

# **St. Ann School**



## **2007 – 2009 Student/Parent Handbook**

# PHILOSOPHY OF ST. ANN SCHOOL

We at St. Ann School believe in and are committed to the overall development of each child. The faculty and staff have an integral part in developing the spiritual, social, and academic growth of each student. This is accomplished through a loving community atmosphere that strives to build both a sense of pride and a sense of responsibility. Through love and concern we instill strong Christian values as well as high academic standards. As our teachers continue to re-evaluate their goals, they encourage their students to learn to do the same. We believe that the development of a strong self-image enables the child to apply the skills of leadership, security, confidence, and individuality in building a supportive faith community. Together we enrich one another through positive example and experience.

## MISSION STATEMENT

St. Ann School is committed to the development of the whole child. Within an atmosphere permeated with Christian values, St. Ann School shares with parents their responsibility to foster spiritual, intellectual, emotional and physical growth of their children.

St. Ann School welcomes any child whose parents wish him/her to acquire a quality education in the Catholic tradition. Realizing the basic influence of the home on a child's development, St. Ann recognizes that active participation by and cooperation of parents is an essential element to any learning situation. We, therefore, encourage parental involvement in all areas of school life through presence, sharing of ideas and dreams, and reinforcement of the school's philosophy.

### St. Ann School Spiritual Goals are:

- To assist the child in the development of his/her own personal relationship with God through daily prayer and reflection among the students.
- To motivate the child to become a vital member of the church by joining in Liturgical celebrations.
- To develop a sense of responsibility of service to others.
- To promote a Christian consciousness that the child can relate to everyday life.
- To inspire the child to understand that he/she has a special order and place in life as one of God's children.

### St. Ann School Intellectual Goals are:

- To provide conditions conducive to learning.
- To make each student aware of his/her skills, abilities and responsibilities.
- To develop self-discipline as well as work and study skills necessary for learning.
- To help each student attain his/her potential.

### St. Ann School Emotional Goals are:

- To encourage self-esteem and social skills in students by fostering habits of self-discipline, initiative, leadership, cooperation, and dependability.
- To continue the already established support network within the school, home, and faith community.

St. Ann School Physical Goals are:

- To appreciate life as a gift of God to be nourished and maintained.
- To provide an environment that will encourage acceptable physical practices, good healthy habits and personal hygiene.

## **ADMISSION PROCEDURES**

1. St. Ann School admits students of any race, color, creed, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally made available at the school. The order of acceptance is as follows:
  - a. Presently enrolled students
  - b. Our Lady of the Valley Parish Families
  - c. Families from other contributing parishes
  - d. Families from non-contributing parishes
  - e. All others as space permits
2. Families are expected to comply with tuition and fee payments. Inability to pay the entire tuition should not be seen as a deterrent to admission. Tuition assistance is available through the Diocese of Rochester, Rev. John Reddington Scholarship Fund and from St. Ann's Grant Fund for families who meet the guidelines for these programs. Forms will be available at the time of registration. Parents are expected to cover the balance of the tuition costs.
3. Children entering kindergarten may be screened for readiness in June prior to entrance. They must be 5 years old by December 1<sup>st</sup> of the year entering kindergarten.
4. Application for our programs generally begins in February. A \$50.00, non-refundable family registration, fee is required at the time of registration. At the time of registration parents of new students are asked to provide:
  - a. Proof of age
  - b. A Baptismal certificate and/or Birth certificate
  - c. A completed application and registration information form for the child
  - d. A Transfer of Records request if the child attends school elsewhere
5. Prior to admittance, necessary immunization and health records must be submitted.

## **ACADEMIC PROGRAM**

As all the schools of the Catholic Diocese of Rochester, we follow the Diocesan curriculum guidelines when we plan our educational program. These ambitious guidelines contain all the elements of the New York State requirements and usually exceed them. We feel that our students are challenged to accomplish a full academic program, and in doing so, prepare them to meet the state standards and the demands of high school.

Curriculum is built around a core of subjects:

Religion	Language Arts	Mathematics	Social Studies
Science/Health	Spanish (Grades 5-8)		

In addition students attend classes in:

Physical Education	General Music Education	Computer Technology
Art	Library Media Services	Remedial Math/ELA

Along with formal daily Religion classes, students live their faith through daily prayer and participation in First Friday and Holy Day liturgies, following the church's liturgical year.

The weekly use of Success Maker provides Math and Reading reinforcement and acceleration for each student (Grades K-8) at his/her own level.

Through a partnership with Paul Effman Music Services, private music lessons and band are available to Grades 3-8.

Computers and software are available in each classroom as well as the computer lab for student use. The academic program is enhanced with field trips, guest speakers, and various types of performances.

## **ACADEMIC PROCEDURES**

### **HOMEWORK POLICY**

Homework is an integral part of the school process. It should provide the following:

- Reinforcement of classroom learning
- Opportunities for independent and responsible behavior
- An element of success for the child

1. At St. Ann School, the following policy regarding homework is in effect:
  - a. Homework is to be completed in a neat and thorough manner. Cursive writing is used in grades 3-8.
  - b. Students will be expected to bring the work for review in class, turn the assignments in when requested, and be prepared for quizzes.
  - c. Teachers will provide for individual differences when it is possible.
  - d. Satisfactory completion of homework assignments will be one dimension of the grades on the report card.
2. St. Ann School parents' responsibilities regarding homework are as follows:
  - a. The student's agenda planner keeps parents informed of assignments.
  - b. Parents are encouraged to assist with homework but NOT do the homework. Children may make errors but that is part of the learning process.
  - c. A child always has homework — a book to read or practicing words for reading or spelling and memorizing math facts. These are not necessarily written in the planner.
  - d. Monitor time - see the schedule below.

Homework includes both written and study assignments. Ordinarily, the following time limits are suggested:

Grades 1 and 2	0-20 minutes (no longer than 30 minutes)
Grade 3	20-30 minutes (no longer than 45 minutes)
Grades 4 and 5	30-50 minutes (no longer than one hour)
Grades 6-8	50-80 minutes (no longer than one and one-half hours)

A good rule of thumb is 10 minutes times the grade level of the child.

If your child is spending longer than the recommended time, please notify your child's teacher.

Disciplinary action will follow if a student fails consistently to do homework assignments.

## **TESTING**

A school-testing program is designed to measure as well as possible the degree to which each pupil has achieved the knowledge, skills, and understanding contained in each subject's curriculum. Testing not only indicates the areas of strength and weakness in a student, but also helps the school evaluate its own programs. The testing program at St. Ann School includes:

### **UNIT TESTS**

Grades 3-8: Conduct frequent classroom testing in Religion, Math, Reading, Language Arts, Science, and Social Studies and Spanish in grades 5-8.

Unit tests contain both objective, essay and project-type questions. After tests have been administered, the teacher will return and review these with students within a reasonable time. Often tests will be sent home for a parent signature. This will not only inform you of your child's progress, but will assure the teacher that you are aware of your child's effort and achievement.

Students will be given ample time to prepare for tests and quizzes. Tests and quizzes will be graded and returned to students. The student may correct the test/quiz if their grade is below 80. This will raise the students overall grade. If the score is low, the test/quiz may require the parent/guardian sign the test acknowledging the grade. The test must be returned, signed and corrected in order to raise the grade. This must be done by the following day in order to raise the student's grade.

### **SEMESTER TESTS**

Written examinations may be given in January and June (except when state tests are given) in all major subject areas – Religion, English Language Arts, Mathematics, Social Studies, and Science – in Grades 3-8 and Spanish in grades 5-8. These examinations review the semester's work through objective, essay and project-type questions.

### **ACHIEVEMENT TESTS**

1. The Terra Nova and In View standardized tests required by the Diocesan Office will be administered in grades 2-8 in the fall of each year. The individual results of standardized tests are kept in the individual student's guidance folder. These reports will be sent to parents.
2. New York State assessment examinations in English Language Arts (January) and Mathematics (March) will be given annually in Grades 4, 6, and 8. Parents will receive the results of these tests. If a student falls below the state reference point, remediation will be provided.
3. New York State has an assessment procedure to evaluate the programs in Social Studies and Science. Students in Grades 5 and 8 take a state prepared test in Social Studies (5<sup>th</sup> Grade – November, 8<sup>th</sup> Grade – June). Students in Grades 4 and 8 take a state prepared test in Science (April-May). There is no parent report as scores are submitted to the state for comparative study.
4. All 8<sup>th</sup> Grade Students take the NYS Spanish Proficiency Test in June prior to graduation. Passing this test may allow them to begin with second year Spanish in the 9<sup>th</sup> grade (pending teacher recommendation).

### **ACCEPTANCE OF STUDENT WORK**

All assignments and/or class work should be done with quality handwriting (cursive for grades 3-8). Unacceptable work must be redone.

- Answers should be written in complete sentences.
- Excessive crossing out should be avoided.
- Attention should always be paid to spelling.

### **PREPARATION/PARTICIPATION**

Arriving prepared for class is an example of self-discipline. Students will be expected to arrive with the appropriate textbook and materials for each class. A daily planner should be kept. This will allow parents to see what homework or projects the student is working on, as well as upcoming tests and quizzes, and their due dates. By making sure your child has completed his/her homework, studied for upcoming tests, and is prepared in class, you will be insuring their success in school.

## **REPORT CARDS**

### **PRIMARY GRADES – K-2**

In Grades K-2, emphasis is placed on individual as well as age-appropriate development. The learning environment provides experiences which enrich all aspects of a child's life. Curriculum content is designed to be integrated and sequential. Teachers determine a Progress Report marking code by multiple means of assessment. Report Cards are distributed at each of the four marking periods for grades K-8 (November, January, April, June).

### **MARKING CODE – GRADES K-2**

Major Content Areas

#### **LEVEL 4**

Demonstrates a thorough understanding of the subject matter. Evidence of student achievement in class work, homework, and assessments meets and exceeds NYS and Diocesan standards.

#### **LEVEL 3**

Demonstrates a clear understanding of subject matter. Evidence of student achievement in class work, homework, and assessment meets NYS and Diocesan standards.

#### **LEVEL 2**

Demonstrates a partial understanding of subject matter. Evidence of student achievement in class work, homework, and assessments does not always meet NYS and Diocesan standards.

#### **LEVEL 1**

Does not demonstrate an understanding of subject matter. Evidence of student achievement in class work, homework, and assessments does not meet NYS and Diocesan standards.

### **PROGRESS CODE – GRADES K-2**

Subcategories and Personal Progress

<b>+</b>	<b>Outstanding</b>
<b>□</b>	<b>Satisfactory</b>
<b>N</b>	<b>Needs Improvement</b>
<b>I</b>	<b>Improving</b>
<b>X</b>	<b>Not evaluated at this time</b>

### **GRADES 3-6**

In Grades 3-6, the grade given on the report card for each marking period is the combined average of a student's achievement in three areas of learning:

Class work: guided practice, independent and cooperative learning, class participation  
Testing: tests, quizzes, projects, presentations  
Homework: homework, home-study skills

## MARKING CODE GRADES 3-6

### Major Content Areas

A	95-100	<i>Excellent:</i>	indicates superior performance, initiative, and independence in academic study.
B+	90-94	<i>Very Good:</i>	indicates commendable performance in academic study.
B	85-89	<i>Good:</i>	indicates above average performance in academic study.
C+	80-84	<i>Very Satisfactory:</i>	indicates a tendency toward above average performance in academic study.
C	75-79	<i>Satisfactory:</i>	indicates average performance in academic study.
D	70-74	<i>Unsatisfactory:</i>	indicates weakness and difficulty in the understanding of content and the application of skills in academic study.
F	Below 70	<i>Failure:</i>	indicates a marked lack of understanding of content and ability to apply skills in a subject area.

*The passing grade for subjects in Grades 3-6 is 70% (D).*

*\*\*\* NEW This Year: Report Cards for Grades 5 & 6 will be done electronically.*

## MARKING CODE GRADES 7-8

Report Cards for Grades 7-8 are done electronically. The grading system for Grades 7-8 is the same as Grades 3-6 with the following exceptions:

D+	70-74
D	65-70
F	Below 65

*The passing grade for Subjects in Grades 7-8 is 65% (D).*

## PROGRESS CODE - GRADES 3-6

Subcategories and Personal Growth and Work Habits

+	<b>Outstanding</b>
□	<b>Satisfactory</b>
N	<b>Needs Improvement</b>
I	<b>Improving</b>
X	<b>Not evaluated at this time</b>

## PROGRESS CODE – GRADES 7-8

Subcategories and Personal Growth and Work Habits – Comment codes are defined on the report card.

## **DETERMINING MARKING CODE FOR SPECIAL SUBJECTS**

### ***Art, Educational Technology, Music and Physical Education***

Certain subjects are taught once or twice a week such as Music, Physical Education, and Educational Technology. Emphasis is placed on participation, class performance, and independent and cooperative learning. Integration of these special subjects with the core curriculum is a goal.

Multiple forms of assessment, appropriate for the particular subject area, age, and grade are used to determine the Progress Report marking code. Art varies from class to class and is assessed by classroom teachers and/or art teacher.

In order to provide adequate class time for assessment of student achievement, special subjects are graded on the Report Card at the end of the second (January) and fourth (June) marking periods.

## **PARENT-TEACHER CONFERENCES**

One Parent-Teacher Conference per student is held in November. If you wish to confer with the teacher and/or principal about your child's progress at times other than scheduled parent-teacher conferences, we will be glad to accommodate you. We encourage you to contact the school office for an appointment with the teacher or principal.

Please do not come to school expecting to conference with a teacher without first setting up a meeting time.

## **PROGRESS REPORTS**

Progress reports are used to formally inform parents of areas of academic successes and/or concerns. The reports will be sent home to the students' parents approximately five weeks into the marking period. Grades 3-8 reports are sent to all parents. In certain situations, teachers may send weekly reports. These reports should not be the only means of communication between home and school. Parents are urged to monitor work more closely than these reporting procedures do. The agenda planner should be checked daily. Always look for tests to sign.

## **PROMOTION/RETENTION POLICY**

It is the policy of St. Ann School to promote or retain a student at any given grade level in order to provide opportunities for successful performance and learning. The school staff makes a major effort to appraise pupil strengths and areas of concern and plan programs accordingly. At any grade level, K-8, students may need to be retained. The criteria for grade advancement according to Diocesan Policy are as follows:

1. Satisfactory completion of academic studies according to grade level
2. Achievement of a standardized score in mathematics or language arts of not more than one year below grade level for Grades 4-8 and not more than one-half year for primary grades
3. Pupils whose scores are below the prescribed grade level with the assistance of available remediation or supportive programs but whose classroom performance, homework, and growth during the year indicate consistent effort

In addition to the above factors, the following would also be considered:

- a. Emotional, physical and psychological well-being of the child
- b. Family considerations
- c. Previous retention and previous school records
- d. Availability of remedial or enrichment programs in the school or district
- e. Consultation with the parents

Parents have the right to request that a child move to the next grade. They must write a letter to that effect which is placed in the child's file.

### **AVAILABILITY OF STUDENT RECORDS**

Consistent with the provisions of the Family Educational Rights and Privacy Act of 1974, official records, files and data directly related to their children are available to parents.

Parents may have access to school records upon request. We ask that you notify the school principal 24 hours in advance, either in writing or by telephone. Arrangements will be made for you to review these records in the school office.

Such records are confidential and may not be released or made available to persons other than parents and students (over 18) without the written consent of such parents or students.

Exceptions to this rule include:

1. Other professional personnel of the same school who have legitimate interest.
2. Officials in a school to which a child is transferring.
3. Authorized representatives of Diocesan and State Education Departments.
4. Pursuant to court order or subpoena, after notification to parents.
5. In emergency situations, to those who need information to protect the health or safety of the student or other individuals.

Either parent has the right to a child's record. In separation or divorce cases, access can be granted to both natural parents, unless there is a Court Order to the contrary. (Diocesan Policy)

### **TRANSFER OF RECORDS**

Upon receiving a formal request from the school to which a student is transferring, the following records will be sent:

1. Academic records
2. Grade placement
3. Attendance and Health records

Records which are outdated or opinionated are not transferred. Since this information is confidential, it is never given to a parent to take to the school. Parents are notified that copies of the transferred records are available to them at their expense.

**No records may be transferred if tuition payments are not current.**

## **DISCIPLINE PROCEDURES**

High standards of conduct are an important goal in Catholic schools. At St. Ann School we encourage a Christian community where students and staff:

- respect the uniqueness of each person
- develop an increased sense of respect for oneself and others
- create an atmosphere that enables students to grow in self discipline

Discipline must be a joint effort of the school, the parents, and the students. It is to be administered with consistency and fairness to ensure that each child is given the opportunity to fulfill his/her potential unhindered by the disruptions or infractions of others. Each teacher will clearly define the expectations of classroom behavior. All students have the responsibility to abide by the rules. Although it is expected that each teacher or adult given charge of students will handle classroom discipline, if persistent or serious infractions occur, a student may be referred to the principal. The principal is the final resource in all disciplinary situations and may waive any regulations for just cause at his/her discretion.

### **DETENTION**

A student will be assigned after school detention for missed homework assignments, two or more uniform violations, rude or inconsiderate behavior in the classroom (this includes remarks made to other students or faculty), in the cafeteria, or on the playground. When a student is to serve detention, he/she will be given a notice to be taken home and signed by their parent/guardian acknowledging the violation and the date of the detention. If the student is unable to stay for detention, the parent or guardian must state the reason in writing, and arrangements must be made for the student to serve another time.

Arrangements for transportation home will need to be made and noted on the returned detention slip.

### **PROJECT SAVE**

The Catholic Schools of the Diocese of Rochester and St. Ann School strive to provide a safe and secure environment. Our school endorses the principles of "Project SAVE" - Safe Schools Against Violence in Education. To this end, staff members of St. Ann School, on a continuous basis, receive training for the promotion of a safe school environment.

Acts of aggressive behavior, threats of violence, bullying, teasing and destruction of property are not conducive to a safe environment. These types of behavior will not be tolerated and when necessary, the administration will take appropriate corrective action in regard to the offending individual(s).

## **CARE OF PROPERTY AND MATERIALS**

Respect for school property (desks, lavatories, equipment, etc.) is expected of all students attending St. Ann School. Students deliberately misusing property will be disciplined at the discretion of the administration. It is important that children learn to value and be responsible for the many material goods available to them.

The school is not responsible for lost or stolen property. Money should be sent to school in an envelope properly marked with the student's name and designated use. Articles of value should not be left in school overnight.

## **HYGIENE**

We expect our students to come to school looking neat and clean (bathed, hair clean, uniforms, blouses and shirts clean). Hygiene is a very necessary part of your training as parents and we hope you will cooperate with us. You are the ones that send your children to school each day and we expect that you will check to see that your child is dressed properly, neat and clean and ready for school.

## **GUM CHEWING**

Gum chewing is NOT PERMITTED at St. Ann School. Many times students will dispose of gum under desks, on stairways, etc. In order to control damage done to school property this regulation is necessary. Please help us by insisting that your child does not bring gum to school.

## **NON-VIOLENT TOY and ELECTRONICS POLICY**

Any toy, action figure, game or book that is violent in nature or content is prohibited from entering St. Ann School. Electronic items such as Walkman/Discman players, cell phones, pagers, and hand-held games are not appropriate for school and are disruptive to other students.

## **SCHOOL WEBSITE**

Our school website is [www.stannhornell.org](http://www.stannhornell.org). This site contains basic information about the school including calendars, current events, and contact information.

## **INTERNET USAGE POLICY**

All students must sign the "Acceptable Student Use of the Computer Network and Internet" policy. All parents must sign the "Parental Agreement and Permission" form. Failure to comply with this Diocesan policy will result in suspension of a student's Internet privileges. These documents will be kept on file at the school for the duration of the students' attendance.

## **HARASSMENT IN AN ELEMENTARY SCHOOL SETTING**

We support the belief that all teachers, staff and students are entitled to be treated with dignity and respect, and to learn and work in a safe environment free from harassment. We strictly prohibit any conduct that constitutes harassment and reserve the right to discipline any person found guilty of such conduct.

## **CHILD ABUSE POLICY**

Under the New York State Child Protective Services Act, school personnel who "suspect that a child coming before them in their professional capacity is being abused or neglected are mandated to report their suspicion." We at St. Ann School are legally and morally bound to make such reports and would contact the Steuben County Department of Social Services.

## **PREGNANCY POLICY**

The Catholic Elementary Schools of the Diocese of Rochester maintain a pastoral approach to ministering to the needs of female and male students involved in a pregnancy as well as to their families. Each such case shall be treated individually and the educational leaders of the school (pastor and principal) will determine the proper method of schooling after consultation with the student and parent(s). (Diocesan Policy)

## **SUSPENSION**

Short-term suspension is the responsibility of the principal. This action will be taken when, in the judgment of the principal, a serious infraction of the school's policy has occurred, and/or a student's behavior is detrimental to a constructive learning atmosphere.

Generally this will involve an in-school suspension. This will mean that the student will report to school and will be responsible for all schoolwork, but will not be allowed access to the classroom or classmates. The student will complete the day in isolation under the supervision of the principal. The principal, following a conference with parents, will determine re-admittance to the classroom.

## **EXPULSION**

In an extreme case, where other measures have brought no results, expulsion from St. Ann School may be necessary. Expulsion is to be decided by the principal in conjunction with the pastor and the General Education Office of the Diocese of Rochester, which includes the school visitor and superintendent. A report recording the incident(s) leading to the expulsion and the communications relative to the decision are kept in the files of the local school.

## **DRUG AND ALCOHOL POLICY**

Any student in St. Ann School who is using, selling, giving, or dealing drugs or alcohol to other students in school or at a school-sponsored event is liable to expulsion. He/she will be suspended immediately and a conference among student(s), parent(s) or guardian(s), school administrator, and pastor will be arranged soon after the student has been caught selling, giving, using, or dealing with such substances. After the conference the principal will assign, in addition to counseling, a suitable punishment which may include probation or expulsion. (Diocesan Policy)

## **WEAPONS ON SCHOOL PREMISES**

No implement that can be construed as a weapon (e.g., knife, large stick, etc.) will be allowed on school premises. It is the administrator's responsibility to decide, in accordance with the seriousness of the offense, just what action will be taken if any weapons are found. This process may include in-school suspension, parental contact and/or contact with an outside agency such as police or protective services. (Diocesan Policy)

## **CRISIS MANAGEMENT POLICY**

The Diocese of Rochester and the Department of Catholic Schools requires a crisis management plan tailored to each school. The principal, in cooperation with teachers and staff, is to be alert to any situation or behavior that might signal potential danger and must be prepared to act swiftly and decisively. Such a plan includes involvement of local law enforcement, the fire department, and the Hornell City School District.

The Department of Catholic Schools administrative procedures are followed in the event of a violent disciplinary situation.

## **PARENTAL INVOLVEMENT**

Parents are an essential part of the total school program. You have made a conscious choice to send your child to St. Ann School. That means you have considered the options open to you and have chosen our school as the one that will provide the best education for your child. It is only right having made this important choice that you become as actively involved as possible in the school. There are a number of possibilities open to you.

## **PARENTS OF ST. ANN SCHOOL ADVISORY COMMITTEE**

Through long range planning, the St. Ann School Advisory Committee's responsibility is to work to promote the mission of St. Ann School. The committee also serves as a consultative body to the principal by assisting her in formulating school policy. In doing so, the committee works to assure the enhancement and enrichment of school programs. This committee meets once a month.

## **CREATING A SAFE ENVIRONMENT (C.A.S.E.)**

The United States Conference of Catholic Bishops' Charter for the Protection of Children and Young People in 2002 required that each Diocese of the United States initiate specific actions to create safe environments. Bishop Matthew Clark and the Diocese of Rochester have adopted the following policy. Volunteers who work with children, youth or vulnerable adults are required to sign a Diocese of Rochester Volunteer Code of Conduct, complete the Criminal Record Check process and participate in Creating a Safe Environment training. (The Criminal Record Check includes Social Security number verification, Department of Corrections check and Sex Offender registry check for each state in which the volunteer has resided in the last seven years.) Creating a Safe Environment workshops are offered throughout the year at Catholic parishes throughout the Diocese. St. Ann volunteers working with and/or accompanying children are required to complete this training.

## **PARENT VOLUNTEER PROGRAM**

St. Ann School has an active volunteer program. Many of the activities which go on as a part of the school day wouldn't happen as well, or in some cases at all, without the aid of parents. A volunteer sign-up form is available at the time of registration. A form may also be obtained any time throughout the year in the school office.

Parents are involved in working in the library and cafeteria, supervising o the playground, aiding teachers in and out of the classroom, in the office, and in a variety of after school activities. Parents serve as room parents, providing a great deal of assistance to teachers. Parents also provide service by working with other committees in the school and parish.

The presence of parents in the school is always welcome and appreciated. Please stop at the school office when you are in the building during school hours to let the secretary know you're there. If you have a special skill or some time to share, please let us know. We certainly have a place for all those who are interested.

## **FIELD TRIPS**

The classroom teachers schedule field trips at various times throughout the year. They are an integral part of the learning process. The proper permission form, which releases the school from liability, must be submitted to allow a student to go on a field trip. Notes or telephone calls cannot and will not be accepted as a substitute for the proper permission form. Volunteers who are asked to drive for field trips must fill out a Volunteer Driver Information Sheet before driving on a trip. If you are a chaperone for a field trip, you are NOT allowed to bring other children with you.

## **CHAPERONE GUIDELINES FOR FIELD TRIPS**

These guidelines are to insure the safety of our students while on a school approved field trip.

1. Siblings or other children are not allowed to go along with you.
2. If you are a driver you will need to complete a Volunteer Driver Information Sheet. Please note: the minimal acceptable liability limit for privately owned vehicles is \$100,000/\$300,000.

3. If you are driving, do not place a child under 12 years old (including your own) in the front seat of your vehicle. All children and adults must be buckled in with a seat belt. Children ages 4, 5, and 6 must be properly restrained in an appropriate child restraint system, one that meets the child's height and weight recommendations according to the child restraint manufacturer.
4. If you are driving, please do not make any unscheduled stops (e.g., to McDonalds) either before or after the field trip.
5. Please refrain from using a cellular, digital or car phone while on the field trip, especially when driving.
6. Please do not purchase any food or gifts for your group. We want all the students to have the same field trip experience.
7. Please abide by the teacher's instructions at all times.
8. A chaperone must have attended and been screened through a C.A.S.E. Workshop (see "Creating a Safe Environment" on page 14).

## **SCHOOL ROUTINE**

### **MORNING SUPERVISION**

In an effort to accommodate working parents, we provide a BEFORE SCHOOL DAY CARE for non-bus students from 7:30 a.m. to 8:15 a.m. These students will report to the Cafeteria. A charge of \$0.50 per day is due when the child arrives. Payment may be sent in by the week, month, semester, or year. If students arrive before 8:15 a.m., they are required to report to the Cafeteria. \*\*\*\* Breakfast is available for \$0.50 per breakfast, per day.

### **AFTER SCHOOL DAYCARE**

We also provide an after school daycare program for your child (ren) from 2:30 – 5:30 p.m.

	ONE CHILD	TWO CHILDREN	THREE CHILDREN
1 hour	\$3.00	\$5.00	\$6.00
1 ½ hour	4.50	7.50	9.00
2 hours	6.00	10.00	12.00
2 ½ hours	7.50	12.50	15.00
3 hours	9.00	15.00	18.00
3 ½ hours	10.50	17.50	21.00

Our schedule will include:

- Attendance
- Change into play clothes
- Snack time (children will bring their own)
- Outdoor or indoor activities
- Quiet time: Homework or quiet play which will include games, crafts, videos

We ask that you pay at the beginning of each week or the first day of the week that your child (ren) attend the after school care program. Kindly put payment in a sealed envelope with your child (ren)'s name on it. Checks should be made payable to St. Ann School. If children are not picked up within the specific time frame, the next half-hour charge will be applied.

### **BUS STUDENTS**

Bus students, on arrival, will also report to the cafeteria. A parent volunteer will help supervise these students. \*\*\* Students are not allowed on the playground in the morning except to place their bicycles in the bicycle rack.

If your child is NOT going to take the bus home on a particular day, it is the responsibility of the PARENT to notify the BUS GARAGE (whatever district bus your child takes). We ask your cooperation in this important public relations matter.

#### **Bus Garage Phone Numbers**

Alfred-Almond 276-2563

Arkport 295-7290

Canisteo/Greenwood 698-2631

Dansville (716) 335-4070

Hornell 324-2633

### **SAFETY MEASURE**

In order to assure safety for all students, parents SHOULD NOT pull up in front of school or drive into the parking lot between the school and rectory. Parents are asked to drop off children on ELM STREET (side of church). YOUR FULL COOPERATION IS ESSENTIAL FOR THE SAFETY OF ALL STUDENTS.

### **SCHOOL HOURS**

The first bell rings at 8:15. Classes begin at 8:25 a.m.

Pre-K – 8<sup>th</sup> Grade 8:25 a.m. to 2:35 p.m.

### **TELEPHONE CALLS**

It is NOT policy to call parents for forgotten items, permission slips, lunches and transportation changes. We wish to help the children to be responsible for their needs. Encourage your child (ren) to check their backpack before going to bed so that they will have everything they need when they leave the house in the morning. Since we are charged per phone call, students are required to pay \$0.25 per call when using the telephone.

## **ATTENDANCE**

Please telephone the School Office at 607-324-0733 to report absences before 9:00 a.m. Please leave a message on the answering machine or speak with the secretary. The message should contain the following information:

Child's name

Nature of illness

Homeroom teacher

If class work is to be sent home (with whom)

Please note that no class work will be available for pick up before dismissal. Upon returning to school, a written excuse explaining the absence must be provided to the child's teacher. Failure to bring in this written excuse means the absence must be marked as illegal in the permanent register, a legal document. It is the student's responsibility to make up assignments missed while they were absent.

## **CHANGE OF INFORMATION**

It is very important that we have your correct address and telephone number. Please notify the school at once when there is a change in your address or telephone number at home or work. This is important should an emergency arise. Parents are required to notify the principal when a child will be attending another school for any reason.

## **LATE ARRIVAL**

If a child is going to be late for any reason, the school office is to be notified as soon as possible. If you know in advance that a student will be arriving late due to an appointment, we would appreciate notification the day before. As per state regulations, this allows us to mark the student "late arrival" rather than "tardy". The child must be signed in at the school office by the person bringing him/her to school. A note explaining the tardiness must be submitted to the teacher.

Tardiness due to a late bus is automatically excused.

## **EARLY DISMISSAL**

A written request from the parent or guardian must be brought to the teacher or the school office on or before the day that early dismissal is desired. It is mandatory that the parent or a person designated by the parent come to the school office to sign the student out. This is required even if the student will be returning to school that day. If the student does return, he/she must be signed in by the parent or guardian.

## **TRUANCY**

Any student absent from school without parental knowledge is considered truant. Repeated offenses will be dealt with through disciplinary actions.

## **MEDICATION IN SCHOOL**

School nurses and health aides are prohibited by State Law from administering medication to school children without specific written authorization from parents and the family doctor. This applies to prescription drugs and over-the-counter items such as cough drops, aspirin, eye drops, etc. If parents expect a medication to be administered to a child during the hours he/she is in school, the following requirements must be met in each specific case of treatment:

1. A written request from the physician indicating frequency and dosage of the prescribed medication
2. A written request from the parent to administer the medication as specified by the doctor

Authorization as described does not carry over from one year to the next. It must be updated at the start of each school year.

Medications which are sent to school without the proper authorization will not be given to the student and will be returned to the parent.

*NOTE:* It is often easier for you to adjust the timing of a medication when a prescription is to be given for a short time.

## **PESTICIDE NEIGHBOR NOTIFICATION LAW SECTION 409-H:**

In adherence to New York State Section 409-H Education Law, St. Ann School does not use any pesticide products in its school or on its grounds.

## **ASBESTOS INSPECTION**

St. Ann School is inspected regularly in response to AHERA regulations. As required by AHERA, yearly inspections take place. St. Ann's has complied with AHERA by developing an Asbestos Management Plan. This plan is being kept in the Administrative Office of the Principal and is available for inspection there. Anyone interested in reviewing the Plan may come to the office during regular school hours and, for mutual convenience, by appointment.

## **ILLNESS**

The guidelines for keeping students home:

1. Fever -100 degrees or above (New York State Law mandates this)
2. Vomiting
3. Any rash of unknown cause or knowledge of treatment
4. Red, itching, draining eyes — unless student has known allergies and is in fact under treatment
5. A student who does not appear well or who in fact, is not well should not return from illness. A general "rule of thumb" is 24 hours before returning from any illness.
  - a. Chicken Pox — all blisters must have scabs, no fever — usually not less than 5 days
  - b. Strep Throat — student should be on medication for 48 hours before returning to school
  - c. Other contagious diseases at the direction of the doctor

6. Any obviously ill student — coughing, sneezing, listless, unable to work in the classroom, distracting to self and others — even if he/she has no elevated temperature, should be kept at home.
7. Any student found with lice by the nurse
  - a. All siblings in school and classmates will have heads checked by school nurse/health aide,
  - b. Student must be nit free before returning to school.

### **IMMUNIZATIONS**

In accordance with Public Health Law, all students are to be immunized against diphtheria, measles, polio, mumps, and rubella before they enter school. Other requirements may vary by age and grade. A form signed by the family physician must be presented to the school prior to or on the date of entrance. (New York State Law)

### **PHYSICAL EDUCATION**

Physical education, provided through the Hornell Y.M.C.A., is an integral part of the instructional program at St. Ann School and required of all students. Parents may excuse child (ren) with a written note for no more than two consecutive classes. A written excuse from the doctor is required for any period of time beyond two classes. Also, a doctor's note is required to resume physical education.

Children who are excused from physical education class may not take part in lunch time recess outside.

### **SPEECH AND LANGUAGE THERAPY**

A New York State certified speech and language teacher is assigned to our school on a shared time basis. She conducts screenings and evaluations of pupils to detect specific speech, language, and hearing problems and provides therapy to individuals and small groups of pupils. The speech and language teacher also consults with staff and parents to assist them in meeting the total needs of the children. The school staff or parents may initiate referrals to the speech and language teacher. Parental permission is always obtained.

### **PSYCHOLOGICAL SERVICES**

St. Ann School has the services of a Hornell City School psychologist who acts as a consultant to teachers and parents regarding such matters as learning problems and school adjustment. Parents wishing consultation with this school psychologist should contact the principal.

### **SCOLIOSIS SCREENING**

New York Education Law requires that all children between 8 and 16 years of age receive a school screening examination to find children with possible curvature of the spine (scoliosis). A Hornell City School nurse will check children showing any questionable findings and designate those needing referral to their physician. This referral does not indicate a definite diagnosis of scoliosis, but indicates the need for a more in depth evaluation.

## **EMERGENCY SCHOOL CLOSINGS**

In the event that, due to weather conditions, school is not going to be in session, the announcers on radio stations WLEA and WHHO will inform you. Please DO NOT CALL the radio station, principal, priests, or teachers. It will be announced on the radio. REMEMBER that if the Hornell City School District is closed, St. Ann School is automatically included in the closure. On a day that the weather is inclement, but the school is open, it is the parent's decision as to whether his/her child attends school on that day. Should the parent keep a child home, the parent should phone the school and provide the student with a note to that effect upon returning to school.

## **FAMILY VACATIONS**

The school is unable to authorize vacations while classes are in session. We urge parents to avoid taking a child out of school for this purpose. Absence from school for vacation purposes is an illegal absence.

Teachers will not prepare work for the child to take on vacation. Instruction in the classroom is so much more than assignments that we do not feel that this is an effective method of instruction. We prefer that students make-up pertinent assignments upon return to school where the teacher can supervise the instruction.

## **SCHOOL VISITS**

### **VISITOR POLICY**

All visitors, including parents, must report to the School Office upon arrival at school. No one should go directly to any classroom. For SECURITY REASONS we need to know who is in the building. For smooth operating reasons we need to minimize interruptions in classrooms. Thank you for your cooperation and understanding.

Student guests may visit with at least two days notification and the approval of the administration. Parents are very welcome to attend any event which occurs at school. Your participation and interest are important and appreciated.

## **LUNCH PROGRAM**

### **FEDERAL LUNCH PROGRAM**

St. Ann School participates in the FEDERAL LUNCH PROGRAM for students who qualify. Kindly fill out the Federal Lunch Program form provided at the beginning of the school year to see if you qualify. All applications are confidential and you will be notified of your acceptance into the program.

## **HOT LUNCHES**

Hot/Cold Lunches will be available every day this year, beginning the first day of school. Lunch menus will be sent home with students at the beginning of each month. Milk, a choice of 2% white, skim milk, or 1% chocolate, is included with a full lunch.

Cost for regular hot lunches:                      Grades PK-8 - \$1.25                      Adult - \$2.85

Children not wishing to buy hot lunch should bring their lunch. Milk will be available starting the first day of school. Students may prepay for lunches by the week, month, semester, or year. Students who forget lunch or lunch money may charge a lunch for that day. All charges are expected to be paid the following day.

Supervision of the children during the lunch hour is the responsibility of lunch monitors. Parents may wish to volunteer their time for this.

### **LUNCH HOURS:**

11:20 am - 12:10 pm	Lunch/Recess, Grade PreK
11:30 am - 12:10 pm	Lunch/Recess, Grades 3-8
12:10 pm - 12:50 pm	Lunch/Recess, Grades K-2

Children go outside to play each day (except if it is raining or it is extremely cold). They need this time for exercise and fresh air. Coats, sweaters and/or jackets, are to be worn if the temperature is 60 degrees or below. We ask that you make sure your children are prepared to go outside to play in cold weather, with boots, hat, mittens, slacks (snow pants when necessary) and warm jackets.

## **MONEY**

All money brought to school should be in a sealed envelope that has the student's name, grade, and amount of money in the envelope marked on the outside of the envelope. Please also mark on the envelope what the money is for. Students will give these envelopes to their teachers, who will send them to the office.

## **TUITION**

The new fiscal year for school began July 1, 2006. Parents wishing to pay their tuition bill in full or semi-annually will receive a 2% discount. In order to receive this discount, payment in full needs to be made on or before September 13, 2006. For semi-annual payments, the first payment needs to be made on or before September 13, 2006, and the second payment is due on or before January 13, 2007. You have the option of paying by cash, check or credit card. Other tuition payments will be set up with FACTS Business Solutions for Education.

## **VOLUNTARY WORK CONTRIBUTION**

Parents and/or grandparents may earn volunteer credit as a means of decreasing the parent participation payments. In order to receive this credit, it is important that parents and/or grandparents sign in when fulfilling their commitment. The amount earned per hour is \$7.50, up to \$150 per year. If you wish to take advantage of this option and did not previously sign up, please call school at 607-324-0733. You may choose your time and day.

If you do not wish to receive credit, but are willing to give of your time and talent please call the school office and let us know when you would be available to help out. There are several areas where volunteers are most welcome and help our school run smoothly.

### **UNITED WAY CONTRIBUTIONS FOR ST. ANN SCHOOL**

St. Ann school is a 501(c) Non-Profit Organization, therefore it can benefit from your donations to the United Way. If you wish St. Ann School to benefit from your contribution, you will need the following information:

**Vendor Company Name: St. Ann School**

**Vendor Number: 101794**

We thank you for considering this option.

### **SPECIALS**

We continue to save Campbell Soup Labels and Box Tops for Education, as well as used computer ink cartridges and no longer used cell phones. We are very grateful to the many that are saving their cartridges for us. We use our points to purchase needed ink cartridges for our printers.

## **SCHOOL UNIFORMS**

It is a proven fact that uniforms: affect behavior in a positive way, eliminate competition, save money, instill pride (if worn properly), and give one a sense of belonging.

All students in Grades K-8 at St. Ann School are to be dressed in the proper uniform each day of the school year. Complete uniform is to be worn to and from school unless specific permission is granted otherwise.

### **UNIFORM POLICY**

<b>GIRLS:</b>	Uniform Jumper or Skirt White or Yellow Blouse White Knit top with collar Navy Blue, Green or White Knee Socks <u>(White ankle socks may be worn with uniform shorts)</u>	<b>BOYS:</b>	Navy Blue Uniform Pants Light Blue or White Knit Shirt with collar <u>(Uniform shirt will be tucked in at all times)</u>
<b>BOTH:</b>	School shoes – <b>NO SNEAKERS, CLOGS OR WORK BOOTS</b> – (sneakers may only be worn on gym days). Shoes with heels more than one inch should be avoided as they are unsafe on the fire escapes. A <b><u>gym uniform</u></b> is required, consisting of white t-shirt (with St. Ann School logo) and dark/navy blue gym shorts. During winter months dark/navy sweatpants or wind pants may be worn in lieu of shorts. St. Ann School sweatshirts or Navy/Dark Green uniform sweater, may be worn during the colder months. Navy Blue <b><u>uniform shorts</u></b> may be worn in <b>September, May and June</b> when the temperature is expected to reach 70 degrees or above.		

Following the uniform policy helps to develop self-discipline. Please help us enforce this policy by making sure that your child is properly dressed in his/her uniform each day. If a student is out of uniform they will be given a notice. The second notice will result in after school detention.

### **NON UNIFORM DAYS**

Students are expected to dress in a manner appropriate for school — clean, neat clothes. Students are NOT to wear shirts with offensive writing or pictures. This would include rock-star shirts.

### **COLD WEATHER**

Students need to be dressed for the weather. (Once the cold weather sets in, winter coats, snow pants, etc. are needed, especially when children are outside at lunch recess.)

**The Administration has the right to define and clarify policy throughout the school year.**