

Parent – Student Handbook



435 S. Sixth Street
Emmaus, PA 18049
610-965-9220

www.stann-emmaus.org

Accredited by the Middle States Association of Colleges and Schools
Commissions of Elementary Schools

Revised 2009

POLICIES AND PROCEDURES OF ST. ANN SCHOOL

MISSION STATEMENT

St. Ann School, a Catholic parish school, is dedicated to educating the whole person, stressing religious, moral, academic, social, physical, and emotional development. God is our first priority, academics are second and any activities or sports are third. A team of dedicated teachers implements a solid curriculum. They provide an atmosphere in which the individual can use their talents to become the person God intended. In our school community, God is first and foremost in all we do.

ATTENDANCE

Every parent/guardian has the responsibility to make sure that his/her child attends school every day. Regular attendance and punctuality are of great importance in order for the child to succeed in school. It is the responsibility of the parents to see that their child(ren) are brought to school on time and are picked up after school on time.

ABSENCE

1. A student who is absent from school, even for one day, is required to present a written excuse to the homeroom teacher stating the reason for the absence. The school absentee form is to be used. In addition, the parent is to call the school each morning of the day the student is absent. This includes Pre-S and Pre-K.
2. Absences of an extended nature must be confirmed by an attending physician.
3. Once a student reports to school, he/she must be present for all classes. No student may leave school without permission of the teacher and the office staff.
4. Parents are requested **not** to ask for early dismissal for doctor and dental appointments except in the case of an emergency. If your child must leave early or arrive late, a parent must come into the office and sign the book verifying that the child has either returned or left the premises.
5. Should an emergency arise, please call the office.

ACADEMIC PROGRAMS

All academic programs meet or exceed the requirements of the Commonwealth of Pennsylvania. The basic curriculum includes: Religion, reading, mathematics, language arts, social studies, science, gym, art, music, Spanish, and computers.

St. Ann School is accredited by the Middle States Association of Schools and Colleges.

ADMISSION

1. Pre-School: Students must be three (3) years of age by September 1 of the school year. There is a non-refundable \$75.00 registration fee.
2. Pre-Kindergarten: Students must be four (4) years of age by September 1 of the school year. There is a \$75.00 non-refundable registration fee.
3. Kindergarten is a full day program. There is a \$75.00 non-refundable registration fee.
4. Junior High: Only new parishioners transferring from another Catholic school will be considered.
5. When registering students the following are required: Baptismal certificate, birth certificate, and immunization record. If transferring from another school, a transfer card is also required.
6. No student will be admitted into the upper grades after the school year begins unless they are Catholic and move into the parish from outside the established parish area.
7. St. Ann School does not discriminate on the basis of race, sex, religion, color, national or ethnic origin in the administration of educational and admission policies. However parishioners of St. Ann Parish will be given first priority in the admissions process.
8. There is a \$75.00 non-refundable registration fee for all returning students.

ARRIVAL

1. School buses arrive at the side doors on Fairview Street. All students are to come into the building immediately.
2. **All students are to enter the building through the doors on Fairview Street.** Parking is prohibited in front of the school. If you wish to come into the building, please park in the upper lot behind the school and enter the building through the office entrance. **Do not park on Fairview Street or 6th St. and have the children cross the street in front of your vehicle. Do not park in the wrong direction in front of the school. All traffic laws must be adhered to.**
3. Students are to arrive between 8:10AM and 8:25AM. **No student is to arrive before 8:00AM,** as no one will be available to supervise them. If your child arrives early for an activity, they are to go directly to the activity and may not go to any other part of the school building, even their homerooms.
4. All students are to be in their classrooms no later than 8:25AM.
5. Any student arriving after 8:30AM will be considered late. The student and a parent are to come to the office for a late slip and to sign in. If a student is consistently late, he/she will receive discipline points.
6. Pre-S and Pre-K students and parents are to wait either in the cafeteria or outside the main entrance until 8:35AM /12:05PM, at which time a teacher will admit them. Please do not wait in the hall by the classroom, as other classes will be in session.

BIRTHDAY POLICY

The students may celebrate their birthday by bringing a book for the classroom library. The teacher will read the book to the class and a special bookplate will be placed in the front of the book with your child's name and the date of their birthday. Any appropriate book is welcome. Because so many children have allergies, and because of the state guidelines concerning food in the classroom, no food or drink may be brought into the classroom to celebrate a birthday. The teachers will choose one day during the school year to have a "birthday party" to celebrate the birthdays of all students in the class at the same time.

CELL PHONES

Cell phones are permitted only when necessary and under the following conditions:

1. Phones must be kept in the OFF position until 3:15PM.
2. During the school day, phones must be kept in backpacks in the closet.
3. Cell phones may **not** be used for picture taking.
4. Harassment, bullying, or threatening of persons via the cell phone is **not** permitted.
5. Cell phones may not be used for game playing, internet or e-mail access, gambling, or making purchases of any kind.
6. If a cell phone rule is violated, the teacher or administrator will keep the phone until the parent comes to school to take possession of it.
7. Those who violate any of the rules regarding cell phones will forfeit the privilege of bringing a cell phone to school.

COURT ORDERS

The school voluntarily complies with the provisions of the Buckley Amendment: "Non-custodial parents will be given access to unofficial copies of student records and staff will be available to discuss the student's records, unless a Court Order providing otherwise is filed with the school."

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

DISMISSAL

1. Students going home by car or walking are dismissed from the gym. Please park in the upper parking lot behind the school with the cars facing Fairview Street. Parents are asked to wait outside the gym for the students. A teacher will dismiss the students to you. For the safety of the children, please walk with them through the parking lot to your car. After a reasonable amount of time, any child who is still waiting for a ride will be asked to wait in the hall outside the school office. All students must be picked up by 3:15PM. No students will be dismissed from the front of the building. Please **do not park on Fairview Street, Wood Street, or in the small parking lot next to the rectory.**
2. Students who ride the bus will be dismissed after the walkers.
3. Students attending activities will be dismissed after the buses.

4. All Pre-K and Pre-S students will be dismissed from the main door by the office.
5. If there is a change in transportation, please send the required form to school. If it is a sudden change, please call the office, and the office will notify your child's teacher. Please do not just arrive and take your child out of line or out of the classroom.
6. Students may not leave early on a regular basis for any after school activity such as dance, music or sports.

DISCIPLINE POLICY

According to Diocesan policy, there is zero tolerance for any weapons brought to school. This includes guns, knives of any kind including Scout knives, and any other item that can be construed as a weapon.

Harassment or bullying by a child or adult towards another child or adult is not permitted. Each incident will be handled individually according to the discipline policy and the Allentown Diocese's Student Crisis Assistance Manual. All students are participating in the Second Step Program that deals with these issues.

A copy of the discipline policy is attached at the back of this handbook including our drug/weapons policy and our bullying/harassment policy. Please read and review all these policies with your children.

EXTRACURRICULUR ACTIVITIES

1. The sports program includes boys and girl's basketball (grades three through high school), girls' volleyball (grades five through eight), cross country (grades Kindergarten through eight), soccer (Pre-K through grade 2), and cheerleading (grades five through eight). St. Ann School participates in the CYO league.
2. The scouting program includes: Daisies, Brownies, Girl Scouts, Cub Scouts, and Boy Scouts.
3. Instrumental music instruction and student band is offered to students beginning in grade four.
4. The Student Council consists of four officers and class representatives from grades 5 though 8. They meet weekly and are responsible for many extra activities the students enjoy.
5. Academic competitions include: Academic Bowl, Spelling Bees, Geography Bee, Math Counts, PJAS, Reading Olympics, and subject area Olympiads.

FACULTY

Our dedicated faculty consists of both religious and lay personnel. All are state certified. Their primary concern is the Catholic education of your children.

FIELD TRIPS

1. Field trips are an integral part of the curriculum. Each teacher coordinates their own trips and will inform parents well in advance. Signed permission slips are mandatory. If a child does not have a signed permission slip, he/she may not go on the field trip.
2. Students will be transported by school bus unless the destination is very close to the school. Then students will either go by car or walk.
3. School uniforms are worn on all class trips unless the teacher notifies you about a change.
4. Field trips are a privilege, not a right; therefore, if student behavior warrants it, he/she may be denied the privilege of going on the trip.

HEALTH SERVICES

1. A nurse from the East Penn School District is in the building one day a week to provide services to our children. A part-time nurse/LPN will assist our students on other days.
2. The school is not permitted to give medicine without a doctor's note and instructions. If at all possible, all medications should be given at home. For students who require prolonged medication, a month's supply is to be brought to school by the parent. It must be in the original prescription container, which will be returned when empty. We also require a note from the doctor with written instructions.
3. First aid care given in school is limited to first aid in accidents and illnesses until the parents can be reached to take the child home. Emergency Contact forms are kept for each child providing information to assist in locating parents, family physician, or an emergency person. It is important for you, the parents, to keep this information up-to-date with the school office.

HOME AND SCHOOL ASSOCIATION

St. Ann Home and School Association is an organization, which provides support for students and teachers. The members of the association offer extra programs for the students and organize our very active volunteer program. The general meetings are held three times a year. All families are urged to join and be active in the Home and School Association.

HOMEWORK

Homework is an integral part of our program. It is a review and mastery of concepts that have been taught. Average time allotments for both written and studied assignments are:

- Kindergarten: 10 to 15 minutes (beginning in the second marking period)
- Grades 1 & 2: 20 to 30 minutes
- Grades 3 & 4: 30 to 40 minutes
- Grades 5 & 6: 60 minutes
- Grades 7 & 8: 90 minutes

If a student chooses not to do their homework, the following policies will apply:

Up to grade 5 – discipline point

Grades 6-8 - A zero will be given for that assignment. A homework average will be part of the final student grade for each quarter.

HONOR ROLL

The Honor Roll is for grades 5 through 8 and is divided into 2 categories:

1. High Honors: A general average of 94 with an S in all minor subjects, conduct and effort.
2. Honors: A general average of 87 with an S in all minor subjects, conduct and effort.

INSTRUCTIONAL SUPPORT TEAM (IST)

Any student who is having difficulty academically, socially, and/or behaviorally, may be referred to the Instructional Support Team by a teacher or a parent. The IST is made up of the principal, the school counselor, an IU 21 psychologist, the remedial teacher, the classroom teacher, and the student's parents. This group meets on a regular basis to problem-solve and develop strategies to help the child who is having difficulty become more successful.

LATENESS

1. A student not in the classroom by 8:30AM is considered late. The only exception is if a bus is late.
2. A student arriving late must report to the office for a late slip. No student will be admitted to class without a late slip. A parent must come into the office with the student to sign him/her in.
3. Students who are consistently late will be required to make up the time after school and points will be issued.
4. Students who arrive late for any reason forfeit the opportunity to receive perfect attendance.

LIBRARY

Students have one scheduled library period per week in which they may take out and return books. Library skills are also taught. Overdue books are charged 5 cents per day.

LOST AND FOUND

There is a lost and found box located in the room next to the cafeteria. All articles not claimed by June are given to the Garage Sale.

LUNCH

St. Ann School participates in the Federal Lunch Program. Hot lunch is available daily. Milk is also available. Lunch is served by the Food Service Director, Assistant Food Service Director, and volunteers. The lunches meet all the requirements set forth by the Pennsylvania Department of Education and the Department of Agriculture. Free or reduced lunches are available to families who qualify.

LUNCH FEES

All lunch and milk money is paid monthly. The lunch order and money for the month is to be sent to school on the first Monday of the lunch calendar in an envelope. All students must return a monthly lunch order to school.

PHYSICAL EDUCATION

All students from grades K through 8 participate in physical education each week. Gym uniforms are to be worn as outlined in the dress code. A doctor's note is needed for a student to be excused from gym class. Likewise, a doctor's note is needed for a student to return to gym class after an illness or injury.

PHONE CALLS

Students are permitted to use the office phone only in an emergency. Forgetting books, homework, gym clothes, etc. is not considered an emergency. **Cell phones may not be used by students to make phone calls during the school day.**

PROGRESS REPORTS

1. Report cards are distributed four times a year - November, February, April and June.
2. Pre-S and Pre-K reports are distributed in January and June.
3. In November, parents must come to school for a conference to receive the report card.
4. Warning Notices are sent home to the parents about three weeks before the end of the quarter to alert parents if a student is in danger of failing any subject area.
5. Promotion occurs when the student has successfully completed the requirements of the particular grade. The final decision for retention rests with the school.
6. Progress reports may be held in the office if tuition payments are not up-to-date.

RELIGIOUS ACTIVITIES

1. All students are expected to attend Church on either Saturday evening or Sunday morning.
2. All students attend Friday Mass twice a month.
3. On each Monday in October, the students will go to church for Rosary and Benediction.
4. During Lent, the students participate in the Stations of the Cross each week.
5. The Sacrament of Reconciliation is available for the students several times a year. Of course, students are encouraged to receive the Sacrament on any Saturday afternoon.
6. All students in grades Kindergarten through 8 participate in the May Procession.
7. Students in grades 3 through 8 participate in the closing of Forty Hours on the third Sunday of September.

SAFETY

St. Ann School has a Crisis Management Plan that is kept in the school office. All school personnel are familiar with its execution, should the need ever arise to use such a plan. Please do not call the school office if a crisis should happen. Listen to the TV Channel 69 or the radio for important information.

The children are instructed at the beginning of the school year as to the fire and tornado drill regulations and procedures. Directions for exiting are posted in each classroom. Practice drills are done regularly.

SCHOOL BAGS AND TEXTBOOKS

1. **All hard cover books must be covered.**
2. School bags or backpacks are required to protect the books.

SCHOOL HOURS

1. For Kindergarten through grade 8, school hours are 8:30AM to 3:00PM
2. For Pre-School and Pre-K, the schedule is 8:45AM to 11:15AM or 12:15PM to 2:45PM

SNOW HOLIDAYS

1. Please listen to the radio (WAEB 790AM or 104FM, WFMZ 100.7 FM) or watch television (Channel 69) for information. **We follow the East Penn School District for closings.**
2. For a late start, please listen for the school district where you reside. The buses will follow the schedule of that district. For students who come by car or walk, the school officially follows the East Penn School District.

STANDARDIZED TESTING PROGRAM

1. The Iowa Test of Basic Skills is administered in the spring to all students in grades 2, 3, 4, 5, 6, and 7.
2. The Cognitive Abilities Test is administered to students in grades 3, 5 and 7 in the spring.

STATE FUNDED SERVICES

1. Act 89 provides the following services: remedial reading and math, speech therapy, psychological screening, educational screening, and guidance counseling.
2. Act 90 provides funds for students' workbooks (except Religion) up to a specified amount.
3. Act 195 provides funds for students' textbooks (except Religion) up to a specified amount.

STUDENT DRESS CODE

Students are to wear their school uniforms beginning the first day of school. Only the official uniform is permitted. Uniforms are to be purchased through the Flynn & O'Hara Uniform Co. The dress code will be strictly enforced.

The dress code for St. Ann School is as follows:

Girls Grades K to 5: Navy/white plaid tunic jumper (knee length both front and back) or Navy uniform slacks with navy uniform vest
White school blouse with Peter Pan collar or white turtleneck shirt
Navy knee-high socks/leotards

Girls Grade 6: Option of either the jumper as in K to 5 or the kilt as in 7&8 (knee length both front and back) or navy uniform slacks with navy uniform vest

Girls Grades 7 & 8: Navy/white plaid kilt with kilt pin (knee length - uniform touches the knee both front and back) or navy uniform slacks
Navy uniform V-neck vest
White blouse with button down collar or white turtleneck shirt
Navy knee-high socks

Boys Kindergarten: Navy uniform slacks with a belt
White knit polo shirt with St. Ann logo
Navy uniform V-neck vest or long sleeve sweater (optional)
Navy socks

Boys Grades 1 to 8: Navy uniform slacks with a fitted dress belt
White dress shirt with all buttons of the shirt buttoned including top button
Navy uniform ties that are tied up to the top of the shirt
Navy uniform V-neck vest or long sleeve sweater (optional)
Navy socks

Optional Warm Weather Uniform:

Girls Grades K to 5 Navy uniform Skort or shorts and white knit polo shirt with St. Ann logo,
navy crew socks, school shoes

Boys Grades K to 5 Navy uniform shorts and white knit polo shirt with St. Ann logo, navy
crew socks, school shoes

Girls & Boys Grades 6 to 8 White knit polo shirt with St. Ann logo with regular plaid kilt or long
navy slacks

Gym uniform Grades K to 8:

Fall/Spring – Hunter green uniform shorts (long length) and white t-shirt with
St. Ann logo

Winter uniform – Hunter green sweat pants and sweat shirt with St. Ann
logo

Students may also wear a combination of the fall/spring and winter uniforms

School shoes with non-skid soles are to be worn with the school uniform. Boots of any kind (including shoes that go above the ankles), heels (narrow or wide based), sandals, sneakers, etc. are not permitted. Sneakers are to be worn only for gym class. Sneakers with a higher heel are not permitted. We will enforce the school shoe regulation.

Make-up, nail polish and jewelry (except girls' small post earrings - one per ear lobe) are not part of the uniform and, therefore, not permitted. Only plain, flat hair ornaments are permitted. Hair is to be neat and may only be a natural color. The boys are to have their hair no longer than the top of the shirt collar – tails are not permitted. For all students, hair must be above the eyebrows for good vision.

ALL VARIATIONS TO THIS DRESS CODE, EXCEPT THOSE VERIFIED BY A DOCTOR'S NOTE, ARE UNACCEPTABLE AND WILL BE SUBJECT TO DISCIPLINARY ACTION BY TEACHERS AND/OR PRINCIPAL.

SUMMER PROGRAM

During the summer months, all students are expected to maintain the skills that were taught the previous year. In order to do this, students are encouraged to review their math facts on a weekly basis and complete the summer reading requirements for their respective grade level.

TRANSPORTATION

1. Students riding the bus are required to be prompt, courteous, and respectful at all times. No horseplay, disobedience or raucous behavior will be tolerated on the bus or at the bus stop.
2. Schedules are sent home to the parents by the individual bus companies/school districts during the last week of August.
3. Students are to be at the bus stop at least 5 minutes early.
4. Failure to obey rules regarding bus behavior will result in students being refused permission to ride the bus. Parents will be notified in writing of any bus suspensions:
 - First report: 3 day suspension
 - Second report: 5 day suspension
 - Third report: indefinite suspension

TUITION

The tuition is established each year by the Pastor and the Finance Committee in accordance with the recommendations of the Diocese of Allentown Office of Education. It includes the basic tuition, registration fee, and annual school fee. The registration fee is due by March 1st. The school fee is due by August 1st. Payment of the basic tuition is made electronically on a monthly or quarterly basis through the First Star Bank Tuition Payment Program. All tuition must be paid by May 31st.

Each family is also required to participate in the St. Ann School Shopping Cart Fundraising Program or pay a buyout fee of \$250.00. The buyout fee is due in September. If the annual quota for the Shopping Cart Program is not reached, an assessment fee will be due by the end of the school year. Information about the fundraising program was given to each family at the time of registration. Additional information is available in the main office.

All tuition and fees must be paid in order for students to receive their report cards, and for student records to be sent to another school.

VACATION DURING SCHOOL TIME

The school policy concerning school time vacations is as follows:

1. All requests must be submitted to the office at least one month prior to the planned vacation.
2. All requests must be approved by the Principal. Vacations that occur during testing weeks (Iowa's, Cognitive Abilities, Exams) will not be approved.
3. When the student returns to schools, he/she will receive a packet of work that the class accomplished while they were away. The work is to be completed and returned within 5 school days.
4. Vacation days should be limited to no more than one occasion a year. The interruption in the educational process can be detrimental to your child's development

VISITORS AND PHONE CALLS

1. **All visitors must report to the office and sign in before going to a classroom, library, cafeteria or any other part of the building.**
2. Teachers are not to be interrupted during class time, either to answer the phone or to confer with a parent.
3. If you wish a conference with a teacher, please send a note or call the school office so an appointment can be made.

VOLUNTEERS

St. Ann School has an active volunteer program. All volunteers must sign in at the office. Our volunteers assist us in the cafeteria, library, classrooms, and office. If you can assist us, please call the school office at 610-965-9220. All volunteers must have current safe environment certification on file with the school safe environment coordinator in order to volunteer in any capacity at the school, as well as to accompany students on field trips.

DISCIPLINE CODE

All Saint Ann School students are expected to be good Christian models. In order to meet this goal the following rules must be observed.

BE
RESPECTFUL

BE
HONEST

BE
RESPONSIBLE

**TO ALL ADULTS, TO FELLOW STUDENTS, TO SELF, AND
FOR SCHOOL PROPERTY**

SCHOOL CODE OF CONDUCT: Discipline points are given in Grades K through 8.

LEVEL I (one point)

1. Misbehavior (e.g. chewing gum, talking, note passing, etc.)
2. Tardiness (to school or class)
3. Littering
4. Running
5. Not adhering to uniform code (see dress code)
6. Incomplete Homework (less than 100% complete) for each subject area
7. Unsigned Document (one point per day) - ALL documents are expected to be returned on the next school day except in extenuating circumstances
8. Not prepared for class

LEVEL II (two points)

1. Conduct unbecoming of a Christian student
2. No Homework
3. Playground misbehavior
4. Church misbehavior
5. Failure to follow the science lab safety rules
6. Inappropriate use of computer or internet / minor offense

LEVEL III (three points)

1. Minor Vandalism
2. Skipping Detention
3. Skipping Class
4. Possession of Inappropriate Material (e.g. Pokemon cards, Gameboys, CD players, magazines, etc.)
5. Use of an I-pod or similar device during the school day (8:00 – 3:30)
6. Disobedient/Disorderly Conduct

LEVEL IV (four points)

1. Forging Signatures
2. Cheating
3. Disrespecting Authority
4. Improper Language or Gestures
5. The use of plagiarism in any assignment

LEVEL V (five points)

1. Harassment/Bullying
2. An Unwarranted Act Affecting the Safety of One's Self or Others
3. Fighting or Assault with Bodily Injury
4. Theft
5. Vandalism
6. Lying
7. Insubordinate or Abusive Language Towards Another
8. Leaving School Building or School Property without Permission
9. Inappropriate use of computer/internet – major offense

All Level V offenses will result in a School Team Conference and possible suspension or expulsion. Suspensions may be in-school or out-of-school. All Level V offenses will be handled on an individual basis with possible referrals to appropriate services, such as counselors and psychologists.

St. Ann School is firmly committed to providing a safe, positive learning and working environment for everyone in the school. We will promote, enhance and maintain a drug/violence-free school through a systematic program of prevention instruction. For this reason, St. Ann School expressly prohibits drugs, weapons, bullying and harassment.

Drugs/Weapons Policy

The possession, use and/or distribution of a narcotic, drug, inhalant, alcohol, tobacco product, any weapon or facsimile or object which could be used as a weapon, is absolutely prohibited in school, on school vehicles, on school grounds and at school-sponsored activities.

Violations of this policy may warrant notification of the police, immediate suspension and possible expulsion. The Parents/Guardians of the offender will be immediately contacted and must cooperate with the disciplinary process. The student will be referred to appropriate guidance, medical, or psychological personnel.

Harassment Policy

Harassment is “used in a variety of legal contexts to describe words, gestures, and actions which tend to annoy, alarm and abuse another person”, according to Black’s Law Dictionary. In the event that harassment exists, the principal will work to maintain that the safety of students and their physical and emotional well-being is protected. Each case will be dealt with on an individual basis. All allegations of harassment will be taken seriously and will be promptly investigated. Confidentiality of all involved will be maintained. Following the investigation and depending on the severity of the case, disciplinary action will take place which may include but not be limited to detention, suspension, counseling and possible expulsion.

Student Threats/Bullying Policy

Student threats, bullying, cyber bullying or attempts to inflict any harm to self or others will be taken seriously. The principal, in consultation with the school psychologist and pertinent faculty, will assess the nature and severity of such incidents and take appropriate action, which may include detention, suspension, and expulsion.

The principal will consider each case individually and may choose from, but will not be limited to the following actions: notification of the parent/guardian of the student who made the threat; notification of the parent/guardian of any threatened student; recommendation of counseling for the student; notification of human services or law enforcement agencies.

SPECIAL NOTES:

1. All disciplinary points will be doubled if infraction involves a substitute teacher.
2. All disciplinary points are erased at the end of each quarter. Points are erased at the end of each month for Kindergarten *only*.
3. A total of five (5) points will result in a detention. A notification letter will be sent if a student accumulates the necessary points for a detention. Detentions will be held each week and moderated by a teacher or the principal. Detention will be one hour long for grades 2-8 (until 4:15PM), and half an hour for Kindergarten and grade 1 (until 3:45PM).
4. After a third detention in a quarter (15 points), a school team conference will be scheduled with possible suspension or expulsion as a result.
5. The School Discipline Code is in effect for all school sponsored extracurricular activities, including dances.
6. Point slips are sent home for parent signature so that parents are aware of the points. If a parent refuses to sign a point slip, it does not negate the point. Only the teacher issuing the point and/or the administration may overturn any points. The administration has the right to change the number of points given to any student.
7. If a student receives a detention, it will be noted on the student's progress report. A detention may keep the student off the honor roll.

The administration retains the right to amend this handbook as necessary. Parents/Guardians will be immediately advised of any and all changes.

Parent/Student Handbook

Please sign and return to school immediately:

I have read and agree to be governed by all aspects of the St. Ann Parent/Student Handbook.

Family Name (Please print) _____

Parental Signatures: _____

Student Signatures: _____

Date: _____

I give my permission to the St. Ann Home and School Association to publish my name, my students' name and grade, address, phone number and e-mail address in their directory that is used solely by the families of St. Ann School. This information is not released to any other person or organization.

Date: _____ Signature _____