



Student Parent Handbook

2021-2022

Dear Parents and Guardians:

Welcome to the 2021-22 school year! The purpose of this handbook is to familiarize you with our philosophies and procedures. The hope is that by sharing this information both you and your child will enjoy a happy and productive year. Please sign and return the acknowledgement sheet at the end of this handbook.

May God bless us all with a fruitful school year.

Yours in Christ,

K. Michelle R. Kuhn
Principal

DIOCESE OF CHARLOTTE MISSION STATEMENT FOR CATHOLIC SCHOOLS

The mission of the Catholic Schools in the Diocese of Charlotte is to proclaim the Good News of the Gospel and to develop each student spiritually, intellectually, emotionally, physically, and socially, so that each is prepared to live and serve in a changing society as a self-respecting and responsible citizen.

The Catholic school proposes to create an environment in which the teachings of Jesus are promoted and proclaimed as the basis of the values they teach and uphold. Because the Diocese of Charlotte recognizes that all Catholics benefit substantially from a strong system of Catholic Schools, and is committed to maintaining the availability and high quality of Catholic Education in the Diocese, we are dedicated to the following goals:

1. To develop a loving and caring Christian community that gives positive evidence of responding to the needs of one another and of the larger community to which it belongs.
2. To integrate Christian values and principles into the entire school experience with a special focus on an appreciation and understanding of Roman Catholic doctrine, heritage, traditions, and values.
3. To provide a quality education that will encourage the development in each individual a sense of responsibility and willingness to recognize, accept, develop, and respect one's gifts and those of others; and the formation of Roman Catholic personal values.
4. To develop and implement instructional programs and create an environment which will nurture a love of learning in each student.
5. To expose students to cultural, aesthetic, and extracurricular experiences which will inspire the use of leisure time creatively and productively.
6. To prepare student to maturely embrace with confidence the role to which they have been called in an adult society.
7. To educate all student without regard to race, color, sex, or creed; to foster respect for individual differences; and to promote a better understanding of justice, peace, and the love of God to all people.
8. To encourage the interest and participation of parents as primary educators in the formal and informal education of their children.
9. To promote initiative, creativity, and innovation among teachers in implementing the goals of Catholic education.

SAINT ANN CATHOLIC SCHOOL MISSION STATEMENT

The mission of St. Ann Catholic School is to provide quality learning experiences grounded in our Catholic faith while recognizing each student's unique gifts. We are committed to the spiritual, academic, social, physical, and creative development of our students and to working with parents and the community to accomplish our goals. As a community we seek to teach as Jesus did.

ACCREDITATION

The schools of the Diocese of Charlotte, which includes St. Ann Catholic School, have received District Accreditation from AdvancEd, the governing body of the Southern Association of Colleges and Schools and Schools Council on Accreditations and School Improvement (SACS/CASI).

ADMISSION POLICY

All Mecklenburg Area Catholic Schools admit students of any race, color, sex, religion, nationality, and ethnic origin to all of the programs and activities generally accorded or made available to students at these schools. Students entering Pre-Kindergarten must be 4 years old on or before August 31, Transitional Kindergarten must be 5 years old on or before October 15, and Kindergarten applicants must be 5 years old on or before August 31. No exemptions will be made within the Catholic Schools. The child's age must be verified by a birth certificate. If a child has been attending school in another state in accordance with the laws or regulations of school authorities of such state before becoming a resident of North Carolina, the child is eligible for enrollment in school regardless of whether or not he/she has passed the fifth anniversary of birth by August 31.

GENERAL SCHOOL PROCEDURES

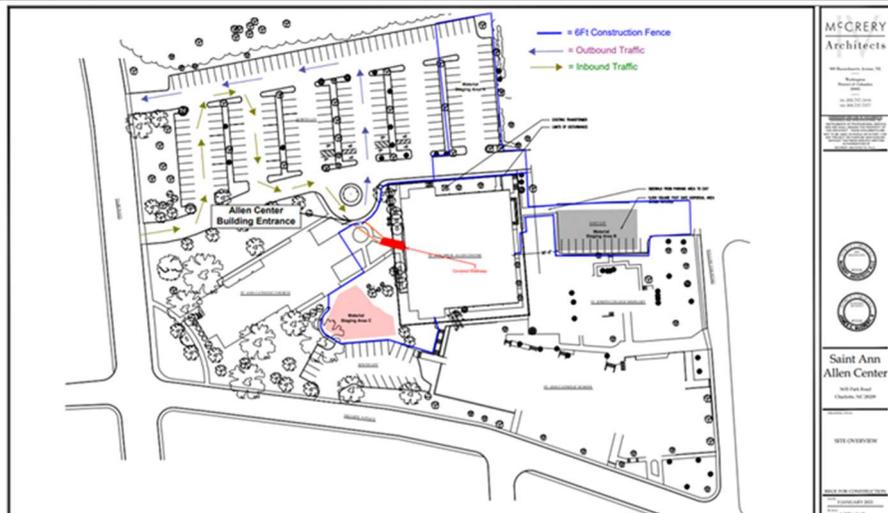
ANIMALS IN SCHOOL/CARPOOL – Household pets are not permitted in the school building or on the school property at any time. If pets are brought in the car during carpool, please make sure that these pets stay in the car at all times.

ANNOUNCEMENTS – Each morning will begin with prayer, the Pledge of Allegiance, and general announcements. During this time, students should stand silently in respect for God and country. If students and/or visitors happen to be in the hallways, stop immediately and wait until all announcements are completed.

ARRIVAL – School doors are open to students at 7:00am. Upon arrival, students will proceed to the gymnasium until 7:30am. At that time, students will be dismissed to their classrooms. Students arriving after 7:30am will walk directly to their classrooms. All students are to arrive by 7:45am. If arriving after 7:45am, proceed to the front entrance to the school located on Hillside Ave. in order to sign your student in as tardy.

Drop-off procedures PreK-Fifth Grade:

Cars should enter the parking lot via Park Road using the entrance closest to the Church. Please follow directives given during carpool as the protocols will change to keep traffic from backing up on to Park Rd. All students should exit from the passenger side of the car and the driver may remain in the car. Do not pull out of the line to go around cars in the drop-off line. If it is necessary for a driver to park and walk a child into the building, please park in a parking spot in the first or second parking bay. Exit the parking lot by turning right onto Park Road. (See diagram below)



ASSIGNMENTS MISSED – Occasionally, student need to miss school. Assignments may be completed and returned with the student upon his/her return. Failure to complete assignments can result in loss of credit. There is no need to

request to pick up assignments if your child is just out for the day. For extended illnesses, please contact the teacher directly.

ATTENDANCE – When a student must leave school before dismissal, a written note or email from a parent or guardian stating the reason must be presented to the teacher and the school office. No verbal requests from the student will be honored. Students who come to school after 11:00am or who leave before 11:00am will be marked absent for the day. If picking up a child early, parents may enter the office to sign them out. Please refrain from picking your child up after 2:00pm. Dismissing so close to the regular dismissal time causes disruptions to end-of-the-day routines. The educational program at St. Ann Catholic School depends heavily upon the content of each school day, and all areas of the curriculum are considered valuable. Regular attendance is vitally important to each student as it directly affects his/her progress academically and his/her development of attitudes and habits for later life. Studies of student progress in school show a high correlation between attendance and success or absence and failure. For this reason, every student is required to attend every class, except when excused for illness, or other reasons deemed acceptable by the school. Vacations and holidays are planned to provide both maximum convenience in observing traditional holidays and maximum benefits to the educational process. When considering removing children from scheduled classes, parents are urged to weigh carefully five important factors:

1. School represents a commitment to intellectual and personal discipline. Unnecessary absences may weaken that commitment. While such absences may be highly educational and beneficial to the child, they are not to be regarded lightly.
2. It should be recognized that absences and disruptions of schedules (tardy arrivals) and procedures affect others in the class and the faculty.
3. In the primary grades in particular, instruction is so often teacher directed and activity-directed, it is not usually possible to duplicate the experiences outside the classroom setting.
4. There is almost a month of free time within the school year calendar, published well in advance, in addition to the summer months, in which trips can take place.
5. The teacher is not obliged to plan special work or to spend extra time on work that was missed by the student. Work will not be given in advance.

If your child will be absent from school, please call the school office to report your child's absence and provide a brief explanation regarding the absence. When your child returns to school following an absence, please remember to send a note to the teacher stating the reason for the absence.

BEFORE SCHOOL CARE – Students may be dropped off at school at 7:00am where they are supervised by St. Ann staff until being dismissed to the classrooms at 7:30am. There is no charge for this service.

BIRTHDAYS – Recognition and celebration of a student's birthday is seen to be an important aspect of a student's development. Students may dress out of uniform on their birthday, half-birthday for summer birthdays, or on Monday if his/her special day falls on the weekend as a special way to celebrate. Treats may not be brought in and shared with classmates. There are no class parties for birthdays. The delivery of balloons, flowers, etc. should be reserved for celebrations at home. Invitations to private birthday parties may not be distributed at school unless the entire class is invited.

BULLYING - St. Ann has established an anti-bullying policy. We believe that everybody should enjoy our school and feel safe, secure, and accepted. It does not matter what color, race, gender, or nationality we are. It also does not matter how popular we are; how much athletic ability we have; how smart we are; or what religion we practice. We are all equal in God's eyes.

What is bullying?

Bullying happens when someone hurts or scares another person on purpose and the person being bullied has a hard time defending himself or herself. Bullying happens when certain behaviors occur over and over.

- Punching, shoving, and other acts that hurt people physically
- Spreading rumors about people
- Keeping certain people out of a "group"
- Teasing people in a mean way
- Getting certain people to "gang up" on others

Bullying can also happen online or electronically. Cyberbullying is when children or teens bully each other using the internet, mobile phones, or other cyber technology. This can include:

- Sending mean texts, email, or instant messages
- Posting nasty pictures or messages about others in blogs or on websites
- Using an anonymous user name to spread rumors or lies about someone

What is not bullying?

Normal conflict that can occur any time or place and is generally accidental and resolved by the parties in conflict. A certain level of conflict between children is normal, even healthy, and teaching them how to handle everyday difficulties will prepare him/her for life.

At St. Ann Catholic School, we agree to work together to stop bullying. As a pre-emptive measure, St. Ann is piloting the *Education in Virtue* program for the 2021-22 school year. The teachers, staff, and administration of St. Ann Catholic School have all had training on the new program.

CHANGE OF ADDRESS OR PHONE NUMBER – It is important that the school has up-to-date phone numbers and addresses, as well as emergency numbers. If these facts change during the year, please update this information with the school office as well as the MACS Business Office.

COVID19 – The administration and staff at St. Ann Catholic School take very seriously their role in maintaining a healthy school environment. To that end, we have developed a detailed set of protocols based on guidance from the Diocese of Charlotte Catholic Schools Office, the Center for Disease Control and Prevention (CDC), the American Academy of Pediatrics (AAP), as well as the North Carolina Department of Health and Human Services (NCDHHS) to help ensure the health and safety of our school community. For more information on these protocols, please refer to our website. An inherent risk of exposure to COVID-19 exists in any place where groups of people are present. COVID-19 is a contagious disease that can lead to severe illness and even death. According to the CDC, those with underlying medical conditions are especially vulnerable. We encourage individuals to speak with their physicians about plans to return to campus. By entering the school campus, individuals voluntarily assume risks to themselves and to their student(s) related to exposure to COVID-19. All members of the Saint Ann Catholic School community have a shared responsibility to prevent the spread of illness. In collaboration with our parents during this extraordinary pandemic time, we expect our parents to assist with mitigating risk to the school community by:

- 1) Monitor your child every school day using the CDC screening checklist
- 2) Keep your child at home and out of school if any of the symptoms listed on the checklist are present
- 3) Conduct a quarantine period if exposed to COVID-19 (including due to travel to high risk areas)

DIOCESAN BOARD POLICIES – Policies on the following subjects have been adopted by the Diocesan Board:

- Disciplinary Probation, Suspension, and/or Expulsion
- Search and Seizure
- Weapons
- Home Schooling and Dual Enrollment
- Complaints

These policies are on file in the school office.

DISCIPLINE GUIDELINES - Discipline at St. Ann Catholic School is centered on the need for respect. As mentioned in the bullying section, St. Ann is piloting the Education in Virtue program. In tandem with the counseling department, religious coordinators, and administration, all students will be apprised of exactly what is expected of them. Students are expected to respect teachers and teachers will respect students. Each student is responsible for his or her own actions. If the conduct of a student jeopardizes the welfare of other students or the learning process, appropriate action will be provided, first by the classroom teacher, and secondly by the principal or assistant principal. If these steps do not rectify the student's behavior, a conference with the student, the student's parent(s), teacher and principal will be held to determine the student's suitability for St. Ann School. We hope that in knowing and respecting limits of behavior, our students will learn what is acceptable in society, as well as in the classroom. We believe that discipline starts at home. It is our goal to maintain the respect that parents have taught their children in their own homes.

DISMISSAL – The “rule” is: *If cars are moving, the students are not.* Please do not motion to your children to come to your car if there is any movement of cars. This causes an extremely dangerous situation.

Pick-up procedures PreK-TK only:

Drivers who are picking up PreK and/or TK students only (and are not also picking up an older sibling or carpool rider) will line up on Hillside Ave. along the sidewalk in front of the school at approximately 2:20pm. (No other grade levels will be dismissed in the front of the school, so if older students are involved, drivers will proceed to regular afternoon carpool in the parking lot.) Upon arriving at the sidewalk, parents will exit cars and wait for classes to dismiss out of the front doors following afternoon prayers at 2:25pm. Students will enter cars and dismiss from Hillside Ave.

Pick-up procedures parking lot:

All cars must arrive and be parked in the church parking lot by 2:30pm. Back into one of the parking spots. Due to the Allen Center renovation, it will be difficult to organize cars based on grade levels as our lot space is limited with construction resources. Please park and wait with patience as teachers get to know who belongs with whom. This process will quicken, but safety is our number one priority with regards to carpool. If you arrive after cars are already moving, please wait in the first parking bay until traffic has stopped. All children remaining after 2:45pm will be escorted to the school office to wait for parents.

A child may not be dismissed to another parent (unless it is a regular carpool situation) without written permission to the teacher. If a dismissal routine changes during the day, contact the school office as soon as possible.

DRESS CODE & UNIFORM POLICY – In the Catholic school tradition, students of St. Ann are expected to be neatly dressed and well-groomed in the accepted uniform each day.

Regular Uniform

Girls:

- F&O plaid uniform jumper with white uniform blouse, or navy uniform-style pants, walking-length shorts or Flynn & O'Hara skort with F&O St. Ann cardinal polo shirt
- White, navy, cardinal above the ankle socks, knee-high socks, or tights (no leggings).
- New for 2021 St. Ann Hoodie sweatshirt, navy blue cardigan sweaters, F&O St. Ann fleece jackets, F&O St. Ann grey crew neck sweatshirt, or F&O navy blue track suit jacket may be worn on cold days. Pullover sweaters and long sleeve shirts under a short sleeve polo may not be worn.
- Shorts, skorts, and jumpers must touch the top of the knee.

Boys:

- Navy uniform-style pants or walking-length shorts (no cargo pockets) with F&O St. Ann cardinal polo shirt.
- Solid white, navy, or black socks above the ankle.
- New for 2021 St. Ann Hoodie sweatshirt, navy blue cardigan sweaters, F&O St. Ann fleece jackets, F&O St. Ann grey crew neck sweatshirt, F&O navy blue track suit jacket or F&O quarter zip pullover may be worn on cold days. Pullover sweaters and long sleeve shirts under a short sleeve polo may not be worn.

Mass Uniforms

Girls:

- Grades TK – 3rd F&O plaid uniform jumper with white uniform blouse
- Grades 4th & 5th F&O navy skort with F&O St. Ann cardinal polo shirt

Boys:

- All grades - Navy uniform-style pants with F&O St. Ann cardinal polo shirt.

Physical Education Uniforms: to be worn only on gym days

Girls & Boys:

- Solid black mesh gym shorts with F&O St. Ann grey T-shirt (long or short sleeve)
- Navy uniform shorts/skorts with F&O St. Ann cardinal polo shirt, or F&O St. Ann grey T-shirt (long or short sleeve)
- F&O St. Ann grey uniform sweatpants and sweatshirts
- F&O St. Ann navy blue track suit with a grey T-shirt (jacket and pants)
- Sweatshirt must be worn with sweat pant (grey with grey), track suit pant and jacket must be worn together (blue with blue).

Footwear

- Shoes must be tied at all times

- Sneakers, tennis shoes, or appropriate dress shoes that are safe for playground activities.
- Shoes with wheels, open-heeled, open-toed shoes, sandals, or boots are not permitted to be worn to school.

Other

- Uniforms must fit appropriately, be clean, and in good condition.
- Hair must be clean and well-groomed. Hairstyles and colors be traditional. Boys' hair must be off the collar, not below the top of the ear, and out of the eyes.
- Shirts must be tucked in at all times.
- Girls' earrings must be small, non-dangling, and one per ear.
- Only one necklace may be worn (must be a religious necklace).
- Only one bracelet may be worn at a time (this includes bracelets to support a cause).
- Make-up is NOT permitted at any time.
- Belts are optional.

EMERGENCY DRILLS – Monthly fire drills, quarterly intruder drills, and two tornado drills conducted to familiarize the students with emergency exit procedures. Instructions are posted around the school. Parents and volunteers are expected to follow the proper emergency procedures if visiting during a safety drill.

FIELD TRIPS – Field trips are privileges afforded to students. All field trips will be instructional in nature and related to the curriculum being taught. Students will not be allowed to participate in a field trip without a school issued permission form completely filled out and signed by a parent or guardian. Telephone calls will not be accepted in lieu of the signed form. All students must depart from the school with their teacher and return to the school with their teacher at the end of the field trip. Students are not permitted to be transported to a field trip, or picked up from a field trip, by the parent. If the field trip's departure or return time creates a conflict for the student and family, then the student should not attend the trip. Chaperones are necessary for class field trips. In order to qualify for a field trip chaperone, all volunteer requirements must be on file with the school office. The role of parent chaperone is a very serious one. The total attention of the chaperone is needed for the children. For this reason, siblings are not permitted on field trips. No medication will be given to a student on a field trip without a completed field trip medication form.

GRADING SCALE – The MACS grading scale is as follows:

Grades K-2 nd	Grades 3 rd -5 th
VG – Very Good Progress	A 90-100
G – Good Progress	B 80-89
S – Satisfactory Progress	C 70-79
N – Needs Improvement	D 65-69
	F 64 and below

Please note that grades for the primary students are not equivalent to the letter grades for the upper elementary students.

GRIEVANCE – In the event that a grievance arises between a parent and St. Ann Catholic School, the following chain for command should be followed until a satisfactory resolution to the grievance is met:

1. Teacher or Staff Member with whom the grievance arose
2. Principal
3. Superintendent of Schools
4. Vicar of Education
5. Chancery

HEALTH ROOM – The Health Room is located in the main office and is staffed by a registered nurse two days a week and the office staff three days a week. If a child gets sick and needs to go home, parents will be notified via the phone numbers listed on the emergency card. Parents must pick up the child within 1 hour of this call.

Guidelines for Being in School When Sick: We will ask you to take your child home from school (and please do not *send* your child to school) if he/she experiences any of the following in the past 24 hours:

- Fever (Temperature over 99.5)
- Vomiting
- Rashes which may be infectious or contagious
- Drainage from the eyes or ears, yellow or green drainage from the nose
- Cough that is productive (produces mucus)
- Other symptoms, if they exist so that they interfere with that student's (and other students') ability to learn and participate in class.

If your child has been diagnosed with an infectious illness i.e. strep throat or conjunctivitis (pink eye), please keep him/her home until he is no longer contagious. Keeping your child home when he or she experiences these symptoms or is contagious will limit the spread of these illnesses.

Head Lice – If your child has head lice, you must notify the school. Once your child has been treated with a pediculicide and is ready to return to school, your child needs to be checked by the school nurse before returning to the classroom. Your child will be allowed to return to the classroom at the nurse’s discretion. Though it is not necessary that your child be completely “nit free,” manual removal of nits is important in eradicating lice.

Medication – All should be given at home, if possible. However, medications will be given to students who need medication to sustain attendance, students having health problems, or students with special needs. It is the responsibility of the parent/guardian to provide the medication, complete the required school medical forms, provide complete instructions/directions concerning administration of medication, and obtain the signature of the physician for all medicine, including cough drops, given at school. It is also the responsibility of the parent to communicate any changes in medication. Refer to MACS Administration of Medication Policy for complete instructions. Medication is given only by MACS nurses or by designated office staff who work closely with the nurse and parents. It is also critical that the nurse be aware of medications that children are taking at home in case of a medical emergency.

HOMEWORK - Homework is an extension of the learning process, intended to help children learn self-discipline, accept responsibilities for him or herself, and to reinforce objectives taught during the school day. The best way for parents to help their child with homework is to provide an organized routine at home. The child will benefit from a planned time (perhaps after dinner) and a planned location (a good working area, such as a table or desk with little or no distraction). Children will appreciate parental support in the way of a good, positive attitude about homework shown by all.

Special projects: Teachers often assign special projects to be done at home. Parents should only *assist* children and refrain from *doing* their child's work for the project. The learning experience is in the *doing*; not necessarily in the end product. Grades are given for effort as well as presentation. A 0% may be given for out-of-school assignments not turned in, after notification to the parent and an opportunity for the assignment to be handed in late.

HONOR CODE – It is a fundamental assumption at St. Ann Catholic School that any work presented by students will be their own. In a Catholic, faith-filled community, a violation of this tenet is an extremely serious offense. The Administrative team will determine consequences for such violations.

INTERRUPTIONS – In order to alleviate disruptions to the classrooms, the following policies are in place:

- Homework: any work brought to the school by parents will be placed in the teacher’s mailbox.
- Lunches: forgotten lunches will be held in the office and given to the teacher or teacher’s assistant during a morning break.
- Band Instruments: instruments brought to the school by a parent will be left in the office. Students may pick them up before his/her lesson.

INTERNET USAGE - The use of technology and, in particular, the Internet, in education has grown by leaps and bounds. Technology tools are now as common a tool as textbooks. St. Ann offers Internet access for students, teachers and staff. The Internet offers information and resources otherwise unavailable to our school. Because the Internet is a necessity in supporting our curriculum goals, it has become an integral part of our instructional program for all teachers and students.

The goals of the Internet access are:

1. To support curriculum standards.
2. To enhance learning opportunities and instructional resources
3. To promote life-long learning.

Students will be monitored when the Internet is used during class. Under the direction of the Diocesan IT Department, St. Ann will continue to utilize filtering software to block students' access to inappropriate websites.

Acceptable Use of the Internet: It is the expectation of St. Ann Catholic School that the Internet is used in a responsible, efficient, ethical and legal manner by all members of the St. Ann community, and is used in support of the educational objectives and the student behavior guidelines of St. Ann. Transmission of any material in violation of any federal or state regulation is prohibited. Unacceptable uses include, but are not limited to, the following: violating copyright laws, reposting (forwarding) a person’s communications without the author's prior consent, and using threatening or inappropriate language.

Netiquette Rules: Users must abide by network etiquette rules. These rules include, but are not limited to, the

following:

- Be polite; rudeness is never acceptable.
- Use appropriate language.
- Do not reveal your personal address or telephone number or those of anyone else.

Privileges: The use of the internet is a privilege, not a right. Inappropriate use will result in limitation or cancellation of user privileges and may result in other disciplinary action. Personal devices are not permitted, including cellphones and smart watches.

LIBRARY – All books withdrawn from the library must be returned. Overdue charges will be determined by the Media Specialist. A lost book must be replaced.

LOST & FOUND – Items and articles of clothing left at school will be placed in the Lost and Found. It is located in the middle hallway upstairs. Periodically the items will be donated if they are not claimed.

LUNCH – Students may bring lunch from home or purchase one from the cafeteria. Order for purchasing lunch, milk, snacks, and/or ice cream must be placed online with Orgs Online Software Services at www.orgsonline.com. Money may not be sent to school to purchase items from the cafeteria. A complete letter detailing the ordering process can be found at the end of this handbook. If a child forgets to bring a lunch to school, and an order has not been placed, parents will be notified so that a lunch can be brought to school. If a lunch cannot be provided by the parent that day, the student will be provided with cereal, milk, and a snack from the cafeteria. Microwaves are not available for student use. Parents may not visit for lunch before Labor Day. This allows teachers time to ensure that students are aware of cafeteria procedures.

MASS – All St. Ann students attend Mass on Fridays at 8:30am in the church. Students are required to wear the proper Mass uniform each Friday as stated in the Dress Code section of this handbook. Parents are welcome to attend any school Mass. The front of the church is reserved for the students and teachers only. Parents and parishioners are asked to sit in the back half of the church when attending Mass. All students must sit with their class during Mass.

MESSAGES – The best way to contact a teacher is by email.

NON-CUSTODIAL PARENTS – St. Ann abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

NOTIFICATION OF ASBESTOS RE-INSPECTIONS – The U.S. Environmental Protection Agency (EPA), pursuant to the Federal Asbestos Hazard Emergency Act (AHERA), requires all schools in the United States to conduct regular inspections for the presence of asbestos and report the results. It is common for schools constructed prior to 1988 to contain some asbestos, and our school does. We have some vinyl asbestos floor tile in a few areas and asbestos-containing pipe insulation locked away in maintenance areas, and all such material is in good condition. We are currently maintaining these materials in a safe condition through a program outlined by a Certified Asbestos Management Planner approved by the State of North Carolina with ongoing surveillance, required re-inspections, and a prescribed operation & maintenance program. All material has been assessed by a Licensed Inspector to be “in good condition with low disturbance potential.”

Paperwork regarding our asbestos management program is available in the school office and at the Pastoral Center of the Diocese of Charlotte. You are welcome to inspect and copy these plans during regular business hours. If you have any questions about our asbestos program, you may also contact Randy Gettys, the Diocese’s Asbestos Designated Person at 704-370-3322, or rsgettys@charlottediocese.org.

NUTS DAYS – No Uniforms To School days are scheduled on the second Wednesday of each month. Students may “dress down” if they bring \$1 (or a requested item for donation) to school for a specific cause. Students will still be expected to dress appropriately and neatly within the standards of a Catholic school. Any clothing articles displaying violence or suggestive words are prohibited, as are items with rips, tears, or holes. If a student comes to school in clothing which is considered inappropriate, he/she will be asked to call a parent to bring something more acceptable.

PARENT-TEACHER CONFERENCES – Conferences are held once a year. Please see the school-year calendar for the current school year’s dates. All other conferences are scheduled by teachers and/or parents on an as-needed basis. When scheduling a conference with a teacher, either send a note with the child to the teacher requesting a conference or call the office and a message will be given to the teacher. Do not call teachers at home. Parents are expected to discuss any problems with the teacher before talking with the principal.

PARENT TEACHER ORGANIZATION – The parent organization is a vital part of our school community. Parent committees work in many different areas ranging from academic support to social activities. Parent involvement and support of the efforts of the school are essential to each student’s progress. All monies raised by the PTO directly benefit the students and the school.

PERFORMANCES AND OTHER SPECIAL CLASS EVENTS – Siblings who attend St. Ann are not permitted to be dismissed from class to see a brother or sister’s class performance or special event. This includes class plays. If students are being dismissed at the end of the program, a note must be given to the teacher prior to the start of the performance. If siblings are going to be dismissed at the end of a program, a note must be given to that child’s teacher and Mrs. Greeley prior to the start of a program. All students will be dismissed at one time at the ending time of the performance.

PERSONAL PROPERTY – The school does not accept responsibility for lost or misplaced items. All articles should be marked with the student’s name so that they can be returned if misplaced. Unclaimed items with no identification will be donated to charity at the end of each quarter. Cell phones, smart watches, e-readers, and any other electronic equipment should not be brought to school.

PRAYER – We join together in prayer at the beginning of our school day and at its closing. When prayers are being said over the PA all movement and discussions in the halls must stop out of respect for God, our loving Father.

PROGRESS REPORTS – Mid-Quarter Progress Reports will be sent home to all students in grades K-5 in the middle of Q.2, Q.3, and Q.4. A progress report will only be sent home during Q.1 if significant academic struggles are observed.

REPORT CARDS – Report cards are issued as follows:

Pre-K	Q.2 & Q.4
TK & K	Q.2, Q.3, & Q.4
Grades 1-5	Q.1, Q.2, Q.3, & Q.4

RESPONSIBILITY OF SCHOOL – With the rise in text-messaging, e-mails, cell phones, and parties at individual homes, it is necessary to clarify the responsibility of the school with regard to discipline associated with any problems. St. Ann Catholic School is responsible for the safety of your child while he/she is in school or at a school-sponsored event. If there is an incident involving a threat or danger involving your child outside of the school or a school-sponsored event, it is the responsibility of the parent to bring that threat or danger to the attention of the parents of the child involved and also to report it to the proper legal authority. The school and/or employees are not responsible or liable for any issues or problems that occur outside of the school and/or school-sponsored events.

SAFETY PATROL – The purpose of the Safety Patrol is to provide the students with an awareness of the rights and responsibilities one must develop for the safety and welfare of others. Students in grades 4 & 5 are eligible to become members. They are on duty in the mornings from 7:00am to 7:45am.

SCHOOL OFFICE HOURS – The school office is open from 7:00am to 3:30pm.

SNOW DELAY/SCHOOL CLOSINGS - In case of snow, St. Ann Catholic School **will not** automatically follow the policy of the Charlotte-Mecklenburg Public School System. The decision to close school or to open on a delay will be

made by the Diocesan Superintendent's Office. In case of storms or other emergencies there will be an announcement on the local radio or television stations concerning **Mecklenburg Area Catholic Schools**. If inclement weather develops during the day and it becomes necessary to close school, please listen to local radio or television stations for an announcement. Please watch/listen for **Mecklenburg Area Catholic Schools**. If an announcement is made the evening before the closing, an email will be sent through our PlusPortal communication as well as a text message through the Remind app. If school should have a delay, school will open according to the delay. For example, a two-hour delay would indicate that the school will open at 9:00am, two hours after our normal 7:00am opening time. **For a delayed opening, no hot lunch will be served.** All students must bring a bag lunch. The After School Enrichment Program is cancelled on days when students are dismissed early due to emergency situations or inclement weather.

REMIND APP – In the event of a school emergency, unexpected early dismissal, and/or unexpected cancellation of school, we will utilize the Remind App to send a text message to parents. Please join the Saint Ann Family group at <https://www.remind.com/join/stannfam>.

SERVICES AVAILABLE –

<p><u>ASEP:</u> St. Ann Catholic School in conjunction with Mecklenburg Area Catholic Schools, offers an After School Enrichment Program (ASEP). It is available from 2:30 until 6:00pm on full school days. Registration forms can be obtained from the school office, the ASEP director, or www.discovermacs.org</p>
<p><u>Before School Care:</u> There is supervision provided in the school's gym for students arriving at school from 7:00-7:30am. This service is provided free of charge. Students are required to bring a book to read and must be quiet, courteous, and respectful during this time.</p>
<p><u>School Counselor:</u> Our counseling program is geared for students and their families who desire or need to talk to someone who is trained in this helping profession. Counseling is a helping relationship which focuses upon assisting the individual's growth and adjustment as well as problem-solving and decision-making needs. It is a client-centered process that demands confidentiality. Students may self-refer by dropping a note in the boxes provided in our school. Parents may schedule an appointment with the counselor through the school office. School Counselors have a special relationship with students. The information the counselor receives in the client relationship is in many cases of a confidential nature. There is a limit to the confidentiality that can be kept. No one has a right to keep confidential information that may affect the health and safety of that individual person or others. If a student shares information with the counselor that affects his or her own health or safety or that of another, the counselor receiving that information has an obligation to act by sharing the information with parents and other appropriate persons.</p>
<p><u>Enrichment Class:</u> Enrichment class is designed to enhance the instruction of students in grades kindergarten through fifth grade students. Whole group lessons focusing on problem-solving strategies are conducted in each class throughout the year. In addition, small groups and individuals are served when the need for further enrichment is established. A student's participation in this program is determined by teacher recommendations, classroom observations, as well as testing results.</p>
<p><u>Learning Support:</u> The Learning Support Program is available to all students in grades K-5. The purpose of this program is to enhance the classroom program by focusing on individual skills and learning abilities. We strive to accomplish this by assisting the student in an inclusive setting whenever possible. Learning Support is offered in different modes to the student, the teacher, and the parent. By designing a collaborative program or team approach to achieve student success, support for persons involved with the student is a built-in mechanism. The team consists of the parents, teachers, a school administrator, Learning Support Teacher, and often the school counselor. This affords an effective and efficient means of goal sharing, exchange of ideas, and exchange of methods and/or approaches. If you, as parents of Learning Support students, need to contact the teacher, please do so by emailing, sending in a note, or calling the office requesting a call. Because of their work with the children, the Learning Support Teacher is unavailable for unscheduled appointments during the day.</p>

STUDENT RECORDS – It is important that you keep your child's records up-to-date. Changes in address, home and work telephone numbers, and work schedules need to be reported to the office, particularly for the emergency card. This is to facilitate our contacting you concerning your child(ren). Parents and Legal guardians have the right to review their child's official cumulative records. Requests should be made in writing to the principal 24 hours prior to reviewing the records.

TARDY – Arriving at school on time to begin class is critical for a child to have a successful, productive day. Students who arrive at school after 7:45am are marked tardy. Parents must walk their child in to the school office when arriving late to school.

TESTING – Standardized testing is administered to students in grade 1-5. The results of these tests are used to evaluate the effectiveness of the academic program, monitor student progress, and identify areas in need of remediation and acceleration. The results of these tests are used to evaluate the effectiveness of the academic program, monitor student progress, and identify areas in need of remediation and acceleration. The following standardized tests are administered:

- Terra Nova – Grades 1-5, October
- Olsat – Grades 2 & 5, October
- ACRE - A religion inventory, Grade 5, March

THURSDAY NEWSLETTER – Each Thursday, a compilation of information regarding school activities will be posted and emailed to parents. This is the primary means of weekly communication between school and parent. Please read all information.

TUITION AND FEES – Tuition payments that are in arrears will result in the holding of the report card. Any questions concerning tuition and fees should be directed to the business office at MACS 704.370.3265.

THERAPISTS – Outside therapists, on occasion, may be permitted to work with students during the school day. Scheduling of the outside therapist should not interfere with requirements of our curriculum or academic program. All therapists must have participated in Protecting God's Children, have a current background check with the Diocese of Charlotte, submit proof of liability insurance, and be flexible to work with class schedules. Classroom and Learning Support teachers will assist parents to determine if outside testing is needed for students and will recommend therapists who have a trusted relationship with St. Ann.

VISITORS – All visitors, including parents, must check in at the school office before going anywhere in the building or Allen Center. Please use the main entrance, log in to our visitor assist computer, and wear the issued visitor sticker. While we welcome parental involvement, parents are not to go to the classrooms at any time during the day, unless previous arrangements have been made with the teacher. Lunches, books, and other forgotten articles are to be brought to the office marked with the student's name and grade, and the office staff will see that the student receives his/her items. Please remember to sign out and exit the school through the main entrance. We ask that all visitors dress modestly as you serve as a Christian role model for our students.

VOLUNTEERS – St. Ann relies on the volunteer efforts of parents and grandparents. The staff is most appreciative of the volunteer time given to St. Ann. Please use the main entrance, log in to our visitor assist computer, and wear the issued visitor sticker. We ask that all visitors dress modestly as you serve as a Christian role model for our students.

Volunteers for all school and PTO related activities must complete:

- Volunteer Profile
- Background Check
- Read and sign the Diocesan Code of Ethics
- Attend a session of the Protecting God's Children program
- Keep current with monthly bulletins from Virtus (Protecting God's Children follow up)

These requirements must be met if you plan on helping in the classroom, chaperoning a field trip, assisting with an extra-curricular club, volunteering to assist with a PTO event, etc.

WITHDRAWALS – If you need to withdraw your student from the MACS school system you must send a letter in writing to the school Principal. In addition, you must contact the MACS business office at 704.370.3265 to begin this process. The school will forward student records upon receipt of official request from the new school.

The principal retains the right to amend the handbook for just cause and parents will be given prompt notification if changes are made.
-Revised Aug. 10, 2021

PARENT HANDBOOK ACKNOWLEDGEMENT

2021-2022

(A Parent/Student Handbook Acknowledgement form must be turned in to the homeroom teacher for each of the children in your family)

I have received the St. Ann Parent Handbook. I agree to support the provisions of this handbook.

Family Name (please print)

Parent Signature

Date