St. Ann School

Preschool - 6th Grade
Parent/Student Handbook
2022 - 2023

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CONTENTS

PARISH MISSION STATEMENT 1
ST. ANN SCHOOL MISSION STATEMENT 1
ST. ANN SCHOOL PHILOSOPHY....1
ST. ANN SHOOL VISION 1
GOVERNING BODY....2
ACCIDENT / INJURY PLAN....3
ADVERTISING OUTSIDE ACTIVITIES....3
ASBESTOS NOTIFICATION....3
ATHLETICS....3
Philosophy 3
Policies.... 3
General Information.... 3
Fundamentals of Sportsmanship.... 4
Players 4
Responsibilities of Parents 5
Spectators.... 5
Number of Games.... 6
Player Fee.... 6
Code of Conduct 6
Benching of an Athlete 6
Dropping Out of a Sport 6
Inclement Weather 6
Eligibility: Sports and Clubs 6
ATTENDANCE....7
Absences 7
Excused Absences.... 7
Unexcused Absences.... 7
Appointments 8
Tardy Students.... 8
Attendance and Homework 8
BEFORE AND AFTER SCHOOL CARE 8
BILLING....9
BUS RULES 9
CODES OF CONDUCT 9
Code of Conduct – Harassment 10
Code of Conduct – Media....10
Administration Professional Code of Ethics 10
Policy Enforcement Guidelines....10
Code of Conduct – Playground 11
Outdoor Recess Conduct 11
Code of Conduct – Student 11
Responsible Thinking Process (The Disciplinary Code)....11
Enrichment Lab 12
General Conduct and Expectations 12
Major Disruptive Behaviors....12
Suspension (In School) 13
Suspension (Out of School)....13
Expulsion....14

COMMUNICATIONS....14
CONFERENCES....15
CORE CURRICULUM....15
DELIVERIES....15
DISMISSAL....15
DONATION REQUESTS....15
DRESS CODE....15
ELECTRONIC EQUIPMENT POSSESSION....16
EMERGENCY CLOSING....17
ENRICHMENT PROGRAMS....17
FIELD TRIPS....17
FIRE, TORNADO AND LOCKDOWN DRILLS....18
FUND RAISING....18
GRADING SCALE....18
GRIEVANCE PROCEDURE....188
GYM SHOES....18
HEALTH....18
Head Lice....19
Immunization....19
HOMEWORK....19
INSURANCE....20
LIBRARY....20
LOST AND FOUND....2020
LUNCH PRICES....20
LUNCH PROGRAM....20
Free/Reduced Lunch....21
MASS AND PRAYER SERVICES....21
MONEY AND VALUABLES....21
MOVING....21
PARENT ADVISORY COUNCIL....21
PARENT INVOLVEMENT PROGRAM....22
Lunch/Playground Supervision....222
PARENT - STUDENT - TEACHER COMPACT....22
PARKING - MORNING DROP OFF....24
PARKING - AFTERNOON PICK UP....25
PESTICIDES....26
PETS / ANIMALS....26
PRESCHOOL....26
St. Ann Preschool Mission....26
Arrival and Dismissal Procedure....26
Curriculum....26
Religion....26
Affective....26
Cognitive....27
Language....27
Physical....27

Social 27
Daily Schedule 27
Discipline....27
Dress 28
Field Trips 28
Licensing....28
Registration / Tuition / Schedule of Operation 28
REGISTRATION JrK - 6th GRADE 29
SACRIFICIAL INTENT/TUITION....29
SACRAMENTAL PROGRAM....29
SAFE ENVIRONMENT PROGRAMS....29
SCRIP....30
SNACK PROGRAM 30
SPECIAL SERVICES....30
STUDENT RECORDS 30
TECHNOLOGY....30
Internet Acceptable Use Policy....30
Introduction and Code of Ethics....30
Rights....31
Responsibilities 31
Privileges....31
Administration Professional Code of Ethics Copyright 32
Policy Enforcement Guidelines....32
Limitation of Liability 32
TESTING 32
TUITION 33
Tuition – Preschool 33
Tuition – Non-parishioner 33
VISITORS AND VOLUNTEERS....33
VOLUNTEERS....33
WEAPONS POLICY....34
DROP OFF PROCEDURES 33
Preschool 33
JK-6th Grade....33
Pick Up Procedures....33
Bus Rider 33
Car Rider....33
Preschool 33
After School Pick Up Procedures 33
DIOCESE CONSTITUTIVE ASPECT of the HUMAN BODY……..……..34

*Parent/Student Acknowledgement of Parent/Student Handbook 35

* Acknowledgement must be signed and turned into the office by September 9, 2022

PARISH MISSION STATEMENT
"Conscious of our dependence upon the Holy Spirit and with courage and perseverance, we, the parishes of St. Ann, seek to foster our growth in the likeness of Christ, to gather new followers of Christ into our midst and to implement Christ's way in society. We seek to accomplish these tasks through Spirit-filled liturgy, sound instruction and loving care and concern for all."

ST. ANN SCHOOL MISSION STATEMENT
"We at St. Ann School are guided by the Holy Spirit to provide an exceptional Catholic education for students spiritually, academically, physically, and socially."

ST. ANN SCHOOL PHILOSOPHY
At St. Ann School, we are committed to instill in each child both a love of the Catholic faith and a love of learning. Daily religious instruction, frequent prayer and participation in the planning for Eucharistic liturgies all contribute to the faith-filled atmosphere. Because our faith must be shared to be authentic, students have frequent opportunities to put into practice the spiritual and corporal works of mercy. With sensitivity to the uniqueness of the individual, we encourage each child to fulfill his or her potential in all areas of learning. The student is able to see his or her life as a tapestry in which the strands of learning, faith, and service are not separated, but integrated to produce a unique and beautiful whole.

Acceptance of a position at St. Ann School requires a commitment to the education of the whole child. Dedication to Jesus Christ, commitment to professional growth, and a strong sense of community are the marks of our staff. We recognize the developmental continuum of the educational process and strive to build on already acquired skills and knowledge while preparing for future learning. Students can see in our methods of teaching and our handling of discipline both the gentleness and the strength of Jesus.

We believe parents are the primary educators of their children, so the school is committed to working with parents to encourage the development of each child. It is our hope that children view the school as an extension of the faith life they experience at home, where their parents are the first models of Gospel living. We support and assist parents by offering educational information and presentations and by fostering regular and open communication between home and school. Parents assist as volunteers, making use of their abilities to contribute to the educational process.

Parents wishing to send their children to St. Ann School are to be committed to living out the Catholic Christian life by:

- Striving to model the values of Jesus
- Daily prayer together in their home
- Regular attendance at Sunday Worship
- Faithfully supporting their church and works of charity
- Commitment to the Parent Involvement Program

ST. ANN SCHOOL VISION
St. Ann School is committed to the development of the whole child in Catholic Faith, academic excellence, strong athletics, and Christian service.

GOVERNING BODY

- Diocese of Gaylord
  - Bishop
  - Superintendent

- Parish
  - Pastor: Fr. Michael Janowski
  - Associate Pastor: Fr. Bradley Nursey

- School Leadership
  - Principal: Ms. Ann Bush

- Committees (List of council members can be obtained at the school/church office.)
  - Parent Advisory Council
  - Parish Finance Council
  - Parish Pastoral Council

- Stakeholders
  - Parish
  - Family
  - Parish organizations who support the education of the students

ACCIDENT / INJURY PLAN

In the event of an accident or emergency, parents/guardians will be contacted immediately. If we are unable to reach the parent/guardian, we will contact those listed on the Child Information Form. If no one can be reached, we will seek emergency medical care as specified by the parents/guardians on the student's Emergency Contact List. The parent/guardian will be responsible for any incurred expenses. For your child's sake, please keep the school office/program manager updated on any change in emergency phone numbers.

ADVERTISING OUTSIDE ACTIVITIES

The announcement, distribution, or posting of non-school sponsored materials must have the prior approval of the administrator, principal or his/her designee. A minimum of 24 hours is required to ensure that the principal has sufficient time to review the announcement or posting. Materials determined to meet any description below will be denied:

- causing a material and substantial interference to the educational environment;
- obscene or containing indecent or vulgar language;
- defamatory or libelous;
- invading the privacy of another person;
- offensive to a person's race, religion, ethnicity, or gender;
- encouraging illegal activity or violation of school rules.

ASBESTOS NOTIFICATION

Even though our school does not contain asbestos materials, in compliance with the U.S. Environmental Protection Agency (EPA) our maintenance staff, in accordance with Michigan Catholic Conference requirements, attends an Asbestos Training on a regular basis.

ATHLETICS

Philosophy

The purpose of the athletic program is to complement the home, church, and school in the development of the "whole person." Activities of the program are there for the benefit of the students, suited to their age and physical growth.

While winning or striving to win is a legitimate goal of any athletic contest, it should always be done in a way that does not compromise the following primary philosophies of the program which are:

- to foster Christian sportsmanship among teammates and other teams,
- to recognize the need of physical fitness for the wholesome growth of the individual,
- to develop a healthy interest in sports through participation,
- that any student who meets our program's criteria will be allowed to play.

Policies

The St. Ann School Athletic Program is under the jurisdiction of the Parent Advisory Committee, with policy being implemented and enforced by the Athletic Director. The policies are established for the benefit of all the students who participate in athletics at St. Ann School. All students who have the desire to participate should be encouraged to take part in our athletic program.

St. Ann School student athletes must comply with all rules and guidelines contained in the St. Ann School Parent/Student Handbook and the policies of the Diocese of Gaylord.

General Information

The following items are required to be completed and on file with the school office before an athlete will be allowed to participate in the program:

1. Your family doctor or any medical center must complete a yearly physical or sports examination.
2. A consent form must be completed by the parent/guardian giving permission for the student to participate in each sport.
3. Athletes must sign an agreement form stating their desire to play a particular sport and their willingness to abide by the directives of their coach and the Code of Conduct of St. Ann School.
4. Proof of insurance for medical coverage is required before participation is allowed. The name of the insurance company and the policy number are to be included on the consent form. Student accident insurance is available through the school for families without other insurance coverage.
5. The school will do a confidential background check and fingerprinting of all coaches through the State of Michigan. The information will be sent to the Diocese of Gaylord to determine coaching eligibility.

Fundamentals of Sportsmanship

- Show respect for the opponent at all times. The opponent should be treated as a guest, greeted cordially on arriving, given the best accommodations, and accorded the tolerance, honesty, and generosity that all human beings deserve. Good sportsmanship is the Golden Rule in action.
- Show respect for officials. The officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.
- Know, understand, and appreciate the rules of the contest. A familiarity with the current rules of the game and the recognition of their necessity for a fair contest is essential. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
- Maintain self-control at all times. A prerequisite of good sportsmanship requires one to understand his/her own bias or prejudice and the ability to prevent the desire to win from overcoming rational behavior. A proper perspective must be maintained if the potential educational values of athletic competition are to be realized. Good sportsmanship is concerned with the behavior of all involved in the game.
- Recognize and appreciate skill in performance regardless of affiliation. Applause for an opponent's good performance is a demonstration of generosity and good will that should not be looked upon as "treason." The ability to recognize quality in performance and the willingness to acknowledge it, without regard to team membership, is one of the most highly commendable gestures of good sportsmanship.

Players

The responsibility of the players for sportsmanship is second in importance only to the coach. Because players are admired and respected, they exert a great deal of influence over the actions and behavior of the spectators. A player's actions must display a Christian attitude at all times.

Responsibilities and obligations:

- Treat opponents with respect that is due them as fellow human beings.
- Wish opponents good luck before the contest.
- Exercise self-control at all times, accepting decisions and abiding by them.

- Respect the official's judgment and interpretations of the rules. Never argue or make gestures indicating a dislike for a decision.
- Only the captain should communicate with the officials regarding the clarification of a ruling.
- Accept both victory and defeat with pride and compassion, never being boastful or bitter.
- Congratulate the opponents in a sincere manner following either victory or defeat.
- Cooperate with the coach and fellow players in trying to promote good sportsmanship.
- Accept seriously the responsibility and privileges of representing your school.
- Students are expected to be present from the first day of practice to the last athletic contest.
- Athletes are to respect school property and leave the locker area and gym clean and neat.
- All athletes, both home and away teams, must remain in the building at all times unless accompanied by a parent.

Responsibilities of Parents

Participation in sports can be a rewarding experience when parents join with the school in providing the best program for the children. It is important for parents to help in supporting their child's athletic experience in various ways by:

- Attending games
- Giving encouragement and moral support to coaches and players
- Parents and athletes are expected to remain after the game until the gym and changing rooms have been cleaned.
- Carefully supervising your other children during the games
- Parents agree that arrangements be made so that siblings of players are not left at school during practices.
- Picking players up promptly after practices and games.
- Handling problems with coaches or officials in a Christian manner.
- Providing the required sports physical for your child.
- Taking care of uniforms, washing them regularly, and returning them clean (*Uniforms are only to be worn during games* – not during practices).

Spectators

The enthusiasm for sports among many spectators indicates that they play a vital role in the development of good sportsmanship. Their habits and reactions determine the quality of sportsmanship that reflects upon the reputation of their school.

Responsibilities and obligations:

- Know and demonstrate the fundamentals of sportsmanship.
- Discourage fellow spectators whose behavior is inappropriate.
- Respect the property of the school and the authority of school officials.
- Show respect for an injured player when he/she is removed from a contest.
- Do not applaud errors by opponents or penalties inflicted upon them.
- Do not heckle, jeer or distract members of the opposing team.
- Never criticize the players, coaches, officials, or scorekeepers for the loss of a game.
- Respect the judgment and strategy of the coach. Refrain from being a second guesser.

- Avoid profane language and obnoxious behavior that are contrary to good sportsmanship.

Number of Games
- Each sport will be permitted to have up to 20 games (including tournaments) per season.
- During preseason, teams will be allowed to practice up to 8 hours per week, 4 days per week.
- Athletic Director, Coach and Principal need to set up schedule.

Player Fee
All participants are required to pay a $25 player fee for each sport. Student is not allowed to participate in any games until the player fee has been paid. No student will be denied the opportunity to participate based on financial limitations.

Codes of Conduct
- Appearance: Athletes shall be clean, neat, and wear appropriate attire at all times. Since athletes are representatives of our school, they should be expected to look and act in a way that will bring credit to themselves and to St. Ann School.
- All athletes are expected to follow the Code of Conduct in the St. Ann School Parent/Student Handbook.
- Students who display inappropriate behavior that leads to being sent out of the classroom or removed from the playground, etc., may lose the privilege to participate in one or more athletic events, at the discretion of school administration.

Benching of an Athlete
The coach may bench an athlete for one game under the circumstances listed below. If a student is benched for any of the reasons listed below, he or she is still expected to attend the game.
- Unsportsmanlike conduct
- Unexcused absence
- Missing a game or practice without a legitimate excuse

Dropping Out of a Sport
Quitting a team in mid-season is a serious matter. It is only fair and reasonable to expect that the student and parent/guardian consult with the coach prior to quitting.

Inclement Weather
The Principal, in consultation with the Athletic Director, will determine whether or not a game will be held if there is inclement weather on the day of a game. In the event school is canceled, there will be no game.

Eligibility for Sports 4th – 6th grade
- Two E's - miss the game/games for the week until work is made up and teacher approval.
- 1 E – student will be assigned morning help session until completed.

Eligibility for Clubs
- Two missing assignments - no participation until work is made up.

ATTENDANCE

Students are expected to attend school regularly and on time.

JK - 6th grade: The first bell rings at 7:35AM. A student is tardy and must report to the office if they arrive after 7:40AM. **School starts promptly at 7:40AM, after the second bell has rung.**

Preschool: School starts at 8:00AM. (See page 26 for more information).

Non-bus students should not arrive before 7:15AM.

Absences

As a safety measure and as a courtesy to the school staff, parents/guardians are requested to call the school at 775-1301 on the first day of a particular illness. All absences must be reported to the school office by the parent or guardian. Please call by 9:00AM.

School secretaries begin calling parents of any students marked absent by 9:00AM. If a parent or guardian cannot be reached within a reasonable amount of time, the student will be marked unexcused.

Students are expected to attend virtual learning.
Students will be marked half-day absent for the morning if they arrive after 9:15AM.
Students will be marked half-day absent if they leave before 12:30PM.

Excused Absences

Absences will be excused based on verified contact with the parent or guardian, as well as by a written explanation for the following reasons:

1. Personal illness of the student;
2. Medical and dental examination and/or treatment of the student when such appointments cannot be scheduled other than during the school hours. A tardy due to medical/dental reasons, with a doctor's note, will not count against a student's cumulative attendance.
3. Student participation in school sponsored activities taking place during school hours;
4. Death in the immediate family;
5. Reasons of extenuating circumstances to be judged by the principal.

In the event that a student who will be absent for an extended period, a note will be required one week before the child's last day of school. Please indicate if you are requesting schoolwork for your child in this note. Your child's teacher will give schoolwork at his/her discretion. If work is given, it is due upon return to school or it will be considered late. **If a parent does not request homework before the student's absence is taken, the student will have the same number of school days they are absent to complete the missing work. (Example: 3 days absent = 3 school days to make up work for full credit).**

Unexcused Absences

Absences other than those mentioned above, or any absence without a written explanation from parents/guardians, will be considered unexcused. In the case of an unexcused absence, the teacher is not required to instruct again, give credit for work missed, or provide make-up tests. If a student has been absent for twenty five percent

(25%) or more of the grading period, the teacher may choose to withhold grades for that period.

Appointments
Should you find it absolutely necessary to schedule appointments during class hours, please notify the school with a note. Appointments will be judged excused or unexcused according to the criteria above. ***Parents or guardians coming to school for early dismissal of a student are to go to the office to sign the student out of the building.*** Please do not go to the classroom. Students will be called to the office. Likewise, when dropping a student off after an appointment, parents/guardians should report to the office and sign the student into school. **Please try to refrain from scheduling appointments during MAP testing.**

Tardy Students
Tardiness causes an interruption not only for your child, but also for the entire class. Please be sure your child arrives at school on time.
If your child arrives to school after 9:15AM a parent must sign them in at the office.
Excessive tardiness, 5 (within one semester) and absences, 5 (within one semester) may be referred to the Wexford-Missaukee Intermediate School District (WMISD).
Each tardy beyond 5 (within one semester) will result in Elab at lunchtime.

Attendance and Homework
Parent requests for homework will be honored if their child is ill for 2 or more days. Students are expected to do virtual work when assigned as a result of school being in attendance.

An attendance intervention will be held for any student who accumulates 10 days of absence during the semester. Letters will be sent to parents when a student has missed a significant number of days. This letter will be accompanied by a current attendance history report. Parents are encouraged to contact the principal to discuss their student's attendance history.

BEFORE AND AFTER SCHOOL CARE
St. Ann School offers enrichment childcare to preschool through 6th grade students. The program operates as follows:

Preschool:	AM: 7:15 - 7:45AM	NO CHARGE
Pre - 6th:	PM: 2:25-5:30PM	$6/day
	Early pick-up by 4:00PM.....	$3

You are responsible for picking your child(ren) up at 5:30PM, otherwise a late fee of $5 for every 15 minutes late will be assessed.

A 24-hour advance notice must be given if your child is staying in the after school program. That means we need to know no later than 2:30PM the day before (by Friday if they are staying on Monday). This policy is necessary because the staffing needs to be compliant with the State of Michigan regulations. A 24-hour advance notice is also required if you plan on cancelling your child/ren's stay in the after school care program to avoid being charged for that time.

Students who are not picked up by 2:45PM will be sent to the ASC and the parents will be charged 1½ times the childcare rate for the first late pick up, double the rate the second late pick up and the family will lose their privilege of the use of the After School Care program after the third late pick up.

Families cannot be more than two (2) weeks past due on their After School Care in order to use the program. You will be billed on a weekly basis. Applications are available in the office.

St. Ann School will provide an after-school snack.

BILLING

The school office will send out statements on a monthly basis in regards to any outstanding balances, i.e. hot lunch, registration, snack, and technology fees, etc. After School Care will be billed on a weekly basis. All statements will be sent via email if one is provided to the office. All fees are non-refundable including tuition for weather-related school cancellations.

All outstanding balances must be paid in full by June 30th in order to complete enrollment of your student(s) for the next school year. All families with an outstanding balance will not be allowed to enroll their student(s) for the next school year, unless a payment plan has been agreed upon with the principal.

If there is an outstanding balance on your family account you will not be able to sign up for community programs through our school, for example, skiing.
If you are entitled to payment (lunch duty, replacement worker) but owe the school money, your payment will be reduced by the amount you owe.

Payments must be made monthly toward outstanding balances (in addition to staying current with weekly balances such as childcare and lunch) in order to be eligible for the Childcare program.

Students who damage school property and/or materials (such as textbooks, technology equipment, planners, etc.) will be responsible for the replacement cost of the damaged property and/or materials.

BUS RULES

Cadillac Area Public Schools provide busing for our JrK - 6th grade students. According to their handbook, they ask that:

- Students observe the same courteous conduct on the bus as they would in class
- Students talk in normal tones
- Students do not eat or drink on the bus
- Students stay in their seats
- Students cooperate with the bus driver
- Students help to keep the bus clean and free from vandalism

If you have a question about busing, call the district transportation director at 876-5050. Inappropriate behavior is usually ticketed. St. Ann School cooperates with the public school disciplinary process.

CODES OF CONDUCT

In wanting to keep our students and staff safe, we have a committee trained in Threat Management. We will do a Threat Assessment on individuals who display questionable behaviors, make threats, or write questionable comments.

Anti-bullying

St. Ann School prohibits acts of harassment and bullying. These include but are not limited to actions such as verbal, written, graphic or electronically transmitted taunts, name-calling and put-downs, ethnic or gender based put-downs, or any such conduct that is disruptive of the

educational process. These acts are subject to discipline at the principal's discretion when engaged at school.

Harassment

It is the policy of the Diocese of Gaylord and St. Ann School to make every effort to provide an educational environment that is free from all types of harassment. This policy applies to the actions of all faculty, staff, and students at St. Ann School, as well as others who may be in a working relationship with the school. The Diocese of Gaylord and St. Ann School are open to and respect any/all concerns brought under this policy. At St. Ann School, every individual should be treated with dignity and respect. Faculty, students, staff members, and anyone else who works and/or visits the school are entitled to work/attend school in an environment free from discriminatory practices, including sexual and other forms of harassment. All will be held by standards of conduct that ensure that the school is free from sexual and other forms of harassment. Students are expected to treat all persons with respect and dignity. Thus, inappropriate sexual behavior or comments, which are directed at faculty, students or other staff members, will not be tolerated. The school will investigate all complaints of harassment in a confidential, professional manner. Appropriate action will be taken when warranted. Individuals involved in any allegations will be given due process.

Media

Administration Professional Code of Ethics

It is the policy of the Diocese of Gaylord and St. Ann School that all employees, volunteers, and students will abide by federal copyright laws. Employees, volunteers, and students may copy, print, or non-print material allowed by:

1. Copyright Laws
2. Fair use guidelines
3. Specific license or contractual agreements
4. Other types of permission

Policy Enforcement Guidelines

Depending on the nature and severity of the media policy violation, the Technology Director, or School Administrator may take one or more of the following actions:

1. Verbal or written warning
2. Temporary access denial
3. Permanent access denial
4. Suspension
5. Expulsion
6. Legal action

Demonstrated intent to violate policy will be considered the same as actual policy violation. Demonstrated intent means evidence of actions, which if successful or carried out as intended, would result in a policy violation.

Evidence of attempted or actual system security, integrity, or performance-related incidents will be cause for immediate access denial.

If warranted, the School Administrator will refer the case to Local, State, or Federal authorities for further disposition.

Playground

During recreation and play, it is expected that students show respect to each other and adults by:

1. Giving *all* students the opportunity to participate in games;
2. Taking time to apologize and make amends if someone is hurt; and
3. Taking corrections from adults positively and with a cooperative attitude.

Outdoor Recess Conduct

1. Play on designated playground areas within sight of supervisors.
2. Respect the rights and feelings of others (No pushing, fighting, teasing, or foul language.)
3. Obey the supervisors the first time a direction is given.
4. Rough play of any kind is not permitted, i.e. “chicken”, red rover, tackle football, wrestling, martial arts fighting, etc.
5. Use the play equipment properly.
6. NO food, drinks, candy, or gum are allowed on the playground except on special occasions.
7. Snow pants and boots are required attire in order to play in the snow. During the winter months the temperature must be 0 or above for students to go outside.
8. Students are not to re-enter the building until the bell rings, unless permitted by a playground supervisor. When the bell rings, play time is over. Students should line up quickly and quietly.

Student

St. Ann School is committed to providing a safe and orderly learning experience. School authorities and faculty have an obligation to expect an attitude of respect and cooperation from their students. Discipline is fundamental in education and a respectful atmosphere is essential for academic, social, and spiritual growth to take place. In order to establish and promote an atmosphere of Christ-like living in the school community, the following standards of conduct are expected:

- Respect for self, students, teachers, staff, and guests.
- Respect for personal and communal property.
- Respect for rules and regulations.

Self-discipline is a responsibility students need to learn. Helping students to learn self-discipline is a shared responsibility of the school and parent/guardians. Rules and regulations are devised by the administration to help the school community function smoothly. Students are expected to follow the rules and regulations. By enrolling at St. Ann School, parents and students have accepted the conditions expressed.

The Disciplinary Code

- Students must be allowed to learn in a safe environment and teachers must be allowed to teach if we are to achieve our goals. Any disruption to this fundamental premise affects everyone. In an effort to maintain a quality school setting it is necessary to teach our students to be responsible. We accomplish this through a discipline program that creates mutual respect.
- Your support in the area of discipline is critical. If a student continues to interfere with the learning environment, you, the parent, will be contacted.

Enrichment Lab

In keeping with the Mission Statement of our school, we are privileged to have an Enrichment Lab. Staff members in the Enrichment Lab will guide students academically, as well as, behaviorally, in making good choices. To help utilize our goal of the lab, which is to help enrich the student's education spiritually, academically, behaviorally, and socially, we have set up the following schedule.

Academics: 7:15-7:45am: Students utilize this time to complete missed work.
Discipline: Lunch hour: 11:00am–12:10pm: time for students to work on a behavioral plan.

General Conduct and Expectations

The following activities are not permissible anywhere on school or parish property:

- Cursing or obscenity (words, pictures, or gestures)
- Fighting
- Killing statements, put-downs, and threatening statements
- Throwing of any objects not meant to be thrown, taking hats, or belongings of others, etc.
- Disregard of safety rules
- Disrespect of others (children and adults)
- Aggressive behavior/putting your hands or feet on another student or "play fighting"
- Gum is not permitted anywhere on parish or school grounds
- ***After two assigned ELab lunches***: a parent, child, principal and teacher meeting is required.

Students may be asked to write apology letter/s, review more appropriate choices, etc.

Major Disruptive Behaviors

In wanting to keep our students and staff safe, we have a committee trained in Threat Management. We will do a Threat Assessment on individuals who display questionable behaviors, make threats, or write questionable comments. **A student will be subject to immediate disciplinary action up to and including suspension and expulsion for any of the following reasons:**

1. **Disruption of school:** A student shall not by use of violence, force, coercion, threat, or false alarm cause disruption or obstruction of normal school operations.
2. **Damage of school property:** A student shall not cause or attempt damage to any school property. This will include books, equipment, furniture, vehicles, and buildings. Students/parents are responsible for restitution of all damages.
3. **Assault:** A student shall not act or behave in such a way as could cause physical injury to other students, any school employee or other persons on school property or during school sponsored activities.
4. **Dangerous weapons and instruments:** A student shall not possess, handle, or conceal any dangerous weapon or instrument while on school property or during school sponsored activities. **NOTE:** A weapon is an object that can be used to threaten or injure another person. The school vicinity refers to any of the buildings on the parish compound, as well as, the adjacent grounds (including parking lots, playgrounds, and /or the perimeter of all parish property).
5. **Procedures regarding weapons policy:** (In compliance of The Michigan School Code and the Diocese of Gaylord Weapons Policy 4112):
   a. Any student discovered to have, or suspected of carrying, possessing, concealing, or transferring a weapon on school grounds shall be immediately removed from classes pending further investigation.

b. A search may be conducted to verify the suspicion. Questions may be asked by the administrator, a member of the administration team, a teacher, the pastor, or any other person acting on behalf of one of these individuals.
c. Depending on the nature of the weapon, the *local police department may be notified immediately and the student may be detained*.
d. A student found to be in violation of the school's policy is subject to disciplinary action up to and including expulsion.

6. **Alcoholic beverages, drugs, and controlled substances:** A student shall not possess, use, deliver, conceal, or be under the influence of the aforementioned items while on school grounds or at any school-sponsored activities.
7. **Repeated violations, gross disrespect, insubordination:** A student shall not repeatedly fail to comply with directions of teachers, substitute teachers, teacher aides, administrator or other authorized school personnel or school volunteer while the student is under the authority of school personnel.
8. **Stealing:** Students shall respect the personal ownership rights of others.
9. **Verbal abuse/profanity:** A student shall not verbally abuse and/or use profanity to harass another student, teacher, administrator, staff member, or other school personnel or volunteer. This includes "Killing Statements" and put-downs of other students.
10. **Smoking/Chewing tobacco:** Students shall not possess or smoke cigarettes, cigars, or other tobacco products. Tobacco of any kind is prohibited.
11. **Cheating/Plagiarism:** Students shall not cheat/plagiarize on tests or assignments.
12. **Physical Abuse:** Students shall not engage in inappropriate touching or physical abuse of another student, teacher, administrator, staff member, or other school personnel or volunteer.

Suspension (In School)
The student is removed from daily classes but not from the building. He/she is expected to complete daily assigned work in silence by him/herself. Parents will be informed by the principal of all suspensions.

Suspension (Out of School)
The following is taken from Diocesan Policy 4110:

Each school, realizing its obligation to the students, must extend a reasonable effort to assist students to adjust to the social and academic requirements of the school environment. Decisions to suspend should follow only after other means of motivation have failed and/or circumstances of crime, scandal, immorality, disruption, or safety necessitate suspension.

In reaching such decisions, consideration must always be given to the welfare and Christian development of the individual student and the practical common good of the entire student body.

Parents shall be notified of the suspension and requested to attend a joint conference with their child, school Principal, and any appropriate faculty member(s). In no instance shall a student be asked to leave the school during regular school hours and proceed home without prior notification to and consent of the parent(s)/guardian. The decision to require a student to proceed home alone or await

the arrival of a parent/guardian shall be made jointly by the parent/guardian and the Principal.

Immediately following the suspension, notification with details should be given to the Pastor/Pastoral Administrator, who frequently is in a position to be a facilitator and may be able to suggest pastoral remedies. The conference with the parent(s)/guardian and child shall take place within three (3) school days from the suspension, if possible. If the Principal and parent(s)/guardian and child are unable to meet within that time period for any reason, the conference shall be scheduled as quickly as possible. Within that same 3-day period, the Principal may continue investigation of the facts and circumstances leading to the suspension, and shall document the reasons for the suspension. Documentation of the suspension shall be placed in the student's file.

The Principal shall have discretion to extend the suspension beyond three (3) school days, with notification to the parent(s)/guardian.

Expulsion
The following is taken from Diocesan Policies 4114:

> *Expulsion is defined as the permanent dismissal of a student from the school. Like suspension, it is enacted as a last resort after all other means of motivation and correction have failed and/or circumstances of crime, scandal, morality, or disruption necessitate this extreme disciplinary action.*

Two general situations may lead to expulsion:

1. When the moral or physical well-being of the student body or staff is endangered;
2. When there is prolonged and open disregard for school authority.

The school principal shall exercise the right of expulsion only after suspension and having had a conference with the student, parents/guardians, and pastor.
The principal has final discretion on all disciplinary matters. Because it is impossible to foresee all problems that arise, the faculty and administration are empowered to take disciplinary action for any behavior that violates the spirit and philosophy of St. Ann School.

COMMUNICATIONS
Communications with teachers or students during the school day are made through the school office so that classroom activities are not disturbed. The school office will deliver important messages as soon as possible. Phone calls for students are only allowed in emergency cases.

Please call school before 2:00PM if there is a change in transportation.

Classroom newsletters will be sent home. School newsletter, menus, and calendars are sent via email when an address is provided. Parish bulletin announcements, telephone calls, emails, and conferences will also be used to enhance communications between families and school.

St. Ann School uses a parent notification system called BrightArrow. Parents will be enrolled to receive text messages. They may contact the School Office to request an additional email, and/or voice message for school notifications, such as, weather delays, cancellations, schedule changes and important reminders.

CONFERENCES

Conferences are held twice a year. The dates and times for conferences are scheduled approximately two weeks prior to conferences.

Other forms of reporting progress to parents are:

- Periodically sending home a pack of completed schoolwork and tests for parents to view and return with parents' signatures. ("Friday Folder")
- Relating classroom activities through teacher letters.
- Informing parents of a student's conduct and academic work by phone.
- Occasionally writing a note that requests a parental written response.
- Requests for extra conferences should be made with each teacher individually.
- Progress reports are sent home four times per year for grades JK through 5.

CORE CURRICULUM

Math
Science
Language Arts (Reading, Writing, Spelling)
Social Studies
Religion (Knowledge of Faith, Prayer, Liturgical Education, Community, Christian Moral formation, and Service).

SPECIALS

Physical Education
Art
Technology
Music
Spanish
Band *(students take a bus to Heritage Christian - see Dress Code for band attire)*

STANDARDS

- MCREL, Mid-continent Research for Education and Learning
- Archdiocese of Seattle
- NGSS (Next Generation Science Standards)
- ELA, Social Studies and Math

DELIVERIES

All deliveries for students during the school year should be brought to the school office and not to the classrooms.

DISMISSAL

Dismissal time is 2:25PM for bus riders and 2:30PM for car riders. We ask that you make every effort to pick your child up at the designated time. Late pick-ups after 2:45PM will be sent to After School Care and you will be billed for the day. Often teachers will have parent or staff meetings right after school and need to be available at that time.

DONATION REQUESTS

Periodically families may be requested to donate items to support fundraising such as: pop drop, KidFest theme basket items, Thanksgiving baskets, food pantry, charitable giving, charitable organizations, and/or disaster relief. These offerings are intended to encourage our students to Christ's call to share with those in need by giving.

DRESS CODE

Students are to dress appropriately for school. Behavior patterns are affected by what we wear. The word "appropriate" is interpreted to mean:

- Wear clothing that reflects a sense of dignity and Christian values.
- "Sunday best" is expected for Mass the entire day. **NO** blue jeans, **NO leggings** (unless worn under a dress or skirt), t-shirts, athletic wear, etc. is allowed on Mass day.
- Modest necklines must be worn.
- Hair color ***must*** be of natural tones: per Teacher and/or Principal's discretion.
- No visible body piercings, other than earrings, are allowed. Modest use of jewelry.
- Modest necklines must be worn.
- Dress neatly with shoelaces tied.
- No pajama bottoms allowed.
- Jackets worn to Mass may not have a hood or words (except St. Ann). Jackets may not be made of sweatshirt material.
- Students may, however, wear appropriate (no alcohol, tobacco, skull and cross bones, etc. graphics), jackets, sweatshirts, sweaters, throughout the rest of the school day per Teacher and/or Principal discretion.
- For safety reasons, clogs, flip-flops, and Heelys may not be worn.
- Each student must have a pair of indoor and a pair of outdoor shoes.
- Hats, kerchiefs, and bandanas are not to be worn in the building.
- No bare mid-riffs.
- Make-up should be simple and not excessive; per Teacher and/or Principal's discretion).
- Shorts are allowed on warm days. Parents will decide if the weather is warm enough. Spaghetti-strap tops, cropped tops, short skirts and short shorts are not permitted. Shorts and skirts must be no shorter than where the fingertips reach with hands at sides. Sleeveless shirts/dresses with three-finger-wide shoulders are permitted.
- During cold weather months, students are expected to dress appropriately. For recesses and noon hours outside, students are to wear all the outside clothing sent to school with them from home. Snow pants, boots, hats, and mittens are necessary attire for playing in the snow. Bus riders may carry their snow pants on the bus if they choose to do so.
- **Students in Band - students practice at Heritage Christian and must follow Heritage Christian dress code.** No t-shirts for girls or boys. Jeans in good condition are fine (no holes or frayed cuffs). Boys must wear collared shirts, tucked in and a belt. Girls wear blouses or tops. Prefer no cargo pants or shorts, but will allow them this year. Boys hair is short enough to be off the eyebrows and off the collar, and shorter around the ears. They may not ponytail or pin it back. No unnatural colors of hair.

If a child comes to school dressed inappropriately, the office staff will call his/her parents to bring them a change of clothes.

ELECTRONIC EQUIPMENT POSSESSION

The school supplies most electronic equipment necessary in school. Students are not allowed to bring radios, laser pointers, iPods, electronic games, portable TV's, pagers, and the like without prior permission. The property will be confiscated and disciplinary action will be taken. Violations* of this rule could result in suspension or expulsion.

- Electronic tablets, MP3 players, iPods, and similar devices may be used in the classroom at the teacher's discretion.
- Students and visitors must turn off all electronic devices when entering the building.
- Cell phone usage is restricted during school hours, and cell phones must be stored in the student's backpack or locker during school hours (not on person).
- Electronic games and music devices are allowed on field trips with teacher's prior approval. St. Ann School is not responsible for lost or damaged items.

*VIOLATION – property will be confiscated and kept in the office until a parent comes to school to claim the item. Items kept more than 30 days will become the property of St. Ann School.

EMERGENCY CLOSING

The local television and radio stations announce school closings due to inclement weather as early as 6:00AM, listen and use this system of notification. St. Ann School will follow the Cadillac Area Public Schools, (CAPS), as to closings and delays, due to inclement weather only, since we use their bussing. Listen to the radio and television during inclement weather for information in case of possible school closing.

If it should happen that we would have to dismiss early, we will make every effort to contact you using the information on your emergency form. Please keep this form up to date.

ENRICHMENT PROGRAMS

Boys' Basketball
Girls' Basketball
Girls' Volleyball
Cross Country
Lego Robotics
Student Mass Choir
Kids on the Go

FIELD TRIPS

Written consent from parents must be obtained for every student to participate in each field trip. When a class is planning a field trip, parents/guardians will receive information about the trip and be given a permission slip to sign. **No student may participate in a field trip away from school property unless we have received a signed permission form from a parent by the due date. Due date deadlines will be enforced; no exceptions.**

Younger siblings attending a field trip are **NOT** allowed to ride the bus.

All parents participating in a field trip must have completed and cleared an ICHAT background check.

FIRE, TORNADO AND LOCKDOWN DRILLS
Fire drills (5) are conducted on a regular basis as weather permits. Each room in the school building has fire procedure exits posted. Students are directed to note the fire drill exit and observe silence and order during these fire drills.

Tornado drill (2) procedures are reviewed with the students during the fall and spring months. The students are taught to respond to the drills in a safe and appropriate manner.

Homeland Security (3) procedures will be reviewed and practiced.

Threat Assessment: In wanting to keep our students and staff safe, we have a committee trained in Threat Management. We will do a Threat Assessment on individuals who display questionable behaviors, make threats or write questionable comments.

FUNDRAISING
All school fundraising is budgeted as income for operational expenses. A set amount is budgeted each year which enables us to keep tuition costs down and helps with the purchasing of library books, computers, playground needs, and/or textbooks. All Preschool - 6th grade school parents are expected to support our fundraising efforts.

GRADING SCALE
The grading scale for 5th - 6th grade as directed by the diocese is as follows:

A – 93% - 100%	C – 84% - 77%	E – Below 70%
B – 85% - 92%	D – 76% - 70%	

A student may qualify for the High Honor Roll with a grade point average of 3.5 or higher, and the Honor Roll with a 3.0 - 3.49 grade point average. Students earning a D or E do not qualify for the Honor Roll.

GRIEVANCE PROCEDURE
If a parent of a student has a dispute with a member of the staff, certain steps must be followed:

1. The grieved person must talk to the concerned party.
2. If that proves unsatisfactory, the grieved party is to talk with the principal.
3. If that proves unsatisfactory, the grieved party is to present the concerns to the pastor,
4. There is a diocesan school superintendent that could be contacted if necessary.

GYM SHOES
Students, for safety's sake, are to wear tennis shoes in gym classes. Please try to obtain tennis shoes that will not leave black marks on the gym floor. For safety reasons, clogs, flip-flops, and Heelys may not be worn for gym class, on the playground, or in the building.

HEALTH
If a child becomes ill in school, parents will be contacted. All contagious diseases, including flu, must be reported to the school secretary by 9:00AM each morning. She, in turn, informs the District Health Department. If a child has been ill and should not go outside for recess, parents are to write a note stating the request and accompanying reason. After two days the child should bring a note from their doctor.

If your child must take medication at school, a parent/guardian must fill out a Permission Form for Medication. The parent/guardian must provide the medication in its original container, put the container in a Ziploc bag and label the bag with the child's name and dosage. All medication **must** be brought in by the parent and picked up by the parent. At the end of the school year a parent must pick up medication. Any medication left after the last day of school will be disposed of properly.

When your child becomes ill, how long would you normally keep him/her out of school?

Fever-free..... 24 hours (without fever reducing medication)
Chicken pox .....10 days from onset
German measles.....7 days from onset
Rubella or 3-days measles .....7 days from onset
Impetigo or Scabies.....when clear,
or.....when under a physician's care, a note is received
Measles.....7 days from onset
Mumps ..... upon recovery
Ringworm.....when clear,
or.....when under a physician's care, a note is received
Scarlet Fever..... 7 days from onset, plus a note from the physician
Strep Throat ..... 7 days from onset, plus a note from the physician
Whooping Cough.....3 weeks from onset of characteristic cough

St. Ann Preschool and Before and After School Care has a health care policy that addresses children and staff hand washing, handling children's bodily fluids, cleaning and sanitizing of all equipment, toys, and other surfaces, controlling infection, including universal precautions, and health related resources.

Head Lice

Head lice are a continuing problem among elementary age children. We try hard to prevent lice from spreading at our school. All children are checked throughout the school year when they complain of their head itching. Students who have lice need to be treated and have the nits combed out of the hair. Students who have been sent home with head lice must be treated and be lice and nit free before returning to school. The student, upon their return, must be checked immediately by a school staff member before returning to the classroom. It is strongly recommended that parents check their student's hair once each week throughout the elementary years. Following these guidelines will help keep lice out of our school.

Immunization

The State of Michigan has established minimum immunization requirements for all students. All students new to the school must have an up-to-date immunization record or a waiver on file in the school office.

The Michigan Department of Education, in cooperation with the Michigan Department of Community Health has stated that the Meningococcal vaccine (MCV4) can protect children and adolescents from this disease.

- This vaccine is usually given to 11-12 year olds (6th graders)
- Because it is a newer vaccine, older adolescents may not have received it. Teens that have not had Meningococcal vaccine should be given a dose.
- Ask your child's health care provider if he/she needs the Meningococcal vaccine

HOMEWORK

Homework is assigned on a regular basis in order to review and reinforce the work done in school. Achievement cannot be attained without study. Parents should help their child to understand that the study and review of assignments are needed for practice, as well as, the further development of classroom instruction. The amount of home study per night should not be more than:

Grades 1-2	30 minutes
Grades 3-4	30-45 minutes
Grade 5	50-70 minutes average

Students will be assigned to morning ELAB, 7:15am – 7:45 am if they have three or more missing assignments.

Daily homework time does not include long-range assignments or projects. ***In most instances, students will need parental guidance with time management skills.*** All children vary in their abilities to perform any task. Parents should provide proper conditions in the home, and, as far as possible, a specific routine or time span in which work for school can be done. Parents are expected to show an interest in their child's homework, and to provide only the kind of help that encourages them to succeed on their own merit.

INSURANCE
Michigan Catholic Conference provides student accident coverage through Student Assurance Services. Information is available upon request from the School Office.

LIBRARY
Each classroom is assigned a weekly library period. Students may check out books to take home, and are reminded of the special care that they should give to the books. If books are overdue there will be a 25¢ fine per book per week. Lost books must be replaced at parent's expense. No new books can be checked out until the books that are due are returned. Progress reports will not be issued if books are missing at the end of school year, or if there are outstanding fines.

LOST AND FOUND
Please label your child's belongings. Misplaced items will be put in Lost and Found wooden bench at school entrance. Lost and found items will periodically be donated to a local charity. Parents will be notified via our newsletter prior to items being taken to a charitable organization.

LUNCH PRICES

Preschool and Elementary Students	$2.20 includes milk and salad
Middle School Students (6th grade)	$2.30 includes milk and salad

Milk may be purchased for 40¢
Salad Bar TBD

LUNCH PROGRAM
St. Ann School provides a hot lunch every day for those who wish to take it. The lunch menu will be available online at our website, www.stanncadillac.org. St. Ann School uses a pre-pay lunch system. Families may send one check to cover all of their children. Checks should be made payable to St. Ann School. All monies should be placed in an envelope marked "Hot Lunch," with family name on it.

A family whose lunch balance exceeds $20 will result in their students being served a ham and cheese sub only instead of the full entrée until the balance is paid in full.
Lunch credits are carried forward to the next school year. Families not returning will be issued a refund if their credit is $5 or more.

Free / Reduced Lunch applications are available in the school office. All information is strictly confidential. Our process is set up in such a way that no students, including the recipient, know who receives free or reduced lunch.

Lunches served are nutritious and filling; therefore, each student is expected to try everything and not waste food. Children always have a choice of the main entrée or a ham and cheese sub.

St. Ann School will not store sack lunches or drinks in refrigerators. Additionally, sack lunches will not be warmed by staff members.

Lunches from fast food restaurants may **NOT** be brought in to the lunchroom. Pop is **NOT** allowed in the lunchroom during lunchtime. **NO glass containers allowed.**

The following behavior is expected in the lunchroom:

- Students should walk from the cafeteria in an orderly fashion as not to disturb other classes in session.
- Students are expected to show respect to the lunch supervisor/s and follow instructions the first time they are given.
- Students are to sit at the table assigned to their class.
- Students are not permitted to "save" seats.
- Students are expected to be courteous and thoughtful to all, with conversation being carried on in a normal tone of voice.
- Students should sit down and eat/visit quietly for 15 minutes. Students will not be permitted to move from table to table or wander around the lunchroom at will.
- Students are to leave their eating-place neat, picking up all papers on and under the table.

MASS AND PRAYER SERVICES

Students and staff will meet daily for Morning Prayer except for weekly scheduled Mass days (Wednesday). Choir practice is "optional" for 3rd – 6th graders Tuesday, 7:45-8:15am.

MONEY AND VALUABLES

Students are discouraged from bringing large sums of money and/or valuables to school. If the student elects to bring any personal belongings, (toys, balls, books, electronics, etc.) they are responsible for these items and must understand that "accidents" may occur when sharing these treasures.

MOVING

If your family is planning to move, please let the school and parish know so we can update our records, and/or make the necessary transfer of records arrangements. Please notify the office of any custodial changes, living arrangements/dual households.

PARENT ADVISORY COUNCIL

The Parent Advisory Council is a consultative body for operating educational programs at St. Ann School, subject to such regulations that proceed for the Diocesan Advisory Board of Catholic Education. The St. Ann Parish pastor, school principal and seven parents make up the council. All parents and St. Ann Parish members are invited to attend a Parent Advisory Council meeting at any time.

PARENT INVOLVEMENT / COMMITMENT PROGRAM

St. Ann School is dependent upon its parent volunteers to help provide some of the extracurricular programs for the student, hold school events, and to help with some of the supervisory duties during the school day. Every effort will be made to help you fulfill your commitments; however, assignments will be made for those families failing to sign up in each area.

School program/event Parental Commitment/Task (required)

To insure that these programs continue and to fairly distribute the tasks of running each one, every JK - 6th grade parent needs to sign up by September 16, 2022 for at least **ONE Parent Task.** Preschool parents are welcomed to sign up if they choose. Signup sheets are available at the Open House in the beginning of the school year or in the school office.
Examples of some of these programs are: popping popcorn, helping with the St. Ann Craft Show, garage sale, Book Fair, Ice Cream Social, to name a few.

Parental Commitments may be met by one of two ways:

1. Fulfill your obligation: one task per JK – 6th grade parent
2. Find a replacement for your obligation

Failure to fulfill your commitment will result in a $75 fee per commitment. *This policy is not meant to encourage and/or allow parents to "buy out" of the Parent Commitment that each of you agrees to do upon registering your child(ren) to attend St. Ann School. It is only under extenuating circumstances such as a serious illness/injury or death in the family that you would be exempt.*

Lunch/Playground Supervision (required)

Hot Lunch Supervision (4 times/family) or pay $10 per day for someone else to work for you.

This commitment may be made in one of two ways:

1. Work from 11:05AM-12:15PM four times a year, per family. Sign up will be at the Open House. You may trade with another worker if a conflict arises. Please notify the office of any changes. NO SHOWS WILL BE CHARGED $15.
2. Pay the school office $40 ($10 per time) to hire a designated person to work for you. Scheduling and payment will be done through the school office.

PARENT - STUDENT - TEACHER COMPACT

St. Ann School staff knows that with the help of parents and community we can guide each child in achieving his or her greatest potential by providing a diversity of experiences, which integrate excellence in education with the child's individual abilities and unique talents. We share the responsibility for student acquisition of academic, creative, emotional, physical, and social skills necessary for entering society as contributing members. We strive to enhance each child's experience at St. Ann School by continually assessing and evaluating our attainment of these goals.

The teachers agree that students must be given the opportunity to succeed. Therefore, they agree to do the following:

- Have high expectations for their students and themselves
- Maintain open lines of communication with students and parents through the use of the classroom folder, planners, e-mail, newsletters, etc.

- Respect the students, their parents, and the diverse culture of the school
- Demonstrate care and concern for each student
- Seek ways to involve parents in classroom activities
- Use the Responsible Thinking Process
- Make efficient use of academic learning time

We believe that parents and guardians want their children to reach their full academic potential. Parents can help by doing the following:

- See that their children attend school regularly
- Support the school in its use of the Responsible Thinking Process
- Read with their children and let them see you reading
- Establish a time and place for homework and check work in the classroom folder regularly
- Have ongoing communication with the classroom teacher
- Limit and monitor children's TV and movie viewing
- Keep required volunteer commitments (see page 21) for St. Ann School.

It is important for students to work to the best of their ability. They can do this by:

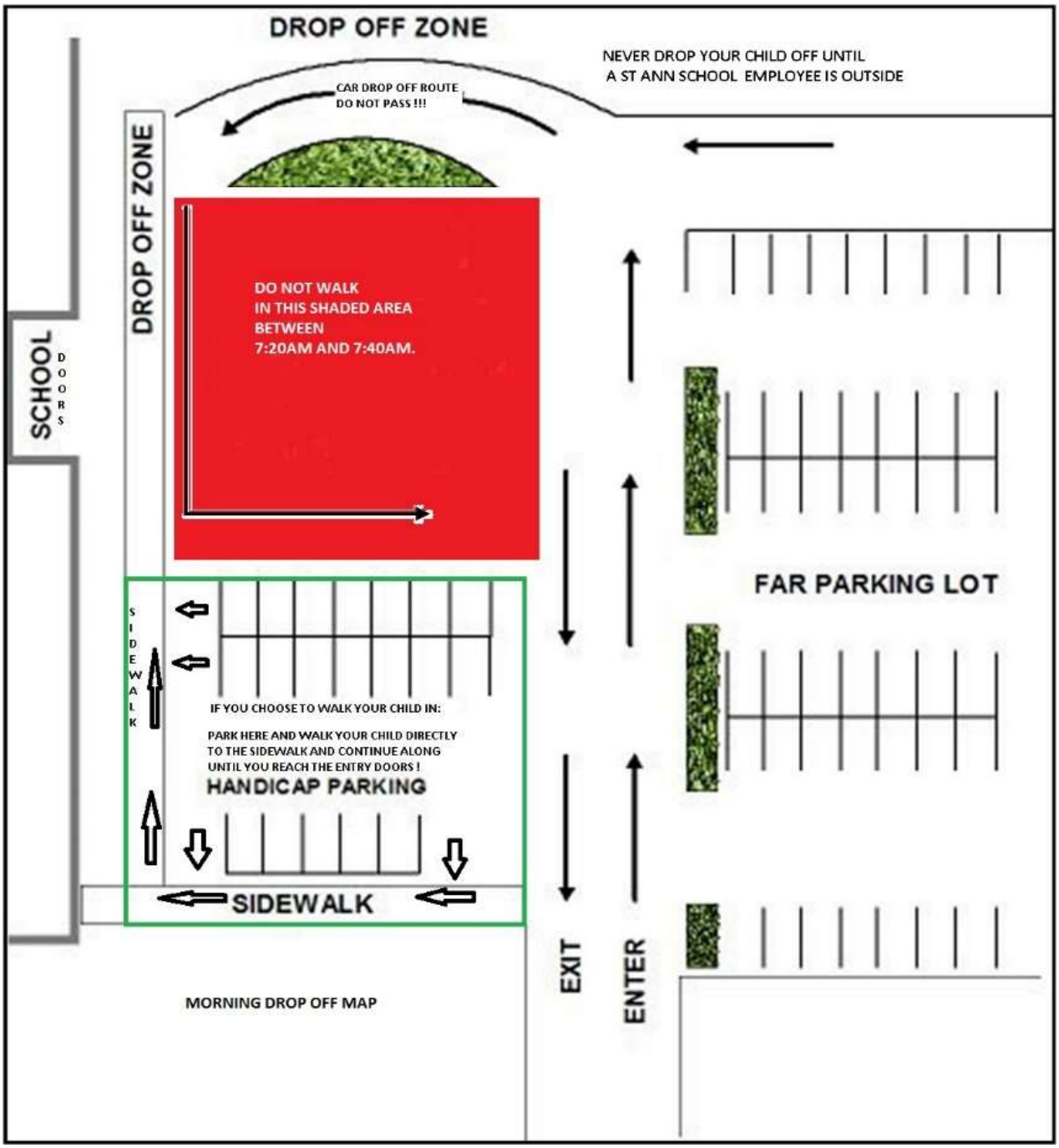
- Coming to school every day on time and ready to learn
- Finish their school work and participate in classroom activities
- Show respect for themselves, the school, and other students
- Understand and follow the Code of Conduct
- Set aside a regular time and place at home to complete homework
- Be responsible for bringing your classroom folder to and from school

PARKING - MORNING DROP OFF

1. Please go around the horseshoe in a single lane and stop at the sidewalk in front of the school doors.
2. Have your child **exit the car on the sidewalk side**. Students will proceed directly to their classroom.
3. **Do not** pass a car in front of you, but wait until they pull away and follow them out.

— IMPORTANT —

PLEASE SHARE THESE PROCEDURES WITH ANYONE
WHO WILL BE DROPPING YOUR CHILD OFF AT SCHOOL.

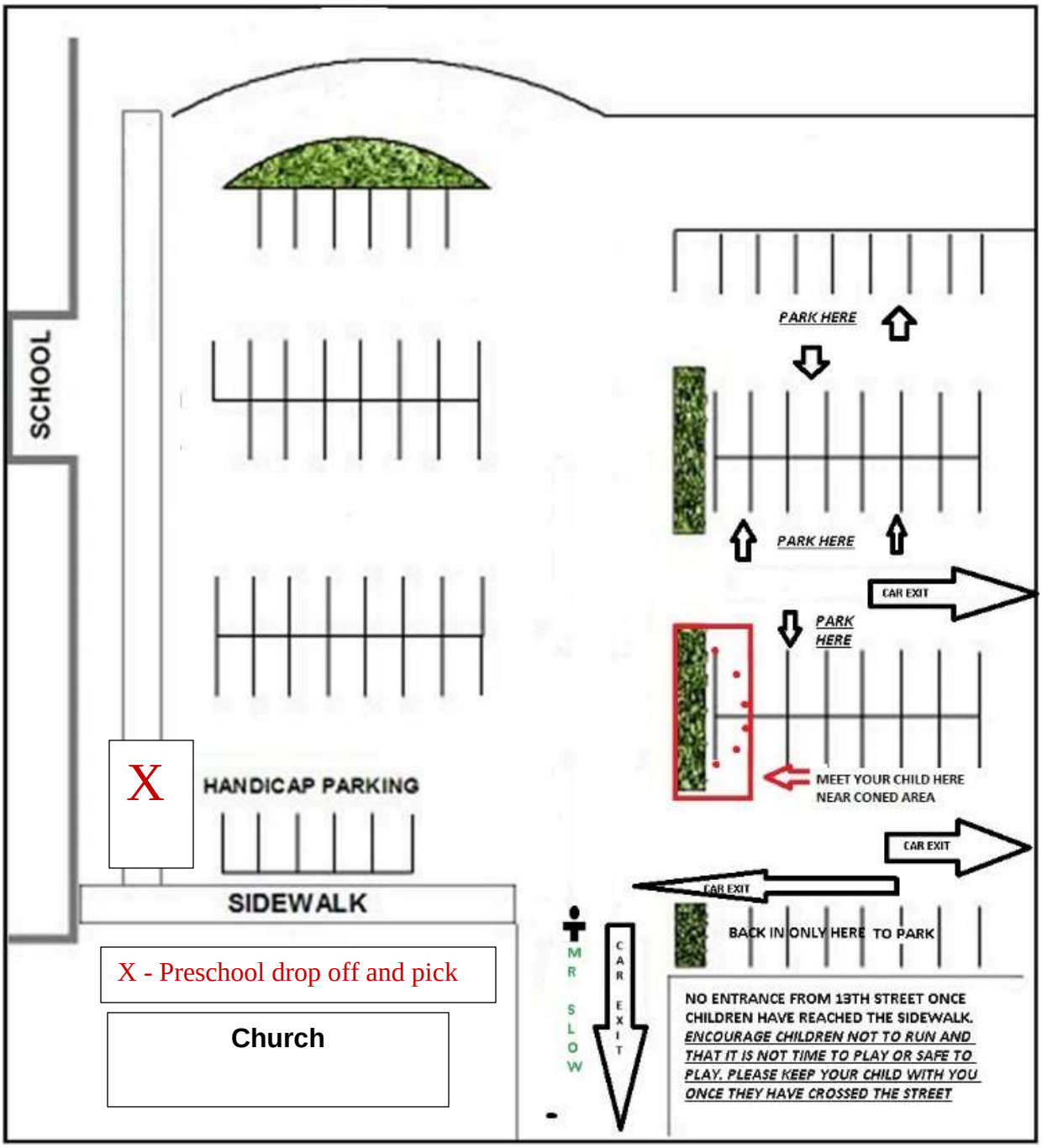


PARKING - AFTERNOON PICK UP

1. When coming to pick up your children at dismissal, please park in the far parking lot with your car facing 13th Street so no one will have to back up.
2. Do not park in the first row facing the grotto. This row would have to back up, thus being a safety hazard to the children.
3. Please enter and leave the school grounds by way of 13th Street.

— IMPORTANT —

PLEASE SHARE THESE PROCEDURES WITH ANYONE
WHO WILL BE PICKING UP YOUR CHILD AFTER SCHOOL.



PESTICIDES
Pesticides will be used periodically throughout the school. In accordance with State of Michigan law, you are entitled to prior notification of pesticide treatment. Please contact the school office to fill out a Prior Notification Request Form. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied to prevent injury to students. Emergent infestation application notifications will be sent to parents within 48 hours of application via one or more of the following: email, website, BrightArrow, newsletter, and/or flier.

PETS / ANIMALS
Due to allergies, pets/animals are not allowed in the building. Prior arrangements may be made with the teacher to meet in the courtyard.

PRESCHOOL
St. Ann Preschool Mission
The mission of our preschool program is to enhance each child's spiritual, social, emotional, physical, and mental growth in the context of a caring and loving Catholic educational environment. The early childhood years are formative. A child's values and attitudes take root in the early years – towards self, God, others, all of creation, life, learning, acting responsibly, independently, and interdependently. Our program strives to provide a loving and supportive environment that encourages children to explore, experiment, create, and express themselves as they develop a positive self-image. As Catholic educators we facilitate learning, guide the children when needed, and offer comfort, encouragement, support, advice and knowledge. We have tremendous responsibility to provide the very best spiritual and educational programs. We stress that each child is a special and precious work of God with uniqueness all one's own.

Arrival and Dismissal Procedure
Arrive as close to your scheduled class time as possible. Students will be greeted and brought into the school building by a St. Ann Staff member. See map on page 24 for drop off spot.

NEVER drop off a child unless a teacher or teacher assistant is present to receive and supervise that child. Children will only be released to parents or other adults listed on the child's authorization form.

Early drop off students will be escorted into the building by a staff member. Do not leave your child in the room without the presence of the teacher or teacher assistant.

At dismissal, Preschool students will be brought out to you by the Preschool Lead Teacher or ParaPro at the same spot you dropped off in the morning.

Curriculum
The curriculum is child and play centered which incorporates the learning processes that are essential to the development of the "whole child". We believe each child develops at their own rate and "that if the child needs the skill, asks for it, appears ready for it, give it. If there is any doubt – WAIT. The child who is really ready will attempt it unaided." (<u>One Piece of the Puzzle</u> by Nancy Richard and Barbara Carl)

Religion: Foster a love of God and Jesus through stories and prayer.

Affective: Develop positive self-awareness and esteem, independence and interdependence, decision-making, self-confidence, and awareness of feelings.

Cognitive: Integrate learning across the curriculum with a unique theme-based approach encompassing math, reading, and science through rhyming, ABC books, pre-journaling, sequencing, predicting, patterning, sorting, number exploration, counting, and cause and effect.

Colors	**Shapes**	**Letters**
Green	Circle	A– Z
Orange	Triangle	
Brown	Square	
Red	Star	
Blue	Rectangle	**Numbers**
White	Heart	1 - 30
Pink	Diamond	
Black	Oval	
Yellow		
Purple		

Language: Develop listening skills and communication through spoken and written pictures.

Physical: Develop competence in large and small motor skills, appreciation and enjoyment of movement, and care and respect for their bodies.

Social: Develop cooperative and helpful attitudes and actions, appreciation of differences, successful interaction with peers, and begin to develop internal behavior controls.

Daily Schedule
Our daily schedule will be flexible in order to respond to the developmental needs, readiness, and interests of the children. A schedule will be given to parents at the beginning of the school year. This may vary on days with scheduled field trips or weather conflicts.

Discipline
The staff of St. Ann Preschool is experienced in dealing with children of different temperaments and backgrounds. We genuinely love children. However, we also know that this is not enough in meeting the daily needs and problems of preschoolers. We believe a kind, positive, but firm atmosphere with simple rules usually provides a healthy environment in which to grow and develop. Mutual respect is emphasized, and we strive for individual self-discipline and independence as well as interdependence.
If you notice a change in the behavior of your child, or have a concern, please feel free to discuss it with the teacher. Communication is important on all levels of education.

Intervention in problem situations will occur in one of the following ways:

1. Help the child find other ways to handle the problem.
2. Redirect the child to another activity.
3. Have the teacher join the child in a one-on-one activity.
4. Restrain an aggressive act with a big “hug” to prevent the action and to distract the child onto a warm situation.

5. Require the child to sit away from the activity temporarily and in the company of the teacher and think about how he/she can change one's behavior and become a helpful member of the class.

St. Ann Preschool does not use corporal punishment.

Dress
Dress your child in comfortable play clothes. He/she will be engaged in very active play and should be comfortable. White-soled tennis shoes are recommended. Remember that preschool can be messy. Dress appropriately for outside play. During the winter months, we will be going outside to play as much as possible. Label all clothing! In the winter, slippers can be kept at school. When the children arrive at school, they can slip their boots off and put on their slippers. This eliminates the problem of forgetting shoes.

Field Trips
We feel that varied experiences outside of the classroom are advantages to a child's growth and development. On these occasions, we will take a parent volunteer for every 4 or 5 students, plus the teacher and teacher's assistant. Parent volunteers will be used as drivers. Drivers must comply with the Gaylord Diocese guidelines and have a seat belt for every student transported. A driver is required by the State of Michigan to have a background check completed. This can be done through the Child and Family Independence Agency. It must be handed in two weeks prior to the first field trip. A child car seat or booster must be provided for all children. No child may sit in the front seat that is equipped with an air bag. Each child must have a signed permission slip before they are allowed to participate.

Licensing
The Preschool licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010.

The Preschool licensing notebook is available to parents during regular business hours.

The Preschool licensing inspection and special investigation reports from at least the past two years are available on the childcare licensing website at www.michigan.gov/michildcare.

Registration/Tuition/Schedule of Operation
Children must be 3 years old by September 1st, and may be no older than 5 years of age by September 1st. All children must be **toilet-trained** and in good physical health. Each child must meet the state health requirements that include a physical examination performed by a qualified physician including proof of immunization. Registration includes completing the registration form, a $50 non-refundable application fee, a copy of the child's birth certificate, and a completed health appraisal form. Tuition is as follows:

THIS SCHEDULE WILL BE DEPENDENT ON THE NUMBER WHO ENROLL

3 and young 4 years old - Tuesday and Thursday	8:00AM – 11:20AM	$805
3 and young 4 years old - Tuesday and Thursday	8:00AM – 2:20PM	$1,611
4 and 5 years old - Monday, Wednesday, Friday	8:00AM – 11:20AM	$1,214
4 and 5 years old - Monday, Wednesday, Friday	8:00AM – 2:20PM	$2,429
4 and 5 years old - All day, every day	8:00AM – 2:20PM	$4,039

By the first day of Preschool, parents need to be current on payments or forfeit your child's spot in Preschool.

Our Preschool follows the school schedule. St Ann School follows the Cadillac Area Public School schedule. If school is closed because of inclement weather, then Preschool is closed.

In the event of a 2-hour delay, Preschool would begin at 9:00AM.

Jrk – 6TH GRADE REGISTRATION / REENROLLMENT

Reenrollment opens up early March for current enrolled students. Families just need to reenroll their child, THEY DO NOT NEED TO APPLY AGAIN. Open registration will open the end of March for new students. New families will apply first to see if there are openings for their child. If there is an opening, families will then enroll their child. There is a non-refundable Registration fee of $50 per student. Parent commitment sign-ups are conducted during the Open House at the beginning of the school year. Families who have outstanding preschool tuition balances may not register for the next school year until outstanding balances have been paid or they have met with the Principal. Preschool - 6th grade families need to be current with their tuition and fee payments in order to register their child for the next school year.

SACRIFICIAL INTENT

Families who are registered, participating parishioners at St. Ann Parish, who financially support the church and whose children are baptized, are required to fill out a Sacrificial Intent form and schedule a meeting with Fr. Michael where you will turn your pledge in to him. The recommended pledge is $50 of each $1000 of annual income. Families who have not turned in a Sacrificial Intent form, or have made any payments will be billed non-parishioner tuition for their student/s to attend St. Ann School. All non-tuition families are required to provide a copy of their child/ren's Baptismal certificate.

SACRAMENTAL PROGRAM

Second grade is the time when we prepare our students for the reception of the Sacrament of Reconciliation. Third grade is the time when we prepare our students for the reception of first Holy Communion and Confirmation. We also work with older students who desire to prepare for the reception of one or more of these sacraments. Please contact the office if you want your child to participate in this program. Parents are required to attend the sacramental parent meetings.

SAFE ENVIRONMENT PROGRAMS

St. Ann Parish, School, and the Diocese of Gaylord is committed to providing safe environments to children who attend St. Ann School. Safe Environment Programs are required for all St. Ann Parish and School employees and volunteers. Since October 1, 2003, the Diocese of Gaylord has required all church and school personnel (clergy, religious and lay) who have regular contact with minors to have a criminal history background check (ICHAT), fingerprinting, and Safe Environment training.

Volunteers who have regular contact with minors are required to have a criminal background check (ICHAT) through the Michigan State Police. Negative results returned from an ICHAT may result in a fingerprint check in order to volunteer. Volunteers who have regular contact with minors of eight (8) hours or more each month shall have a fingerprint criminal background check as well. More information available at www.dioceseofgaylord.org

Virtus, Protection of God's Children online training is also required of all parish and school employees and volunteers. Training is available at www.virtusonline.org.

More information is available at Diocese of Gaylord/Human Resources.

SCRIP
All St. Ann School families are asked to purchase a minimum of $1,000 per year (July 1- June 30) through the SCRIP program. Scrip is an easy fundraiser that allows us to keep our tuition costs down. Family members and friends may purchase SCRIP and credit it to your account.

SNACK PROGRAM
In accordance with our Wellness Policy, a healthy snack will be provided to all JrK - 6th grade students on a daily basis. The cost of the snack is $25 per student, which is part of the tuition cost. For Sacrificial Intent, the snack fee must be paid by the end of September. Payments must be paid according to your payment plan or your child will not receive a snack. If you are in need of financial assistance, please contact the principal.

SPECIAL SERVICES
The Intermediate School District, ISD, provides the school with personnel to help in testing, evaluation, and program planning of students who have been found in need of special services. The school personnel may make requests for these services through the ISD with the agreement of a parent. The ISD also provides the services of a Speech Therapist, Occupational Therapist, Physical Therapist, etc. who work with those students who qualify for these programs.

The District #10 Health Department provides vision and hearing screening for students throughout the school year.

STUDENT RECORDS
Parents may review their child's school records in accordance with *Family Educational Rights and Privacy Act of 1974* (FERPA)

TECHNOLOGY
There is a Technology Fee of $50 per student. This technology fee is part of the tuition cost. For Sacrificial Intent, the technology fee must be paid by the end of September. Payments must be paid according to your payment plan or a student will not be allowed to use computers/Chromebooks until their fee is paid. If you are in need of financial assistance, please contact the principal.

Internet Acceptable Use Policy
St. Ann Parish and School Computer, Network, and Internet, Student, Staff, Parishioner and Community Member Acceptable Use Policy

Introduction and Code of Ethics
St. Ann Catholic Parish and School strongly promote the use of electronic technologies in the educational process. St. Ann Parish and School provide access to information resources in a variety of formats. Together these allow students, staff, parishioners and community members to access current and relevant resources provide opportunity to communicate in a technologically rich environment, and become responsible, self-directed lifelong learners.

The use of technology within St. Ann Parish and School is a privilege extended to students, faculty, parishioners and community members to enhance learning and exchange information. When using St. Ann Parish/School technology, the user must realize that he/she represents the Catholic community, and therefore must uphold Christian, ethical, and legal requirements. All users must read understand, sign, and abide by the Acceptable Use Policy. Access privileges may be revoked; school disciplinary action may be taken, and/or appropriate legal action for violations that may constitute a criminal offense.

Rights

All St. Ann Parish and School students, staff, parishioners and community members have the right to make educational use of the following censored resources; internet access, limited hard drive space on our servers, and access to St. Ann Parish/School approved software on the workstations, in a manner consistent with Catholic school philosophy.

Responsibilities

It is important that users of electronic technologies within St. Ann Parish and School represent themselves with ethical, Christian responsibility. As such, the following points are a partial list of unacceptable behavior:

- Users who damage or mistreat equipment or facilities under any circumstances will be responsible for the repair or replacement of equipment at the teacher/principal's discretion.
- Users must not leave their workstation unattended for any reason and must properly logout at the end of their session.
- Users must make sure that all food or drinks are kept away from computer equipment.
- Users may not intentionally waste computer resources.
- Users may not transmit any material in violation of any United States or State of Michigan Regulations.
- Users may not employ the network for personal financial gain or commercial purposes.
- Users may not violate regulations prescribed by the network administrator.
- Users may not engage in practices that threaten the integrity of the network (e.g., knowingly download files containing viruses).
- Users may not engage in personal business that is unrelated to the research being done or the performance of the job.
- Users may not write, use, send, download, or display obscene, threatening, harassing, or otherwise offensive messages or pictures, including pornography, violence, or hate sites.
- Users may not use the equipment for any illegal activities, including the violation of copyright laws and software piracy.
- Users may not load or copy any software or other programs to or from St. Ann School equipment unless permission is explicitly granted by an authorized party (e.g., the network administrator).
- Users may not use anyone else's password, nor may they share their password with others.
- Users may not trespass into anyone else's folders, documents, or files.
- Users may not disclose anyone else's personal information (e.g., address, phone number, or confidential information), including and especially that belonging to students, community members and families, or fellow employees
- Users may not use the network or the internet for unauthorized game playing, unauthorized "chat" or chain letters.
- Users may not use the network for acts of vandalism against persons or resources including the uploading of viruses.
- Users may not use another person's computer file, access accounts, and or files without proper authorization.

Privileges

The use of the Internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges.

Administration Professional Code of Ethics Copyright
It is the policy of the Diocese of Gaylord and St. Ann Parish and School that all employees, volunteers, students, parishioners and community members will abide by federal copyright laws. Employees, volunteers, students, parishioners and community members may copy, print, or non-print material allowed by:

- Copyright Laws
- Fair use guidelines
- Specific license or contractual agreements
- Other types of permission

Policy Enforcement Guidelines
Depending on the nature and severity of the policy violation, the Technology Director, or School Administrator may take one or more of the following actions:

- Verbal or written warning
- Temporary access denial
- Permanent access denial
- Suspension
- Expulsion
- Legal action

Demonstrated intent to violate policy will be considered the same as actual policy violation. Demonstrated intent means evidence of actions, which if successful or carried out as intended, would result in a policy violation.

Evidence of attempted or actual system security, integrity, or performance-related incidents will be cause for immediate access denial.

If warranted, the school administrator or technology director will refer the case to local, state, or federal authorities for further disposition.

Limitation of Liability
The Diocese of Gaylord and St. Ann Parish and School make no guarantee that the functions or the services provided by or through the school/parish/diocesan system will be error-free or without defect. The school/parish/diocese will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. The school/parish/diocese is not responsible for the accuracy or quality of the information obtained through or stored on the system. The school/parish/diocese will not be responsible for financial obligations arising through the unauthorized use of the system. In addition, it is understood that despite reasonable efforts at supervision, access control, and filtering, students may inadvertently or otherwise access inappropriate materials.

TESTING
Students are tested to gain information about the kinds of skills they have learned or need to learn. In conjunction with the Diocese of Gaylord Catholic Schools, the “Measures of Academic Progress” (MAP) provided by the Northwest Evaluation Association (NWEA), are administered twice a year to students in 2nd-5th grades. The Gates-MacGinitie Reading Test (GMRT) for K-4th grades and the Dynamic Indicators of Basic Early Literacy Skills (DIBELS) for K-6th grades are used to assess and monitor student’s progress in reading.

TUITION

Tuition - Preschool

Preschool: Tuesday/Thursday AM..... $805/year
Preschool: Tuesday/Thursday all day..... $1,611/year
Preschool: Monday/Wednesday/Friday AM..... $1,214/year
Preschool: Monday/Wednesday/Friday all day..... $2,429/year
Preschool: Monday through Friday all day..... $4,039/year

Tuition - Non-parishioner

Jr. Kindergarten: Monday through Thursday $3,700*
**This reflects a $500 scholarship for 2021-2022 school year*.
Kindergarten through 6th grade..... $4,200

Kindergarten - 6th grade families with more than one student receive a $1,000 scholarship for each additional student attending St. Ann School.

All outstanding tuition balances must be paid in full prior to the start of another school year.

VISITORS AND VOLUNTEERS

To ensure the safety of our children and enable communication with visitors should they need to be reached while on the premises, *all parents, visitors and volunteers are to report to the school office when entering the building.* **To avoid distraction/interruptions in the classroom we ask that you make prior arrangements with the office or classroom teacher before visiting the classroom.** Volunteers are to sign in the Volunteer Sign-in Book upon entrance in the building; when leaving the building please return to the office to sign out. All parents, visitors, and volunteers need to wear a visitor sticker/lanyard provided by the office. Any adult wishing to spend time on the playground with students must sign in as a visitor in the school office.

VOLUNTEERS

In an effort to provide a safe environment for your children and to comply with the directives of the Diocese of Gaylord and the United States Bishop Catholic Conference, St. Ann Parish requires Employee and Volunteer Criminal Background Checks. The requirements are listed below:

A. Regardless of position, all diocesan, parish and school paid staff (including those paid by stipend) shall have a fingerprint criminal background check through the Michigan State Police.
B. Church and school volunteers who are expected to have regular contact with minors eight (8) or more hours each month shall have a fingerprint criminal background check through the Michigan State Police.
C. Church and school volunteers who are expected to have regular contact with minors less than eight (8) hours per month shall have a criminal background check utilizing the Internet Criminal History Access Tool (ICHAT) through the Michigan State Police.
D. Minors who wish to volunteer to assist with children's programs shall be requested to complete a statement of their background.
E. No one will be allowed to volunteer unless they have an approved ICHAT Background Check.

WEAPONS POLICY

The Diocese of Gaylord has an official weapons policy for all Catholic Schools in the Diocese. The policy states:

- *Any student discovered to be, or suspected of, carrying, possessing, concealing or transferring a weapon upon school premises or in the immediate vicinity of the school will be immediately excluded from classes pending investigation.*
- *Any student found to be in violation of the school's weapons policy is subject to disciplinary action, up to and including expulsion. The school Principal or Superintendent on a case-by-case basis can modify the rule regarding expulsion.*

St. Ann School follows this policy and any of the other policies mandated by the Diocese.

DROP OFF PRCEDURES

To eliminate extra people in our building and for the health and safety of our students please follow drop off procedures.

- **Preschool**: Teacher or aide will meet the parent/student at designated preschool drop off area.
- **JK - 6th grade:** Parents will stop at the school's front entrance where the school principal and another staff member will let the students out of their vehicles.

PICK UP PROCEDURES

- **Bus Rider:** Students will social distance in the hallway from youngest to oldest. A staff member and the school principal will then escort them out to the bus.
- **Car Rider:** Individual classrooms will be released at staggered ties and escorted by a teacher or staff member to the designated pick up area. School staff will instruct parents to follow social distancing guidelines when they are waiting to pick up their child.
- **Preschool:** Teacher and/or aide will escort preschoolers out to the southeast door for parents to pick up their child.

AFTER SCHOOL PICK UP PROCEDURES

- We have two designated after school classrooms. One for the younger students and one for the older students.
- Parents will be given information on how to text the Lead ASC instructor for pick up procedures. For safety reasons, we are asking that parents/grandparents/guardians not enter the school for pickup.
- Once you arrive to pick up your child:
  1. If you were unable to text the Lead ASC instructor, use the buzzer at the front entrance doors. You will either get the office or Mrs. Abee/Miss Roda.
  2. If you have a child in the younger ASC (PS, JK, KG, 1G) you will be told to wait outside the emergency door with a #1 on the door. This door is located closer to the church, left of the school entry.
  3. If you have a child in the older ASC (2G-6G) you will be told to wait outside the emergency door with a #2 on the door. This door is located by the blue bench, right of the school entry.

ADMINISTRATION **11**35-School

THE HUMAN BODY AS A CONSTITUTIVE ASPECT OF THE HUMAN PERSON

The Church teaches that our differences as male and female are part of God's good design in creation, that our bodies –including our sexuality – are gifts from God. In fact, '"being man' or 'being woman' is a reality which is good and willed by God" (Catechism of the Catholic Church, 369). A person cannot change his or her sex. A person should accept and seek to live in conformity with his or her sexual identity (sometimes called "gender identity") as given by God. The human person is a body-soul union, and the body-created male or female-is a constitutive aspect of the human person. Having a proper understanding of the human body and more generally, of the moral law - enhances, rather than restricts, man's freedom.

1. It is the policy of the Diocese of Gaylord that all schools, shall respect the biological sex of the human person as given by God and shall apply all policies and procedures in relation to that person according to that person's God-given biological sex.

2. Employees and volunteers shall conduct themselves in accord with their God-given biological sex.

3. Diocesan schools partner with families to educate and form student's consistent with the teachings of our Lord Jesus Christ and His Church. Students and parents (or legal guardians) shall conduct themselves in accord with their God-given biological sex.

Policy Adopted: June 28, 2021

Policy Revised:

Approved by the Most Reverend Walter A

PARENT/STUDENT ACKNOWLEDGEMENT OF PARENT/STUDENT HANDBOOK

We have read the online St. Ann School 2022-2023 Parent/Student Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by all rules, guidelines, procedures, and policies of St. Ann School. We also understand that this handbook supersedes all prior handbooks and other written materials on the same subjects.

FAMILY NAME: _____
(Please Print)

PARENT SIGNATURE: _____ Date: _____

Please return to the school office by 9/09/2022.