

# POLICY HANDBOOK 2023-2024

Saint Ann Catholic Elementary School · 34 Rossa Avenue ·  
Lawrenceville, NJ · 08648 · 609-882- 8077

**Revised 08/07/2023**

NOTE: Any policy or procedure in this handbook may be superseded by policies and procedures detailed in the official communication sent forth by the Diocesan offices.

Any actions or comments that are viewed as scandalous to the school, its students, the operation of the school or the reputation of the school in the community is subject to the school's disciplinary code, whether or not such actions or comments occur on school grounds, the internet or during the school day.

## Handbook Table of Contents

Head of School Welcome Letter .....	5
School Directory .....	6
School Day Schedule.....	8
School Pledge.....	9
Educational Philosophy of Saint Ann Catholic Elementary School.....	9
Saint Ann Catholic Elementary School - Our Core Values .....	10
Preface .....	11
Purpose and Use of Handbook.....	11
Amendments to Handbook .....	11
Saint Ann Parish School Board.....	11
Diocesan Policy - Instructional Program .....	12
School Accreditation .....	12
Non-Discrimination Policy .....	12
Admissions Policies .....	13
Toilet Training Requirements for Pre-Kindergarten (Pre-K) .....	13
Student Enrollment Policy Statements .....	14
Tuition Management Program Options (FACTS).....	15
Late Registration Contracts.....	15
Delinquent Accounts Policy .....	16
Withdrawal Policy.....	17
After School Program (ASP) .....	17
Curriculum .....	18
Liturgy .....	18
Standardized testing.....	18
Homework .....	19
Promotion and Retention .....	20
Graduation Requirements .....	21
Student Council.....	22
Field Trips.....	22
Class Placement .....	22
Student Transfer Requests .....	22
Student Records .....	23
Staff Availability/Conferences.....	23
Student Attendance.....	23
Unexcused Absences.....	24
Punctuality/Late Arrival/Early Pick-Up .....	24
Doctor/Dentist Appointments .....	25
Early Dismissal and Emergency School Closings .....	25
	2
School Bus Transportation.....	26

School Bus Safety Rules.....	26
Drop Off and Pick Up Policy.....	27
Emergency Drills.....	27
Emergency Closings/Dismissals .....	28
Family Vacations.....	28
Custodial/Non-Custodial Parents .....	29
Court Orders.....	29
Child Abuse Reports .....	29
Student Illness Policy .....	30
Immunization Policy .....	31
Health Screenings.....	32
Medication Policy.....	32
School Counselor .....	33
Student Discipline .....	33
Code of Conduct .....	34
Middle School Team Discipline Policy .....	34
Homework .....	35
Minor Student Infractions and Consequences.....	38
Major Student Infractions and Consequences.....	39
Student Dress Code .....	42
Dress Down.....	44
Hair Style/Head Coverings .....	44
Make-Up/Nail Polish/Body Painting/Tattoos .....	44
Jewelry.....	44
Search and Seizure .....	45
Harassment, Intimidation, and Bullying (HIB) .....	45
Suspension and Expulsion .....	47
Cell Phones and Personal Electronic Devices.....	47
Technology Integration at Saint Ann Catholic Elementary School.....	48
Guidelines for Using Technology .....	49
Administrator’s and Teacher’s Responsibilities .....	50
General Expectations for Using Technology.....	50
Staff Responsibility .....	52
Parent/Guardian Responsibility.....	52
Technology Acceptable Use Agreement .....	53
Lunch Program, Lunch Parent Volunteers and Snacks.....	53
Recess.....	54
Use of School Grounds.....	54
Visitors.....	54
	3
Parent Contact Information.....	55
Lost Items .....	55
Parent Teacher Association (PTA) .....	55
Room Parents .....	55
Volunteer hours .....	55
Virtus Training.....	56

Fundraising .....	56
Flyers, Brochures, and Non-school Advertising .....	56

## Welcome Letter from Saint Ann's Head of School

August 1, 2023

Welcome to Saint Ann Catholic Elementary School!

At Saint Ann Catholic Elementary School, we are committed to providing a community environment where young people feel loved and are encouraged to accept the challenge to be respectful, caring members of our world. The Parent-Student Handbook is the guideline for the appropriate structure, limits, safety, and high standards required by all for the success of our students' growth and development.

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

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

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

May God continue to Bless our students and our school in this new school year.

Sincerely,

Ameriquin Dalmasy-Laccetti  
Head of School

**School Directory**

The school’s main office is open from 7:30 AM to 3:00 PM each school day during the school year. The summer hours are 9:00 AM to 1:00 p.m. Monday through Thursday. .

<b>Saint Ann School Main Office Phone Number: 609-882-8077</b>		
<b>School Leadership &amp; Administrative Staff</b>		
Pastor	Father Dela Cruz	ldelacruz@churchofsaintann.com
Head of School & HIB	Ameriquin Dalmasy-Laccetti	alaccetti@st-ann-school.org
Dean of Academics	Darren Basich	dbasich@st-ann-school.org
Director of Marketing	Alessandra Fallon	afallon@st-ann-school.org
School Counselor	Dayna Panarello	dpanarello@st-ann-school.org
Administrative Assistant	Joanne Englander	jenglander@st-ann-school.org
Maintenance	David Young	dyoung@st-ann-school.org

<b>Lower School Grades Pre K-4th Grade</b>		
PreK 3 Teacher/Aid	Jennifer Gladney/Jenna Vorhees	<a href="mailto:jgladney@st-ann-school.org">jgladney@st-ann-school.org</a> g <a href="mailto:jvorhees@st-ann-school.org">jvorhees@st-ann-school.org</a> g
PreK 4 Teacher/Aid	Meredith Socha/Denise Ervine	<a href="mailto:msocha@st-ann-school.org">msocha@st-ann-school.org</a> g <a href="mailto:dervine@st-ann-school.org">dervine@st-ann-school.org</a> g
Kindergarten Teacher/Aid	Jennifer Bickham/Samta Tellis	<a href="mailto:jbickham@st-ann-school.org">jbickham@st-ann-school.org</a> g <a href="mailto:stellis@st-ann-school.org">stellis@st-ann-school.org</a>
First Grade Teacher/Aid	Marsha Schiariti/Jackie Hiatt	<a href="mailto:mschiariti@st-ann-school.org">mschiariti@st-ann-school.org</a> g <a href="mailto:jhiatt@st-ann-school.org">jhiatt@st-ann-school.org</a>
Second Grade Teacher	Nicole Lestician	<a href="mailto:Nlestinian@st-ann-school.org">Nlestinian@st-ann-school.org</a>
Third Grade	Hayley Grabowski	<a href="mailto:hgrabowski@st-ann-school.org">hgrabowski@st-ann-school.org</a>
Fourth Grade	Kathleen Ritchey	<a href="mailto:kritchey@s-ann-school.org">kritchey@s-ann-school.org</a> 6

<b>Upper School Grades 5-8 &amp; Specialists</b>		
5th Grade/Adv.Math/Math	Jennifer Drumm	jdrumm@st-ann-school.org
Sixth Grade/ILA & Tech	Kelly Meyer	kmeyer@st-ann-school.org
Seventh Grade/Social Studies	John Poirier	jpoirier@st-ann-school.org
Eighth Grade/ILA & Tech	Chaselyn Palumbo	Cpalumbo@st-ann-school.org
Religion/Music	Elizabeth Meagher	emeagher@st-ann-school.org
Science/Math	Brian Azrolan	bazrolan@st-ann-school.org
Physical Education	John Zimmer	jzimmer@st-ann-school.org
Spanish		
Art	Isabella Africa	Iafrica@st-ann-school.org
Library	Pat Ortiz	Portiz@st-ann-school.org

<b>Student Services</b>		
Individual Service Plan Coordinator	Dayna Panarello	Dpanarello@st-ann-school.org
Push In Class Support	Ellen Revill	
Pull out Class Support	Taheerah Amica	
Speech Services	Susan Brennan	
E.S.L. English Second Language	Kathi Scognamiglio	

## Saint Ann's School Day Schedule

FULL DAY SCHEDULE	
<i>Please note ALL early dismissal days are dismissed at 12:00, unless otherwise announced.</i>	
Period	Time
Homeroom	8:00-8:15
1	8:20-9:00
2	9:05-9:45
3	9:50-10:30
4	10:35-11:15
5	11:20-12:00
6	12:05-12:45
7	12:50-1:30
8	1:35-2:15
PM Homeroom	2:15-Dismissal

Please read through the hand book to learn about our emergency school closing procedures.



### **Saint Ann Catholic Elementary School Mission Statement**

Our mission statement is recited daily each day as we start our school day.

Saint Ann Catholic Elementary School empowers all students In a Christ-centered environment to serve God and others  
To develop their unique talents and gifts, to strive for academic excellence, and to be lifelong learners.

### **School Pledge**

I believe that Jesus is present in each of my classmates, in my teachers and in me. Therefore, all my actions will show my respect for Jesus and everyone I encounter throughout my day.

### **Educational Philosophy of Saint Ann Catholic Elementary School**

The administration, faculty, and staff of Saint Ann Catholic Elementary School are dedicated to the intellectual and spiritual growth of each child. The school's mission is to promote the development of Catholic values and moral standings so that our students go forth, knowing their faith and living it as well.

Saint Ann Catholic Elementary School fosters intellectual growth by maintaining an atmosphere where all students are encouraged to develop a love of learning and a striving for excellence in all they do. It is our belief that every child is a unique individual and must be provided with an arena for success where individual potential and self-esteem can flourish.

## Saint Ann Catholic Elementary School - Our Core Values

The core values of Saint Ann Catholic Elementary School are based upon, but not limited to, Catholic social teaching.

**Prayer** – Through daily prayer and various liturgical experiences, students develop a strong and personal relationship with God. A strong sense of faith and Catholic/Christian values permeate every aspect of the School's academic and religious experience.

**Responsibility** – Taking personal responsibility for one's actions and efforts is a quality that we work to develop in all students. It is the foundation for the development of a strong work ethic and leads to the ability to make good personal moral decisions.

**Respect** – As a human being created in God's image and likeness, every individual is to be afforded respect by others. This respect is seen in each person's speech and actions.

**Stewardship** – We are all called to utilize the gifts and talents that we possess for the greater good and for the benefit of others. This means that we work to do our best each day for our own personal growth, and we give back to the parish, school and larger community through our time, talent, and treasure.

**Dignity** – There is dignity in all legitimate work. Each day, students, teachers, and parents are called upon to do their best work and to value the work of others in their class and world community.

**Learning Environment** – The School is a safe and supportive learning community where it is the responsibility of all to work together in honor of the learning process. It is each person's job to help maximize learning for themselves and others.

**Community** – We are a family centered organization that shares a common purpose - the best spiritual, physical, and academic development for our young people. We are called to accomplish this in a positive and collaborative manner. The joys and rewards of learning and doing one's best are celebrated by all members of Saint Ann's Catholic community.

## **Preface**

As a Catholic school in the Diocese of Trenton, we adhere to the policies and procedures set forth by the Diocese of Trenton. This Parent/Student handbook is designed to assist parents/guardians and students in understanding the policies and the regulations of Saint Ann Catholic Elementary School. As such, the policies contained in this document are in compliance with the policies of the Diocese of Trenton.

## **Purpose and Use of Handbook**

This handbook is designed to assist parents and students in understanding the policies and procedures of St. Ann School. It serves as an avenue of cooperation between the home and the school. While it is meant to serve as a guide, the parish/school is given flexibility and discretion to take actions other than those specified in the handbook.

## **Amendments to Handbook**

The school administration reserves the right to make changes to this Parent–Student Handbook at any time when deemed necessary by the Parish/School Administration. If changes are made, parents will be notified in a timely manner. These changes will become policy as soon as they are communicated to the parents and students.

## **Saint Ann Parish School Board**

The Saint Ann Catholic Elementary School Board is a consultative board that works with the pastor/parish administrator and the Head of School in accordance with Diocesan policy. The goal of this board is to assist the pastor/parish administrator and the Head of School in planning, policy development, financial planning, facilities, marketing and development, and long-range planning.

*The role of the Board is to assist the parish in reaffirming its commitment to Catholic education and to raise awareness of the parish community that Catholic Schools continue to be “the most effective means available to the Church for the education of children and young people” who are the future of the Church (To Teach as Jesus Did, 118).*

All policies adopted by the school board are brought to the pastor for approval. Members of the school board are selected by a process of discernment and serve for terms of three (3) years. There may be a maximum reappointment of two (2) extra terms as approved by the pastor/parish administrator. Terms are staggered to maintain stability of long-range goals and directions. The School Board is composed of no fewer than seven (7) and no more than nine (9) members or as

approved by the pastor/parish administrator.

Father Leandro Dela Cruz, Pastor  
of School Vito Pulito, President/Finance  
Duke Del Prado, Computer/Technology  
Secretary Gary Oravsky, Advisor  
Advisor

Ameriquin Dalmasy-Laccetti, Head  
Mike Cerra, Strategic Planning  
Christine Melhorn,  
Pat Staltari,

### **Diocesan Policy - Instructional Program**

Students will be primarily responsible to classroom teachers. The instructional and non-instructional services provided in each school will be brought into the life of each child in a manner determined by the classroom teachers and Head of School of each school.

Catholic education requires the active interest and involvement of parents in their child's school progress; however, involvement will not be permitted to become interference.

When parents repeatedly and insistently attempt to impose their views as to the educational process upon the school administration, education, both of that child and of other students, will be adversely affected. In such instances, the parents will be requested to remove their child from the school.

### **School Accreditation**

Saint Ann Catholic Elementary School is a parish elementary school of the Diocese of Trenton. It is fully accredited by the AdvancED Accreditation for Elementary School.

### **Non-Discrimination Policy**

St. Ann School admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. St. Ann School does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admissions, scholarship and financial aid programs, and athletic and other school administered program.

## **Admissions Policies**

### **Toilet Training Requirements for Pre-Kindergarten (Pre-K)**

All students in Pre-K **MUST** be fully toilet trained, if they are not fully toilet trained they will not be able to remain in the Pre-K program. Any student who has three (3) accidents will be reviewed as far as remaining in the Pre-K program. Spots will not be held for students who leave the program due to toileting needs.

This means your child can do the following on their own:

- 1) be able to TELL the adult they have to go to the bathroom BEFORE they have to go.
- 2) they must be able to say the words "I have to go potty" BEFORE they have to go.
- 3) be able to pull down their underwear and pants and get them back up without assistance.
- 4) be able to wipe themselves after using the toilet.
- 5) be able to lock and unlock bathroom stalls by themselves.
- 6) be able to postpone going to the bathroom if they must wait.

### **Admissions Probationary Status for Grades 1- 8**

All students being admitted into Saint Ann Catholic Elementary School are admitted on a probationary basis for one trimester, with the exception of PreK and Kindergarten. Parents will be asked to sign a form acknowledging their understanding and acceptance of this policy. The probation period may be extended if warranted. You will be notified immediately of any concerns your child's teacher or the Head of School has regarding your child's progress during this period and what is expected from the student in order to continue their education at Saint Ann Catholic Elementary School.

## **Student Enrollment Policy Statements**

1. Students will be primarily responsible to classroom teachers. The instructional and non- instructional services provided will be brought into the life of each child in a manner determined by the classroom teachers, support staff, and administration. Catholic education requires the active interest and involvement of parents in their child's school progress.
2. Any actions or comments that are viewed as scandalous or detrimental to the school, its students, the operation of the school, or the reputation of the school in the community are subject to the school's disciplinary code, whether or not such actions or comments occur on school grounds, the internet or during the school day, and subject to student dismissal from Saint Ann Catholic Elementary School.
3. Enrollment is by yearly contract. Either party may terminate the contract at any time. Upon enrollment, parents understand that the enrollment agreement is for one school year and that Saint Ann Catholic Elementary School may require the withdrawal or dismissal of any student if it concludes that such student's attitude, influence, or behavior does not serve the best interests of Saint Ann Catholic Elementary School.

Parents further understand that a positive and constructive working relationship between the school and a student's parents (or guardian) is essential to the fulfillment of our mission.

Parents agree that in accordance with Saint Ann Catholic Elementary School's tuition policy, no portion of any tuition or fees for a student is either refunded or canceled upon early withdrawal or dismissal of the student for disciplinary reasons.

4. The Head of School retains the right to amend the handbook for just cause. The Head of School will give parents prompt notification of changes that are made in school policy.
5. Enrollment of a student at Saint Ann Catholic Elementary School assumes that parents will support and accept all policies and procedures contained within this handbook.

## School Enrollment Contract

A signed Student Contract (Parish-Family Partnership) is required for all students enrolled in Saint Ann Catholic Elementary School. Contracts and any tuition that is calculated to be owed are to be returned to the school office for processing within the deadline. Only contracts that are accompanied by the proper fees and authorizations are considered ready for processing.

## Tuition Management Program Options (FACTS)

Saint Ann Catholic Elementary School uses **FACTS**, a Tuition Management Company, to process all tuition payments as well as after school and other school fees. **All families are required to register with FACTS even if they are paying tuition in full as other payments and fees charged by the school will be processed through FACTS.**

Once a signed contract is received by our main office, you will receive instructions from the school on how to access FACTS. Please call the main office if you have any questions. Saint Ann Catholic Elementary School does not charge families to use this service or for returned payments. FACTS does charge families for returned payments from their bank. Families should know that FACTS does charge a fee for credit card payments.

- Pay in Full, payment is due July 20
- 2 payment plan, payments are due July 20 and December 20
- 10 payment plan, payments are due on the 20th of the month beginning on July

20 Tuition due dates do not change for late enrollments; all past payments will be due upon enrollment.

## Late Registration Contracts

Families that register and sign contracts after July 1 are required to pay tuition on a prorated basis. Tuition is calculated from the month of enrollment. Those who choose to pay in full must include tuition payment with the signed contract.

Those who wish to use the monthly payment plan must pay all outstanding payments upon enrollment. Example: If enrolling in July, one tenth of the tuition is required; if enrolling in

August, two tenths; in September, three tenths. Each family is responsible for making tuition and fee (afterschool, lunch, and trip) payments on time.

## **Delinquent Accounts Policy**

Saint Ann Catholic Elementary School considers delinquent accounts (this includes tuition, after school fees, lunch, trip and other fees) a serious matter. If you miss a payment, FACTS will automatically reschedule it 10-15 business after the initial due date. If returned again, they will attempt the missed payment a second time. If the second payment is also returned it is designated unresolved and your account is considered 60 days in arrears. FACTS will send email notifications when a payment has been returned and state the date for which it has been rescheduled.

Any account **60 days in arrears** is considered a breach of contract and the student/s will not be allowed to participate in school activities including trips, assemblies, after school clubs, drama, graduation and other extracurricular activities. In this case students may be sent to another classroom during school.

- If they need to be kept out of after school activities, the parent will be required to pay any fees generated by the Saint Ann Catholic Elementary School after school program.
- In addition, student records will not be forwarded for graduating or transferring students until all financial obligations are completed.
- Notification will be sent to the parent regarding the delinquent account and the consequences for the student.
- Parents are required to contact the school immediately (within five business days) to rectify the situation.
- Should a third payment be missed, the parent will be notified that the student must withdraw by the end of the month of the missed payment.

Re-enrollment contracts for the next school year will not be issued to any family whose account is not up to date.

If the outstanding balance is not paid before the first day of school, the student will not be considered enrolled and may not attend classes in the new school year until all financial obligations are met.

If a significant financial hardship (loss of employment, unanticipated major medical expenses, etc.) prevents you from meeting your tuition obligation as agreed in your child's Student Contract, you



must make arrangements immediately to contact the school to discuss payment options. You must then abide by those terms to be considered current.

### **Withdrawal Policy**

- Withdrawal before the first day of school - 10% of yearly tuition will be due. – Not including Registration Fee
- Withdrawal from the first day of school through October 31 - 30% of yearly tuition will be due.
- Withdrawal from November 1 through December 31 - 50% of yearly tuition will be due.
- Withdrawal from January 1 through February 28/29 - 80% of yearly tuition will be due.
- Withdrawals after February 28/29 – 100% of yearly tuition will be due.

### **After School Program (ASP)**

Saint Ann Catholic Elementary School offers after school care for all students. If you would like to register for the After School Program, forms may be obtained on the school website or requested from the front office. The \$20.00 non-refundable registration fee will be processed through your FACTS account.

Please note After School Program personnel are NOT permitted to allow any individual (student, parent, guardian, etc.) into a classroom for any reason. The program provides care from dismissal (12:00 PM on half days and 2:30 PM on full days, except for certain days each year) until 5:30 PM. **ASP closes at 5:30 and any child not picked up prior to closure may potentially be left unsupervised and is also subject to the policy below.** There is no after school program when school is closed or on days that we close early for inclement weather.

An additional late fee of \$1.00 per minute will be charged for pick-ups after 5:30 PM. Students absent or dismissed early from school cannot be brought to school for the after school program. Payments must be made monthly or student(s) may not be allowed to continue in the program. Students' records and/or report cards will be on hold for any unpaid balances.

**Conditions for program removal - Please note that abuse of the program, included but not limited to behavioral issues, multiple late pickups will lead to removal from the After School Program (ASP) as follows:**

**3 late pickups – 1 week removal from program**

**Following a 1 week removal any subsequent pickups after the closure of ASP at 5:30 will result in notification and handing over of the child to NJ DCF (New Jersey Division of**

**Children and Families) OR local authorities.**

**IF following removal from the program a student attends ASP and is not picked up we will notify and hand the child over to local authorities.**

### **Curriculum**

The curriculum of Saint Ann Catholic Elementary School includes Religion, Language Arts, Mathematics, Social Studies, Science, Media, Art, Music, Technology, Spanish, and Physical Education. Students are required to participate in every subject taught in their grade level. Requests for exceptions for health reasons must be directed to the Head of School.

Saint Ann's commitment to the learning process is reflected in a curriculum that adjusts to the unique needs of individual students and respects the rights, interests, and personal dignity of each child. The school's sound academic curriculum prepares students to become productive members of society in an increasingly competitive world.

For specific details regarding your child's curriculum, please refer to the teachers' websites, or make arrangements to consult with your child's teacher.

### **Liturgy**

The celebration of liturgies plays a vital part at Saint Ann Catholic Elementary School. We encourage each child's active participation in the liturgy by having each class prepare and lead a monthly Mass. Parents and guardians are encouraged to attend these Masses.

All Saint Ann students participate in Religion classes and complete the required assignments and related work. Second graders prepare for and receive First Penance and First Holy Communion. Seventh and Eighth graders prepare for receiving Confirmation at the end of the eighth grade.

Religion is considered a core subject for every student.

### **Standardized testing**

Saint Ann Catholic Elementary School will administer the standardized tests three times during the school year using the STARR English and Math Assessments contracted by the Diocese of Trenton's testing program **for grades 2-8**. Individual schools may use supplementary tests freely for interim testing of classes or small groups. Individual Heads of School and teachers will analyze the standardized testing results each year to determine future curriculum planning as well as to address individual or group needs.

For students in grades K-1, teachers use programmed based assessments aligned to the curricular resources used in the classroom for Math and English. Parents will receive feedback on their child's performance on these assessments.

## Homework

Homework is assigned to supplement or reinforce schoolwork and aid in developing the student's study habits. Parents/Guardians should support and encourage children to do their homework and not do it for them. Reading and study assignments are as important as written assignments. It is essential that all assignments be completed. Parents/Guardians will be notified if a student has not completed assignments and the grade for the assignment might be lowered

Homework is assigned in relation to the age and maturity of the students. The suggested time allotment for homework for each grade level per night is:

Grade Level(s)	Time on Task
Kindergarten and Grade 1	10-20 minutes
2	20-30 minutes
3	30-40 minutes
4	40-50 minutes
5	50 minutes – 1 hour
6	1 hour
7 and 8	1 hour and 20 minutes

## Requests for Homework Due To Illness

If a student is out sick for three or more days, then homework can be requested to be sent home via another student/sibling or picked up in the office by a parent/guardian. Students may make up work when they return to school if they are absent for fewer than three days. If requesting homework, parents/guardians MUST call the school by 10:00am to receive the homework by the end of the school day.

## Reporting Academic Progress

Saint Ann Catholic Elementary School reports progress on a trimester schedule in December, March and June. In addition, progress reports are issued for Grades 1 to Grade 2 in October, January and April. We encourage parents to be active partners in their child's education and communicate with their child's teachers actively. Parents can also expect that teachers will reach out with concerns as they track student progress. Grades are accessible through the genesis parent portal for grades 3-8. Teachers will update grades regularly.

<b>Progress Based Grading System</b>	
<b>Kindergarten</b>	P = Proficient D = Developing E = Emerging N = Not Yet
<b>Grades 1-2</b>	O = Outstanding G = Good S = Satisfactory N = Needs improvement
<b>Grades 3-5</b>	A = 93-100 Outstanding B = 85-92 Good C = 76-84 Satisfactory D = 70-75 Needs Improvement F = $\leq$ Not meeting Curriculum Expectations 70-100 Meeting Curriculum Expectations $\leq$ 69 Not Meeting Curriculum Expectations
<b>Grades 6-8</b>	A = 93-100 Outstanding B = 85-92 Good C = 76-84 Satisfactory D = 70-75 Needs Improvement F = $\leq$ Not meeting Curriculum Expectations 70-100 Meeting Curriculum Expectations $\leq$ 69 Not Meeting Curriculum Expectations
<b>Specials/Co-Curricular Grades K-8</b>	4 = Progress is Outstanding 3 = Progress is Good 2 = Progress is Satisfactory 1 = Progress is Needed
<b>Social Learning/Behavior</b>	S = 0, 1, 2 detentions N = 3 detentions or a major infraction U = More than 3 detentions, suspension, 2+ major infractions

### **Honors and High Honors**

Honor Roll in middle school encompasses exemplary behavior as well as academics. As the word itself implies "Honor is a sense of ethical conduct, of integrity" In order to achieve "High Honors" a 93 or above is achieved in all core content areas and a 3 or 4 is achieved in all enrichment subjects. Students will receive "Honors" if an 85 or above is achieved in all core content areas and a 3 or higher is achieved in all enrichment subjects. ANY after school detentions for the Trimester in question will preclude the students from being in the Honor and High honor rolls. Promotion and Retention

Most students will be successful with the curriculum of our school; however, testing and performance may indicate that it is necessary to retain a student for an additional year in a

particular grade. Parents of students who are in danger of being retained will be notified at various times during the school year but no later than the end of the second trimester.

### **Failure of a Grade**

In the event that a student fails a grade (Kindergarten through grade seven) at the end of the year, one of the following may take place:

- The child will need to repeat the grade in order to continue their enrollment at the school.
- The child can withdraw from the school and be enrolled at another school at which point an accurate transcript would follow the student like any withdrawal.
- The student will have to attend a licensed/accredited credit recovery program. Documentation of work completed and attendance must be provided and verified by the school.
- The teacher may offer to tutor the student in a summer program (at parent expense) but documentation of work which results in a passing grade and a record of attendance must be provided. It is unacceptable to have a relative or a teacher in another school tutor the students.

### **Failure of Grade Eight**

In the event that a student fails grade eight all bulleted options under “Failure of a Grade” apply. In addition, the student (provided that the student is not repeating grade eight) may walk in a graduation procession provided the following:

- the student is enrolled in a licensed/accredited-credit recovery program before graduation.
- without receiving an actual certificate of graduation.

A certificate of graduation will be provided upon completion of a licensed/accredited credit recovery program.

### **Graduation Requirements**

All students graduating from Saint Ann Catholic Elementary School must meet the prescribed course of study given by the Diocese of Trenton and must be students in good standing behaviorally. Any student who does not meet these requirements will not receive a diploma until necessary courses are complete and until the student demonstrates appropriate behavior.

## Student Council

Saint Ann Catholic Elementary School has an elected Student Council in Grades 5-8. Officers are chosen from the sixth through eighth grade class by their peers. Representatives are chosen from fifth through eighth grades. The Student Council sponsors a variety of spiritual, educational, and social events throughout the school year.

## Field Trips

Decisions regarding all field trips are the responsibility of the school administration. Room parents do not choose or plan a class field trip. A teacher may, under some circumstances, ask for input from the room parents about the details of a trip; however, the Head of School and Homeroom teachers make all final decisions. There are no exceptions to this regulation.

Homeroom teachers will determine the number of chaperones needed for a particular trip. Room parents are given priority to be a chaperone on at least one classroom trip if there are multiple field trips. Chaperones earn volunteer hours for the time spent on the trip. All chaperones must be VIRTUS trained.

Students may not participate in field trips unless an official school permission form is signed by a parent or guardian.

On long trips, a teacher may give special permission to bring certain items.

Any dress code changes will be determined by the school administration based on the nature of each field trip. The field trips dress expectations will be communicated directly to the parents and students before the date of the trip.

## Class Placement

We will make every effort to place your child in the most appropriate class. Assigning a student to a certain class or teacher is a matter not taken lightly. Much thought and consideration is given to the placement of each student. Should you have any special circumstances or considerations that we should be aware of, please feel free to send a note to the Head of School; however, your child will be assigned to the class the administration feels is most appropriate.

## Student Transfer Requests

Parents/Guardians wishing to transfer students from Saint Ann Catholic Elementary School must notify the Head of School/Secretary as soon as possible and must sign a Release of Records form. The date of departure of the student(s) is required. **No records will be released until all financial obligations have been met.**

## Student Records

The Family Education Rights and Privacy Act gives parents/guardians the right of access to their child's records. Opportunity for review of records will be provided in the school office upon written request **one week in advance**. Parents/guardians are NOT permitted to make copies of student records

## Staff Availability/Conferences

Scheduled conferences will occur during the school year. However, we encourage parents/guardians to have conferences with teachers at any time.

Should an academic or social problem arise regarding a student, parents/guardians must first see the teacher before meeting with the Head of School.

Any parent/guardian wishing to meet with the Head of School or teacher is asked to send a written request or place a phone call to the school for an appointment. Teachers will not be able to schedule an appointment at times that could conflict with teaching or supervisory duties.

Stopping at a teacher's classroom is NOT permitted nor is it appropriate to discuss a child's progress while a teacher is on the playground supervising a class during dismissal or other circumstance. Parents/Guardians are asked not to call any staff members at their homes.

## Student Attendance

Regular and ongoing attendance is essential for a child's academic and social progress. Excessive absences, tardiness, and early dismissals hinder the teaching and learning process. As such, parents are urged to keep absences to a minimum.

All absences must be reported either by phone or email with a reason for the absence to our school nurse and the homeroom teacher by **8 a.m, by calling 609-882-8077 ext. 212**

If no call has been received, the school nurse will make a reasonable effort to reach a parent/guardian by phone to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during school hours for their safety.

If a child is sent home with a fever, vomiting, or other illness they may not attend school the next day (24 hours illness/fever/vomit free).

Students will be given the coursework that was missed. They are permitted the same number of days to complete the work as they were absent. For example, two days out, two days to complete the work is allowed. It is the responsibility of the student to check with each teacher and arrange for making up missed assignments.

## Unexcused Absences

The school regularly monitors accumulated absences. Students may have no more than 18 unexcused absences during the school year. Absences in excess of 18 may prohibit students from progressing to the next grade level.

An excess of 18 unexcused absences may prohibit a student from progressing to the next grade. Prolonged illness, hospitalization and other extraordinary circumstances will warrant special consideration. The following people may be included in the Administrative Review: Head of School, counselor, nurse, teacher/s, parents, and student.

Excused absences: illness with Dr.'s note, hospitalization/medical condition with Dr.'s note, take child to work day with workplace letter, religious holidays/celebrations, Federal holidays, etc.

- Notification will be sent home after a student has accrued 10 unexcused absences. When a student has been absent from school and/or classes for ten (10) days, a letter of notification will be sent to the parents. This letter will indicate that an Administrative Review will be convened by the Head of School.
- Once a student has reached 15 unexcused absences the student will be in jeopardy of not moving on to the next grade level.
- A student may not participate in or attend any extracurricular activity (i.e., dance, clubs, after care/after care activities, CYO, etc.) on the day he/she is absent from or signed out early from school.

## Punctuality/Late Arrival/Early Pick-Up

Regular and punctual attendance is important for each student. **All students need to be in school by 8:00 a.m.** Lateness will be reflected on the report card. A student who is late must report to the main office for a late pass, which is to be presented to his/her homeroom teacher. No student will be admitted to homeroom without this late pass.

Parents are encouraged to schedule doctor appointments outside of school hours. Although we understand that there are circumstances that cause a student to arrive late or leave early, it is important that students not miss instructional time.

To ensure an orderly and safe dismissal any early pick-up requests must be given to the child's homeroom teacher in writing or a parent/guardian can call the main office with a request for early pick-up. **All early pick up requests must be completed by 2:10 to ensure a safe and orderly dismissal, minimizing any confusion about a child's dismissal plan.**



Consistent tardiness and early departure of students impedes a child's ability to be prepared and organized for the school day. Therefore, after five (5) late arrivals, early departures, or combination thereof will require an administrative review. This may require a parent/guardian meeting with the administration.

### **Doctor/Dentist Appointments**

Parents/guardians should strive to schedule medical and dental appointments after 2:30 p.m. Parents/guardians are urged not to seek early dismissal from school unless it is an emergency. Should an early dismissal be unavoidable, a written request or a phone call by the parent/guardian is needed. A parent/guardian or someone appointed by the parent/guardian must sign out the student in the main office.

### **Early Dismissal and Emergency School Closings**

- Students are dismissed at 12:00 p.m. for early dismissal.
- Planned early dismissals and school closings appear on the school calendar.
- When an unplanned closing or a delayed opening occurs, due to inclement weather or other emergencies, parents/guardians will be notified via a messaging system.
- Emergency early dismissals will be rare. Should this occur, parents/guardians will be notified via our instant alert and messaging system.
- If there is a change in the way the student should go home during an emergency early dismissal, a parent/guardian **MUST** call the office with this information. For example, the After School Program (ASP) will not be available on an emergency early dismissal. If a student normally goes to ASP, a parent/guardian **MUST** call the office with an alternate plan.
- If there is no emergency early dismissal, but the parent/guardian deems it necessary to pick up children due to weather conditions or another situation before the regular dismissal, he/she **MUST** report directly to the office.
- It is imperative that all families keep their contact information up to date to receive automated announcements. Contact the main office with any changes to your contact information.

## **School Bus Transportation**

All parents are required to complete the Bus Transportation Form (form - B6T). This form is included with your child's annual contract. Over the summer, each individual public school district will contact your family regarding its transportation arrangements. Saint Ann Catholic Elementary School makes no decision regarding busing and cannot make any changes for a student. Children are not permitted to ride any bus other than the one to which they are assigned by the local school district.

## **School Bus Safety Rules**

To ensure all students' safety, it is important that students behave in an orderly and safe manner. The bus drivers are responsible for supervising students' behavior on the bus. If a student disregards the bus safety rules, the bus driver may inform the school, which will in turn notify the parent.

Students who misbehave may lose bus privileges and face additional disciplinary actions. Please discuss the following safety rules with your children:

- Stand quietly while waiting at the bus stop. Playing at the stop can be dangerous.
- Be respectful of public and private property while waiting for the bus.
- Do not move toward the bus until it comes to a complete stop. Wait for a signal from the driver before crossing the street. Be sure to look LEFT-RIGHT-LEFT to see that all traffic has stopped.
- Let the bus driver know immediately if you drop something while getting on or off the bus. Never retrieve anything that falls under the bus.
- Take your seat quickly and quietly and remain seated at all times while the bus is moving.
- Keep aisles clear, stow bags under the seat. Wear your seat belts if provided on your bus.
- Keep arms and other body parts inside the bus at all times.
- Do not throw anything in the bus or from the bus.
- Do not distract the driver through misbehavior. No yelling or screaming. Talk quietly and always demonstrate courteous behavior to the driver and all students on the bus.
- Do not damage the bus or seats in any way.
- Ask the driver for permission to open a window when boarding the bus.
- No eating or drinking is permitted on the bus at any time.

- Changing clothing on the bus is not permitted at any time.
- When exiting the bus, go to the “safe zone” at least ten feet in front of the bus and wait for a signal to cross from the bus driver

### **Drop Off and Pick Up Policy**

Children may arrive no earlier than 7:30 AM and no later than **8:00 AM**. On the first day of school, children should report directly to their classrooms. Parents are not permitted to walk children to their classroom. All students should be in their classrooms by 8:00 AM. Any student arriving after this time will be marked tardy. Car riders may be dropped off in the circle at the front of the school building; however, for the safety of the children, there are very specific guidelines in place for the use of this circle.

You may only enter the circle from Eldridge Avenue or from the school/church parking lot. When entering the circle, pull your vehicle up as far as possible. Children must exit on the passenger side of the vehicle with all their belongings. Parents may never exit the vehicle, and no one is permitted to open the trunk area to remove any belongings. If your child needs assistance leaving the vehicle, then please use the parking lot. After your child has exited the vehicle, and the vehicle in front of you has left, please exit the circle and turn right only.

#### **Do not pull around vehicles stopped in front of you, especially buses.**

If you do not wish to use the circle, you must park in the school/church parking lot. As a courtesy to our surrounding homeowners, please do not park on the neighboring streets. Please be sure to use the crosswalk on the north side of Rossa Avenue and make sure your child knows how to use the crosswalk.

Afternoon dismissal starts at 2:25 PM. Buses are dismissed first. Parents picking up their children should park in the school/church parking lot. Again, please do not park on the surrounding side streets as this causes an inconvenience to our neighbors. Please wait in the parking lot until all the buses have been dismissed. A teacher will indicate when you may cross the street. Lower school car riders and walkers will be dismissed from the front entrance. Upper school students will be dismissed from the side of the school building next to the preschool playground. Parents must walk over and meet their children there. Students are not permitted to cross the street to the parking lot by themselves.

### **Emergency Drills**

Emergency drills are held in accordance with state and local laws. In instances of severe weather, when watches or warnings have been issued by the National Weather Service, it is imperative that telephone lines to the school remain open. Parents are asked not to call the school for updates but to wait for notification from the school’s emergency messaging service.

## Emergency Closings/Dismissals

Saint Ann Catholic Elementary School uses the School Messenger alert system. This system allows for the school to reach families quickly and effectively. The system will be used to notify you of a school closing or early dismissals due to inclement weather. It will also be used to keep you informed of schedule changes and upcoming events.

SchoolMessenger will gather parent/guardian information directly from Genesis. Please make sure you inform the office of any changes to your email and phone numbers. The system allows the school to notify parents via phone call, email, and text message.

If there is a change in the way the student should go home during an emergency early dismissal, a parent/guardian **MUST** call the office with this information. For example, the After School Program (ASP) will not be available on an emergency early dismissal. If a student normally goes to ASP, a parent/guardian **MUST** call the office with an alternate plan.

- If there is no emergency early dismissal, but the parent/guardian deems it necessary to pick up children due to weather conditions or another situation before the regular dismissal, he/she **MUST** report directly to the office.
- It is imperative that all families keep their contact information up to date to receive automated announcements. Contact the main office with any changes to your contact information.
- Planned closings are noted on the school calendar.
- When an unplanned closing or a delayed opening occurs, due to inclement weather or other emergencies, parents/guardians will be notified via a messaging system.

## Family Vacations

Family vacations during the school year are **strongly discouraged**. However, there may be times when students might miss school for an extended period of time due to sickness or unexpected family commitments. These situations will be addressed individually.

Children will not be given work in advance of vacation with the exception of regular weekly work. Regular weekly work must be requested at least one week in advance.

When students return from vacation, they will be given the work that was missed and will be allowed the same number of days to complete the work as they were absent. For example, two days out, two days to complete the work is allowed.

All tests will be made up in school only. Teachers have the option of modifying the policy to meet

the needs of their particular classroom structures and/or grade levels.

The responsibility to make up missed work rests entirely with the students and parents/guardians.

### **Custodial/Non-Custodial Parents**

The Federal law, the Family Educational Rights and Privacy Act (FERPA), allows the non-custodial parent the right to free access to school records of his or her child(ren). Teachers, counselors, and administrators do not need the permission of the custodial parent to discuss a child with the non-custodial parent. Non-custodial parents may be given access to unofficial copies of student records, and staff may be available to discuss the student's records unless a court order providing otherwise is filed with the school.

Information will be sent to the non-custodial parent upon request to the main office. This information includes the weekly PIE, report cards, and progress notes.

### **Court Orders**

If there is a court order specifying the rights and responsibilities of individual parents/guardians, it is the responsibility of the custodial parent/guardian or of either parent/guardian if there is joint custody, to provide the school with the most current official copy of the court order. The custodial parent/guardian may wish to supply the Head of School with the "custody section" of the divorce decree if it contains information that may be useful to the school in fulfilling its obligations. It is the policy of Saint Ann Catholic Elementary School to provide duplicate communications to both parties involved in the custody of their children. (*i.e. report cards, notices of events, etc.*)

### **Child Abuse Reports**

Pursuant to New Jersey State Law, any reasonable cause or suspicion to believe that a child has been abused or neglected *requires* school personnel to report said abuse/neglect to the Division of Child Protection and Permanency (CPP). Failure to do so within the prescribed period renders that employee in violation of the provisions of the act and a disorderly person. (N.J.S.A. 9:6-8.9, 8.10, 8.13, 8.14)

If your children report abuse/neglect of any kind to any school employee, we must and we will notify CPP. A social worker from CPP will then come to school to meet with your children and begin an investigation into the allegations. CPP will then be in touch with parents/guardians.

### **Student Illness and School Nurse**

Our School Nurse, Mrs. Krista Gladney, is available from 8:00 am until 2:30 pm daily. If a child becomes ill or severely injured while at school, parents/guardians will be contacted. Her phone number at the school is 609-883-4336.

Emergency information is provided by parents/guardians at the beginning of each school year.

Parents/Guardians are asked to keep this information current and alert the school office of any changes during the school year.

**Children who are ill should not come to school.**

The following guidelines should help parents/guardians determine when to keep a child home.

1. Vomiting and/or diarrhea – children should not have had diarrhea and/or vomiting for 24 hours before returning to school.
2. Fever greater than 99.6 degrees – Children should be fever-free for 24 hours without the use of fever-reducing medications, before returning to school.
3. Persistent dry or productive cough.
4. Unexplained rash on any part of the body.
5. Crusty drainage and/or unexplained redness of one or both eyes.
6. Cold symptoms associated with fever and/or lethargy.
7. Sore throat accompanied by white “dots” on throat and/or fever.
8. Children being treated with antibiotics should be on medication for 24 hours before returning to school.

Prescription and non-prescription medications may be administered during school hours. Any medication that is to be administered during school hours:

- Must be accompanied by a note from the parent/guardian.
- Must be accompanied by an order from a physician, dentist, or orthodontist containing the child’s name, date, medication, dosage, time of administration, diagnosis, length of time order is in effect and physician’s signature.
- The prescription must be in the original container (many pharmacists will provide a separate container for school). Over-the-counter items must be in the original packaging.

**Student Illness Policy**

If your child is visibly ill, has a fever, a communicable illness, or other serious health concern, your child should be kept home. We adhere to the following rules: a child must be fever free for 24 hours; if your child is being treated for an infection, your child should be on antibiotics for 24 hours before returning to school; a child should not have vomited nor had diarrhea for 24 hours

before returning to school. This illness policy is strictly followed for the health and well-being of all children. If you send your child to school with a fever or with vomiting or diarrhea, you will be required to pick your child up from school immediately.

We do not provide childcare for sick children. All children are expected to be picked up within a half hour from when you receive a call from the school nurse, unless circumstances or distance prevents you from doing so.

If your child is ill and unable to attend school, please call the school nurse at 609-883-4336 between 8:00 and 9:00 AM each morning that your child is absent. If you need to make an earlier call, you may leave the message on her answering machine. When your child returns to school, he or she must bring a signed note explaining the reason for his or her absence. An absence of more than two days requires a doctor's note when your child returns to school. These will be kept on file in the nurse's office. If your child contracts strep, chicken pox, head lice, or any infectious disease, please notify our school nurse immediately.

### **Immunization Policy**

Diocesan policy and Saint Ann Catholic Elementary School require proof of up-to-date immunizations before registration is finalized and the student is placed on our roster. The Diocese upholds the mission of the New Jersey Immunization Program that is to reduce and eliminate the incidence of vaccine preventable diseases.

In order for your child to register for school, it is necessary to provide your child's record of immunizations. If the records are not in English, you must also submit a translated copy. If the original records cannot be obtained, the immunizations must be repeated according to New Jersey State law.

Your child should have all of these shots BEFORE starting school. Written verification from your pediatrician is required and should be attached to your registration form.

These immunizations are mandated by state law and are strictly enforced. **Failure to produce required immunizations risks your child's exclusion from school.**

A student may be admitted to school on a provisional basis, not to exceed one year, if a physician or health department indicates that the immunization cannot be administered. Non immunized children who are in school may be excluded from school activities for their own protection. If an epidemic situation arises at the school, the Principal may consult with the local board of health, to determine if the child should be excluded. The final decision for exclusion will be based on the judgment of the school administrator.

## **Medical Exemptions**

A written statement shall be submitted to the school, preschool, by a physician/nurse practitioner/clinical nurse specialist indicating that an immunization is medically contraindicated for a specific period of time.

## **Health Screenings**

The following student health screenings are done annually by the school nurse:

- Height and weight – All grades
- Vision – All grades
- Hearing – K-4, 6, 8
- Scoliosis – Grades 5 & 7
- Blood Pressure – All Grades

Parents/Guardians will be notified of any findings that are outside normal limits and will be advised to seek further evaluation.

Parents/Guardians are advised to contact the school nurse with any information that you feel might affect your child's academic success.

## **Medication Policy**

The administration of medication in school is to be avoided whenever possible. No medication shall be administered to pupils in school except by the school nurse and ONLY after all necessary approvals have been secured. Medications shall include all medicines prescribed by a physician for a particular pupil, including prescription and non-prescription drugs.

A form must be filled out if requesting that medication be administered by the school nurse. This form must be signed by the physician and parent. A parent must bring in medication weekly in its original bottle or box and give it to the school nurse. All medication will be appropriately maintained and secured by the school nurse. The nurse may provide the Head of School and other teaching staff members who are concerned with the pupil's educational progress with such information about the medication and its administration as may be in the pupil's best interest.

The school nurse shall maintain a record of the name of the pupil to whom medication may be administered, the prescribing physician, the dosage and the timing of medication, and a notation of each instance of administration. The sole responsibility of the school shall be limited to the provision of adequate and proper supervision in administration of said medication. Medications cannot be administered unless these procedures are followed. The parent or guardian is invited to



come to the school to medicate the student if the above procedure is not convenient.

### School Counselor

Mrs. Dayna Panarello is our Saint Ann Catholic Elementary School Counselor and is available five days a week. The school counselor provides students support as they learn social emotional skills, like self regulation, restorative conflict resolution, responsible decision making and social awareness. In addition, the school counselor coaches our 8th grade students through the secondary school planning and application process. The counselor also provides push in and pull out age appropriate social skills lessons.

The counselor actively works with teachers, parents and students to ensure a positive and productive learning environment. Should you have any questions or concerns about your child's social- emotional needs please contact our school counselor Mrs. Dayna Panarello at 609-882-8077 ext.

215. The guidance counselor is available to speak with you or your child if you have any concerns about school or home life.

### Student Discipline

Discipline in a Catholic educational community is part of a teaching/learning process where students acquire life skills that will make them courteous, respectful adults. It will be the responsibility of Saint Ann Catholic Elementary School, in conjunction with parents/guardians, to provide each individual student with moral guidelines that are in keeping with the mission of Christ.

While it is not possible to enumerate all situations that could arise, several categories of cases are listed for guidance. Any student who violates a policy or school rule will have to accept the consequences of their decision making.

Students will be held accountable for certain conduct which violates the school regulations whether done at or away from the school (i.e. *keying a teacher's car off campus*). **Saint Ann Catholic Elementary School rules and behavior guidelines apply to all school related activities on or off Campus during or outside normal school hours.**

Student discipline is tracked and monitored by the guidance counselor and school administration. Student's social development is reported on the report card. Such examples below include:

**Two detentions for inappropriate behavior in one trimester** will result in the student receiving an "N" in conduct on that trimester report card and a parent-teacher conference will be scheduled.

**Three detentions for inappropriate behavior in one trimester** will result in the student receiving an "U" in conduct on that trimester report card and a parent-teacher conference will be scheduled. An in-school or out-of-school suspension may also be warranted.

Saint Ann Catholic Elementary School Student -Parent Handbook 2023-2024

## **Student Code of Conduct**

Saint Ann Catholic Elementary School's student code of conduct sets expectations for a healthy, safe and secure learning environment that is developmentally appropriate. These expectations should be read, reviewed and discussed with your child(ren). We expect each student to be considerate of the rights of others; to respect his/her own property and the property of others; to display appropriate conduct and language; and to practice courtesy, honesty, and self-discipline at all times.

With this in mind, it is our goal to guide our students away from inappropriate actions or violations as outlined in the Discipline Policy section of this handbook and in the following Team Discipline Policy. The best way to guide our students away from these actions is by setting a good example.

Often, the action is dealt with by the teacher in the classroom in a manner that reinforces the expected positive behavior. Sometimes, however, the teacher will need to use the Team Discipline Policy.

Unfortunately, sometimes this example is not followed. Just as there is a need for positive consequences for positive actions, there is also a need for disciplinary consequences for inappropriate actions. This handbook details the minor and major behavior infractions and the consequences.

## **Middle School Team Discipline Policy**

We believe that an effective educational institution requires an orderly school environment and that the effectiveness of the educational program is, in part, reflective of the behavior of all students; therefore, we have adopted a policy in which emphasis is placed on the students' ability to grow in accepting responsibility for their own behavior.

The Middle School Team, along with the Head of School, will use disciplinary action which encourages students to learn self-discipline, to reflect and accept responsibility for their own behavior and actions, and to understand that these behaviors and actions have consequences. We are confident that these consequences will reinforce the value of positive actions and deter inappropriate actions from disrupting the Christian centered learning environment of Saint Ann Catholic Elementary School.

Since our middle school students have the opportunity to learn with different teachers throughout the school day, the concept of teaming allows the teachers to communicate on a regular basis with each other about classroom happenings that occur each day. This benefits our students greatly in that the teachers can work as a team to reinforce positive actions, address specific difficulties, and deal with inappropriate behaviors in a unified way.

One of the team goals is to instill the concept of responsibility for positive and negative actions in our students. In Middle School, we emphasize that every action has a consequence, and we have developed ways to reinforce this for both positive and inappropriate actions.

The middle school discipline policy includes all infractions listed in the discipline policy section of the handbook and operates in stages of progressive consequences. Some actions may require skipping one or more of these stages, and those decisions are made at the discretion of the teacher or the Head of School. We are confident that these consequences will reinforce positive decision making and healthy social behavior. A middle school teacher will contact the parent when a disciplinary action has been taken via written notice (discipline notice, i.e. “write-up”), email, or phone call as deemed necessary by the teacher.

### **Homework**

Middle School Students will receive a discipline notice for missed homework assignments. The notice is brought home by the student the day he/she receives it, a parent signs it, and the notice is returned to school the following school day.

- Three missed homework assignments in a trimester results in an after school detention.
- Three after school detentions for missed homework in one trimester will result in a parent- teacher conference.
- Four after school detentions for missed homework in one trimester will result in an in- school suspension.

### **Code of Student Conduct Expectations Grades K-8**

#### **Respect for school property**

Students should treat school property/materials with care and respect. Students may be held liable for monetary compensation to replace an object at today’s market value.

#### **Cafeteria Rules**

In order to ensure a healthy and pleasant atmosphere in the cafeteria, the following rules of behavior are to be followed:

- Students must talk in a moderate tone of voice. Shouting is not permitted.
- After obtaining lunch, students are to be seated and remain seated for the duration of the lunch period except to use the lavatories.

- All students are expected to contribute to maintaining the cafeteria by clearing all tables, chairs, and floors of any trash.
- Students are STRICTLY forbidden to throw food, trash, or any other objects in the cafeteria.
- Respect is to be given to the cafeteria volunteers.
- Frequent and/or numerous violations might prohibit the student from having lunch in the cafeteria for a period of time or be separated from their peers.

### **Courtesy/Respect for Others**

All members of the school community should treat each other with respect at all times.

Students are STRICTLY forbidden to answer back to an adult and/or to speak unkindly to another student. Students must comply with adult directives even if they do not meet with their approval. Directives which are perceived to be unjust may be discussed with the Head of School, student, and the adult involved, at a mutually agreed upon time.

Lack of respect by attitude, action, or word will warrant accountability ranging from a reprimand to an in- school suspension, depending on the severity of the infraction.

### **Emergency and Fire Drill Behavior**

One fire drill and one emergency drill are held each month during the school year. Proper conduct is taught to the students.

Violations of the safety codes of a drill by inappropriate behavior, talking or running will be subject to consequences.

### **Gum Chewing**

Students are not permitted to possess or chew gum on school premises, including the cafeteria, playground, and school buses.

### **Cell Phone Use**

Students must keep their cell phones in their backpacks with the power off while on school property.

Students may not display or use the cell phones during school hours, including lunch, recess, and aftercare. They may not use cell phones on the school buses except to call a parent or his/her designee to inform him/her that the bus has arrived or has an emergency.

Students may never permit any other student to utilize the cell phone. Failure to abide by these regulations will result in the confiscation of the cell phone, which must be returned to the parent/guardian or adult designee of that student.

Saint Ann Catholic Elementary School will not accept responsibility if the cell phone is lost, damaged or stolen.

### **Unauthorized Selling of Items**

Trading and/or selling of collectible items or any other items, other than those related to fundraising for school events is not permitted.

### **Bus Conduct**

The Head of School of the school has the right to deny school bus transportation for reasonable amounts of time if a student's behavior on a bus jeopardizes his/her own safety or the safety of other student

**Please see the subsequent pages for a list of code of conduct infractions, both minor and major, and the associated consequences.**

## Minor Student Infractions & Consequences

**Minor infractions represent a disruption in the classroom learning environment or an educational activity.** Students who break the rules of conduct will be subject to any/all of the following acts of accountability. Consequences will be decided with administrative collaboration. In ALL cases of minor infractions, parents/guardians will be notified. Note that loss of privilege includes instances of (*i.e. class trip, assemblies, dances, class picnic, class parties, etc.*).

<b>MINOR INFRACTIONS</b>	
<i>Documentation of infraction sent home to be signed by parent and notification sent to administration</i>	
INFRACTION	CONSEQUENCE
<b>running in hallways</b>	Write up submitted to Administration
<b>homework not completed (grades 5-8)</b>	Parent notification 2 write ups 3rd time detention
<b>unnecessary screaming/yelling</b>	Detention Parent notification
<b>damage to school property</b>	Parent notification Payment to replace damaged item
<b>disrespect to peers/staff ex: escalating back talk</b>	Detention Parent notification Meeting with teacher, parent & or counselor
<b>unauthorized Selling of Items</b>	Detention Parent notification Meeting with teacher, parent & or counselor
<b>inappropriate bus conduct</b>	Detention Parent notification
<b>spitting/biting</b>	Write up submitted to Administration Meeting with counselor Detention
<b>hitting/slapping</b>	Write up submitted to Administration Parent notification meeting with counselor Detention

<b>inappropriate touching</b>	Parent notification Detention Write up submitted to Administration Meeting with counselor
<b>disruption during safety drill</b>	Detention with parent notification Phone call home Meeting with teacher, parent & or counselor
<b>chewing gum</b>	Parent notification write up submitted to Administration meeting with counselor possible detention
<b>cell phone use</b>	Phone confiscated until the end of day Write up submitted to Administration
<b>misuse of school computer</b>	parent notification warning after 2nd instance loss of technology privileges
<b>dress code violation</b> (see student dress code expectations)	2 warnings sent home & signed by parent 3 time student earns a detention

### Major Student Infractions and Consequences

**Major infractions represent a major disruption to the child, student safety, and the whole school environment.** Students who break the rules of conduct will be subject to any/all of the following acts of accountability. Consequences will be decided with administrator collaboration. In ALL cases of major infractions, parents/guardians will be notified. Note that loss of privilege includes instances of (*i.e. class trip, assemblies, dances, class picnic, class parties, etc.*).

<b>MAJOR INFRACTIONS</b> <i>Parents will be notified by phone call of all cases below.</i>	
INFRACTION	CONSEQUENCE
<b>Academic Dishonesty</b> <i>Cheating &amp; Plagiarism, etc.</i>	A zero on the assignment Redoing the assignment (at the discretion of the teacher) Extra school work as determined by the administration and/or teacher, on a case by case basis
<b>Damage to School Property/Defacing School</b>	Detention



<p><b>Property</b></p> <p><i>(desks, walls, mirrors, bulletin boards, ceilings, etc)</i></p>	<p>Parent assumes cost to replace or clean item Loss of Privilege (<i>i.e. class trip, assemblies, dances, class picnic, class parties, etc.</i>)</p>
<p><b>Defiance and Disrespect</b></p> <p><i>ex) Extreme rudeness, insolence, disobedience, disruptive and unsafe behavior</i></p>	<p>Detention Meeting with student, counselor/admin and parent Loss of Privilege (<i>i.e. class trip, assemblies, dances, class picnic, class parties, etc.</i>)</p>
<p><b>Displaying Undergarments/Private parts/Pantsing</b></p>	<p>Detention Meeting with student, counselor &amp; parent Loss of Privilege (<i>i.e. class trip, assemblies, dances, class picnic, class parties, etc.</i>)</p>
<p><b>Drugs/Alcohol possession or under the influence</b></p> <p><i>Possession of a controlled, dangerous substance with the intent to distribute</i></p> <p><i>Possession of a controlled, dangerous substance within 1000 feet of school property</i></p> <p><i>Possession of drug/alcohol paraphernalia</i></p> <p><i>Possession of imitation or controlled, dangerous substances</i></p>	<p>Out of School Suspension Return to Probationary Enrollment Status Return meeting with counselor Loss of Privilege (<i>i.e. class trip, assemblies, dances, class picnic, class parties, etc.</i>)</p>
<p><b>Ethnic Slurs, Bias &amp; Racist Remarks/Drawings</b></p>	<p>Out of School Suspension Return to Probationary Enrollment Status Return meeting with counselor, parent, and admin Loss of Privilege (<i>i.e. class trip, assemblies, dances, class picnic, class parties, etc.</i>)</p>
<p><b>Fighting/Physical Assault</b></p> <p><i>All participants in a fight will be punished regardless of who initiated the fight, including those who encourage the fight.</i></p>	<p>Out of School Suspension Return meeting with counselor, parent and admin Loss of Privilege (<i>i.e. class trip, assemblies, dances, class picnic, class parties, etc.</i>)</p>
<p><b>Forgery</b></p>	<p>Detention Meeting with student, parent &amp; admin Loss of Privilege (<i>i.e. class trip, assemblies, dances, class picnic, class parties, etc.</i>)</p>



<b>Gambling</b>	Detention Meeting with student, parent & admin Loss of Privilege ( <i>i.e. class trip, assemblies, dances, class picnic, class parties, etc.</i> )
<b>Gangs</b>	Possible Out of School Suspension Meeting with counselor, parent and admin Return to School Meeting after suspension Loss of Privilege ( <i>i.e. class trip, assemblies, dances, class picnic, class parties, etc.</i> )
<b>Harassment Intimidation Bullying</b>	Investigation Out of School Suspension Return to Probationary Enrollment Status Return meeting with counselor, parent and admin
<b>Kissing/Inappropriate Displays of Affection</b>	Detention Meeting with Counselor, parent & admin Loss of Privilege ( <i>i.e. class trip, assemblies, dances, class picnic, class parties, etc.</i> )
<b>Leaving School Grounds</b>	Out of School Suspension Meeting with Counselor, parent & admin Return to Probationary Enrollment Status Loss of Privilege ( <i>i.e. class trip, assemblies, dances, class picnic, class parties, etc.</i> )
<b>Threats to Students or Staff Member</b>	Out of School Suspension Meeting with Counselor, parent & admin Return to Probationary Enrollment Status Loss of Privilege ( <i>i.e. class trip, assemblies, dances, class picnic, class parties, etc.</i> )
<b>Stealing</b>	Detention Meeting with Counselor, parent & admin Loss of Privilege ( <i>i.e. class trip, assemblies, dances, class picnic, class parties, etc.</i> )
<b>Sexual Harassment</b> (physical or verbal) includes, but is not limited to:  Verbal contact such as epithets, derogatory jokes, or comments, slurs, or unwanted sexual advances, imitations, or comments Visuals such as derogatory and/or sexually oriented cartoons, drawings, or gestures Sexual assault and unwanted sexual advances	Out of School Suspension Meeting with Counselor, parent & admin Return to Probationary Enrollment Status Loss of Privilege ( <i>i.e. class trip, assemblies, dances, class picnic, class parties, etc.</i> )



<b>Smoking/Vaping/Possession or Distribution of Tobacco Paraphernalia</b>	Out of School Suspension Meeting with Counselor, parent & admin Return to Probationary Enrollment Status Loss of Privilege ( <i>i.e. class trip, assemblies, dances, class picnic, class parties, etc.</i> )
<b>Possession of a Life Threatening Weapon/Look A Like Life Threatening Weapon on/in School Site</b>  <i>Whether licensed or not, a weapon is defined as any device readily capable of lethal use or inflicting serious bodily injury. It includes, but is not limited to, a knife, gun, rifle, pellet gun, air gun, BB gun, arrows, darts, and look-alike weapons regardless of size, color, or material, or any object that can be used with the intent to harm or create the impression of impending harm. Possession of a weapon occurs when the weapon is seen by others or found on the person, or in the backpack, locker, closet, or other personal property.</i>	Intervention begins at the time of discovery Weapon confiscated Police & Pastor Notification Follow local procedures for searching personal property and lockers. Immediate suspension Immediate parent notification and pick up of child Police/Pastor/Head of School Investigation Student will be required to undergo a mental health screening Expulsion pending police investigation

Parents/Guardians may withdraw their child from the school at any point during the above steps. In the event of mitigating circumstances, the Pastor/Head of School may elect a disciplinary action other than expulsion, especially for students in Grades K-3.

### Student Dress Code

School uniforms are required for all students who attend Saint Ann Catholic Elementary School. Parents can purchase Saint Ann Catholic Elementary School uniforms solely through Lands End using the code 900189564. The purpose of our uniform is to foster community, school safety and school identity while reflecting values of modesty and appropriate attire to nurture a positive learning environment. We encourage parents to follow the following practice: if you have doubts about the appropriateness of your child's clothing, then it is best to have your child change into something more appropriate.

The uniform policy as outlined in this handbook will be enforced, as proper dress plays an important role in the students' confidence, work ethic, and behavior. Therefore, students must be in the proper school uniform at all times during the school day. Failure to abide by the dress code will result in a written discipline notice. **Three notices will result in an after school detention.**

The dress code guidelines are noted below in the seasonal dress code charts. Students in grades 3-8 will have the dress code standards enforced as per the schools discipline policy.

<b>SPRING &amp; SUMMER SESSION UNIFORM REQUIREMENTS</b> <b>Ends November 3rd, 2023 and starts again on April 8th, 2024</b>		
Students	Regular School Days	Physical Education Days
Pre-K	Students are required to wear the PE t-shirt and either the PE shorts or pants. The PE sweatshirt is optional. Students are required to wear regular sneakers.	Students are required to wear the PE t-shirt and either the PE shorts or pants. The PE sweatshirt is optional. Students are required to wear regular sneakers.
K-8 Boys	Uniform shorts or pants, uniform polo shirt. The uniform fleece and/or button down cardigan is optional. <b>All students must tuck in their shirts.</b>	PE shorts or pants and PE t-shirt. PE sweatshirt is optional. Students are required to wear regular sneakers.
K-8 Girls	Uniform skort, shorts or pants, uniform polo shirt. The uniform fleece and/or button down cardigan is optional. <b>All students must tuck in their shirts.</b>	PE shorts or pants and PE t-shirt. PE sweatshirt is optional. Students are required to wear regular sneakers.

<b>WINTER SESSION UNIFORM REQUIREMENTS</b> <b>Starts on November 6, 2023 and ends on March 28th, 2024</b>		
Students	Regular School Days	Physical Education Days
Pre-K	Students are required to wear the PE t-shirt and either the PE pants. The PE sweatshirt is optional. Students are required to wear regular sneakers.	Students are required to wear the PE t-shirt and either the PE pants. The PE sweatshirt is optional. Students are required to wear regular sneakers.
K-8 Boys	Uniform pants, uniform polo shirt. The uniform fleece and/or button down cardigan is optional.	PE pants and PE t-shirt. PE sweatshirt is optional. Students are required to wear regular sneakers.
K-8 Girls	Uniform skort, pants, uniform polo shirt. The uniform fleece and/or button down cardigan is optional.	PE pants and PE t-shirt. PE sweatshirt is optional. Students are required to wear regular sneakers.

### Shoes/Socks/Belts

All students are required to wear belts with non PE uniform shorts and pants. Girls are required to wear the approved knee high socks (available through Lands' End) or tights on non PE days. Boys are to wear black socks.

Boys and girls are required to wear either all black or brown school shoes or all black sneakers on non PE days. Boys and girls are required to wear athletic sneakers on PE days and black socks. Polo and gym shirts are available in either short or long sleeves. **No boots, uggs, slipper type shoes, crocs or any open toe shoes allowed.**

## **Dress Down Days**

Students must always be properly and modestly attired on school sanctioned dress down days. Parents/Guardians are asked to be attentive to the selection of clothing students make. During a dress down day in the spring/summer, the only shorts allowed are SAS uniform shorts. Anything below the knee (capris, jeans, etc.) that is in keeping with the standards of school uniform, is acceptable.

Clothing items that are NOT permitted are:

- Tank tops, short tops, crop tops and revealing tops
- Skirts and shorts that are shorter than mid thigh
- Tight skirts/pants/leggings without a long top/pajama pants
- T-shirts with suggestive and/or insulting sayings
- Flip-flops, slip ons, slippers and other shoes that can be hazardous
- Any other item of clothing not in keeping with a Christian code of conduct

## **Hair Style/Head Coverings**

Boys' hair should be neatly groomed, must be no longer than shirt collar length and cannot obstruct the eyes. Girls' and boys' colored hair extensions or adornments ("feathers", etc.) are not permitted for boys or girls. Students may not dye their hair any color that is not "naturally occurring" (defined as black, brown, blonde, auburn, or a shade of one of these colors) Radical haircuts or hair designs of any type are not permitted. Final discretion is up to the Administration.

Head coverings (hats, hoods, etc.) of any kind are not to be worn in the building and should be worn appropriately while outside. Failure to comply might result in the confiscation of the head covering.

## **Make-Up/Nail Polish/Body Painting/Tattoos**

Body painting including henna tattoos and any type of ink tattoos or writing on the skin are not permitted for students. No make-up is permitted. Students will be asked to wipe these off before coming to class. Conservative nail polish may be worn.

## **Jewelry**

Since students wear uniforms, pierced tongues, noses, eyebrows, and any other areas aside from ears are not acceptable. A minimal amount of appropriate jewelry may be worn to school with

parent/guardian approval:

- One ring, necklace, bracelet
- A watch
- One earring in each ear – girls only (No hoops/dangles; must be close to ear)
- Boys may not wear earrings
- We prefer that no jewelry be worn on gym days for safety

### **Search and Seizure**

The school reserves the right to search all school property including, but not limited to, desks, lockers, and cabinets. Additionally, the school reserves the right to search all personal property including, but not limited to, backpacks, school bags, and purses.

### **Harassment, Intimidation, and Bullying (HIB)**

A safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment, intimidation, bullying, and such behaviors will not be tolerated as they are contrary to the mission of Roman Catholic schools to educate the whole child in a God-centered environment and to facilitate growth and self-actualization.

### **Definition of Harassment, Intimidation, and Bullying**

Harassment, intimidation, and bullying can consist of any gesture, electronic communication, or written, verbal or physical act that is reasonably perceived as having the purpose or effect of either

- 1) creating an intimidating, hostile or offensive educational environment, or
- 2) interfering with a student’s physical or emotional well-being or with the operation of the school.

Harassment, intimidation, and bullying are serious incidents that amount to more than annoyances, disagreements, or disputes typical of a particular age group.

Cyber-bullying is a form of harassment, intimidation, and/or bullying under this policy. Examples of cyber-bullying include, but are not limited to:

- 1) posting inappropriate pictures or personal information of a student or individual on the internet; using social media to post or send harassing, intimidating or inappropriate

- messages about or to another student or individual;
- 2) and sending harassing, intimidating, or inappropriate text messages or
  - 3) email about or to another student or individual.

In some cases, violations of the Technology Acceptable Use Policy may also violate this policy.

### **Retaliation**

Retaliation for reports of harassment, intimidation, and/or bullying is prohibited. The procedures in place for addressing harassment, intimidation, and/or bullying apply with equal force to allegations of retaliation.

### **Reporting Incidents of Harassment, Intimidation, and Bullying**

Individuals who have reason to believe that a violation of this policy has occurred, are to contact the student's teacher. School personnel are to report any violations of the Anti-harassment policy to the Head of School within a school day. (Form 5050.6, Report of Harassment, Intimidation, and/or Bullying.

### **Resolving Complaints of Harassment, Intimidation, and Bullying**

In the course of resolving a complaint under this policy, the school will strive to balance the need to fully investigate the allegations with the privacy of the individuals involved. Therefore, information gathered during the investigation and resolution process will only be shared on a "need-to-know" basis.

Resolution of a complaint of harassment, intimidation, and/or bullying depends on the context and circumstances of each case. The school will strive to balance the interests of students involved as well as the needs of the school as a whole when confronting these issues. The informal procedure must maintain the hallmarks of fairness, which include:

- (1) prompt notification to the student(s) and their parent(s) of the charges;
- (2) an opportunity for students involved to present their accounts of the event;
- (3) conferences with the person and any appropriate witnesses or school personnel;
- (4) consideration of the privacy interests of the students involved, particularly during the investigation process.

Disciplinary measures will be consistent with the school's disciplinary policies and diocesan guidance for student discipline. In addition, the school may consider implementing appropriate

remedial and preventive measures in response to a finding that harassment, intimidation, or bullying has occurred.

### **Suspension and Expulsion**

Suspension from a Catholic school is a serious matter and will be administered only when circumstances warrant. The Head of School or his/her designee is responsible for determining whether an event warranting suspension has occurred. In determining whether suspension is warranted, and the duration and nature of the suspension to be imposed, principles of fairness and proportionality will be followed. Credit will be given for student work performed during suspension when work is required for grading purposes.

Expulsion may be warranted in the rare circumstance where either the student's interest would be better served in another environment or that the individual's behavior is a serious threat to the school community. Further, any decision to expel a student will be based upon substantial evidence that the student committed the infraction with which he or she was charged. Expelled students will not be able to reapply for enrollment to the school.

If charges potentially warranting expulsion are brought, the student will be assigned an interim out- of-school suspension of not more than twelve school days pending the investigation, hearing and decision regarding expulsion or voluntary withdrawal. Credit will be given for student work performed during suspension when work is required for grading purposes.

In all cases implicating expulsion, the school will work to ensure that the student and/or the parents/guardians have the opportunity to present the student's account of events and provide mitigating information during either an informal or formal hearing. Nonetheless, the school may decline to hear evidence offered by the student and/or his/her parents if, in its discretion, the information offered is irrelevant, inappropriate or vexatious.

A student and his/her parents/guardians have the right to appeal an expulsion within seven school days of the notice of expulsion. The appeal will be heard by a Diocesan Tribunal consisting of three diocesan school administrators and Head of Schools appointed by the Superintendent. Pending the outcome of the appeal, the student will remain "expelled" and will not be permitted to attend school.

### **Cell Phones and Personal Electronic Devices**

The middle school will strictly enforce the school's personal electronic device policy. Cell phones must be turned off and remain in the book bag at all times while on school premises. Other personal electronics should not be brought to school.

Students are NOT permitted to use cell phones at any time while at school and may not have a cell

phone smart watch, **OR ANY TYPE OF SMART WATCH.**  
**ALL ELECTRONIC DEVICES MUST REMAIN OFF AND**  
**IN THE STUDENTS' BOOK-BAGS FOR THE ENTIRETY OF THE SCHOOL DAY.**

Violation of this policy will result in the following consequence:

- **1st offense** - The cell phone/smartwatch will be confiscated and given to the Head of School; a parent will be called and the student will pick up the device at the end of the day.
- **2nd offense** - The cell phone/smartwatch will be confiscated and given to the Head of School; an automatic detention will be given; the parents will be notified; the student will be required to drop off his/her cell phone/smart watch each morning at the Head of School's office for the remainder of the year.

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

### **School Media Policy & Parent Media Release**

Saint Ann Catholic Elementary School, Church of Saint Ann, or the Saint Ann Catholic Elementary School Board may use a student's written work, project, name or likeness/photograph in the local media, school website, and/or school sponsored social media accounts. All parents must complete the media release form in the Genesis Parent Portal to give or deny permission for this use. If this form is not submitted in Genesis, your Parent Portal account will be closed and you will be unable to view any records/grades for your child.

### **Technology Integration at Saint Ann Catholic Elementary School**

The purpose of school-provided technology, including World Wide Web access and electronic mail, network resources and software applications is to facilitate legitimate educational endeavors.

To remain eligible as users, administrators, teachers, support personnel and students must restrict their activities to those that are in support of and consistent with the school's philosophy and goals. Access to all forms of technology is a privilege that entails responsibility on the part of the user.

The school considers the information gathered and obtained from the Internet and all other technology resources in the same manner as all other reference materials, in that such resources must enhance the learning environment. All schools acknowledge that their ability to restrict access to any and all inappropriate information is limited when administrators, teachers, students and support personnel are actively encouraged to explore and manipulate these electronic resources as part of the curriculum.

**Parent permission is required for posting students' pictures and information on the school website.**



## Guidelines for Using Technology

The educational value of the school's use of technology is the responsibility of the teachers as well as the students and their parents/guardians. Students are expected to use technology resources judiciously in accordance with the following guidelines. The school administrator(s) and his/her designees may remove/add applications, delete/archive user files, and/or modify hardware and software configurations without prior notice to maintain the operation of technology resources for all users.

- All use, whether or not explicitly enumerated within this policy, must be consistent with the philosophy, goals and educational mission of the school. The school administrator(s) reserve the right to make determinations that particular uses are or are not consistent with the purpose of the school.
- Students will report illegal or unauthorized use of the network to the supervising teacher or the authorized technical and information services administrator.
- Teachers, support personnel and students will not make unusable or inaccessible any individual's computer data files and/or programs.
- Teachers, students and support personnel will not access another person's materials, information, or files without the implied or direct permission of that person. Users will not attempt to read, delete, copy or modify the data of any other person.
- Teachers, support personnel and students will not use or attempt to obtain another user's credentials. **(STUDENTS SHOULD KEEP THEIR PASSWORDS TO THEMSELVES, NEVER SHARING WITH OTHERS)**
- Teachers, support personnel and students will not use school technology for reasons of personal profit, unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws.
- Teachers, students and support personnel will not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self- replicate, damage or otherwise hinder the performance of any computer's memory, file system or software.

The administrator/designee reserves the right to review all electronic communications for appropriate content.

### **Administrator's and Teacher's Responsibilities**

Administrators, teachers, support personnel and students' access to, and use of, the Internet as well as all other computer-related technology, will be at all times under the direct supervision of the administrators and professional educational staff.

Consequently, whenever possible, links to Internet sites that are used will be resources previously evaluated by the teacher. In all other cases, the student user will be provided with guidelines and/or references geared to the particular learning objectives.

### **General Expectations for Using Technology**

In order for a student to gain access to school-provided technology, hardware, software and network, he/she must obtain the written permission of the parent/guardian. Parents/Guardians will have the option of denying their son/daughter Internet access by requesting an alternative assignment.

**All students will sign the Technology Acceptable Use Policy in Genesis or parents/guardians/students will not be able to access Genesis.**

Students utilizing technology resources are responsible for their behavior in accordance with the school's disciplinary policy. Users will not be permitted to use any technology in school while access privileges are suspended or revoked in school.

- Insofar as school administrators and faculty may review files and monitor all student computers, local area network, and Internet activity to maintain system integrity and ensure that all users are acting responsibly. The privacy of students' files and electronic mail is not guaranteed in the school setting. Students violating policies governing standards of conduct or the use of technology, including the Internet and electronic mail, will be subject to revocation of privileges. This applies to school issued or personal technology and potential disciplinary and/or appropriate legal action may be taken.
- The school makes no assurances of any kind, whether expressed or implied, regarding any Internet services. Use of any information obtained via the Internet or other school-provided software is at the user's own risk. The school will not be responsible for any damages incurred by the user, including but not limited to, loss of data resulting from delays or interruptions in Internet or in-school network services and/or hardware failure.
- The school will not be responsible for the accuracy, nature, or quality of information stored on any electronic media. Further, the school will not be responsible for personal property used to access school stand-alone or networked computers nor for unauthorized financial obligations resulting from access to the school Internet through the school or personal device they have brought into school. These guidelines and all its provisions are

subordinate to local, state and federal statutes. All users of the school's Internet access must also comply with agreements specified in the contract with the Internet service provider.

- Administrators, teachers, support personnel and *students will not use any school technology including but not limited to:* computers, networks, electronic mail or access to the Internet to create or transmit text, images or audio which could be considered as damaging to another's reputation, abusive, obscene, sexually orientated, offensive, threatening, inflammatory, discriminatory, harassing or otherwise illegal or contrary to school policy. Students will not use personal technology to send inappropriate messages, flyers or pictures through the school server.
- Administrators, teachers, support personnel and students *will not post any photographs of the students without written permission of the parents.* Students' photos that are posted on the internet should not have any identifying information connected to the photos without parent/guardian permission; such as but not limited to name, address, phone number, school, grade, hobbies and e-mail addresses.
- Administrators, teachers, support personnel and students *will not intentionally damage, misuse, or tamper with any hardware or software, network system or any other technology, including any information belonging to others,* nor allow others to do the same. Users will not deliberately interfere with the ability of other persons to send and receive electronic mail.
- Teachers, support personnel and students *will not remove technology hardware or software from the school without permission* of the administrator(s).
- Administrators, teachers, students and support personnel *will not gain unauthorized access to resources or entities or invade the privacy of others,* except as otherwise provided in this policy.
- Administrators, teachers, students and support personnel will not post anonymous messages or any material authorized or created by another person without his/her consent.
- Administrators, teachers, students and support personnel will not use a school network for commercial or private advertising.
- Students will not use the school technology in a manner inconsistent with directions from teachers and other staff and generally accepted network etiquette. **(IF A STUDENT MAKES THIS CHOICE, THEIR PRIVILEGES MAY BE REVOKED)**
- Teachers, support personnel and students will not subscribe or use fee based on-line services in school without the prior written approval of the school administrator(s).

- Administrators, teachers, support personnel and students will not use electronic media for any illegal activity, including but not limited to violation of copyright laws. Students will not forge any digital media.
- Administrators, teachers, support personnel and students will not transmit personal information including, but not limited to names, addresses and phone numbers without written permission from the individual, or his / her parents or guardians.
- Administrators, teachers, support personnel and students will not respond to unsolicited electronic media messages from any source that consists of obscene, suggestive, illegal, offensive, pornographic or objectionable content.
- Administrators may request that certain Internet sites are blocked or unblocked if they are deemed necessary for educational purposes.

### **Staff Responsibility**

All school staff members are responsible for supervising students using technology and are obligated to read, understand and adhere to the procedures and enforce the rules concerning acceptable use of school technology. Whenever a staff member in the course of his/her duties becomes aware of violations of the Technology Acceptable Use Policy, he/she is required to advise the user and address the matter in accordance with this procedure and the school's disciplinary code.

### **Parent/Guardian Responsibility**

Given the dynamic nature of technological advancements and the volatile nature of resources available on the Internet, the school acknowledges its inability to completely regulate and monitor the information received or sent by students, although appropriate filters are used. As such, the school **cannot** assure parents that students will be denied access to all inappropriate materials or sending or receiving communications contrary to the school's philosophy, goals and educational mission.

Parents and guardians of students should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be held responsible.

## Technology Acceptable Use Agreement

### STUDENT-PARENT AGREEMENT TECHNOLOGY ACCEPTABLE USE POLICY FOR THE DIOCESE OF TRENTON ELEMENTARY AND SECONDARY SCHOOLS

---

“Technology must be at the service of the human person...in conformity with the plan and the will of God... This is a precious resource when placed at the service of (humankind) and promotes integral development for the benefit of all.” (Catechism of the Catholic Church, #2293, #2294) We believe that technology including the World Wide Web is a tool that needs to be respected and used for the enrichment of learning. It is important that we understand that schools are founded for faith development and that all tools are used in the education process.

The parent, student, and school form a partnership that embraces the ideals of the Catholic faith in word and action. By signing the following policy, the individual agrees to appreciate **the resource** advantage of all technology and not use it in any manner that violates these values and ideals.

Head of Schools must follow the directives for the use of technology in Policy 2070.28, Responsibilities and Duties: Elementary and Secondary Head of Schools. Administrators, teachers, and students are to follow all directions outlined in Policy 2070.28, Technology/Acceptable Use Policy and Appendix 2070.28, Technology Acceptable Use Agreements.

Definition: In this policy, the term technology refers to all electronic devices including but not limited to digital media, software, network systems (between users and the internet), and electronic communications such as cell phones, texting, and email.

## Lunch Program, Lunch Parent Volunteers, and Snacks

The Lunch Box Food Service Program provides hot and cold lunch selections every school day (not half days). A monthly menu is sent home. Lunch may be bought daily or may be prepaid. Drinks and snacks are also available for purchase by any student.

In partnership with a supervising teacher, a parent lunch volunteer will aid the children in maintaining a clean cafeteria during the school day's 3 lunch sessions. Any parent lunchroom volunteers will need to be VIRTUS trained to be able to volunteer. If you want to volunteer to a lunch room volunteer please contact the main office for the name and phone number of the Lunch Parent Coordinator.

Saint Ann Catholic Elementary School Student -Parent Handbook 2023-2024

The Lunch Parent Coordinator will be in charge of staffing 2 parent lunch volunteers per day/lunch. Any Virtus trained parent can volunteer through this coordinator and will be scheduled to work on a first come first serve basis. For every (10) ten days/lunches a parent volunteers to work they earn (2) two free lunches for their child.

Each day, children in Kindergarten through 4th grade have snack time. These children should bring a snack from home. Snack items should be healthy, such as fruit, cheese, crackers, juice, or milk. Sweets are discouraged, and soda is never permitted.

### **Recess**

Recess is an important part of a child's social development. Students have a twenty minute recess period each day. Recess is an opportunity for physical activity that better enables the students to participate in their studies. Even during the winter, outdoor exercise is beneficial to their health. Children should always come to school dressed appropriately for the weather. Please do not ask for an exception without a doctor's note. Children will not go out in inclement weather or in excessive heat or cold.

### **Use of Building**

The use of the school building after hours must be planned cooperatively with the Principal and all others concerned and also have the approval of the Pastor. Organizations not part of the parish/school community must provide proof of insurance before use of the building.

Groups that are approved will be presented with a list of expectations/responsibilities when the agreement is initiated. In addition a list of any needed supplies, tools or equipment must be provided to the school. Rooms, hallways and other areas that are used for a special activity must be clean and ready for use the next school day.

### **Use of School Grounds**

Children may not play on the playground equipment or in the preschool play yard before or after school.

### **Visitors**

All visitors to the school must enter through the main doors and sign in and out at the main office. All visitors are required to have a photo ID. Any visitor without a proper ID may not be permitted past the main office. A visitor's pass may be issued. This pass must be worn while in the school building.

Parents are advised to see teachers after school or at another time. Other than a parent who has an appointment to meet with a teacher/school counselor, all visitors must have approval of the principal to enter the building.

### **Parent Contact Information**

Please notify the main office immediately if you should have a change of address, telephone, or email. This also applies to work and emergency numbers. This ensures our ability to reach you in case of an emergency.

### **Lost Items**

All children's belongings should have their names sewn or written on them. Lost items are held in a room. Periodically, this box will be emptied and the items donated or discarded.

### **Parent Teacher Association (PTA)**

All families are part of the PTA, and we encourage everyone to take an active role. Your participation in PTA events and fundraisers are vitally important to the success of Saint Ann Catholic Elementary School. Our school does have a volunteer and fundraising requirement, and you may fulfill those duties through various PTA offerings.

### **Room Parents**

Room parents are an important part of our school community. Room parents help our teachers and students with the class parties, field trips and special events. Each classroom will be assigned four (4) room parents to coordinate events with the teacher and the classroom parents. Room parents do not automatically receive their 25 volunteer hours, but any time spent working as a room parent can be used toward those hours. Room parents are usually given priority as chaperones for field trips. Parents can have a full time job and still perform the duties of a room parent, as long

as they are available when needed. Parents will be chosen for only one classroom per year unless another class does not have enough parents who volunteer. You will not be considered for a Room parent position unless you are Virtus certified.

### **Volunteer hours**

Each family is responsible to work 25 volunteer hours throughout the school year for PTA sponsored events. Hours can be accumulated from July to June. At the end of this time period, hours are totaled and families that have not put in the designated number of hours are billed \$10.00 an hour for the remaining hours. Chaperoning field trips is an opportunity to earn volunteer hours.

It is the family's responsibility to make sure their hours are recorded. Any hours not recorded

cannot be counted. Hours worked for Religious Education and Drama Club cannot be credited for volunteer hours. Report cards and transfer records can be held if the balance is not received from the family.

### **Virtus Training**

Protection of our children is a high priority, and any adult who is a volunteer supervising students **MUST** be Virtus certified through a diocesan training program. All staff at Saint Ann's are VIRTUS certified. Please contact the Administrative Assistant, Mrs. Joanne Englander in the main office for more information.

### **Fundraising**

Fundraising is a very important component of the PTA. The funds raised provide many extras that enhance the educational experience of our school. Each family is required to contribute \$125 through many available fundraisers offered by the PTA. Financial commitment can be accumulated from July to June. At the end of this time period, hours are totaled and families that have not met their commitment will be billed the remaining balance. The SAS PTA offers an overwhelming number of fundraisers with the aim of providing variety, so there is something for everyone.

### **Flyers, Brochures, and Non-school Advertising**

No person is permitted to post or distribute any flyers, pamphlets, or other written communication on school grounds without the permission of the Head of School. All school related flyers must be approved by the Head of School and will be added to the weekly online Parent Information.

Advertising from organizations or individuals who support the school and its programs will be considered.