, or other school authority is required under state law to report the incident (O.R.C. 2151.421). The Department of Human Services and the police will be contacted immediately if there is any “reason to believe” (O.R.C. 2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Diocesan Legal Office will be contacted immediately in these situations.

Generally, sexual harassment should be construed as sexual violence when the recipient:

- Is physically touched without his/her consent in a sexual manner; and/or
- Is expressly threatened or perceives a threat of physical harm for purposes of the offender’s sexual gratification; and/or
- Is the victim of sex offenses under Ohio Law

In these cases, the Department of Human Services and the police will be contacted immediately.

In accordance with Diocesan policy, certified teaching staff, volunteers, coaching staff and school/church personnel will participate in VIRTUS™ training, a program designed to aid in the assistance of identifying, preventing, and addressing sexual abuse and molestation.

GANGS

YOUTH GANGS AND GANG-RELATED ACTIVITY ARE PROHIBITED.

A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others.

Gang activity includes, but is not limited to:

- Recruitment
- Initiation
- A manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories, which, by virtue of color, arrangement, trademark, or other attributes, denotes membership in a gang
- Displaying of gang markings or slogans on school or personal property or clothing
- Having gang tattoos
- Possessing literature that indicates gang membership
- Fighting
- Establishing turf
- Use of hand signals, gang vocabulary, and nicknames
- Possession of walkie-talkies, pagers or cellular phones
- Possession of weapons or explosive materials
- Possession of alcohol, drugs, drug paraphernalia
- Attendance at functions sponsored by a gang or known gang members
- Exhibiting behavior fitting police profiles of gang-related drug dealing
- Being arrested or stopped by police with a known gang member
- Helping a known gang member commit a crime
- Any other action directly resulting from membership or interest in a gang

Consequences

If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang related activity, or has been approached for recruitment, any or all of the following steps may be taken:

1. Parents/guardians will be contacted immediately and appropriate intervention initiated
2. A Behavior Contract will be prepared stating the conditions for the student to remain in the school
3. Students may be referred to counseling (personal and/or family)
4. Students may be referred to the Department of Human Services or other welfare or child care agencies of the respective county
5. Students may be referred to outside agencies or programs for treatment when use of drugs or alcohol is involved

6. Students may be referred to the Task Force on Violent Crime
7. Police, Juvenile Court, and other appropriate authorities will be notified of violence and/or illegal activities
8. Students may be suspended and/or expelled as already outlined in the school discipline policies
9. Parents/students will be held liable and financially responsible for all forms of vandalism

Jurisdiction

Realizing that gang activity is a community concern, communication will be maintained with the police department and public school officials on all matters related to gang activity within this community. Involvement and jurisdiction of school authorities in gang-related incidents occurring outside the school or off school/parish property will be determined in cooperation with diocesan legal authorities and the police, and will take into consideration the nature of the incident, the safety of the student, the effect of the incident on other students, and the good order and functioning of the school.

Related Policies

In order to prevent the onset of gang-related activity, the following related policies will be strictly enforced:

1. Dress code and uniform policy as defined in the school handbook
2. Discipline policies and consequences as defined in the school handbook
3. The right of school authorities to search lockers, student book bags, student desks, and upon request, personal property if suspicion of gang involvement exists. *Note: These items may also be searched for probable cause outside the boundaries of gang-related suspicions.*
4. Policies and procedures relative to scheduling, supervision, and attendance at and participation in school/parish sponsored events, held during the school day, during the evening or on weekends, whether held on parish property or at other public facilities
5. Insistence on parent cooperation in not permitting children to host/attend unsupervised parties or activities

Prevention

In order to assist students in the development of positive self-esteem, decision-making skills, and social values, appropriate educational programs and activities will be provided as judged appropriate by the pastor and/or principal. These may include, but are not limited to, guidance programs, and parent education programs, social activities that foster positive group identification and behavior, and parish-based youth ministry activities.

STUDENT THREATS

- Any and all student threats to inflict harm to self or others must be taken seriously immediately.
- Whoever hears the threat should report it immediately to the principal or teacher. If the threat appears real and imminent, the threat should be reported to the *certified* staff member who is in the nearest vicinity to the occurrence.
- Police should be notified immediately.
- The student should be kept in the principal's office or conference room or other secluded, supervised area until the police arrive.
- The parent/guardian of the student who has made the threat should be notified immediately
- The student should be suspended and not permitted back into school until there has been a psychiatric evaluation and receipt by the principal of a written statement from a psychiatrist that the student is not/does not pose a danger to self or others.
- Any adult or the parent/guardian of any student(s) who have been verbally mentioned as potential victims or listing in writing as potential victims should be contacted immediately.
- Additionally, should a threat be made, the school should secure counseling for students involved, after obtaining parental permission.

WEAPONS

In furtherance of the overall philosophy, goals, and objectives of the Catholic educational experience, Saint Ann School expressly prohibits the use, possession, sale, or discharge of any weapons or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators, and other personnel in the school or parish.

This policy includes, but is not limited to, any firearm, knife, deadly weapon, or explosive or incendiary device. As defined by state law, a deadly weapon is “any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried, or used as a weapon” (O.R.C. 2923.11A). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle, or other device that uses air or gas propelled projectiles.

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator will immediately contact the police department and the Diocesan legal office before confronting the individual. If it is determined that his policy has been violated, the parents of the offender shall be immediately contacted and must cooperated with the disciplinary process.

Disciplinary action may include immediate in-school suspension or out-of-school suspension, pending investigation and resolution. If the student's infraction does not warrant immediate

dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student's continued enrollment at the school. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school or parish program, after consultation with the Area Field Director and the Diocesan legal office.

Anti Harassment, Intimidation, and Bullying Policy

Saint Ann School teaches belief in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees, and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance, and acceptance.

The principal will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment. Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying.

Harassment, intimidation, or bullying behavior by any student/school personnel in Saint Ann School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with House Bill 276, mean any intentional written, verbal, graphic, or physical acts (including electronically transmitted acts: i.e., Internet, cell phone, personal digital assistant(PDA), or wireless hand held device) either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for other student/school personnel.

Saint Ann School will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee or volunteer shall not intimidate or harass another student, school employee, or volunteer through words or action whether in the classroom, on school property, to and from school, at school sponsored events, or from any computer not on school property.

Definition

“Harassment, intimidation, or bullying” means any intentional written, verbal, graphic, or physical act that a student or group of students, school employee, or volunteer exhibit toward another particular student, school employee, or volunteer more than once and the behavior both:

1. Causes mental or physical harm to the other, and;
2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other.

Such behavior includes overt intent to ridicule, humiliate, or intimidate another student, school employee, or volunteer. Examples of conduct that could constitute prohibited behavior include:

1. Physical violence and/or attacks;
2. Threats, taunts, and intimidation through words and/or gestures;
3. Extortion, damage, or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors; and
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyber bullying”), such as the following:
 - a. Posting slurs on Websites where students congregate or on Web blogs (personal online journals or diaries);
 - b. Sending abusive or threatening instant messages;
 - c. Using camera phones to take embarrassing photographs of students and posting them online;
 - d. Using Websites to circulate gossip and rumors to other students;
 - e. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

Procedure for the Alleged Victim

1. Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor, or principal to help.
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - a. Tell a teacher, counselor, or principal; and
 - b. Write down exactly what happened, keep a copy, and give another copy to the teacher, counselor, or principal including:
 - What, when, and where it happened;
 - Who was involved;
 - Exactly what was said or what the harasser did;
 - Witnesses to the harassment;
 - What the student said or did, either at the time or later;
 - How the student felt; and
 - How the harasser responded.

APPENDIX A

GRADING SCALE AND AWARDS

Grading Scale

Superior

A+ 100 – 98

A 97 – 95

A- 94 – 93

Consistently does superior work in accomplishing goals, objectives, and requirements. Thoroughness in daily work and related assignments. Demonstrates ability to work independently and cooperatively. Consistently high test grades.

Above Average

B+ 92 – 90

B 89 – 87

B- 86 – 85

Usually does above average work in accomplishing goals, objectives, and requirements. Good knowledge and use of skills in subject matter. Thoroughness in daily work and related assignments. Demonstrates ability to work independently and cooperatively. Above average test grades.

Average

C+ 84 - 82

C 81 – 79

C- 78 - 77

Usually does average work in accomplishing goals, objectives, and requirements. Adequate knowledge and use of skills in subject matter. Completes daily work and related assignments. Demonstrates ability to work independently and cooperatively. Average test grades.

Below Average

D+ 76 - 75

D 74 - 72

D- 71 - 70

Usually does below average work in accomplishing goals, objectives, and requirements. Insufficient knowledge and use of skills in subject matter. Limited effort in daily work and related assignments. Demonstrates limited ability to work independently and cooperatively. Low test grades.

Failing

F 69 – below

Usually does unsatisfactory work in accomplishing goals, objectives, and requirements. Daily and related work below standard. Limited ability to work independently and cooperatively. Unsatisfactory test grades.

O – Outstanding

U – Unsatisfactory

S – Satisfactory

NI – Needs Improvement

O, S, U, and NI may be used for Conduct, Effort, Music, Art, Physical Education and Computer.

AWARDS

An Annual Awards Assembly is held on the last of school. The following awards are presented in Grades One through Seven at that time. (Eighth Grade awards are issued at the Graduation Ceremony.)

Academic Excellence

This award recognizes the student's effort to achieve an average of 95 percent and above for the four marking periods in all major subjects.

Academic Achievement

This award recognizes the student's effort to achieve an average of 90 to 94 percent and above for the four marking periods in all major subjects.

Outstanding Effort

This award recognizes the student's effort to achieve and demonstrate consistent effort in all major subject areas, but may not have attained the 90 percent average. It encourages the student to study, manage time, and give one's best effort.

Effort

This award signifies that the teacher recognizes the student has put forth one's best effort in class.

Attendance

This award is given to students with perfect attendance and no tardiness.

In reviewing the Awards Program with your child(ren), please emphasize the point that God has given each person intelligence and ability. It is each person's responsibility to develop this ability by studying, using time wisely and putting forth one's best effort. It is important that students set goals and do their very best to attain these goals. No one can do it for them.

APPENDIX B

DRESS CODE

- Boys:**
- Grades K-6**
Khaki Slacks
White Polo Shirt
Navy Blue V-neck Sweater (optional)
- Grades 7 & 8**
Dark Grey Dress Slacks
White Button Down Oxford Shirt
Striped Tie
Navy Blue V-neck Sweater (optional)
- Boys' Options:**
- K-6:** Khaki Walking Shorts (August until October 1st and April 1st until the end of the year).
7 & 8: White Polo Shirt
- Girls:**
- Grades K-3**
Black Watch Empire Waist Jumper
White Polo Shirt
Navy Blue V-neck Sweater (optional)
- Grades 4-6**
Black Watch Kilt
White Polo Shirt
Navy Blue V-neck Sweater (optional)
- Grades 7 & 8**
Glen Plaid Kilt
White Polo Shirt
Navy Blue V-neck Sweater (optional)
- Girls' Options: K-8**
Navy slacks (October 1st until April 1st.) Navy walking shorts (August until October 1st and April 1st until the end of the year.)

All school uniform items must be purchased at Schoolbelles Uniform Company. Located at 4507 Mayfield Road in South Euclid, their phone number is 888-637-3037.

GROOMING AND ACCESSORIES

As the purpose for wearing a uniform is to allow the students to focus on their academic and spiritual growth, there are additional Dress Code practices that must be observed.

1. Students will be well groomed at all times. This includes fundamental hygiene, as well as uniforms being clean and in good repair. This further includes that shirts be tucked in at all times and that where belt loops are present, a belt is worn.
2. Hair length for boys should be above the collar in the back, above the ears, and bangs shall not be lower than the top of the eyebrows. No facial hair is permitted, including moustaches, goatees, or sideburns that extend below the middle ear. Hairstyles shall be conservative. Hair decorations for girls shall be limited to one or two barrettes, clips, etc. and shall not distract from the overall conservative look of the Saint Ann School uniform. No student, male or female, shall be permitted to alter the color of his/her hair in any way.
3. Jewelry is limited to one ring, one bracelet OR watch, and one religious or plain necklace for girls. One small pair of stud earrings is permissible, but no hoops or trendy earrings are allowed. No other piercing or decorations are permitted.
4. Boys may wear a watch and a religious necklace. Boys may not wear earrings. No chains, hemp braids, gel bracelets, tattooing, etc. are permitted for either boys or girls.
5. Make-up (including tinted lip-gloss) is not permitted. Nail polish or fake fingernails may not be worn, even on Dress Down Day, Picture Day, etc.
6. All girls may wear plain white or blue crew socks, knee socks, or tights. Boys may wear plain white socks only. Socks shall be plain white, free of any decoration and completely cover the anklebone. Layering of socks is not permitted.
7. Shoes shall be of the loafer type, with laces, buckles, or Velcro closures. Slip-on loafers are permitted. No boots, boot-type, mules, or sandals are allowed. No tennis shoes of any kind are to be worn for the regular school day. Heels shall be less than 1” with no platforms styles permitted.
8. Only plain white undershirts are to be worn under the uniform tops.
9. The Saint Ann School Gym uniform is a blue T-shirt with the Saint Ann School logo, and solid navy blue shorts. Appropriate tennis shoes are required with the same conditions for sock height and type.
10. It is assumed that all other rules inherent to a Dress Code will be followed. This includes a skirt length not more than 2 inches above the knee and pants worn at waist level.

DRESS CODE EXCEPTIONS

On Dress Down Days, children may wear casual attire such as jeans (without holes, frayed hems, etc.) or a sweat suit. Walking shorts that are no more than two inches above the knee can be worn. Skirts and dresses may not be worn more than two inches above the knee. T-shirts may not have slogans or logos that are inappropriate for the school environment. Shirts shall be long enough so that as the child stands, sits, or moves, no flesh is visible between top and bottom. Students may also wear the school uniform if they wish.

When a parent chooses a school with a uniform policy, it is the *responsibility of the parent* to see that the student complies with the expectations on a consistent basis. Teachers should not have to take unnecessary time out of the class schedule to correct violations.

Birthdays

Students have the option of dressing up or dressing down on their birthday.

Students may bring a birthday treat to share with their classmates. Pizza lunch and ice cream treats are discouraged. Before bringing a treat to school, please check with the homeroom teacher.

THE ADMINISTRATION RESERVES THE RIGHT TO RULE ON ALL QUESTIONS RELATING TO THE AREAS OF DRESS AND GROOMING NOT COVERED BY THIS CODE UNTIL SUCH TIME AS THE CODE IS AMENDED OR REVISED.

APPENDIX C

GUIDELINES FOR THE CHRISTIAN INITIATION OF CHILDREN

As a result of the Second Vatican Council, the catechumenate was restored as a means of initiating new members into the Catholic faith. Saint Ann Parish complies with the order for both adults and children. The RCIA, Rite of Christian Initiation of Adults, is the means by which initiation into the faith is accomplished. Although considered one catechumenate, separate sessions are conducted for children. These sessions seek to catechize in a way that is sensitive to their circumstances as children, not only instructing them in Catholic teaching but making the connection between worship and lives lived in the faith.

Parents who wish to have their children initiated into the Catholic faith should be aware of the following guidelines:

A child may be baptized into the Catholic faith by *infant baptism* which includes anyone from infancy through age six. Arrangements may be made through the rectory office. At least one parent must be of the Catholic faith and attendance at a pre-baptism class for both parents is required.

If a child is unbaptized and seven years or older they should be registered in the RCIA. This can be done by calling the rectory office.

The Catholic Church recognizes all Christian baptisms using the Trinitarian form. Any child that has already been baptized in this way may enter the Catholic Church by the following:

If the child is seven years or older, he/she must become a member of the RCIA. This process begins in the fall with full initiation taking place at the Easter Vigil of the following year. At that time the child will make a formal Profession of Faith and receive the Sacraments of Confirmation and Eucharist (First Communion). He/she will then be considered a fully initiated member of the Catholic faith.

If the child is entering the first grade at Saint Ann School, he/she may make a Profession of Faith after two years of Catholic education. He/she would then become a member of the second grade First Communion class and receive the Sacrament in May of that school year.

The above also holds true for any child entering the Parish School of Religion. Two years of Catholic religious education is required before a child is eligible to receive his/her First Communion.

For clarification regarding any of the above information and/or to register your child for the RCIA please call Renee Barber at 216-321-0024, ext. 15.

APPENDIX D

Tuition Schedule for 2008-2009

Parishioners

	Tuition	Registration	Monthly Payment
1 Child	\$3654	\$225	\$323.25
2 Children	\$6684	\$450	\$594.50
3 or More Children	\$9082	\$750 (\$225 per child)	\$819.33

Non-Parishioner

	Tuition	Registration	Monthly Payment
1 Child	\$5900	\$225	\$510.41
2 Children	\$9500	\$450	\$829.16
3 Children	\$15,550	\$750	\$1,358.33
4 Children	\$18,075	\$975	\$1587.50