

**St. Ann Catholic School  
Parent/Student Handbook  
Grades K – 8  
2010 - 2011**

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**Saint Ann Catholic School**  
**6529 Stage Road**  
**Bartlett, Tennessee 38134**  
**(901) 386-3328**

<b>Principal</b>	<b>Kathy Brooks</b>
<b>Vice-Principal</b>	<b>Roxanna Croxdale</b>
<b>Guidance Counselor</b>	<b>Cathy Bird</b>
<b>Technology Coord</b>	<b>Michael Green</b>
<b>Curriculum Coord</b>	<b>Nancy Gronostaj</b>
<b>Admin. Assistants</b>	<b>Lynn Stricklen; Dianne Witsell</b>
<b>Receptionist</b>	<b>Paula Nelson</b>

**Teachers:**

<b>PK</b>	<b>Lori Morgan (Aide-Wanda Sexton)</b>
<b>Grade K</b>	<b>Patricia Cooper; Kristen Sellers; (Aide-Janice Hurt)</b>
<b>Grade 1</b>	<b>Deborah Harty; Marilou Smith; Sister Connie Tarallo</b>
<b>Grade 2</b>	<b>Peggy Kissell; Lisa Lindsey</b>
<b>Grade 3</b>	<b>Tabitha Grassi; Suzi Kohn; Pat Robinson</b>
<b>Grade 4</b>	<b>Katie Christian; Melissa Monti; Kenna Thompson</b>
<b>Grade 5</b>	<b>Lynda Lacrouts; LaDonna Metaxas; Renate McMeekin Michelle West</b>
<b>Grade 6</b>	<b>Amy McCasland; Cindy Pontier; Priscilla Williams</b>
<b>Grade 7 &amp; 8</b>	<b>Amber Brown; Terri Dickens; Linda Hamric; Jeffrey Kissell Linda Liddell; Stacey Peeney</b>
<b>Art</b>	<b>Deidre Seymour</b>
<b>Band</b>	<b>Deborah Wolfe</b>
<b>Computer</b>	<b>Anna Slattery</b>
<b>Library</b>	<b>Wanda Blurton</b>
<b>LIFE</b>	<b>Mary Holzemer; Patricia Tarsi</b>
<b>Music</b>	<b>Chiquita Paulson</b>
<b>PE</b>	<b>Sharron Finney</b>
<b>Spanish</b>	<b>Desiree Vasquez</b>
<b>SPARKS</b>	<b>Jane Gillespie</b>

**Email addresses for faculty and staff are in the following format:**

**[firstname.lastname@stann.cdom.org](mailto:firstname.lastname@stann.cdom.org)**

### **MISSION STATEMENT AND PHILOSOPHY:**

Fulfilling its role in the ministry of St. Ann Parish, the mission of St. Ann Catholic School is to facilitate strong academic development, and to nurture a lifelong commitment to Christ and the teachings of the Catholic Church in a way that promotes the spiritual and educational growth of each student, so that all students become responsible, productive, and faith-filled citizens.

The faculty of St. Ann School will strive earnestly to guide our students in a firm, yet loving manner to carry out the above mission. If we are to achieve our goals, it is necessary that students and parents support and comply with the policies and procedures in this handbook.

### **BELIEF STATEMENTS:**

We are a Catholic school that embraces the following beliefs:

1. Our first priority of student learning is the teachings of Jesus, through the richness of Scripture and the teachings and traditions of the Catholic Church.
2. The passing on of our Catholic faith is essential to our existence.
3. Students must have opportunities for spiritual growth and development in accordance with our Catholic faith.
4. Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
5. All students should be given the opportunity to learn and to develop their potential.
6. Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
7. A variety of assessment strategies should be used to provide students with real opportunities to achieve success.
8. A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
9. Students learn best when actively engaged in the educational process.
10. A safe, nurturing environment enhances students' self-esteem and promotes learning.
11. Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.

**ADMISSION PROCEDURES:**

In order to register for Kindergarten, parents must bring the following documents to the school office: certified copy of the birth certificate; Baptismal certificate for Catholic students; proof of medical examination; immunization record; and social security number. A child entering Kindergarten must be 5 years of age on or before September 30th of the current school term.

Students entering Grade 1 must be 6 years of age on or before September 30th of the current school term. In addition to the documents listed above, proof of attendance at a state approved Kindergarten program must also be submitted.

New students entering Grades 2-8 must present a birth certificate, Baptismal certificate for Catholic students, social security number, and a copy of their most recent report card. Health memorandums, immunization record, and scholastic transcript must be forwarded from the previous school. All students entering grades 1 through 8 must take a placement test, which is given in April and June. Students entering Kindergarten must take a Readiness Screening test.

**TUITION:**

Tuition for the 2010-2011 school year is as follows:

- Grades K-6        \$4,495.00 for Catholic students whose parents are contributing members of a parish and \$5,120.00 for all other students.
- Grades 7 & 8     \$4,755.00 for Catholic students whose parents are contributing members of a parish and \$5,395.00 for all other students.

Tuition is payable in ten monthly installments, July through April. Tuition is due on the 5th of each month. **Tuition payments made by credit card are subject to a 2% surcharge fee.** Questions regarding tuition may be directed to Lynn Stricklen, who will be in the bookkeeping office on Tuesdays and Thursdays from 7:45 a.m. until 10:00 a.m. and from 1:30 p.m. until 3:45 p.m. The phone number for this office is 386-3328 Extension 254.

There will be a \$25.00 fee for all returned checks. Two returned checks will require that only cash payments will be accepted. **Report cards and records will be held for unpaid tuition.**

Tuition refunds on withdrawal of a student are made only if the withdrawal is due to illness or out-of-town transfer. In all other cases, tuition prepaid is forfeited. **There is no refund on registration or book fees.**

**CUSTODY CASES:**

The school abides by the provisions of the Buckley Amendment with respect to the rights of “custodial and non-custodial parents”. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, the custodial parent is required to provide the school with an official copy of the court order.

**COMMUNICATION:**

Our school website is the primary communication tool for the St. Ann community. Parents should periodically check the website at [www.stanncolts.org](http://www.stanncolts.org) for information about all school events.

**VISITORS:**

For the protection of students and to avoid disruption of classes, parents and other visitors must check in at the receptionist’s desk and receive a visitor’s badge before conducting business on campus.

## **SCHOOL HOURS:**

School hours are from 8:00 until 3:00. Our school doors will not be open until 7:30, as no school personnel will be on the premises before that time. The school will not assume responsibility for any student who arrives prior to the authorized time of 7:30 a.m. Any students who are dropped off prior to this time must be enrolled in our extended care program. (See Extended Care)

Students should arrive at school no later than 7:55. At arrival time, parents should report to the proper arrival areas and follow the designated procedures in order to ensure the carline progresses in a timely manner.

Upon arrival, all students should enter either the main school doors or seventh grade wing doors only. Once inside the building, each student should report directly to their designated care areas as listed below:

K-2 goes directly to the cafeteria                      3-8 goes directly to the gym.

Under no circumstances should a student be in the hallways before 7:55, unless he/she has written permission.

At 2:55, students in Kindergarten and those in carpools with Kindergarten students will be dismissed. At 3:00, all other students will be dismissed. All students are to leave the building with their class. No student is to be in the building after 3:00 p.m. without a note from a teacher.

**Half-day dismissal times are 11:25 and 11:30.**

Students are not to remain on school property more than 15 minutes after school has been dismissed unless authorized to do so by a teacher or administration. This includes remaining on the property when waiting on a sports event or practice to begin, unless a coach is present. **FOR SAFETY PURPOSES, NO CHILD CAN REMAIN UNATTENDED ANYWHERE ON CAMPUS. ALL STUDENTS REMAINING ON THE PROPERTY AFTER 3:15 WILL BE TAKEN TO THE EXTENDED CARE PROGRAM AND PARENTS WILL BE CHARGED A FEE.** The school cannot be responsible for accidents or injuries that occur while children are not picked up by the authorized time.

## **ARRIVAL AND DISMISSAL:**

### **Morning Arrival:**

In order to make sure that students arrive safely and on time for school each morning the following procedures must be followed for the morning drop-off. All cars must enter the campus by using the entrance next to Parents' Day Out Building on Charles Bryan Road. Cars are to form a single line and proceed through the circular drive to drop-off points. Students are to exit the cars **ONLY** in the designated drop-off area, which is from inside the circular drive to across from the main doors (See Diagram handed out at Orientation). Students are to exit only from the **RIGHT SIDE** of the car and walk only on the sidewalk to the school entrances. Students may enter the building using the main school doors or the seventh grade wing doors.

After dropping students off, cars may carefully pull into the left lane to exit onto Altruria Road. It is essential that parents be particularly attentive to their driving and to the children during the arrival process. Anything such as talking on cell phones or signing students' papers during this time, poses a hazard to the safety of all of our students.

If for any reason, a parent needs to bring the child into the building or to come into the school office, he/she must park in the main parking area and walk into the building using the main door. When leaving, please pull into the second lane to exit onto Altruria Road.

### **Afternoon Dismissal:**

**(SIBLINGS AND CARPOOLS FOLLOW THE PROCEDURE FOR THE YOUNGEST CHILD)**

The safety of our children has to be the main priority in our dismissal procedures. Other factors, such as time spent in line, ease and convenience for those picking up students, and following the Bartlett traffic regulations have all been carefully considered when developing the dismissal plan. In order to make the plan work as smoothly as possible, everyone must follow the following procedures:

### **Walkers:**

All walkers will go to the second grade doors at 2:50 p.m. The teacher on duty will walk the children out to the crossing guards at Charles Bryan and Stage Road. Walkers must have a permission slip on file in

the office. Once a slip is put on file, the child will receive a walker badge which must be visible for the teachers to identify at dismissal. If the badge is lost, a replacement is available. Three times without a badge will constitute a point referral. If a student loses the replacement badge, a \$5.00 fee will be required to purchase a new badge.

If at any time, a child is to walk off the campus, a written note must be sent to the office (walking to the restaurants, movies, etc.) **PHONE CALL PERMISSION IS NOT ADEQUATE.**

### **PreK Students**

PreK students are dismissed at 2:45 p.m. in order to be out of the building prior to the general dismissal. Teachers will walk the students to the courtyard. Students will stand in the courtyard garden area to await pick-up. On rainy days students will wait in the old gym lobby. Parents are to park in the parking area on the Stage Road side of the building and walk to the courtyard to pick up the students. Cars should exit onto Charles Bryan Road using the exit nearest the Church. (See Diagram handed out at Orientation)

### **Kindergarten Students**

Kindergarten students are dismissed at 2:55. Teachers will walk the students to the courtyard to await pick-up. Parents are to park in the parking area on the Stage Road side of the building and walk to the dismissal area to pick-up the students. Cars should exit onto Charles Bryan Road using the exit nearest the Church. (See Diagram handed out at Orientation)

On rainy days, the Kindergarten students will be dismissed from underneath the covered drop-off at the bell tower. **All vehicles must have the family name identification placard, which will be attached to the passenger side sun visor. These must be purchased at Orientation. Cars without this identification will be asked to park and the parent will have to come to get the student(s).**

### **Grades 1-8**

Students in grades 1-8 are dismissed at 3:00 p.m. Teachers will walk students to the pick-up point in the afternoon. Cars are to enter the dismissal area using the Charles Bryan driveway closest to the Ave Maria Home. Cars will form a line following the diagram in the appendix. After loading students, cars will exit onto Altruria Road.

On rainy days, all students in grades 1-8 will be dismissed from the front doors of the new gym. **All vehicles must have the family name identification placard, which will be attached to the passenger side sun visor. These must be purchased at Orientation. Cars without this identification will be asked to park and the parent will have to come to the gym to get the student(s).**

\*\*In case of tornado or severe thunderstorm warnings, students will not be dismissed. Parents may seek shelter in the school until conditions subside. Once conditions subside, rainy day dismissal procedures will be followed.

### **SPIRITUAL OPPORTUNITIES:**

St. Ann School provides many opportunities for the students' spiritual enrichment, especially by stressing the importance of prayer and the sacraments as a means of coming closer to God. All students attend Religion classes daily. Grades K-8 attend Mass on a weekly basis and on special occasions.

Students in grades 2-8 are eligible to become members of the Choir and Handbell Choir. Students in grades 5-8 are encouraged to become Altar Servers.

The Sacramental Program is very detailed and thorough – thus laying the foundation for future adult Catholics who will be true witnesses of their Catholic faith. Students in grade 2 are prepared for the Sacraments of Reconciliation and First Eucharist. Students in grade 8 are prepared for the sacrament of Confirmation. In addition to these specialized programs, the Sacrament of Reconciliation is offered during school hours to students several times during the school year. Adoration, Benediction, prayer services, and Stations of the Cross take place on a regular basis.

Eucharistic Adoration takes place in the Chapel every Tuesday, Wednesday and Thursday from 12:30pm to 10:30pm, with the Chaplet of Divine Mercy at 3:00pm.

Parents and students are invited to attend.

## **ATTENDANCE AND ABSENCE POLICY:**

In accordance with state laws, all pupils are required to attend classes regularly. Regular attendance on all days as designated by the school calendar is essential if a student is to make satisfactory progress. Parents are requested not to take their children out of school for the events that could possibly be scheduled for another time. All absences must be phoned into the school office by 9:00 a.m. Anytime a student is absent, the teacher must receive a dated, written note of explanation from the parent or guardian. Absences of 5 or more consecutive days require a doctor's note upon return to school. Children absent due to communicable disease MUST have a doctor's permit before returning to school.

Students must be present for 3 ½ hours in order to be counted present for the school day. Attendance for less than 3 ½ hours will be counted as an absence.

All absences fall under either of two categories – EXCUSED or UNEXCUSED. Excused absences constitute illness, family emergencies, or relative's funerals. A student may make up all work, quizzes and tests for credit. Missed assignments are the student's responsibility. All other absences, such as vacation leaves, shall be classified as unexcused. Teachers are not required to give make-up tests or assignments for absences due to vacations.

Tardiness causes undue commotion and loss of time. It is important that students be in the classroom promptly at 8:00 a.m. If a student arrives after the 8:00 bell, he/she must report to the reception desk to receive a tardy slip before being admitted to class. Chronic tardiness (as determined by the administration) is unacceptable. The parent/guardian will receive notice of frequent tardiness in the report card for that grading period. Continued tardiness may result in disciplinary action.

Any student leaving school grounds during normal school hours must do so via the school office. Whoever is transporting the student must also report to the office to sign out the student. Please note that anyone checking out a student may be asked for identification. Written permission must be given if this person is not the parent/guardian of the student, or if the student is leaving on his/her own. Verbal consent will be taken only in an emergency situation.

## **MAKE-UP WORK**

The responsibility of work missed during an excused absence rests with the student. Short-term absences do not relieve the student of his/her responsibility for completed assignments and test preparation when he/she returns. Unless the teacher approves an extension, work/tests that are assigned prior to a student's absence must be completed on the assigned date.

Students are required to make up all work upon their return from being absent. Upon returning, students will be allowed one day per day of absence to make up work. For example, if a student misses a Friday and returns on Monday, ALL work is to be made up by Tuesday. When students return to class after having missed a test, they must be prepared to conform to the teacher's requirements regarding test make-up. Tests, homework, quizzes, and papers not made up in accordance with school policy may result in a grade of zero.

Work missed due to extended absences (longer than 7 school days) will be handled on a case-by-case basis.

## **INCLEMENT WEATHER:**

Suspension of school sessions due to inclement weather will be announced for the system of Catholic Schools on radio and television, by the Superintendent's office. The student and parents should listen for announcements. If we are at school and there is snow or ice accumulation in the morning, we will dismiss at 11:30 a.m., unless other arrangements are necessary. Our emergency calling system will notify parents of early dismissal when school is in session.

## **UNIFORMS:**

The student is expected to be in full and proper uniform at all times. It should be kept clean and neat

throughout the year. Students out of uniform will be issued a warning notice. Students who repeatedly violate the uniform policy will be required to wear uniforms on “free dress” days. A description of the proper uniform follows:

SUMMER UNIFORMS: (OPTIONAL) Worn August 12– October 29; April 4 – May 27

- |                    |  |
|--------------------|--|
| All students (K-6) | Navy blue walking shorts; navy blue skorts (girls); solid blue, black or brown belt; socks that cover the ankle; white or red knit shirts with the school logo.  |
| All students (7-8) | Khaki walking shorts; khaki unbanded skorts (girls); white knit shirts with school logo; $\frac{3}{4}$ sleeve overblouse (only with the skorts); socks that are above the ankle; solid black, khaki or brown belt. |

**SHIRTS, SKORTS, AND SHORTS MUST BE PURCHASED FROM LAROSE COMPANY**

WINTER UNIFORMS: Worn for the remainder of the school year and when dress uniform is required. Only fleece jackets and navy cardigans or pullover sweaters are allowed to be worn in the classroom. Any type of sweatshirt or other jacket (including those with the words St. Ann) is not to be worn in the classroom.

- |             |  |
|-------------|--|
| Boys (K-6)  | Navy blue twill trousers; white or light blue long or short sleeve oxford or button-down shirts; red or white long or short sleeve knit shirt; navy cardigan, pullover sweater or fleece jacket with the school logo; solid white or navy crew socks; solid blue, black or brown belts. Easy clasp belts for PK and K are acceptable.  |
| Boys (7-8)  | Khaki trousers; white or light blue long or short sleeve oxford or button-down shirts; navy cardigan, pullover sweater, or fleece jacket with the school logo; navy tie; solid white or navy crew socks; solid black or brown belt.  |
| Girls (K-5) | Plaid jumpers; white long or short sleeve round-collar blouses; navy cardigan or pullover sweater or fleece jacket with the school logo; white or navy knee or crew socks. Optional – white or navy tights or navy slacks in cold weather. Solid blue, black or brown belts must be worn with slacks. Red or white long or short-sleeve knit shirts may be worn with slacks ONLY.  |
| Girls (6)   | Plaid skirts; button-down white long or short sleeve blouses or $\frac{3}{4}$ sleeve overblouse; navy sweater vest (if wearing the button-down blouse); fleece jacket with the school logo; white or navy knee or crew socks. Optional – white or navy tights or navy slacks in cold weather. Solid blue, black or brown belts must be worn with slacks. Red or white long or short-sleeve knit shirts may be worn ONLY with the slacks. |
| Girls (7-8) | Khaki plaid skirts; button-down white long or short sleeve blouses or $\frac{3}{4}$ sleeve overblouse; navy sweater vest (if wearing the button-down blouse); fleece jacket with the school logo; white or navy knee or crew socks. Optional – khaki slacks in cold weather. Solid black or brown belts must be worn with slacks.  |

SHOES: All students (K-8) may wear tennis shoes with the summer uniform. Only low-top tennis shoes or dress shoes may be worn. Shoelaces, solid-colored (no ribbons), must be worn with shoes that require them. High-top or mid-top tennis shoes, sandals, or boots may not be worn with the uniforms. Students in grades 7 & 8 must wear leather dress shoes that are closed toe and low heel, with the winter uniform. Writing is not allowed on the shoes. Students in grades K-6 must wear tennis shoes on PE days. Students in grades 7 and 8 must bring tennis shoes to wear during PE when winter uniforms are being worn.

PE UNIFORMS: Students in grades 5-8 are required to have PE uniforms which must be purchased from LAROSE. Please use permanent marker to put the student's name on the uniform.

**All uniforms may be purchased at LAROSE of Memphis, 386-4231. Jumpers, skirts, skorts, knit shirts, sweaters, and fleece jackets must be purchased there.**

To insure uniformity, some general regulations must be observed:

1. No designs or emblems, except for the school emblem are allowed on shirts, slacks/trousers, blouses, fleece jackets, or sweaters. Tee shirts with designs are not to be worn under the regular school uniform.
2. Only shoes outlined in the guidelines may be worn. Students must wear **crew socks**. Socks may not be worn pushed down below the ankle. No athletic socks such as tennis socks or below the ankle crew socks may be worn. Emblems or decorations are not allowed on the socks.
3. Only uniform sweaters or the uniform fleece jacket may be worn in the classroom. Warm-up pants and jackets, sweatshirts, letter jackets, etc. are not acceptable in the classroom.
4. **Shirts and blouses are to be worn tucked in at all times.** This includes the knit shirts worn with the walking shorts. Only the overblouse worn in grades 6-8 may be worn untucked.
5. Girls may wear **one** pair of small earrings (no dangles). Multiple piercing is not allowed. Only **one** bracelet or watch and **one** necklace may be worn at any one time by any student. Boys are not permitted to wear earrings. **Make-up may not be worn at any time in grades K-6.**  
**Girls in grades 7 and 8 may wear neutral lip gloss, foundation/powder, and natural colored (black/brown) mascara. No eye shadow or eye liner may be worn.**
6. Boys and girls are not permitted to have trendy hairstyles, such as skater cuts below the eyes, hair sculpting, carving, shaving, or hair tails. Boys' hair is to be neatly combed and trimmed above the eyebrows in front, above the earlobes on the sides and above the top of the collar in the back. Girls' bangs are to be worn above the eyebrows or pulled to the side/back. **NO EXTREME HAIRCOLORS ARE ALLOWED FOR ANY STUDENT.** The administration reserves the right to make final decisions concerning a student's hair.
7. Jumpers and skirts must be no more than 2 inches above the knee. No rolling of the skirts or cutting of hems is permitted.
8. Ties are to remain properly tied at all times.
9. Pants are to be worn at the waist and must fit properly.
10. All uniforms must be well maintained. This includes repairing tears, replacing buttons, and making sure the uniform is washed regularly. Please replace uniforms when growth spurts occur. All uniform pieces need to be clearly labeled with the child's name.

### **OUT OF UNIFORM DAYS:**

On days that students can be out of uniform, dress must be modest, clean and neat. Girls' skirts or dresses should be no more than 2 inches above the knee. Girls' tops may not be spandex, crop tops, halter style, thin strapped, or tight fitting and no undergarments may show. Tops must be long enough to cover the midriff with the arms raised. Girls may not wear hip huggers, spandex pants, or leather pants.

Tee shirts with inappropriate messages, pictures, or wording will not be allowed. Jeans with holes and tears are not acceptable. Slacks or pants (such as khakis), capris, and nice jeans or warm-ups/wind suits are acceptable attire for these days. **Shorts are acceptable only if they are the uniform shorts.** Pants are to be worn at the waist and must fit properly. For safety reasons, flip-flops may not be worn.

If the student comes to school dressed inappropriately, parents will be called to bring appropriate clothes to school. If the parent cannot be reached, the school reserves the option of lending the child the appropriate clothing. Students represent St. Ann School and should demonstrate their manners and Christian-like behavior at all times. We teach our students that actions speak louder than words and we want to spread the Good News proclaimed by Jesus everyday. The administration reserves the right to make decisions regarding the appropriateness of the students' clothing.

### **LIFE:**

The LIFE program at St. Ann School is a limited resource program offered for grades 1-8 in the areas of Math and Reading, in conjunction with the regular classroom program.

The purpose of the LIFE program in the lower grades is to meet the individual educational needs of each student. The primary goal is for each student to reach a level of mastery and to re-enter the classroom.

The purpose of the LIFE program in the upper grades is to meet the individual needs of each student while at the same time helping the student to achieve the requirement for grade level. The primary goal in the upper grades is to successfully prepare each student to enter the next grade with a measurable degree of competency. In both programs the curriculum uses the regular classroom texts and strives to meet a standard level of achievement in a small classroom setting.

Students are selected on the basis of the ITBS score, diagnosed learning disabilities, and/or unsatisfactory progress in the classroom. Upon acceptance into the program, a permission form is to be signed by the student's parent/guardian and the appropriate LIFE teacher(s).

### **SPARKS:**

SPARKS is to provide learning opportunities for the gifted student in grades 2-6. These opportunities will exist as a supplement to the general classroom program within the regular school day. The objectives of the program are as follows:

- \* Develop the student's intellectual and creative abilities through challenging instructional activities.
- \* Provide learning activities to promote the development of critical thinking, higher thinking levels, independent research methods and investigations, and advanced communication skills.
- \* Assist students to become more independent and effective learners.
- \* Nurture personal growth and skills of interaction, including leadership.
- \* Promote a lifelong love of learning.

Entrance into the program is to meet two of these five criteria, and IQ must be 120 or above.

- \* IQ 127 or above on the COGAT Test
- \* Composite 90% or above on the ITBS Test
- \* Total Reading 90% or above on the ITBS Test

Gifted students will be exonerated from the core curriculum and basic classroom assignments. Once accepted into the SPARKS program, reinstatement each additional year will not be required. Students will be expected to be committed to attend all SPARKS classes during the year and return to the regular class only at the end of the year, if deemed necessary.

### **STUDY HABITS:**

The greatest difference between the successful and unsuccessful student is his/her study habits and use of study time. It is a good habit to set aside a certain time each day for study. Study time at home is essential. Homework helps to reinforce what has been learned in school. Students should complete homework neatly and according to directions, turning it in on time. It is recommended that a student spend some time on study homework each day. Under ordinary circumstances, the time spent on written and study homework for the average student is as follows: Grades K-3 = one-half to one hour, Grades 4-6 = one to two hours; Grades 7-8 = two to two and one-half hours.

### **REPORT CARDS AND PROGRESS REPORTS:**

Report cards are given to students in grades 1-8 four times a year. Computer generated report cards are emailed to parents at the end of each period.

Report cards will be given to Kindergarten students four times a year. Report card envelopes should be signed by the parent/guardian and returned to the teacher the next day.

Report cards will be held for unpaid tuition, fees, library and book fines, extended care fees and lunch

charges.

Progress reports are sent home in the middle of the grading period for all students in grades 1-8. These reports will be sent home by email at the midway point of the nine-week period.

### **MARKING CODE:**

On the Kindergarten report card, the following marking code indicates the progress of the student according to his/her own ability.

VG = Very Good Progress for this student

G = Good Progress for this student

S = Satisfactory Progress for this student

N = Needs Improvement or More Time

No grade is given if an objective has not yet been evaluated

The marking code for primary (grades 1-2) report cards is as follows:

E = Excellent Progress

G = Good Progress

S = Satisfactory Progress

N = Needs Improvement

U = Unsatisfactory Progress

A (+) indicating special commendation or a (√) indicating an area requiring improvement may be used in the skill blocks. Students in primary grades (1-2) are marked according to individual ability.

The marking code for students in grades 3-8 grades the student according to an objective standard representing numerical equivalents. Students are graded as follows:

A = 93-100; B = 86-92; C = 76-85; D = 70-75; U = below 70

Non-academic courses are evaluated with a grade of Outstanding, Good, Satisfactory, Needs Improvement, or Unsatisfactory. Third grade students may receive a (+) indicating special commendation or a (√) indicating an area requiring improvement may be used in the skill blocks.

### **PROMOTION & RETENTION**

If students have completed their grade level work satisfactorily, they are promoted to the next grade. If the academic requirements are not met, students may be required to complete summer work or they may be retained in the present grade. In grades 3-8, failure in two core subjects (Reading, English, Math, Science, Social Studies, or Religion) will result in grade level retention.

A student whose academic performance indicates serious deficiencies may be required to have further evaluation in order to remain enrolled.

### **RELIGION AWARDS:**

Angel of God awards are given each month to students who exhibit Christ like characteristics, such as kindness, thoughtfulness and a caring attitude towards their teachers and fellow students. The award is given on a rotating basis amongst the classes.

Student of the Month is given to a student who is active in the school and demonstrates a behavior that serves as a role model for fellow students. This award is given to a different grade level each month.

### **SUNSHINE AWARD:**

Students in Kindergarten may receive the Sunshine Award, which is given to students who display friendliness, ability to share, respect and a caring attitude toward one another. Students receive a Sunshine certificate.

### **HONOR ROLL:**

Students in grades 1 & 2 may achieve Citizenship Honor Roll by displaying work and study habits, play habits, and conduct which is a model for others in the room. Students receive a Citizenship Certificate.

Students in grades 3-8 may achieve one of two honor rolls. The Principal's List requires a minimum of 4 A's, with no grade lower than a B, and no N's or U's in any area. The Faculty List requires a B average, with no grade lower than a C, and no N's or U's in any area. All Honor Roll students are awarded certificates.

### **PARENT-TEACHER CONFERENCES:**

The first and primary educators of children are their parents. St. Ann School will initiate meetings and programs to help establish a partnership with parents. School-wide parent conferences are held in every grade in mid-September.

Parents are welcomed and encouraged to contact their child's teachers to discuss student progress and/or academic or behavioral difficulties. Parents are required to schedule conferences and meetings with teachers rather than arrive unannounced. These appointments may be made by sending a note or e-mail to the teacher or by calling the school office. The teacher will then contact the parent within 24 hours to set an agreeable time. Parents are encouraged to resolve any problems or concerns directly through parent-teacher meetings. Any concerns not resolved through these meetings should then be directed to the administration.

### **EDLINE:**

Edline is a safe and easy way for parents to keep-up-to-date online. Once your account is activated, parents/guardians will be able to go to the school home page to view the calendar and read posted information.

Kindergarten parents can access homeroom web pages to view announcements and activities. Grades 1-8 can use Edline to check student's grades, see what assignments are not turned in, and access homework assignments and announcements. Students' grades are normally posted each Tuesday.

### **BEHAVIOR STANDARDS:**

Students are expected to exemplify the highest standards of conduct, as their behavior must be based upon Christian principles. It is recognized that the ultimate purpose of any rule or disciplinary procedure is training toward the student's own self-discipline.

Various techniques will be utilized to correct undesirable behavior habits in the natural teaching process. These may include such procedures as a change in seating arrangement, exploring with student alternative behavior, giving the student special opportunities to succeed in an acceptable manner, time out, or withdrawing privileges.

When the circumstances warrant, disciplinary referrals will serve as notice to the student and parent that such unacceptable behavior on the part of the student is continuing. A copy is sent home to the parent for his/her signature and a copy is sent to the Vice-Principal's office.

Fighting is never acceptable in a Christian school. Students involved in a fight will automatically be required to serve detention, regardless of who started the fight. Students may be suspended at the discretion of the Principal. Repeated fighting will call for more serious measures to be taken, including suspensions or expulsion.

The following general rules and regulations apply to all students. While not inclusive, they provide good guidelines for proper behavior.

1. All students in the school are subject to its regulations and also to those laid down by each individual teacher for his/her classroom.
2. Each student is required to take the regular course of study offered for his/her level.

3. A working quietness is to prevail in the building at all times.
4. No cursing or foul language will be tolerated. Nuisance items, such as those, which detract from the learning environment, (game boys, pagers, I pods, fad items, etc.) are not to be brought to school and will be taken by the teacher. No liquid paper is allowed. Items will be returned to a parent at the end of the day.
5. Students are not permitted to play outside before school opens in the morning.
6. Contact sports and gymnastics are not permitted at any time.
7. Students are responsible for keeping lunchroom tables and floors clean. Loud talking or throwing of objects will not be permitted and will result in disciplinary referrals from one of the cafeteria monitors.
8. Gum chewing is not allowed at school.
9. Pupils who, through negligence or horseplay, cause damage to school property or property not their own, will be responsible for the cost of the damage.
10. All students are expected to play outdoors on days when the weather permits. A written note from the parent must be presented to the teacher should health reasons prevent a child from doing so. All exceptions are left to the discretion of the teacher.

### **ANTI-BULLYING POLICY:**

St. Ann School is committed to making our school a safe and caring place for all students. Our school recognizes and respects the dignity of every human being. Students are expected to treat each other with respect and bullying in any form will not be tolerated. Our school defines bullying as intentionally hurting, frightening, threatening, or excluding someone on purpose. Examples of bullying include, but are not limited to, the following:

- 1) Hurting someone physically by hitting, pushing, kicking, tripping, etc.
- 2) Teasing, taunting, name-calling, or making fun of someone in a hurtful way, either verbally or in written form.
- 3) Spreading rumors about someone, either verbally or in written form.
- 4) Encouraging others to exclude someone or gang up on someone in play or other activities.

Students are to report any bullying to a teacher, who will immediately investigate all incidents. Students who witness bullying behavior also have a responsibility to report such actions. Students who are involved in bullying behaviors will meet with administration. All reported incidents will be thoroughly investigated.

Consequences of bullying will be assigned to 1<sup>st</sup> through 3<sup>rd</sup> grade students as follows:

**First Offense** during the nine-weeks – phone call to parent and conduct referral

**Second Offense** during the nine-weeks – phone call to parent, conduct referral, and detention

**Third Offense** during the nine-weeks – parent conference and out-of-school suspension

Any further offenses during the nine-weeks will result in a conference with the parents, administration and the Pastor. A determination will be made at this conference as to the continued attendance of the student at St. Ann School. Students begin each nine-week period with a clean slate.

Consequences of bullying will be incorporated into the conduct points referral system for 4<sup>th</sup> through 8<sup>th</sup> grade students as follows:

**First Offense** during the nine-weeks – phone call to parent and conduct referral written for -5 points

**Second Offense** during the nine-weeks – phone call to parent, conduct referral written for -5 points which will result in a detention

**Third Offense** during the nine-weeks – parent conference and conduct referral written for -5 points which will result in an out-of-school suspension

Any further offenses during the nine-weeks will result in a conference with the parents, administration and the pastor. A determination will be made at this time as to the continued attendance of the student at St. Ann School. As stated in the conduct referral system, students begin each nine-week period with a clean slate.

## **DISCIPLINE:**

Discipline that is worthwhile is that which is prompted by motives from within. Discipline is not regimentation, nor does it imply a detailed surveillance of every action of the child. Parents are the first and foremost teachers of the children at St. Ann. In their absence, teachers and administrators of the St. Ann community are responsible for implementing matters of correction in regards to discipline. Students are expected to conduct themselves in a Christian and courteous manner at all times and shows respect for the person and property of themselves and others. An emphasis is made in positive rewards for appropriate behavior. These range in types to include verbal praise, stickers, free time, certificates, homework passes, notes to parent, and ice cream coupons.

When a child deviates from appropriate behavior, certain consequences will be enforced based on the severity and repetition of an action so he or she will learn to accept the responsibility of the actions. This concept of accepting responsibility for one's own behavior is the basis upon which decisions will be made in response to the misbehavior. Marked improvement in a student's behavior over a period of time will be considered as a part of the behavioral history.

Along with the school policies, teachers will have their own set of behavioral procedures for the classroom and will have their own set of consequential procedures. Each teacher will handle situations that happen in the classroom. When the teacher has exhausted all the classroom controls and the misbehavior is continuing, the student may be sent to the Vice-Principal for further action. The Vice-Principal will then contact the student's parents. In matters of serious infractions, the principal will be involved in the disciplinary action. When a parent has been informed of poor conduct, parents are asked to cooperate with the recommendations. Parent cooperation is essential to help teach our students the Christian values, which our community upholds.

### **ST. ANN'S CODE OF CONDUCT:**

1. Treat yourself and others as Jesus would.
2. Respect all property.
3. Assume responsibility with pride.
4. Practice mutual respect among staff, students, and parents.

THIS CODE OF CONDUCT WILL BE FOLLOWED DURING SCHOOL HOURS AND AT SCHOOL FUNCTIONS.

## **POINT REFERRAL SYSTEM:**

The following point system, which is similar to ones used in schools throughout the country, has been developed to create a more unified and consistent school discipline. This policy covers grades 4 – 8.

1. The student begins each nine-weeks with 12 points. Points are lost for misconduct as listed on the points referral below.

### LEVEL I (-1)

- Unexcused tardy to class
- Eating in class
- Failing to abide by school or class regulations

### LEVEL II (-2)

- Excessive talking
- Peer disrespect (tampering or going into other people's lockers/property)
- Displaying inappropriate behavior
- Horseplay, pushing and shoving
- Texting or using cell phones during school hours

LEVEL III (-3)

- Using obscene words or gestures
- Writing or drawing obscene words or pictures/possessing obscene materials
- Disrespect to authority
- Lack of reverence and respect in church

LEVEL IV (-5 and possible suspension or expulsion)

- Fighting
- Leaving the class or building without permission
- Persistent defiance to authority (Repeated previous offenses)
- Cutting class/truancy
- Damaging and/or defacing property (school's or other's)
- Forgery or providing false information to St. Ann School
- Harassing, intimidating, or threatening others physically, either verbally or in written form
- Jeopardizing the health or safety of others
- Stealing (petty theft)
- Cheating/Verbal Dishonesty

LEVEL V (-15 and possible expulsion)

- Using, selling, or possessing any tobacco products paraphernalia
- Using, selling, or possessing paraphernalia or drugs (including alcohol)
- Using, selling, or possessing a hazardous object
- Vandalizing property
- Possessing any fire starting material
- Stealing
- Leaving the school grounds without permission
- Other criminal acts as defined by the laws of the city of Bartlett, state of Tennessee, or the United States of America

2. When a point is lost, the teacher observing the conduct will fill out a referral. A copy of the referral will be sent home to the parent to sign and return to the teacher. A copy also goes to the student's homeroom teacher.
3. The homeroom teacher, or in grades 7 & 8, the appointed teacher, will keep a tally of student point totals. When a total of six (6) points is accumulated, the Vice-Principal calls the parents. At nine (9) points, the student will receive a pink slip and detention, another call is made, and a conference is scheduled between parents and the team of teachers.
4. Once 12 points have been lost in any nine-weeks, the student immediately receives a one day in-school suspension. Suspension begins the day following the 12<sup>th</sup> point, regardless of scheduled tests, quizzes, etc. Student receives a zero in all classes missed during the suspension.
5. Once 18 points have been lost in any nine-weeks, the student immediately receives a out-of-school suspension to be served at home. A conference will be scheduled immediately with the student's parents, teachers, and administration. The suspension begins the day following the convening of this conference, if the conference is held during or after school. If the conference is held before school, the suspension will begin that same day.
6. Any further point loss will result in an immediate conference between the student's parents, teachers, administration, and the Pastor to ascertain whether St. Ann School can appropriately meet the needs of the student. A recommendation may be made that the parents withdraw their child from the school.

The moment the 19<sup>th</sup> point has been lost, the student will be sent home for the remainder of the school day and will not be permitted to return to St. Ann School pending the outcome of the conference noted above.

Any field trip or grade 8-trip participation will be left to the discretion of the administration. Serious consequences will be enforced for students who continue to deviate from appropriate behavior and do not conduct themselves in a Christian and courteous manner.

#### **UNIFORM, GUM AND MAKE-UP VIOLATIONS:**

Uniform notices are given to students who violate these rules. On a third notice, during nine weeks, the student will be required to serve a detention.

#### **PUBLIC DISPLAY OF AFFECTION:**

Students should always conduct themselves as ladies and gentlemen. Public affection is highly discouraged and the school retains the right to discipline students who behave improperly during school hours and at school-sponsored activities.

#### **SEXUAL HARASSMENT:**

Sexual harassment shall not be tolerated. Any student, who engages in sexual harassment, shall be subject to disciplinary action, up to and including suspension or expulsion. Sexual harassment is defined as: threatening to impose adverse behavior on a person unless favors are given; or conduct containing sexual matter or suggestions, which would be offensive to a reasonable person.

All incidents of sexual harassment shall be reported to the Principal. All allegations of sexual harassment shall be taken seriously and investigated promptly. The Principal shall insure that confidentiality is maintained. Even if the intent is "innocent", if the person that is being harassed believes that he or she is being sexually harassed, then this may constitute sexual harassment.

#### **DRUGS, ALCOHOL, AND WEAPONS:**

Possession or consumption by students of alcoholic beverages, cigarettes, or illegal drugs or drug paraphernalia on school grounds or at school functions is strictly forbidden and will not be tolerated. Tennessee law requires that the school notify the proper law enforcement authorities at once. Students in violation of this policy will be immediately suspended and be required to attend a hearing with the Pastor, Principal, and parents. A determination on expulsion will be made at that time. Students who are allowed to return to school must be enrolled in an intervention program. The Pastor and the Superintendent of Schools will be notified of all proceedings.

Weapons, particularly firearms, have become a serious problem in our nation's schools. St. Ann School has adopted a zero tolerance policy with regard to weapons and/or threat of weapons. The possession of any type of weapon, **including ammunition**, by a student on school property will result in the immediate suspension or expulsion of that student. Likewise the threat, whether verbal or written, of bringing or using a weapon in the school environment or against a member of the school community will result in the immediate suspension or expulsion of the student. In all instances, the proper law enforcement authorities will be notified. The Pastor and the Superintendent of Schools will be notified of all proceedings. These are serious matters that cannot be taken lightly in any circumstances. The safety of all in our school community must be protected.

### **DETENTION AND SUSPENSION:**

Detention will be held for students who repeatedly exhibit behavior that is unacceptable or for serious problems. The Vice-Principal will notify parents a day prior to the detention. Detentions are not served as a matter of convenience and failure to serve detention will result in an in-school suspension. Detention is held weekly at each grade level. Students are required to report to the assigned grade level teacher at 3:00 and remain until 4:00. Students serving detention will be assigned campus clean-up or written work to complete.

In-school suspension means the student receives a "0" for any work covered on the day(s) suspended. Students will report to the Principal's office and will be assigned work for the day. Parents are required to sign and return the suspension letter.

Out-of-school suspension occurs when a student's presence is considered a deterrent to the normal learning process or when behavior continues to be disruptive. Students receive a "0" for any work covered on the day(s) suspended. Parents will be required to meet with the Principal before the student returns to class.

If a student has served an out-of-school suspension and continues to exhibit unacceptable behavior, it is the policy of the school that the student be asked to continue academic pursuits elsewhere.

### **THE ADMINISTRATION RESERVES THE RIGHT TO MAKE DECISIONS AND/OR CHANGES REGARDING DISCIPLINARY ACTIONS.**

### **SCHOOL CLINIC:**

The school is staffed by a volunteer clinician under the supervision of the office staff. Students are sent to the clinic if they are ill or if they must take medication. Any head injuries need to be seen in the school clinic. Students who are injured while at school are also seen in the clinic. The clinician notifies parents by phone for any serious injury or illness.

Students with a fever of 100° or higher will be sent home. Students should be free of fever for 24 hours before returning to school.

### **MEDICATION IN SCHOOL:**

Prescription drugs and over-the-counter medicine should, whenever possible, be dispensed by a parent or guardian. If a child is given a prescription to "take 3 times daily", it should be given before he/she comes to school, after going home from school, and before bedtime. Only when dispensing is required more often, or when the medication must be taken with lunch, will the school dispense medication. If under these exceptional circumstances a child is required to receive medication during school hours and the parents cannot be at school to administer it, the medication will only be given through the school office by clinic or office personnel in compliance with the following regulations:

The prescription drug and medicine authorization form (included in the appendix) must be completed. The signed instruction form will be kept on file at school.

**ALL MEDICATION WILL COME TO SCHOOL IN ITS ORIGINAL CONTAINER WHETHER IT IS PRESCRIPTION OR NON-PRESCRIPTION MEDICATION.** Please send only the medication needed during school hours as only empty containers can be returned to students. Unused medication will be discarded appropriately.

The school will keep a record of the administration of medication on file.

Parents must assume responsibility for informing the school of any change in the child's health or change in medication.

Should medications of an invasive nature (ex: intramuscular, intravenous, etc.) be required to be given by school personnel for emergency action, proper physician orders and instructions will be obtained and proper training will be given to appropriate personnel.

Students must come to the office at the appropriate time in order to receive the medicine. **SCHOOL PERSONNEL WILL NOT CALL STUDENTS TO THE OFFICE.** No over-the-counter medicine, such as Tylenol, cough syrup, cough drops, etc. will be dispensed unless the following procedure is followed:

A physician's authorization written on a prescription pad should be obtained. The school will accept no verbal authorizations from either the parent/guardian or physician. This authorization should include the name of the medicine, amount of dosage; times to be given, and how long this particular medicine is to be given to the student. The parent should bring the over-the-counter medication to the office in the original, labeled container. The student's name should also be attached to the container. If these procedures are not followed, over-the-counter medication can only be administered by the parent/guardian.

The only exception to this policy is for asthma inhalers. Students who use inhalers must have a medication form on file, but will be allowed to keep their inhalers with them during the school day. The school retains the discretion to reject requests for administration of medicine.

### **PHYSICAL EDUCATION CLASSES:**

P.E. classes are held weekly to promote proper physical development and good health. Each student is responsible for having proper attire for class. All students must wear tennis shoes. Students in grades K-4 wear shorts and the uniform shirt. Students in grades 5-8 must purchase the PE uniform from LAROSE. All PE clothes should be clearly labeled with permanent marker with the student's name. The student is responsible for taking care of and keeping up with his/her own gym clothes.

### **ATHLETICS:**

St. Ann is a member of the Parochial Athletic Association (PAA) and participates in the Association's programs for students in grades K-8. **ALL STUDENT PARTICIPANTS ARE REQUIRED TO FILE A YEARLY SPORTS MEDICAL FORM BEFORE TRYING OUT/PRACTICING WITH ANY SPONSORED TEAM FOR ANY EVENT.** This form was sent home in the summer mailing and a copy is included in the appendix.

Any students wishing to participate on any of the sponsored teams may do so with the following exceptions:

No student who has been retained in grades 5-8 is eligible to participate during the year of retention.

No student with an athletic record during a school year who transfers from one member institution to another without a corresponding change of address of parent/guardian shall be eligible for participation in sports for the remainder of the school year.

No student in grades 5-8 who fails to meet the eligibility requirements for academics will be allowed to participate during the time of academic deficiency.

St. Ann School will follow these as well as all other rules established by the Parochial Athletic Association. The following is a projected breakdown of athletic activities which will be offered:

**Soccer:** Boys and girls in grades K-8; Registration takes place in April with late registration through the summer (if space is available); practice begins the first weeks of August; season runs September through October. For more information contact Sean West at 266-0999.

**Football:** Boys in grades 5-8; Registration takes place in April with late registration through the summer (if space is available); practice begins the first week of August; season runs September through the first part of November; Registration fee covers all equipment except cleats. For more information contact Jennifer Buckner at 233-6499.

**Volleyball:** Girls in grades 5-8; Registration takes place in May, with late registration in August (if space is available); practice begins the first week of August; season runs September through October. For more information contact Mike Damore at 486-5136.

Cross-Country: Boys and girls in grades 5-8; Registration takes place in May, with late registration in August (if space is available); practice begins the first week of August; season runs September through October. For more information contact Mark McCurdy at 388-3628.

Golf: Boys and girls in grades 7-8; Registration takes place in late August; athletes practice on their own; season runs September through October. For more information contact Sharron Finney at 626-8659.

Cheerleading: Girls in grade 8; Sign-ups take place in April; camp takes place in June and practices are weekly throughout the year; cheering takes place September through March. For more information contact LaDonna Metaxas at 386-3328.

Basketball: Boys and girls in grades 5-8; Registration takes place in late September; player evaluations to determine placement on teams takes place in late October; practices begin in November; season runs December through February. For more information contact Mike Brigance at 596-2727.

Boys and girls in grades 1-4 participate in Charlie Brown/Lucy league; Registration takes place in early December; player evaluations to determine teams takes place in late February; season runs March through April. For more information contact Josh Thompson at 840-3652.

Baseball/Softball: Boys and girls in grades 5-8; Registration takes place in late January; practices begin in February; season runs mid-March through May. For more information contact Blane Elledge at 829-3440.

Boys and girls in grades K-4 participate in Tee-Ball, Machine-Pitch, and softball; Registration takes place in late March; practice begins in May; season runs from mid-May through June. For more information contact Eric Grantham at 386-8453.

### **ATHLETIC EVENTS CODE OF CONDUCT:**

In the heat of competition, enthusiasm and emotions may run high. However, improper conduct or poor sportsmanship is never acceptable. Incidents of improper conduct or poor sportsmanship may trigger an official warning from the school, with repeated offenses resulting in revoking a fan's right to attend athletic events. Some of the more obvious violations that could lead to these consequences are as follows:

- Foul or abusive language
- Threatening or abusive behavior towards coaches, officials, or administrators
- Repeated taunting of opposing players, coaches, fans, or officials
- Ignoring warnings by game officials
- Entering the field of play during a game without permission
- Ejection from an event by an official or school administrator

### **EXTRA-CURRICULAR ACTIVITIES ELIGIBILITY:**

All Students in grades 5-8 participating in athletics, cheerleading, choir, plays, safety patrol, Environmental Club, Beta Club, Student Council, and other areas, as defined throughout the year, are subject to the following requirements:

- Students must maintain a 2.0 average out of a possible 4.0 in the academic subject areas of Religion, Reading, English, Spelling, Math, Science, and Social Studies. Grades will be checked at the end of each nine-week report card period.
- Students failing to meet the above standards will be ineligible to participate in all extra-

curricular activities until progress reports are given at the interim mark. Students may continue to participate in practices so as not to penalize the entire team. Students who receive a 2.0 average on the progress report will regain full eligibility. Students who do not receive a 2.0 average will remain ineligible until report cards are issued.

### **COUNSELING:**

A full-time counselor with a Masters Degree in counseling is part of the faculty at St. Ann School. The counselor provides individual and group counseling for emotional, behavioral, social, and academic issues. The counselor may provide up to six counseling sessions per student; issues requiring additional assistance will receive referrals to a professional and/or agency in the community. The counselor also provides in-class guidance programs, student discussion groups, conferences and consultation for parents, and parent discussion groups. Referrals for psycho-educational and psychological counseling are also made by the counselor. If a student is being evaluated, the counselor will mail completed teacher observation forms directly to the professional evaluating the student. **By signing the handbook form, you give permission for the counselor to meet with your child.** Parents may be called before and/or after the counseling sessions take place. Situations surrounding school or friendship issues do not normally warrant a call to parents. Parents are immediately contacted if the child discloses intent to harm himself/herself or someone else. **The school reserves the right to require students who could possibly present a danger to themselves or others or who act in such a way as to disrupt the learning process, to receive a professional evaluation before being readmitted to school.**

All students at St. Ann are eligible to see the counselor and there are three ways to do so:

- A child may self-refer by completing an appointment slip located in the black box on the counselor's door.
- A child may be referred by his/her teacher. When the counselor receives a referral form from the teacher, an initial evaluation of the student is made to determine appropriate services.
- A child may be referred by his/her parent or guardian. A parent/guardian may call the counselor at any time or drop by the counselor's office, located in the main office of St. Ann School. You may also complete an appointment slip located in the black box on the counselor's door.

The time your child spends with the counselor is a special time where a trusting relationship develops to allow a healthy outlet for your child. In order to respect your child's privacy, the counselor will share strengths, concerns, and general feedback with parents. The counselor will discuss information with your child's teacher when issues discussed in counseling or consultation directly affect the child's performance in the classroom. Your support and involvement in this process are very important.

All employees of St. Ann School are required to report any disclosures of abuse by any student.

### **LIBRARY:**

The philosophy of the St. Ann Library Media Center, LMC, is 3-fold:  
to make the LMC a quiet classroom for teaching library skills, reading and research,  
to assist students and parents in locating materials for research based projects as well as for the simple joy of reading, and  
to assist teachers in whatever way possible to make the education of the students easier and more enjoyable.

Books and other library materials may be checked out any time the school library is open and is not limited to library class time. However, students must come in quietly, locate materials, check out and return to the classroom. When accompanied by a parent, kindergarten students may check out books until kindergarten orientation to the library is complete. After that time kindergarten students will check out books weekly.

All library materials should be given proper care and returned on time. If not returned by the due date, a late fine of five cents per day is charged for K-1 and ten cents per day for 2-8. Fines for overnight, reference books and reserved books are 25 cents per day.

Accelerated Reader and class projects may make it necessary for students with late materials to continue to check out needed materials. Therefore a student with late materials and fines may check out materials for AR and class projects for 2 days only, or until the library record is clear.

Selected periodicals and reference books may be checked out overnight. In order for everyone to have access to periodicals on a timely basis they must be returned on time. **MAGAZINES AND REFERENCE BOOKS ARE NOT TO BE RETURNED IN THE BOOK DROP** as we learned that they are easily damaged this way. There is a box just inside the library door for these items.

Some books are targeted for specific **maturity levels**. These books are labeled on the spine of the book for **“young adults” with a red YA on a yellow background**. Young adults are 7th and 8th grade students. For students in K-6 to check out these books, a form must be signed and placed on file for each book in the library. A separate copy will be needed for each child in your family.

It is the **responsibility of the student** to return materials on time and to the proper place so that all materials will be checked in correctly. To make this easier we have installed a book-drop located just outside the library entrance. Anyone may return books at any time, including before or after hours, in the drop. All materials in the drop are checked in before the librarian leaves each day and as soon as the librarian arrives in the morning. A “grace period” has been put into place so that no fines are assessed for books returned one day after the due date.

It is the intent that library late notices will be sent home via e-mail. Parents need to send an e-mail response or send back the printed notice signed and returned with late materials and correct fines. Verbal notices or reminders are given each time the student checks out.

Late notices can sometimes be confusing. The price of the book is automatically inserted on the notice if it is in the computer. You do not send the price of the book unless the book is actually lost. An approximate fine amount is also indicated on the fine notice. This means that if you return the item the next day after a notice is **printed**, that will be the amount due. If it is more than one day after the date printed, the amount will increase. Please call the library if there are questions. Report cards are held at the end of the year for late books and fines and may be held at the end of any nine-week period if necessary.

Students may use the Ellison Letter machine available in the library for special school projects. The student must have been trained by the librarian and must agree to follow those directions as well as leaving the area clean and orderly. Contact the librarian in advance for use of this machine. The student must provide his/her own paper.

Students may have photocopying done in the library @ 10 cents per sheet of paper. Computers are available in the library for student use at any time the library is open for research or typing class assignments. Students should schedule time on computers in advance with the librarian, as only three are available for research.

With a library as large as ours and to enable us to provide as many services as possible, many volunteers are needed. For this reason, we will take a picture of your child to scan into the library records. This will help library assistants to identify all students before checking out books. If you are visiting with a volunteer, teacher, or student who may be in the library, we ask that you step out into the hall for conversation so that anyone using the library will not be disturbed.

In addition to the regular school telephone line, you may reach the library at (901) 266-5218. Voice mail is available if we are in class or out of the library.

### **DISASTER DRILLS:**

Drills are held periodically to remind students of the correct and safe ways to protect themselves in the event of an emergency. A fire drill exit diagram is posted next to the door in each classroom. When the signal is given, students walk quickly and quietly to the nearest exit and take their place in the assigned outside area.

In the event of a tornado warning, students are taken to the inside corridors. Students assume the disaster position along the inside walls and remain quiet so that further instructions may be given.

During an earthquake drill, students take cover in the disaster position under desks and tables, away from windows. As soon as possible, students will evacuate the building in an orderly manner and take

assigned places at the outside assembly area.

In the event of an intruder on campus, teachers will lock all classroom doors and position students away from doors and windows. When notified by the Bartlett Police of criminal activity in the area, the school may be placed on lock down. During lock down, no one may enter or leave the building, until the all clear has been given by the Bartlett Police Department.

In the event of an actual disaster, St. Ann School will put its emergency preparedness plan into effect.

### **FIELD TRIPS:**

Field trips are a learning experience planned by the teacher. They are a privilege and a student may be prevented from going on a field trip unless the teacher has a permission slip signed by the parent/guardian. Permission cannot be taken over the phone and must be given using the proper form.

Parents are asked to provide assistance, **WITHOUT YOUNGER SIBLINGS**, by driving and helping to supervise students. Parents who accompany students on field trips must have a current background check form on file and have attended Virtus training.

When necessary, the student is expected to pay the admission fee. On field trips, proper behavior is expected of each student as he/she represents St. Ann School. Students may be returned to school for improper behavior.

Field trips are dependent on obtaining necessary transportation. All drivers must be 21, show proof of insurance and a good driving record. Each child in the vehicle must be provided with a seat belt. Any child between 4-8 years of age who is less than 4 feet 9 inches tall shall be properly secured in a passenger motor vehicle using a belt-positioning booster seat. **Students falling into this category will not be allowed to leave for a field trip without their booster seat.** Drivers must follow directions given prior to the trip and must not stop anywhere other than the destination of the trip or school.

### **SCHOOL PARTIES:**

In grades K-3, at Halloween and on Valentine's Day, a simple party beginning at 2:00 p.m. may be planned at the option of the teacher. In grades 4-8, there is no party at Halloween or Valentine's Day, but a simple treat may be given at the option of the teacher. There are NO Easter parties during Lent. At Christmas, the homeroom teacher and the room mothers will plan a party jointly for the last day before dismissal for the holidays.

Birthday parties are not allowed at school, but birthdays may be celebrated for a student or teacher with a treat served at recess or lunch. Invitations to private parties may not be distributed at school unless the entire class is invited to the event.

### **EXTENDED CARE:**

Extended Care is offered as a service to the working parents of children attending St. Ann School who need to have their children adequately cared for until such time as they can pick them up. This service is administered through St. Ann School. Sessions are from 6:30 – 7:30a.m. and 3:00 – 6:00p.m. The program also cares for students on holidays and during the summer. Registration for the program is necessary and is held on Orientation Day in August. Fees are paid to the director, Mrs. Karen Otts. Fees for the 2010-2011 year are as follows: Before school only - \$5.00 a day; before and after school - \$50.00 a week. Drop in for after school care - \$15.00 for a regular school day; \$20.00 for half a day and \$30.00 for a full day. Extra fees are added to weekly fees for half-days and holidays.

### **SCHOOL LUNCHES:**

A student may either bring his/her lunch from home or purchase a lunch from the cafeteria. Students may purchase a la carte. A price list for a la carte items is sent home on Orientation Day and is also on Ed-line. Milk, water, juice, chips, cookies, and ice cream are also sold.

There will be no charging of lunches. Students without a lunch will be given 1 entrée. Parents will be charged accordingly for this lunch.

**NO SOFT DRINKS ARE ALLOWED IN THE CAFETERIA. Lunches brought from fast food restaurants are strongly discouraged.**

Monthly menus are posted on the web page.

### **BOOKS AND SUPPLIES:**

The students should have his/her textbooks at school at all times during the school day. Books are rented from the school and fines will be charged for lost or damaged books. It is required that the student covers his/her books for protection. Please make sure all books have the child's name clearly marked.

Parents are furnished with a list of required supplies for their children prior to the beginning of each school year. The student must have these necessary supplies with him/her each day.

### **LOCKERS:**

Students in grades 7 & 8 will be assigned lockers according to homeroom. Each student will be required to furnish a combination lock to use with his/her locker. Lockers are inspected periodically throughout the year, at which time fines for any damages will be assessed. Lockers are the property of the school and as such, school personnel have the right to open and/or inspect lockers at any time.

Students must not give out their combination to others in order to keep their belongings secure. Each student is responsible for keeping their combination confidential.

### **SAFETY PATROL PERSONS:**

The purpose of the patrol person is to aid the teachers in providing a safe and efficient dismissal. Eighth grade students will assume the responsibility for this task. Mrs. Hamric, the Safety Patrol coordinator, will schedule students for this task. Seventh grade students will begin serving on the Safety Patrol in the spring.

Safety patrol persons assist the teachers with helping students to their cars and in making sure that students stay in the designated areas while traffic is moving. All students are expected to follow the directions of the patrol as he/she would those of teachers.

### **LOST AND FOUND:**

The school is not responsible for clothing, books, papers, and other items lost at school. Parents are urged to clearly mark all articles of clothing and school supplies (first and last name, homeroom). While there is a lost and found container outside the cafeteria door, we cannot be responsible for misplaced items. **Unclaimed items in the lost and found container at the end of each nine-week period will be given to Catholic Charities.**

### **SCHOOL TELEPHONE:**

Students may use only the school office phone during school hours. Telephone calls may only be made from the office for emergencies with the permission of a member of the staff. A forgotten lunch, homework assignment, gym clothes, or supplies are not considered emergencies. Students will not be called to the phone, but important messages will be delivered. **Pagers are not permitted at school.**

### **CELL PHONES:**

Due to the fact that so many of our children walk from school and parents are concerned for their safety, the school will allow students in grades 5-8 to have a cell phone at school. The rules that **MUST** be followed in order to keep this privilege are as follows:

Cell phones **must** be turned off during school hours (7:30 – 3:15) while on school property.

Cell phones **must** be kept in students' locker or backpack. Phones **may not** be kept in purses or on the student's person.

Violation of these rules will result in the cell phone being taken by the teacher or staff member. Any cell phone taken from a student will be returned only to the parent/guardian at the end of the school day. A repeat violation of these rules will result in the loss of this privilege for the remainder of the semester and a Level Two point referral.

### **HOME AND SCHOOL ORGANIZATION:**

Each family pays a Home & School fee when fees are paid in August and is enrolled as a member in the organization. Meetings are held the first Tuesday of September, November, February and April at 7:00 p.m. in the cafeteria. Every parent is encouraged to become an active member and attend each meeting. Studies show that students whose parents participate in school activities have greater success in school.

### **GRADE 8 SPECIAL EVENTS:**

Eighth grade students participate in the following special events: Confirmation, May Procession, Baccalaureate, and Graduation. There is a dress code for the events and students should wear the **same outfit** for all occasions. Information regarding the dress code for these events will be sent home during the school year.

In an effort to spare the feelings of parents who might find it a financial burden and to the children who may not be included, limousines are not permitted on campus on Baccalaureate Day. As a faith filled community, we strive to make each child appreciate his/her worthiness and uniqueness.

**THE PASTOR AND/OR PRINCIPAL HAS THE RIGHT TO AMEND THESE POLICIES AND PROCEDURES AS IS NECESSARY.**

## 2010-2011 School Calendar

### August

- 12 Classes Begin – Dismissal at 11:30 am  
Grades PK, K & 1 Parent Meeting 7:00 pm
- 16 Grades 7 & 8 Parent Meeting 7:00 pm
- 17 Grades 2 & 3 Parent Meeting 7:00 pm
- 18 Grades 4, 5 & 6 Parent Meeting 7:00 pm
- 24 Room Mothers' Meeting 7:00 pm

### September

- 3 Fall Pictures
- 6 Holiday – Labor Day
- 7 Home & School Meeting 7:00 pm
- 17 Parent Teacher Conferences  
Dismissal at 11:30 am
- 24 Environmental Night Out
- 28 Fall Fundraiser Kick-Off

### October

- 8 Holiday – Fall Break
- 11 Holiday – Fall Break
- 12 Colts Club Meeting 7:00 pm
- 16 Used Uniform Sale
- 25-29 Book Fair

### November

- 1 Holiday – All Saints Day
- 2 Winter Uniforms  
Home & School Meeting 7:00 pm
- 23 Spelling Bee 10:00 am
- 24-26 Thanksgiving Vacation
- 29 Return to School

### December

- 6-10 Secret Santa Shop
- 8 Holiday – Immaculate Conception
- 9 Chorus Concert 7:00 pm
- 14 Band Concert 7:00 pm
- 16 Geography Bee 1:30 pm
- 17 Christmas Vacation begins  
Dismissal at 11:30 am

### January

- 3 Classes Resume
- 11 Colts Club Meeting 7:00 pm
- 17 Holiday
- 20 Class Pictures
- 31 Catholic Schools Week

### February

- 1-4 Catholic Schools Week
- 1 Home & School Meeting 7:00 pm
- 3 Open House 7:00 pm
- 4 Student Appreciation Day  
Dismissal at 11:30 am
- 11 Holiday – Faculty Retreat  
New Student Registration
- 26 New Student Testing

### March

- 4 Dismissal at 11:30 am
- 5 Mardi Gras Dinner & Dance
- 8 Colts Club Meeting 7:00 pm
- 9 Ash Wednesday
- 14-18 Spring Break
- 24 Spring Pictures
- 26 Used Uniform Sale

### April

- 4 Begin Summer Uniforms
- 5 Home & School Meeting 7:00 pm
- 12 Colts Club Meeting 7:00 pm
- 21-25 Easter Vacation Dismiss 11:30 am
- 26 Field Day

### May

- 2 Chorus Concert 7:00 pm
- 4 May Procession
- 5 Band Concert 7:00 pm
- 6 Holiday – Block Party
- 17 Baccalaureate Mass
- 18 Grade 8 Graduation
- 25 PK Final Program  
Kindergarten Graduation
- 26 Last Day of School  
Dismissal at 11:30

**All dates are subject to change as circumstances may warrant.**

**PRESCRIPTION DRUG AND MEDICINE AUTHORIZATIONS**

All prescriptions must be in the original, labeled container and stored in the school office under lock and key.

The following information must be completed before medicine is given.

NAME: \_\_\_\_\_ GRADE : \_\_\_\_\_

PARENT/GUARDIAN: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

NAME OF PRESCRIPTION: \_\_\_\_\_

AMOUNT OF DOSAGE: \_\_\_\_\_

TIMES TO GIVEN: \_\_\_\_\_

PRESCRIBING PHYSICIAN: \_\_\_\_\_

I hereby authorize \_\_\_\_\_  
(name of school)

To dispense \_\_\_\_\_ as directed above.  
(name of prescription)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

VOLUNTEER DRIVERS FORM

Name of driver: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Driver's license number: \_\_\_\_\_ State issued: \_\_\_\_\_

Year, make & model of vehicle: \_\_\_\_\_

Insurance company's name: \_\_\_\_\_

Agent's name: \_\_\_\_\_

In order to provide for the safety of our students or other members of the parish and those we serve, we must ask each volunteer driver to list all accidents or moving violations they have had in the last five years.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree that as a volunteer driver, I will not carry any passengers in my vehicle unless I can provide a seat with a seatbelt for their use. I further agree that I will require all of my passengers to use their seatbelts.

Please be aware that as a volunteer driver, your insurance is primary. There is a policy that would offer additional liability should a claim exceed the limits of your policy.

THANK YOU FOR YOUR HELPING US WITH OUR TRANSPORTATION NEEDS

\_\_\_\_\_  
Volunteer Driver

\_\_\_\_\_  
Date

## SPORTS PARTICIPATION FORM

To all Parents/Guardians:

Since the malpractice question has come to the forefront, many hospitals and doctors will not treat a child without the parent's consent (unless a matter of life or death). It is requested that you complete the information below and on the back, in the event your child requires a visit to the hospital while under the supervision of this school. This will allow the hospital to treat the injury.

### EMERGENCY TREATMENT INFORMATION

Student's Name: \_\_\_\_\_ Sport(s): \_\_\_\_\_

Sex: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Home Phone Number: \_\_\_\_\_

Parent/Guardian Names: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

Father's SS Number: \_\_\_\_\_ Mother's SS Number: \_\_\_\_\_

Primary Place of Employment: \_\_\_\_\_

Insurance Name: \_\_\_\_\_ Policy/Group Number: \_\_\_\_\_

Person to contact in case of emergency (other than parents): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

Parent/Guardian Signatures: \_\_\_\_\_

Student Signature (if over 18): \_\_\_\_\_

### PHYSICIAN RELEASE (EXAMINATION MUST TAKE PLACE AFTER 6/1/10)

\_\_\_\_\_ has been examined by me on \_\_\_\_\_  
(name of student) (date)

and my examination has found no medical reason to preclude this student's participation in competitive sports.

\_\_\_\_\_  
Signature of Physician and Date

This form must be kept on file in the school office and a copy given to each coach of the sport that the student participates in. Coaches should have a copy with him/her at all practices, games, and tournaments. (OVER)

*PERMISSION FORM FOR PARTICIPATION IN SPORTS*

*STUDENT'S NAME (please print):* \_\_\_\_\_

I hereby give my consent for the above named student to represent St. Ann Church in school and parish sponsored events.

I give my permission for the above named student to participate in Parochial Athletic Association sports, realizing that such activities involve the potential for injury. I acknowledge that even with the best coaching, use of the most advanced equipment and strict observance of rules, injuries are still a possibility. On rare occasions these injuries can be severe and result in total disability, paralysis, even death.

I acknowledge that I have primary medical insurance on the above student with medical benefits.

I am aware that some sporting events will require off campus travel and I hereby give permission for my son/daughter to travel to all off campus meets by any approved means of transportation. I understand the possibility of unforeseen hazards and know the inherent possibility of risk. I agree to not hold the Catholic Diocese of Memphis, my child's school, its leaders, employees, or volunteer staff liable for damages, losses, diseases, or injuries incurred by the subject. All student rules, regulation and guidelines as outlined in the School Student Handbook are to be observed at all times. As the parent/guardian of \_\_\_\_\_,

I have reviewed the information and I request that the subject of this release be allowed to participate in all the planned activities except \_\_\_\_\_. (Insert NA if there are no exceptions)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian