

EDUCATION OF SPIRIT, MIND AND BODY

Saint Ann *School*



Excellence in Education of
Spirit, Mind and Body
Since 1956

Parent Student Handbook 2026-2027

“Be who you are and be that well.”

Saint Francis De Sales

542 Eighth Ave. S. Naples, Florida 34102

239-262-4110

www.stann.net

www.facebook.com/SaintAnnSchool

Accredited by the Florida Catholic Conference



Education of Spirit, Mind, and Body

Established: August 16, 1956

School colors: Navy and Red • Mascot: The Dolphin

A CATHOLIC SCHOOL OF THE DIOCESE OF VENICE IN FLORIDA

ACCREDITED BY THE FLORIDA CATHOLIC CONFERENCE

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Parent Student Handbook

This Handbook has been prepared to provide you with often needed facts, policies, and procedures. It is an essential component in promoting cooperation and a spirit of support within the School Family. Our Parent/Student Handbook is part of your contractual agreement with Saint Ann Catholic School. Your signature on the Handbook Agreement form verifies that you agree with and will abide by the school policies as stated herein. The Administration retains the right to amend the Handbook at any time. Parents or guardians will be notified of any such changes.

Accreditation

Saint Ann Catholic School is fully accredited by the Florida Catholic Conference (FCC). It also holds membership in the National Catholic Education Association (NCEA) and other Curricular-based Associations to enhance the learning environment.

Mission Statement

Saint Ann Catholic School inspires students to live Jesus, to embrace academic excellence, and to foster discipleship through an education of spirit, mind, and body.

Vision Statement

The Vision of Saint Ann Catholic School is to be an exemplary Catholic school known for academic excellence and Catholic Identity.

Philosophy Statement

WE BELIEVE in providing a strong spiritual and sacramental foundation rooted in Catholic tradition that nurtures our students' and families' faith and relationship with Jesus Christ.

WE BELIEVE that parents/guardians are the principle and primary educators and role models for their children.

WE BELIEVE in having a safe and beautiful campus - We prioritize the safety of our students who are educated on our beautiful campus in the heart of downtown Naples.

WE BELIEVE in educating the whole child in pursuit of academic excellence, grounded in the teachings of the Catholic Church, so that students mature in faith, knowledge, character, and service to others.

WE BELIEVE that as a Catholic school, we are called to be an active and faithful presence in our community. Through service, partnership, and outreach, we encourage students and families to live out the Gospel by contributing their gifts for the good of others.

WE BELIEVE in developing Christ-centered student-leaders who will have a positive influence on those around them and lead with compassion and integrity.

The school reserves the right to initiate, change or modify the policies as needed.

WE BELIEVE in encouraging students to recognize challenges as opportunities to trust in God's guidance, deepen their faith, and strengthen their character.

History

In the late 1930's, there were just nine Catholic families in Naples. Since the closest parish was in Fort Myers, vacationing priests and priests from neighboring cities came to celebrate Mass each week in the old Naples Theater (a site now occupied by Marissa's shop on 3rd Street South) and later in the Solarium of Naples Hotel near the Municipal Pier (now the parking area for the Third Street South shopping district).

As the number of families increased along with Naples' explosive growth, the Archdiocese of St. Augustine approved construction of Collier County's first Catholic Church. Named for the young, deceased daughter of a founding parishioner whose patron saint and namesake were St. Ann. Saint Ann Catholic Church celebrated its first Mass on Palm Sunday, 1950. The original church is now used as Rooney Hall.

The need for a parish school soon became apparent. In 1956, Pastor Timothy Geary opened Saint Ann Catholic School to provide a Catholic education for the 100 families of the parish. While construction of the school's initial buildings progressed, the sisters of St. Joseph held classes in the choir loft of the church, under the giant banyan tree next to the church, and in the parking lot. During inclement weather, classes were also held in the Naples Hotel. The completed 8-classroom building (on the site of the new Middle School and Administration buildings) welcomed the school's 140 students in September 1957.

As Naples continued to develop, the parish and school expanded. The existing church building was dedicated on March 14, 1970. In 1975, two new classrooms and a library were added to the school. In 1984, the school added the Gymnasium and in 1987, a science laboratory. In 1991, the church building was renovated and expanded. With an enrollment of 350 students in 1996, the school began an ambitious program to build and upgrade campus facilities. The parish Convent was remodeled into new Parish Offices in 1999. The Saint Joachim Chapel and our present-day Elementary School were completed in the fall of 2000. In August 2001, the new Media Center and Administration building were ready for occupancy. In June 2002, the new Middle School was completed. The Saint Ann Jubilee Center was completed in January 2006. It houses a gymnasium, kitchen, auditorium, and meeting room facilities.

Today, Saint Ann Catholic School, one of 15 schools in the Diocese of Venice, enjoys an excellent reputation in the community as a school that is academically challenging and rich in faith traditions. Saint Ann Catholic Parish is the spiritual home for more than 2,000 registered families.

Ministry

Parental Involvement:

The Church teaches that parents have the first responsibility for the education of their children. They bear witness to this responsibility first by creating a home where tenderness, forgiveness, respect, fidelity, and service are the rule. Parents have a grave responsibility to give good examples to their children. Parents also receive the responsibility and privilege for evangelizing their children. They should initiate their children at an early age into the mysteries of the Faith of which they are the first heralds for their children. This happens when family members help one another grow in faith by the example and witness of a Christian life.

Participation in Weekend Liturgies:

A student's religious formation begins at home and follows the example set by his/her parents. Families are expected to participate fully in the liturgy each weekend so that students are prepared to participate in religion class discussions.

Prayer and Liturgy:

At Saint Ann Catholic School, students commence each day with Morning Prayer, offer Grace at lunchtime, and conclude the day with prayer. Prayer is offered at the beginning of every class period. They also attend Mass weekly and on holy days of obligation. Parents are welcome and highly encouraged to attend. Other services include Stations of the Cross, Benediction, Seder Meals, Retreats, and May Crowning. Non-Catholic students follow the same religion curriculum as Catholic students and will attend Mass.

Reconciliation:

Students can receive the sacrament of Reconciliation at least twice a year during the seasons of Advent and Lent. Frequent reception of the sacrament at the student's home parish is also highly recommended.

Sacramental Preparations:

All sacramental preparation and the reception of the sacraments are done in your home parish, not the school. Contact your parish for their procedures.

The preparation process is twofold. An important part is forming an understanding of the Catholic faith, which students develop in their school religion classes. Additionally, students undergo specific preparation for the sacrament at their home parish, including special meetings and/or retreats for students and parents. Parental involvement is essential as well as regular participation in weekend Masses.

Admissions and Re-enrollment

Parent Communication Agreement:

Enrollment in a Catholic school is a privilege, not a right. Especially in the Catholic schools, an expectation of a child's enrollment is the support and close cooperation of the parent(s) or guardian(s). Should disagreements, problems, or criticisms arise, all informal efforts between the parent(s)/guardian(s) and school are to be used to resolve the concern. The parents are strongly encouraged to first meet with the teacher, then Administration, and finally the pastor to resolve conflicts.

Parent(s)/guardian(s) are requested and expected to communicate any concerns they have directly to school administration and **not** to express them through social media or broadly distributed email. If parent(s) or guardian(s) use any form of electronic media to defame or denigrate the school or any of its personnel or use electronic media to post inappropriate negative statements about the school or its personnel, as well as political propaganda, or anything that goes against the Catholic teachings as determined by the school in its discretion, this could be cause for the school to immediately end the enrollment of the child(ren) of the parent or guardian who has done so. By enrolling children in this private, Catholic school, parents are agreeing to abide by this policy as well as all other policies and regulations of the school.

Cooperation as a Condition of Enrollment:

The education of a student is a partnership between the parents (primary educators) and the school. Just as the parent has a right to withdraw a child, if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken. Parents are expected to support the philosophy and policies of the school. Threatening, hostile, aggressive, or negative behavior of parents is not tolerated. This includes in person or electronically. In such instances, the school may request the withdrawal of the student and may offer a refund of tuition according to the Refund Policy.

Required Paperwork:

Every student who plans to attend Saint Ann Catholic School must complete and submit the following: enrollment application, financial commitment form, full disclosure, and financial assistance application (if requesting parish or school foundation tuition assistance). Submission of incomplete paperwork or failure to meet deadlines will result in a student being placed on a waiting list.

In addition to the above, certain other documents must be submitted unless already on file with the school. Enrollment cannot be considered, and students will not be admitted to any classes if these records are incomplete.

The school reserves the right to initiate, change or modify the policies as needed.

Required Documents:

- Birth Certificate (copy)
- Baptismal Certificate (copy)
(If the child has been baptized Catholic)
- Medical Insurance Card (copy)
(or letter stating family is self-insured)
- Florida Department of Health Physical Record DH3040
- Florida Department of Health Immunization Record (DH680)
- Medical Exemption for Vaccinations (only type accepted)

Religious Exemption - The Diocese of Venice does NOT accept religious exemptions from vaccination requirements based on the Church's belief that vaccines are morally acceptable as their intention is to preserve life.

Required Releases:

To fulfill diocesan and parish legal requirements, it is vital that the school have certain release forms signed by the parent(s) of each child. Failure to sign any release can result in privileges or programs not being available for students. The school's release forms include:

- **Medical Authorization:** This release must be completed for your student to participate in extracurricular activities or any off-campus field trips.
- **Medical Procedure Release:** This release is necessary if the student requires or may require a medical procedure performed by school personnel (such as an injection or blood glucose monitoring).
- **Handbook Acknowledgement:** This form must be signed and returned to school. Includes Image Release Authorization, Student Conduct Covenant, and Technology Agreement.
- **Image Release:** This release must be completed for a student's image to be included in any school-sponsored publication or broadcast, including the yearbook, school newsletter, school newspaper, etc.
- **Technology Use Agreement:** This release must be completed before use of school computers is allowed, or access to the Internet is granted.
- **Indemnification Form:** This release must be completed before a student is allowed on school field trips.

New Student Requirements:

Students not currently enrolled at the school, including siblings of current students, must meet additional requirements for enrollment including submission of a non-refundable application fee, student records from the child's previous school, and letters of recommendation. For students seeking admission in grades K through 8, the school will conduct an interview with the prospective student and his/her parents. An entrance exam to determine the student's performance in various subject areas will be administered.

The school reserves the right to initiate, change or modify the policies as needed.

Admission Priorities:

The faculty and staff of Saint Ann Catholic School are committed to providing a quality Catholic education. Saint Ann Catholic School Admissions Committee gives priority to the order applications are received, Catholics, members of Saint Ann Catholic parish, members of other Diocese of Venice parishes, previous academic records, placement exam performance, disciplinary and service records. An additional consideration is whether a relative of the student is an alumna of Saint Ann Catholic School. However, applying for financial assistance has no bearing on admission decisions nor does the promise of a financial contribution to the school.

Acceptance Policies:

Students accepted to Saint Ann Catholic School are subject to a probationary period during which time the student and family will be evaluated to determine their compatibility with the school. The school reserves the right to accept those students whose needs can be met within our existing educational program.

The school reserves the right to dismiss any student or to deny re-enrollment to any student who, in the judgment of the principal in consultation with the pastor and superintendent, is not making satisfactory progress, has engaged in conduct which is detrimental to the school, or whose parent or guardian has engaged in conduct which is detrimental to the school.

Age Requirements:

Enrollment in certain primary grades is dependent on the student meeting certain statewide age requirements:

- Pre-Kindergarten 3 must be 3 years old by September 1 and be fully potty-trained. If the child has an accident, they will be sent home.
- Pre-Kindergarten 4 must be four years old by September 1 and be fully potty-trained. If the child has an accident, they will be sent home.
- Kindergarten must be five years old by September 1 and be fully potty-trained. If the child has an accident, they will be sent home.
- 1st Grade must be six years old by September 1, have successfully completed Kindergarten, and meet the reading readiness requirements of the school.

Re-Enrollment Procedures:

Current family re-enrollment period is from December 15th - January 30th. Parents must complete the re-enrollment packet through the parent portal and pay the enrollment fee. Any student not re-enrolled during the time period is not guaranteed their space for the next school year.

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Tuition and Fees

Tuition and Fees:

Implementation guidelines as stated in the diocesan policy require:

- The policy is to be phased in gradually so that eventually the cost per pupil will be the actual tuition which is the full cost of instruction.
- The full cost of instruction is reduced for all families by parents' fundraising, registration fees, and other donations to the school. The larger the enrollment the lower the cost of instruction will be per student.
- All families will receive financial assistance information from a tuition management service called FACTS.
- Financial assistance for all new families will be the responsibility of the parish of residence.

All tuition payments will be processed through FACTS. This allows families more flexibility in the method of payment. When using FACTS, families may select to use checking accounts, savings accounts, or credit cards to process tuition and fee payments.

All required registration forms and fees must be received by the due date indicated. Enrollment will be delayed and/or denied if these forms are not received on time.

Tuition Assistance:

Families are encouraged to apply for the Step Up for Students scholarship. After the scholarship is applied, families may request tuition assistance through FACTS, the tuition management services company engaged by the diocese to objectively assess financial need. The FACTS assessment process must be completed to receive any assistance. Families apply online through FACTS. FACTS will then report the family's financial assessment to the pastor. The pastor confidentially determines the amount of financial assistance that can be offered based on funds available from Saint Ann Church Parish or from the parish in which the family resides.

Payment Options:

To assist families, a variety of payment arrangements can be made to pay tuition. Families able to pay their tuition in one payment can do so directly to the school by August. Families wishing to pay tuition over two, four or ten payments must be arranged through the FACTS Management Company for an automatic installment plan, available for a nominal processing fee.

Refund Policy:

Upon withdrawal from the school, families are responsible for paying the tuition through the end of the current semester for which they are withdrawn plus any unpaid fees. Fees and assessments are non-refundable. Withdrawals and transfers are granted upon written request of the parents or guardians of the student. The office should be notified at least one week prior to the withdrawal or transfer. Textbooks, library books, and school property must be returned, and all financial accounts

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need to be settled before a transfer form is issued, or before scholastic and health records will be sent to the new school. Schools in the Diocese of Venice do not release official student records to parents. However, upon request from another school, records will be transferred directly.

Delinquent Payments/Monies Owed:

Report cards and interim reports will be held for any outstanding debts to the school. All debts must be cleared for students to participate in graduation, both Kindergarten and 8th grade.

Organizations

Saint Ann School Home and School Association:

Each family in the school will be required to complete a minimum of 25 hours of service to the school. All opportunities are available through the Saint Ann Home and School Association (the HSA). The HSA is responsible for working with the principal and the School Board to raise funds to supplement tuition and provide social gatherings to enhance the school's sense of community. The HSA President will serve as the liaison to fundraising and social committees. The HSA Co President will assist the President as liaison. The HSA will instruct Committee Chairs on financial procedures and policies, HSA budget, expenses, event revenue, and be the liaison with the school finance department for all collected and paid funds, bills, and receipts.

All volunteers working in or with the school **must** be fingerprinted and **must** take and complete the Safe Environment course.

All volunteer service hours must be recorded on the Volunteer/Service form located at the front office. In lieu of family service hours, a minimum contribution of \$500 will be accepted. This contribution will assist in underwriting the missions of the HSA. Weekly School Mass attendance, while strongly encouraged, does not constitute family volunteer service hours.

Saint Ann School Board:

Consultative in nature, the Saint Ann School Board (the "School Board") is established by the pastor in conformity with Diocesan Policy, to assist him, the principal, and the assistant principal in the governance of the education program in the school. The School Board operates under its Constitution and has regularly scheduled meetings that include the pastor and School Administration.

Fingerprinting and Safe Environment Training

Volunteer Screening:

To ensure the safety of those persons under the care of the Diocese, all employees and volunteers are required to complete Background screening to facilitate a criminal background investigation and Safe Environment Training certification prior beginning work or as an active volunteer. There is a processing fee. Eligibility for employment, volunteer work or ministry will be contingent and

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conditioned upon a satisfactory background investigation. A reasonable effort shall be made to update the criminal history background screening every five years.

How to Register:

To be guided through the process for online fingerprint screening/re-screening and any online SET or recertification, the applicant should log directly to the dioceseofvenice.org and scroll to the bottom of the page and click on Safe Environment. This tab will direct you to login and create a Virtus account.

If you have a Virtus online account, enter your login and password. **If you have a Virtus online account and are unable to log in, do not create a new account.** Instead click need login information below the password box and follow the prompts.

If you do not have a Virtus online account, go to the left side of the page and click on First-Time Registrant. You will need to create a username and password. Begin your registration process by clicking the drop-down box for “select your organization” and choose **Venice (Diocese) and for location select Saint Ann Catholic School**. Your role is that of volunteer. Once logged in, you will be guided through the process to sign up for Safe Environment training or recertification, and fingerprinting, as required by the Diocese.

Fingerprints are submitted electronically to the Florida Department of Law Enforcement (“FDLE”) and the Federal Bureau of Investigation (“FBI”). Results are sent to the Diocesan Background Screening Coordinator within 24 to 48 hours after submission. The coordinator will communicate to the entity to which you are connected.

Cost and Payment:

Rescreening is required after five (5) years of the initial electronic screening with the retained prints being reused. Payment must be made at the time of the online registration with your personal credit card. Volunteers are not reimbursed for the cost of background screening.

Any person whose rescreening results DO NOT meet the Level II Minimum Standards of Moral Conduct will be notified of their denial by the pastor, principal, or administrator of the organization to which he or she belongs, or applied to, for employment or volunteer. An applicant who wishes to appeal the validity of information provided by the FDLE or the FBI will be required to provide certified court documents clearly stating an acceptable disposition to the charge(s) in question to the Diocesan Human Resources Department. All questions regarding an applicant's denial should be addressed to the respective pastor/administrator of the organization who can, subsequently, provide the applicant with access to the Diocesan appeal process as well. It is not necessary to appeal the validity of information in a FDLE/FBI report to appeal adjudication. An applicant who has not been notified of successful completion of his or her background screening cannot be given the care, responsibility, or supervision of a child or youth or be allowed unsupervised access to vulnerable adults.

If you have any questions regarding this process, please contact the Diocesan Safe Environment Coordinator at 941-484-9543 or email your questions to: croce@dioceseofvenice.org.

Safe Environment Program:

The Diocese is committed to the wellbeing of those who are served by the Church. The Diocese has developed the Safe Environment Program to honor this commitment to provide an environment which is safe and nurturing for all those who participate in activities within or sponsored by the Diocese.

One part of the Safe Environment Program is to provide adult education. Education is to be provided for all employees (clergy, religious and laity), volunteers, parents and others regularly involved with minors, as to the issue of abuse of children including the detection, prevention and reporting of child abuse.

Recertification for SET is required every 5 years. Virtusonline.org will send notifications to every active employee and volunteer in the system with a reminder when recertification is due. Please remember to keep your email address updated on virtusonline.org to assure you receive timely notifications.

Volunteering at the School:

To provide a safe and disruption-free campus for all students, teachers, and staff, all volunteers must first fully complete all Safe Environment requirements as listed above for Volunteer Screening. Once the Diocese of Venice has confirmed to Saint Ann Catholic School the volunteer has passed the required screenings, the volunteer **MUST** make an appointment with the classroom teacher they are volunteering for. Upon arrival at campus, all volunteers must report to the front office, sign-in, and obtain a Volunteer's Pass. Visits to classrooms without an appointment are not permitted for the safety of all students and staff members.

General Policies

Campus Hours Information:

The campus opens each school day at 7:30am and closes at 3:30pm. Unless previous arrangements are made directly with the school or enrollment in the After Care Program, students are not allowed on campus before or after these hours, unless accompanied by the parent/guardian. The school will not assume any liability for students on campus outside of these school hours. Students on campus before or after hours will be subject to disciplinary measures.

Regular school hours are 8:00am - 3:00pm. Early Dismissal hours are 8:00am - 12:00pm.

The school year consists of a minimum of 180 school days and a minimum of 10 teacher in-service and planning days. The school year is divided into two semesters or two quarters each.

The school reserves the right to initiate, change or modify the policies as needed.

Office hours consist of the following:

Regular Office Hours (regular full days of school)	Monday-Friday 7:30am - 2:45pm; 3:15pm - 3:30pm
Early Dismissal School Days	7:30am - 11:45am; 12:15pm - 3:30pm
During Student Dismissal Time	CLOSED
Summer Hours	Monday - Thursday 8am - 2pm; Fridays - Closed
Holidays & Weekends	CLOSED

Arrival, Dismissal, and After Care Policies

For the safety of our students and staff, cell phone use is PROHIBITED while moving through the active carline.

Acceptable transportation methods for arrival and dismissal include carline, walker/bikers, and after care. Unless arriving after the 8:00am tardy bell, students may not arrive on campus through the office. At no time are parents permitted to walk their student(s) through the office or gate to their classroom as it violates our school safety policies. **At no time are parents allowed to park and walk up at dismissal time for the safety of our children and faculty.**

Carline:

It is illegal, against school policy, and unsafe for children to be dropped off or picked up anywhere but the designated car line. Adults are required to follow established carline procedures. **Violators are subject to being ticketed by the Naples Police Department.** Those dropping off or picking up students in the car line are expected to be patient and respectful of other drivers, students, teachers, and safety patrol members.

- **Carlo Acutis Way (8th Grade) Carline:**
 - All students in grade 8 and their siblings. Any child who has a sibling in 8th grade will always be dropped off and picked up at this location.
 - Located off 8th Avenue, in the parking lot in front of the Middle School Building.
 - Drivers should approach the school driving West (facing the beach) and turn left into the parking lot in front of the Middle School Building.
- **Playground Path (8th Avenue) Carline:**
 - Students in PK, K, and 1st grade and their siblings will be dismissed in this car line.
 - Located in front of the PK playgrounds & Administration Building.
 - Drivers should enter the 8th Ave. carline from the school parking lot entrance on 4th Street South and immediately turn right, circling the parking lot before entering the driveway adjacent to the playground and proceeding to the drive-in front of the Administration Building.

The school reserves the right to initiate, change or modify the policies as needed.

- **Jubilee Trail (9th Avenue) Carline:**

- Students in grades 2-7 and their siblings.
- Located in front of the Jubilee Center.
- Drivers should enter the 9th Ave. carline by heading West on 9th Ave. S., entering 9th Ave. S. no closer than 7th Street S. and stay close to the right of the lane to not obstruct traffic heading East on 9th Ave. S. Drivers will enter the semi-circle in front of the Jubilee Center where their student(s) will enter the car.

Walkers/Bikers:

Students who live within walking distance to campus may walk or ride their non-motorized bicycles/scooters to school. To be eligible, students **MUST** have a signed permission form from their parent/guardian, follow the procedures for Bicycles & Non-Motorized Scooters (below), **AND** are able to walk themselves to and from class without assistance (all grade levels) to be permitted to walk/bike to/from school.

Students walking/biking will arrive and dismiss from the Jubilee Path (9th Avenue) carline **ONLY**. Students **MUST** inform security staff as they depart from campus. Any student not meeting the eligibility requirements, including helmets for bikers/scooters, will not be permitted to leave campus as a walker/biker. At NO time will students be dismissed near the Playground Path (8th Ave.) carline.

Failure to follow the established procedures will result in the loss of privilege to be a walker/biker and must follow carline procedures.

Arrival:

Students may begin to arrive on campus at 7:30 a.m., but not prior to that time. Parents are expected to follow established carline procedures (above) and drop off students in the proper carline. Students are expected to follow the established walker/biker procedures.

Parents may only walk their PK3-Kindergarten students into school for the first three days of school but then will be required to use the carline. Parents must park in the grass off 8th Ave. in front of the field to not interfere with active carline movements and for the safety of all people.

Dismissal:

At the beginning of each school year, parents should inform the school of their children's normal dismissal arrangement. This can include:

- Pick up in carline (See "Carline" for more information.)
- Written parental permission for a student to walk or bike off campus to his or her home in the Saint Ann Catholic School neighborhood.
- After Care, via All in Education is available on most school days until 5:30pm.

Dismissal begins at 2:55 p.m. Any student being dismissed early must be picked up by 2:00 p.m. For the safety of all students and staff members, the school office will be closed during dismissal daily from 2:45pm – 3:15pm.

Parents should not make arrangements that would result in the child remaining unsupervised on or off campus after school. Once a student leaves campus, he/she may not return unless accompanied by his/her parent or guardian. If a student's pick-up plans change from the routine, parents are required to notify the office and email the teacher no later than 2:00 p.m. each day (11:00a.m. on early-dismissal days).

PikMyKid:

PikMyKid is our dismissal software program. It is used by the school staff to make dismissals safe, fast, and efficient. This program comes with a parent app which notifies the school when parents have crossed a geo fence surrounding the campus at the start of dismissal. Saint Ann staff will verify their place in line, prepare the students in order, and send them out to their cars for dismissal.

In the event of a change to normal dismissal procedures, parents can use the app to designate the change and duration of the altered dismissal procedures. Through the PikMyKid app, parents can change the dismissal arrangement to designate After Care, extracurricular activities, or dismissal with another selected adult. This change can be made by day or recurring (i.e., every Tuesday the student(s) attends After Care). Changes can be made until 2:00 pm each day. Please make every effort to make all adjustments to dismissal through the PikMyKid app as it will replace an email to the office and teacher. If you are picking up your child via their normal dismissal arrangement, no action is necessary.

To sign up, download the PikMyKid app to your mobile device. You will be prompted to enter the phone number associated with your FACTS account. This will connect the account to your child(ren) enrolled at the school. For the app to notify the staff when you have crossed the geo fence at the start of dismissal, please ensure that the app always has access to your location. Alternatively, you can manually announce your arrival in the app when you first come to a stop in the carline.

Every child will be assigned a 3-digit ID number which is attached to the car tags you receive at the beginning of the school year. If another adult is picking up your child, please ensure they have access to the ID numbers for your child(ren).

If you have any questions about how to use the PikMyKid app, please contact Brianna Rodriguez at brianna.rodriguez@stann.net

Severe Weather Arrival/Dismissal:

In the event of severe weather, heavy rain, or approaching lightning, dismissal may begin slightly earlier than usual to allow extra time for the safe dismissal of students. During heavy rain, the dismissal process will move more slowly. The school monitors the weather closely throughout the school day and reserves the right to pause the dismissal process for the safety of everyone outside.

The school reserves the right to initiate, change or modify the policies as needed.

Dismissal will resume when administration determines it is safe to do so. We appreciate everyone's patience and commitment to the safety of students, staff, and parents.

Aftercare:

Parents unable to arrange the pick-up of their children at the close of the school day can use the Aftercare program, which charges a nominal fee. Students not picked up at 3:15 p.m. on regular school days and 12:15 on early dismissal school days will automatically be placed in the Aftercare program and will be charged accordingly. Aftercare is for parents that work and cannot pick up their child at 3pm. Please do not use aftercare as a play date destination.

All in Education is a third-party entity Saint Ann Catholic School uses to contract for aftercare services. To use aftercare services, you must register your child, pay the registration fees, and pay all fees incurred with the use of All in Education. Failure to register and pay will result in your child not being allowed to start the upcoming quarter and report cards being held until registration and payment is complete.

Early Dismissal:

On early dismissal days, parents are expected to pick up students no later than 12:15 p.m. After care will be available on these days. Parents/Guardians must make necessary prior arrangements with All in Education for after care on early dismissal days.

Bicycles & Non-Motorized Scooters:

Students may ride bicycles or non-motorized scooters while traveling to and from campus. On campus, students must walk these items. **As required by law, students on bicycles or scooters must wear helmets.** Students are to park and lock bicycles and non-motorized scooters in the rack provided at the rear of the Parish Office Building adjacent to the Elementary School. Helmets should be stored with bicycles or non-motorized scooters. Students are not permitted to leave any equipment on campus overnight. Students not observing these rules are subject to having their equipment confiscated. The school is not liable for theft or vandalism or any loss of these items.

Motor Scooters:

The City of Naples ordinances prohibit the use of motorized scooters on city streets. Students are also not permitted to use motorized scooters anywhere on campus. Violators will have their equipment confiscated, can be issued a detention or suspension and are also subject to a ticket or fine from the Naples Police Department.

Transporting Students:

On occasion, parents may be asked to transport students on field trips or other school events. Parents must satisfy the diocesan background check and take the Safe Environment class. A parent who wishes to assist in this manner must submit a photocopy of his or her driver's license and insurance card to the Front Office at least one week prior to the initial field trip or event. Eligibility to transport students will be contingent and conditioned upon meeting insurance requirements and a

satisfactory driving record investigation. Faculty and staff members are specifically prohibited from transporting students in their capacity as faculty and staff members.

Attendance and Punctuality

Students are expected to be on time and in school every day unless illness or extraordinary circumstances prevent their attendance. Parents and guardians are legally responsible for their children's on time attendance each day. Regular on time attendance is critical to a child's academic success. Daily consistent classroom interaction between teachers and students is vital for the learning process to be effective.

School Hours:

The school day begins at 8:00am for all students in grades PK-3 to grade 8. Students may enter their classrooms at 7:30. Early dismissal hours are 8:00am -12:00pm.

Absences:

The parent/guardian MUST notify the school office prior to 8:30am if a student will be absent for the day via the "Report an Absence" Form found on the SACS website > Parent Tab. It must be fully completed, including an explanation of the absence upon the students' return to school. A physician MUST verify illnesses exceeding three consecutive days. Students with chronic medical conditions should have a physician's official statement on file with the school.

Students MUST be fever-free (without the use of medication) for 24-hours BEFORE they may return to school. For the protection of the entire school, students sent home during the school day with a fever will not be allowed to return to school the next day, as this does not meet the 24-hour fever free requirement.

Early Dismissal:

Medical and dental appointments should be scheduled outside of school hours if possible. When appointments during the school day are unavoidable, the parent/guardian MUST notify the school office prior to 8:30am if a student will be dismissed early via the "Report an Absence" Form found on the SACS website > Parent Tab. Parents are expected to arrive at the office no later than 2:00pm to sign out their child, permitting enough time for students to early dismiss. Students will **NOT** be early dismissed after 2:10pm to not disrupt the last class period of the day. After the parent arrives at the school office, the student will then be called to the office to meet his/her parent. **At no time should parents go to the classroom to remove their child as this violates our safety policies. Students will ONLY be dismissed early through the office, after the parent/guardian is physically present in the office, signs the student(s) out, and departs the office. At no time will a student be permitted to leave early via any alternative methods or locations.**

Planned Absences:

Planned absences caused by the personal convenience of the student or family for a family trip or extended holiday periods are discouraged. If a scheduled absence is unavoidable, **the parents**

The school reserves the right to initiate, change or modify the policies as needed.

MUST contact BOTH the classroom teacher(s) AND the school office to provide the dates of the absences.

Makeup Work:

The school faculty is not responsible for providing any advanced assignments for students. It is the student's responsibility to complete missing assignments when they return to school.

Homework may be requested on the second day of illness or injury by an email request sent no later than 9:00a.m. to the homeroom teacher. Requests will be available on Google Classroom. Any other homework and material requests are expected to be picked up in the front office after 2:00p.m. of the same day.

Students who are absent must complete make-up work, classwork, and homework in a timely manner. Students with excused absences will be allowed the number of days they are absent to return completed make-up work. For example, if a student is absent for three consecutive days, then the make-up work is due three school days after the student returns to school. Students who have excused absences and miss tests, quizzes, or other such assessments will make up the assessment by scheduling, at the teacher's convenience, a make-up assessment appointment prior to, during, or after school. It is the responsibility of the parent to request work for students who are absent two or more consecutive days.

Service Days and Field Trips are considered important learning opportunities. Students absent on a service day or field trip will be given a required and graded makeup assignment, typically a research paper.

Students who receive an "in school" suspension will be required to complete all work assigned during school hours on the day assigned. Teachers may also assign additional class work, homework, or behavior modification assignments to suspended students.

Students who receive an "out of school" suspension may not make up any missed work or tests and will receive automatic zeroes for work missed.

Excessive Absences:

Excessive absence puts students at a disadvantage as there are gaps in the learning process. Parents/guardians of a child of compulsory age are responsible for a child's daily school attendance. If a student has fifteen (15) or more absences in a semester, an administrative review will be conducted.

Per Diocesan policy, if a student is absent more than thirty (30) days in the year retention may be considered. The administration may determine that in exceptional circumstances (for example, extended hospitalization), an administrative failure is not warranted.

If a student is absent three (3) days in a row, a doctor's note may be necessary to return to school. Students cannot participate in any school activities if they are absent for half a day or more, no matter what the reason for the absence. Excessive absences may also be reported to the Florida Department of Children and Family Services (DCF). Scholarships, including Step-Up funding, and promotion to the next grade level may be jeopardized due to excessive absences.

Tardiness:

Punctuality is an important habit that reflects respect for teachers, classmates, and the learning environment. Regular on time attendance is essential to student success. It is primarily the parent/guardian's responsibility to promote punctuality and ensure that the student(s) arrive on time for school each day. Students should be dropped off NO LATER than 7:55am each morning to make it to the classroom before the 8:00am tardy bell.

Students arriving at school after the 8:00am tardy bell will be marked tardy. The parent/guardian must accompany their child to the office to sign the student in, including the reason for the tardy. Students will go to class independently or with a staff member. Parents are NOT allowed to accompany the student to the classroom as it violates our school safety policies.

Excessive Tardiness:

Chronic tardiness disrupts classroom learning, burdens instructional flow, and sends a message that school and responsibility are not priorities. It is also a recurring issue for some families and may signal the need for stronger morning routines. If tardiness becomes habitual, parents will be contacted to develop a plan to support timely arrival moving forward.

Established School and Classroom Policies

Lunch:

Parents may order hot lunches for their students from a daily lunch program online. Students may always bring their own lunch from home. Please note that we cannot microwave lunches brought from home, nor can we supply condiments, utensils, etc.

Home lunches brought later in the day are delivered to the school office with the child's name and grade on the outside of the bag. This should be a rare occasion. The child will be called to pick up the lunch at their scheduled lunchtime.

- **Fast food and/or hot lunches may not be brought to school during the school day.**
- **Soda, energy drinks or any caffeinated beverages may not be brought to school.**

Lunch Behavior:

A meal is a time to break bread with others and enjoy their company. Students are expected to remain seated during lunch and demonstrate exemplary table manners. This includes ensuring

that food is not shared, wasted, and never thrown away. Students are expected to pick up after themselves before leaving the table.

Deliveries:

The school cannot accept third-party deliveries intended for students, including but not limited to food delivery services. All such deliveries will be refused.

Parties:

Please plan birthday celebrations outside of the school day. Birthday parties in the classroom are not allowed. Parents may send a small store bought/allergen friendly treat before 8:00am that is easily served during the lunch or snack period. Parents need to gain teacher permission prior to dropping off the treat. The teacher reserves the right to designate a specific time for the birthday treat, so it does not interfere with class instruction or a loss of educational time.

Students are allowed to distribute invitations to parties and other gatherings to classmates if all classmates are invited, or all the girls (for a girl's party) or all boys (for a boy's party). Prior permission from the teacher is requested.

Backpacks:

Each student is provided with a cubby or designated area in their classroom for the storage of their books, supplies, backpacks, bags, and other belongings. During class, backpacks should be stored only in designated areas. When purchasing student backpacks, parents are discouraged from selecting items which are unreasonably large or unwieldy. Middle school students are permitted to use roller backpacks to help alleviate the weight of the backpack on their shoulders.

Cubbies and Desks:

Students in primary and intermediate grades may be assigned desks and cubbies to store their belongings. They are expected to keep these areas clean and organized.

Searches:

The school reserves the right to conduct searches of bookbags, etc. These may be random or purposeful.

Lost and Found:

Students are expected to keep track of their belongings independently. The school is not responsible for any lost or damaged items brought to school by students or parents. All articles/items found on campus are to be turned into the Front Office and will be stored in the Lost and Found area located in the office. Items that remain unclaimed after two weeks will be donated to welfare agencies. Found books will be returned to the issuing teacher. Students and parents can promote the safe return of personal belongings by ensuring that the student's name is written in ink on all items.

Library:

The library contains a wide variety of books, periodicals, reference materials, video, and other media, some available for check-out by students. Students with overdue, lost, or damaged materials will be assessed a fine, not to exceed the replacement cost of the item.

Technology:

All students and parents are to read the Technology Use Agreement that outlines conditions of use of computers and electronic information services, including the Internet. Failure to sign the Handbook Agreement will prohibit a student's use of such equipment. Students not following the agreement can be subject to disciplinary measures, including suspension or expulsion.

Apple iPads/Google Chromebooks:

Saint Ann Catholic School is committed to student use of technology as a tool to expand learning opportunities and conduct scholarly research. The use of technology facilitates global collaboration as a vital skill for our 21st century learners. Students utilize Apple iPad/Google Chromebooks on a wireless network. Apple iPads/Google Chromebooks and the wireless network on the school's campus are strictly for educational use consistent with the school's educational goals. Along with the opportunity this provides, comes responsibility. This Acceptable Use Policy is designed to give the student and the students' family, as well as others on the school's campus clear and concise guidelines regarding the appropriate use of Apple iPads/Google Chromebooks. The underlying premise of this policy is that all members of the school community must uphold the values of honesty and integrity. We expect our students to exercise good judgement and to utilize technology with integrity.

Social Media Policy:

Any student that uses social media inappropriately or in a non-Christian way on or off campus is strictly prohibited. The first incident will be a parent meeting with the principal. The second incident will be a suspension, and the third incident will be expulsion (*This rule can vary on the severity of the incident and punishment will be determined by School Administration*).

Books:

Textbooks, workbooks, novels, and/or other such materials are property of Saint Ann Catholic School and loaned to students for their use. No writing or highlighting in textbooks or damaging them in any other way is permitted. Students are responsible for taking proper care of their individual workbooks and other materials provided to them for the school year. Students who lose or damage any textbook or workbook must purchase a replacement. Prior to report cards or student records being released, payment for the replacement of any textbook, novel, or other such materials that are lost or damaged must be made in full in FACTS.

Service Requirements

Student Service Requirements:

In keeping with the teachings of the Gospel, all students are expected to commit themselves to serving others. For students in middle school grades, service is a requirement for promotion or graduation:

- Students in 6th grade must perform a minimum of 20 hours of community service.
(Minimum 10 due first semester)
- Students in 7th grade must perform a minimum of 30 hours of community service.
(Minimum 15 due first semester)
- Students in 8th grade must perform a minimum of 40 hours of community service.
(Minimum 20 due first semester)

8th grade students performing more than 50 hours of service are eligible to wear a silver honor cord at Commencement. Students performing more than 100 hours of service are eligible to wear a red and silver honor cord.

Middle school students are expected to keep track of their own service hours. Service performed is subject to verification by the school. Service hours completed during the summer may be applied toward the annual requirement; however, students are still expected to complete service hours each semester regardless of summer contributions.

Health Services

Emergency Information:

For the safety of every child, emergency information must be on file in the school office and be kept up to date, including changes of address, phone numbers, medical information, doctors, etc. The school office must be notified immediately, in writing of any changes.

Immunization Records:

As per the Required Paperwork Policy (on page 4), students will not be admitted to class if immunization records are missing or expired. It is the parents' responsibility to ensure that children have received all required shots and have submitted a DH680 Florida Immunization form to the school nurse.

Health Screening:

The following screenings are conducted annually:

- Vision and Hearing for Grades K, 1, 3, & 6
- Scoliosis for Grade 6

The school reserves the right to initiate, change or modify the policies as needed.

Medication:

It is the policy of the Diocese of Venice that the administration of medication to students during regular school hours be discouraged unless necessary for the critical health and well-being of the student.

Students are not to bring or possess any medication, including over-the-counter medication, to school. **All medications must be brought to school by a parent or guardian.** An authorization for prescription medications must be completed and signed by a physician or other health care provider licensed in the state of Florida.

Over the counter medications may be administered ONLY after the following has been received by the school nurse:

- The complete Medication Authorization Form signed by a physician or other health care provider licensed in the state of Florida.
- The specific over the counter medication provided by the parent.

All medications (prescription and over the counter) must be provided to the school in its original container and must provide instructions regarding proper dosage. The medication will be kept in a secure location in the Clinic and will only be administered by a staff member trained to dispense medication.

With proper written authorization, students may carry and self-administer lifesaving medications as prescribed by his/her health care provider. The child must demonstrate competency and have a physician's order to self-carry medication.

School personnel should not administer medication by injection except when a student is susceptible to a predetermined life endangering situation and the personnel has received the special training required to perform the procedure.

Sick Policy:

Attendance is a priority at Saint Ann Catholic School. However, the health of our students, teachers, and staff takes precedence. If a student is ill with any contagious disease or has exhibited a fever of 100° or more, a rash, or vomiting within the last 24 hours, the student should not be sent to school. A student must be symptom free without the use of medication for 24 hours prior to their return to school.

Communicable Diseases:

Students may return once the conditions below are met and approval is given by school administration.

Pinkeye (Conjunctivitis):

Must be evaluated by a physician. Students may return when drainage from the eyes has cleared.

The school reserves the right to initiate, change or modify the policies as needed.

Hand, Foot, and Mouth Disease:

All rashes must be evaluated by a physician. If a rash appears during the school day, the student must be sent home. The student may return when the rash has cleared or with written verification from a physician confirming the rash is not contagious.

Head Lice:

If head lice are found while at school, the student will be sent home. The student may return 24 hours after the first treatment is completed and all lice and viable eggs have been removed.

Student Accident Insurance:

The school carries student accident insurance for incidents that occur during school hours, at school-sponsored events, or when traveling to such events in school-arranged transportation. Additional 24-hour coverage is also available for students at an additional fee.

Clinic:

A school nurse is available in the school clinic daily from 7:30-3:00PM to tend to students who become ill or are injured. If a student is too ill to return to class, his or her parent or guardian will be contacted to pick up the student. If a student is suspected of having a contagious illness, proper documentation will be required for the student to return to school. If a child must be picked up from school, parents are expected to pick them up promptly after being notified. We appreciate our partnership with parents in keeping their students' health a priority.

Toilet Training and Accidents:

All students at Saint Ann Catholic School must be properly toilet trained. Parents and guardians are highly encouraged to send a full spare uniform outfit to school in case their child has an accident. In the event of a toilet accident, the parent/guardian will be notified. The student is expected to independently clean himself/herself and change their clothes. Staff members may help verbally guide the student. No staff member is allowed to physically assist. If a student is not capable of independently cleaning and changing himself/herself, the parent/guardian must come to campus to assist the student.

Safety

Inclement Weather:

The general policy is to follow Collier County Public Schools. Tune into local radio and television stations for more information and direction. However, sometimes we may not follow the Collier County reopening schedule. Notification will be made via text/email where possible.

School administrators always act with an abundance of caution when considering whether to offer outdoor recess or physical education classes, or how and when to move students from school to church. This cautionary approach can become heightened, and experienced by the entire school community, at daily dismissal. The building principal must consider the safety of the staff and

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parents in addition to our students when determining if school dismissal must be altered or delayed. The school understands the variety of commitments of parents and students and how these changes in routine and resulting delays can alter busy schedules, but we ask for everyone's patience and grace when inclement weather creates the need for such delays. The timing and method of dismissal is completely at the principal's discretion, but as a rule expect dismissal to be delayed when lightning strikes within five miles of the school. Please know that the safety and security of our students, and our parents and staff, will continue to be our top priority.

Crisis Plans:

The school maintains specific action plans in the unlikely event of a crisis or other emergency on campus. In the event of an emergency, students and parents are urged to remain calm and follow the instructions of school administration.

Critical Response Preparedness:

Fire, lockdown, and other evacuation drills are held regularly throughout the school year. At the beginning of the year, teachers familiarize their students with evacuation routes and procedures. Maps of emergency exit routes are also posted in every classroom on campus. During an evacuation, students are expected to remain calm and walk to the prescribed meeting area in silence. Upon signal to return to classrooms, students should also walk back to their rooms in a calm and quiet manner.

Safety Inspections:

Regular safety and health inspections are conducted by local and state agencies to ensure compliance with all applicable codes and rules.

Visitors/Volunteers:

Saint Ann Catholic School is a closed campus. Volunteers and visitors, including parents, must sign in with a valid driver's license at the reception desk in the main lobby when they enter the building, and sign out when they leave. Visitors and volunteers must wear a nametag while on campus. All volunteers, including parents, must complete all required security documents, including fingerprinting and SET, before working with/for students.

Confidentiality:

All faculty and staff are expected to protect the confidentiality of information entrusted to them in the course of their duties. Confidential information includes, but is not limited to, student academic records, health information, counseling or disciplinary records, and personal or family circumstances. This information may only be shared with authorized individuals who have a legitimate educational interest.

Legitimate Educational Interest:

A school official has a legitimate educational interest when they need to access student information to fulfill their professional responsibilities related to instruction, supervision, counseling, safety, discipline, or school administration. Access is limited to information necessary to support a student's education or well-being.

The school reserves the right to initiate, change or modify the policies as needed.

To protect the privacy rights of all students, information about disciplinary actions involving another student is considered confidential and will not be shared with parents, students, or other unauthorized individuals. While the school will take all reports of misconduct seriously and respond appropriately, it will not disclose specific consequences, corrective measures, or disciplinary outcomes assigned to another student.

The school may, however, communicate general information about how a situation has been addressed, including steps taken to ensure student safety and prevent recurrence, without revealing personally identifiable information about other students.

Confidentiality may be limited in situations where there is a reasonable concern for the life, health, or safety of a student or others, or where disclosure is required by law. In such cases, appropriate school personnel will take action, and parents or guardians will be notified as appropriate.

Harassment:

The Diocese of Venice is committed to providing an environment that is free from harassment, intimidation, hostility, bullying, and other offensive conditions. Harassment based on one's protected status (i.e., gender, sexual orientation, age, race, color, religion, national origin, disability, marital, or veteran status) is a form of discrimination and is unlawful and strictly prohibited. Retaliation against an individual for having initiated a complaint of harassment or discrimination is also considered unlawful harassment.

Harassment encompasses a broad range of physical or verbal behavior that can include, but is not limited to, the following:

- physical or mental abuse
- Insults or derogatory slurs based on one's protected status.
- unwelcome sexual advances, touching, comments, jokes, innuendo, gestures, or noises related to one's protected status.
- display of sexually explicit photos, drawings, or cartoons

Any student, parent, teacher, or other school employee who believes that he/she has experienced any type of unlawful harassment should report his or her concerns in writing to the school Principal.

Every complaint of harassment will be investigated, and appropriate action taken. The Diocese is committed to resolving complaints of harassment in a prompt, private manner, and to ensuring protection against retaliation or reprisal against the complainant.

Child Abuse and Department of Children and Families:

According to law, the school is required to report any SUSPECTED case of child abuse or neglect, even if there is no definite proof, to the proper authorities.

If there has been a report of child abuse, the Department of Children and Family Services may send an investigator to interview a child on campus. An administrator will meet with the DCF representative and the student. Flyers with abuse reporting procedures are posted throughout the school.

Sexual Misconduct:

The Diocese of Venice is committed to safeguarding the well-being of those who are served by the Church. It has been the official policy of the Diocese since 1995 to train all personnel with respect to dealing with issues or professional boundaries and sexual misconduct, to provide expert pastoral care to all persons involved in such cases, to report and respond to information concerning allegations of misconduct, to investigate such reports thoroughly and to take proper administrative and legal action.

Communication

Saint Ann Catholic School Communication Chart for Parents:

At Saint Ann Catholic School, we believe that communication is necessary to ensure the success of our school community. Therefore, please use the following chart to help you contact the staff or faculty member to best answer your questions or concerns. If you do not hear back from the person you have contacted within two (2) business days, it is appropriate to reach out to them again before moving to the next level of the Communication Chart.

	LEVEL ONE	LEVEL TWO	LEVEL THREE	LEVEL FOUR
Absences, Dismissal Changes, Drop-off/Pick-up, Lost & Found	Front Office Staff	Classroom Teacher		
Athletics	Coach	Athletic Director	Principal	
Carline/ Carline App Questions	Assistant Principal			
Class Schedules	Classroom Teacher	Assistant Principal		
Dress Code or School Uniform Questions	Parent/Student Handbook	Classroom Teacher	Assistant Principal	Principal
Grades	Ren Web	Classroom Teacher	Assistant Principal	Principal
Related Arts Questions	Related Arts Teacher	Classroom Teacher	Assistant Principal	Principal
Resource Department Questions	Classroom Teacher	Resource Teacher	School Counselor	Principal
Student Concerns (Classroom Issues)	Classroom Teacher	School Counselor	Assistant Principal	Principal
Student Concerns (Social/Emotional Wellness, Behavior)	Classroom Teacher	School Counselor	Assistant Principal	Principal
Teaching and Curriculum	Parent/Student Handbook or Scope & Sequence	Classroom Teacher	Curriculum Specialist	Assistant Principal
Testing Results/Questions STAR, TerraNova, ARK	Classroom Teacher	Curriculum Specialist	Assistant Principal	
Facilities/Maintenance School Security	Principal			
Tuition/Payments	Finance Director	Principal		
Enrollment/Withdrawal	Admissions Director	Principal		

The school reserves the right to initiate, change or modify the policies as needed.

Family Educational Rights & Privacy Act and Custodial Rights:

Saint Ann Catholic School adheres to the Family Educational Rights and Privacy Act (FERPA) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parent to share any official custodial information decided through the courts. In the absence of any court document, the school will view each parent as having full legal custody of the child. In the case of partial custody between two parents, the school assumes no wrongdoing for releasing students to one parent or another, regardless of privately arranged custodial schedules - unless a court order is provided with specific details. In the absence of a court order, to the contrary, non-custodial parents have the right to receive records about their child's academic progress. The school reserves the right to charge a shipping and processing fee for academic records sent to an additional address.

Expectations for Parents/Legal Guardians:

Catholic schools are partners with parents in raising their children in the faith and providing a Gospel-based, Catholic education for their children. The expectations for parents in this partnership is that there will be respect for the professional educators of their children, and adherence to the problem-solving process the school has in place, following a "chain of command" starting with the teacher, then the principal, then the pastor, then the Diocesan Director of Education, if necessary. It is also expected that the administration and the rules and procedures of the school will be supported by parents. Failure or unwillingness to do so as demonstrated by the behavior of parents can result in the partnership being irretrievably broken and can result in their student being withdrawn from the school.

Updated Information:

The easiest way to ensure clear communication to and from the school is to have up-to-date contact information on file. If a student's information changes, it is the parent's responsibility to notify the school immediately so that records reflect the new information. A copy of the same should also be provided to the homeroom teacher and After Care program, if applicable.

Handbook Changes:

The school administration reserves the right to add to or amend this school handbook for just cause. Parents will be given prompt notification when changes are made.

Parent/Teacher Conferences:

Teachers welcome parent conferences. These appointments should be scheduled outside of class times. Formal conferences between parents and teachers are offered after the first quarter ends. Parents/Guardians are encouraged to contact the teacher throughout the school year with concerns or a request for a conference in a timely manner from when the concern initially arose. From time to time, teachers, administration, or student support services may request a conference with a student's parents/guardians to discuss the best way to support the student in school.

The school reserves the right to initiate, change or modify the policies as needed.

Parent-to-Parent Communications:

Communication between parent to parent involving school business is encouraged and is also a great way to make friends. **However, chats and apps should not be used to degrade Saint Ann Catholic School or staff in any way.** If this is discovered, you will be subject to our cooperation as a condition of enrollment policy on page 10 of this handbook.

Complaints/Concerns:

Complaints/concerns should be handled at the appropriate level. Anyone with concerns about a teacher should first attempt to address the concern with the teacher. Only then should school administration, and finally, the pastor or priest-in-charge, be contacted. Please refer to the Saint Ann Catholic School Communication Chart for Parents.

Personal Data:

Names and addresses of pupils and their parents will not be released to any unauthorized person or agency, or published in any way, without notification of the parents and the approval of the principal.

Telephone/Email:

School telephones are intended only for business use. However, a student will be permitted to make a call in an emergency. Calls can be made with teacher permission only.

- Parents should plan the school day in advance with students regarding pickup, athletics, etc. to avoid the need for phone calls or emails.
- Parents may not text or email students directly during the school day; parents should communicate with the school office only if needed.
- Students will not be permitted to contact their parent/guardian for items forgotten, change their dismissal, etc.

Messages to Students:

In case of emergencies, messages for students are left with the school office, who will see that they are delivered. Classroom instruction is not to be interrupted. Parents/Guests do not go directly to classrooms without a Volunteer ID from the office when they have an appointment with the teacher or other staff member.

Cell Phones/ Electronic Devices:

Like many school districts across the country, the Diocese of Venice is enacting a prohibition on cell phones and wearable devices (smart watches and any other wearable device that has internet connectivity) in schools. This has come about because of overwhelming research demonstrating the negative impacts of cell phone use, social media, etc. on student achievement, health, and well-being. **See the Diocese of Venice Policy on Prohibition of Phones and Wearable Devices in Schools.**

Students in grades PK-5 are NOT permitted to bring cell phones or wearable devices to school. If a student does bring a phone to school, it will be held by the office until the end of the school day for

The school reserves the right to initiate, change or modify the policies as needed.

the parent/guardian to pick up. The school is NOT liable for loss or damage to any phone or wearable device.

All middle school students will be assigned a Yondr pouch. Upon arrival students will place their phones inside the pouch and lock them. The teacher will check that all phones are safely locked in the pouches. Students will keep the pouches with them for the day and are solely responsible for them. At the end of the day, students will unlock their cases as they exit the school. Once unlocked, students are not allowed to be on their devices while on school grounds, especially during dismissal time. Students are responsible for storing their Yondr pouch and ensuring they have it with them daily.

- While attending extracurricular activities after school, students may only use their device with permission and supervision of the staff member in charge of the extracurricular activity.
- The responsibility for phones and wearable devices rests solely on the student.
- The school is NOT liable for loss or damage to any phone or wearable device.
- Students are responsible for the Yondr pouch that is assigned to them at the beginning of the year. If the case is lost or damaged, parents will be charged a fee of \$30 to replace the pouch.
- In the event of an emergency, when it is safe to do so, students will be allowed to unlock their phones so they can contact their parents.
- If a student is found on school property with a phone or wearable device during school hours, the phone will be confiscated, and parents will be contacted to pick it up and a conference will be scheduled to discuss the situation.
- A second cell phone violation will result in detention. Further violations could lead to further disciplinary action including suspension and/or expulsion.

Those who continue to violate any of the rules listed above will face serious consequences including device confiscation, detention, suspension, and/or expulsion.

Special Events & Fundraising:

Parents involved in coordinating special events and/or fundraising activities must have all correspondence approved in advance by the administration. Any correspondence from room parents must also be approved in advance by the teacher (or administration if asking for funds/donations).

- All fundraising done in the name of Saint Ann Catholic School by parents, students or staff must be approved in advance by the principal.
- A Fundraising Form/Request must be submitted and approved in advance.

Home and School Association:

The Saint Ann Home and School Association dedicates itself to strengthening the partnership between the home and the school. This group of parents, teachers, administrators, and other staff members work to provide consistent communication between parents and the school.

The school reserves the right to initiate, change or modify the policies as needed.

The association implements and supports fund-raising activities for the enrichment of all students and teachers. In addition, the association encourages and supports volunteerism and service throughout the community.

Academic Policies

Curriculum:

Saint Ann Catholic School follows a curriculum approved by the Diocesan Department of Education and the Bishop of Venice which conforms to standards issued by the Florida Catholic Conference, the Department of Education of the Diocese of Venice, the Florida Department of Education, and the National Core Curriculum standards. The school's textbooks are selected from those approved by the Department of Education of the Diocese of Venice.

Saint Ann Catholic School is a member of the National Catholic Education Association and is accredited by and meets the policies, principles, and standards of the Florida Catholic Conference, a member of the National Council for Private School Accreditation.

The curriculum at Saint Ann Catholic School provides the student with the fullest and best opportunities to realize the fourfold purpose of Catholic education: message, community, worship, and service. The full development of each student is facilitated by a comprehensive educational program that includes a balance of appropriate and authentic school and real-life experiences; appropriate recognition of individual talents and differences; the acquisition of essential skills, concepts, and knowledge; and the developmental assessment of each student's progress.

Participation Requirements:

The curriculum at Saint Ann Catholic School provides students the optimal opportunity to prepare themselves for high school, college and beyond. As such, students must attend all courses and programs unless participation is designated optional. Parents wishing to withdraw students from optional programs must do so in writing only after a conference with the program's teacher(s) and members of the administration.

Academic Testing and Progress Monitoring:

The academic progress of students is closely monitored and reported to parents throughout the school year. By closely monitoring the progress of students, teachers are able to identify areas that require more intensive or alternate forms of instruction. The assessments used to monitor progress are:

- Formative Assessments – ongoing
- Summative Assessments – ongoing
- STAR Reading Assessment – Administered in August, November, February, and May
- STAR Math Assessment – Administered in August, November, February, and May
- TerraNova Assessment – Administered in February/March to students in grades 2-8

The school reserves the right to initiate, change or modify the policies as needed.

Please note TerraNova Assessments are REQUIRED for all students receiving state scholarship funds, no exceptions.

- ARK Test (Assessment of Religious Knowledge) Administered in the spring to students in grades 2-8.
- Florida Department of Education VPK Assessment - Administered 3x per year to PK4 students.

TerraNova:

Catholic schools in the state of Florida administer the TerraNova Standardized Tests to students in grades 2-8. The TerraNova test provides diagnostic information which can help identify students' learning needs so that educators can better facilitate students' learning.

Academic Honesty:

All students are expected to demonstrate honesty in their academic pursuits and submit work that is entirely their own. Cheating, copying another's work, allowing others to copy, plagiarism (including the use of AI), and doing another person's homework, are forms of academic dishonesty.

Plagiarism, whereby another's work is deliberately used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student's own, is also not permitted. Any student failing to properly credit ideas or materials taken from another has plagiarized. When it is determined that a student has violated these academic standards, the student will lose some or all credit for the assignment. Additional disciplinary consequences may also be incurred.

Best Grading Practices and Philosophy:

We believe that ...

- Students should have a clear and transparent understanding of the learning objectives.
- Grading practices must be timely, specific, fair, and accurate.
- Grades should reflect a clearly defined set of academic standards.
- A student's grade should accurately represent their demonstrated understanding of the material.
- Non-academic factors such as work habits and behavior should be communicated separately from academic grades.
- Assessments play a vital role in both teaching and learning.

Types of Assessments:

Assessments take many forms and types; however, they are grouped under two broad categories.

- **Formative**
 - Formative assessments are ongoing checks of student understanding, used by teachers throughout the learning process to inform instruction and support student growth. The goal is to identify strengths and areas for improvement in real time, so *The school reserves the right to initiate, change or modify the policies as needed.*

that teaching can be adjusted and students receive timely feedback and support. Formative assessments help ensure that learning is on track before moving on to new concepts.

- Examples of Formative Assessments: Classwork, Homework, Quizzes, etc.

- **Summative**

- Summative assessments are evaluations of student learning that occur at the end of an instructional period. These assessments measure how well students have mastered the content and skills taught during that time.
- Examples of Summative Assessments: Tests, Long Term Projects, Final Essays, Research Papers, etc.

Grading Scale for Grades 1-8:

The grading scale for Saint Ann Catholic School grades 1-8 is as follows:

A	100-90
B	89-80
C	79-70
D	69-60
F	Below 60

Grading Scale for Grades Pre-Kindergarten – Kindergarten (SKILLS):

E	Exceeds Expectations (Will be given rarely and only for “above and beyond” the normal classroom performance.)
M	Meets Expectations (An overall good performance in graded area)
B	Below Expectations
N/A	Not Applicable

*This grading scale does not equate to the ABC scale of the older children.

Pre-Kindergarten - Kindergarten Grading Policies:

Pre-Kindergarten 3: Assessed four times per year

Pre-Kindergarten 4 (VPK): Assessed three times per year

Kindergarten: Assessed on a semester basis

Related Arts Grading Scale:

Related Art classes include P.E., Computer, Music, Band, Art, and Spanish. Students in grades 1 through 8 will receive a letter grade (ABC) for Related Arts classes.

Homework:

A student’s education does not end with the school day. Homework assignments and studying are an integral and inseparable part of students’ daily lessons. In all grades students should expect an appropriate amount of homework each night befitting the school’s academic standards. Students need to complete all assignments before the school day begins. Students may receive a lunch or regular detention to complete homework.

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Report Cards:

Report cards will be sent home via email and made available on the FACTS Family Portal for the quarterly marking period one, two, and three. Parents are expected to review and contact the teacher with any questions or concerns. Final report cards will be mailed home after the last day of school.

Interim Reports:

Interim reports are issued weekly via Facts for grades 1-8. These provide parents with the opportunity to gauge student progress in each subject. Parents are highly encouraged to regularly check FACTS Family Portal throughout the year.

Student Placement:

Assignment of students to specific grade levels and classes is determined by the principal in consultation with the teachers after reviewing the student's academic history and individual learning needs. Please note that while we value parent input and strive to create the best learning environment for all students, the school administration does not entertain specific requests for teachers or class assignments. Our team of dedicated educators works diligently to ensure a fair and balanced distribution of students among classes, taking into consideration various factors to promote a positive and enriching academic experience for every student.

Promotion:

When our school accepts a student, we accept the responsibility of educating that child. It is expected that the performance of each child be directed toward maximizing the individual's abilities and talents. The uniqueness and individual differences of each student are strong beliefs in the value system of our Catholic schools, and every effort will be made to meet the varying needs among our students within the realm of local resources.

Retention:

Students in grades Kindergarten through eighth must meet the academic requirements for his/her grade level to be promoted. If the teacher and administration feel that it is not in the best interest of the student to advance to the next grade based upon the criteria listed below, retention may be considered.

Several factors are considered in the promotion of the student:

- Classroom performance and academic achievement according to grade level requirements
- Student age and ability
- Attendance and tardiness

A final decision will be made at the end of the school year. Students having attendance issues will be considered for retention. The final decision for retention will be made by the principal.

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Eighth-grade students who do not meet the requirements for promotion will not receive a diploma until failed coursework is satisfactorily completed during summer school. They may be allowed to participate in the activities and ceremonies related to their class graduation.

Accelerated Classes:

In middle school, students may be placed in the Accelerated class for Language Arts and/or Math. This placement is based upon a review of scores in Star Reading and Math scores, teacher recommendation, TerraNova testing as well as past performance in five academic areas, attendance and behavior. A committee of teachers reviews each student file. These courses are taught as advanced classes, and the assignments and assessments will reflect this. The accelerated class will allow students to handle challenging grade level work with more time given for questions and practice in each subject area. There are no parent overrides to this policy.

High School Algebra I:

The Algebra I course is designed on the Diocesan curriculum guidelines for Algebra I. The Algebra I course in eighth grade uses the same book as the high school. Only students who have qualified through a standardized Algebra aptitude assessment and matrix consisting of many factors taken at the end of seventh grade would be allowed to take the high school level Algebra I course in middle school. The Algebra I final exam is developed by the high school department head or designee and the middle school teacher and will be administered at the middle school. Course placement in ninth grade will be based on the final exam score.

Students who take Algebra I in middle school and meet the criteria above can receive the credit on their Catholic high school transcript. Students who pass the Algebra I class given in middle school would still be required to take four years of math in high school.

Honor Roll:

Students in grades 3 through 8 can be named to one of two honor rolls according to their achievement during each grading period. The Pastor's Honor Roll recognizes students earning all A's and the Principal's Honor Roll recognizes students earning A's and B's in all subjects. Academic performance and conduct in all subjects are considered; a student with more than one disciplinary infraction, suspension, detention, and/or office referrals, will keep a student from honor roll consideration.

Annual Academic Awards:

At the close of each school year, awards are based on performance during the entire year and are given in each intermediate-level homeroom and each middle school grade.

Averages/Exams:

Each quarterly grade accounts for 25% of the final grade for students in grades 1 through 5. Students in grades 6 through 8 are given midterm and final exams. To take the final exam, the student must turn in all checked out library books, technology devices, etc., in good condition.

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The final grade for middle school students is determined by the following:

Quarter 1 - 20%

Quarter 3 - 20%

Midterm - 10%

Quarter 2 - 20%

Quarter 4 - 20%

Final Exam - 10%

Field Trips:

Field trips are privileges and opportunities for students to supplement their knowledge and are an extension of their classroom studies. All field trips must be approved by the principal. To participate, a student must return a completed and signed Permission Form before the date of the field trip. Verbal permission alone is not acceptable.

A student is required to attend all field trips; it is not an optional holiday. Grades are given for field trip attendance. Although it is not the policy of the school to exclude any student from attending a field trip, if a student exhibits behavior indicating a lack of self-control or a pattern of disrespect for rules and regulations, the student may not be permitted to participate. Regardless of the reason, if a student misses a field trip, the student will be given an alternative assignment on campus, typically a research paper.

Student Support Services

Gifted Department Eligibility Process:

The Gifted services at Saint Ann Catholic School are designed to provide eligible students with opportunities that enrich and extend the Diocese of Venice curriculum. Instruction is rooted in a problem-based learning model that encourages critical thinking, creativity, and collaboration. Through cross-curricular projects, students explore real-world challenges by integrating concepts from multiple subject areas. Small group instruction allows for meaningful peer interaction and cooperative learning. Guided by a Christ-centered philosophy, the program nurtures intellectual strengths while promoting humility, kindness, and compassion all under the instruction of a Florida State Certified Teacher of Gifted.

Eligibility begins in second grade, when all students take a standardized nonverbal ability assessment. Students who meet the criteria are invited to complete an additional cognitive screening. If a student transfers to Saint Ann Catholic School with a prior gifted classification, documentation is reviewed and considered as part of the eligibility process. Final placement decisions for current Saint Ann students and transfer students are based on assessment results, academic data, and teacher collaboration.

Resource Department Eligibility Process:

The Resource Department of Saint Ann Catholic School strives to support the educational program of students through a collaboration of teacher, parent, and student interaction. Students accepted and enrolled at Saint Ann Catholic School provided with an Evaluation, IEP, Service Plan, or 504 stating a diagnosis will have a Student Support Plan developed by the Student Support Team. The Student Support Plan will be written by the Resource Teacher at the school level with parent and teacher consultation. Catholic schools may not be able to provide all the recommended or needed

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accommodations/services outlined in an IEP, Service Plan, 504, or Evaluation. Prior to enrollment as well as the beginning of the school year, the Student Support Team will meet to discuss what services the school can provide. The pull-out services will be used for pre-teaching, re-teaching, reviewing, strengthening prerequisite skills, literacy instruction, oral test administration, reinforcement, or to work on specific goals. The best time to provide these services will be by replacing Spanish with Resource. Support is provided by the certified resource teacher on a regular basis until the student demonstrates appropriate achievement.

School Counselor:

The School Counseling Program at Saint Ann Catholic School is a data-driven, comprehensive program designed to provide all students, PK through 8th grade, social, emotional, academic, and career support. The school counselor is a highly trained educator and mental health professional that oversees the School Counseling Program. Services provided by the School Counseling program include individual and small group counseling, crisis counseling, classroom lessons, consultation with stakeholders, support team collaboration, and special event planning.

The school counselor is committed to maintaining collaboration with parents/guardians. By enrolling a student at Saint Ann Catholic School, parents/guardians grant permission for the school counselor to meet with the student. Parents/guardians are encouraged to contact the school counselor to make an appointment, should a need for support arise during the school year.

School counselors recognize their primary obligation regarding confidentiality is to the student and balance that obligation with an understanding of legal rights of parents/guardians to be the guiding voice in their children's lives. School counselors respect students by keeping the information they share confidential. A critical step in building trust and rapport with students is making sure they know that the school counselor will respect their privacy. School counselors will share critical information with teachers, parents, and administrators on a "need to know" basis. If a student is hurting themselves or others, the school counselor will inform the appropriate stakeholders to ensure their safety.

The School Counseling program does NOT provide therapy in school. In some instances, a student's needs may exceed the school's resources and require the assistance of outside help. In these cases, the school counselor may refer parents to outside agencies or counselors. If a student is currently meeting with an outside professional, the school strongly suggests parents to notify the school counselor so that effective coordination can be arranged.

Dress Code

Uniform Requirements:

It is a privilege to wear a Saint Ann Catholic School uniform. It should be worn properly, be in good repair, and complete. Uniform items with holes or stains need to be replaced or repaired.

- Shorts, skorts and skirts should **not** be hemmed. The new Tommy Hilfiger uniform has Slim to Plus/Husky and both Regular and Tall options. Under certain circumstances,

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permission may be given by the principal. Parents must contact the principal for approval before making any alterations to the uniform. If alterations are made without prior approval, the uniform may be deemed unacceptable and may not be worn.

- Pants, shorts, skirts, and skorts should be well fitted and worn in such a manner that undergarments are not exposed.
- Shirts should be buttoned to the second button from the top and be kept tucked in, so that the belt or waistband is visible from all sides.
- Tight, baggy, or otherwise ill-fitting items are not permitted.
- Girls must wear solid white or black crew socks or white knee socks with no logos.
- Boys must wear solid white or black crew with no logos. No knee socks or no-show socks may be worn.
- Ties should be neatly knotted when worn.
- No long sleeve shirts under the uniform shirt are allowed.

Obtaining Uniforms:

The Saint Ann Catholic School uniform vendors are Tommy Hilfiger and our Saint Ann School Store. Limited items may still be purchased at Renegades; however, new inventory is not being ordered. The school has selected these uniform items for their higher durability and colorfastness compared to store-bought items. Approximations or substitutes are not permitted. All uniform items may be purchased from:

Tommy Hilfiger

Sizes available: Regular to Tall, Slim to Plus/Husky

Website for ordering: <https://www.globalschoolwear.com>

Website School Code: SAIN24

The following items are not allowed:

- **No** sweatpants for cold weather with the school uniform
- **No** ankle socks
- **No** rings or bracelets
- **No** logos other than Saint Ann Catholic School on any uniform items

Regular Uniform:

The regular uniform is worn nearly every day except for Mass days and other special occasions.

Regular Uniform for Girls:

All Girls wear solid black or white crew socks or knee socks with no logos (no rolling down) and solid black tennis shoes.

Grades PK3 & PK4

- Girls in Pre-Kindergarten grades wear the navy polo dress with navy bike shorts underneath.

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Grades Kindergarten – 5

- Girls in grades Kindergarten through 5th wear the red polo shirt with SAS logo with the navy Renegades Dri Fit skort or Tommy Hilfiger navy skort.

Middle School

- Girls in Middle School wear the navy polo shirt with SACS logo with the khaki Renegades Dri Fit skort or Tommy Hilfiger khaki skort.

Regular Uniform for Boys:

All Boys wear solid black or white crew socks with no logos (no rolling down) and solid black tennis shoes.

Grades PK3 - Kindergarten

- Boys in grades Pre-Kindergarten through Kindergarten wear the red polo shirt with SACS logo with the Tommy Hilfiger navy shorts.

Grades 1 - 5

- Boys in grades 1 through 5 wear the red polo shirt with SACS logo and the Tommy Hilfiger navy shorts with a plain black leather belt.

Middle School

- Boys in Middle School wear the navy polo shirt with SACS logo with the Tommy Hilfiger khaki shorts with a plain black leather belt.

Dress Uniform:

The dress uniform is worn on Mass days and other special occasions. All students wear dress shoes on these days.

Dress Uniform for Girls:

All girls wear solid white or black crew socks or knee socks with no logos.

Grades PK3 & PK4

- Girls Pre-Kindergarten grades wear their regular uniform on dress uniform days.
- Wear solid black tennis shoes (no logos or light up shoes)

Grades Kindergarten - 5

- Girls in grades Kindergarten through 5 wear the white Peter Pan blouse and the navy and red plaid jumper with crest or the Tommy Hilfiger navy and red plaid jumper.
- Dress Shoe: Saddle Shoes

Middle School

- Girls in middle school wear the white oxford shirt with crest and the Tommy Hilfiger plaid skort and cross tie.
- Dress Shoe: Solid black leather penny loafer

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Dress Uniform for Boys:

All Boys wear solid white or black crew socks with no logos.

Grades PK3 & PK4

- Boys in Pre-Kindergarten grades wear their regular uniform on dress uniform days.
- Wear solid black tennis shoes (no logos or light up shoes)

Grades Kindergarten – 5

- Boys in grades Kindergarten through 5th wear the white oxford shirt with SACS crest, SACS navy and red plaid tie, and navy pants with a plain, black leather belt.
- Dress Shoe: Solid black leather penny loafer

Middle School

- Boys in middle school wear the white oxford shirt with SACS crest, SACS navy and red plaid tie, and khaki pants with a plain, black leather belt.
- Dress Shoe: Solid black leather penny loafer

P.E. Uniform:

- The P.E. uniform is required for PK-8th grade students. (**No** Sideline wear, SACS spirit wear, or other sport team wear permitted)
- Students will wear the P.E. uniform during all P.E. classes.
- Students may wear their P.E. uniform all day on days when they have P.E class (except on dress uniform days).
- The P.E. uniform for both boys and girls in all grades is the red logo t-shirt, blue logo mesh shorts, white crew socks (girls), black crew socks (boys) and black tennis shoes with non-marking soles. (See “Shoes” in this section for more information.)
- On days when students wear their dress uniform and have P.E., they need to bring sneakers for class.
- P.E. Cold Wear (may be worn only when the daily low temperature is below 50°F and the high temperature does not exceed 65°F) Tommy Hilfiger P.E. uniform blue coed sweatpants and sweatshirt with Saint Ann Catholic School Logo only.

P.E. Uniform Violation Policy:

Students who fail to bring their P.E. uniform will **NOT** be allowed to call their parents, and the infraction will be treated as any other discipline code violation.

Shoes and Socks Policies

Regular Uniform Shoes:

The required uniform and P.E. shoe for **all** students: Solid black tennis shoe (no colored tags, emblems, different sole color, etc.).

Girls and Boys – All Black

- Shoes must be a **solid black** tennis shoe.
- The tennis shoes must have the same color soles and shoelaces.

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- **No** slip-on shoes, high tops, or heels.
- **No** Hey Dudes or loafers
- Shoes must always be kept clean and in good condition.

Dress Uniform Shoes:

On dress uniform days, students in grades K-8 must wear dress shoes.

- Hey Dudes, boat shoes, or other types of dress shoes and loafers are **NOT** allowed.

Girls Dress Shoes:

- Grades K-5: Girls Keds Saddle Shoe
- Grades 6-8: Girls all black Penny Loafer

Boys Dress Shoes:

- Grades K-8: Boys all black Penny Loafer

PK3 & PK 4 ONLY Regular and Dress Uniform Shoes:

Girls and Boys:

- All black with shoelaces (**PK4 only**)
- All black pre-tied/slip on
- All black Velcro

Socks:

Girls Socks:

- All Black Crew Socks - No Logos
- All White Crew Socks - No Logos
- All White Knee Socks - No Logos

Boys Socks:

- All Black Crew Socks- No Logos
- All White Crew Socks - No Logos

Cold Weather – Outwear Options

ONLY Saint Ann Catholic School uniform outerwear with the school logo may be worn inside the classrooms, church, etc.

Option 1: Saint Ann Catholic School navy cardigan with logo.

Option 2: Saint Ann Catholic School navy fleece with logo.

Option 3: Tommy Hilfiger P.E. uniform blue coed sweatpants and sweatshirt with Saint Ann Catholic School Logo (only on P.E. days)

- The Saint Ann Catholic School navy cardigan, fleece, or sweatshirt should be purchased from Tommy Hilfiger Uniform Store.
- All other cold weather sweaters, coats, and jackets must be “logo free” and may only be worn outside.
- Only the navy cardigan or the SAS fleece are allowed to be worn at church and must have the SAS logo.

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- Navy full-footed tights are allowed but only on very cold days when the weather is **below 50 degrees**. (**No** sweatpants are allowed with the regular or dress school uniform).
- **No** sweatshirt-style hoodies are acceptable at any time.

Hair, Makeup and Jewelry

Distractions:

The purpose of the rules for hair, make-up and jewelry is to prevent and discourage distractions. Any distractions that take away from the educational process are not allowed.

Hair:

Students are expected to be neatly groomed with conservative hairstyles. Extreme hairstyles are prohibited. A notice from the teacher will be sent if a student needs a haircut. Failure to comply may result in disciplinary consequences.

Boys:

- Hair, when fully extended, must be cut above the eyebrows, above the ears, and above the collar.
- Hair should not be cut with less than #2 razor.
- Boys are not allowed to have facial hair, including moustaches, beards, and sideburns.
- Boys are not permitted to have lines or designs shaved into their heads.
- No dyed hair color or artificial highlights.
- Comb in a traditional style.

Girls:

- Hairstyles should be conservative and in good taste.
- No dyed hair color or artificial highlights.
- Girls must keep hair out of their eyes and pulled back when attending P.E.
- Girls' hair accessories must be conservative and in our uniform colors.
- Hair decorations: Bows, headbands, and scrunchies should be small (less than 3" for bows and 2" for headbands) in our red, white, or navy blue only.

Make-Up:

- Make-up, artificial nails, dip, acrylic, gel, and nail polish are not permitted. Absolutely no grooming is allowed during class time.

Jewelry:

- One thin small chain with one small religious medal or cross (less than 1") may be worn under the shirt. No chokers or collars are allowed. No trendy or personalized necklace will be permitted. Large or thick chain, no wooden or rope type necklace are allowed.
- Earrings (**girls only**) one pair of small post earrings (one on each ear only). Dangling or oversized earrings are not permitted. Boys are **never** permitted to wear earrings.

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- No rings or bracelets
- One small conservative watch which is not audible may be worn. No smart watches are allowed.
- No ankle bracelets
- Visible or simulated body piercing or tattoos are not permitted. This includes writing on the body with ink or marker.

Attire for Dances, Graduation, and Other Special Occasions:

For dances/graduation, dress code will be defined by administration and must be followed, or the student will not participate.

Dress Down Days:

On these designated days when students are not required to wear their uniforms, certain clothing is considered inappropriate to wear. Students must be dressed appropriately as defined by the theme of the day. Students must dress appropriately for the Catholic School environment and not distract from learning.

- Saint Ann Spirit wear is acceptable but only on Spirit/Dress Down Days
- Jeans, appropriate length shorts, or pants may be worn.
- Appropriate fitting tops

Denim Days:

On Denim Days, students may wear denim/jeans with a Saint Ann Catholic school t-shirt or polo with school appropriate shoes.

ITEMS THAT ARE NEVER ACCEPTABLE AT SCHOOL FOR ANY OCCASION:

- No form fitting clothing
- No leggings or jeggings
- No tops with low necklines or spaghetti straps
- No tank tops
- No shirts that are too tight, sheer, or expose the midriff
- No cut-offs of any kind
- No pants, jeans, or shorts with rips, tears, or holes
- No tight or baggy pants or shorts
- No skirts, shorts, pants, skorts, etc. which are shorter than student's normal uniform code
- No open-toed shoes, or heels
- No flip-flops or strapless sandals
- No sweatshirt style hoodies are acceptable at any time
- No items of clothing not consistent with the Catholic School Environment

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Students with inappropriate clothing will receive a uniform violation. Additionally, a parent may be called to bring appropriate clothing, and the student may lose the privilege of participating in future free-dress days.

Inappropriate Messages:

Clothing that displays inflammatory suggestive, alcohol or tobacco related, or otherwise inappropriate messages are never permitted.

Core School Values

Integrity, Respect, and Safety

Integrity:

Proverbs 27:17 – “Iron sharpens iron, and one person sharpens another.”

Students are expected to always act with integrity. Integrity is defined as: the quality of being honest and having strong moral principles. Throughout his public life, Jesus warned against insincerity. As Catholics, we are called to maintain strong moral principles starting with being truthful in our words and actions; our words and actions should match our Catholic values.

Students are expected to be honest in all their interactions and academic work. Abusive language, profanity, forging/altering parental documents, theft, etc. will not be tolerated and will result in an automatic detention.

During lunchtime, students are expected to remain seated and demonstrate exemplary table manners. This includes ensuring that food is not wasted by throwing it away and cleaning up their area before leaving the table. Students are NOT allowed to bring soda, coffee, energy drinks, or caffeinated beverages to school.

Any student that uses social media inappropriately or in a non-Christian way on or off campus will be punished. The first incident will be a parent meeting with the principal. The second incident will be a two-day suspension, and the third incident will be expulsion. This rule can vary on the severity of the incident and punishment will be determined by administration/Pastor.

Respect:

John 13:34-35 – “A new commandment I give you, that you love one another, even as I have loved you, that you also love one another. By this all men will know that you are my disciples, if you have love for one another.”

Students are expected to treat each other with respect and kindness.

Students are expected to be respectful of adults by addressing them in a proper way and tone. Arguing with adults is a violation of respect and will result in an automatic detention.

School rules apply during school hours, anytime on school grounds, during school-sponsored events, and while traveling in school-arranged transportation.

All students have a right to a learning environment that encourages academic excellence and is free from disruption. Therefore, every student is expected to be punctual for every class or have a written pass. Students are expected to follow the teacher's directions, not disrupting the lesson in any manner. Every student has the potential for choosing appropriate behavior. Failure to choose appropriate behavior will result in appropriate consequences.

Safety:

Corinthians 6:19–20 – “Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore, honor God with your body.”

All students, faculty, and staff have a right to a safe learning environment. It is the responsibility of the entire school community- faculty, staff, parents, and students- to contribute to the safety and the peaceful learning environment of the school. Therefore, every student is expected to respect physical/personal boundaries, keeping their hands, feet, and objects to themselves. Physical aggression will not be tolerated.

Students are responsible for helping maintain clean and safe facilities on our campus by withholding from destroying or defacing property belonging to the school, teachers, staff, and other students.

As a temple of the Holy Spirit, students are not permitted to have possession of illegal substances, drugs, tobacco, alcohol, or weapons of any kind on Saint Ann Catholic School campus. This includes prescription and over-the-counter medication (see ‘Medication’ under the “Health & Safety” section of the handbook).

Additional items prohibited on campus include: Smart Watch of any type: Apple, Fitbit, Garmin, Google, Samsung, etc.; Cell phones (must be turned off, placed, and locked into student's Yonder Pouch daily); lighters or matches; pornography or other sexually explicit materials, (including viewing such material on school computers or other equipment); laser pointers; motorized scooters, and any material/items deemed unsafe by the principal.

“Bullying” is defined as any intentional, repeated behavior that causes physical, emotional, or psychological harm to another person. Bullying involves an imbalance of power and is meant to intimidate, hurt, or control another individual. One or two mean incidents or interactions are NOT considered “bullying”. Bullying can take many forms, including but not limited to physical, verbal, social/relational, and cyberbullying.

“Harassment” means any threatening, insulting, or dehumanizing words or gestures, use of data or computer software, or written (phone text, email, or other transmission), verbal, or physical conduct directed against a student or school employee that:

- Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property.
- Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or

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- Has the effect of substantially disrupting the orderly operation of the school.

Students are encouraged to report bullying, harassment, and other safety violations immediately to their teacher or another trusted staff member.

In accordance with our mission to uphold the dignity of every person as a child of God, the school administration and faculty take bullying or harassing behavior of any kind seriously. Appropriate disciplinary action will be taken to eliminate such behavior at Saint Ann Catholic School.

The principal has the authority to evaluate the severity of an offense and consider the age of a student before implementing disciplinary action. Disciplinary action may include parent conference, detention, suspension, or expulsion depending on the frequency and severity of the offense.

According to the *Jeffery Johnson Stand Up for All Students Act* (F.S. § 1006.147), if a bullying incident involves behavior that constitutes a criminal offense, Saint Ann Catholic School is obligated to report the incident to local law enforcement for investigation and determination if criminal charges are appropriate.

Reporting Concerning Interactions:

Another equally important goal is to help students mature and learn a **sense of self-responsibility**. For this reason, students are held to a high standard of integrity and are expected to appropriately seek help and report problems to the adult in charge when circumstances arise. This is to ensure we can handle each situation fairly and in the moment. We encourage students to seek help and report problems on their own without parental involvement as much as possible. Reports made after the fact or solely by the parent will not be addressed until the student first speaks to the appropriate teacher or staff member.

Code of Conduct

General Guidelines:

Saint Ann Catholic School is committed to fostering a safe, challenging, and nurturing environment where students develop integrity and respect for others. To support this mission, students are expected to act honestly, use appropriate language, and engage in respectful interactions at all times.

All students will be treated with kindness, fairness, and consideration, in accordance with Christian values. As representatives of Saint Ann Catholic School, students are expected to uphold these standards both on and off campus.

Enrollment at Saint Ann Catholic School is a privilege. Continued disruptions in the classroom or violations of the school's Core Values will not be tolerated. If a student's behavior cannot be appropriately corrected, the school reserves the right to revoke this privilege at its discretion. Such decisions are final.

The school reserves the right to initiate, change or modify the policies as needed.

Individual teachers may establish specific classroom rules and expectations. Students are required to follow these, in addition to all school-wide policies.

Infractions

Students must comply with all school and diocesan rules. The school, in partnership with the Diocese, reserves the right to take disciplinary action when necessary to protect the well-being of students and the school community.

Conduct is divided into three levels: **minor, moderate, and major infractions**. Each level includes disciplinary consequences that are implemented by the administration. Any member of the faculty can enforce these rules.

Minor Infractions:

- **Unprepared for class**
Example: Missing books, materials, or arriving with an uncharged device
- **Missing or incomplete homework**
Example: Failing to submit an assignment on time
- **Disorganization**
Example: Losing assignments or having a disorganized binder
- **Minor classroom disruption**
Example: Talking out of turn or distracting nearby students
- **Failure to follow directions promptly**
Example: Continuing to talk after being instructed to stop
- **Dress code or uniform violation**
Example: Untucked shirt, incorrect shoes, or non-uniform item
- **Misuse of classroom materials**
Example: Playing with supplies instead of using them appropriately
- **Hallway or cafeteria misconduct**
Example: Running, excessive noise, or not cleaning up
- **Off-task behavior**
Example: Doing unrelated work or not paying attention
- **Low-level technology misuse**
Example: Opening unrelated apps or tabs during instruction

Moderate Infractions:

- **Repeated minor infractions**
Example: Multiple instances of being unprepared or disruptive
- **Disrespect toward staff or peers**
Example: Eye-rolling, sarcasm, or rude tone

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- **Defiance or refusal to follow directions**
Example: Ignoring or refusing a teacher's instruction
- **Repeated classroom disruptions**
Example: Interrupting lessons multiple times
- **Teasing, name-calling, or exclusion**
Example: Making fun of or intentionally leaving out a classmate
- **Inappropriate language (non-profanity)**
Example: Using rude or unkind words
- **Misuse of school property**
Example: Writing on desks or damaging materials
- **Unauthorized use of devices**
Example: Using a phone or smartwatch without permission
- **Technology misuse during instruction**
Example: Playing games or watching videos instead of working
- **Out-of-bounds behavior**
Example: Being in unauthorized areas without permission
- **Irreverence during Mass or prayer**
Example: Talking or distracting others during prayer

Major Infractions:

- **Fighting or physical aggression**
Example: Hitting, pushing, or engaging in a physical altercation
- **Bullying, harassment, or intimidation**
Example: Repeated verbal attacks or threatening behavior
- **Threats of harm**
Example: Saying or writing that you will hurt someone
- **Vandalism or theft**
Example: Damaging property or taking items without permission
- **Academic dishonesty**
Example: Cheating on a test or copying work
- **Profanity or abusive language**
Example: Swearing at another student or teacher
- **Possession of prohibited items**
Example: Bringing drugs, alcohol, or a weapon to school
- **Serious technology violations**
Example: Cyberbullying or accessing inappropriate content
- **Leaving campus without permission**
Example: Walking off school grounds during the school day

The school reserves the right to initiate, change or modify the policies as needed.

- **Dangerous behavior**

Example: Actions that could result in injury

- **Repeated moderate infractions**

Example: Continued defiance or disrespect after prior consequences

Disciplinary Action:

Grades PreK3 – 2:

- An email will be sent home to the parent/guardian to explain the student's behavioral choices.
- The consequence depends on the severity of the behavior with consideration of the safety of the other students and staff. Consequences are issued at teacher discretion and include but not limited to loss of choice at recess/play/center time, loss of a privilege in the classroom, separated from classmates, or removal from the classroom.
- Multiple behavior infractions will require a Parent/Teacher conference and possible support from student support services staff and/or administration.

Grades 3 - 5:

- An email will be sent home to the parent/guardian to explain the student's behavioral choices.
- The consequence depends on the severity of the behavior with consideration of the safety of the other students and staff. Consequences are issued at teacher discretion and include but are not limited to loss of choice at recess/play/center time, loss of a privilege in the classroom, separated from classmates, or removal from the classroom.
- If a student violates a Core School Value (Integrity, Respect, or Safety), they will receive detention automatically. Depending on the severity of the violation, a student may be issued an automatic suspension.

Grades 6 – 8:

- Demerits will be issued for students in grades 6-8 for behavioral issues. 1 demerit will be issued for a Minor infraction, 2 demerits will be issued for a Moderate infraction, and 3 demerits will be issued for a Major infraction.
- The demerit will be entered into FACTS by the teacher issuing the demerit. Teachers will notify parents of the demerit via email from FACTS.
- A detention will be issued to a student who earns three (3) demerits (see Detention below).
- If a student violates a Core School Value (Integrity, Respect, or Safety), they will receive detention automatically (3 demerit points). Depending on the severity of the violation, a student may be issued an automatic suspension.
- If a student earns more than six (6) demerits or two (2) detentions, he/she will forfeit the privilege of participating in social activities such as school dances, attend field trips, and/or

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extracurricular activities (i.e., school athletic teams, drama, etc.) for the remainder of the semester. The final decision is at the discretion of the principal.

Parent Conference:

Frequent misbehavior will result in a parent conference being arranged to discuss ways a student's behavior may improve by way of cooperative discipline between parents and the school. The school may initiate a Parent Conference at any time throughout the school year.

Suspension:

Suspension (in or out of school) may be issued consequently for serious misconduct, including but not limited to academic dishonesty, destruction of property, violence of any kind, bullying, harassment, and/or the possession or use of any illegal substance and/or weapon.

Upon issuance of two suspensions within the semester or three for the school year, a parent conference will be required to determine continued enrollment at Saint Ann Catholic School. Any work missed because of an out-of-school suspension may not be made up and will result in a zero for that work, including tests. Students are not permitted to attend any after school or extracurricular activities on the day of the suspension, in or out of school.

Detentions/Spiritual Development/Self-Reflection:

Detentions will be held on Tuesday mornings from 7:00-7:30am in the library. During this time, students are expected to complete a behavior reflection and make amends/restitution with any person(s) hurt because of their behavior. Once a student completes their reflection and makes amends (as appropriate), he/she may read a book for the duration of the time. Students are not allowed to complete homework, be on technology, or engage with other students.

If a student misses their scheduled detention, another detention will be issued.

Disciplinary Probation:

All students begin each school year on a disciplinary probation period of one quarter in which the student's academic progress and conduct is observed to determine if he or she is compatible with the school. At the end of this period, if the student's conduct shows that the school's program is not effective, the student can be asked to withdraw.

Saint Ann Catholic School strives to uphold a nurturing, Catholic environment with the Core Values of Integrity, Respect, and Safety at the center. In our efforts to maintain such an environment, students can be placed on Disciplinary Probation should he/she earn six (6) demerits; or two (2) detentions within a semester; or one (1) suspension. While on Disciplinary Probation, each demerit may result in a one day in school suspension.

Furthermore, students may not participate in any extracurricular activities, including but not limited to athletics, drama, school clubs, dances, honor societies, etc. while on Disciplinary Probation.

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Serious Misconduct:

The authority to suspend or expel a student from school resides with the Principal. In his or her absence, that authority resides with the Assistant Principal.

The decision to expel a student will be made only with the agreement of the Pastor of Saint Ann Catholic Parish or the priest in-charge in the pastor's absence.

Parent/Guardian and student(s) are required to sign the Student Conduct Covenant form by the last week of August. This verifies that the parent and student understand and agree with and will abide by the Behavior Expectations - Student Conduct Covenant. The Administration retains the right to amend these policies at any time. Parents will be notified of any such changes.

Student Withdrawal on Grounds of Parental Behavior:

The school recognizes the importance of a cooperative partnership between parents and school administration. Parental conduct that interferes with the school's ability to effectively carry out its educational mission may result in required withdrawal of the student(s).

In such situations, the administration will:

- Inform parents that their actions are interfering with school operations or administration
- Make a reasonable effort to resolve the concern and secure the parents' cooperation
- Maintain documentation of all relevant communications and efforts to address the issue

If these efforts do not result in improvement, the administration, in consultation with the pastor, may require the withdrawal of the student(s) from the school. If parents decline to voluntarily withdraw, the school may proceed with expulsion in accordance with the policies outlined elsewhere in this Handbook.

The school also reserves the right to deny re-enrollment for the following school year based on parental conduct, including but not limited to the behaviors described above.

Extra-Curricular Activities

Participation:

Students who wish to participate in athletics, clubs, school organizations, social functions, or other extra-curricular activities should remember that their involvement is a privilege, not a right.

If a student checks out sick, he/she is not allowed to participate in activities after school. If a student checks in with a written excuse by 10:30AM, then the student may participate in activities after school.

Academic/Conduct Eligibility:

In order for students in grades 5-8 to participate in any extra-curricular activity, students must meet the following academic criteria. Eligibility will be verified after each Interim Report and Report Card.

The school reserves the right to initiate, change or modify the policies as needed.

- Academic grades must be C or better.
- Conduct may not exceed 2 detentions or a suspension
- No failing grades in any subject

Eligibility can be affected by conduct issues – demerits, chronic misbehaviors, detentions, suspensions.

If a student is found to be ineligible, the student will be put on probation and suspended from all extra-curricular activities until the 10th school day after the interim report or report card was issued. At the end of this period, a review of the student's academic and behavioral progress will be conducted, and the student's continued eligibility will be determined.

Student officers of any campus organization may be removed from office upon receiving any kind of suspension. Please note: There is a separate Athletic Handbook with more specifics.

Sports Available:

Saint Ann Catholic School is a member of the Sunshine Athletic Conference. In the fall, the school offers competitive boys soccer, girls volleyball, and co-ed cross country. In the winter, boys and girls basketball programs are offered. In the spring, girls soccer, co-ed golf, co-ed tennis, and co-ed track and field are offered. Intramural sports programs are also available for students in various grades. Please see the Athletic Handbook for more information.

Clubs, Organizations, and Activities Available:

Students in middle school are also encouraged to join:

- Scholar Bowl
- Drama
- Mini-Vinnies – St. Vincent de Paul Student Chapter

Other activities available for students are:

- Safety Patrol
- Chess Club
- Robotics/STREAM
- Sewing Club

Parish Ministries:

Saint Ann Catholic Church welcomes and encourages students to participate in parish ministries such as:

- Choir
- Lectoring
- Ushering
- Altar Serving

In order to participate in these ministries, students must be Catholic and registered parishioners of Saint Ann Catholic Church. Students not registered as parishioners of Saint Ann Catholic Church are highly encouraged to be active and participate in their home parish ministries.

National Junior Honor Society:

Membership in the National Junior Honor Society is one of the highest honors that can be awarded to a middle school student. To be eligible for membership consideration, students must be in 8th, 7th, or the second semester of 6th grade and have a minimum grade average as determined by the Society's Faculty Council. However, no student is inducted simply because of a high academic average. Additionally, potential members must meet high standards of leadership, service, citizenship, and character. Students are then selected by the Faculty Council, consisting of five teachers chosen by the principal.

Students may be removed from NJHS for failure to meet appropriate standards in grades and conduct at the discretion of the principal.

The school reserves the right to initiate, change or modify the policies as needed.