

## POLICIES AND PROCEDURES OF ST. ANN SCHOOL

### MISSION STATEMENT

St. Ann School is a Catholic parish school in the Diocese of Allentown serving students from Pre-School through eighth grade. As St. Ann nurtured Mary, mother of Jesus, we provide a nurturing inclusive atmosphere that welcomes students from all faith traditions. We regard each person as created in the image of God and lovingly invite them to share their unique gifts with our school community. Here, in a Christ-centered environment in partnership with our dedicated faculty, staff, and parents, we practice shared values of spirituality, academic excellence, and service. Our mission is to prepare life-long learners and future leaders for responsible, faith-filled, global citizenship and service in an ever changing world.

### 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. School hours are 8:20 AM – 3:00 PM. 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. Students arriving after 11:30 AM are considered absent for the morning and students leaving before 11:30AM are considered absent for the afternoon.

### ABSENCE

1. A student who is absent from school, even for one day, is required to present a written excuse to the homeroom teacher /office stating the reason for the absence. The school absentee form is to be used and can be found on the school website. 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 (3 or more consecutive days) must be confirmed by an attending physician and a note brought to school as verification.
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, they must be signed in or out on the office log by a parent/guardian.
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 October 15 of the school year and fully potty trained. There is a \$125.00 non-refundable registration fee.
2. Pre-Kindergarten: Students must be four (4) years of age by October 15 of the school year. There is a \$125.00 non-refundable registration fee.
3. Kindergarten students must be (5) years of age by October 15 of the school year. There is a \$125.00 non-refundable registration fee.
4. Middle School: No student will be accepted after the school year begins without providing copies of their school records for review and a scheduled interview with the principal. A Reading and Math Assessment will be administered prior to acceptance. There is a required 90 day probationary period for students transferring into Grades 5-8. Periodic assessments will be made during that time period to ensure a smooth transition for both the incoming student and the current students in the class. The final acceptance decision will be at the discretion of the principal and pastor.
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. 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.
7. There is a \$125.00 non-refundable registration fee for all returning students in all grades.

## ARRIVAL

1. School buses arrive at the side doors on Fairview Street. All students are to come into the building immediately.
2. **Bus students are to enter the building through the doors on Fairview Street. Car Riders are to enter the building through the side door off the upper parking lot.** Parking is prohibited in front of the school. If you have a need to come into the building, please park in the upper lot behind the school and ring the buzzer to enter the office. In compliance with our COVID19 Health and Safety plan access to the school building will be limited. All those who enter the building must be wearing a mask and adhere to all social distancing policies.
3. **Do not park on Fairview Street or 6<sup>th</sup> 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 8:00AM and 8:15AM. **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 8:20AM.
5. Any student arriving after 8:20AM will be considered late. The student and a parent are to come to the office for a late slip and to sign in. Consistent lateness will be handled on an individual basis. If a student is consistently late, additional steps will be taken to address the situation.
6. Pre-S and Pre-K students who are not being dropped off with a sibling in the car line can enter through the Sixth Street entrance beginning at 8:15 AM at which time a teacher will welcome and accompany the students to class. Parents will not be able to enter the building when dropping off their child.

## 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. At the teacher's discretion they may 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/ELECTRONIC DEVICES

Cell phones and electronic devices are permitted under the following conditions:

1. Cell phones are permitted for **Middle School Students only (Gr. 6-8)** unless otherwise approved by the principal.
2. Phones must be kept in the OFF position until 3:15PM and may be used at that time for emergencies only.
3. During the school day, phones/electronic devices must be kept in the classroom collection bin.
4. Cell phones/ electronic devices/IPads/Chrome Books may **not** be used for picture taking.
5. Harassment, bullying, or threatening of persons via cell phones/electronic devices is **not** permitted.
6. Cell phones/electronic devices may not be used for game playing, internet, e-mail or You Tube access, texting, gambling, or making purchases of any kind.
7. If a cell phone/electronic device rule is violated, the teacher or administrator will keep the phone or device until the parent comes to school to take possession of it.
8. Those who violate any of the rules regarding cell phones/electronic devices will forfeit the privilege of bringing a cell phone/electronic device to school.
9. All students and parents will be required to read and sign the Chrome Book Policy prior to the device being issued to the student.

## 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 to the upper parking lot by grades. Please park in the upper parking lot behind the school in the established rows facing the school building. Parents may begin entering the upper parking lot beginning at 2:45. Teachers on duty will dismiss the students to their parents. Once all students are in their cars a teacher on duty will signal that cars may begin moving. For the safety of everyone no cars should move before directed by the teacher on duty. All students must be picked up by 3:15PM Please **do not park on Fairview Avenue, Wood Street, Sixth Street or in the small parking lot next to the rectory to pick up your children.** Our dismissal procedures can be found on our website under the parent tab.
2. Students who ride the bus will be dismissed by grade to the bus door.
4. Students attending activities will be dismissed after the buses and should proceed directly to the area where the activity is being held. .
4. All Pre-K and Pre-S morning students will be dismissed from the Sixth Street entrance. All Full Day Pre-S/Pre-K students will be dismissed from the gym at 3:00PM with the students in grades K-8.
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. Leaving school early on a regular basis is not recommended due to the interruption in the learning process. When a student leaves early they are responsible for all missed work. Arrangements to leave early must be approved by the principal.

## DISCIPLINE POLICY

According to Diocesan policy, weapons are **absolutely prohibited in school, on school vehicles, on school grounds and at school-sponsored activities.** 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. Students in grades 5-8 are educated in the Safe To Say Program.

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, co-ed volleyball (grades five through eight), cross country (grades Kindergarten 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, student band (grades 4-8) and Chorus (grades 3-8) is offered to our students.
4. The Student Council consists of four officers and class representatives from grades 6 through 8. They meet regularly and are responsible for many extra activities the students enjoy.
5. Academic competitions include: Academic Bowl, Spelling Bees, Geography Bee, Math Counts, PJAS, Writing and Music competitions and subject area Olympiads.
6. A variety of After School Clubs are offered for students and rotate each trimester.

## FACULTY

We are proud of our faculty and their dedication to the academic excellence and the faith formation of your children. Ten of our faculty members hold Master Degrees. In addition our faculty are required to complete the Diocesan Franciscan Catechetical Program over the course of a three year period.

## 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.
5. All students are expected to follow the field trip mobile/electronic device policy. The policy will be sent home along with the field trip permission slip and will be strictly enforced.

## 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 school employed nurse 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 two times a year. All families are encouraged to be active members of 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, studied assignments, and projects are:

Kindergarten: 10 to 15 minutes (beginning in the second trimester)

Grades 1 & 2: 20 to 30 minutes

Grades 3 & 4: 30 to 40 minutes

Grades 5 & 6: 60 minutes

Grades 7 & 8: 60 minutes

When a student is absent they will have 2 days to complete the classwork and assignments they missed. If a student is absent for an extended period of time, the teacher will give consideration to the length and reason for the absence and special accommodations may be made for work to be made up. If the student is absent on the day an assignment is collected they are responsible to turn in the assignment the day they return to school. This policy applies to special classes as well.

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

**Up to grade 5** – discipline point

**Grades 6-8** - Points are deducted from the assignment for each day the assignment is late. This policy also applies to special classes that meet only once a week. If the special teacher is a part time teacher, not in school on the day the student is turning in the assignment, the student can turn the assignment into their homeroom teacher. That teacher will be sure that it is given to the special teacher. The students should not wait until their next special class as points are deducted for each day the assignment is late regardless of how often the class meets or how many days the teacher is in the building. Failure to turn in an assignment for a special class could result in an unsatisfactory grade and could keep a student off the honor roll. (See the Honor Roll Requirements)

A homework average will be part of the final student grade for each trimester.

## 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 and at least an 85 in all subject areas with an S in all minor subjects, conduct and effort.
2. Honors: A general average of 87 and at least an 80 in all subjects 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 8:20AM 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.
3. Consistent lateness will be handled on an individual basis. If a student is consistently late, additional steps will be taken to address the situation.
4. Students who arrive after 8:45AM or leave before 2:45PM forfeit the opportunity to receive outstanding attendance.

## LIBRARY

Students in grades K-8 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 purchasing lunch must return a monthly lunch order to school. According to the guidelines of the Federal Lunch Program, we must enforce our unpaid meal charge policy. St. Ann School reserves the right to pursue any unpaid lunch fees. Parents will be notified in a letter when accounts become delinquent and prompt payment is expected.

## 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. If a student must miss gym class for an extended amount of time an alternative assignment may be given and used as a part of or as their entire gym grade.

## 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 three times a year - December, March, and June.
2. Pre-S and Pre-K reports are distributed in January and June.
3. Parent/Teacher conferences are held in October. One conference will be scheduled for each family. In order to allow for the teacher to deliver the same information to both parents, separated or divorced parents are expected to attend the conference together .
4. To keep parents informed of their child's progress, Progress Reports are sent home to all parents about half way through each trimester.
6. Promotion occurs when the student has successfully completed the Diocesan set requirements of the particular grade.  
The final decision for retention rests with the school.
7. Report Cards may be held in the office and access to the Option C grading system suspended, 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 and Mass on all Holy Days.
3. 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.
4. 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.
5. The students in grade 2 prepare for and celebrate the sacraments of Reconciliation and First Holy Communion. The students in grade 8 prepare for and celebrate the sacrament of Confirmation.

6. All students in grades Kindergarten through 8 participate in the May Procession.
7. All students in grades 3-8 are encouraged to complete the CYO Diocesan Religion Award Program.

## 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, severe weather, lockdown and evacuation drill regulations and procedures. Directions for exiting are posted in each classroom. Practice drills are done regularly.

St. Ann School has a Health & Safety Plan posted on the school website indicating the procedures and protocols in regards to the COVID 19 pandemic. Students are trained in and reminded of these protocols on a daily basis.

## 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 8:20AM to 3:00PM
2. For AM Pre-School and Pre-K, the schedule is 8:30AM to 11:15AM. For Full Day Pre-S/Pre-K students 8:30AM -3:00PM.

## SNOW HOLIDAYS

1. Notification will be made to all families through the school “Option C” Parent Alert System. You may also 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.
- Please make every effort to have your child in school when these tests are being given. Testing dates are

listed on the annual school calendar.

## STATE FUNDED SERVICES

1. Act 89 & Title I provide the following services: remedial reading, 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 and navy V-neck vest with St. Ann logo  
White uniform blouse with Peter Pan collar or white turtleneck shirt  
Navy crew-neck cardigan sweater with St. Ann logo (optional)  
Navy knee-high socks/leotards

Girls Grade 6: Option of either the jumper (as in K to 5) or the kilt (as in gr.7&8) or Navy uniform slacks, blouse, and navy V-neck vest with St. Ann logo

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 V-neck vest with St. Ann logo  
White oxford blouse with button-down collar or white turtleneck shirt  
Navy knee-high socks

Boys Grades K-3 Navy uniform slacks and a belt  
White knit polo shirt with St. Ann logo, long or short sleeved (tuck in or banded bottom)  
Navy V-neck vest or long sleeved sweater with St. Ann logo (optional)  
Navy socks

Boys Grades 4 to 8: Navy uniform slacks and a fitted dress belt  
White dress shirt, long or short sleeved, with all buttons, including top button, closed  
Gr. 4-5 Solid navy uniform tie that is tied up to the collar  
Gr. 6-8 Tie of choice appropriate for a "Catholic School" tied up to the collar  
Navy V-neck vest or long sleeved pullover sweater with St. Ann logo (optional)  
Navy socks

### **Optional Warm Weather Uniform:**

**This uniform may be worn beginning on the first day of school until the first Monday in November and from the first Monday in April until the end of the school year.**

Girls Grades K to 5: Navy uniform skort or shorts and white short-sleeved knit polo shirt (tuck in or banded

bottom) with St. Ann logo, navy crew socks, school shoes  
Boys Grades K to 5: Navy uniform shorts and white short-sleeved knit polo shirt (tuck in or banded bottom) with St. Ann logo, navy crew socks, school shoes  
Girls & Boys Grades 6 to 8: White short-sleeved knit polo shirt (tuck in or banded bottom) with St. Ann logo with plaid kilt or navy slacks

### **Gym uniform Grades K to 8:**

Fall/Spring – Knee-length hunter green gym shorts & gray t-shirt, both with St. Ann logo  
Winter uniform – Hunter green sweatpants & gray t-shirt (green sweatshirt optional), with St. Ann logo

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, moccasins, Uggs, sneakers, etc. are not permitted. Sneakers are to be worn only for gym class. Sneakers with higher heels 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 and fad haircuts are not permitted. For all students, hair must be above the eyebrows for good vision. More than one ear piercing for girls is not permitted. Piercings of any kind for boys are not permitted.

**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 using the Simple Solutions Math Program 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. The use of a video/audio recording is intended to assist the administration, contractors and drivers in observing behavior, preventing violation of bus rules, regulations and Pennsylvania law and utilizing such surveillance when required for disciplinary, civil and criminal matters. Video/Audio recorders may be placed on any and all buses. All students are subject to being videotaped on the school bus. The video/audio media are intended for use with respect to issues relating to safety and behavior. They are not intended for general viewing by a student, employee, parent/guardian or the public and shall not be made available for general viewing purposes.

5. Failure to obey rules regarding bus behavior may 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 School Board 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 at the time of enrollment. The school fee is due on or before May 1<sup>st</sup>. Payment of the basic tuition is made electronically on a monthly, quarterly or semi-annual basis through the FACTS Tuition Payment Program.

Each family is also required to participate in the St. Ann School Shopping Cart Fundraising Program or pay a buyout fee of \$350.00 due October 1<sup>st</sup> (\$400.00 after October 1<sup>st</sup>). 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.

St. Ann School will charge a \$30.00 fee for any returned payments. All tuition and fees must be paid to date in order for you to have continued access to the student Option C grading system, for students to receive their report cards, and for student records to be transferred to another school. All financial obligations must be met in order for families to be considered for scholarship assistance for the next school year. Please see the Tuition Collection Policy Addendum included at the end of the handbook.

## 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) may not be approved.
3. Missed work will not be sent home in advanced. When the student returns to school, 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 educational development.

## VISITORS AND PHONE CALLS

1. **In accordance with the school health and safety policy visitors to the school will be limited. Visitors to the school will be required to wear a mask during the instructional day.**

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 an email or a note to the teacher or call the school office so an appointment can be made.

## **VOLUNTEERS**

St. Ann School has an active volunteer program. However due to changes in the health and safety protocols volunteer opportunities may be limited. All volunteers must sign in at the office. Our volunteers assist us in the cafeteria, library, classrooms, office and with our Home & School events. A volunteer form is sent home to all parents at the beginning of each school year. If you can assist us, please call the school office at 610-965-9220. All volunteers must have all the current Pennsylvania state required documentation and 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 ALL 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. Bus misbehavior
6. Failure to follow the science lab safety rules

**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. 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/Ipads or Chrome Books

**All Level V offenses will be handled on an individual basis. Possible suspension or expulsion and referrals to appropriate services, such as counselors and psychologists, may be a result of a Level V offense.**

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 trimester. 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 trimester (15 points), a school team conference will be scheduled.
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.**

# **ADDENDUM I**

## **ST ANN SCHOOL TUITION & FEES COLLECTION POLICY**

**The following explains the Tuition Collection Policy effective July 1, 2017.**

St Ann School makes every effort to provide an affordable, quality, Christ-centered education to our students. The cost to educate each student exceeds the total tuition and fees that are assessed to each student's account. This means every student is granted a discounted tuition. In addition, scholarships, financial aid, and institutional aid are awarded to students based on need and available resources.

The majority of the School's income comes from student tuition and fees. The School cannot fulfill our mission or provide fundamental school operations unless the obligations of every student are met in a timely manner. Therefore, it is imperative that each family pays all tuition and fees (collectively, "Tuition") per the terms of the FACTS payment plan the family selected.

Recognizing various circumstances may impact a family's ability to pay Tuition in a timely manner, all families receiving a "Past Due" notice that cannot bring the account current must contact the School's Finance Department to request a Payment Agreement to satisfy its financial obligation.

### **30 Days Past Due**

1. A "Past Due" notice will be sent to any family with Tuition more than 30 days past due.
2. A late fee of \$30.00 will be added to the student's account monthly until account is current. School has the option to waive this late fee if the circumstances dictate.

### **60 Days Past Due**

1. A "Past Due" notice will be sent to any family with Tuition more than 60 days past due.
2. A copy of the Tuition Collection Policy will be enclosed with the past due notice.

### **90 Days Past Due**

1. A "Past Due" notice will be sent to any family with Tuition more than 90 days past due.
2. The parent / guardian responsible for tuition payment must contact the School's Finance Department to complete a Payment Agreement to satisfy its financial obligation.
3. The School reserves the right to limit participation by the student in any School events or extra-curricular activities (including, but not limited to, field trips, dances, club activities, musical/play, etc.), as well as withhold Report Cards and access to the on-line grading system.

### **Payment Agreement**

If a family needs to enter into a Payment Agreement that deviates from the standard payment plans offered through the FACTS tuition payment system to satisfy a student account balance, the School may offer to establish a Payment Agreement with the family. This will be at the discretion of the School and will take into account the balance, financial ability of the family, the remaining months until the school year is completed, and any extenuating circumstances facing the family. Except in extraordinary situations, the Payment Agreement is to establish a plan to have the full account balance paid by the end of the current school year.

### **Transcripts, Graduation and Post-graduation Policy**

Diocesan Policy states no student will be permitted to graduate with his/her class, or receive a diploma or transcript if any outstanding balance remains on his/her student account. Once the student account balance is paid in full, the diploma and transcripts will be released.

**Past Year Student Account Balance**

If, as of the first day of school, a family has a prior year outstanding student account balance or has breached an existing Payment Agreement, the school reserves the right to deny the student to attend classes. The outstanding balance includes the Registration and School Fees for the current year. If the student arrives at the School, the parent / guardian will be called to pick up the student. The student will be permitted to begin School once the student account balance is paid in full.

In addition to all of the above, the School reserves all rights, at law or in equity, to collect any past-due Tuition.

**St. Ann School  
Parent/Student Handbook**

**Please sign and return to school immediately:**

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

Family Name (please print) \_\_\_\_\_

Parent Signatures: \_\_\_\_\_  
\_\_\_\_\_

Student Signatures: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

*The Handbook can be found on the school website under Parents and then Policies and Forms.*