

Saint Ann School
PK Handbook
2009-2010



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**SAINT ANN CATHOLIC SCHOOL
PRE-KINDERGARTEN HANDBOOK
2009-2010**

Dear Parents,

The Pre-Kindergarten curriculum provides a stimulating learning environment organized around major concepts, themes, and skills. The children are encouraged to discover and actively explore the wonders of their world through real and vicarious experiences. Learning and creativity are fostered through art, music, math, science, language arts, computer, and creative and dramatic play. The program promotes all areas of growth in the child; physical, social, mental, and emotional development.

Since obtaining a basic knowledge of the Catholic faith is the primary mission of our school, Pre-Kindergarten students will attend two prayer services in the first semester and 2 prayer services in the second semester. During these services, the priest and/or deacon will work with the students to teach them about the Liturgy.

You, as a parent, can help our program run smoothly and create a thriving environment for your child by following a few but important rules in this handbook. Please don't hesitate to contact us, if you have any question or concerns.

Sincerely,

Mrs. Kathy Brooks
Principal

Mrs. Lori Morgan
Pre-Kindergarten Teacher

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

Principal	Kathy Brooks
Vice-Principal	Roxanna Croxdale
Guidance Counselor	Rachael Elrod
Technology Coord	Michael Green
Curriculum Coord	Nancy Gronostaj
Admin. Assistants	Lynn Stricklen; Dianne Witsell
Receptionist	Paula Nelson

Teachers:

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

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

firstname.lastname@stann.cdom.org

MISSION, PHILOSOPHY, OBJECTIVES:

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 Pre-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; and a copy of the immunization record. A child entering Pre-Kindergarten must be 4 years of age on or before September 30th of the current school term.

TUITION:

Tuition for the 2009-2010 school year is \$4,515.00 for Catholic students whose parents are contributing members of a parish, and \$5,115.00 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 shall provide the non-custodial parent with access to the academic records and other school related information regarding the student. 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.

SCHOOL HOURS

School hours are 8:15 until 2:45. 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)

At 7:30 a.m., one of the PreK teachers or assistants will bring the children who are enrolled in Extended Care to a PreK classroom until 8:05 a.m. Students who arrive after 7:30 may go directly to the classroom. If your child is tardy after 8:15 a.m. you need to stop at the receptionist’s desk and get a tardy pass. Being on time and ready to start morning activities is the best way to develop a good lifetime habit. Having children arrive tardy on a regular basis is extremely disruptive to the classroom schedule.

PreK students are dismissed at 2:45. All students are to leave the building with their teacher and are to be picked up by the parent/guardian in the courtyard area. **Half day dismissal time is 11:15.**

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 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 3:00 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 morning drop-off. All cars must enter the campus by using the entrance next to the Parents' Day Out Building on Charles Bryan. Cars are to form a single line and proceed through the circular drive to the 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 (please see diagram in the Appendix). Students are to exit only from the RIGHT SIDE of the car and walk 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. Please do not park in the spaces designated for handicapped parking or in the area in front of the dumpsters. When leaving, please pull into the left lane to exit onto Altruria Road.

Afternoon Dismissal:

(SIBLINGS & 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:

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 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 in Appendix)

**** 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.**

FIRST WEEK OF SCHOOL:

Pre-Kindergarten students come on only one day the first week in order for the teachers to give special attention to each student. Days are assigned at orientation day in August.

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 8:15 a.m. If a student arrives after the 8:15 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. Repeated tardiness will be reported to the Board of Education and /or Juvenile Court.

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.

ILLNESS:

Please be considerate to the other children in the classroom. Please do not send your child to school if in the last 24 hours he/she has had fever, vomiting, or diarrhea.

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. 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.

MEDICATIONS:

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 A 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, etc. will be dispensed from the office unless the following procedure is followed:

1. A doctor's authorization written on a prescription pad should be obtained. The school will accept no verbal authorizations from either the parent/guardian or doctor.
2. 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.
3. The parent should bring 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.

DRESS CODE:

Please make sure your child follows the dress code policy. Make sure your child wears comfortable shoes. Tennis shoes are required on P. E. days but are recommended to be worn everyday. Students must wear crew socks that are above the ankle. No athletic socks such as tennis socks or ankle crew socks may be worn.

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. Only fleece jackets and navy cardigan 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) are not to worn in the classroom. A description of the proper uniform follows:

Summer Uniforms: (Optional) Worn August 17 - October 30; April 6 - May 28

- Navy blue walking shorts; navy blue skorts (girls); solid blue, black or brown belt (easy clasp belts are acceptable); full crew socks that are above the ankle; white or red knit shirts with school logo-**SHIRTS, SKORTS AND SHORTS MUST BE PURCHASED FROM LAROSE UNIFORM COMPANY.**

Winter Uniforms: Worn for the remainder of school year and when dress uniform is required.

- Boys – Navy blue trousers; white 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 socks; solid blue, black or brown belts. Easy clasp belts are acceptable.
- Girls – Plaid jumpers; white long or short sleeve round-collar blouses; navy cardigan, 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.
- SHOES – 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.

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) 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.

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.

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 of 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 show respect for the person and property of themselves and others. CORRECT TRAINING IN DISCIPLINE MEANS THAT THE STUDENT MUST ACT IN CONFORMITY WITH CONTROLS IMPOSED BY ANYONE WHO IS IN AUTHORITY. 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 parents, 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 classrooms. When the teachers have 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/guardians. 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.

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 own 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, 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. Students are expected to treat each other with respect and bullying in any form will not be tolerated. Our school defines bullying as 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 are involved in bullying behaviors will meet with administration. All reported incidents will be thoroughly investigated.

Consequences of bullying will be assigned to Pre-Kindergarten through 3rd 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.

CONFERENCES/REPORT CARDS:

Conferences will be scheduled in September. If you have a question or concern at any time please send a note with your child, e-mail the teacher, or call the office to ask the teacher to call you. Teachers will respond back within 24 hours. Please keep us aware of any event in your child's life which may affect his/her schoolwork. We feel that the lines of communication should be open at all times to ensure success for your child in school. Report cards will be issued four times during the school year.

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 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 the 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/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 two ways to do so:

- 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/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.

LUNCH:

Pre-Kindergarten children will need to bring their lunch. They will not eat in the cafeteria but will dine in their classroom. No soft drinks (canned drinks) will be allowed. Milk will be available for purchase. Please send in the appropriate amount of \$5.50 to pay for your child's weekly milk. We will collect all milk money on Mondays.

SNACK:

Please send in a snack everyday with your child. Please do not put snacks in their lunchbox. Label the snack with your child's name. When we go through book bags every morning, we will put snacks in their cubbies. During snack time, they will know exactly what their snack is and where it is located.

RECESS:

Children go outside for playground time every day that the weather permits. Please dress your child appropriately for play and weather conditions.

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.

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 for improper behavior.

Field trips are dependent on obtaining necessary transportation. Parents are asked to provide assistance, **WITHOUT YOUNGER SIBLINGS**, by driving and helping to supervise students. All drivers must be 21, show proof of insurance and a good driving record. Parents who accompany students on field trips must have a current background check form on file and have attended Virtus training.

Each child in the vehicle must be provided with a seat belt. Any child who is 3 years of age shall be properly secured in a passenger motor vehicle using a safety restraint seat. Any child between 4-8 years of age who is less than 4'9" tall shall be properly secured in a passenger motor vehicle using a belt positioning booster seat. Students will not be allowed to leave for a field trip without the proper 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.

DISASTER DRILLS:

Drills 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 the 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.

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 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 dismissals when in school.

EDLINE:

Edline is a safe and easy way for parents to keep-up-to-date online, once your account is activated.

Grades PK-K will have access to 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.

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. 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.

EXTENDED CARE:

Extended Care is offered as a service to the working parents of children attending Saint Ann School who need to have their child adequately cared for until such time as they can pick them up. St. Ann School administers this service. Sessions are from 6:30 a.m. – 7:30 a.m. and 3:00 p.m. – 6:00 p.m. The program also cares for students on holidays.

Registration is necessary for the program and is held on Orientation Day in August. Fees are paid to the director, Mrs. Karen Otts. Fees for 2009-2010 school year are as follows: Before school only - \$5.00 a day; Before and after - \$50.00; Drop-ins 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 PARTIES:

In Pre-Kindergarten at Halloween and on Valentine's Day, a simple party beginning at 2:00 p.m. may be planned at the option of the teachers. There are NO Easter parties during Lent.

A Christmas party will be planned jointly by the homeroom teacher and the room mothers 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.

HOME AND SCHOOL ORGANIZATION:

Each family pays a Home and School fee when fees are paid in August and is enrolled as a member in the organization. Meetings are held the first Tuesday of each month 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.

THE PASTOR AND/OR PRINCIPAL HAS THE RIGHT TO AMMEND THESE POLICIES AS IS NECESSARY.

2009-2010 School Year

August

- 17 Classes begin – Dismissal at 11:30 a.m.
PK, K, Gr. 1 Parent Meeting 7:00 p.m.
- 18 Grade 7 & 8 Parent Meeting 7:00 p.m.

- 19 Grade 2 & 3 Parent Meeting 7:00 p.m.
- 20 Grades 4, 5, & 6 Parent Meeting 7:00 p.m.
- 25 Room Mothers' Meeting 7:00 p.m.

September

- 1 Home and School Meeting 7:00 p.m.
- 3 Fall Pictures
- 7 Holiday – Labor Day
- 15 Colts Club Meeting 7:00

- 18 Parent-Teacher Conferences
Dismissal at 11:30 a.m.
- 29 Fall Fundraiser Kick-Off

October

- 6 Home and School Meeting 7:00 p.m.
- 9 Holiday – Fall Break
- 12 Holiday – Fall Break
- 13 Colt's Club Meeting 7:00 p.m.
- 14 Open House 7:00 p.m.
- 17 Used Uniform Sale

November

- 2 Winter Uniforms
- 3 Home and School Meeting 7:00 p.m.
- 9 Colt's Club Meeting 7:00 p.m.
- 25 Spelling Bee 10:00 a.m.
Dismissal at 11:30 a.m.
- 30 Return to School

December

- 1-4 Secret Santa Shop
- 8 Holiday
- 10 Chorus Concert 7:00 p.m.
- 15 Band Concert 7:00 p.m.
- 17 Geography Bee 1:30 p.m.
- 18 Dismissal at 11:30 a.m. for Christmas

January

- 4 Classes resume
- 5 Home & School Meeting 7:00 p.m.
- 12 Colts Club Meeting 7:00 p.m.

- 18 Holiday
- 21 Class Pictures

February

- 1-5 Catholic Schools Week
- 2 Home & School Meeting 7:00 p.m.
- 3 Open House
- 9 Colts Club Meeting 7:00 p.m.
- 12 Holiday – Faculty Retreat

- 13 Mardi Gras Dinner and Dance
- 15 Holiday
- 17 Ash Wednesday

March

- 2 Home & School Meeting 7:00 p.m.
- 8-12 Spring Break
- 16 Colts Club Meeting 7:00 p.m.
- 20 Used Uniform Sale

April

- 1-5 Easter Holidays
- 6 Begin summer uniforms
- 6 Home & School Meeting 7:00 p.m.
- 13 Colts Club Meeting 7:00 p.m.
- 27 Field Day

May

- 3 Chorus Concert 7:00 p.m.
- 5 May Procession
- 6 Band Concert 7:00 p.m.
- 11 Colts Club Meeting 7:00 p.m.
- 18 Baccalaureate Mass
- 19 Grade 8 Graduation
- 26 PK Final Program
- 27 Kindergarten Graduation
- 28 Last Day of School-11:30 dismissal

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 6/1/09)

_____ 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