

## St. Ann Catholic School 2010-2011

St. Ann Catholic School is a Catholic elementary school serving St. Ann Parish, the Fayetteville Community, Fort Bragg, and Pope Air Force Base.

### **Mission Statement**

St. Ann Catholic School is a culturally diverse educational institution that serves the entire community by promoting excellence in education, personal growth and service to others in a nurturing Catholic environment. We achieve this through innovative programs taught by dedicated professionals and volunteers, supported by active community partnerships. St. Ann's provides a quality education in a welcoming, inclusive setting, which promotes:

- Catholic faith and values
- Service to others
- Individual growth
- The importance of family and community

St. Ann Catholic School is staffed by dedicated lay teachers. It admits students in grades Pre-K through Eight and does not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of its policies.

St. Ann Catholic School is part of the Catholic Diocese of Raleigh and is accredited by the Southern Association of Colleges and Schools.

### **Faculty and Staff**

Pastor.....	Rev. Thomas Malloy OSFS
Principal .....	N. René Corders
Pre-K.....	Mary Herring
Kindergarten 1.....	Marilia Gannon
Kindergarten 2.....	Catie Drewry
Grade 1 .....	Christy Cook
Grade 2 .....	Tina Isenbarger
Grade 3.....	Sarah McDaniel
Grade 4.....	Lisandra Ackerman
Grade 5.....	TBA
Grade 6 (homeroom) .....	Norma Tapispisan
Grade 7 & 8 (homeroom) .....	John Rock
Computer/Librarian.....	Yezenia Lopez-Hernandez
Math/Science.....	John Rock
Literature .....	Norma Tapispisan
Religion.....	John Bunting
Spanish.....	Yadira Rodriguez-Cruz
PE.....	Dawn Leone
Music/Band .....	Sharon Carter
Bookkeeper .....	Bette Scott
Secretary.....	Karen Dabbs
Custodian .....	M.B. Herring
Before/After Care Director.....	Pok-Hui Folsam
Youth Center Director .....	Linda Miller
Teacher Assistant Pre-K.....	Maria Trujillo
Teacher Assistant .....	Cheryl Eaglin

## **Absences**

Parents are asked to call the school by 8:30 AM on the day a student will be absent. When returning to school after an absence, students must bring a note of excuse, dated and signed by parent/guardian. This rule applies even if the school has been notified orally.

Frequent absence may seriously affect a student's academic progress; therefore, families are expected to make arrangements so that a student will be able to keep up with assignments and class work during the time of an absence. Upon returning to school, it is the student's responsibility to make sure all assignments have been handed in and all tests have been taken **within 5 days**. Repeated, unexcused absences may result in retention.

If a student must leave school during the school day, a written note is required from the parent/guardian. Parents report to the school office when picking up a student for early release. No students may be picked up for early dismissal after 2:30 PM. The Office Staff is engaged in many activities at that time and the student's safety is the first consideration.

In the case of a scheduled appointment (doctor, dentist, etc.) a note should be sent to the homeroom teacher the day before the child will be absent.

The academic performance of a student who has accumulated thirty or more days of absence will be reviewed to determine if the student is ready for the academic work of the next grade.

## **Academic Policies**

Students are expected to perform to the best of their ability. Advancement to the next grade is determined by the grades achieved during the school year.

St. Ann Catholic School follows the curriculum developed by the Diocese of Raleigh. The courses of study include:

- Art
- Computer
- Language Arts: Reading, Literature, Writing, Grammar, Spelling, Handwriting
- Library
- Math/Algebra
- Music
- Physical Education (PE)
- Religion
- Science
- Spanish
- Social Studies

## **Admission Policies**

Priority is given to Catholic children. All others are welcome when space is available with the understanding that:

- All students participate in the religion program
- Once a student is accepted, re-enrollment is not denied because of religion.

The following are used as criteria:

1. Applicant meets age requirement of 4 years old by August 31 for Pre-k, 5 years old by August 31 for Kindergarten, and 6 years old by August 31 for Grade 1.
2. Applicant meets the academic readiness requirement as indicated by student records and entrance screening.
3. Applicant demonstrates necessary social skills and study habits.
4. Parent completes necessary forms and submits required documents.
5. Registration fee is paid and tuition agreement is signed.
6. Space is available in the class

Parents are notified of acceptance by mail. Applicants with special learning needs that cannot be met by St. Ann educational programs are not accepted.

**Upon approval by the principal and payment of all necessary fees, a student may be enrolled at St. Ann Catholic School. Please note that full admission is not granted to any student until the successful completion of a 60-day initial period of probation.**

### **Arrival**

Any student arriving before 8:00 am, must be checked into Before Care. Any student who is not picked up by 3:15 pm must be checked into After Care. Parents will be charged for this service.

### **Before/After Care**

**These services are available to all students. Fees are as follows: Registration fee per family is \$50.00. All STUDENTS MUST BE REGISTERED** for Before/After Care. This is required so that in the event of an emergency the Before/After Care staff will have written permission to supervise the child.

Students arriving between 8:00 and 8:10 a.m. are dropped off on the side of the church to join the other students on the parking lot next to the Social Hall. Parents/Guardians may park in the church parking lot and walk the children to the designated parking lot, or they may drop the children off at the designated area where they will be supervised. Parking on the street and allowing the children to cross is not permitted. Even if parents cross with the children, there is still the danger of an accident. Parking on the sidewalk is not allowed. These are safety issues. There is no parking on the Heritage Place lot; this is private property. The entrance bell rings at 8:10a.m. Students arriving after 8:15 a.m. are considered late. **Parents must accompany students who are late to the office.**

### **Cell Phones**

Students are not permitted to have cell phones in their possession while they are on school grounds. Cell phones simply provide too much potential for misuse; therefore, students will not be allowed to have them. Should a student need to reach a parent by phone during the school day, he/she should make a teacher aware of the need and the parent will be contacted by the school secretary. If a cell phone is found in the possession of a student, the cell phone will be confiscated and can only be retrieved by a parent.

### **Christian Due Process**

St. Ann Catholic School is committed to spending time with a student who faces discipline. The student will be told what he or she did wrong and will be given a chance to be heard.

With regard to suspension or expulsion, the principal is always involved and the superintendent may be called.

In the case of expulsion, written notification of the violation and an indication of the time and place of a hearing will be issued. A hearing is then scheduled with the teacher, principal, pastor and if necessary the superintendent.

### **Class Observations**

Parents are welcome to observe instruction in their child's class at any time with the prior notification of the principal. This is necessary to maintain a secure learning environment.

### **Communication**

Effective communication between parents and the school is a prerequisite for a student's success. Most of this communication occurs between the classroom teacher and the parent. Miscommunication or gaps in communication make it more difficult to achieve our goal, which is the quality education of our students.

St. Ann has established several important means of communication with parents:

School Newsletter: This newsletter is published weekly. It includes news of student and school activities.

Friday Folders: Each Friday students bring home these folders which will contain the weekly newsletter, lunch menu, and other informational notices from the school office.

Alert Now: This communication system allows the St. Ann Catholic School staff to make important announcements to all of our parents simultaneously by email or telephone. We use this system infrequently so that parents will understand that its use indicates something other than "business as usual." We may use it to signal a change in the school calendar; we may use it to remind parents of some scheduled event immediately following a break from school. In any event **ALERT NOW will only be used when we need to suddenly convey information to all parents.**

Business Day/Back to School Night: Business Day is held prior to school opening. Parents receive basic information and complete required forms on that day. They also take care of any financial issues yet to be resolved. Back to School Night is held during the first or second week of school. During this evening parents have an opportunity to meet with the classroom teachers and receive an overview of the curriculum, communication methods used by the teacher, and expectations for students at the particular grade level.

Option C: This is an online system whereby parents can review students' assignments, grades, and schedules. It is also used to record attendance. Each student is assigned a user ID and password by the office staff in order to gain access.

Interim Progress Reports and Report Cards: These reports are published at mid-quarter and at the end of the quarter. Interim Progress Reports check the progress of a student and allow time for the student to make any necessary adjustments to study and work habits in order to ensure success on the report card. It is not a report of record. Report Cards are the forms of record that chart the success of the student. Both of these provide opportunities for parents and teachers to exchange information for the good of the child. Parents are required to sign and return these forms and are urged to request a conference if there are concerns about a child's progress. Final averages are based upon performance and participation in class, homework, tests, and projects. Teachers explain their grading practices during Back to School Night.

Parent Conferences: Scheduled conferences are held at the end of the First Quarter. It is recommended that there be a conference by the Third Quarter at the request of the teacher or parent. These provide an opportunity for parents to meet with the teacher to discuss a student's progress. Parents or teachers may arrange conferences at times other than the scheduled conference time.

Parents are urged to contact the teacher first when problems begin to appear. The principal may be called in to assist at times. This is especially important if there is disagreement with something that has taken place in school. Usually a few minutes spent talking through a situation with the school staff is all that is needed to bring about a solution.

In requesting a conference, parents are asked to send a note to the teacher indicating the reason for the conference and suggesting a possible time. We recommend that conferences be held between 3 and 4 PM when teachers are not directly responsible for the supervision of students. Attempts to conference prior to school without an appointment are discouraged as well as during dismissal. Both the parent and the teacher need to be prepared to share information in a comprehensive manner as well as respect the need to protect confidentiality.

Teachers are not to be called at home unless there has been a specific agreement between the parent and the teacher.

### **Conduct-Inside/Outside the School**

The student is a St. Ann Catholic School student at all times. School officials may discipline a student who engages in conduct, whether that student is on campus or not when the behavior occurs, that is detrimental to the school.

### **Confidentiality**

Teachers will keep confidential information entrusted to them as long as no one's life, health or safety is at stake. Parents will be promptly notified of a teacher's concern.

### **Cooperation**

The education of the children is a partnership between parents and the school; therefore, it is incumbent upon all parties to cooperate for the benefit of the child. Parents, as well as children, must comply with the school regulations and respect the authority of the school officials. Just as the parent has the right to withdraw a child if desired, **the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken**

### **Custody**

The school must have accurate custodial information on file. Parents/guardians must provide this information during the time of admission or when the child's status changes.

While the hope is that both parents - custodial and non-custodial - would share pertinent information regarding their child, the school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. The non-custodial parent has access to academic records and other school information regarding his or her child. Any court orders to the contrary should be forwarded to the school by the custodial parent through a court-certified copy of the court order.

## Discipline Code

St. Ann Catholic School seeks to maintain a climate of Christian community, respecting the uniqueness and value of each student. We believe that our respect for God is shown through the way we treat others. The basis of our discipline policy is; "Love your neighbor as yourself." Our Religious Education program supports our discipline code. In the Middle Grades (6-8) the system is based on demerits. Each demerit requires serving after school detention with a teacher. This will be from 3:15 -4:15 on designated days. **Each semester allows a limit of 3 demerits. Further demerits may result in suspension.**

Example of unacceptable Behaviors:

- Violation of the uniform policy
- Disruptive conduct
- Offensive language
- Disrespect for school property (including book covers)
- Abuse of the Internet
- Harassment
- Violent Physical Contact
- Possession of electronic devices
- Lack of responsibility
- Dishonesty/Cheating/Lying/Stealing/Forgery
- Disobedience/Defiance
- Threatening behavior/Bullying/Attempting to injure another
- Possession/Sharing of inappropriate printed material

Any of these behaviors will result in consequences. The severity of the consequences will be determined by the nature of the infraction. Mitigating or aggravating circumstances may require a departure from these guidelines. **The school has the authority to bypass the above system should circumstances arise.**

## Dismissal

Car riders are dismissed at 3:00 and wait in class lines on the parking lot beside the church. Parents are asked to drive through the parking lot and pick up the students from the designated area. Parking on the streets is discouraged. Parking on the sidewalk is not allowed. Drivers are asked to have a sign with the name of the carpool written clearly to assist teachers in gathering the children. Students not picked up by 3: 15 p.m. will be supervised by the After Care staff.

All are urged to use extreme caution when dropping off and picking up students. Students are instructed to exit a car on the driver's side if at all possible to avoid walking between cars. When this is impossible, students are to walk in front of the car they have exited, similar to leaving a school bus. **Drivers are asked not to pass cars in the lane, as children may be entering or exiting cars on the passenger side. The speed limit in the parking lot is 5 mph.**

In inclement weather students are dropped off in the church parking lot and proceed to the Social Hall. We do not implement special dismissal procedures on rainy days. Parents are urged to be attentive to weather reports so that students will arrive at school with appropriate rain gear.

## **Documentation**

At the time of a student's registration each parent or guardian shall present the following for the student:

1. Certificate of Health
2. Birth Certificate
3. Record of Immunization
4. Baptismal Certificate (if applicable)
5. Social Security Number
6. Report card from previous school

## **Electronic Devices**

Electronic devices are not to be in the possession of a student. (i.e. I-Pods, MP3 players, headphones, CD players, video cameras, etc.) Should a student need to use an electronic device on campus to complete a graded project, the parent must request permission in advance from the principal and be prepared to be present on campus to supervise the use of the device.

## **Emergency School Closing/Delay**

St. Ann Catholic School usually follows decisions of Cumberland County School District for emergency early dismissal, delayed opening, or school closing in the event of severe weather conditions. Inclement weather announcements of Cumberland County Schools are made over local radio and TV stations.

Ordinarily, St. Ann Catholic School does not make a separate announcement unless the county schools are already out of school for a holiday. If a separate announcement is communicated, please use the following: Radio: WFNC 640 AM, 102.3 FM, TV: WRAL 5, WTVD 11.

On rare occasions, St. Ann Catholic School will operate on a different schedule than the public schools in which case we will make a separate announcement via **ALERT NOW**.

## **Emergency Student Information**

Parents complete or update information regarding care of children in case of sickness or accident at the beginning of each school year. If there is a change in phone number, address, or person to be contacted, parents are asked to send this information in writing to the school secretary.

## **Extra-Curricular Activities**

Clubs and other student activities depend upon volunteers to organize and direct them; therefore, these activities change as the number and interests of staff and parent volunteers change. Parents are urged to volunteer their time and talent to extra-curricular programs.

Clubs and activities currently offered include:

- Altar Servers: Grades 3-8;
  - Students are trained to be Altar Servers at Mass.
- Band: Grades 4-8;
  - Organized by the band teacher.
  - Fees are paid directly to the band teacher.
  - Band meets weekly.
- Battle of the Books
  - Organized by a teacher
- Chorus: Grades 4-8
  - Organized by the music teacher
  - Meets weekly before school
  - Performs for school and community functions
- Mass Choir: Grades 4-8;
  - Students are trained to lead the singing at Mass.

- Student Council: Grades 4-8
  - Moderated by an interested teacher and parent volunteer
  - Fosters the qualities of responsibility, leadership and respect by allowing the students to have a voice in school matters and to initiate school projects.
- Little Flowers: Elementary girls
  - In honor of St. Therese
  - Meetings and activities organized by parents and a teacher.
- Chess: Grades 3 - 8
  - Meetings on Monday afternoons
  - Coordinated by two parents

### **Field Trips**

Educational field trips are planned during the course of the year. Parental permission in writing using the standard school field trip permission form is required for students to participate. Permission cannot be accepted over the phone. Pre-school siblings are not permitted to accompany classes on field trips. The Diocese of Raleigh policy requires bus service for all trips. Students cannot be transported in private vehicles.

Students not participating in the trip are expected to attend school the day of the trips. The school reserves the right to refuse permission for a particular student to go on the trip in case of misconduct.

### **Fundraising**

St. Ann Catholic School is able to operate in large part because of tuition and the subsidy it receives from St. Ann Catholic Church. The financial support, however, stops short of completely funding all school programs, resources, and projects. Fundraising, then, is essential to this school just as it is for all schools in the Diocese of Raleigh.

As much as possible, we try to limit our fundraising endeavors. Our major fundraiser is our Annual Appeal. This appeal takes place in the fall of each year and provides funding for necessary building maintenance and improvement, as well as preparing for the future via the growth of our Endowment Fund.

The PTO is scheduled to sponsor 2 major fundraisers each year. One of these is the annual auction; the other will be determined by the PTO and announced on Back to School Night. Parents are encouraged to support these events.

The 8th grade class will do some minor fundraising to support their end-of-the-year/graduation activities. There may also be a fundraiser to specifically support the school's music program. Other school clubs may raise funds for specific ventures.

At times during the year we will engage in activities to raise funds for the needy. These are not fundraisers designed to support the school. They are activities promoted to teach our students selflessness, civic mindedness, and the importance of "giving back."

### **Harassment**

Regulations regarding harassment are based on the belief that all persons have a right to be treated with dignity. All demeaning behavior is prohibited.

## **Homework**

Homework is assigned to reinforce academic skills, develop interest and enthusiasm for a subject, and promote study habits and a sense of responsibility. The amount of homework and time spent will vary according to the age and ability of the student. The school policy for homework is 10 minutes multiplied by the grade level. (i.e. first grade is 10 minutes; second grade is 20 minutes, etc.) Ordinarily, no written assignments will be given on weekends and Wednesdays. This is to allow for family time and also to work on long-term assignments or extra reading and study.

Parents are asked to arrange a time and place for homework that is conducive to study. Often they will need to monitor the homework time, give assistance when needed, check to see that all work is completed and stored properly in the book bag so that it can be available to be submitted when required. It is not the responsibility of the staff of After or Before Care to make the final confirmation of having homework completed. Parents should contact the teacher if consistent problems arise at home regarding the completion of homework. Often these problems can be easily resolved with effective communication between parent and teacher.

In case of absence, it is the student's responsibility to find out the assignments missed and make up that work in the time allotted. Students have 5 days in which to make up any missed work following an excused absence.

## **Insurance**

Each student attending St. Ann is required to have insurance coverage. Parents indicate the type of insurance covering their child at the beginning of the year. First Service Insurance, Inc. offers School Accident Insurance for families without their own policy.

## **Liturgy and Prayer**

Each of our classes begin with prayer. Prayer and worship are encouraged during the school day. Students are given the opportunity to participate in Mass weekly and to help in planning the Liturgy or take part in some ministry during the service. Prayer services and devotions, especially during Lent, Advent, and Holy Days, are provided for the students.

## **Lunch**

Students bring a bag lunch or purchase lunch from the school. Menus are sent home the week prior to the lunch. Orders must be returned to school by Wednesday of the prior week so that the order can be processed for the following week. No late orders will be accommodated.

Milk may be purchased by the semester. Order forms are made available during Business Day. Glass containers cannot be brought to school.

Lunch from fast food and local restaurants is not permitted during the school day.

## **Medication, Illness**

If a student becomes injured or ill during school hours, the parent or person listed on the 'Emergency Form' is contacted by the school office. In the case of serious injury or fever, the student must be picked up within the hour.

Parents are urged to keep the emergency information up to date to prevent undue stress to the students in cases of serious injury or illness.

Administration of medication during the school day is discouraged; however, if a student needs to receive medicines during the school day, the principal or the delegated person is permitted to administer prescription and non-prescription medication with the required documentation. This includes a permission form signed by the parent and the physician indicating dosage, time of administration, and side effects (prescription and non-prescription). Medication must be in the original bottle. Parents may request a second bottle at the pharmacy in cases where the student takes the medication at home also. **Students are never allowed to carry prescription or nonprescription medication to or from school, or to have it on their person in school.** All medications are to be kept in the school office.

If a student is taking a new medicine for the first time, he or she must remain home until the effect of the medicine is determined and the parent will be able to observe the child.

### **Organizations**

The School Advisory Board consists of appointed members from the community, parish and parent body. The Board reviews policy, encourages strategic planning, promotes development activities, and assists the pastor and principal in the governance of the school. The Board is advisory in nature and does not make policy, regulate curriculum or deal in matters of employment.

The Parent Teacher Organization (PTO) provides an opportunity for staff and parents to work together to promote the goals of the school. Parent education, family centered activities and fund raising are important parts of the organization's activities. Officers are selected annually. Board meetings are held monthly. All families are expected to join the PTO. Annual dues are \$20 per family.

### **Outreach Programs**

The Neighborhood Youth Center meets each Tuesday and Thursday from 4 -6 PM. in the school. Students of Grades K-8 from public schools are given an opportunity to have tutoring, computer time and recreational activities. Parish and community volunteers, high school students, St. Ann Middle School students and staff provide these services. St. Ann students may take advantage of the tutoring program if needed.

### **Parental School Visits**

Our first priority is the safekeeping of our students; therefore, all persons (including parents) who visit the school during the school day must first report to the office for a visitor's pass. Visitors whose business takes them beyond the office area will be asked to exchange their driver's license for the pass for the duration of the visit. When the visitor's business is completed, he need only return the visitor's pass to the main office to collect his driver's license.

Under no circumstances should any visitor to our school go directly to a classroom without the direction of office personnel. Moreover, as much as "goodies" and treats from parents are appreciated by students and staff, it is imperative that parents obtain permission to place these in the teachers' lounge or bring these to classes.

### **Parties**

Classroom parties are limited to special occasions determined by the principal and staff. Birthdays of younger students may be observed at snack or lunchtime. Parents must contact the teacher prior to sending in a birthday treat. Treats are limited to cookies, cupcakes or wrapped snack. No treats may be 'home baked'. The Health Department requires that anything the students eat at school must be from a kitchen approved by the Health Department.

In the event of an individual party held off campus invitations must be mailed to the homes unless every child in the class is invited. Invitations addressed to only a few children in the room are not to be distributed in school.

### **Promotion/Retention**

If the developmental stages and academic progress of a child are inconsistent with his/her chronological age and non-promotion seems probable, parents are to be involved in the decision during the third quarter of the school year. After a parent, teacher and principal conference, all parties sign a letter summarizing the parent decision to have the child either retained in the present grade or placed in the next grade. This letter shall be retained in the child's records.

### **Recess**

No comic books, toys, electronic games, or other devices may be brought to school at any time. During recess the children will be engaged in both organized play and free play. The teachers review the rules for the playground with the students. Only students in Pre-K – 4<sup>th</sup> grade have daily recess.

### **Records**

If a parent/guardian wishes to review their child's record, the school is to be given 24-hour notice by putting the request in writing to the principal. Only the contents of the academic file will be forwarded to the new school if a child transfers. Parents sign a Release of Records form at the time of transfer. The receiving school will ordinarily send a request for the records to be sent. Students' permanent records are not given directly to parents except in cases of overseas transfers.

### **Registration**

Re-registration of students currently enrolled takes place in early spring before registration of new students. Places are not held for currently enrolled students beyond the re-registration deadline. All registration, books, technology, and prepaid tuition fees are non-refundable. Please speak with the Principal in cases of deployments.

### **Safety**

Students are never to open the school doors to visitors. This is a safeguard to all.

### **Students with Special Needs**

Students with a special needs diagnosis will be admitted on a probationary status. The staff of St. Ann Catholic School will make every effort to accommodate children with special needs. If a student cannot be accommodated within the school program, placement in another academic program will be recommended by the principal.

Admittance of a student with an IEP will be determined individually. Parents must make known to the administration any special needs of their child prior to discussion of admittance. Failure to do so will result in the student's removal from the school roll. St. Ann Catholic School has limited resources to accommodate special needs. Issues of justice to the student guide our decisions. The school will not discriminate against otherwise qualified individuals on the basis of disability if the student can, with reasonable accommodations, meet the requirements of the school.

## **Student Recognition**

Principal's List: To be eligible for this distinction students must have attained all A's as their final subject grades in any given quarter.

Honor Roll: To be eligible for this distinction students must have attained A's and B's in all of their subjects in any given quarter.

Terrific Kids: This program is sponsored by the Kiwanis Club, a national/local civic organization. Selection is made by the elementary teachers. Recipients are awarded at quarterly awards ceremonies.

## **Student Volunteers**

To assist in fulfilling our goal to provide a holistic academic program, which fosters inquisitiveness, global awareness, responsibility and Christian virtue, St. Ann School encourages community service among all students. Middle School students are required to individually perform a designated amount of service hours depending on the grade level. This volunteerism will benefit the St. Ann Neighborhood Youth Center, which meets after school on Tuesdays and Thursdays. Students will serve as tutors and must contribute time in 2-hour increments. Their time commitment must be scheduled with the principal.

Grade 6 – ten hours per year

Grade 7 – twelve hours per year

Grade 8 – sixteen hours per year

Students are advised not to procrastinate in fulfilling this obligation.

## **Tardies**

Our school day begins on time each day as do each of our classes. When a student is late for school/class, he/she is missing valuable instructional time. Parents should make every effort to make sure that their child arrives to school prior to the beginning bell. Students are considered late after 8:15 AM. Those students who arrive after 8:15 AM must be checked in by a parent/guardian at the school office and obtain a late slip prior to reporting to their classroom. Should a student accumulate 5 incidents of tardiness, the 5 tardies will be counted as 1 absence on the attendance record. In addition, the parent and the student will be scheduled for an appointment with the principal. Students who leave school before 11:30 p.m. are marked for a half-day absence. Students who are dismissed prior to 3:00 will be marked early dismissal, which is similar to being tardy.

## **Teachers' Lounge**

This area is for teachers and staff members only. It is completely off limits to students. Students who violate this restriction will be disciplined appropriately by the principal.

## **Telephone**

Students may not place or receive calls during school except in case of emergency. The teacher or principal determines if it is urgent. If it is, the school secretary will coordinate the communication.

## **Testing**

The Iowa Test of Basic Skills is given to students in Grades 2 - 8. These tests are administered in October in conjunction with the Catholic Schools in the Diocese of Raleigh. Computerized reports are available to parents toward the middle of the second quarter.

- Cognitive Assessments are given in 2nd and 5th Grades.
- Achievement Tests are given in 3rd, 4th, 5th, 6th, 7th and 8th grades.

The Algebra I End of Course Test is administered in May to those students who have completed Algebra instruction.

The N.C. Writing Test is administered in March to students in Grades 4 and 7.

## **Textbooks**

All textbooks and workbooks are the property of the school and are loaned for student use during the school year. All books must be covered and kept in a book bag when being carried out of the school. If a book is lost or damaged, the student pays the replacement price or a fine to the school at the end of the school year.

## **Transferring students**

Students transferring to another school are required to return all books and school owned materials to the teacher. Upon written request, transcripts of records will be mailed directly to the receiving school. All fees must be paid. For overseas transfers, copies of records may be hand-carried.

## **Tuition**

Tuition is based on parish affiliation. St Ann Catholic Parish supports the school through a subsidy paid to the school. Active members of St. Ann Parish are eligible for the reduced rate. Rates are additionally prorated for families with more than one child.

Tuition can be paid in full by June 1 of the year or it can be paid in two payments -June and December. Monthly payments are made through F.A.C.T.S. - a tuition management company used by the school. Payments are deducted from the payee's bank account each month. Other arrangements are made with the principal directly. Failure to keep up with payments may result in a request for a different placement for the student. A \$41 set up fee is charged to families using this service. The payee is responsible for all tuition payments prior to the end of the school year. Tuition is nonrefundable in case of withdrawal unless the family relocates for employment reasons. Should that be the case, an official letter from the employer is required.

Students transferring to another school are required to return all books and school owned materials to the teacher.

Registration, book fees, technology fees, and tuition rates are determined by the School Advisory Board and published prior to registration each spring. All fees paid are non-refundable. The book and technology fees defray the cost of textbooks, library and computer materials, standardized testing, duplication, art and music supplies and classroom materials, such as maps, kits and visuals. Tuition fees help defray the cost of major operating expenses including salaries and utilities.

Tuition Assistance is available to families demonstrating severe financial hardship. Applications may be obtained through the principal or on line at: [www.factstuitionaid.com](http://www.factstuitionaid.com). Deadline for tuition assistance applications is March 1<sup>st</sup>.

## Uniforms

Depending on the child's grade, all St. Ann students are required to wear a uniform. There are several options available; depending on which grade the child is enrolled in.

### Girls PK-5

Item	Style	Color	Bar/Logo
Jumper (all year)	194 - drop waist	Plaid 55	None
Skort (summer)	49003 or classroom	Navy 55	Cross khaki
Skort	G6722	Navy	None
Pants (winter)	Pleated, flat	Navy	Cross khaki
Shorts (summer)	Pleated, flat	Navy	Cross khaki
Polos (unis or summer)	S/S, L/S	White, Lt Blue	EMB Logo
Sweatshirt	Dress, tackle twill plaid	Navy	Tackle twill SACS
Sweatshirt		Navy	Full Front Screen
Cardigan	Crew, V neck	Navy	EMB Logo
Sweater	Crew, V neck	Navy	EMB Logo
Ppan	S/S, L/S	White	
Fleece	Jacket SA or CR (girls)	Navy	EMB Logo
Skort (summer)-new	G6722	Navy	Cross Khaki

### Boys PK-5

Item	Style	Color	Bar/Logo
Trousers (all year)	Pleated (RP or Gator)	Navy	Cross khaki
Shorts (summer)	Pleated (RP or Gator)	Navy	Cross khaki
Polo Shirt	S/S, L/S	White, Lt Blue	EMB Logo
Sweatshirt		Navy	Full Front Screen
Fleece	Jacket	Navy	EMB Logo
Sweater	Crew, V neck	Navy	EMB Logo
Sweater Vest	V neck	Navy	EMB Logo

### Girls 6-8 Grade

Item	Style	Color	Bar/Logo
Skirt (all year)	134	Plaid 55	None
Culotte (summer)	148	Khaki	Cross Navy
Pants (winter)	Pleated, midrise, Elite	Khaki	Cross Navy
Shorts (summer)	Pleated, midrise	Khaki	Cross Navy
Polo (unis or girls)	S/S, L/S	White, Navy	EMB Logo
Ppan	S/S, L/S	White	
Fleece		Navy	EMB Logo
Sweatshirt		Navy	Full Front Screen
Cardigan	Crew, V neck	Navy	EMB Logo

## Boys 6-8 Grade

Item	Style	Color	Bar/ Logo
Trousers (all year)	Pleated (RP or gator)	Khaki	Cross Navy
Shorts (summer)	Pleated (RP or gator)	Khaki	Cross Navy
Sweatshirt		Navy	Full Front Screen
Polo Shirt	S/S, L/S	White, Navy	EMB Logo
Fleece	Jacket	Navy	EMB Logo
Sweater	Crew, V neck	Navy	EMB Logo
Sweater Vest	V neck	Navy	EMB Logo

### Other Dress Code Restrictions

- **All pants must be worn at the waist with a belt.** Belts must be plain – no ornamentation of any kind on either the strap or buckle.
- Sweaters: Navy or white cardigan, v-neck or crew neck or navy blue sweat shirt with no writing. No fleece jackets or outside clothing is to be worn during class time.
- Shoes: Tennis shoes are only permitted on P.E. days. They must be a solid color and be without lights or wheels. All other days' students must wear black, brown, or navy hard bottom shoes. Saddle oxfords are also permitted. No sandals, flip-flops, open-toed shoes, or Heelies are permitted.
- No emblems, lace, or hoods permitted on any part of the uniform. No colored T-shirts may be worn under uniform shirts.
- Socks must cover the ankle.
- Jewelry: Only girls are permitted to wear earrings and they are only permitted to wear a single stud in each ear. Watches are permitted providing they have no alarms, buzzers, or games. No make-up is permitted, to include tinted Chap Stick or lip balm. No visible tattoos or piercings are permitted. No fingernail polish or false nails.
- Hair: Hair may not be colored any color other than a natural shade. Any hair adornments worn by students must be purchased from Educational Outfitters. The length of all boys' hair must be above the shirt collar and cannot be lower than their eyebrows.

Warm weather uniforms are permitted August through October, April through June and at the discretion of the principal.

### **Volunteer Hours**

St. Ann Parent Teacher Organization coordinates the Service Program in cooperation with the school staff. Families are expected to contribute ten hours of service during the course of the school year. Hours of service are recorded in the book located outside the secretary's office.

All parents and volunteers must sign the Diocese of Raleigh Personal Information Sheet Employee and Volunteer Form. In addition, anyone who works with children in a supervisory capacity may be required to participate in the 'Safe Environment Diocesan Program'. Anyone who has not signed the form will not be able to work with children at St. Ann Catholic School. This is a Diocesan regulation for the safety of all children.

Coordinators for volunteers match persons to jobs available. Parents complete a job preference form during Parent Orientation at the beginning of the school year. Parents who opt not to volunteer service will be assessed an annual fee of \$100 per school year.

**ST. ANN CATHOLIC SCHOOL**  
**2010-2011**  
**CALENDAR**

**August**

10 Business day  
11 First day of school  
11:30 Dismissal \*\*  
12 11:30 Dismissal \*\*  
13 11:30 Dismissal \*\*  
26 Back to School Night  
\*\* **No After Care on these days**

**September**

1 Skate Night  
3 Labor Day Holiday - No School  
5 Labor Day Holiday – No School  
14 Progress Report Distributed

**October**

4-8 Standardized Testing Grade 2-8  
6 Skate Night  
11 Holiday- Columbus Day Holiday  
18 Report Cards Distributed  
29 Fall Festival - 6 PM

**November**

3 Skate Night  
11-12 Parent/Teacher Conferences  
20 Lights, Camera, Auction  
22 Progress Report  
24-26 Thanksgiving Holiday

**December**

8 Skate Night  
13 Christmas Concert  
17 11:30 Dismissal \*\*  
20 Christmas Holiday begins  
\*\* **No After Care on these days**

**January**

4 Back to school  
5 Skate Night  
11 Report Cards Distributed  
17 MLK B-Day Holiday  
31 Catholic Schools Week

**February**

2 Skate Night  
4 11:30 Dismissal  
14 Progress Reports  
21 Presidents Day Holiday  
(snow make-up day if needed)

**March**

2 Skate Night  
16 Skate Night  
18 Report Cards Distributed  
28 Teacher Work Day/ Student  
Holiday

**April**

6 Skate Night  
20 Progress Report  
20 Field Day  
21 Snow Makeup Day (if needed)  
Holiday  
22 Good Friday  
25-29 Easter Holiday

**May**

4 Skate Night  
16 Spring Concert  
17 Pre-K Graduation  
18 Kindergarten Graduation  
19 8<sup>th</sup> Grade Graduation  
27 Last Day of School  
11:30 Dismissal