

SAINT ANN PARENT-STUDENT HANDBOOK

Revised June, 2006

This handbook has been compiled as a set of guidelines for both parents and students that the latter might better achieve a high degree of scholastic excellence, a priority of St. Ann School.

The process of learning can flourish only in an atmosphere which is conducive to its growth. Our constant aim and objective is to achieve a harmonious and cordial relationship between teacher and student rooted in mutual trust and respect. Guided and directed by the precepts of our Christian Faith, the student is expected to pursue the course of studies with a sense of maturity and diligence. It is hoped that the suggestions contained in these pages will be of immeasurable help to our students in making them more aware of the objectives of our school.

The recommendations and regulations listed in this handbook are to be used as a reference and resource. From time to time, it will be necessary to add or delete some of the guidelines. These changes, as they occur, will be made through the administration and faculty.

Our goals are to foster the spiritual, moral and intellectual development of each student according to his or her individual needs, personality and achievement.

May all of us, by working together, create a center of learning, another Nazareth, where we might "grow in wisdom and grace before God and all"

SCHOOL PHILOSOPHY

Saint Ann School, in partnership with the Church and the homes of the children we serve, strives to bring each child to a realization of his/her loving relationship with God, neighbor, and self, in a community of Faith. It is through the interaction of the faculty, children and parents, in a warm, cooperative atmosphere distinguished by mutual respect, that the goals of a Catholic Education can be attained.

Saint Ann School derives its status as a place where Christians are formed and educated from the guidelines given by the American Bishops in their pastoral message, TO TEACH AS JESUS DID. Saint Ann Staff accept the responsibility to provide instruction which is contemporary in presentation, while being authentic in doctrine, to meet the needs of the child in this changing world. They endeavor to proclaim the message of the Gospel in fostering growth of a Christian Community and involving students in serving others.

The staff of Saint Ann School recognize that, as the formal agents of education, their concern is, not only with the intellectual growth of the child, but also with the physical, social, emotional, aesthetic, moral and spiritual aspects of development in the light of Christian principles and values. Learning is seen as a life-long process; therefore, we aim to inspire children with a love of learning which will endure beyond the school years. Our educational program offers a value system wherein the child can be directed to answers in a time of doubt, security in an age of restlessness, and a Christian approach to life

Each child is seen as an individual with unique needs, as well as a member of society. Hence, we search for methods for the common good. The life of faith, a gift from God at Baptism, calls us to a wholehearted response. Critical thinking, proper formation of conscience, self-discipline and growth in the Christ-life, which lead to responsibility to God and to others, which in turn lead to love of God and others, are needs we hope to meet. TO TEACH AS JESUS DID IS THE REASON FOR THE EXISTENCE OF SAINT ANN SCHOOL.

PARENT-CHILD SCHOOL RELATIONSHIP

The moral obligation of training children rests first with the parents. The responsibility of the school is to give extension and broadening to parental training. The teachers in this school are dedicated to finding the best means of guiding and teaching your children, and in this way helping you, the parents.

It is extremely important that a child be thoroughly convinced that his/her parents stand behind the school and that they will demand an accounting of what the child does in school. Without such an understanding, a child can think that home and school are unrelated areas of authority and he/she soon learns to play one against the other. We can best serve the children by working together, by looking into whatever misunderstandings might arise, by supporting one another in all things. If there is a difference of opinion, that is all right. This is a sign of a good working relationship. Do call for an appointment to talk things over. We can surely come to some understanding which will safe-guard the child's respect for all.

SCHOOL HOURS 8:10 a.m. - 2:30 p.m.

The children should assemble in the gym between 8:00 and 8:05 a.m. The first bell is rung at 8:05 a.m. at which time the students will file to their homeroom for opening exercises.

Students are considered late at 8:10 a.m. and after. Students must check in the office when they arrive after 8:10. Students who are listed as tardy will be required to make up the time they have missed.

During school hours, doors will be kept locked from the outside but will be easily opened from the inside in case of emergency. This will be enforced for the safety of the children.

ARRIVAL ROUTINE

Upon arrival, children in grades one through eight who are driven to school must be let out of their cars at the front entrance of the school. No child should be let out of the car across the street from the school. Kindergarten one and kindergarten two children are let out of their cars at the door of their building.

Parents are asked not to park on Saint Ann Road at arrival or dismissal time. If you plan on coming into the building for any reason at these times, please park on Old Colony Avenue or Hancock Street.

PLEASE NOTE: SAINT ANN ROAD IS A ONE-WAY STREET BETWEEN THE HOURS OF 7:30-8:30 A.M. AND 2:00-3:30 P.M. ON SCHOOL DAYS. YOU MAY NOT ENTER SAINT ANN ROAD FROM HANCOCK STREET DURING THESE HOURS. WHEN THE CHILDREN ARE DISMISSED AT NOON IT IS ALSO ONE-WAY FROM 11:00 A.M.-12:30 P.M.

Please drive 10 m/p/h in the school vicinity.

DISMISSAL ROUTINE

All children will be dismissed at 2:30 p.m. on regular days and at noon on faculty meeting days. Children in kindergarten one through grade three who will be riding in cars should be met in the school yard. Older siblings of these children are also met in the school yard. Drivers are asked to form lines of cars close to the main building. Please do not park near the fence.

All other children will be dismissed via the front doors. Grades four and five will be dismissed from the front door nearest the office. Grades six through eight will be dismissed from the front door at the far end of the school building.

Kindergarten one children who will be attending half days will be dismissed at noon. Please do not drive into the school yard at noon.

EXTENDED SCHOOL DAY PROGRAM

Saint Ann School offers an extended school program from 2:30 to 6:00 p.m. on days when school is in session. This program is for the students attending the Saint Ann School and takes place in the main building. When school dismisses at noon on faculty meeting days the program runs from noon until 6:00 p.m. The extended day is in session on teacher professional days, holidays, or during school vacations.

SEVERE WEATHER - SCHOOL CLOSINGS

St. Ann School will be closed during severe weather conditions only if the Quincy Public Schools are closed. The official announcement for school closings may be heard over radio stations WHDH, WEEI or WBZ. Cancellations are also announced on television channels 4, 5 and 7. Do not call the school office or the rectory concerning school closings because the determination will be announced on radio or television.

If the public school cancels K-5 only, our entire school, K1 through grade 8 will be closed. If the public school cancels kindergarten only, our K1 and K2 will be opened.

ABSENCES AND EARLY DISMISSALS

If a child is absent for any reason, the parents must call the school office by 8:45 a.m. Call the main office, 617-471-9071 for students in Grades 1-8; call the kindergarten building, 617 479 2435 for K1 and K2 students.

On the child's return to school, a written excuse stating the days absent, the reason for the absence and the parent's signature must be given to the homeroom teacher. These written excuses will be kept on file in the school office.

In the interest of academic progress a student should not be released during the school day for appointments which can be taken care of outside of school time.

In the event of an emergency which would require the early dismissal of a student, a written request must be submitted to the principal. Students will be released only to parents or to one definitely authorized by them. In the event that the child cannot be met at the school, parents will accept the responsibility for the child's safety and should state so in writing.

FIRE DRILLS

Fire drills are held during the school year as required by law. Absolute silence is required during fire drills. Children should walk to the exit in compliance with the instructions given by the teachers concerning the evacuation route or an alternate route. Students will reenter the building upon proper signal.

EVACUATION POLICY

In the event that students are evacuated from the school for any serious emergency they will be brought to Saint Ann Church or to North Quincy High School.

VACATION POLICY

Parents are urged to plan family vacations to coincide with school vacations. If you decide to take your child out of school for vacation purposes, please make note of the following school policy: No work will be given ahead of time but must be made up within one week of return to school. This work must be made up on their own time, not during class time. NOTE: Students in grades six through eight will receive a zero for work that is not made up within one week.

HEALTH PROGRAM

A nurse from the Health Department makes periodic visits to the school to help maintain health and immunization records. A health record is kept for each student. Scoliosis, eyes, and ears tests are given throughout the year. Parents are notified if further examination is indicated.

MEDICATION

The only medications to be kept in school and administered by school personnel are those deemed “life threatening medications” such as asthma inhalers or the Epi-Pen for severe allergies. All other medications, such as Tylenol, antibiotics or cough medicines, should be timed to be given to your child before and after school. If this is not possible, arrangements should be made by the parents to come to school to administer the medication to your child.

FOOD ALLERGY POLICY AND PROCEDURES

Parental Responsibilities

It is the responsibility of each student’s parents to notify the school in writing of any food allergies. This should include licensed provider documentation of the food allergy and a description of the student’s past allergic reactions including triggers and warning signs and a brief history of the child’s allergy.

The parents should also provide a signed consent form to administer all necessary medications.

The parents should provide a signed consent form to share information with other school staff.

The parents should provide the school with two up-to-date Epi-Pens.

The parents should provide the name and telephone number of the student’s primary care provider and allergist.

The parents should provide methods to reach parent/parent designees in the event of an emergency (i.e. beeper, telephone, cell phone).

School Responsibility

At the beginning of each school year, a notice will be sent home to all parents in the grades in which the student with the food allergies exist. The parents of the children with food allergies must give their permission for the school to send the notices. The notices will explain the serious nature of the food allergies and identify to what foods the child/children are allergic.

The school nurse or the classroom teacher in the grades in which the students with the food allergies exist will have a formal discussion with all of the children in those grades. This is an attempt to educate the students in the serious consequences of food allergies. This must include discussion of a strict “no food sharing” policy as well as the re-enforcement of school rules about bullying and threats relating to a classmate’s food allergy.

Information about a student’s food allergy will be kept in the classroom and shared with all of the teachers with whom the student may have contact in a given week (i.e. computers, science, music, physical education.) These foods should not be used for class projects, arts, crafts or science experiments. Information on this student will be left in an organized, prominent and accessible format for substitute teachers.

Snack and lunch period protocol

Saint Ann School will utilize the guidelines set forth by the Massachusetts Department of Education which state: “In classrooms used for meals in schools with no central cafeteria:, a ‘peanut-free’ table should be established and maintained as an option for students with peanut allergies, as this is an extremely potent allergen and often a hidden ingredient. These tables should be designated by a universal symbol and it will be the responsibility of the principal or designee to take reasonable steps so that these areas are not contaminated.”

“Other LTA (Life Threatening Allergies) - free tables should be provided and maintained as needed” Any student with a food allergy will only be allowed to eat snacks and lunch items that they bring from home.

LUNCH PERIODS

Students must accept the responsibility of bringing their lunches to school. Children who do not buy milk through the school milk program, must bring a drink from home. Respect and courtesy toward lunch room monitors is conduct expected of St. Ann students.

SCHOOL YARD

The following rules are made for the safety of the children:

1. Stay in the school yard. The driveway between the kindergarten building and the main building is definitely off limits.
2. Rough playing, fighting and using bad language are forbidden.
3. Be mindful of the rights of others by being courteous to other children, and to the teachers and adults who monitor the playground.

SCHOOL VISITORS AND TELEPHONE MESSAGES

A VISITOR'S PASS must be obtained from the office and worn when visiting the school. No parent, unless to perform duty as an aide, may go to the classroom during school hours. Forgotten lunches, books, etc. are to be brought to the office and your child will be notified. Classrooms may not be disturbed.

The school telephone is available to the students for emergency calls. Messages will be taken in the school office in case of real necessity. The children should make after school arrangements before they come to school if they are to go home with classmates.

Cell phones may not be used in the school buildings. If a parent sees the need for a student to have a cell phone, it must be kept in the backpack. If a cell phone is used in the school, without the permission of the principal or teacher, it will be taken away from the student and returned to the parent.

CURRICULUM

The course of study as prescribed by the Department of Education of the Archdiocese of Boston is implemented in all classes as follows:

RELIGION

Catholic values and attitudes are an integral part of our curriculum. All students, Catholic and non-Catholic, participate in religion classes, liturgies and para-liturgical celebrations. Religion is taught formally in the classroom but finds its most fruitful expression as it permeates the teachings of every subject.

Special preparation is given during the school day to the children who will receive the Sacraments of Holy Eucharist and Penance. Parent meetings are scheduled to enable the parents to participate in these programs for their children.

LANGUAGE ARTS (Reading, Phonics, English, Penmanship), **MATHEMATICS, SCIENCE, SOCIAL STUDIES, SPANISH, MUSIC, and ART** complete the main curriculum.

SCHOOL COUNSELING PROGRAM

The school counseling program exists for all students at Saint Ann School. The core goal of the counseling program is to help the school achieve its educational objectives and promote its Christian values. It fosters the moral development of children so that they may become thoughtful, compassionate, self-sufficient and participatory members of school and society. Students may participate in appropriate counseling and educational experiences individually, within small groups, and in whole classroom settings. Individual services are provided to students as requested by the principal, parents, or teachers. Classroom and small group presentations focus on developmental issues such as understanding feelings, character building, self esteem, belonging, tolerance, compassion, decision making and goal setting.

PHYSICAL EDUCATION

Physical Education classes are conducted for all in kindergarten one through grade eight.. Gym is a requirement for all students unless there is a medical reason for non-participation. If a child is to be excused from gym class, a written excuse must be presented. If a student is excused from participating in gym class, he/she is required to sit in on the Physical Education lesson in regulation school uniform.

COMPUTER

Guidelines for Use of the Internet

The purpose of making technology available is to enhance teaching and educational discovery. Acceptable use is an extension of St. Ann School code of conduct. Students are responsible for appropriate behavior while using computers throughout the school and when on the network. Appropriate network etiquette will be expected. Any infraction of network/computer use rules may lead to discipline as well as suspension of the use of the network/computer.

The following are considered unacceptable use of the computer/network:

1. Using the network for non-school related activities.
2. Plagiarism/Violating copyright laws.
3. Destroying or vandalizing computer equipment.
4. Depleting resources intentionally, such as paper.
5. Violating the privacy of others, revealing passwords.
6. Using instant messenger programs.
7. Using abusive language or profanity.
8. Spreading computer viruses.
9. Posting other's material.
10. Sending or retrieving inappropriate material.
11. Posting personal information that would jeopardize your safety or someone else's.
12. Illegal use of software, freeware, or shareware or use of any software without the approval the school.
13. Failure to obtain permission prior to use of the computer/computer network. Permission must be granted by a teacher or authorized adult supervisor each time the network is used.
14. Visiting Internet sites not authorized by the school.
15. Using the Internet without permission.
16. Bringing computer disk(s) of any type to school.
17. Reproducing software or shareware.
18. Checking, sending, or receiving e-mails.

Security and Safety Rules for on-line Safety

I will not give out personal information, which includes my address, telephone number, parent's work address or telephone number or the name and location of my school without teacher or parent permission. While I am on-line, if I encounter any information or person that upsets me, I will let my teachers/parents know immediately so that they can contact the on-line service.

I will never agree to get together with someone that I "meet" on-line without first checking with my teacher/parents. If my teacher /parents agree to the meeting, I will be sure that it is in a public place and bring a teacher/ parent along. I will follow the rules set up by my teachers/parents for going on-line and I will not break these rules.

HOMEWORK

Daily homework is important. It provides the students an opportunity to review, practice, or apply, concepts and skills presented during the school day. Homework also encourages students to be responsible for their own learning. Homework gives the parents an opportunity to see daily curriculum expectations.

Each student in grades three through eight must have and use the assignment notebook provided by the school. Assignments for each day are to be recorded. If the note book is lost the child must buy the regulation notebook.

All homework must be done in a neat and legible manner. It must be up to the standards of the assigning teacher or it will not be accepted. Non-compliance of homework will result in parental notification by the assigning teacher to remedy the situation.

REPORTING TO PARENTS

Report cards will be issued three times a year. Progress reports will be issued to parents of students in grades four through eight mid-way between report card periods. Both progress reports and report cards will include information on the students' academic achievement, attitude and behavior.

Parent-Teacher conferences will be scheduled at the time of the first report card.

Test signing is determined by the policy of the teacher.

Since we recognize the importance of a parent knowing what and how a child is learning, as well as the child's relationship to others in the class, additional parent-teacher conferences will be scheduled at the request of either parent or teacher.

HONOR ROLL

Students in grades four through eight are subject to listing on the Honor Roll:

All "A's" indicate first honors

All "A's and B's" indicate second honors

All "A's and B's" with one "C" indicate honorable mention.

Honor roll status will be granted to students whose grades are as mentioned above and who receive no lower than "3's or 4's" in conduct or effort.

RETENTION OF A STUDENT

Any possibility of non-promotion will be discussed by the administration, the parents and the teachers. A final discussion should be made by the end of March. Two failures would necessitate a child attending summer school. Three failures would necessitate retention.

DISCIPLINARY PROCEDURES

At Saint Ann School, the students are expected to treat one another with dignity, respect and kindness. Each is to show appreciation for the school building and to help keep it in good condition. Every effort is made to make our school a safe and happy environment. Major and/or minor infractions that are not conducive to a safe and happy school environment will be addressed. As it is impossible to anticipate every possible occurrence, following are lists intended to act as a guideline of infractions that warrant disciplinary action.

DETENTION

Students who do not conform to the school regulations as stated in the handbook will be subject to detention after school at the discretion of the teachers. The following are examples, but not limited to, deserving of detention:

1. Failing to wear full school uniform.
2. Not wearing gym uniform on gym day.
3. Showing disrespect to teachers, students or lunchroom monitors.
4. Disobeying school safety regulations.

5. Failure to complete and hand in homework assignments.
6. Disobedience to any regulation regarding care of books and property.
7. Chewing gum in or around the school.
8. Throwing snowballs or any object that threatens the safety of another person.

SUSPENSIONS

In serious cases of violation of school rules and regulations, the principal may administer in-school or at-home suspensions of one to three days, according to the seriousness of the violation. Parents will be notified immediately of such action. All classroom academic assignments will be completed by the student in the office or at a determined location close to supervision. The student will receive a zero on any tests or quizzes given on such days which will affect the student's averages. Any extra-curricular activities, activities including other class members, or any free, recreational periods will be suspended.

EXPULSION

Expulsion is a radical action which would be prompted by students manifesting behavior which is a serious threat to the school community. It is an action prompted by attitudes indicating that the student's interests would be better served in another environment. The goal of an expulsion is neither punitive nor deterrent in the criminal sense, but rather the determination that it is counter-productive for the student to continue as a member of the school community. The following situations are some examples, but not limited to, which will begin the process of withdrawal from St. Ann School according to Archdiocesan policies:

1. Possession of a weapon or any dangerous device;
2. Continued and willful defiance/disobedience of authority;
3. Physical assault;
4. Extortion;
5. Arson;
6. Gross disorder (inciting mob action);
7. Grave defacing or destruction of school property -
 Vandalism: In cases of minor or major acts of vandalism (resulting in expulsion), students and their parents shall be responsible for all damage to equipment or school property. This responsibility applies to books and supplies of all kinds, as well as buildings and grounds;
8. Possession of tobacco, alcohol and other drugs;
9. Criminal activity;
10. Trafficking in pornographic materials;
11. Serious theft;
12. Any form of verbal, physical or sexual harassment or bullying behavior;

The parent/guardian will be notified if a student has manifested any of the above serious misbehaviors. If the principal, after conferring with the pastor or his representative, determines that expulsion in a particular instance may be warranted, the parents will be notified. Preregistration may also be denied any student, who according to the principal and pastor, proves unable or unwilling to correct problematic behavior according to the above.

BULLYING BEHAVIOR.

Bullying is a widespread problem in schools and communities. The behavior encompasses physical aggression, threats, teasing, harassment and exclusion. Saint Ann School promotes a no tolerance policy regarding bullying behavior. It is our goal to provide, as reasonably as possible, a safe school environment that is free from any form of bullying. We expect all students to assist in our efforts to identify and eliminate bullying behavior from our school by reporting incidences to the principal, a teacher or the school counselor. Through classroom activities, speakers and anti-bullying lessons, students will be taught ways in which they can help create an anti-bullying climate in our school.

A bully is a person who likes frightening or hurting people he/she believes are weaker.. Bullying is repeated and deliberate negative behavior toward a person who becomes a target. Some examples of bullying behavior include, but are not restricted to: name calling, spreading rumors, ridiculing, threatening, teasing, playing a mean trick, physical aggression, unwanted touch, mocking, intimidating, excluding and degrading language.

Bullying is an indication of a behavior problem. It can have a life-long effect on the target. Our response will be quick to provide security for the victim and an education to the bully on the impact of his/her behavior. Once the principal is aware that a bullying situation exists, the following steps will be taken:

- An incident report will be made and put on file of the offender;
- The principal will meet separately with the person being accused of bullying, the person being bullied, and anyone else involved;
- The principal will inform the students on proper behavior and establish positive steps toward resolving the problem;
- The principal will notify the parents of the students involved;
- Consequences based on the severity of the incident may range from verbal reprimand, detention, loss of school privileges, assignment to an in-school or out-of-school suspension, or expulsion.;
- In the event of a serious incident, the person being accused of bullying may be excluded from school if all attempts to change negative behavior fails before the above process takes place.

The pastor, Catholic School Office and, if necessary, the local authorities will be contacted. The principal, in concurrence with the pastor, reserves the right to implement the appropriate consequence.

DRESS CODE/PERSONAL HYGIENE

All students will wear uniforms as described below. Style and type vary depending on grade level. Students are expected to keep their uniforms clean and presentable for school. In addition, students should come to school daily having performed appropriate hygiene tasks. Proper hygiene promotes good health and contributes to the facilitation of the learning process.

SCHOOL UNIFORM

KINDERGARTEN 1 AND KINDERGARTEN 2 -- GIRLS AND BOYS

Saint Ann gym sweat suit in cold weather; gym shorts and T-shirt in warm weather.
Sneakers are worn at all times.

GRADES ONE through FIVE -- GIRLS

Plaid uniform jumper
White uniform blouse with rounded collar
Navy blue knee socks or tights (NO NYLONS)
Navy blue or black shoes or ALL BLACK walking shoes (no sling backs, clogs, or heels)
Navy sweater if needed

November through April (the following may be worn)

Navy blue pants (corduroy or dress pants),
Navy vest, (for all grades)
White uniform blouse or white turtleneck jersey
A navy blue cardigan or pullover sweater may be worn over the vest for warmth.

GRADES SIX through EIGHT -- GIRLS

Plaid uniform skirt (**No shorter than one inch above the knee**)
Navy vest
White uniform blouse with pointed collar.
Navy blue knee socks or tights (NO NYLONS)
Navy blue or black shoes or ALL BLACK walking shoes (No sling backs, clogs, or heels)

November through April (the following may be worn)

Navy blue pants (corduroy or dress pants)
Navy vest
White uniform blouse or white turtleneck jersey
A navy blue cardigan or pullover sweater may be worn over the vest for warmth.
Navy blue or white tube or crew socks (above the ankle)

ALL GIRLS

No dangling earrings,
No make up or nail polish
Hair should be neat

GRADES ONE through EIGHT – BOYS

Navy blue pants
Light blue uniform shirt (3 button pullover, long or short sleeve)
A light blue turtleneck may be worn from November through April.
Brown or black shoes or ALL BLACK walking shoes
Navy blue or white tube or crew socks (above the ankle)
Navy blue cardigan or pullover sweater

ALL BOYS

No earrings
Hair is to be neat, non-faddish, length ending above the shirt collar

GIRLS and BOYS - September and October; May and June (the following may be worn)

Navy blue uniform shorts
White knit top,
Navy blue or white tube or crew socks (above the ankle)
Gym uniform shorts must only be worn on gym day with the regulation above the ankle socks.

GYM UNIFORM GRADES ONE through EIGHT -- GIRLS & BOYS

Any two pieces of the Saint Ann gym uniform may be worn for gym class. However, throughout the day, the sweatpants must be worn except during the months specified that shorts may be worn.
Black or white sneakers

Navy blue or white tube or crew socks (above the ankle)

PLEASE NOTE: The uniform sweatshirt is to be worn on gym day, only; it should not be used in place of a uniform pullover sweater.

INCLEMENT WEATHER

Boots may not be worn in school. If the weather is such that boots are worn to school, the students should carry their school shoes to be worn during the time they are in school.

PHOTOGRAPHS

Throughout the school year photographs are taken of the children. These photos are used to post in the school for different occasions or put in the newspapers and on the internet to advertise different happenings taking place at Saint Ann School. If you would prefer not to have your child's photo taken and displayed please write a note stating that information.

EXTRA-CURRICULAR OFFERINGS

Student council, musical instrument, drama, basketball, and cheer leading, are offered. Students receiving two failures in major subjects or a "1" in conduct or effort will be suspended from the extra curricular activities. When improvement is seen activities may resume.

SAINT ANN BASKETBALL TEAM

Boys and girls in grades six, seven and eight may try out for the basketball team. These tryouts will be held sometime in October. Game schedules will be published in the fall. Parents interested in chaperoning the games may contact the basketball coach.

SAINT ANN CHEERLEADERS

Girls in grades six, seven and eight are eligible for tryouts for Saint Ann Cheerleaders. Tryouts are held in the spring.

A contract will be sent home with each member of the basketball team and cheer leading team at the beginning of the season. This contract must be signed by both students and parents and returned to school.

FIELD TRIPS

Each class usually has a field trip in the fall and one in the spring. Whenever groups of students are taken on a trip sponsored by the school during school hours, the groups must be properly supervised by at least one member of the faculty and with enough parents to properly supervise the particular groups. All such trips must have the complete approval of the principal.

Educational field trips may be made during school time to such places as historical sites, religious services, cultural centers, government bureaus and representative industries or service companies. Students may attend theatrical performances of cultural or educational value during school time.

Written permission of the parents must be submitted before the date of each trip on a form prepared by the school. Students will not be permitted to phone for permission for field trips. Only the official school permission slip will be accepted. Written notes or other forms may not be substituted.

If for any reason, (including failure to present permission slip), a student cannot participate in a field trip, he/she is required to attend school and work on assigned lessons. They are marked absent if they do not attend school when they do not go on the trip.

Students whose behavior during school activities has been consistently unacceptable may not be eligible for participation in the field trips.

SOCIAL EVENTS

Social events should be adequately supervised, adjusted to the level of maturity of the students, limited, so as not to conflict with school activities, and maintained at a reasonable expense. Parents should be fully informed as to the time and place of events, the rules governing them and the limits of the school's supervision.

At least one member of the faculty must be present during the full time of a school-sponsored social event. Additional supervision should be provided by adults who are experienced in dealing with students and who will take an active part in supervision.

ROLLER BLADES, SKATE BOARDS, or HEELYS are not permitted in or around the school at any time.

BICYCLES

Children may ride bicycles to school if they live at least one mile from the school and have written consent of their parents. Parents must assume all the responsibility for the child's safety and for the bicycle. It is suggested that each child have a lock for his/her bicycle to insure its safety. All bicycles must be parked in the back school yard. The children must walk their bikes to the designated area when they reach school.

SCHOOL INVOLVEMENT PROGRAM

We ask parents' assistance to help us carry out our programs for the school year. Applications are sent to all parents in the fall. Parents indicate the area in which they feel they can help. Parents assist as teacher aides, library assistants, lunch-time monitors, and field trip monitors. Help is most welcome. If parents can give any time at all to the school, the children are the beneficiaries. There is a fee for parents who do not get involved.

FINANCIAL RESPONSIBILITIES

INTRODUCTION:

The St. Ann's School Board believes tuition payments are an investment in your child's education and religious formation. Therefore, the School Board accepts responsibility for recommending to the Pastor and Principal policies concerning the amount of tuition, the manner of payment, and, in general, the development of policy in this area. It is the responsibility of the School Board to insure adequate financial resources are available for the school and that tuition is as affordable as possible to all families.

Tuition:

The following is the tuition policy of St. Ann Parish School:

1. Families who live within the parish boundaries and are registered and financially supporting members of St. Ann Parish, via the envelope or parish pay system, and whose children are enrolled full time at St. Ann School shall receive the benefit of a parish rate of tuition to be determined annually by the St. Ann School Board.
2. Families who do not live within the parish boundaries but are registered and financially supporting members of St. Ann Parish, via the envelope or parish pay system, and whose children are enrolled full time at St. Ann School shall receive the benefit of a parish rate of tuition.
3. Families who are not registered and supporting members of St. Ann Parish and whose children are enrolled full time at St. Ann School shall receive an out of parish tuition rate to be determined annually by the St. Ann School Board.
4. Families who have more than one child enrolled full time at St. Ann School will receive a reduced tuition cost for each additional child. The fourth child and additional children after four are tuition free.

Tuition Payment System:

All families shall be expected to make tuition payments. Each family's preferred method of payment must be selected at the time of student registration. The present options for tuition payments are:

1. Full Payment: Under this plan, the entire tuition is paid on or before July 1. This payment is made directly to the Parish/School Business Office.
2. Monthly Payment: Under this plan, tuition is paid monthly over a ten (10) or eleven (11) month period beginning in July through the FACTS Tuition Management Plan. This plan is an automatic payment plan made through your checking or savings account. Those choosing this plan will complete a FACTS agreement form to authorize the automatic monthly payment on either the 5th or the 20th of each month.

Late Registrations:

1. Families registering after July 1 shall be expected to fulfill their tuition obligation according to the tuition policy stated above.
2. Tuition for students registering on or after the first day of school shall be prorated over the number of school days they will be in attendance according to a formula established by the School Board.

Late Payments:

It is the responsibility of each school family to keep the Principal and/or the Parish Business Manager informed of the need to make any changes in their preferred payment plan or adjustments in the amount of tuition to be paid. Without such information, the following policy will apply when tuition payments are received late.

5. Full Payment: If full payment is not received on or before July 1, the Parish Business Manager will notify the family that the tuition payment has not been received and that if payment is not received by July 15, tuition payment must be made through the FACTS Tuition Management program.
2. Monthly Payments: Families who choose the ten (10) or eleven (11) monthly payment plans and miss a monthly payment due to insufficient funds will be assessed a \$25.00 missed payment fee by FACTS and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS within twenty (20) days. In addition, school families who have missed two (2) monthly payments and have not made suitable arrangements with the Principal and Parish Business Manager will be informed that their child(ren) will not be readmitted to the school until the situation is adequately resolved.

Fees:

1. Initial Registration: There will be an initial registration fee of \$100. This administrative fee is nonrefundable and not deductible from tuition.
2. Reregistration: There is an annual reregistration fee of \$50 for families returning to the school the next year. This fee is non refundable but is deductible from tuition.
3. Book/Technology Fee: There is an annual fee of \$150 per child that is non-refundable after July 31 if the student is withdrawn after that date. The fee is not tuition deductible.
4. An Eighth Grade Graduation fee to cover the graduation activities costs must be paid in September.
5. If available, extra texts to be kept at home may be rented for a fee of \$25 per text. Texts must be kept in good condition and returned at the end of the year.

Tuition Assistance:

A limited amount of tuition assistance funding is available from the Catholic Schools Foundation for families experiencing economic difficulties. Families must apply for this at the time of registration through the FACTS Financial Aid program. Forms are available at the School Office.

For the sake of your family's security and for the general financial stability of our school, we encourage parents and guardians to contact the Principal and Parish Business Manager as soon as possible if they are experiencing economic difficulties.

SAINT ANN SCHOOL
PARENTS'/GUARDIANS' SIGNED CONTRACT

Please sign and return this last sheet to school.

I have read the rules and regulations stated in Saint Ann School
Handbook, understand them, and will abide by them.

(Parent's/Guardian's Printed Name)

(Parent's/Guardian's Signature)

(DATE)

SAINT ANN SCHOOL

MISSION STATEMENT

Saint Ann Catholic School serves students of diverse cultural backgrounds and faiths in kindergarten one through grade eight. We provide a strong spiritual and academic foundation in a nurturing environment that fosters love of learning and respect for all. Through activities geared to enhance the whole person, we celebrate the individual creative talents of every student.

