

# POLICY HANDBOOK 2024-2025

Saint Ann Catholic Elementary School ·  
34 Rossa Avenue · Lawrenceville, NJ · 08648 ·  
609-882- 8077

**Revised 08/20/2024**

**NOTE: Any policy or procedure in this handbook may be superseded by policies and procedures detailed in the official communication sent forth by the Diocesan offices. Any actions or comments that are viewed as scandalous to the school, its students, the operation of the school, or the reputation of the school in the community is subject to the school's disciplinary code, whether or not such actions or comments occur on school grounds, the internet or during the school day.**

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## **I. INTRODUCTION**

### ***Welcome Letter from Saint Ann's Head of School***

August 1, 2024

Welcome to Saint Ann Catholic Elementary School! At Saint Ann Catholic Elementary School, we are committed to providing a community environment where young people feel loved and are encouraged to accept the challenge to be respectful, caring members of our world. The Parent-Student Handbook is the guideline for the appropriate structure, limits, safety, and high standards required by all for the success of our students' growth and development.

We are committed to assist your children in the development of Christian beliefs and values that affect moral and ethical behavior as adults. Our programs enable your children to grow in their understanding of themselves, their relationship with God, and their relationship with others. We advocate leadership through positive action and foster confidence in good decision-making by providing a comfortable environment in which your children can discuss and live out the values on which their education is based.

Saint Ann Catholic Elementary School empowers your children to achieve academic excellence and knowledge by developing skills necessary for higher education pursuits and a wide range of careers. We reinforce Catholic family values and impart to your children attitudes and behaviors which will encourage them to use their gifts and the Earth's resources wisely, thereby giving witness to God's presence in our world.

Saint Ann Catholic Elementary School is part of the Saint Ann Parish Community. We thank the many parishioners and all the parents who have so generously given of their time, talent, and resources to support our school and its mission. We ask for a continued partnership and, as always, prayers to help guide us in a new and exciting year at Saint Ann Catholic Elementary School.

May God continue to Bless our students and our school in this new school year.

Sincerely,

Ameriquin Dalmasy-Laccetti  
Head of School

## ***Saint Ann Catholic Elementary School Mission Statement***

Our **mission statement** is recited daily each day as we start our school day.

*Saint Ann Catholic Elementary School empowers all students In a Christ-centered environment to serve God and others*

*To develop their unique talents and gifts, to strive for academic excellence, and to be lifelong learners.*

### **School Pledge**

*I believe that Jesus is present in each of my classmates, in my teachers, and in me. Therefore, all my actions will show my respect for Jesus and everyone I encounter throughout my day.*

## ***Educational Philosophy of Saint Ann Catholic Elementary School***

The administration, faculty, and staff of Saint Ann Catholic Elementary School are dedicated to the intellectual and spiritual growth of each child. The school's mission is to promote the development of Catholic values and moral standings so that our students go forth, knowing their faith and living it as well.

Saint Ann Catholic Elementary School fosters intellectual growth by maintaining an atmosphere where all students are encouraged to develop a love of learning and a striving for excellence in all they do. It is our belief that every child is a unique individual and must be provided with an arena for success where individual potential and self-esteem can flourish.

### ***Our Core Values***

The core values of Saint Ann Catholic Elementary School are based upon, but not limited to, Catholic social teaching.

**Prayer** – Through daily prayer and various liturgical experiences, students develop a strong and personal relationship with God. A strong sense of faith and Catholic/Christian values permeate every aspect of the School's academic and religious experience.

**Responsibility** – Taking personal responsibility for one's actions and efforts is a quality that we work to develop in all students. It is the foundation for the development of a strong work ethic and leads to the ability to make good personal moral decisions.

**Respect** – As a human being created in God's image and likeness, every individual is to be afforded respect by others. This respect is seen in each person's speech and actions.

**Stewardship** – We are all called to utilize the gifts and talents that we possess for the greater good and for the benefit of others. This means that we work to do our best each day for our own personal growth, and we give back to the parish, school and larger community through our time, talent, and treasure.

**Dignity** – There is dignity in all legitimate work. Each day, students, teachers, and parents are called upon to do their best work and to value the work of others in their class and world community.

**Learning Environment** – The School is a safe and supportive learning community where it is the responsibility of all to work together in honor of the learning process. It is each person's job to help maximize learning for themselves and others.

**Community** – We are a family centered organization that shares a common purpose - the best spiritual, physical, and academic development for our young people. We are called to accomplish this in a positive and collaborative manner. The joys and rewards of learning and doing one's best are celebrated by all members of Saint Ann's Catholic community.

### ***School Board***

The Saint Ann Catholic Elementary School Advisory Board is a consultative, advisory board that works with the pastor/parish administrator and the Head of School in accordance with Diocesan policy. The goal of this board is to assist the pastor/parish administrator and the Head of School in planning, policy development, financial planning, facilities, marketing and development, and long-range planning.

The role of the Board is to assist the parish in reaffirming its commitment to Catholic education and to raise awareness of the parish community that Catholic Schools continue to be "the most effective means available to the Church for the education of children and young people" who are the future of the Church (To Teach as Jesus Did, 118).

Members of the school board are selected by a process of discernment and serve for terms of three (3) years. There may be a maximum reappointment of two (2) extra terms as approved by the pastor/parish administrator. Terms are staggered to maintain stability of long-range goals and directions. The School Board is composed of no fewer than seven (7) and no more than nine (9) members or as approved by the pastor/parish administrator.

## ***School Board Members***

Father Leandro De La Cruz	Pastor
Ameriquin Dalmasy-Laccetti	Head of School
Vito Pulito	Chairperson of the Board Finance Committee
Christine Mehlhorn	Advancement/Secretary of the Board
Michael Cerra	Strategic Planning
Duke Del Prado	Technology (IT)
Gary Oravsky	Advancement
Patricia Staltari	Strategic Planning
Samuel Mil	Marketing/Facilities
Mark Milecki	Security

## ***School Directory***

The school's main office is open from 7:30 AM to 3:00 PM each school day during the school year.

The summer hours are 9:00 AM to 1:00 p.m. Monday through Thursday.

<b>Saint Ann School Main Office Phone Number: 609-882-8077</b>		
<b>School Leadership &amp; Administrative Staff</b>		
Pastor	Father Dela Cruz	ldelacruz@churchofsaintann.com
Head of School & HIB	Ameriquin Dalmasy-Laccetti	alaccetti@st-ann-school.org
Dean of Academics	Darren Basich	dbasich@st-ann-school.org
Director of Admission & Marketing	Alessandra Fallon	afallon@st-ann-school.org
School Counselor	Dayna Panarello	dpanarello@st-ann-school.org
Administrative Assistant	Joanne Englander	jenglander@st-ann-school.org
Maintenance	David Young	dyoung@st-ann-school.org

<b>Lower School Grades Pre K-4th Grade</b>		
PreK 3 Teacher/Aid	Jennifer Gladney Rose Ann Gladney	<a href="mailto:jgladney@st-ann-school.org">jgladney@st-ann-school.org</a> <a href="mailto:rgladney@st-ann-school.org">rgladney@st-ann-school.org</a>
PreK 4 Teacher/Aid	Meredith Socha Bonnie Nice	<a href="mailto:msocha@st-ann-school.org">msocha@st-ann-school.org</a> <a href="mailto:bnice@st-ann-school.org">bnice@st-ann-school.org</a>
Kindergarten-A Teacher/Aid	Jennifer Bickham Samta Tellis	<a href="mailto:jbickham@st-ann-school.org">jbickham@st-ann-school.org</a> <a href="mailto:stellis@st-ann-school.org">stellis@st-ann-school.org</a>
Kindergarten-B Teacher/Aid	Hailey McGee Denise Ervine	<a href="mailto:hmcgee@st-ann-school.org">hmcgee@st-ann-school.org</a> <a href="mailto:dervine@st-ann-school.org">dervine@st-ann-school.org</a>
First Grade Teacher/Aid	Marsha Schiariti Jackie Hiatt	<a href="mailto:mschiariti@st-ann-school.org">mschiariti@st-ann-school.org</a> <a href="mailto:jhiatt@st-ann-school.org">jhiatt@st-ann-school.org</a>
Second Grade	Nicole Lestician	<a href="mailto:nlestician@st-ann-school.org">nlestician@st-ann-school.org</a>
Third Grade	Hayley Grabowski	<a href="mailto:hgrabowski@st-ann-school.org">hgrabowski@st-ann-school.org</a>
Fourth Grade	Kathleen Ritchey	<a href="mailto:kritchey@st-ann-school.org">kritchey@st-ann-school.org</a>

<b>Upper School Grades 5-8 &amp; Specialists</b>		
5th Grade/ G5 Math/ G5-8 Science	Brian Azrolan	<a href="mailto:bazrolan@st-ann-school.org">bazrolan@st-ann-school.org</a>
6th Grade/ G5-6 ILA/ G2-4 Tech	Chaselyn Palumbo	<a href="mailto:cpalumbo@st-ann-school.org">cpalumbo@st-ann-school.org</a>
7th Grade-A/ G5-8 Social Studies	John Poirier	<a href="mailto:jpoirier@st-ann-school.org">jpoirier@st-ann-school.org</a>
7th Grade-B/ G5-8 Adv.Math/ G6-8 Math	Jennifer Drumm	<a href="mailto:jdrumm@st-ann-school.org">jdrumm@st-ann-school.org</a>
8th Grade/ G7-8 ILA/ PreK-G1 Tech	Kelly Meyer	<a href="mailto:kmeyer@st-ann-school.org">kmeyer@st-ann-school.org</a>



G5-8 Religion/ PreK-8 Music	Elizabeth Meagher	<a href="mailto:emeagher@st-ann-school.org">emeagher@st-ann-school.org</a>
PreK- 8 Physical Education	John Zimmer	<a href="mailto:zimmer@st-ann-school.org">zimmer@st-ann-school.org</a>
K-8 Spanish	Kristin Santizo	<a href="mailto:ksantizo@st-ann-school.org">ksantizo@st-ann-school.org</a>
PreK-8 Art	Isabella Africa	<a href="mailto:lafrica@st-ann-school.org">lafrica@st-ann-school.org</a>
Library	Pat Ortiz	<a href="mailto:portiz@st-ann-school.org">portiz@st-ann-school.org</a>

Student Services		
Individual Service Plan Coordinator	Dayna Panarello	<a href="mailto:dpanarello@st-ann-school.org">dpanarello@st-ann-school.org</a>
Push In-Class Support	Ellen Revill	<a href="mailto:erevill@st-ann-school.org">erevill@st-ann-school.org</a>
Pull out Class Support	Taheerah Amica	<a href="mailto:tamica@mresc.k12.nj.us">tamica@mresc.k12.nj.us</a>
Speech Services	Susan Brennan	<a href="mailto:sbrennan@mresc.k12.nj.us">sbrennan@mresc.k12.nj.us</a>
E.S.L. English Second Language	Darlene Jacobus	<a href="mailto:djacobus@escnj.us">djacobus@escnj.us</a>

### ***Saint Ann's School Day Schedule***

FULL DAY SCHEDULE	
<i>Please note ALL early dismissal days are dismissed at 12:00, unless otherwise announced.</i>	
Period	Time
Homeroom	8:00-8:15
1	8:20-9:00
2	9:05-9:45
3	9:50-10:30
4	10:35-11:15
5	11:20-12:00
6	12:05-12:45
7	12:50-1:30
8	1:35-2:15
PM Homeroom	2:15-D dismissal

**NOTE:** Please read through the handbook to learn about our Emergency school closing procedures.

## **II. OVERVIEW**

### ***Preface***

As a Catholic school in the Diocese of Trenton, we adhere to the policies and procedures set forth by the Diocese of Trenton. This Parent/Student handbook is designed to assist parents/guardians and students in understanding the policies and the regulations of Saint Ann Catholic Elementary School. As such, the policies contained in this document are in compliance with the policies of the Diocese of Trenton.

### ***Purpose and Use of Handbook***

This handbook is designed to assist parents and students in understanding the policies and procedures of St. Ann School. It serves as an avenue of cooperation between the home and the school. While it is meant to serve as a guide, the parish/school is given flexibility and discretion to take actions other than those specified in the handbook.

### ***Amendments to Handbook***

The school administration reserves the right to make changes to this Parent–Student Handbook at any time when deemed necessary by the Parish/School Administration. If changes are made, parents will be notified in a timely manner. These changes will become policy as soon as they are communicated to the parents and students.

### ***Diocesan Policy - Instructional Program***

Students will be primarily responsible to classroom teachers. The instructional and non-instructional services provided in each school will be brought into the life of each child in a manner determined by the classroom teachers and Head of School of each school.

Catholic education requires the active interest and involvement of parents in their child's school progress; however, involvement will not be permitted to become interference.

When parents repeatedly and insistently attempt to impose their views as to the educational process upon the school administration, education, both of that child and of other students, will be adversely affected. In such instances, the parents will be requested to remove their child from the school.

### ***School Accreditation***

Saint Ann Catholic Elementary School is a parish elementary school of the Diocese of Trenton. It is fully accredited by the AdvancED Accreditation for Elementary School.

### ***Non-Discrimination Policy***

St. Ann School admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. St. Ann School does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admissions, scholarship and financial aid programs, and athletic and other school administered programs.

### **III. ADMISSION**

#### ***Student Enrollment Policy Statements***

1. Students will be primarily responsible to classroom teachers. The instructional and non-instructional services provided will be brought into the life of each child in a manner determined by the classroom teachers, support staff, and administration. Catholic education requires the active interest and involvement of parents in their child's school progress.
2. Any actions or comments that are viewed as scandalous or detrimental to the school, its students, the operation of the school, or the reputation of the school in the community are subject to the school's disciplinary code, whether or not such actions or comments occur on school grounds, the internet or during the school day, and subject to student dismissal from Saint Ann Catholic Elementary School.
3. Enrollment is by yearly contract. Either party may terminate the contract at any time. Upon enrollment, parents understand that the enrollment agreement is for one school year and that Saint Ann Catholic Elementary School may require the withdrawal or dismissal of any student if it concludes that such student's attitude, influence, or behavior does not serve the best interests of Saint Ann Catholic Elementary School. Parents further understand that a positive and constructive working relationship between the school and a student's parents (or guardian) is essential to the fulfillment of our mission. Parents agree that in accordance with Saint Ann Catholic Elementary School's tuition policy, no portion of any tuition or fees for a student is either refunded or canceled upon early withdrawal or dismissal of the student for disciplinary reasons.
4. The Head of School retains the right to amend the handbook for just cause. The Head of School will give parents prompt notification of changes that are made in school policy.
5. Enrollment of a student at Saint Ann Catholic Elementary School assumes that parents will support and accept all policies and procedures contained within this handbook.

## ***School Enrollment Contract***

A signed Student Contract (Parish-Family Partnership) is required for all students enrolled in Saint Ann Catholic Elementary School. Contracts and any tuition that is calculated to be owed are to be returned to the school office for processing within the deadline. Only contracts that are accompanied by the proper fees and authorizations are considered ready for processing.

## ***Tuition Management Program Options (FACTS)***

Saint Ann Catholic Elementary School uses FACTS, a Tuition Management Company, to process all tuition payments as well as after school and other school fees. All families are required to register with FACTS even if they are paying tuition in full as other payments and fees charged by the school will be processed through FACTS.

Once a signed contract is received by our main office, you will receive instructions from the school on how to access FACTS. Please call the main office if you have any questions. Saint Ann Catholic Elementary School does not charge families to use this service or for returned payments. FACTS does charge families for returned payments from their bank. Families should know that FACTS does charge a fee for credit card payments.

Pay in Full, payment is due July 20

2 payment plan, payments are due July 20 and December 20

10 payment plan, payments are due on the 20th of the month beginning on July 20 Tuition due dates do not change for late enrollments; all past payments will be due upon enrollment.

Late Registration Contracts

Families that register and sign contracts after July 1 are required to pay tuition on a prorated basis. Tuition is calculated from the month of enrollment. Those who choose to pay in full must include tuition payment with the signed contract.

Those who wish to use the monthly payment plan must pay all outstanding payments upon enrollment. Example: If enrolling in July, one-tenth of the tuition is required; if enrolling in

August, two-tenths; in September, three-tenths. Each family is responsible for making tuition and fee (after school, lunch, and trip) payments on time.

## ***Withdrawal Policy***

- Withdrawal before the first day of school - 10% of yearly tuition will be due. – Not including Registration Fee
- Withdrawal from the first day of school through October 31 - 30% of yearly tuition will be due.
- Withdrawal from November 1 through December 31 - 50% of yearly tuition will be due.
- Withdrawal from January 1 through February 28/29 - 80% of yearly tuition will be due.
- Withdrawals after February 28/29 – 100% of yearly tuition will be due.

### ***Delinquent Accounts Policy***

Saint Ann Catholic Elementary School considers delinquent accounts (this includes tuition, after-school fees, lunch, trips, and other fees) a serious matter. If you miss a payment, FACTS will automatically reschedule it 10-15 business after the initial due date. If returned again, they will attempt the missed payment a second time. If the second payment is also returned it is designated unresolved and your account is considered 60 days in arrears. FACTS will send email notifications when a payment has been returned and state the date for which it has been rescheduled.

Any account 60 days in arrears is considered a breach of contract and the student/s will not be allowed to participate in school activities including trips, assemblies, after-school clubs, drama, graduation, and other extracurricular activities. In this case, students may be sent to another classroom during school.

If they need to be kept out of after school activities, the parent will be required to pay any fees generated by the Saint Ann Catholic Elementary School after school program.

In addition, student records will not be forwarded for graduating or transferring students until all financial obligations are completed.

Notification will be sent to the parent regarding the delinquent account and the consequences for the student.

Parents are required to contact the school immediately (within five business days) to rectify the situation.

Should a third payment be missed, the parent will be notified that the student must withdraw by the end of the month of the missed payment.

Re-enrollment contracts for the next school year will not be issued to any family whose account is not up to date.

If the outstanding balance is not paid before the first day of school, the student will not be considered enrolled and may not attend classes in the new school year until all financial obligations are met.

If a significant financial hardship (loss of employment, unanticipated major medical expenses, etc.) prevents you from meeting your tuition obligation as agreed in your child's Student Contract, you must make arrangements immediately to contact the school to discuss payment options. You must then abide by those terms to be considered current.

## ***Admission Policy***

All prospective families who wish for their children to be admitted at Saint Ann School must fill out an application form for each student. The Administration will make a determination of new student acceptance after receiving and reviewing all paperwork.

The following items must be completed and received to finalize registration:

- Application form and non-refundable application fee (\$75.00 per child)
- Contract with tuition form, B6T (Transportation) form, Textbook form
- Copy of official Birth Certificate (not the hospital issued certificate)
- Copy of Baptismal certificate (even children baptized at Saint Ann) – if applicable
- Completed Health form
- Immunization Record (immunizations must be up to date – see note below)

## ***Admission for Preschool Program***

**All students in Pre-K MUST be fully toilet trained**, if they are not fully toilet trained they will not be able to remain in the Pre-K program. Any student who has three (3) accidents will be reviewed as far as remaining in the Pre-K program. Spots will not be held for students who leave the program due to toileting needs.

This means your child can do the following on their own:

- be able to TELL the adult they have to go to the bathroom BEFORE they have to go.
- they must be able to say the words "I have to go potty" BEFORE they have to go.
- be able to pull down their underwear and pants and get them back up without assistance.
- be able to wipe themselves after using the toilet.
- be able to lock and unlock bathroom stalls by themselves.
- be able to postpone going to the bathroom if they must wait.

## ***Admissions Probationary Status for Grades 1- 8***

All students entering 1st through 8th grade are required to submit/complete the following:

- Report cards from past three years (if applicable)
- Standardized test results from past three years (if applicable)
- All Kindergarten applicants will take part in a Kindergarten screening in the spring

All students being admitted into Saint Ann Catholic Elementary School are admitted on a probationary basis for one trimester, with the exception of PreK and Kindergarten. Parents will be asked to sign a form acknowledging their understanding and acceptance of this policy. The probation period may be extended if warranted. You will be notified immediately of any concerns your child's teacher or the Head of School has regarding your child's progress during this period and what is expected from the student in order to continue their education at Saint Ann Catholic Elementary School.

### ***After School Program (ASP)***

Saint Ann Catholic Elementary School offers after school care for all students. If you would like to register for the After School Program, forms may be obtained on the school website or requested from the front office. The \$20.00 non-refundable registration fee will be processed through your FACTS account.

Please note After School Program personnel are NOT permitted to allow any individual (student, parent, guardian, etc.) into a classroom for any reason. The program provides care from dismissal (12:00 PM on half days and 2:30 PM on full days, except for certain days each year) until 5:30 PM. ***ASP closes at 5:30 and any child not picked up prior to closure may potentially be left unsupervised and is also subject to the policy below.*** There is no after school program when school is closed or on days that we close early for inclement weather. An additional late fee of \$1.00 per minute will be charged for pick-ups after 5:30 PM. Students absent or dismissed early from school cannot be brought to school for the after school program. Payments must be made monthly or student(s) may not be allowed to continue in the program. Students' records and/or report cards will be on hold for any unpaid balances.

***Conditions for program removal*** - Please note that abuse of the program, included but not limited to behavioral issues, multiple late pickups will lead to removal from the After School Program (ASP) as follows:

**3 late pickups – 1 week removal from program**

**Following a 1 week removal any subsequent pickups after the closure of ASP at 5:30 will result in notification and handing over of the child to NJ DCF (New Jersey Division of Children and Families) OR local authorities.**

**IF following removal from the program a student attends ASP and is not picked up we will notify and hand the child over to local authorities.**

### ***Class Placement***

We will make every effort to place your child in the most appropriate class. Assigning a student to a certain class or teacher is a matter not taken lightly. Much thought and consideration is given to the placement of each student. Should you have any special circumstances or considerations that we should be aware of, please feel free to send a note to the Head of School; however, your child will be assigned to the class the administration feels is most appropriate.

### ***Student Transfer Requests***

Parents/Guardians wishing to transfer students from Saint Ann Catholic Elementary School must notify the Head of School/Secretary as soon as possible and must sign a Release of Records form. The date of departure of the student(s) is required. **No records will be released until all financial obligations have been met.**

### ***Student Records***

The Family Education Rights and Privacy Act gives parents/guardians the right of access to their child's records. Opportunity for review of records will be provided in the school office upon written request one week in advance. Parents/guardians are NOT permitted to make copies of student records.

### ***School Bus Transportation***

All parents are required to complete the Bus Transportation Form (form - B6T). This form is included with your child's annual contract. Over the summer, each individual public school district will contact your family regarding its transportation arrangements. Saint Ann Catholic Elementary School makes no decision regarding busing and cannot make any changes for a student. Children are not permitted to ride any bus other than the one to which they are assigned by the local school district.

## **IV. ATTENDANCE**

### ***Student Attendance***

Regular and ongoing attendance is essential for a child's academic and social progress. Excessive absences, tardiness, and early dismissals hinder the teaching and learning process. As such, parents are urged to keep absences to a minimum.

All absences must be reported either by phone or email with a reason for the absence to our school nurse and the homeroom teacher by **8 a.m., by calling 609-882-8077 ext. 212.**

If no call has been received, the school nurse will make a reasonable effort to reach a parent/guardian by phone to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during school hours for their safety.

If a child is sent home with a fever, vomiting, or other illness they may not attend school the next day (24 hours illness/fever/vomit free).

Students will be given the coursework that was missed. They are permitted the same number of days to complete the work as they were absent. For example, two days out, two days to complete the work is allowed. It is the responsibility of the student to check with each teacher and arrange for making up missed assignments.

### ***Unexcused Absences***

The school regularly monitors accumulated absences. Students may have no more than 18 unexcused absences during the school year. Absences in excess of 18 may prohibit students from progressing to the next grade level.



An excess of 18 unexcused absences may prohibit a student from progressing to the next grade. Prolonged illness, hospitalization and other extraordinary circumstances will warrant special consideration. The following people may be included in the Administrative Review: Head of School, counselor, nurse, teacher/s, parents, and student.

Students who are absent 10 or more days, without administrator notification and modified attendance agreement, will receive a letter of warning mailed to the home, and emailed to parents/guardians that they are approaching attendance probation.

Students who are absent 14 or more days will require parents/guardians to attend a meeting with the school principal, provide documentation related to absences, and students will be placed on attendance probation.

Students who are absent 18 or more days (10% of total student contact days) without approved documentation of extenuating circumstance, and a written modification of attendance agreement in place with the school administration, may be asked to withdraw from the school, or may not be offered a contract to return the following school year.

Excused absences: illness with Dr.'s note, hospitalization/medical condition with Dr.'s note, take child to work day with workplace letter, religious holidays/celebrations, Federal holidays, etc.

- Notification will be sent home after a student has accrued 10 unexcused absences. When a student has been absent from school and/or classes for ten (10) days, a letter of notification will be sent to the parents. This letter will indicate that an Administrative Review will be convened by the Head of School.
- Once a student has reached 15 unexcused absences the student will be in jeopardy of not moving on to the next grade level.
- A student may not participate in or attend any extracurricular activity (i.e., dance, clubs, after care/after care activities, CYO, etc.) on the day he/she is absent from or signed out early from school.

### ***Punctuality/Late Arrival/Early Pick-Up***

Regular and punctual attendance is important for each student. **All students need to be in school by 8:00 a.m.** Lateness will be reflected on the report card. A student who is late must report to the main office for a late pass, which is to be presented to his/her homeroom teacher. No student will be admitted to homeroom without this late pass.

Parents are encouraged to schedule doctor appointments outside of school hours. Although we understand that there are circumstances that cause a student to arrive late or leave early, it is important that students not miss instructional time.

To ensure an orderly and safe dismissal any early pick-up requests must be given to the child's homeroom teacher in writing or a parent/guardian can call the main office with a request for

early pick-up. **All early pick up requests must be completed by 2:10 to ensure a safe and orderly dismissal, minimizing any confusion about a child's dismissal plan.**

Consistent tardiness and early departure of students impedes a child's ability to be prepared and organized for the school day. Therefore, after five (5) late arrivals, early departures, or combination thereof will require an administrative review. This may require a parent/guardian meeting with the administration.

### ***Doctor/Dentist Appointments***

Parents/guardians should strive to schedule medical and dental appointments after 2:30 p.m. Parents/guardians are urged not to seek early dismissal from school unless it is an emergency. Should an early dismissal be unavoidable, a written request or a phone call by the parent/guardian is needed. A parent/guardian or someone appointed by the parent/guardian must sign out the student in the main office.

### ***Family Vacations***

Family vacations during the school year are **strongly discouraged**. However, there may be times when students might miss school for an extended period of time due to sickness or unexpected family commitments. These situations will be addressed individually. Children will not be given work in advance of vacation with the exception of regular weekly work. Regular weekly work must be requested at least one week in advance. When students return from vacation, they will be given the work that was missed and will be allowed the same number of days to complete the work as they were absent. For example, two days out, two days to complete the work is allowed. All tests will be made up in school only. Teachers have the option of modifying the policy to meet the needs of their particular classroom structures and/or grade levels. The responsibility to make up missed work rests entirely with the students and parents/guardians.

### ***Custodial/Non-Custodial Parents***

The Federal law, the Family Educational Rights and Privacy Act (FERPA), allows the non-custodial parent the right to free access to school records of his or her child(ren). Teachers, counselors, and administrators do not need the permission of the custodial parent to discuss a child with the non-custodial parent. Non-custodial parents may be given access to unofficial copies of student records, and staff may be available to discuss the student's records unless a court order providing otherwise is filed with the school.

Information will be sent to the non-custodial parent upon request to the main office. This information includes the weekly PIE, report cards, and progress notes.

## ***Court Orders***

If there is a court order specifying the rights and responsibilities of individual parents/guardians, it is the responsibility of the custodial parent/guardian or of either parent/guardian if there is joint custody, to provide the school with the most current official copy of the court order.

The custodial parent/guardian may wish to supply the Head of School with the “custody section” of the divorce decree if it contains information that may be useful to the school in fulfilling its obligations. It is the policy of Saint Ann Catholic Elementary School to provide duplicate communications to both parties involved in the custody of their children. (i.e. report cards, notices of events, etc.)

## **V. HEALTH AND WELLNESS**

### ***Student Illness Policy***

Our School Nurse, Mrs. Krista Gladney, is available from 8:00 am until 2:30 pm daily. If a child becomes ill or severely injured while at school, parents/guardians will be contacted. Her phone number at the school is 609-883-4336.

Emergency information is provided by parents/guardians at the beginning of each school year.

Parents/Guardians are asked to keep this information current and alert the school office of any changes during the school year.

***Children who are ill should not come to school.*** A child who isn't feeling well is unable to be fully present. Children may be unable to focus in class and frequent trips to the nurse's office are disruptive. Please use your best judgment when deciding whether or not to send your child to school.

The following guidelines should help parents/guardians determine when to keep a child home.

1. Vomiting and/or diarrhea – children should not have had diarrhea and/or vomiting for 24 hours before returning to school.
2. Fever greater than 99.9 degrees – Children should be fever-free for 24 hours without the use of fever-reducing medications, before returning to school.
3. Sore throat or general malaise.
4. Persistent dry or productive cough.
5. Unexplained rash on any part of the body.
6. Crusty drainage and/or unexplained redness of one or both eyes.
7. Cold symptoms associated with fever and/or lethargy.
8. Sore throat accompanied by white “dots” on throat and/or fever.
9. Children being treated with antibiotics should be on medication for 24 hours before returning to school.

Prescription and non-prescription medications may be administered during school hours. Any medication that is to be administered during school hours:

- Must be accompanied by a note from the parent/guardian.
- Must be accompanied by an order from a physician, dentist, or orthodontist containing the child's name, date, medication, dosage, time of administration, diagnosis, length of time order is in effect and physician's signature.
- The prescription must be in the original container (many pharmacists will provide a separate container for school). Over-the-counter items must be in the original packaging.

We do not provide childcare for sick children. All children are expected to be picked up within a half hour from when you receive a call from the school nurse, unless circumstances or distance prevents you from doing so.

If your child is ill and unable to attend school, please call the school nurse at 609-883-4336 between 8:00 and 9:00 AM each morning that your child is absent. If you need to make an earlier call, you may leave the message on her answering machine. When your child returns to school, he or she must bring a signed note explaining the reason for his or her absence. An absence of more than two days requires a doctor's note when your child returns to school. These will be kept on file in the nurse's office. If your child contracts strep, chicken pox, head lice, or any infectious disease, please notify our school nurse immediately.

### ***Immunization Policy***

Diocesan policy and Saint Ann Catholic Elementary School require proof of up-to-date immunizations before registration is finalized and the student is placed on our roster. The Diocese upholds the mission of the New Jersey Immunization Program that is to reduce and eliminate the incidence of vaccine preventable diseases.

In order for your child to register for school, it is necessary to provide your child's record of immunizations. If the records are not in English, you must also submit a translated copy. If the original records cannot be obtained, the immunizations must be repeated according to New Jersey State law.

Your child should have all immunizations required by the State of New Jersey BEFORE starting school. Written verification from your pediatrician is required and should be attached to your registration form.

These immunizations are mandated by state law and are strictly enforced. **Failure to produce required immunizations risks your child's exclusion from school.**

A student may be admitted to school on a provisional basis, not to exceed one year, if a physician or health department indicates that the immunization cannot be administered. Non immunized children who are in school may be excluded from school activities for their own protection. If an epidemic situation arises at the school, the Principal may consult with the local board of health, to determine if the child should be excluded. The final decision for exclusion will be based on the judgment of the school administrator.

### ***Medical Exemptions***

A written statement shall be submitted to the school, preschool, by a physician/nurse practitioner/clinical nurse specialist indicating that an immunization is medically contraindicated for a specific period of time.

### ***Health Screenings***

The following student health screenings are done annually by the school nurse:

- Height and weight – All grades
- Vision – All grades
- Hearing – K-4, 6, 8
- Scoliosis – Grades 5 & 7
- Blood Pressure – All Grades

Parents/Guardians will be notified of any findings that are outside normal limits and will be advised to seek further evaluation.

Parents/Guardians are advised to contact the school nurse with any information that you feel might affect your child's academic success.

### ***Medication Policy***

The administration of medication in school is to be avoided whenever possible. No medication shall be administered to pupils in school except by the school nurse and ONLY after all necessary approvals have been secured. Medications shall include all medicines prescribed by a physician for a particular pupil, including prescription and non-prescription drugs.

A form must be filled out if requesting that medication be administered by the school nurse. This form must be signed by the physician and parent. A parent must bring in medication weekly in its original bottle or box and give it to the school nurse. All medication will be appropriately maintained and secured by the school nurse. The nurse may provide the Head of School and other teaching staff members who are concerned with the pupil's educational progress with such information about the medication and its administration as may be in the pupil's best interest.

The school nurse shall maintain a record of the name of the pupil to whom medication may be administered, the prescribing physician, the dosage and the timing of medication, and a notation of each instance of administration. The sole responsibility of the school shall be limited to the provision of adequate and proper supervision in administration of said medication. Medications cannot be administered unless these procedures are followed. The parent or guardian is invited to come to the school to medicate the student if the above procedure is not convenient.

### ***Child Abuse Reports***

Pursuant to New Jersey State Law, any reasonable cause or suspicion to believe that a child has been abused or neglected requires school personnel to report said abuse/neglect to the Division of Child Protection and Permanency (CPP). Failure to do so within the prescribed period renders that employee in violation of the provisions of the act and a disorderly person. (N.J.S.A. 9:6-8.9, 8.10, 8.13, 8.14)

If your children report abuse/neglect of any kind to any school employee, we must and we will notify CPP. A social worker from CPP will then come to school to meet with your children and begin an investigation into the allegations. CPP will then be in touch with parents/guardians.

## **VI. SAFETY**

### ***Drop Off and Pick Up Policy***

Children may arrive no earlier than 7:30 AM and no later than 8:00 AM. On the first day of school, children should report directly to their classrooms. Parents are not permitted to walk children to their classroom. All students should be in their classrooms by 8:00 AM. Any student arriving after this time will be marked tardy. Car riders may be dropped off in the circle at the front of the school building; however, for the safety of the children, there are very specific guidelines in place for the use of this circle.

You may only enter the circle from Eldridge Avenue or from the school/church parking lot. When entering the circle, pull your vehicle up as far as possible. Children must exit on the passenger side of the vehicle with all their belongings. Parents may never exit the vehicle, and no one is permitted to open the trunk area to remove any belongings. If your child needs assistance leaving the vehicle, then please use the parking lot. After your child has exited the vehicle, and the vehicle in front of you has left, please exit the circle and turn right only.

***Do not pull around vehicles stopped in front of you, especially buses.***

If you do not wish to use the circle, you must park in the school/church parking lot. As a courtesy to our surrounding homeowners, please do not park on the neighboring streets. Please be sure to use the crosswalk on the north side of Rossa Avenue and make sure your child knows how to use the crosswalk.

Afternoon dismissal starts at 2:25 PM. Buses are dismissed first. Parents picking up their children should park in the school/church parking lot. Again, please do not park on the surrounding side streets as this causes an inconvenience to our neighbors. Please wait in the parking lot until all the buses have been dismissed. A teacher will indicate when you may cross the street. Lower school car riders and walkers will be dismissed from the front entrance. Upper school students will be dismissed from the side of the school building next to the preschool playground. Parents must walk over and meet their children there. Students are not permitted to cross the street to the parking lot by themselves.

## ***School Bus Safety Rules***

To ensure all students' safety, it is important that students behave in an orderly and safe manner. The bus drivers are responsible for supervising students' behavior on the bus. If a student disregards the bus safety rules, the bus driver may inform the school, which will in turn notify the parent.

Students who misbehave may lose bus privileges and face additional disciplinary actions. Please discuss the following safety rules with your children:

- Stand quietly while waiting at the bus stop. Playing at the stop can be dangerous.
- Be respectful of public and private property while waiting for the bus.
- Do not move toward the bus until it comes to a complete stop. Wait for a signal from the driver before crossing the street. Be sure to look LEFT-RIGHT-LEFT to see that all traffic has stopped.
- Let the bus driver know immediately if you drop something while getting on or off the bus. Never retrieve anything that falls under the bus.
- Take your seat quickly and quietly and remain seated at all times while the bus is moving
- Keep aisles clear, stow bags under the seat. Wear your seat belts if provided on your bus.
- Keep arms and other body parts inside the bus at all times.
- Do not throw anything in the bus or from the bus.
- Do not distract the driver through misbehavior. No yelling or screaming. Talk quietly and always demonstrate courteous behavior to the driver and all students on the bus.
- Do not damage the bus or seats in any way.
- Ask the driver for permission to open a window when boarding the bus.
- No eating or drinking is permitted on the bus at any time.
- Changing clothing on the bus is not permitted at any time.
- When exiting the bus, go to the "safe zone" at least ten feet in front of the bus and wait for a signal to cross from the bus driver.

## ***Early Dismissal and Emergency School Closings***

- Students are dismissed at 12:00 p.m. for early dismissal.
- Planned early dismissals and school closings appear on the school calendar.
- When an unplanned closing or a delayed opening occurs, due to inclement weather or other emergencies, parents/guardians will be notified via a messaging system.
- Emergency early dismissals will be rare. Should this occur, parents/guardians will be notified via our instant alert and messaging system.
- If there is a change in the way the student should go home during an emergency early dismissal, a parent/guardian **MUST** call the office with this information. For example, the After School Program (ASP) will not be available on an emergency early dismissal. If a student normally goes to ASP, a parent/guardian **MUST** call the office with an alternate plan.

- If there is no emergency early dismissal, but the parent/guardian deems it necessary to pick up children due to weather conditions or another situation before the regular dismissal, he/she MUST report directly to the office.
- It is imperative that all families keep their contact information up to date to receive automated announcements. Contact the main office with any changes to your contact information.

### ***Emergency Drills***

Emergency drills are held in accordance with state and local laws. In instances of severe weather, when watches or warnings have been issued by the National Weather Service, it is imperative that telephone lines to the school remain open. Parents are asked not to call the school for updates but to wait for notification from the school's emergency messaging service.

## **VII. SCHOOL UNIFORM POLICY**

### ***Student Dress Code***

School uniforms are required for all students who attend Saint Ann Catholic Elementary School. Parents can purchase Saint Ann Catholic Elementary School uniforms solely through Lands End using the code 900189564.

The purpose of our uniform is to foster community, school safety and school identity while reflecting values of modesty and appropriate attire to nurture a positive learning environment. We encourage parents to follow the following practice: if you have doubts about the appropriateness of your child's clothing, then it is best to have your child change into something more appropriate.

The uniform policy as outlined in this handbook will be enforced, as proper dress plays an important role in the students' confidence, work ethic, and behavior. Therefore, students must be in the proper school uniform at all times during the school day. Failure to abide by the dress code will result in a written discipline notice. Three notices will result in an after school detention.

The dress code guidelines are noted below in the seasonal dress code charts. Students in grades 3-8 will have the dress code standards enforced as per the schools discipline policy.



<b>SUMMER/SPRING SESSION UNIFORM REQUIREMENTS</b>		
<b>Ends November 4th, 2024 and starts again on April 28th, 2025</b>		
<b>Students</b>	<b>Regular School Days</b>	<b>Physical Education Days</b>
<b>Pre-K</b>	Students are required to wear the <b>Lands' End</b> PE t-shirt and either the <b>Lands' End</b> PE shorts or pants. The <b>Lands' End</b> PE sweatshirt is optional. Students are required to wear regular sneakers.	Students are required to wear the <b>Lands' End</b> PE t-shirt and either the <b>Lands' End</b> PE shorts or pants. The PE sweatshirt is optional. Students are required to wear regular sneakers.
<b>K-8 Boys</b>	Uniform shorts or pants, uniform polo shirt. The uniform fleece and/or button down cardigan is optional. <b>All students must tuck in their shirts.</b>	PE shorts or pants and PE t-shirt. PE sweatshirt is optional. Students are required to wear regular sneakers.
<b>K-8 Girls</b>	Uniform skort, shorts or pants, uniform polo shirt. The uniform fleece and/or button down cardigan is optional. <b>All students must tuck in their shirts.</b>	PE shorts or pants and PE t-shirt. PE sweatshirt is optional. Students are required to wear regular sneakers.

<b>WINTER SESSION UNIFORM REQUIREMENTS</b>		
<b>Starts on November 4, 2024 and ends on April 16th, 2025</b>		
<b>Students</b>	<b>Regular School Days</b>	<b>Physical Education</b>
<b>Pre-K</b>	Students are required to wear the <b>Lands' End</b> PE t-shirt and either the <b>Lands' End</b> PE pants. The <b>Lands' End</b> PE sweatshirt is optional. Students are required to wear regular sneakers.	Students are required to wear the <b>Lands' End</b> PE t-shirt and either the <b>Lands' End</b> PE pants. The PE sweatshirt is optional. Students are required to wear regular sneakers.
<b>K-8 Boys</b>	Uniform pants, uniform polo shirt. The uniform fleece and/or button down cardigan is optional.	PE pants and PE t-shirt. PE sweatshirt is optional. Students are required to wear regular sneakers.
<b>K-8 Girls</b>	Uniform skort, pants, uniform polo shirt. The uniform fleece and/or button down cardigan is optional.	PE pants and PE t-shirt. PE sweatshirt is optional. Students are required to wear regular sneakers.

### ***Shoes/Socks/Belts***

All students are required to wear belts with non PE uniform shorts and pants. Girls are required to wear the approved knee high socks (available through Lands' End) or tights on non PE days. Boys are to wear black socks.

Boys and girls are required to wear either all black or brown school shoes or all black sneakers on non PE days. Boys and girls are required to wear athletic sneakers on PE days and black socks. Polo and gym shirts are available in either short or long sleeves. **No boots, uggs, slipper type shoes, crocs or any open toe shoes allowed.**

### ***Hair Style/Head Coverings***

Boys' hair should be neatly groomed, must be no longer than shirt collar length and cannot obstruct the eyes. Girls' hair should also not obstruct the eyes.

Students may not dye their hair any color that is not "naturally occurring" per each individual. Naturally occurring is defined as black, brown, blonde, auburn, or a shade of one of these colors. They may not have non-natural colors such as blue, pink, green etc., either. Girls' and boys' colored hair extensions or adornments (feathers, hair tinsel, glitter, etc.) are not permitted.

Radical haircuts or hair designs of any type are not permitted. Final discretion is up to the administration.

Head coverings (hats, hoods, etc.) of any kind are not to be worn in the building and should be worn appropriately while outside.

Failure to comply might result in the confiscation of the head covering.

First Offense-Parent/Guardian called to pick up the child.

The child may return to school when the hair coloring or extension is removed. Second Offense-Parent/Guardian called to pick up the child.

The child may return to school when the hair coloring or extension is removed. Students will serve one day of detention.

Third Offense-Parent/Guardian called to pick up the child.

The child may return to school when the hair coloring or extension is removed. Students will serve a three day out of school suspension.

### ***Make-Up/Nail Polish/Body Painting/Tattoos***

Body painting including henna tattoos and any type of ink tattoos or writing on the skin are not permitted for students. No make-up is permitted. Students will be asked to wipe these off before coming to class. Conservative nail polish may be worn.

### ***Jewelry***

Since students wear uniforms, pierced tongues, noses, eyebrows, and any other areas aside from ears are not acceptable. A minimal amount of appropriate jewelry may be worn to school with parent/guardian approval:

- One ring, necklace, bracelet
- A watch
- One earring in each ear – girls only (No hoops/dangles; must be close to ear)
- Boys may not wear earrings
- We prefer that no jewelry be worn on gym days for safety

### ***Dress Down Days***

Students must always be properly and modestly attired on school sanctioned dress down days. Parents/Guardians are asked to be attentive to the selection of clothing students make.

**During a dress down in Spring or Summer the usage of the gym uniform shorts with a dress down top is encouraged, or longer shorts than the gym shorts are also acceptable.**

Anything below the knee (capris, jeans, etc.) that is in keeping with the standards of school uniform, is acceptable.

### **Clothing items that are NOT permitted are:**

- Tank tops, short tops, crop tops and revealing tops
- Skirts and shorts that are shorter than midhigh
- Tight skirts/pants/leggings without a long top/pajama pants
- T-shirts with suggestive and/or insulting sayings
- Flip-flops, slip ons, slippers and other shoes that can be hazardous
- Any other item of clothing not in keeping with a Christian code of conduct

## VIII. DISCIPLINE SCHOOL POLICIES

### ***Student Code of Conduct***

Saint Ann Catholic Elementary School's student code of conduct sets expectations for a healthy, safe and secure learning environment that is developmentally appropriate. These expectations should be read, reviewed and discussed with your child(ren). We expect each student to be considerate of the rights of others; to respect his/her own property and the property of others; to display appropriate conduct and language; and to practice courtesy, honesty, and self-discipline at all times.

With this in mind, it is our goal to guide our students away from inappropriate actions or violations as outlined in the Discipline Policy section of this handbook and in the following Team Discipline Policy. The best way to guide our students away from these actions is by setting a good example.

Often, the action is dealt with by the teacher in the classroom in a manner that reinforces the expected positive behavior. Sometimes, however, the teacher will need to use the Team Discipline Policy.

Unfortunately, sometimes this example is not followed. Just as there is a need for positive consequences for positive actions, there is also a need for disciplinary consequences for inappropriate actions. This handbook details the minor and major behavior infractions and the consequences.

### ***Student Discipline***

Discipline in a Catholic educational community is part of a teaching/learning process where students acquire life skills that will make them courteous, respectful adults. It will be the responsibility of Saint Ann Catholic Elementary School, in conjunction with parents/guardians, to provide each individual student with moral guidelines that are in keeping with the mission of Christ.

While it is not possible to enumerate all situations that could arise, several categories of cases are listed for guidance. Any student who violates a policy or school rule will have to accept the consequences of their decision making.

Students will be held accountable for certain conduct which violates the school regulations whether done at or away from the school (i.e. keying a teacher's car off campus). **Saint Ann Catholic Elementary School rules and behavior guidelines apply to all school related activities on or off Campus during or outside normal school hours.**

Student discipline is tracked and monitored by the guidance counselor and school administration. Student's social development is reported on the report card. Such examples below include:

**Two detentions for inappropriate behavior in one trimester** will result in the student receiving an "N" in conduct on that trimester report card and a parent-teacher conference will be scheduled.

**Three detentions for inappropriate behavior in one trimester** will result in the student receiving an "U" in conduct on that trimester report card and a parent-teacher conference will be scheduled. An in-school or out-of-school suspension may also be warranted.

### ***Conduct Expectations-Grades K-8***

#### ***Respect for school property***

Students should treat school property/materials with care and respect. Students may be held liable for monetary compensation to replace an object at today's market value.

#### ***Cafeteria Rules***

In order to ensure a healthy and pleasant atmosphere in the cafeteria, the following rules of behavior are to be followed:

- Students must talk in a moderate tone of voice. Shouting is not permitted.
- After obtaining lunch, students are to be seated and remain seated for the duration of the lunch period except to use the lavatories.
- All students are expected to contribute to maintaining the cafeteria by clearing all tables, chairs, and floors of any trash.
- Students are STRICTLY forbidden to throw food, trash, or any other objects in the cafeteria.
- Respect is to be given to the cafeteria volunteers.
- Frequent and/or numerous violations might prohibit the student from having lunch in the cafeteria for a period of time or be separated from their peers.

#### ***Courtesy/Respect for Others***

All members of the school community should treat each other with respect at all times.

Students are STRICTLY forbidden to answer back to an adult and/or to speak unkindly to another student. Students must comply with adult directives even if they do not meet with their approval. Directives which are perceived to be unjust may be discussed with the Head of School, student, and the adult involved, at a mutually agreed upon time.

Lack of respect by attitude, action, or word will warrant accountability ranging from a reprimand to an in-school suspension, depending on the severity of the infraction.

***Emergency and Fire Drill Behavior***

One fire drill and one emergency drill are held each month during the school year. Proper conduct is taught to the students.

Violations of the safety codes of a drill by inappropriate behavior, talking or running will be subject to consequences.

***Gum Chewing***

Students are not permitted to possess or chew gum on school premises, including the cafeteria, playground, and school buses.

***Cell Phone Use (See “School Technology Policy” Section)***

Students must keep their cell phones in their backpacks with the power off while on school property.

Students may not display or use cell phones during school hours, including lunch, recess, and aftercare. They may not use cell phones on the school buses except to call a parent or his/her designee to inform him/her that the bus has arrived or has an emergency.

Students may never permit any other student to utilize the cell phone. Failure to abide by these regulations will result in the confiscation of the cell phone, which must be returned to the parent/guardian or adult designee of that student.

Saint Ann Catholic Elementary School will not accept responsibility if the cell phone is lost, damaged or stolen.

***Unauthorized Selling of Items***

Trading and/or selling of collectible items or any other items, other than those related to fundraising for school events is not permitted.

***Bus Conduct***

The Head of School of the school has the right to deny school bus transportation for reasonable amounts of time if a student's behavior on a bus jeopardizes his/her own safety or the safety of other student

***Middle School Team Discipline Policy***

We believe that an effective educational institution requires an orderly school environment and that the effectiveness of the educational program is, in part, reflective of the behavior of all students; therefore, we have adopted a policy in which emphasis is placed on the students' ability to grow in accepting responsibility for their own behavior.

The Middle School Team, along with the Head of School, will use disciplinary action which encourages students to learn self-discipline, to reflect and accept responsibility for their own behavior and actions, and to understand that these behaviors and actions have consequences.

We are confident that these consequences will reinforce the value of positive actions and deter inappropriate actions from disrupting the Christian centered learning environment of Saint Ann Catholic Elementary School.

Since our middle school students have the opportunity to learn with different teachers throughout the school day, the concept of teaming allows the teachers to communicate on a regular basis with each other about classroom happenings that occur each day. This benefits our students greatly in that the teachers can work as a team to reinforce positive actions, address specific difficulties, and deal with inappropriate behaviors in a unified way.

One of the team goals is to instill the concept of responsibility for positive and negative actions in our students. In Middle School, we emphasize that every action has a consequence, and we have developed ways to reinforce this for both positive and inappropriate actions.

The middle school discipline policy includes all infractions listed in the discipline policy section of the handbook and operates in stages of progressive consequences. Some actions may require skipping one or more of these stages, and those decisions are made at the discretion of the teacher or the Head of School. We are confident that these consequences will reinforce positive decision making and healthy social behavior. A middle school teacher will contact the parent when a disciplinary action has been taken via written notice (discipline notice, i.e. "write-up"), email, or phone call as deemed necessary by the teacher.

Middle School Students will receive a discipline notice for missed homework assignments. The notice is brought home by the student the day he/she receives it, a parent signs it, and the notice is returned to school the following school day.

- Three missed homework assignments in a trimester results in an after school detention.
- Three after school detentions for missed homework in one trimester will result in a parent- teacher conference.
- Four after school detentions for missed homework in one trimester will result in an in-school suspension.

### ***Minor Student Infractions & Consequences***

**Minor infractions represent a disruption in the classroom learning environment or an educational activity.** Students who break the rules of conduct will be subject to any/all of the following acts of accountability. Consequences will be decided with administrative collaboration. In ALL cases of minor infractions, parents/guardians will be notified. Note that loss of privilege includes instances of (i.e. class trip, assemblies, dances, class picnic, class parties, etc.).

<b>MINOR INFRACTIONS</b>	
<i>Documentation of infraction sent home to be signed by parent and notification sent to administration</i>	
<b>INFRACTION</b>	<b>CONSEQUENCE</b>
<b>running in hallways</b>	Write up submitted to Administration
<b>homework not completed (grades 5-8)</b>	Parent notification 2 write ups 3rd time detention
<b>unnecessary screaming/yelling</b>	Detention Parent notification
<b>damage to school property</b>	Parent notification Payment to replace damaged item
<b>disrespect to peers/staff ex: escalating back talk</b>	Detention Parent notification Meeting with teacher, parent & or counselor
<b>unauthorized Selling of Items</b>	Detention Parent notification Meeting with teacher, parent & or counselor
<b>inappropriate bus conduct</b>	Detention Parent notification
<b>spitting/biting</b>	Write up submitted to Administration Meeting with counselor Detention
<b>hitting/slapping</b>	Write up submitted to Administration Parent notification meeting with counselor Detention
<b>inappropriate touching</b>	Parent notification Detention Write up submitted to Administration Meeting with counselor



<b>disruption during safety drill</b>	Detention with parent notification Phone call home Meeting with teacher, parent & or counselor
<b>chewing gum</b>	Parent notification write up submitted to Administration meeting with counselor possible detention
<b>cell phone use</b>	Phone confiscated until the end of day Write up submitted to Administration
<b>misuse of school computer</b>	parent notification warning after 2nd instance loss of technology privileges
<b>dress code violation</b> (see student dress code expectations)	2 warnings sent home & signed by parent 3time student earns a detention
<b>Head covering violation</b> (see student dress code expectations)	First offense: Parent/Guardians called to pick up child  Second offense: Parent/Guardian called to pick up child. Child will return to school when hair altering is removed. Child will serve one day detention.  Third offense: Parent/Guardian called to pick up child. Child will return to school when hair altering is removed. Child will serve a three day suspension.

### ***Major Student Infractions and Consequences***

**Major infractions represent a major disruption to the child, student safety, and the whole school environment.** Students who break the rules of conduct will be subject to any/all of the following acts of accountability. Consequences will be decided with administrator collaboration. In ALL cases of major infractions, parents/guardians will be notified. Note that loss of privilege includes instances of (i.e. class trip, assemblies, dances, class picnic, class parties, etc.).

<b>MAJOR INFRACTIONS</b> <i>Parents will be notified by phone call of all cases below.</i>	
INFRACTION	CONSEQUENCE
<b>Academic Dishonesty</b> <i>Cheating &amp; Plagiarism, etc.</i>	A zero on the assignment Redoing the assignment (at the discretion of the teacher) Extra school work as determined by the administration and/or teacher, on a case by case basis
<b>Damage to School Property/Defacing School</b>	Detention

<b>Property</b> <i>(desks, walls, mirrors, bulletin boards, ceilings, etc)</i>	Parent assumes cost to replace or clean item Loss of Privilege ( <i>i.e. class trip, assemblies, dances, class picnic, class parties, etc.</i> )
<b>Defiance and Disrespect</b> <i>ex) Extreme rudeness, insolence, disobedience, disruptive and unsafe behavior</i>	Detention Meeting with student, counselor/admin and parent Loss of Privilege ( <i>i.e. class trip, assemblies, dances, class picnic, class parties, etc.</i> )
<b>Displaying Undergarments/Private parts/Pantsing</b>	Detention Meeting with student, counselor & parent Loss of Privilege ( <i>i.e. class trip, assemblies, dances, class picnic, class parties, etc.</i> )
<b>Drugs/Alcohol possession or under the influence</b>  <i>Possession of a controlled, dangerous substance with the intent to distribute</i>  <i>Possession of a</i>	Out of School Suspension Return to Probationary Enrollment Status Return meeting with counselor Loss of Privilege ( <i>i.e. class trip, assemblies, dances, class picnic, class parties, etc.</i> )

<p><i>controlled, dangerous substance within 1000 feet of school property</i></p> <p><i>Possession of drug/alcohol paraphernalia</i></p> <p><i>Possession of imitation or controlled, dangerous substances</i></p>	
<p><b>Ethnic Slurs, Bias &amp; Racist Remarks/Drawing</b></p>	<p>Out of School Suspension Return to Probationary Enrollment Status Return meeting with counselor, parent, and admin Loss of Privilege (<i>i.e. class trip, assemblies, dances, class picnic, class parties, etc.</i>)</p>
<p><b>Fighting/Physical Assault</b></p> <p><i>All participants in a fight will be punished regardless of who initiated the fight, including those who encourage the fight.</i></p>	<p>Out of School Suspension Return meeting with counselor, parent and admin Loss of Privilege (<i>i.e. class trip, assemblies, dances, class picnic, class parties, etc.</i>)</p>
<p><b>Forgery</b></p>	<p>Detention Meeting with student, parent &amp; admin Loss of Privilege (<i>i.e. class trip, assemblies, dances, class picnic, class parties, etc.</i>)</p>

<p><b>Gambling</b></p>	<p>Detention Meeting with student, parent &amp; admin Loss of Privilege (<i>i.e. class trip, assemblies, dances, class picnic, class parties, etc.</i>)</p>
<p><b>Gangs</b></p>	<p>Possible Out of School Suspension Meeting with counselor, parent and admin Return to School Meeting after suspension Loss of Privilege (<i>i.e. class trip, assemblies, dances, class picnic, class parties, etc.</i>)</p>
<p><b>Harassment Intimidation Bullying</b></p>	<p>Out of School Suspension Return to Probationary Enrollment Status Return meeting with counselor, parent and admin</p>

<b>Kissing/Inappropriate Displays of Affection</b>	Detention Meeting with Counselor, parent & admin Loss of Privilege ( <i>i.e. class trip, assemblies, dances, class picnic, class parties, etc.</i> )
<b>Leaving School Grounds</b>	Out of School Suspension Meeting with Counselor, parent & admin Return to Probationary Enrollment Status Loss of Privilege ( <i>i.e. class trip, assemblies, dances, class picnic, class parties, etc.</i> )
<b>Threats to Students or Staff Member</b>	Out of School Suspension Meeting with Counselor, parent & admin Return to Probationary Enrollment Status Loss of Privilege ( <i>i.e. class trip, assemblies, dances, class picnic, class parties, etc.</i> )
<b>Stealing</b>	Detention Meeting with Counselor, parent & admin Loss of Privilege ( <i>i.e. class trip, assemblies, dances, class picnic, class parties, etc.</i> )
<b>Sexual Harassment</b> (physical or verbal) includes, but is not limited to:  Verbal contact such as epithets, derogatory jokes, or comments, slurs, or unwanted sexual advances, imitations, or comments Visuals such as derogatory and/or sexually oriented cartoons, drawings, or gestures Sexual assault and unwanted sexual advances	Out of School Suspension Meeting with Counselor, parent & admin Return to Probationary Enrollment Status Loss of Privilege ( <i>i.e. class trip, assemblies, dances, class picnic, class parties, etc.</i> )

<p><b>Smoking/Vaping/Possession or Distribution of Tobacco Paraphernalia</b></p>	<p>Out of School Suspension Meeting with Counselor, parent &amp; admin Return to Probationary Enrollment Status Loss of Privilege (<i>i.e. class trip, assemblies, dances, class picnic, class parties, etc.</i>)</p>
<p><b>Possession of a Life Threatening Weapon/Look A Like Life Threatening Weapon on/in School Site</b></p> <p><i>Whether licensed or not, a weapon is defined as any device readily capable of lethal use or inflicting serious bodily injury. It includes, but is not limited to, a knife, gun, rifle, pellet gun, air gun, BB gun, arrows, darts, and look-alike weapons regardless of size, color, or material, or any object that can be used with the intent to harm or create the impression of impending harm. Possession of a weapon occurs when the weapon is seen by others or found on the person, or in the backpack, locker, closet, or other personal property.</i></p>	<p>Intervention begins at the time of discovery Weapon confiscated Police &amp; Pastor Notification Follow local procedures for searching personal property and lockers. Immediate suspension Immediate parent notification and pick up of child Police/Pastor/Head of School Investigation Student will be required to undergo a mental health screening Expulsion pending police investigation</p>

**Parents/Guardians may withdraw their child from the school at any point during the above steps.** In the event of mitigating circumstances, the Pastor/Head of School may elect a disciplinary action other than expulsion, especially for students in Grades K-3.

### **Search and Seizure**

The school reserves the right to search all school property including, but not limited to, desks, lockers, and cabinets. Additionally, the school reserves the right to search all personal property including, but not limited to, backpacks, school bags, and purses.

Harassment, intimidation, and bullying can consist of any gesture, electronic communication, or written, verbal or physical act that is reasonably perceived as having the purpose or effect of either

1. creating an intimidating, hostile or offensive educational environment

2. interfering with a student's physical or emotional well-being or with the operation of the school.

Harassment, intimidation, and bullying are serious incidents that amount to more than annoyances, disagreements, or disputes typical of a particular age group.

Cyber-bullying is a form of harassment, intimidation, and/or bullying under this policy. Examples of cyber-bullying include, but are not limited to:

1. posting inappropriate pictures or personal information of a student or individual on the internet; using social media to post or send harassing, intimidating or inappropriate messages about or to another student or individual;
2. and sending harassing, intimidating, or inappropriate text messages or
3. email about or to another student or individual.

In some cases, violations of the Technology Acceptable Use Policy may also violate this policy.

Retaliation for reports of harassment, intimidation, and/or bullying is prohibited. The procedures in place for addressing harassment, intimidation, and/or bullying apply with equal force to allegations of retaliation.

### ***Reporting Incidents of Harassment, Intimidation, and Bullying***

Individuals who have reason to believe that a violation of this policy has occurred, are to contact the student's teacher. School personnel are to report any violations of the Anti-harassment policy to the Head of School within a school day.

Disciplinary measures will be consistent with the school's disciplinary policies and diocesan guidance for student discipline.

- First offense: student will meet with the school guidance counselor and principal; parent/guardian will be called; student will receive a lunch detention.
- Second Offense: student will meet with the school guidance counselor and principal; parent/guardian will be called; student will receive an after school detention.
- Third Offense: student will meet with the school guidance counselor and principal; parent/guardian will be called; Student will receive a 3-days out of school suspension.

### ***Suspension and Expulsion***

Suspension from a Catholic school is a serious matter and will be administered only when circumstances warrant. The Head of School or his/her designee is responsible for determining whether an event warranting suspension has occurred. In determining whether suspension is warranted, and the duration and nature of the suspension to be imposed, principles of fairness and proportionality will be followed. Credit will be given for student work performed during suspension when work is required for grading purposes.

Expulsion may be warranted in the rare circumstance where either the student's interest would be better served in another environment or that the individual's behavior is a serious threat to the school community. Further, any decision to expel a student will be based upon substantial evidence that the student committed the infraction with which he or she was charged. Expelled students will not be able to reapply for enrollment to the school.

If charges potentially warranting expulsion are brought, the student will be assigned an interim out- of-school suspension of not more than twelve school days pending the investigation,

hearing and decision regarding expulsion or voluntary withdrawal. Credit will be given for student work performed during suspension when work is required for grading purposes. In all cases implicating expulsion, the school will work to ensure that the student and/or the parents/guardians have the opportunity to present the student's account of events and provide mitigating information during either an informal or formal hearing. Nonetheless, the school may decline to hear evidence offered by the student and/or his/her parents if, in its discretion, the information offered is irrelevant, inappropriate or vexatious.

A student and his/her parents/guardians have the right to appeal an expulsion within seven school days of the notice of expulsion. The appeal will be heard by a Diocesan Tribunal consisting of three diocesan school administrators and Head of Schools appointed by the Superintendent.

Pending the outcome of the appeal, the student will remain "expelled" and will not be permitted to attend school.

### ***School Counselor***

Mrs. Dayna Panarello is our Saint Ann Catholic Elementary School Counselor and is available five days a week. The school counselor provides students support as they learn social emotional skills, like self regulation, restorative conflict resolution, responsible decision making and social awareness. In addition, the school counselor coaches our 8th grade students through the secondary school planning and application process. The counselor also provides push in and pull out age appropriate social skills lessons.

The counselor actively works with teachers, parents and students to ensure a positive and productive learning environment. Should you have any questions or concerns about your child's social- emotional needs please contact our school counselor Mrs. Dayna Panarello at 609-882-8077 ext.

215. The guidance counselor is available to speak with you or your child if you have any concerns about school or home life.

## **IX. SCHOOL TECHNOLOGY AND MEDIA POLICIES**

### ***Technology Integration at Saint Ann Catholic Elementary School***

#### **PURPOSE**

This policy provides the procedures, rules, guidelines, and codes of conduct for the use of the internet, social media, email, and similar applications. Use of such technology is a necessary element of the mission of Catholic schools, and is provided to users as a privilege, not a right.

Schools seek to protect, encourage, and enhance the legitimate uses of technology by placing fair limitations on such use and sanctions for those who abuse the privilege.

#### **SUMMARY**

Technology that includes but is not limited to computers, wireless & LAN access, electronic mail, internet access, and all other forms of instructional, networking, and electronic communication

tools are provided as a service by the school to users (which include but is not limited to students, administration, faculty, and staff). Users are required to be good technology citizens by refraining from activities that disrupt education or can be considered unethical, illegal, immoral, and/or unprofessional conduct.

The user is responsible for his/her actions in accessing internet, social media, email, and similar applications, whether through school-owned hardware or through personal hardware (including pc's, laptops, cellphones, and smartwatches) that use the school network, Wi-Fi, or hotspots.

### ***Cell Phones and Personal Electronic Devices***

Students are NOT permitted to use cell phones at any time while at school and may not have any type of smartwatch. ALL ELECTRONIC DEVICES MUST REMAIN OFF AND IN THE STUDENTS' BOOK-BAGS FOR THE ENTIRETY OF THE SCHOOL DAY.

Violation of this policy will result in the following consequence:

- 1st offense - The cell phone/smartwatch will be confiscated and given to the Head of School; a parent will be called and the student will pick up the device at the end of the day.
- 2nd offense - The cell phone/smartwatch will be confiscated and given to the Head of School; an automatic detention will be given; the parents will be notified; the student will be required to drop off his/her cell phone/smart watch each morning at the Head of School's office for the remainder of the year.

Failure to comply with the guidelines of technology use may result in the loss of privileges and/or appropriate disciplinary action. Severe violations may result in civil or criminal action under the New Jersey Statutes or Federal Law.

Saint Ann Catholic Elementary School is not responsible for any device that is lost or stolen.

### **GUIDELINES.**

Access to computers, networks, and devices within the school network is a privilege and must be treated as such by all users.

The network will be used solely for the purpose of research, education, and school-related business and operations. All communications and information accessible and accessed via the school system is and shall remain property of the school.

Teachers, support personnel, and students will not use or attempt to obtain another user's credentials. (STUDENTS SHOULD KEEP THEIR PASSWORDS TO THEMSELVES, NEVER SHARING WITH OTHERS).

Student use of school equipment shall be supervised and monitored by authorized staff.

The internet, social media, email, and similar applications are to be used primarily for school purposes. The occasional use of such technology for personal purposes is permitted provided it is not abusive, excessive, or violative of this policy.



Any defects or knowledge of suspected abuse of the school systems, networks, security, hardware, or software shall be reported to the Technology Director.

### **PARENTAL RESPONSIBILITY**

Given the dynamic nature of technological advancements and the wide spectrum of resources available on the internet, the school acknowledges its inability to completely regulate and monitor the information received or sent by users, although appropriate filters are used. The school cannot assure parents that users will be denied access to all inappropriate materials or prohibited from sending or receiving communications contrary to the school's philosophy, goals, and educational mission.

Parents or guardians should be aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate, offensive, and/or inconsistent with the teachings of Catholic schools. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian will be held responsible.

### **THE SCHOOL'S RIGHTS AND RESPONSIBILITIES**

In order to ensure a safe, efficient and secure school environment, the school reserves the right to monitor, inspect, and review all internet, social media, email, and similar uses by users and perform random scans on the user's computer as well as any network devices to ensure the internet access, social media, and/or email systems provided to users are not abused or used for purposes contrary to the school's Catholic teachings and educational mission.

This includes personal web-based emails accessed and stored using the school's equipment and/or computer systems. Users should have no expectation of privacy in any information stored, sent, received, or accessed on the school's equipment and/or computer systems.

Schools will ensure that all computer technology users complete and sign an agreement to abide by the school's acceptable use policy. School administrators must both give permission for and be given the access capability to any school-affiliated social media pages created by teachers or staff members.

### **UNACCEPTABLE USE**

Examples of unacceptable use activities include, but are not limited to, any activity through which a user:

- Interferes with or disrupts other users, services, or equipment, or destroys, alters, dismantles, disfigures, or otherwise interferes with the integrity of computer-based information resources, whether on stand-alone or networked computers.

Disruptions include, but are not limited to,

- Distribution of advertising and propagation of computer viruses or worms.

- Attempts to disable, bypass or otherwise circumvent the school's content filter that has been installed in accordance with the federal Children's Internet Protection Act. This includes but is not limited to the use of proxy servers and cellular hotspots.
- Seeks to gain or gains unauthorized access to information resources or confidential records, obtains copies of, or modifies files or other data, or gains and communicates passwords belonging to other users.
- Installs unauthorized software or material for use on school hardware.
- Uses the systems for illegal, harassing, vandalizing, inappropriate, obscene purposes, or in support of such activities, or in violation of any school policy.
- Accessing or transmitting material which promotes violence, hatred, or advocates the destruction of property including information concerning the manufacture of destructive devices.
- Accessing or transmitting material which advocates the use, purchase, or sale of illegal goods or services.

### **CONSEQUENCES**

Users who violate this policy will be subject to revocation of system access up to and including permanent loss of privileges and discipline up to and including expulsion or termination of employment. Violations of law may be reported to the Superintendent of Schools of the Diocese of Trenton and law enforcement officials.

### ***7TH/8TH Grade Daily Device Usage Requirements***

To ensure that all students are prepared for their lessons, we are implementing the following device usage policy:

1. Device Preparedness: Students must bring their devices to school every day. Devices should be fully charged at the start of the school day.
2. Chargers: Students must leave their device chargers at home (so as to be able to charge the device daily).
3. Consequences: Failure to bring a fully charged device will result in the following consequences:
  - First Offense: A call to the parents to ask for the device to be brought to school.
  - Second Offense: A call to the parents to ask for the device to be brought to school. The student will receive a LUNCH detention.
  - Third Offense and Beyond: A call to the parents to ask for the device to be brought to school. The student will serve an AFTER SCHOOL detention (this will preclude the student from the Honor Roll for the trimester).

Thank you for your cooperation in helping us ensure a productive learning environment.



# Saint Ann School

## Where Faith & Knowledge Meet

### Technology Acceptable Use Agreement (To be completed in Genesis)

Family Name:

#### **Diocese of Trenton Acceptable Use of Technology Policy Agreement and Acknowledgement Form**

I/We, parents/guardians of

1.

2.

3 .

School Year \_\_\_\_\_ have read the Diocese of Trenton Acceptable Use of Technology Policy and discussed with my child(ren). We agree to abide by the guidelines and consequences as outlined in this policy. I also understand that my child may not be permitted to continue in school without the return of this form.

Parent/Guardian Name (printed)

Parent/Guardian Signature

Date

### **School Media Policy (to be completed in Genesis)**

School Media Policy & Parent Media Release Saint Ann Catholic Elementary School, Church of Saint Ann, or the Saint Ann Catholic Elementary School Board may use a student's written work, project, name or likeness/photograph in the local media, school website, and/or school sponsored social media accounts. All parents must complete the media release form in the Genesis Parent Portal to give or deny permission for this use. If this form is not submitted in Genesis, your Parent Portal account will be closed and you will be unable to view any records/grades for your child.

## **X. STUDENT PROGRESS AND CURRICULUM**

### ***Curriculum***

The curriculum of Saint Ann Catholic Elementary School includes Religion, Language Arts, Mathematics, Social Studies, Science, Media, Art, Music, Technology, Spanish, and Physical Education. Students are required to participate in every subject taught in their grade level.

Requests for exceptions for health reasons must be directed to the Head of School.

Saint Ann's commitment to the learning process is reflected in a curriculum that adjusts to the unique needs of individual students and respects the rights, interests, and personal dignity of each child. The school's sound academic curriculum prepares students to become productive members of society in an increasingly competitive world.

For specific details regarding your child's curriculum, please refer to the teachers' websites, or make arrangements to consult with your child's teacher.

### ***Liturgy***

The celebration of liturgies plays a vital part at Saint Ann Catholic Elementary School. We encourage each child's active participation in the liturgy by having each class prepare and lead a monthly Mass. Parents and guardians are encouraged to attend these Masses.

All Saint Ann students participate in Religion classes and complete the required assignments and related work. Second graders prepare for and receive First Penance and First Holy Communion. Seventh and Eighth graders prepare for receiving Confirmation at the end of the eighth grade.

***Religion is considered a core subject for every student.***

### ***Standardized testing***

Saint Ann Catholic Elementary School will administer the standardized tests three times during the school year using the STARR English and Math Assessments contracted by the Diocese of Trenton's testing program for grades 2-8. Individual schools may use supplementary tests freely for interim testing of classes or small groups. Individual Heads of School and teachers will analyze the standardized testing results each year to determine future curriculum planning as well as to address individual or group needs.

For students in grades K-1, teachers use programmed based assessments aligned to the curricular resources used in the classroom for Math and English. Parents will receive feedback on their child's performance on these assessments.

### ***Homework***

Homework is assigned to supplement or reinforce schoolwork and aid in developing the student's study habits. Parents/Guardians should support and encourage children to do their homework and not do it for them. Reading and study assignments are as important as written assignments. It is essential that all assignments be completed. Parents/Guardians will be notified if a student has not completed assignments and the grade for the assignment might be lowered.

Homework is assigned in relation to the age and maturity of the students. The suggested time allotment for homework for each grade level per night is:

<b>Grade Level(s)</b>	<b>Time on Task</b>
Kindergarten and Grade 1	10-20 minutes
2	20-30 minutes
3	30-40 minutes
4	40-50 minutes
5	50 minutes – 1 hour
6	1 hour
7 and 8	1 hour and 20 minutes

### ***Requests for Homework Due To Illness***

If a student is out sick for three or more days, then homework can be requested to be sent home via another student/sibling or picked up in the office by a parent/guardian. Students may make up work when they return to school if they are absent for fewer than three days. If requesting homework, parents/guardians MUST call the school by 10:00am to receive the homework by the end of the school day.

## ***Reporting Academic Progress***

The report cards most recently distributed in the schools of the Diocese of Trenton have been in use since 2002. At a meeting in 2022, several principals indicated that it was time to examine the current report cards and determine if there was a need to update the report cards to provide a better and a clearer picture of a student's abilities, growth, and progress. During the last two years, a committee of principals, vice-principals, and the assistant superintendent for curriculum and instruction have conducted meetings to explore the need for a report card update.

It is important to understand that a report card, like any single assessment, can be compared to a photograph. While it does show a representation of a student's efforts at a particular point in time, it does not take into account the context and the nuance of how a student arrived at that point in time. Conferences with parents or guardians, therefore, are essential to understand a student's progress. A document such as a report card, while necessary, can never provide the crucial information that is shared during a conference.

As a part of the update discussions, the committee decided that, moving forward, there would be three report cards used in the elementary schools of the Diocese of Trenton: a kindergarten report card, a report card to be used for grades 1 to 4, and a report card for grades 5 to 8.

During the 2023-24 school year, three schools in the Diocese of Trenton piloted the updated report cards. These schools were St. Catharine in Spring Lake, St. Gregory the Great Academy in Hamilton Square, and St. Peter School in Point Pleasant. Several changes were made to the updated report card resulting in the report card that will be used this year.

An explanation of the indicators used on the report card for each grade band card is provided in this document.

<b>Progress Based Grading System</b>	
<b>Kindergarten</b>	E= Exceeding Expectations M= Meeting Expectations G= Growing Proficiency L= Limited Proficiency
<b>Grades 1-4</b>	E= Exceeding Expectations M= Meeting Expectations G= Growing Proficiency L= Limited Proficiency
<b>Grades 5-8</b>	97 - 100 = A+ 93 - 96 = A 89 - 92 = B+ 85 - 88 = B 81 - 84 = C+ 77 - 80 = C 73 - 76 = D+ 70 - 72 = D U = Below 70
<b>Specials/ Co-Curricular Grades K-8</b>	E = Exceeding Expectations (95-100) M = Meeting Expectations (85-94) G = Growing Proficiency (75-84) L = Limited Proficiency (below 74)
<b>K-4 ELA Standards</b>	1 = Needs Support 2 = Approaching Benchmark 3 = Meeting Benchmarks 4 = Surpassing Benchmarks

For more information regarding the NEW Dicesan grading System click [HERE](#)

### ***Staff Availability/Conferences***

Scheduled conferences will occur during the school year. However, we encourage parents/guardians to have conferences with teachers at any time.

Should an academic or social problem arise regarding a student, parents/guardians must first see the teacher before meeting with the Head of School.

Any parent/guardian wishing to meet with the Head of School or teacher is asked to send a written request or place a phone call to the school for an appointment. Teachers will not be able to schedule an appointment at times that could conflict with teaching or supervisory duties.

Stopping at a teacher's classroom is NOT permitted nor is it appropriate to discuss a child's progress while a teacher is on the playground supervising a class during dismissal or other circumstance. Parents/Guardians are asked not to call any staff members at their homes.

### ***Middle School Honor and High Honor Rolls***

Honor Roll in middle school encompasses exemplary behavior as well as academics. As the word itself implies "Honor is a sense of ethical conduct, of integrity" In order to achieve "High Honors" an A or above is achieved in all core content areas and an E or M is achieved in all enrichment subjects. Students will receive "Honors" if a B or above is achieved in all core content areas and an E or M is achieved in all enrichment subjects. **ANY after school detentions for the Trimester in question will preclude the students from being in the Honor and High honor rolls.**

### ***Promotion and Retention***

Most students will be successful with the curriculum of our school; however, testing and performance may indicate that it is necessary to retain a student for an additional year in a particular grade. Parents of students who are in danger of being retained will be notified at various times during the school year but no later than the end of the second trimester.

### ***Failure of a Grade***

In the event that a student fails a grade (Kindergarten through grade seven) at the end of the year, one of the following may take place:

The child will need to repeat the grade in order to continue their enrollment at the school.

The child can withdraw from the school and be enrolled at another school at which point an accurate transcript would follow the student like any withdrawal.

The student will have to attend a licensed/accredited credit recovery program. Documentation of work completed and attendance must be provided and verified by the school.

The teacher may offer to tutor the student in a summer program (at parent expense) but documentation of work which results in a passing grade and a record of attendance must be provided. It is unacceptable to have a relative or a teacher in another school tutor the students.



### ***Failure of Eighth Grade***

In the event that a student fails grade eight all bulleted options under “Failure of a Grade” apply. In addition, the student (provided that the student is not repeating grade eight) may walk in a graduation procession provided the following:

- the student is enrolled in a licensed/accredited-credit recovery program before graduation.
- without receiving an actual certificate of graduation.

A certificate of graduation will be provided upon completion of a licensed/accredited credit recovery program.

### ***Graduation Requirements***

All students graduating from Saint Ann Catholic Elementary School must meet the prescribed course of study given by the Diocese of Trenton and must be students in good standing behaviorally. Any student who does not meet these requirements will not receive a diploma until necessary courses are complete and until the student demonstrates appropriate behavior.

## **XI. SCHOOL PROGRAMS**

### ***Field Trips***

Decisions regarding all field trips are the responsibility of the school administration. Room parents do not choose or plan a class field trip. A teacher may, under some circumstances, ask for input from the room parents about the details of a trip; however, the Head of School and Homeroom teachers make all final decisions. There are no exceptions to this regulation.

Homeroom teachers will determine the number of chaperones needed for a particular trip. Room parents are given priority to be a chaperone on at least one classroom trip if there are multiple field trips. Chaperones earn volunteer hours for the time spent on the trip. All chaperones must be VIRTUS trained.

Students may not participate in field trips unless an official school permission form is signed by a parent or guardian.

On long trips, a teacher may give special permission to bring certain items.

Any dress code changes will be determined by the school administration based on the nature of each field trip. The field trips dress expectations will be communicated directly to the parents and students before the date of the trip.

### ***Student Council***

Saint Ann Catholic Elementary School has an elected Student Council in Grades 5-8. Officers are chosen from the sixth through eighth grade class by their peers. Representatives are chosen from fifth through eighth grades. The Student Council sponsors a variety of spiritual, educational, and social events throughout the school year.

## ***School Clubs***

Saint Ann School offers a wide range of clubs that provide students with opportunities to explore their interests, develop new skills, and build meaningful connections with their peers.

Clubs are subject to the same rules and regulation of Saint Ann School discipline policies. For more information about clubs, registration, and schedule visit the school website at <https://saintannschool.org/clubs>

## ***Lunch Program and Snacks***

The Lunch Box Food Service Program provides hot and cold lunch selections every school day (not half days). A monthly menu is sent home. Lunch may be bought daily or may be prepaid. Drinks and snacks are also available for purchase by any student.

## ***Recess***

Recess is an important part of a child's social development. Students have a twenty minute recess period each day. Recess is an opportunity for physical activity that better enables the students to participate in their studies. Even during the winter, outdoor exercise is beneficial to their health. Children should always come to school dressed appropriately for the weather. Please do not ask for an exception without a doctor's note. Children will not go out in inclement weather or in excessive heat or cold.

## ***Use of Building***

The use of the school building after hours must be planned cooperatively with the Principal and all others concerned and also have the approval of the Pastor. Organizations not part of the parish/school community must provide proof of insurance before use of the building. Groups that are approved will be presented with a list of expectations/responsibilities when the agreement is initiated. In addition a list of any needed supplies, tools or equipment must be provided to the school. Rooms, hallways and other areas that are used for a special activity must be clean and ready for use the next school day.

## ***Use of School Grounds***

Children may not play on the playground equipment or in the preschool play yard before or after school.

## ***Visitors***

All visitors to the school must enter through the main doors and sign in and out at the main office. All visitors are required to have a photo ID. Any visitor without a proper ID may not be permitted past the main office. A visitor's pass may be issued. This pass must be worn while in the school building.

Parents are advised to see teachers after school or at another time. Other than a parent who has an appointment to meet with a teacher/school counselor, all visitors must have approval of the principal to enter the building.

## ***Parent Contact Information***

Please notify the main office immediately if you should have a change of address, telephone, or email. This also applies to work and emergency numbers. This ensures our ability to reach you

in case of an emergency.

### ***Lost Items***

All children's belongings should have their names sewn or written on them. Lost items are held in a room. Periodically, this box will be emptied and the items donated or discarded.

## **XI. PARENT TEACHER ASSOCIATION (PTA)**

All families are part of the PTA, and we encourage everyone to take an active role. Your participation in PTA events and fundraisers are vitally important to the success of Saint Ann Catholic Elementary School. Our school does have a volunteer and fundraising requirement, and you may fulfill those duties through various PTA offerings. For more information about PTA events and activities visit the [PTA webpage](#)

<b>Executive Board Members</b>	<b>Role</b>
Christine Savela	President
Lauren Figueroa	Vice President
Katie Handschur	Treasurer
Kyle Galianese	Recording/Corresponding Secretary

<b>Committee Board Members</b>	<b>Role</b>
Christine Mehlhorn & Ashley Petaccio	Fundraising
Melanie Evennou	Hospitality
Monica Haley	Legislative
Corey Parella	Marketing/Publicity
Natoya Hill	School Programs
Jessica George & Maureen Dileo	Social Programs
Jessica Coe	Spirituality
Kellie Gonzalez	Ways & Means

### ***Room Parents***

Room parents are an important part of our school community. Room parents help our teachers

and students with the class parties, field trips and special events. Each classroom will be assigned four (4) room parents to coordinate events with the teacher and the classroom parents. Room parents do not automatically receive their 25 volunteer hours, but any time spent working as a room parent can be used toward those hours. Room parents are usually given priority as chaperones for field trips.

Parents can have a full time job and still perform the duties of a room parent, as long as they are available when needed. Parents will be chosen for only one classroom per year unless another class does not have enough parents who volunteer. You will not be considered for a Room parent position unless you are Virtus certified.

### ***Volunteer Hours***

Each family is responsible to work 25 volunteer hours throughout the school year for PTA sponsored events. Hours can be accumulated from July to June. At the end of this time period, hours are totaled and families that have not put in the designated number of hours are billed \$10.00 an hour for the remaining hours. Chaperoning field trips is an opportunity to earn volunteer hours.

It is the family's responsibility to make sure their hours are recorded. Any hours not recorded cannot be counted. Hours worked for Religious Education and Drama Club cannot be credited for volunteer hours. Report cards and transfer records can be held if the balance is not received from the family.

Protection of our children is a high priority, and any adult who is a volunteer supervising students MUST be Virtus certified through a diocesan training program. All staff at Saint Ann's are VIRTUS certified. Please contact the Administrative Assistant, Mrs. Joanne Englander in the main office for more information.

### ***Fundraising***

Fundraising is a very important component of the PTA. The funds raised provide many extras that enhance the educational experience of our school. Each family is required to contribute \$125 through many available fundraisers offered by the PTA. Financial commitment can be accumulated from July to June. At the end of this time period, hours are totaled and families that have not met their commitment will be billed the remaining balance. The SAS PTA offers an overwhelming number of fundraisers with the aim of providing variety, so there is something for everyone.

### ***Flyers, Brochures, and Non-school Advertising***

No person is permitted to post or distribute any flyers, pamphlets, or other written communication on school grounds without the permission of the Head of School. All school related flyers must be approved by the Head of School and will be added to the weekly online Parent Information.

Advertising from organizations or individuals who support the school and its programs will be considered.

**[HANDBOOK ACKNOWLEDGEMENT FORM](#) *(to be completed in Genesis)***