



**St Ann**  
CATHOLIC SCHOOL

Student Parent Handbook  
2023-24

Dear Parents and Guardians,

Welcome to the 2023-34 school year! The faculty and staff at St. Ann Catholic school are grateful to have you and your children as part of our St. Ann Family. We believe in taking a team approach to teaching your children and sharing the message of Jesus through our words and our actions. 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 as we work together with your children.

Yours in Christ,

Celene Little  
Principal

Anna Owens  
Assistant Principal

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The principal retains the right to amend the handbook for just cause and parents will be given prompt notification if policy changes are made during the school year. -Revised August, 2023

## **DIOCESE OF CHARLOTTE MISSION STATEMENT FOR CATHOLIC SCHOOLS**

In communion with our families and parishes, we form students to be virtuous disciples of Jesus Christ. Rooted in Scripture, Tradition and the defined teachings of the Catholic Church, our students pursue excellence of intellect, heart, and soul with salvation as the ultimate goal.

## **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 birthday by August 31.

**ST. ANN CATHOLIC SCHOOL FACULTY AND STAFF**  
**Main Office Number - 704-525-4938**

**Administration and Staff:**

<b>Principal</b>	Celene Little
<b>Assistant Principal</b>	Anna Owens
<b>Administrative Assistant</b>	Charlene Hargett
<b>School Receptionist/Secretary</b>	Kim Greeley
<b>School Nurse</b>	Courtney Schroeder
<b>School Counselor</b>	Bridget Rickard
<b>After School Enrichment Program</b>	Elaine Hill
<b>Cafeteria Director</b>	Angel Hawat
<b>Maintenance Director</b>	John Lingerfelt
<b>PTO President</b>	Alejandra Miller

**Classroom Faculty:**

	<b>Teacher</b>	<b>Assistant</b>		<b>Teacher</b>	<b>Assistant</b>
<b>PK A</b>	Ellen Wentz	Dina Alvarado	<b>2A</b>	Kathryn Goduti	Monica Ebelheck/Laura Mata
<b>PK B</b>	Melissa Klish	Kasey Fisher	<b>2B</b>	Faith Pilcher	Robin McFarlane
<b>TK A</b>	Kristan Whitman	Felicity Hein	<b>3A</b>	Maureen Brady	Alan Brady
<b>TK B</b>	Mary Bradley Pazdan	Alison White	<b>3B</b>	Jeannette Chap	Alan Brady
<b>KA</b>	Kay Roberts	Kim Riddle	<b>4A</b>	Ashley Samuelson	Nina Escobar
<b>KB</b>	Shannon McNelis	Joanne Bergren	<b>4B</b>	Meg Dancausse	Nina Escobar
<b>1A</b>	Laura Ahern	Caitlin Kuhn	<b>5A</b>	Jen Chromy	
<b>1B</b>	Laney Llewlyn	Chrissy Raver	<b>5B</b>	Elisabeth Hudson	
<b>MAP</b>	Lisa Banks		<b>Float</b>		Sara Miller
<b>MAP</b>	Amanda Mooney		<b>Float</b>		Greta Balls

Note: Some assistant assignments may change through the school year.

**Special Area Faculty:**

<b>Subject</b>	<b>Teacher</b>
<b>Academic Enrichment/STEM</b>	Darlene Konopasek
<b>Art</b>	Angie Olle
<b>Band</b>	David Schoff
<b>Computer</b>	
<b>Learning Support (K-2)</b>	Katie Buckley
<b>Learning Support (3-5)</b>	Lauren Darrell
<b>Media/Library</b>	Anne Marie Young
<b>Music</b>	Colette Lebeouf
<b>Physical Education</b>	Amy Harrold
<b>Spanish</b>	Laura Mata

**GENERAL SCHOOL PROCEDURES****ANNOUNCEMENTS AND PRAYER**

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, they should stop immediately and wait until all announcements are completed. We join 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.

**ARRIVAL**

School doors are open to students at 7:00 am. Upon arrival in the church parking lot, students will proceed to the gymnasium until 7:30 am. At that time, students will be dismissed to their classrooms. Students arriving after 7:30 am will walk directly to their classrooms. All students are to arrive by 7:45am. If arriving after 7:45 am, parents should proceed to the front entrance to the school located on Hillside Ave. to sign your student in as 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 into the school office when arriving late to school.

**ASSIGNMENTS MISSED**

Occasionally, students need to miss school. Assignments may be completed and returned with the student upon his/her return. If a parent requests work for their child who has been out for a few days, that work can be sent to the office for the parent to pick up after 2:00pm. Parents are required to call the office by 10:00 am with their request.

**ATTENDANCE**

When a student must leave school before dismissal, a written note or email from a parent or guardian 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 11:00 am or who leave before 11:00 am 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 carefully weigh 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 in the gymnasium by St. Ann staff until being dismissed to the classrooms at 7:30am. There is no charge for this service.

### **BEHAVIOR EXPECTATIONS AND POLICIES**

As a Catholic organization, St. Ann Catholic School is committed to uphold the principles of a Christian way of life and to form students who are virtuous disciples of Jesus Christ. St. Ann's discipline policies are grounded in the belief that growth in virtue occurs through both instruction and lived practice. Our Education in Virtue program fosters understanding of virtuous behavior among our students. Our behavior expectations and policies not only affirm student responsibility for their actions, but also recognize that students require support from school administration, faculty, and parents to develop virtuous habits of Christian living that positively form their own characters.

It is expected that all students adhere to the established school rules and regulations, as well as the ordinary rules of courtesy, good behavior and respect for others. Mutual respect for the dignity of the individual, positive trust, and understanding are the foundation upon which responsible behavior is formed.

When a student's behavior violates the rights and/or dignity of others, the student becomes subject to disciplinary measures. Each teacher is responsible for establishing and enforcing behavior expectations in the classroom. However, if positive behaviors are not attained, the administration may then become involved, and require a meeting with the student and/or parents. We work as a team in many situations and, at times, the administration and/or the counselor may be helpful in such a meeting. Parents should not misinterpret such a conference as the "last step" before suspension. If corrective conduct measures are to be taken, parents will be notified. The behavior flowchart below is used as a guide to disciplinary action. St. Ann's administration reserves the right to request a student's removal in situations where student or staff safety is at risk. Any behaviors not specifically addressed in this flowchart will be handled at the discretion of St. Ann's faculty and staff as appropriate in a Christ-centered environment.

Parents will be asked to come to school for a conference with the principal, teacher, and student for serious disciplinary problems. Continued or serious violations of school regulations and disrespect toward authority are punishable by in school suspension or expulsion.

### **St. Ann's School Behavior Expectations**

1. Be obedient to all faculty and staff.
2. Show respect to everyone.
3. Practice charity and kindness towards others.
4. Exhibit self-control in thoughts, words, and actions.
5. Use school property and resources, including technology, responsibly.



## St. Ann's Discipline and Behavior Flowchart

**School-wide behavior expectations are taught and reinforced**  
**Class behavior expectations are developed and reviewed regularly**



### Problem Behavior Identification

Problematic behavior is observed and need for growth in corresponding virtue is identified  
 Teachers and administration will use the chart below as a guide to determine who manages the behavior and to identify areas for growth in specific virtues



<b>Teacher Managed</b>	<b>Corresponding Virtues</b>	<b>Administration Managed</b>
<u>Uniform:</u> <ul style="list-style-type: none"> <li>Occasional uniform infractions</li> </ul>	Respect, orderliness, self-control, modesty	<u>Uniform:</u> <ul style="list-style-type: none"> <li>Chronic uniform infractions</li> </ul>
<u>Church:</u> <ul style="list-style-type: none"> <li>Minor inappropriate behavior in church (i.e. chatting)</li> </ul>	Reverence, respect, prayerfulness, self-control, modesty	<u>Church:</u> <ul style="list-style-type: none"> <li>Chronic or major inappropriate behavior in church (i.e. loud, rude outbursts, etc.)</li> </ul>
<u>Academic Infractions:</u> <ul style="list-style-type: none"> <li>Cheating</li> <li>Not being prepared for class</li> <li>Not handing homework in on time</li> </ul>	Responsibility, honesty, self-control, trustworthiness, sincerity, fortitude	<u>Academic Infractions:</u> <ul style="list-style-type: none"> <li>Deliberate, frequent cheating</li> </ul>
<u>Disrespect towards other students:</u> <ul style="list-style-type: none"> <li>Name calling</li> <li>Yelling (towards another)</li> <li>Insults/put downs</li> <li>Minor teasing</li> <li>Rough play</li> <li>Minor aggression (i.e. grabbing an item)</li> </ul>	Respect, responsibility, temperance, justice, self-control, courtesy, kindness, patience	<u>Disrespect towards other students:</u> <ul style="list-style-type: none"> <li>Inappropriate language; cursing</li> <li>Aggressive physical contact</li> <li>Physical injury</li> <li>Bullying</li> <li>Harassment</li> <li>Pattern of aggressive/profane language</li> <li>Credible threats</li> </ul>
<u>Disrespect in the classroom/school premises:</u> <ul style="list-style-type: none"> <li>Minor disruption</li> <li>Carelessness or misuse of school or personal property</li> <li>Inappropriate use of technology (minor)</li> <li>Disregard for safety</li> </ul>	Obedience, self-control, responsibility, good judgment	<u>Disrespect in the classroom/school premises:</u> <ul style="list-style-type: none"> <li>Major/chronic class disruptions</li> <li>Theft</li> <li>Property Destruction</li> <li>Weapons</li> <li>Leaving school property</li> <li>Inappropriate use of technology (major)</li> </ul>
<u>Disrespect towards adults:</u> <ul style="list-style-type: none"> <li>Ignoring instructions</li> <li>Lying/dishonesty</li> <li>Loud or disrespectful tone of voice</li> </ul>	Respect, responsibility, obedience, justice, self-control, courtesy	<u>Disrespect towards adults:</u> <ul style="list-style-type: none"> <li>Leaving class without permission</li> <li>Inappropriate language; cursing</li> <li>Pattern of aggressive/profane language</li> <li>Credible threats</li> </ul>

## Teacher Managed Discipline Steps

### 1. Problem Behavior:

- Verbal Warning
- Redirection to expectations

### 2. Problem Behavior Persists:

- Reteach expectations
- Address according to classroom behavior plan

### 3. Problem Behavior Persists:

- Private conference with student on inappropriate behavior
- Education in Virtue Student Think Sheet (student reflection on specific virtues connected to desired behavior)
- Note to parents (email or student folder/planner)
- Continue to reteach and apply classroom behavior plan
- Consult guidance counselor and/or administration

### 4. Problem Behavior Persists:

- Parent contact (phone call)
- Notify administration of disciplinary issue
- Continue to reteach expectations/rules
- Guidance Counselor proposes interventions

### Did the behavior change?

- Yes: Notice and praise virtuous behaviors
- No: Continue Guidance Counselor interventions, involve administration



## Administration Managed Discipline Steps

### 1. Problem Behavior Referral:

- Student conversation with the principal
- Removal from situation if necessary
- Parents contacted
- Documentation of action and consequence
- Education in Virtue Student Think Sheet (student reflection on specific virtues connected to desired behavior)
- As appropriate, a verbal or written apology

### 2. Problem Behavior Persists:

- Student receives an age-appropriate consequence; removal from situation if necessary
- Administrator will contact a parent to inform them of the situation and explain the student's consequences

**3. Problem Behavior Persists:**

- Principal/Parent Conference (may involve teacher/guidance counselor)
- A behavior plan will be created for the student to encourage virtuous behavior
- Record of this plan is placed in the student's file

**4. Problem Behavior Persists:**

- Depending upon the severity of the behavior, student consequences may include
  - In-school suspension
  - Immediate removal from school by student's parent
  - Out of school suspension
  - Denial of participation in field trips and/or highly anticipated school activities.

**5. Problem Behavior Persists:**

- Continued or serious violations of school regulations are punishable by
  - Suspension
  - Expulsion

**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. Treats may be brought in and shared with classmates; however, treats need to be store bought and individually portioned (ex: cookies, small cupcakes, small doughnuts). Treats also cannot be given out in the cafeteria. Treats can be handed out at recess or later in the day in the classroom (please schedule with the teacher in advance). There are no class parties for birthdays here at school. 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 or all boys/all girls are 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. Examples of bullying include:

- 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 username 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 manage everyday difficulties will prepare them for life.

At St. Ann Catholic School, we agree to work together to stop bullying. As a pre-emptive measure, St. Ann is continuing to implement the Education in Virtue program for the 2023-24 school year. The teachers, staff, and administration of St. Ann Catholic School have all had training on this program. For this school year, St. Ann will continue offering special area classes for the entire school entitled Virtuous Leadership.

Tattling vs. Reporting/Telling: Tattling is when someone is trying to get someone else in trouble. Reporting or telling is when someone is trying to get help to resolve a problem.

- “Are you telling me to be harmful (tattling) or helpful (reporting)?”
- “Are you trying to get someone in trouble?” (tattling)
- “Are you trying to help discipline my students?” (tattling)
- “Are you having a problem with bullying?” (reporting)
- “Are you helping a friend who is hurt?” (reporting)

Administration, counselors, and teachers instruct students at St. Ann Catholic School to report bullying or harassment immediately to ensure appropriate responses. The teachers, staff, and administration have a “No Tolerance” policy for bullying. If it is determined that a child is bullying other students, the following actions, in keeping with the St. Ann Behavior Expectations and Policies will take place:

First Offense: When an incident is reported to a teacher, the situation will be overseen by the child’s classroom teacher with a note sent home explaining the incident and the actions taken.

Second Offense: A referral will be made to the school counselor with a note sent home.

Third Offense: A referral will be made to the administration.

## **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. 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.

## **DISMISSAL/CARPOOL**

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. 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.

### 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. 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 closest to Park Rd. until traffic has stopped. All children remaining after 2:45 pm will be escorted to the school office to wait for parents.

## **DRESS CODE**

School uniforms are a part of the Catholic School tradition. They serve as an outward sign that we, at St. Ann Catholic School, work together to learn. We strive to have a uniform that is neat, comfortable for learning and is durable, yet modest and respectable.

### **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).
- St. Ann Hoodie sweatshirt, navy blue cardigan sweaters, F&O St. Ann fleece jackets, F&O St. Ann gray crew neck sweatshirt, or F&O navy blue tracksuit 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.
- St. Ann Hoodie sweatshirt, navy blue cardigan sweaters, F&O St. Ann fleece jackets, F&O St. Ann gray crew neck sweatshirt, F&O navy blue tracksuit 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 – 3<sup>rd</sup> F&O plaid uniform jumper with white uniform blouse
- Grades 4<sup>th</sup> & 5<sup>th</sup> 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 gray 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 gray uniform sweatpants and sweatshirts
- F&O St. Ann navy blue tracksuit with a gray T-shirt (jacket and pants)
- Sweatshirt must be worn with sweatpants (gray with gray), track suit pants and jacket must be worn together (blue with blue).

### **Footwear**

- Shoes must be always tied
- Sneakers, tennis shoes, or appropriate dress shoes that are safe for playground activities.
- Shoes with wheels, open-heeled, open-toed shoes, sandals, boots, or crocs 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 must be traditional. Boys' hair must be off the collar, and out of the eyes.
- Shirts must be always tucked in.
- 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.

### **FAMILY COVENANT AGREEMENT**

All families enrolling their students in Diocese of Charlotte Catholic schools are asked to sign the Family Covenant Agreement as part of the enrollment process. This document outlines the commitments made by St. Ann Catholic School to our students and families. The agreement also indicates the reciprocal commitments families make both to engaging in the formation and education of their children and to participation in the life of St. Ann Catholic School.

### **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 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. 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. Field trips often come with a cost, but it is important that families know this should not be an impediment to their students' participation.

## **GRADING SCALE**

The MACS grading scale is as follows:

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

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**

All MACS schools are staffed with a full-time or part-time registered nurse. In addition to the school nurse there is a trained First Responder Team that can assist with school emergencies. It is vital that the school nurse/school personnel have accurate contact information and up to date health information for your student(s). Please make sure you provide this at the start of the school year and as applicable during the school year.

**Vision Screening** Vision Screening will be performed for grades 1, 3, 5 and 7. Parents will be notified if the student does not pass or struggles with the exam. Any student may have a vision screening upon request, either by the teacher or the parent. Please contact your school nurse to request a vision screen for your student and/or to update your student's eye exam results.

**Health Education** School Nurses assist the teachers in presenting age-appropriate health lessons for your student. Topics include (but are not limited to): nutrition, exercise and rest, proper handwashing, basic first aid, water and bike safety, dental hygiene, and drug/alcohol awareness.

**Illness Guidelines and Protocols** Please notify the school nurse if your student has been diagnosed with a communicable illness such as strep throat, pink eye, hand/foot/mouth, norovirus, chickenpox, etc. This is very helpful in decreasing the spread of illness.

**Fever** Parents will be contacted to pick up a student with a temperature of 100 degrees or higher, or at the nurse's discretion. Please do not send your child to school with a fever. If your child requires fever-reducing medicine such as Tylenol or Motrin to maintain a normal temperature, they should not be at school. Please do not send your child to school until they have been fever free for 24 hours (without the use of medicine).

**Vomiting/Diarrhea** If a student has had vomiting and/or diarrhea in the past 24 hours, please keep them home. Their resistance may be low, making them more susceptible to a secondary illness. Vomiting and diarrhea can be very contagious.

**Strep Throat** If your student has a positive strep screen or culture, please keep them home for 12-24 hours after starting antibiotics.

**Red, Swollen, Inflamed Eyes** If your child wakes up with crusted, matted eyelids or if they are red, swollen, burning, itching, please keep your child home and consult with your physician. Conjunctivitis (pink eye) is highly contagious, especially in the elementary school setting. They may return to school after 24 hours of antibiotic treatment for bacterial conjunctivitis.

**Head Lice** Students identified with live lice will be sent home and should be treated with an OTC treatment (Rid, Nix, etc.), prescription medication or lice treatment company. Please consult with your physician for questions regarding the best treatment option for your student. Once treated the student may return the next day and should be seen in the health room by the nurse, before going to class. MACS schools follow the guidelines outlined by the American Academy of Pediatrics, the Centers for Disease Control, and the National Association of School Nurses for the management of head lice in the school setting. A student does not have to be "nit free" to attend school.

The school nurse delivers care to students and is available to administer medication, first aid and emergency care when necessary. The school nurse also acts as a liaison among the student, teacher, parent, and physician. After evaluating a student, the nurse will contact the parent/guardian if the nurse has determined that the student should go home. Please come promptly for your student. Continuous care for long periods of time is not suitable in a school setting; therefore, prompt retrieval of your student is greatly appreciated.

**Policy for Administration of Medication** The MACS policy for medication administration applies to all prescription and non-prescription (OTC) medications. This policy will be followed by school personnel during the school day, after care programs and on school sponsored field trips. This is a NO exception policy that is in place to protect the student and ensure the safest possible care for your student. If your child must receive any type of medication during the school day, including over the counter (OTC) medications, the following regulations MUST be followed:

1. All medication to be given at school must accompany a Medication Authorization Form detailing the medication, reason, dosage, and administration times. This form must be completed in full by your physician AND signed by a parent/guardian. A completed Medication Authorization Form is valid for 1 school year only and does not carry over to the next school year.
2. All prescription medication must be brought into school by the parent/guardian and must be properly labeled in the original prescription container with identifying information including the student's name, medication name, dosage, and times to be given.
3. All OTC medication must be brought into school in the original manufacturer's container and clearly labeled.
4. If your student requires emergency medication such as an epi-pen, Auvi-Q, inhaler, Glucagon or seizure medication, the health room must have an emergency Action Plan completed and on file in addition to the Medication Authorization Form.
5. It is preferred for all emergency medications to be given in the health room (especially in grades TK-5) however if it is determined that your student should self-carry their emergency medication, a Self-Medication Student/Parent/Physician Agreement form must also be completed and on file in the health room.
6. Medications should be provided at the start of the school year. It is especially important that emergency medications are brought in at the start of the school year for the safety of your child.
7. All medication should be picked up by a parent/guardian at the end of the school year. All medication not picked up will be properly disposed of. If you do not wish to follow the above regulations, you may come to school to administer the medication for your child. School nurses/school personnel will not administer any medication to students unless the proper forms are completed in full, and medications are in properly labeled containers

**Field Trips** Field trip permission slips include a section for authorizing administration of medication while on a school sponsored field trip. It is the responsibility of the parent to complete the permission slip in full, including the medication section, and return to school on the date provided. To leave campus for field trips, a student must have their emergency medication available. The school nurse/designated school personnel must have advance notice to prepare medications for school field trips, therefore no medications will be accepted and prepared on the day of the field trip. During a school sponsored overnight field trip, all prescription, and over-the-counter medication(s) your student may need during the trip MUST be administered by school personnel, even if a student is over the age of 18. The only exception to this policy would be emergency medications such as epi-pens, inhalers, insulin, etc. All necessary forms must also be complete and on file in the health room, including the Self-Medication Agreement, if your student requires such medication.

## **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 (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.

St. Ann School employs the following homework policy:

- 60% should be the lowest grade on tests and in-school projects, even if it is not turned in.
- 0% may be given for out-of-school assignments not turned in, but parents must be notified within one week and given an opportunity for their child to hand in the assignment late.
- Multiple assessments (formal and non formal) should be given each quarter so that the final grade in a quarter is not based on only a few assessments.
- Grades K-2, no more than 2 out-of-school projects assigned (one per semester) during the year and homework is optional (does not include reading, practicing math facts, and reviewing spelling words).
- Grade 3, no more than 3 out-of-school projects assigned during the year (one first semester, one a quarter second semester) and no more than 1-2 nights of homework.
- Grade 4, no more than 4 out-of-school projects assigned during the year (one per quarter) and no more than 2-3 nights of homework.
- Grade 5, no more than 4 out-of-school projects assigned during the year (one per quarter) and no more than 3-4 nights of homework.
- Teachers who assign homework at the beginning of the week should ensure the amount corresponds to the above guidelines.
- No more than 30 minutes of homework when homework is assigned.
- When at home projects are assigned, no additional homework should be given, only studying for tests.

## **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 their lessons.

## **INTERNET USAGE**

The use of technology and the internet in education has grown by leaps and bounds. 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 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: Personal devices are not permitted, including cell phones and smart watches. Parents are asked to ensure their children do not bring these items to school.

## **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 in the hallway near the upstairs boy's restroom. Periodically the items will be donated if they are not claimed. 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.**

## **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](http://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 under [www.stanncatholic.org/quicklinks](http://www.stanncatholic.org/quicklinks). 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. Please be aware that teachers often cannot check their email until the end of the day. Please allow 24 hours for teachers to respond to email during the week and 48 hours over weekends.

## **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 either Anthony Morlando, the Diocese’s Asbestos Designated Person at 704-370-3311 or [ajmorlando@rcdoc.org](mailto:ajmorlando@rcdoc.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, email the teacher directly, 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 Teacher Organization (PTO) 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. The PTO website, The Saint Space, <https://stanncatholicpto.membershiptoolkit.com/home>, is a resource for St. Ann parents and families regarding all PTO communication, events, and activities.

### **PERFORMANCES AND OTHER SPECIAL CLASS EVENTS**

Siblings who attend St. Ann are permitted to be dismissed from class to see a brother or sister’s class performance or special event. This includes class plays. If siblings are going to be dismissed at the end of a program, a note must be given to that child’s teacher and the front office prior to the start of a program. All students will be dismissed at one time at the ending time of the performance. 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.

### **PETS**

Due to liability reasons, household pets are not permitted in the school building or on the school campus at any time. This policy is in place to protect the health and well-being of the pet and the students of St. Ann.

### **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

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 regarding 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 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 3:15pm.

### **SNOW DELAY/SCHOOL CLOSINGS**

In case of inclement weather, 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 canceled on days when students are dismissed early due to emergency situations or inclement weather.

### **SERVICES AVAILABLE**

After School Enrichment Program (ASEP): 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. Please note that although this program operates at St. Ann's, all applications and enrollment are managed through the MACS office. More information and registration forms can be obtained from <https://www.discovermacs.org/programs>.

Before School Care: There is supervision provided in the school's gym for students arriving at school from 7:00-7:30 am. 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.

School Counselor: 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.

Enrichment Class: This 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, and testing results.

Learning Support: 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.

## **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 following standardized tests are administered:

- Terra Nova – Grades 2-5, October 2-13
- Olsat – Grades 2 & 5, October 2-13
- ARC - A religion inventory, Grade 5, Spring 2024

## **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 the information.

## **TUITION AND FEES**

The MACS Business Office communicates delinquencies with parents at a minimum of 30, 60, and 90 days delinquent. Per policies, students may not have their records, report cards, etc. released unless their account is current. Students may also be excluded from school after 90 days delinquent until their account is made current. Any questions concerning tuition and fees should be directed to the business office at MACS: 704.370.3265 or [MACSBilling@rcdoc.org](mailto:MACSBilling@rcdoc.org). Families who are behind in tuition are also encouraged to proactively contact St. Ann administration.

## **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 Lobbyguard 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 Lobbyguard computer, and wear the issued visitor sticker. We ask that all volunteers 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 to help 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 written letter to the school Principal and contact the MACS business office at 704.370.3265 or go online to <https://www.discovermacs.org/current-families> to begin this process. The school will forward student records upon receipt of official request from the new school.

**PARENT HANDBOOK ACKNOWLEDGEMENT**  
2023-2024

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 \_\_\_\_\_