

SAINT ANN CATHOLIC SCHOOL



“EDUCATION OF SPIRIT, MIND, AND BODY”

2021-2022

Parent/Student Handbook

“Be who you are, and be that well”

Saint Francis De Sales

Phone Number: (239) 262-4110

School Fax: (239) 262-3991

Address: 542 Eighth Avenue South, Naples, Florida 34102

School Office Hours: 7:30AM – 3:30PM

Website: www.stann.net

Facebook: 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

Frank J. Dewane
Bishop of Venice in Florida

Rev. William Davis, O.S.F.S.
Pastor

Rev. Reji Choorakunnel, O.S.F.S.
Parochial Vicar

Rev. Bernard O'Conner, O.S.F.S.
Retired Priest in Residence

Mr. Michael G. Buskirk, Ed. S.
Principal

Mrs. Becky Meinert
Assistant Principal

Mrs. Kelly Thimmesh
Director of Guidance

Mrs. Rose Adamusik
Director of Finance

Mrs. Lynn Donohue
Ms. Jennifer Zotter
President,
Home & School Association

Rev. John Belmonte, S.J., Ph.D.
Superintendent of Catholic Education
Diocese of Venice in Florida

Table of Contents

| | |
|--|--------------|
| Faculty and Staff | 7-8 |
| Parent/Student Handbook Agreement | 9 |
| Saint Ann School Mission Statement | 10-11 |
| Philosophy | |
| History | |
| Admission Policies | 11-13 |
| • Discrimination Policy | |
| • Student with Special Learning Needs | |
| • Enrollment Process | |
| • Required Paperwork | |
| • Required Releases | |
| • New Student Requirements | |
| • Admission Priorities | |
| • Acceptance Policies | |
| • Age Requirements | |
| Tuition and Fees | 13-14 |
| • Tuition | |
| • Registration Fees | |
| • Financial Assistance | |
| • Payment Options | |
| • Refund Policies | |
| • Delinquent Payments/Monies Owed | |
| • Student Service Requirements | |
| • Parent Service Requirements | |
| • Cooperation as a Condition of Enrollment | |
| • Transfer or Withdrawal from the School | |
| Ministry | 13 |
| • Parental Involvement | |
| • Participation in Weekend Liturgies | |
| • Prayer and Liturgy | |
| • Reconciliation | |
| • Sacramental Preparations | |
| • Campus Ministry | |
| Attendance Policies | 14-15 |
| • School Calendar | |
| • School Hours | |
| • Notify the School of Absences | |
| • Excused/Unexcused Absences | |
| • Extended Illness | |
| • Excessive Absences | |
| • After School Activities | |
| • Arrival | |
| • Tardiness | |
| • Appointments | |
| • Dismissal | |
| • After Care | |
| • Early Dismissal | |
| • Release of Students | |

Academic Policies **15-17**

- Curriculum
- Participation Requirements
- Gifted Department Eligibility Process
- Resource Department Eligibility Process
- Academic Dishonesty
- Grades and Grading
- Grading Scale
- Conduct and Effort Grading Scales
- Related Arts Grading Scale
- Homework
- Make-up Work
- Credit During Suspensions
- Report Cards
- Interim Reports
- Parent/Teacher Conferences
- Promotion/Retention
- Honors/High School Preparatory Classes
- Florida Virtual School Program
- Algebra I
- Honor Roll
- Annual Academic Awards
- Testing
- Averages/Exams
- Field Trips

Health and Safety **18-19**

- Emergency Information
- Immunization Records
- Medication
- Sick Policy
- Student Accident Insurance
- Clinic
- Fire and Tornado Drills
- Inclement Weather
- Crisis Plans
- Confidential
- Harassment
- Child Abuse and DCF
- Sexual Misconduct
- Volunteer Screening

Transportation **19**

- Bicycles and Non-Motorized Scooters
- Motor Scooters
- Transporting Students

Communication **20**

- Updated Information
- Student Agenda
- Handbook Changes
- Conferences
- Scheduled Parent/Teacher Conferences
- Visiting the School
- Parent-to-Parent Communications

- Fundraising
- Deliveries
- Parties
- Complaints/Concerns
- Expectations for Parents/Legal Guardians
- Personal Data
- Telephone/Email
- Counseling
- Cubbies and Desks
- Lockers
- Hot Lunch
- Library
- Lost and Found
- Technology
- iPads
- Textbooks
- Home & School Association
- Booster Club

Dress Code

21-23

- Responsibility
- General Guidelines
- Regular Uniform
- Dress Uniform
- P.E. Uniform
- Distractions
- Hair
- Make-Up
- Jewelry
- Shirts
- Ties
- Pants, Shorts & Skorts
- Shoes
- Socks
- Cold Weather
- Free-Dress
- Inappropriate Messages
- P.E. Uniform Violation Policy
- Obtaining Uniforms

Code of Conduct

23-25

- General Guidelines
- Respect
- Probationary Period
- Abusive Language/Profanity
- Assemblies & Other Programs
- Backpacks
- Candy, Gum, Drinks, and Food
- Class Cutting
- Class Disruptions
- Conduct Outside the School
- Corporal Punishment
- Damage/Destruction of School Property
- Forging/Altering Parental Documents
- Harassment or Bullying
- Items Prohibited to Possess
- Items Prohibited to Use
- Cell Phones/Electronic Devices
- Lunch Behavior
- Displays of Affection

- Searches
- Social Media Policy
- Substance Abuse
- Tobacco
- Supervision/Off-Limit Areas
- Theft
- Threats
- Violence
- Weapons
- Consequences
- Spirit Cards
- Serious Misconduct
- Other Behavior

Extra-Curricular Activities **26-27**

- Participation
- Academic/Conduct Eligibility
- Sports Available
- Clubs, Organizations, and Activities Available
- National Junior Honor Society
- Student Council

Salesian Prayer of Intention **27**

Administration

Principal

Mr. Michael Buskirk

Assistant Principal

Mrs. Becky Meinert

Ms. Erin Park, Curriculum and Advancement

Primary Grades Faculty

Pre-Kindergarten 3

Mrs. Sylvia Pacheco

Pre-Kindergarten 4

Mrs. Heather Caamano

Mrs. Ester Frias Sevilla

Kindergarten

Mrs. Shelly Harris

Mrs. Melissa Zizzo

1st Grade

Mrs. Karon Paisan

Ms. Karen Olsen

2nd Grade

Ms. Emily Baier

Ms. Alexa Cambria

Intermediate Grades Faculty

3rd Grade

Mrs. Sue Chlebek

Ms. Jennifer Townsend

4th Grade

Mrs. Kelly Sanders

Mrs. Aimee Thompson

5th Grade

Ms. Linda Pasquarello

Mrs. Catherine Scarantino

Middle School Faculty

English & Literature

Ms. Molly Heck

Mrs. Karen Petitt

Science

Mr. Nicholas Musicco

Mathematics

Mrs. Lara Butrum

Mrs. Michelle Marks

Social Studies

Mrs. Kim McQueen

Religion

Mrs. Sue McKenzie

Resource Faculty

Mrs. Michelle Marks, Gifted/Resource Program – Elementary

Ms. Brianna Rodriguez Resource

Related Arts Faculty

Art

Ms. Christina Grün

Library

Mrs. Julie O'Brian

Instructional Technology Director

Mr. Andrew Chu/Classroom teachers

Guidance Director

Mrs. Kelly Thimmesh

Music, Choir & Band

Ms. Angela Currier

Physical Education/Health

Mr. Brian Mayer

Spanish/Robotics

Mrs. Veronique Rowland

Ms. Barbara Wenderski

Life Skills

Mr. Paul Zotter

Instructional Aides

Sr. Maureen Carroll, MSC

Mrs. Stella Leon

Mrs. Pam Fisher

Mrs. Tammy Quercetti

Ms. Miranda Handapangoda

Ms. Susan O' Connor

Mrs. Monica Roddy

School Office Staff

Mrs. Rose Adamusik, Director of Finance

Ms. Lucille DiPietro, Receptionist

Mrs. Tracy Farley, Admissions/Marketing Director

Mrs. Sherrie Goesling, R.N., Clinic Nurse

Mrs. Liz Simoes, Administrative Assistant

Cafeteria

Mrs. Julie O'Brian

Aftercare

Mrs. Shelly Harris, Director

Maintenance

Mr. Ron St. Martin, Facilities Manager

Mrs. Joaquina Lugo

Mr. Pedro Horta, Custodian

Mrs. Gardenia Rill

Security

Cambridge Security (Mr. Matthew Willard)

Parish Staff

Mr. John Esquivel, Communications Coordinator

Mr. Raymond Santiago, Director of Liturgy & Music

Ms. Sybil Steuart, Director of Religious Education

Mrs. Barbara Szwed, Bookkeeper



**Saint Ann School
2021-2022
Parent/Student
Handbook Agreement**

Family Name: _____ Date: _____

We have read and agree to support, abide by and follow the procedures and policies of Saint Ann School as set forth in this Handbook, which include, but are not limited to the policies for Media and Technology, and all other policies that may be adopted or amended from time to time during the school year, as may be distributed in writing, emailed or posted on the school's website. Revisions to this handbook may be made solely by the Principal.

Parent Name: _____

Parent Signature

Date

Students please sign below:

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

PARENT AND 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 School. Your signature on the *Handbook Agreement* form at the front of this Handbook, which must be returned no later than August 27, 2021, 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. Please take the time to read it and familiarize yourself and your children with the information.

Mission Statement

Saint Ann Catholic School, a ministry of Saint Ann Parish, rooted in Gospel values and the teachings of the Roman Catholic Church, welcomes and inspires children in grades Pre-K through 8 to Live Jesus, to embrace academic excellence, and to foster discipleship in the spirit of Saint Francis de Sales, the Gentleman Saint, and Saint Ann, the Grandmother of Jesus. In partnership with our families and the community, we support and celebrate each child as the Heart of God on earth through an education of spirit, mind, and body.

Our Philosophy

The fundamental purpose of Saint Ann Catholic School is to promote the teachings of the Catholic Church and to instill in its students a profound and personal spirituality. The school seeks to provide a unique setting where spiritual, academic, emotional, social and physical growth is realized within our faith community. The faith community is strengthened and nourished by active participation in liturgy and prayer. The school develops Catholic values and attitudes within its students, faculty, and staff and emphasizes our responsibility to bring Christ to others.

Academically, students are afforded the opportunity to advance their individual abilities and to realize their unique talents. This is accomplished by the faculty and staff being responsive to the needs of the students, empowering them with skills and factual knowledge that stimulate creative thinking and by uniting the Christian community in prayer, work, and love. Our pursuit for academic excellence is strengthened by our common love for Jesus Christ and the deepening of our children's faith and trust in God.

Education is one of the most important ways by which the Church fulfills its obligation to the dignity of the person and the building of community, by nurturing a commitment to serving others. Saint Ann Catholic School echoes the words of the United States Bishops' document, *To Teach as Jesus Did*:

"Proclaiming the Gospel is a perennial task and joy for the Church of Jesus Christ. Rarely, if ever, has it been more pressing a need, more urgent a duty and more ennobling a vocation than in these times when mankind stands poised between unprecedented fulfillment and equally unprecedented calamity."

"Catholic education is an expression of the mission entrusted by Jesus to the church He founded. Through education, the Church seeks to prepare its members to proclaim the Good News and translate this proclamation into action."

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 was St. Ann. Saint Ann Church celebrated its first Mass on Palm Sunday, 1950. The original church is now used as the Parish 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, cafeteria, 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 Parish is the spiritual home for more than 2,000 registered families.

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(s) are to be used to resolve the concern. The parents are 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.

Admission Policies

Discrimination Policy: Catholic Schools in the Diocese of Venice admit students of any race, color, sex, national or ethnic origin affording all the rights, privileges, programs and activities offered to students at the schools.

Student with Special Learning Needs: Teaching as Jesus did, and imitating Him in reaching out to those with special needs, the schools in the Diocese of Venice attempt to respond to the needs of students with learning challenges. It is the responsibility of the parent to include such information in the student's application for enrollment. The school will attempt to offer a number of support services and try to educate any student that wants to attend our school within reason.

These are students who are able to manage in a mainstream setting with a minimum of strategy training and simple accommodations as outlined and agreed upon by the student,

teacher, and parent. In some cases, support services outside school may be a necessary requirement of parents in order to ensure the success of the student. Active parental involvement and participation is vital for students receiving a significant number of learning supports.

Enrollment Process: There are two parts to the enrollment process at Saint Ann Catholic School.

Current students and their siblings have first priority for admission. Students with outstanding balances on their school accounts, however, will not be allowed to re-enroll until their accounts have been reconciled.

Families who are registered and are active parishioners of Saint Ann Parish are then given priority. Families who are registered and are active parishioners of other, neighboring Catholic parishes are next in priority.

After the re-enrollment period closes, new students have the opportunity to apply. Current students and their siblings who have not satisfied reenrollment requirements by the re-enrollment deadline are then subject to placement on a waiting list.

Required Paperwork: Every student who plans to attend Saint Ann Catholic School must complete and submit the following: enrollment application, financial commitment form, and financial assistance application. 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.

Documents that must be on file include:

- Birth Certificate (copy)
- Baptismal Certificate (copy)
(if the child has been baptized)
- Medical Insurance Card (copy)
(or letter stating family is self-insured)
- Florida Department of Health Physical Record
(usually yellow form DH3040/original))
- Florida Department of Health Immunization Record
(usually blue form DH680/original)
- Medical exemption for Vaccinations (only type accepted)

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 (Emergency Card):* This release must be completed and notarized for your student to participate in extra-curricular activities or any off-campus field trips.
- *Medical Procedure Release:* This release is

necessary if the student requires or may require a medical procedure be performed by school personnel (such as an injection or blood glucose monitoring).

- **Handbook Acknowledgment:** This form must be signed and returned by August 23, 2019. Includes Image Release Authorization 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.

New Student Requirements: Students not currently enrolled at the school, including sibling 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.

Admission Priorities: The faculty and staff of Saint Ann are committed to providing a quality Catholic education. Saint Ann Catholic School Admissions Committee gives priority to the order applications are received, previous academic records, placement exam performance, disciplinary and service records. An additional consideration is whether a relative of the student is an alumnae of Saint Ann. 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 are subject to a probationary period during which time the student will be evaluated to determine his/her compatibilities with the school. The school reserves the right to accept those students whose needs can be met within our existing educational program.

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.
- *Pre-Kindergarten 4* must be four years old by September 1.
- *Kindergarten* must be five years old by September 1.
- *1st Grade* must be six years old by September 1, have successfully completed Kindergarten, and meet the reading readiness requirements of the school.

Tuition & Fees

Tuition: This covers most of the cost of educating the child. However, tuition alone cannot cover all expenses. Therefore,

parents must meet other financial requirements such as fees and fund raising.

Registration Fees: This includes the textbook rental fee, supply fee, technology fee, standardized testing fee, diocesan student insurance fee, handbook fee, lab fees and enrollment fees. For students in 8th grade, the graduation fee is additional. This fee is non-refundable.

Tuition at Saint Ann has never been used to pay for capital improvements. In fact, it has been because of the generous financial support of Saint Ann parishioners and other benefactors that we have been able to pay for the majority of our beautiful campus. School families are assessed a fraction of the remainder. This serves as a significant contribution towards our outstanding financial obligation, as well as a worthy reminder of our responsibility towards stewardship as primary users of our beautiful campus.

Financial Assistance: As part of our efforts to ensure a Catholic education for all students, Saint Ann Catholic School was able to provide more than \$600,000 in financial aid and scholarships to families in need during the past school year. This assistance is reserved primarily for those families with a genuine financial burden. Those families blessed with the ability to pay full tuition are encouraged to do so in order to provide greater assistance to those who cannot. Tuition assistance is available for students in Pre-Kindergarten 4 through 8th grade. Most of this aid is distributed as parish subsidy in the form of Parish Assistance. This contributes a portion of students' tuition, depending on the number of children enrolled.

The qualifications are simple: full, active and frequent participation in weekend liturgies at the Catholic parish supporting the student. Worshipping with your parish family is expected, not merely as an obligation, but as a testimony of belonging and being faithful to Christ and his Church.

Families in need of financial support in addition to that provided by Parish Assistance may request supplemental scholarships. Amounts that are awarded vary and are awarded according to need.

Payment Options: All fees are due to the school upon submission of enrollment or re-enrollment paperwork. Failure to submit fees by the required deadlines can result in students being placed on a waiting list.

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 arrange 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 to pay 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 need to be settled before a transfer form will be issued, or before scholastic and health records will be sent to the new school.

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

Student Service Requirements: In keeping with the teachings of the Gospel, all students are expected to commit themselves to serving others. Indeed, 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.
- Students in 7th grade must perform a minimum of 30 hours of community service.
- Students in 8th grade must perform a minimum of 40 hours of community service.

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.

Parent Service Requirement: Each Saint Ann School parent(s) and/or guardian(s) are required to contribute at least 25 hours of service to the school each year. Service contributions of less than 25 hours will require a financial donation of \$500 payable to the Home & School Association.

Cooperation as a Condition of Enrollment: The education of a student is a partnership between the parents 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 behavior of parents is not tolerated. In such instances, the school may request the withdrawal of the student and may offer a refund of tuition according to the Refund Policy.

Transfer or Withdrawal from the School: When a student withdraws or transfers to another school, it is the responsibility of the parent to complete a Saint Ann Catholic School withdrawal/transfer form, return all books and materials that belong to the school, and to pay all outstanding balances of their school accounts. Failure to do so will result in all records and transcripts being withheld. 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.

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 example 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 begin each day with Morning Prayer and at lunch time with Grace. 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.

Reconciliation: Students have the opportunity to 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: In 2nd grade students prepare and receive the sacraments of Reconciliation and Eucharist. Sacraments initiate us into the life of the Church. When we elect to receive one of the sacraments of initiation, we are choosing to become loving, informed and committed followers of Jesus. This requires a willingness and readiness that not all 2nd graders might have.

The sacraments of initiation, including First Communion, are intended to be celebrated with one's parish community. Therefore the First Communion program at Saint Ann Parish is limited to those students who are registered and active members of Saint Ann Parish. Other students are to attend the sacramental programs of their home parishes.

The preparation process is two-fold. An important part of 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 is regular participation in weekend Masses.

Campus Ministry: The Youth Ministry program at Saint Ann Parish strives to respond to the needs of young people and involve them in sharing their unique gifts with the larger Catholic community, to empower young people to live as disciples of Jesus Christ in our world today, and to draw young people to responsible participation in the life, mission, and work of the Catholic community. Please call the parish office for more information.

Attendance Policies

School Calendar: 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 of two quarters each.

School Hours: School hours are 7:50am – 3:00pm. The student is tardy after 7:55am. Students are allowed on campus only while supervised by school personnel or their parent or guardian.

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

Notifying the School of Absence: Parents are primarily responsible for seeing that their children attend school. If a student is expected to be absent, it is the responsibility of the parent or guardian to call and inform the school office of the absence by 9 a.m. Written explanation of the absence must follow upon a student's return to school.

Excused/Unexcused Absences: A student who misses school because of illness or a death in the family will be considered *excused* upon receipt of a written note from his/ her parent or guardian.

A student who misses school because of other reasons, including non-school sporting events or family vacations, will be considered *unexcused*. To receive an *excused* absence the parents must receive approval from the Principal **in advance**. (See also extra-curricular Attendance Eligibility for additional information.)

A student who expects to miss school because of an anticipated excused absence must seek approval from and arrange with his or her teachers to make up the work in advance of the absence or on the day of the student's return to school. The school has the right to deny prior approval because of a student's poor attendance or poor academic performance. (See "Make-Up Work" for more information.)

Extended Illness: If a student is absent for more than three days because of illness, a doctor's note will be required before the student is admitted back to class.

Excessive Absences: Diocesan policy states that a student with more than 30 absences in a school year may not be promoted to the next grade level unless arrangements can be made with administration for tutoring or homebound teaching.

After School Activities: Students cannot miss more than 2 hours of instruction in order to participate in any after school events. The student can also not be unexcused tardy more than 4 times in one quarter.

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 Car Line procedures and drop off students **in front of the school Administration Building**. (See "Car Line" for more information.)

Tardiness: It is primarily the parents' responsibility to promote punctuality and ensure that students arrive at school by 7:50 a.m. each morning. Students arriving after the tardy bell at 7:55 a.m. should report directly to the Front Office to receive a tardy slip. **Parents are required to sign the student in.** Students reporting to their classrooms after the tardy bell without a slip will not be admitted. Tardiness is a serious issue as it not only affects the child who is late, but it disrupts the flow of the classroom and can lead to more serious problems. A nonprofit policy research and education organization called Perform Well found that frequent tardiness is connected to lower grades and low graduation rates. Morning routines are critical to the learning process and being late interferes with the teacher's lesson plan and causes distraction to other students. One important lesson we as parents can teach our children is responsibility. On time attendance is a responsibility that needs to be enforced. **Students who are unexcused tardy 5 or more times in a grading period will NOT be allowed to participate in any after school activities/athletics for the entire grading period. After 10 unexcused tardies the student will be issued a detention and then again after every five tardies thereafter.**

Appointments: In order not to infringe on class time, parents are strongly encouraged to schedule students' medical, dental, and other appointments either after school or on free days. When appointments during the school day are unavoidable, the parent or guardian must send a written note stating the time the student will be picked up. The student will then be called to the office to meet his/her parent. Upon arrival at the school, the parent should report to the office to sign out the student. **Parents should not meet a child at the classroom unless requested to do so by the Front Office.**

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 Car Line (See "Car Line" for more information.)

- written parental permission for student to walk or bike off campus to his or her home in the Saint Ann Catholic School neighborhood.
- aftercare

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).

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 3:20 p.m. 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.

Early Dismissal: On early dismissal days, parents are expected to pick up students no later than 12:15pm.. After care will be available on these days.

Release of Students: A student may be released from school only with the written permission of his/her parent or guardian. Unless specified by legal documentation, a student will be released to either parent. *Students will not be released from class without permission from the Front Office.*

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; 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 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 and after a conference with the program's teacher(s) and members of the administration.

Gifted Department Eligibility Process: The Gifted Services of St. Ann Elementary School are designed to provide eligible students with opportunities which extend the Diocese of Venice Curriculum. Higher order thinking skills are explored, as well as a variety of problem-solving strategies. Student-centered research papers and projects are developed throughout the year. Small groups allow for social interaction and cooperative learning. The Christ-centered philosophy strives to capitalize on students' intellectual strengths while recognizing the importance of being humble and kind, all under the guidance of a Florida State Certified Teacher of Gifted. The eligibility requirements for these services begin with a teacher nomination form, followed by a series of steps involving conversations with classroom teachers and parents, data collection, examination of work samples, and some testing. Also, an evaluation of a Gifted Characteristics Checklist is completed by the classroom teacher or a recent teacher who knows the child best. This will assist the department in determining eligibility.

Resource Department Eligibility Process: The Resource Department Services of St. Ann Catholic School are designed to provide support for students experiencing difficulty mastering the identified benchmarks of the Diocese of Venice Curriculum. In conjunction with the classroom teachers, areas needing growth are identified, and accommodations are designed to meet each individual's academic needs. Support is provided by the certified resource teacher on a regular basis until the student demonstrates appropriate achievement. The eligibility requirements for these services begin with parent or teacher request for an evaluation. The Resource Teacher collects work samples, testing data, classroom observation and a Needs Assessment Checklist. A Learning Support plan is written with the parent and classroom/resource teacher to identify and implement an intervention process that provides accommodations. Accommodations may be provided in five general areas: Instructional methods and materials, assignments and classroom assessments, time demands and scheduling, the learning environment and social cognition. Continual evaluations of students needs are completed through conferences, test scores and informal evaluations. The Resource Department of St. Ann Catholic School strives to support the educational program of students through a collaboration of teacher, parent and student interaction.

In certain cases, when a specific learning need has been identified, students may be placed in learning strategy classes in place of certain related art classes. This is only permitted upon recommendation by the Resource Faculty and with the approval of the school administration.

Academic Dishonesty: All students are expected to demonstrate honesty in their academic pursuits and submit work that is entirely their own. Cheating is not permitted.

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.

Grades and Grading: Report cards are issued following the close of each quarter of the academic year. Students failing to complete course assignments, including class work, homework, projects, quizzes, and exams may receive grades of zero for that coursework. Final grades will likewise reflect their performance.

Grading Scale: The grading scale for Saint Ann Catholic School grades 3-8 is as follows:

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

No teacher may give a report card grade greater than 100%.

Grading Scale for Pre-Kindergarten – 2nd grades:

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.

Conduct and Effort Grading Scales: The grading scale for classroom conduct is as follows:

| | |
|---|-------------------|
| O | Outstanding |
| G | Good |
| S | Satisfactory |
| N | Needs Improvement |
| U | Unsatisfactory |

Determination of a student's conduct grade is entirely at the discretion of the teacher.

Related Arts Grading Scale: The Related Art Classes (P.E., Computer, Music, Band, Art, and Spanish) will use the following scales:

For Pre-Kindergarten through 2nd grade – Conduct and Effort grades are assigned.

For 3rd – 8th grades – A letter grade plus Conduct and Effort grades are assigned.

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 could receive a lunch or regular detention in order to complete homework.

Make-up Work: Following an excused absence or excused tardiness, students are responsible for missed lessons and complete assignments connected to those lessons within a period of time equal to the time missed. Under unusual circumstances, extensions may be granted at the teacher's discretion.

Following an unexcused absence or unexcused tardiness, a teacher may not accept missed assignments and may award a grade of zero for missed assignments. (See "Late Work" below and "Excused/Unexcused Absences" for more information.)

Credit During Suspensions: 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.**

Report Cards: Report cards will be sent home via e-mail. Parents are expected to review and contact the teacher with any questions or concerns.

Interim Reports: Interim reports are issued via Gradebook at the halfway point of each grading period. These provide parents the opportunity to gauge student progress in each subject.

Parent/Teacher Conferences: Formal conferences between parents and teachers are offered each quarter during the year after each grading period. Parents who wish to discuss their children's progress at other times should arrange for an appointment with the teacher outside of class time.

Promotion/Retention: Generally, students are promoted to the next grade level unless retention will enable a student to receive substantial help.

Students in primary and intermediate grades must satisfactorily pass Reading, English, and Math courses.

Students in middle school grades must satisfactorily pass all six academic subjects: English, Literature, Mathematics, Science, Social Studies, and Religion.

When a student does not satisfactorily pass a required subject, he or she will have the opportunity to attend summer school to avoid being retained. As only one subject may be taken in summer school, students failing more than one required subject will not be promoted. Students who fail a subject not taught in summer school must make acceptable tutoring arrangements agreed to by the teacher and administration.

Teachers will attempt to identify students with promotion-threatening difficulties as early as possible. Upon the earliest indication that a student may need to be retained, a conference will be arranged between the parent or guardian and the faculty members who work with the student. Two written notices will be given to the parents indicating possible retention: one with the second report card and one with the third report card.

While the school will work with the student and parents to avoid retention, it may be necessary for students and parents to enlist private tutoring help in order to ensure promotion. Ultimately, retention of a student is left to the discretion of the principal and will be made as soon as possible during the fourth grading period.

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.

Honors/High School Preparatory Classes: In middle school, students may be placed in the regular high school preparatory classes or the advanced classes in Language Arts and/or Math. This placement is based upon a review of scores in Star Reading and Math scores, teacher recommendation, Terra Nova testing as well as past performance in five academic areas. A committee of teachers reviews each student file. The honors courses are taught as advanced classes, and the assignments and assessments will reflect this. The high school preparatory program 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.

Florida Virtual School Program: 8th graders may take a foreign language through the Florida Virtual School program and may earn high school credit.

High School Algebra I: The Algebra I course is designed based on the Diocesan curriculum guidelines for Algebra I. The Algebra I course at the middle school 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 3rd through 8th grades 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 2 or more N's or any U conduct grades will be disqualified from honor roll consideration. Disciplinary action, like suspension, detentions and office referrals, and more than one negative card signature, will keep a student off the Honor Roll, as well.

Annual Academic Awards: At the close of each school year, awards are presented to the top students in each subject. Awards are based on performance during the entire year and are given in each intermediate-level homeroom and each middle school grade.

Testing: Catholic schools in the state of Florida administer the TerraNova Standardized Tests to their students. The TerraNova test provides diagnostic information which can help identify students' learning needs so that educators can better facilitate students' learning. The tests are administered to students in 2nd through 8th grades in the spring. The ACRE test for Religion is given in 5th and 8th grades.

Averages/Exams: A passing average – 60% - is determined by averaging a student's four quarterly grades (each worth one-fifth) and the sum of the midterm and final exam grades (together worth one-fifth). At least two of the quarterly grades must also be 60% or above.

Midterm and final exams are given to middle school students. In order to take the final exam, the student must turn in the textbook in good condition.

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.

Health and Safety

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. A change of address, telephone number, email, etc., should be reported to the school office immediately.

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.

Medication: It is the policy of the Diocese of Venice that the administration of medication to students during regular business hours be discouraged unless absolutely necessary for the critical health and well-being of the student. Students are not to bring any medication-including over the counter medication to school. All medications must be brought to school by 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 with the parent's written authorization by completing the Medication Authorization Form.

All medications 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.

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 student is suspected to have a contagious illness, proper documentation will be required for student to return to school.

Fire & Tornado Drills: Fire, tornado, 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.

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 re-opening schedule. Notification will be made via text/e-mail/voicemail where possible.

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.

Confidential: All faculty and staff members will keep confidential information entrusted to them as long as no one's life, health, or safety is at stake. Parents will be promptly notified of any such concerns.

Harassment: The Diocese of Venice is committed to providing an environment that is free from harassment, intimidation, hostility, bullying and other offensive conditions. Harassment on the basis of 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 DCF: The school will reasonably cooperate with regard to any investigation by the Department of Children and Families ("DCF") pertaining to allegations of child abuse. Since the school is on private property, DCF will be precluded from reasonable access to students at school unless consent of a parent or guardian is obtained. Absent such consent, the school will cooperate in allowing DCF to have access to students if DCF obtains, according to law, an appropriate court order or other legal authority, such as the presence of a police officer or deputy sheriff.

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.

Volunteer Screening: In an effort to ensure the safety of those persons under the care of the Diocese, all employees and volunteers are required to submit to the school a diocesan application which includes an Attestation of Good Moral Character along with a complete set of fingerprints so as to facilitate a criminal background investigation. There is a processing fee. Eligibility for employment, volunteer work or ministry will be contingent and conditioned upon a satisfactory background investigation. A reasonable effort shall be made to update the criminal history background information **every five years**. Volunteers working with students must take the Diocesan Safe Environment class offered at the beginning of the school year and periodically throughout the year at Diocesan parishes. (See details in Appendix D.)

Transportation

Car Lines: *The first Car line is on 8th Avenue.* Those dropping off or picking up students in car line are expected to be patient and respectful of other drivers, students, teachers, and safety patrol members. Drivers should enter the car line 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 PK and K students will be dismissed in this car line along with older sibling and any students with the last name starting with the letters A-G.

The 2nd Car line is on 9th Avenue. Carline should be utilized by any student with the last name starting with H-Z.

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 Car Line procedures at all times. Violators are subject to being ticketed by the Naples Police Department.

For the safety of our students and staff, please do not use your cell phone while dropping off or picking up your children.

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 scooters in the rack provided at the rear of the Parish Office Building adjacent to the Elementary School. Helmets should be stored in the students' lockers or cubbies. 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 to 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 photo-copy 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.

Communication

Updated Information: The easiest way to ensure clear communication to and from the school is to have up-to-date contact information on file in the school Front Office. 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 same should also be provided to homeroom teacher and After Care program, if applicable.

Student Agenda: This agenda is the primary planning and communication tool for elementary students. Students who lose their agenda are required to purchase a new one for \$10.00.

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.

Conferences: Teachers welcome parent conferences. These should be scheduled outside of class times.

Scheduled Parent/Teacher Conferences: Conferences are held in October and March. Parents are highly encouraged to meet with their student's teacher during this time.

Visiting the School: In order to provide a safe and disruption-free campus for all students, teachers, and staff, all visitors and volunteers must report to the front office, sign-in, and obtain a Visitors Pass. Visits to classrooms without a Visitors Pass are not permitted.

Parent-to-Parent Communications: Communication between parent to parent involving school business must be approved in advance. This includes both printed and electronic communication. Parents involved in fundraising should have all correspondence approved in advance by administration. Any correspondence from room parents must also be approved in advance by the teacher (or administration if asking for funds/donations).

Fundraising: 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.

Deliveries: The school cannot accept third-party deliveries intended for students. All such deliveries will be refused.

Parties: 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). Please get permission from the teacher.

Birthday parties in the classroom are allowed. Parents may send special treats to share at lunch or break, with teacher permission.

Complaints/Concerns: Complaints/concerns should be handled at the appropriate level. Persons 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.

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.

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. Contact information will not be listed in the school directory without parent or guardian consent.

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

- Parents should plan the school day in advance with students regarding pickup, athletics, etc. to avoid need for phone calls or emails
- Parents may not text or email students directly during the school day; parents should communicate with school office only if needed

Counseling: Students are encouraged to meet with the school's counseling staff, whose office is located adjacent to the Library. Counseling helps students identify goals and potential solutions to problems that may cause emotional turmoil. The counselor helps students improve communication and coping skills; strengthen self-esteem; and promote behavior change and optimal mental health. A variety of techniques – including one-on-one meetings, parent conferences, classroom presentations, large group guidance, along with consultation with faculty members – are all designed to foster students' successful academic, family, personal, and social development.

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's counseling staff 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 counseling staff so that effective coordination can be arranged.

Cubbies & Desks: Students in primary and intermediate grades will be assigned desks and cubbies to store their belongings. They are expected to keep these areas clean and organized.

Lockers: Middle school students will be assigned lockers and locks. If a student loses or damages the lock, he/she will be required to purchase a replacement. Students are expected to lock their lockers, use only their assigned lockers, and may not change lockers without the approval of the administration.

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

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.

Lost and Found: All articles found on campus are to be turned into the Front Office and will be stored in the Lost and Found area in the Library. 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.

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 measure, including suspension or expulsion.

iPads: Saint Ann 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 – a vital skill for our 21st century learners. Students in grades 6-8 utilize Apple iPad on a wireless network. Apple iPads 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 student's family, as well as others on the school's campus clear and concise guidelines regarding the appropriate use of Apple iPads. The underlying premise of this policy is that all members of the school's community must uphold the values of honesty and integrity. We expect our students to exercise good judgement and to utilize technology with integrity. There is an additional yearly rental fee for the iPad.

Textbooks: Students are issued textbooks and/or workbooks at the beginning of the year and are responsible for their condition. All hardcover textbooks should be covered at all times. The student's name will be written on the inside front cover. Students who lose or damage any textbook or workbook must purchase a replacement.

Home & School Association: The Saint Ann Home & 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 a consistent communication between parents and the school.

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.

Booster Club: The Booster Club, a part of the Home & School Association, is responsible for funding the athletic programs at Saint Ann Catholic School. Booster Club raises money to pay for athletic equipment, team uniforms, league fees, and other team expenses. The club also provides playground equipment and supplies for younger students. The Booster Club organizes several fund-raisers through the year, including the Annual Golf Outing, the sale of spirit banners that hang in the gym and concessions at home games.

Dress Code

Responsibility: The primary responsibility for the personal appearance and dress of each student rests with the parents. The school shall determine when a student's personal hygiene, appearance, or dress is such that it disrupts or interferes with the educational process or endangers the health or safety of the student or others.

General Guidelines: Students are expected to take pride in their personal appearance and be clean and well groomed at all times.

Uniform clothing items are to be obtained through Renegades Sportswear located in Ft. Myers. 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 clothing and other uniform items should be kept clean and in good condition. Faded, discolored or worn items should be replaced. Students are permitted to wear older uniform items (such as those with previous logos) as long as the items fit well and are in good condition.

Regular Uniform: The regular uniform is worn nearly every day except for Mass days and other special occasions. All students should wear white socks with tennis shoes with their regular uniform. (See "Socks" and "Shoes" later in this section for more information.)

- Girls in Pre-Kindergarten grades wear the blue polo dress with navy bike shorts underneath.
- Girls in Kindergarten through 5th grades wear the white or red logo polo shirt with navy skirt.

- Girls in Middle School wear the white, red or navy logo polo shirt with navy or khaki skorts.
- Boys in Pre-Kindergarten 3 through 2nd grades wear the white or red logo polo shirt with navy pants or shorts.
- Boys in 3rd through 5th grades wear the white or red logo polo shirt with navy pants or shorts with a black or brown belt.
- Boys in Middle School wear the white, red or navy logo polo shirt with navy or khaki shorts or pants, with a black or brown belt.

Dress Uniform: The dress uniform is worn on Mass days and other special occasions. All students should wear dress shoes on these days. (See “Socks” and “Shoes” later in this section for more information.)

- Girls and boys in Pre-Kindergarten grades wear their regular uniform on dress uniform days.
- Girls in Kindergarten through 8th grades wear the white blouse with crest and the red plaid dress skort with cross tie.
- Boys in Kindergarten through 8th grades wear the white oxford shirt with crest, navy and red tie, and navy pants with black or brown belt.

P.E. Uniform: The P.E. uniform is required for PK-8th grade students. 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 and 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.

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: All students are expected to keep hair clean and neatly groomed. Boys’ hair must be kept trimmed above the back collar, over the ear, and short on the top. Boys are not allowed to have facial hair, including moustaches, beards and sideburns. The boys are not permitted to have lines or designs shaved into their heads. 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. A notice from the teacher will be sent if a student needs a haircut. Failure to comply may result in disciplinary consequences.

Make-Up: Students may not wear make-up of any kind. Only clear nail polish is allowed. Absolutely no grooming is allowed during class time.

Jewelry: All jewelry should be modest in design and in good taste. Students will be asked to remove any noisy or otherwise

distracting jewelry. Students should also remove jewelry when engaging in sports or other athletic activities.

- Girls may wear stud earrings in both ears (one on each ear only). Dangling or oversized earrings are not permitted.
- Boys are never permitted to wear earrings.
- Students may wear one necklace. No chokers or collars are allowed.
- Students may wear one bracelet and one ring on each hand. Ankle bracelets are not permitted.
- Visible or simulated body piercing or tattoo is not permitted. This includes writing on the body with ink or marker.

Shirts: 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.

Ties: Ties should be neatly knotted when worn.

Pants, Short & Skorts: Pants, shorts and skorts should be well fitted and worn in such a manner that undergarments are not exposed. Tight, baggy, or otherwise ill-fitting items are not permitted. Shorts and skorts should be no shorter than 2 inches above the middle of the knee.

Shoes: On regular uniform days, girls are only permitted to wear all white, black, gray, or Navy tennis shoes, and boys are only permitted to wear all white, black, gray or navy tennis shoes. Shoes must always be kept clean and in good condition. On dress uniform days, students must wear dress shoes:

- PK3 and PK4 students must wear Velcro tennis shoes that are white, black, gray, or navy, every day.(No light up shoes)
- Girls in Kindergarten through 8th grades should wear navy and white or black saddle shoes, or black or brown penny loafers or top-siders on dress uniform days.
- Boys in grades Kindergarten through 8th grades should wear black or brown dress shoes or top-siders.

Socks: Girls must wear white socks. Boys may wear all black or all white. The sock must be visible over the top of the shoe and fully cover the ankle bone.

Cold Weather: Please consider the following points before sending your child to school in cool weather.

- All sweaters, coats, and jackets must be “logo free”, except for those with the St. Ann logos.
- No St. Ann sports sweatshirts or coats/fleeces in church. Sweaters only.
- Sweaters should be ordered from the uniform company (Renegades), but any plain red, white or navy blue sweater is acceptable. (Gray is not a school color.)
- In the classroom, sweaters are preferred. The St. Ann sports sweatshirt is allowed as an exception but must be removed in class if asked by the teacher.

- White or navy knee socks, white or navy full-footed tights and logo-free navy sweatpants are allowed but only on very cold days. (No cut-off leggings.)

Free-Dress: On these days when students are not required to wear their uniforms, certain clothing is considered inappropriate to wear.

- tops with low necklines or spaghetti straps
- shirts that are too tight or expose the midriff
- cut-offs
- jeans with rips, tears, or holes
- tight or baggy pants or shorts
- skirts, shorts, pants, skorts, etc. which are shorter than student's normal uniform code.
- Flip-flops or strapless sandals

For dances, dress code will be defined. On Denim Days, students may wear denim/jeans with a Saint Ann school t-shirt or polo with school appropriate shoes.

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.

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.

Obtaining Uniforms: The school's uniform vendors hold sales on campus at various times during the year for the convenience of our families. Outside of these times the vendors can be contacted directly.

All uniform items may be purchased from:

Renegades Sportswear
 Alico Crossing Plaza
 17051 Jean Street
 Ft. Myers, FL 33967
 Phone: (239) 275-6720
 Fax: (239) 275-5088
 Hours: Mon. - Thur. 9:00am - 5:00pm
 Fri. 9:00am - 4:00pm
 website: www.renegadesfl.com

Certain uniform-approved spirit items may also be purchased from the Booster Club or front office.

Code of Conduct (Student Behavior)

General Guidelines: Students will be treated kindly, considerately, fairly, and in a Christian manner.

Respect: Students are expected to treat each other with respect and kindness, treating others the way they wish to be treated.

Students are to be respectful of adults (teachers, staff, parents, guests, etc.) by addressing them appropriately in a proper way and tone.

Students will stand to welcome when guests enter their classes.

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 excuse or pass. Every student has the potential for choosing appropriate behavior.

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

Probationary Period: All students begin each school year during a one-quarter probationary period 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.

Abusive Language/Profanity: Profanity, obscene language, or indecent gestures whether directed at students, teachers, or staff are never permitted. Abusive language or behavior will also not be tolerated. Violation of this rule may result in detention or suspensions.

Assemblies & Other Programs: From time to time, the school may invite speakers to present programs. Students are reminded to treat all visitors with respect and to show appreciation for their time.

Backpacks: Each student is provided either a cubby in their classroom or a locker for the storage of their books, supplies, backpacks, bags, and other belongings. During class, backpacks and other luggage should be stored only in designated areas. When purchasing student luggage, parents are discouraged from selecting items which are unreasonably large or unwieldy.

Candy, Gum, Drinks, and Food: Normally, students may not bring or consume candy, gum, beverages, snacks, or other food items in class. Violators may be issued a detention.

Class Cutting: Failure to attend a scheduled class or program could result in detention or suspension.

Class Disruptions: For chronic or major disruption in the classroom, students will be required to call their parents from the administrator's office. Students will also receive appropriate consequences.

Conduct Outside the School: Students are Saint Ann Catholic School students at all times. Schools in the Diocese of Venice reserve the right to discipline students for engaging in conduct that occurs off campus if it endangers the health and/or safety of others, adversely affects the education process or the reputation of the school.

Examples of such conduct include, but are not limited to, illegal activity, alcohol consumption; possession, use, or sale of drugs, inappropriate Internet activity, harassment or bullying, pornography, fighting, illegal use of firearms, theft, arson and sexually inappropriate behavior.

Students may be subject to different disciplinary penalties for off-campus conduct depending on the severity of the issue. Such penalties may include, but are not limited to, suspension, expulsion, detention, and/or restitution. The student may also be removed from extracurricular activities and sporting events, as well as field trips, dances and graduation ceremonies.

Corporal Punishment: Corporal punishment is never permitted in schools in the Diocese of Venice.

Damage/Destruction of School Property: Students, who vandalize, destroy, or otherwise damage school property (textbooks, desks, technology, etc.) will be required to pay full restitution and will be issued detention or suspension. No permanent markers are allowed. Students are asked to use water base markers and highlighters for projects in class.

Forging/Altering Parental Documents: Any student who forges, alters, or otherwise defrauds a document intended for parental signature may be issued a detention or suspension. A parent conference will also be arranged.

Harassment or Bullying: Children should feel happy, safe and secure at school. Our faculty and staff should also feel safe and supported. We strive to make our school a safe environment where learning and teaching are most effective. It is the responsibility of the entire school community- faculty, staff, parents, students- to contribute to the safety and the peaceful learning environment of the school.

a) “Bullying” means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve:

- Teasing
- Social exclusion
- Threat
- Intimidation
- Stalking
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public humiliation
- Destruction of property

(b) “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
- Has the effect of substantially disrupting the orderly operation of the school.

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 St. 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.

Items Prohibited to Possess: Students are prohibited from possessing or carrying the following items at any time on campus. If found, the following item(s) are subject to immediate confiscation and the student will be issued a detention, suspension or expulsion:

- Apple watches
- Cell phones (must be turned in to HR teacher each day)
- lighters or matches
- weapons of any kind
- pornography or other sexually-explicit materials, (including viewing such material on school computers or other equipment.)
- alcohol, tobacco, or other illegal substances
- laser pointers
- motorized scooters

Items Prohibited to Use: The use of the following items is prohibited during classes, lunch, or during school without teacher permission for a specific purpose. These items are subject to confiscation if seen being used or displayed:

- cell phones (7:55am - 3:15pm)
- electronic equipment (music, games, toys)
- any items which are distracting or disturbing in a class.

Parents are discouraged from sending anything of value that could be lost, broken, etc.

Cell Phones/ Electronic Devices: Use of cell phones, and any non-school issued electronic devices, are not allowed on campus from 7:30a.m.–3:15p.m. Cell phones (and other non-school issued electronic devices) at school must be turned in to Homeroom teacher daily. Student use of cell phone for emergency purpose must have permission of teacher in charge.

After-school, all phone use for emergency purpose only.

Violations will result in the device being confiscated and held in the office. Parents must come to the office to retrieve the device.

- No calls or texting allowed.
- No student electronic devices may be used to take pictures
- No harassment or threatening of individuals via device is permitted.
- Parents should plan the school day in advance with students regarding pickup, athletics, etc.
- No electronic device use on the bus without permission.
- Parents may not text or email students directly during the school day; parents should communicate with school office only if needed

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

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 wasted and never thrown. Students are expected to pick up after themselves before leaving the table.

Displays of Affection: Romantic hugging, kissing, cuddling, holding hands, or inappropriate touching is never permitted. Students who engage in such behavior may be issued a detention or suspension.

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

Social Media Policy: 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).

Substance Abuse: The use or possession of illegal drugs, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or non-prescription drugs by any student on school property or while attending or participating in any school-sponsored activity is forbidden. This will result in disciplinary action which may include expulsion.

The Diocese of Venice is committed to a drug and alcohol-free environment. To accomplish this goal, schools have the right to implement a number of measures including mandatory drug testing upon enrollment, random drug testing and random drug sweeps, including searches of lockers and possessions. Failure to comply with these procedures may result in expulsion.

It is the policy of the Diocese and part of the pastoral mission of Saint Ann Catholic School to assist students suffering from

substance abuse. To accomplish this, the school may take a number of measures, including conferences with parents, drug testing, assessment by a certified drug counselor, enrollment of a student in a treatment program, and random testing throughout the year. Students will be held accountable for actions resulting from substance abuse.

Tobacco: Saint Ann Catholic School is a nicotine free campus. No nicotine products (including tobacco products and electronic cigarettes) are permitted anywhere on campus at any time. This policy is effective 24 hours per day, 365 days per year and applies to all students, staff, faculty, volunteers, contracted vendors and school visitors. Violation of this policy by any students or employee shall result in appropriate disciplinary action. Visitors who fail to cooperate will be asked to leave the property.

Supervision/Off-Limit Areas: Students are not permitted in any campus area without adult supervision. Teacher workrooms and lounges are also off-limits to students. Students are also not permitted behind the counter in the Front Office or Library without permission.

Theft: In keeping with the seventh commandment, the taking of another's possessions without permission is not permitted. Such theft will require full and complete restitution and the student may be issued a detention or suspension.

Threats: All threats of violence will be taken seriously. Threats intended in a joking manner may not be perceived as such and should be avoided. Credible threats may result in detention, suspension, or expulsion.

Violence: Any student who strikes, slaps, punches, pinches, bites, kicks, pulls the hair of, or otherwise inflicts bodily harm on another student, faculty, or staff member may be issued a detention or suspension. Severe situations may also be cause for expulsion. If necessary, the school will contact the proper authorities to deal with any possible criminal behavior involved.

Weapons: Weapons of any kind are prohibited on school property at school functions, or on any school-sponsored transportation. All firearms are prohibited and will result in suspension or expulsion. Possession of other weapons such as knives or any other item which may be used as weapons is grounds for disciplinary action, including suspension or expulsion. If necessary, the school will contact the proper authorities to deal with any possible criminal behavior involved.

Consequences: When a student violates the Code of Conduct, any staff member may issue a consequence. Consequences are intended not as mere punishment, but as a means to correct misbehavior and improve a student's overall conduct. Additional infractions or severe misconduct may result in escalated consequences.

- **Behavior Contract:** Students may be required to enter a behavior contract agreement that states behaviors not allowed and consequences of such behaviors.
- **Verbal Warning:** Upon the initial infraction, the student will be warned verbally.
- **Written Warning:** Students whose conduct does not improve following a verbal warning in primary grades will receive a note home. Students in Grades 5-8 will have their Spirit Card signed by a staff member.
- **Isolated Lunch Time:** Students could be required to eat lunch “in isolation” with the teacher or in the office. This can be a “silent” lunch.
- **Principal Visit:** Upon issuance of the second point within one grading period, a student will be immediately sent to the Principal’s office. The teacher will contact the parent within 24 hours of this incident.
- **Morning Detention:** Upon issuance of the third point within one grading period, a student will be immediately sent to the Principal’s office. Where the Principal will issue a morning detention which will require the student to serve detention in the Principal’s office from 7am - 7:45am. Detentions are served on a date assigned by the Principal.
- **Parent Conference:** Frequent misbehavior can result in a parent conference being arranged to discuss ways a student’s behavior may be improved.
- **Suspension:** Upon issuance of six points within one quarter, a student will be issued one day of in school suspension. Upon issuance of nine points within a quarter a student will be issued an out of school suspension. Upon issuance of additional points within a grading period, a parent-conference will be required to determine continued enrollment. Any work missed as a result of an out of school suspension may not be made up and will result in zeros being given for that work, including tests that are missed.
- **Expulsion:** When the school’s means of behavior improvement have proved ineffective or when a student’s conduct is determined to be a definite hindrance to the welfare and progress of the school community, a student may be expelled and be required to withdrawal from the school.

Spirit Cards: Students in Grades 5-8 will carry a Spirit Card with them at all times. This card will chart times when the student’s conduct did not improve following a verbal warning. The card allows students and parents to easily note areas where improvement is needed. The other side is a place where teachers may acknowledge students showing positive, Christian behaviors.

Parents are encouraged to review their student’s Spirit Card regularly and are required to sign it at the end of each grading period. Students who lose their cards may be issued a detention and required to purchase a replacement (a fine of \$1.00).

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 Parish or the priest-in-charge in the pastor’s absence.

In the case of suspension or expulsion, a student will be informed of the charges. If the student denies them, an explanation of the evidence will be given and the student will be given an opportunity to refute the charges before the Principal. Additionally, the administration will notify parents promptly by telephone and will follow-up.

In the case of expulsion a student will be given the opportunity for a hearing if the student or the parents or legal guardians indicate the desire for one in writing. The hearing board will consist of at least the Principal, a faculty representative, a parent representative and the Pastor or his representative. The decisions of the hearing board are final.

Other Behavior: Other inappropriate behavior not mentioned in this handbook or any conduct unbecoming of a student in a Catholic school is not permitted. The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion. The school reserves the right to discipline students for conduct, whether inside or outside school, that is detrimental to the reputation of the school.

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 several academic criteria. Eligibility will be verified after each Interim Report and Report Card.

- academic grades must be C or better
- conduct may not exceed 2 N’s nor any U’s
- No failing grades in any subject

Eligibility can be affected by conduct issues – Spirit Card signatures, 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 boy's soccer, girl's volleyball, and co-ed cross country. In the winter, boy's and girl's basketball programs are offered. In the spring, girl's 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 Athletic Handbook for more information.

Clubs, Organizations, and Activities Available: Students in middle school are also encouraged to join:

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

Other activities available for students are:

- Safety Patrol
- Geographic Bee
- Spelling Bee
- Science Fair
- Laws of Life
- Duke University Talent Identification Program (TIP)
- Chess Club
- Legos Engineering

Students are encouraged to participate in the parish ministries like:

- Choir
- Altar Serving
- Lectoring
- Ushering

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.

Student Council: From dances to beach clean-up, pep rallies to fundraising, Student Council helps plan many events for the entire school. However, being a Student Council member is not for everyone. Those elected are expected to take their office seriously and make the Council a priority among their extra-curricular activities. Likewise, Council members should always remember that they are students first, and maintain the high grades and excellent conduct befitting school leaders. The President, Vice President, Secretary and Treasurer are elected in the spring before the next school year. The Class Representatives (grades 5-8) are elected in the fall of the new school year.

Student Council candidates must meet certain requirements.

- Candidates must maintain academic and conduct eligibility (as found in the school handbook).
- Candidates must complete a Candidate Application form.
- Candidates must complete the Candidate Declaration and Leadership Traits Assessment.
- Candidates must provide a copy of their 4th quarter Spirit Card.

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

Salesian Direction of Intention

My God,
Give me the grace to perform this action with you and through love for you. In advance, I offer to you all the good that I will do and accept all the difficulty I may meet therein. Saint Francis de Sales, pray for us. Saint Ann, pray for us.