

Student/Parent Handbook

Revised June 2017

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SECTION I

MISCELLANEOUS INFORMATION & YEARLY UPDATES

A letter from the Pastor

St. Ann School is first and foremost an exercise in hope. The principal, teachers, and staff of St. Ann School strive to provide the finest academic opportunity for our students within a context that is faithful to Catholic principles, traditions, and practices. We use Catholic morality and academic excellence like the two lenses of a telescope. Working in concert, they allow focus. One without the other is incomplete. This focus allows the St. Ann student to tap his or her natural talents and excel so as to be prepared for the competitive environment of higher education. A St. Ann student is well grounded in scripture and patristic tradition to understand the origins of our faith. Experiencing the completion of the Sacraments of Initiation, as well as the Sacrament of Reconciliation, allows the student the all important tangible memories of the lived experience of being a Catholic. This assimilation of the basics of the arts and sciences together, and in concert with a well formed conscience, results in the development of a mature, well-adjusted, well-prepared candidate for higher education. In celebrating Mass weekly, in the encounter of the Sacrament of Reconciliation, in the unity of the Mystical Eucharistic Body of Christ, the pastor of the parish school seeks to draw forth the faith awareness of the child so as to nurture the development of an adept mature person of faith.

St. Ann has a proud tradition of providing a foundation of faith that lasts a lifetime. I am pleased to be a part of the tradition known as St. Ann School. Arming students with faith and knowledge, St. Ann School is an exercise in hope.

Fr. Larry R. Tharp

Pastor

MISSION STATEMENT

St. Ann Catholic Elementary School is committed to the spiritual, intellectual, physical, and social growth of each student. Our school strives for academic excellence in an environment interwoven with the Gospel values of the Catholic faith. Each student is prepared to meet future challenges and to practice Christian service to the Church and the community.

STATEMENT OF BELIEFS

Working in cooperation with the Parish of St. Ann and the parents of our students, we, as a school, strive to prepare students to be productive citizens and followers of Christ.

- We believe all students will grow in their Faith, knowing they are loved by God.
- We believe all students are capable of learning.
- We believe all students learn in different ways; curriculum and instructional practices will incorporate a variety of learning activities to accommodate all learning styles.
- We believe all students deserve a quality education in a safe and nurturing environment.
- We believe all students, parents, and staff members deserve to be treated with dignity and respect.
- We believe in educating the whole child to prepare them to be responsible citizens in a global community.

SCHOOL ORGANIZATION

St. Ann Catholic School is a Pre-School through Grade Eight School with its instructional and religious educational program presented to students in a self-contained classroom arrangement in grades PK-3, and a modified subject-departmental approach in grades 4-8. The school operates according to the policies and guidelines of the Archdiocese of Cincinnati and St. Ann Catholic School is chartered by the State of Ohio (ORC 3301.16) through the Ohio Catholic School Accrediting Association

FACULTY & STAFF 2017-2018

Pastor		Fr. Larry Tharp	FrTharp@sacredheart-fairfield.org
Principal		Mrs. Sarah Bitzer	Sarah.Bitzer@saintanncs.com
Preschool	Room 006	Mrs. Melissa McElroy	Melissa.McElroy@saintanncs.com
Preschool Aide	Room 006	Mrs. Patty Ferdelman	Patty.Ferdelman@saintanncs.com
Kindergarten	Room 106	Mrs. Sue Lindsey	Sue.Lindsey@saintanncs.com
Grade 1	Room 102	Mrs. Gwenda Laney	Gwenda.Laney@saintanncs.com
Grade 2	Room 103	Mrs. Daisy Bunnell	Daisy.Bunnell@saintanncs.com
Grade 3	Room 104	Ms. Kelli Erdman	Kelli.Erdman@saintanncs.com
Grade 4	Room 201	Ms. Ann Marie Gutjahr	AnnMarie.Gutjahr@saintanncs.com
Grade 5	Room 202	Ms. Sylvia Ulmer	Sylvia.Ulmer@saintanncs.com
Grade 6	Room 203	Miss Linda Getz	Linda.Getz@saintanncs.com
Grade 7	Room 204	Mrs. Amy Nusky	Amy.Nusky@saintanncs.com
Grade 8	Room 206	Mr. Blake Smith	Blake.Smith@saintanncs.com
Physical Education	Room 003	Mr. Jim Schriml	Jim.Schriml@saintanncs.com
Music	Room 003	Mr. Jake Fields	Jake.Fields@saintanncs.com
Spanish	Room 003	Mrs. Ana Rad-Cliff	Ana.RadCliff@saintanncs.com
Technology Teacher	Room 101	Mrs. Becky Broxterman	Becky.Broxterman@saintanncs.com
Teacher Aide		Mrs. Ruth Madden	Ruth.Madden@saintanncs.com
Secretary		Mrs. Joyce Cepluch	Joyce.Cepluch@saintanncs.com
Office/Yearbook		Ms. Mindy Jones	Mindy.Jones@saintanncs.com
Parish Office - Tuition		Mrs. Elizabeth Moran	info@saintanncc.com
Maintenance		Mr. Scott Cepluch	Scott.Cepluch@saintanncs.com
Maintenance		Mr. Denny Getz	Denny.Getz@saintanncs.com
*Reading/Aux. Services		Ms. Janet Menchofer	Janet.Menchofer@saintanncs.com
*Speech/Language/Hearing		Ms. Abigail Sell	ASell@hcsdoh.org
*Auxiliary Clerk		Mrs. Amanda Jerdon	AJerdon@hcsdoh.org
*Nurse		Mrs. Melanie Schmitt	Melanie.Schmitt@saintanncs.com

**Auxiliary Services Personnel with Hamilton City Schools*

DAILY SCHOOL SCHEDULE

7:30 A.M.	Teachers/Staff in building		
7:40 A.M.	Students report to cafeteria		
7:45-7:55	Morning Gathering		
7:50 A.M.	Students entering after 7:50 A.M. are tardy and must report to the office.		
8:00 A.M.	Preschool Class starts		
8:05 A.M.	Tardy for Preschool		
10:30 A.M.	AM Preschool Dismissal		
	Gr. K-3 (L) 11:00-11:20	Gr. 4-8 (R) 11:00-11:20	7 th & 8 th Study Hall
	(R) 11:25-11:45	(L) 11:25-11:45	(M,W,F 11:00-11:20)
2:10 P.M.	Hamilton/Fairfield/Lakota bus dismissal		
2:20 P.M.	General student dismissal		
3:30 P.M.	Office closed		

MASS SCHEDULE

Grades K-8 Friday at 8:00 a.m. *All are welcome!*

Student/Parent Handbook Acknowledgement Form

St. Ann Catholic School- Rules & Regulations

Enclosed in this Handbook are the policies of St. Ann Catholic School. These policies and guidelines are approved by the Education Commission and it is the duty and obligation of the teachers and Principal to enforce and uphold these policies. It is your responsibility to read and be knowledgeable of the policies listed within this Handbook. You must also share this information with your child/children. It is further understood, by choosing to send your child/children to St. Ann Catholic School, that you agree to abide by the policies herein stated.

PARENT SIGNATURE

DATE

PARENT SIGNATURE

NON-CUSTODIAL PARENT SIGNATURE (IF APPLICABLE)

Student's Signatures

Grade _____

Grade _____

Grade _____

Grade _____

Please return by Friday, September 1, 2017.

SCHOOL ORGANIZATIONS

COMMISSION ON EDUCATION

Meeting date: Second Thursday of each month at 7:00 p.m. in the Faculty Lounge.

President	Kim Mueller
V. President	Susan Wilder
Secretary	May Wolfinger
Teacher Representative	Gwenda Laney
Members	Rhonda Feenstra
	Jessica Abner
	Rita Stahley
	Jennifer Sanders
	Melissa Kahsar
	Peggy Babb

INTEREST GROUP (Parent Organization)

Meeting date: Fourth Thursday of each month at 7:00 p.m. in the school cafeteria.

President	Beth Shanks
Vice-President	Christa Reece
Treasurer	Mary Nester
Secretary	DeeDee Trimboli

P.A.C. (Athletic Organization)

Meeting date: Second Wednesday of each month at 8:00 p.m. in the school cafeteria

President	Kurt Loy
Vice-President	Kyle Broermann
Treasurer	Scott Mueller
Secretary	Vince Enderle

SECTION II

POLICIES, PROCEDURES & GUIDELINES

I. ADMISSION OF STUDENTS

As stated in the policies of the Archdiocese of Cincinnati (302.02), no student may be excluded from a Catholic school solely because of race, color, national origin, ancestry or sexual orientation. However, since our schools do not have educational facilities to meet the special instructional or psychological needs of all students, after review and subsequent determination by the Principal, such students shall not be admitted unless special arrangements have been made between the parents and the Principal. Students admitted to St. Ann Catholic School should give some promise of being capable of successfully completing the educational program offered by the school.

A. **General Admission** - A general registration period is usually held from January-August each school year for the next school year. New students are generally accepted for entrance at the beginning of the school year, however, under special circumstances, new students may be admitted at any time during the school year. A review of incoming students' records by the Principal, a grade level screening, and a meeting with the Principal are required before students are admitted to St. Ann's. *All new students are on a trial period for nine weeks (1 quarter) as a means of ensuring it is an appropriate match between child and school.*

When more students apply for admission to St. Ann Catholic School than can be accommodated, the selection is as follows:

- Children of Parishioners and date of registration w/St. Ann School.
- Children of families moving into the area, joining the parish/date of registration w/St. Ann.
- Children of non-parishioners and date of registration w/St. Ann Parish.

B. **Kindergarten and First Grade Admission** - The Ohio Revised Code (Section 3321.01) provides that no child shall be admitted to the first grade who has not successfully completed kindergarten. Upon the request of the parent, this requirement may be waived in the case of a child who is at least six years of age by the thirtieth (30) day of September and who demonstrates that he/she possesses the social, emotional, and cognitive skills necessary for the first grade. The principal shall establish a committee of selected school personnel who will advise if a waiver is to be granted.

School Age - The Ohio Revised Code (**3321.01**) provides that no child may be admitted to kindergarten or the first grade unless he/she is five or six years of age on or before September 30 of the year of admittance.

1. Children who become five or six before September 30 are "of age" for kindergarten and first grade respectively.
2. All new students are screened/reviewed prior to acceptance into the school.

II. ARRIVAL PROCEDURES

In order to secure the safety of our children during morning drop off and dismissal time, the following procedures are in place.

Morning Drop Off: 7:15-7:50 a.m.

Afternoon Pick-Up: 2:20-2:30 p.m.

Morning Drop Off

All cars entering the parking lot must enter through Clinton Ave. and exit onto Hooven Ave.

Please enter the parking lot by the Parish Office. Please pull onto the driveway and follow the orange cones to drop off your child at the main entrance of school. One car will drop off at a time. Please patiently wait as the students exit their car and enter the school building. Please be prepared to have your child exit the car when it is your time.

After your child has been dropped off to school, please follow the orange cones to Hooven Ave.

****This arrangement applies to all Preschool-8th grade students. If parking needs to occur, please pull into the staff parking lot. Due to the new morning drop off procedure, there will be no church parking lot available for morning drop off.**

*****If you are attending Mass, please pull into the parking lot via Clinton Ave. and pull into the church parking lot.**

Dismissal

There are 6- 8 parking spaces in the middle of the parking area which are distinguished by the **RED** paint. Please pull up to the parking spots and place your car in park. The dismissal bell will ring at 2:20 p.m.

To pick up your children, please walk on the outside of the orange cones. Please do not walk in between the cars. If your car is parked, please walk around all the cars and walk up to your parked car.

Dismissal will be completed by a staff member. Please wait for the staff member to dismiss your car. Please watch for students and parents as you drive off of the parking lot. Please remember to slowly exit the parking lot.

Alternative Drop Off Options

-Pull up on **CLINTON AVE.** along the side of the school building. Have the children exit the car and the students will walk through the staff parking lot. This is also where the buses drop students off in the morning, so a quick drop off is needed.

-Pull up on **PLEASANT AVE.** in front of the school building. Have the children exit the car and the students will walk down the sidewalk next to the school building. You can even park the car there, if you need to come into the building, or if you are going to attend Mass.

Please understand that these procedures are being used to ensure the **safety** of all our children.

Thank you for ensuring the safety of all of our students!

III. ATTENDANCE

Regular school attendance by the student is essential for proper student development. Excessive absences by a student may cause serious school problems; therefore, regular attendance is of prime importance. It is the responsibility of the parents or guardians to ensure that their children attend school.

A. **Absences**- Personal illness, a death in the family, and other urgent reasons affecting the child may necessitate an absence by the student. Any absence for any other reason is considered un-excused. *Parents are to notify the school office by 8:15 a.m. if their child will be absent for the day or tardy.* If the school office is not notified, the school will call the parent to check on the student. This call-in procedure allows for the greatest safety of our students. Students should not return to school from an illness until they have been symptom-free for 24 hours. A written excuse may be required by the school on occasion. If a written excuse is required, it should contain the student's name, date(s) of the absence, reason for the absence (if illness, please specify the type of illness), and the parent's signature. If special arrangements are needed because of a long-term absence, the Principal must be contacted.

B. **Tardiness** - Students are to be in the school by *7:50 a.m.* or they will be marked tardy. (The exception to this is if a bus student is late because of a bus being delayed at the pick-up point or mechanical problem with the bus). If a student is tardy, the student must report to the school office. If the student's parent has not called to notify us of the tardy, then the student needs to have a note stipulating the reason they are tardy. Students will have an un-excused tardy if they report late and there has been no phone call or written note explaining the tardiness.

C. **Early Dismissal Requests** - Parents are requested to schedule medical and dental appointments for their child after the regular school day. *Early dismissal is inclusive of the above mentioned medical reasons and any other occasion where child leaves prior to their designated dismissal time.* If an early dismissal is necessary, the student must bring a note from the parent or guardian explaining the reason for the request; and, at what time the child is to be dismissed. Upon arriving at school, the parent must proceed to the office. The tardy section on the report cards will reflect tardy in morning and students leaving before their assigned dismissal time.

D. **Student Illness While at School** - In the event that a student becomes ill during the school day, the parent will be notified. If a child is to go home, the parent or guardian must pick up the child in the school office.

E. **Perfect Attendance** - For a student to be recognized quarterly or yearly for this honor, a student may have *NO absences, tardiness, or early dismissals for the quarter or year.*

F. **Leaving School Grounds / Dismissal Request for Bus** - No student may leave the school premises at any time for any reason during the school day without the permission of the parent or guardian and the approval of the Principal. This also applies to a student who normally rides the bus at dismissal time. A note from the parent is required to state that they will not be riding the bus. Students are granted permission to get off at bus stops not assigned to their residence in a case of emergency only! The request must be in writing and approved by the Principal and the bus district. The note will be given to the bus driver. (If this is necessary for a number of days only 1 note is necessary stipulating the days.) Due to insurance policies, transportation departments for both Hamilton and Fairfield will not allow non-district students to ride their perspective buses.

G. **Vacations** - We encourage families to plan their vacations when school is not in session. However, we realize due to certain circumstances that a family may need to take their vacation during school sessions. Should this occur, please notify the school office and please give at least **two weeks** written notice to your child's teacher or teachers. It is the responsibility of the student to make arrangements with the teachers to complete all work. If parents/guardians are going to be gone during school time and the student will be left in the care of others, please send a note to school specifying who will be caring for the students, the duration of this care and contact numbers for the care-givers.

H. **Transfer/Withdrawal** - The transfer or withdrawal of any student must be reported to the Principal and local public school district.

IV. BICYCLES & SKATEBOARDS

Students may ride bicycles to school. Upon entering school property, students must walk their bicycle to the designated area to park them. Students must provide a lock and/or chain to secure the bicycle. St. Ann Catholic School is not responsible for the bicycles; therefore, it is each student's responsibility to safely secure their bicycle. Upon leaving school, students must walk their bicycles off school property. It is the student and their parent's responsibility to be informed about and to follow all bicycle safety rules and laws.

Students may not ride or bring skateboards to school. By city ordinance 87-6-55, 6-17-87, skateboard riding is prohibited on sidewalks, streets or alleys; therefore, students should not be riding them to school.

V. COMMUNICATIONS

It is of great importance, and value to the administration and faculty of St. Ann Catholic School, to establish frequent communications with parents and the school community. To facilitate this goal, school bulletins, announcements, or other pertinent information is posted to our website (www.saintanncs.com), emailed to parents, posted on social media, and/or sent home with students. Parents are urged to check the website, their email, social media, and/or with their children regarding these communications.

- A. **Telephone Messages** – All messages for teachers or for students will be handled through the school office. **No student will be called from a class to the telephone except in cases of emergency.** Messages for teachers to call parents will be forwarded to the teacher through the school office. Permission to use the school phone by students is given only through the school office and is limited to cases of an emergency nature. Students and parents are asked to make all necessary arrangements for the school day before the school day begins.
- B. **Calls to the Principal/Calls to Teachers** – Calls concerning school policy, procedures, or student progress areas are encouraged and welcomed by the Principal and teachers. Generally, the Principal will deal with contacts concerning school policy and procedures; and, the appropriate teacher will respond to contacts involving student progress or classroom issues. The Principal and teachers are always glad to speak with parents to help our students have a successful school experience. If a concern requires an extended period of time, it is suggested that the school office be contacted to schedule an appointment convenient for all. All contacts will be handled promptly.
- C. **How to Handle Concerns** – The following policy was developed and adopted to clarify methods of problem solving involving students, parents, teachers and school authorities and to encourage interest in school affairs and the quality of education and discipline at St. Ann Catholic School.

These are the progressive steps used in handling any problem or complaint involving a student and teacher. If parents are not satisfied with the resolution to the situation, they may proceed to the next level.

1. Set up a meeting with the teacher.
2. Call and discuss the situation with the Principal. The parents, teacher, and/or Principal may recommend a meeting.
3. St. Ann's pastor.
4. Regional Director-assigned St. Ann via the Archdiocese of Cincinnati.
5. Superintendent of Schools.

St. Ann's Commission on Education will only be involved if the situation at issue is in regard to a specific policy. If this is the case, the President of the Commission should be contacted and asked to have a discussion of the policy in question placed on the next agenda. This step would occur after step 3, but before step 4.

VI. COURSE OF STUDY

St. Ann Catholic School is a Pre-School through Grade Eight School. The Pre-School through Grade Three are individual self-contained classrooms; while Grades Four through Eight are arranged in a modified departmental structure where the students change classes for various subjects on a limited basis. The program of studies is well rounded, comprehensive, up-to-date, and includes quality and quantity dimensions. St. Ann Catholic School follows the Graded Course of

Study (GCS) of the Archdiocese of Cincinnati. This GCS has been approved by the State of Ohio. St. Ann Catholic School is a state accredited school.

VII. DAMAGING, DESTROYING OR LOSS OF SCHOOL OR CHURCH PROPERTY

Damaging, destroying, and/or loss of school or church property are indeed a matter of a serious nature. Parents will be notified immediately upon a report of such action as it pertains to their child. Payment will be needed if destruction occurs to any school or church property.

Textbooks, library books, and other school and church materials used by the students become their responsibility. All school materials used by students should be treated with care and respect. In order to ensure the care of textbooks, all textbooks are to be covered by book covers at all times. If any books or materials are damaged or lost while assigned to the student, he or she will be assessed the cost of repair or replacement of the item.

VIII. DISCIPLINE CODE

Each child who attends St. Ann Catholic School has the right to a good education and respect as a person. In the same respect, each teacher at St. Ann Catholic School has a right to teach in an atmosphere conducive for all students to learn.

As a member of the school community, the student has certain responsibilities that must be followed during the school day. Respect for self, others and things will result in growth in self-discipline and service to others. Effective school behavior and attitudes depend largely upon the attitude of the child and the successful growth of the child in responsibility and self-control. This responsibility and self-control can be achieved through the mutual understanding and cooperation of the home and the school. Another factor in effective school behavior is a fair, consistent, positive, and constructive school discipline code. The outline of the St. Ann Catholic School Discipline Code that follows is intended to be a positive and productive means of helping each child recognize appropriate behavior and grow in self-discipline. Our goal is to create the best possible educational atmosphere for each child at St. Ann Catholic School.

A. PRIMARY – (Preschool-3rd grade)

1. Positive Reinforcement

Since our primary children are at such a formative age, we stress positive reinforcement for them. At the same time there is such a difference in the development of the children in this age group. It is for this reason each teacher has his/her own way of positive reinforcement which is best suited to his/her own grade.

As an overall reward, each student will have a star calendar. If the child has 80% of his/her stars at the end of the month, he/she will be allowed to participate in a special primary reward activity. A star is earned for good behavior and using good work habits.

2. Consequences

On those occasions when a child does not always obey the rules of his/her class, these steps will be used to deal with the situation. These are for one school day. Each child enters the next school day with a clean slate.

Name (on board)	Warning
Name √	No recess
Name √√	No recess/Call or Note to parents
Name √√√	No recess/Student talks with Principal
Name √√√√	Parent conference required

B. INTERMEDIATE (Grades 4-5)

Students at the Intermediate level will be expected to take more responsibility in the organization and completion of their daily assignments. In order to help this growth process, each student will receive a total of six (6) homework passes every quarter. Three (3) passes will be given to each student at the beginning of the quarter and an additional three (3) at interim time. At the discretion of the teacher, a homework pass may be used in exchange for an extra day to complete an assignment with no other consequences resulting.

Students are to still complete the missing assignment once a Homework Pass is used. The Homework Pass grants the student an extra day to complete the assignment. The passes are not a substitute for the assignment. Positive reinforcement is a vital part of our discipline code. As an incentive for completing assignments, students may save their homework passes and receive a treat at the end of each quarter. Passes cannot be carried over into the next quarter.

C. MIDDLE SCHOOL (Grades 6-8)

Students of Middle School age are expected to show growth in maturity, responsibility, and self-discipline. More is expected from these students than younger students in these areas. However, it is especially important to affirm these strides toward adulthood. It is with this in mind that the following positive reinforcements will be used.

At the beginning of each quarter a student will be given three (3) Homework Passes. At the discretion of the teacher, these passes can be used to excuse a student from an assignment or

allow the student an extra day to complete the assignment with no other consequences. **Students are to still complete the missing assignment once a Homework Pass is used. The Homework Pass grants the student an extra day to complete the assignment. The passes are not a substitute for the assignment.** Homework Passes do not carry over from quarter-to-quarter. Treats will be given to students who have not used all of their Homework Passes at the end of each quarter. Special recognition/award will be given to any student who has not used a Homework Pass for the entire year.

D. DEMERIT SYSTEM (Grades 4-8)

While we strive to nurture positive behavior and reinforce these actions, there are times when negative behavior occurs and consequences must result. It is with this in mind, that the following system of consequences will be used in grades 4-8.

<u>1. Offenses</u>	<u># of Demerits</u>
- Food or Gum in class or on playground	1
- Not prepared for class	1
- Safety Drill misconduct	1
- Failure to return parent-signed demerit	1
- Luncheon, hall or restroom violations	2
- Inappropriate Behavior	2
- Class disruption	2
- Writing/passing notes	2
- Obscene or abusive language - anywhere on school property, at school functions - Verbal or written	5-15
- Lying to any person in authority	5-15
- Destruction of property	5-15
- Cheating	5-15
- Stealing	5-15
- Fighting	5-15
- Disrespect to any teacher, staff member or volunteers	5-15
- Forgery	5-15

Accumulation of demerits will have a direct effect on eligibility for Honor Roll. A student in the **Intermediate level** who receives more than **6 demerits will receive a checkmark on his/her report card and not be eligible for Honor Roll.** A student in the **Middle Grade** level who receives more than **6 demerits will receive a checkmark on his/her report card and not be eligible for Honor Roll.**

2. Levels of Discipline

- When a student has received three (3) demerits in one quarter, the student will receive 1 after school detention.
- When a student has received six (6) demerits in one quarter, the student will receive 2 after school detentions.
- When a student has received ten (10) demerits in one quarter, it will result in a Principal conference with parents and student.
- When a student has received twelve (12) demerits in one quarter, it will result in a one (1) day in-school suspension.
- When a student has received fifteen (15) demerits in one quarter, it will result in a two (2) day in-school suspension.
- When a student has received twenty (20) demerits in one quarter, it may result in Expulsion meeting.

3. Process for In-School Suspension, Counseling, and Expulsion

a. One Day In-School Suspension - There will be a phone call and written notification from the Principal to notify the parents that the student will be suspended the following day. A conference will be required before the student is re-admitted to the school. (The phone call may be acceptable as a conference, if the parents & Principal agree. If either party wants a face-to-face conference, one will be scheduled.) Re-admittance is contingent on the completion of all work.

b. Two Day In-School Suspension - A phone call followed by written notification from the Principal will inform parents of suspension. A conference including the Principal, teachers, parents, and the student and completion of all work is required to re-admit the student to class

c. Immediate Removal - When a student's behavior constitutes a threat, physically endangers himself/herself or others, or causes serious disruption to instruction, he/she may be removed immediately, with due process requirements to be fulfilled as soon as practical.

d. Counseling/Therapy- As part of St. Ann Catholic School's Code of Conduct and disciplinary process, St. Ann reserves the right to require a student to participate in counseling/therapy either as an ongoing means of remedying the behavioral issues, or as a condition of returning to school at all. By signing this Handbook, all students

and parents agree that they will provide whatever authorization is necessary in order for St. Ann to speak with the counselor, therapist, or other mental health professional in such instances to ensure the student's behavioral issues have been fully remedied. As with the method, and extent of any disciplinary measure, St. Ann reserves final judgement in these matters.

e. Expulsion - Expulsion can result from the accumulation of 20+ demerits in one quarter. *Any student may be expelled for just cause, which shall include, but not be limited to, delinquency and immorality that could result in commitment to a correctional institution, harm to themselves or another student, or would constitute a definite menace to the morale of the school. Incurability, persistent irregular attendance, and actions contrary to the philosophy and objectives of the Catholic school are also grounds for expulsion.*

Based on policy 308.02 of the Archdiocese Education Commission policies, the following guidelines regarding expulsion need to be followed:

1. Written notice will be sent to the pastor, parents, and the student, stating the reasons for the student's removal and proposed expulsion.
2. A hearing must be held between the school representatives and the parents.
3. A report detailing the reasons for expulsion must be sent to the superintendent of schools.
4. Parents who believe their child has been expelled from a school for insufficient reasons have the right to appeal, in writing, to the Superintendent of schools. The decision of the Superintendent to uphold the school or to order reinstatement of the student is final.
5. Withdrawal of a student must be reported to the local public school district.

4. Detention Policy (Grades 4-8)

Behavior and Homework are an integral part of our educational development. It is a supplement, review, or outgrowth of the day's instruction. As such, we feel it is the responsibility of each student to complete his or her assignments and act in a Christ-like manner.

Not acting in a Christ-like manner will result in demerits. Accumulation of 3 demerits will result in 1 detention. Accumulation of 6 demerits will result in 2 after school detentions.

Failure to Complete Homework will result in an after-school detention. Should the student fail to do an assignment, a 60 minute after-school detention will be given. Students will receive a Detention Slip that explains the reason for the detention. Parents are to sign the Detention Slip and return to school.

When it becomes apparent to the teacher that detention is not being effective, a conference will be called involving the teachers, parents and student. The Principal's attendance at this point is optional.

- After accumulating (4) consecutive detentions in a quarter, he/she will be assigned a One Day In-School Suspension.

In Grs. 4-8, accumulation of more than two detentions will result in a checkmark on their report card.

*****Any student who skips detention will be placed in detention the following week to make-up for the skipped detention.***

The forms of discipline listed above are guidelines. St. Ann's teachers and administration may utilize other disciplinary measures as the situation warrants, and St. Ann reserves the full and absolute discretion in these matters.

Further, no discipline issues pursuant to this Handbook shall bind St. Ann to issue the same, or even comparable, disciplines to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, St. Ann reserves sole judgement in disciplining students based on the particular circumstances of each incident, including but not limited to the respective age(s) of the student(s), attitude and degree of cooperation, the student(s) disciplinary history, and any other aggravating or mitigating circumstances St. Ann deems present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains St. Ann's authority, discretion, judgment, or responsibility in any student disciplinary matters.

IX. ELECTRONICS

Technology has become an integral part of teaching in the 21st century. Students will be incorporating technology into their academics through the Graded Course of Study. Not using technology properly will result in demerits and/or detentions. If the unacceptable behavior continues, the technology will be removed and the student will complete all class work and homework using their textbooks.

Students are not to use or have their cell phones out during the school day. If a student brings their cell phone to school, it is to remain shut off and in their book bag. If the cell phone is turned on during the school day, then the following repercussions will apply:

Improper Cell Phone Use:

1. First Time- Demerits will be issued.
2. Second Time- Student will hand the teacher their cell phone and the cell phone will remain in the teacher's possession until the end of the school day.
3. Third Time- Student will be asked to take cell phone to the Principal's office. The cell phone will remain in the Principal's office until a parent/guardian can come and pick up the cell phone. ***The cell phone will not be allowed to be brought back to school.***

X. EMERGENCY SCHOOL DELAYS / CLOSINGS

In cases of inclement weather which requires the delay or closing of St. Ann Catholic School, our school generally follows the lead of Badin High School or Hamilton City Schools in closing decisions. Only in rare instances will St. Ann Catholic School hold classes when Hamilton City Schools are not in session.

Notifications will be the following:

1. Phone call/Text Message from One Call Now
2. Closings posted on Ch. 5, 9, & 12

Listed below are the closing/delay possibilities:

1. St. Ann's is closed.
2. St. Ann's will be on a 2-hour delay. (No AM Preschool)

XI. EVALUATION PROCEDURES

A. Interim Reports - These reports are issued to grades (1-8) at the midpoint of 1st-4th quarters. When a report is received, parents are asked to discuss this report with their child for the purpose of mutual understanding and cooperation. The report is then to be signed by the parent and returned to the school.

OptionC parent reports will be established by logging into the parent's OptionC account. Please notify the teacher if you have questions related to the student's grades.

B. Report Cards – Report Cards are issued to parents and students four times each school year (this is a nine-week reporting period). These are to be signed and returned promptly to school.

KINDERGARTEN:

The Kindergarten report card focuses on developmental tasks, which is the purpose and function of Kindergarten. Academic skills are presented in the Kindergarten program, but the emphasis is on developing mental, physical, and social skills, providing the Kindergarten child many, varied and stimulating experiences upon which to build the

primary program. Official report cards do not begin until second quarter; however, a progress sheet will be sent home to the parents at the end of the first quarter.

PRIMARY:

The primary report card reflects the emphasis in grades 1, 2, and 3 on language arts and mathematics. Handwriting, while an important skill, is still subject to the physical development of the student. In the primary grades, the emphasis for evaluation is not a comparison to other students or to score, but on the individual progress of the child himself/herself. The following progress codes and effort codes are used to appraise each student's own progress:

PROGRESS CODE

EFFORT CODE

Kindergarten

- M- Mastered
- S- Satisfactory
- D- Developing
- N- Needs Improvement

- 1- Satisfactory
- 2- Needs Improvement

Grades 1-3

- O - Outstanding
- S - Satisfactory Progress
- N - Needs Improvement

- 1 - Satisfactory
- 2 - Needs Improvement

INTERMEDIATE/MIDDLE:

The purpose of the report card at this grade level takes on a new meaning, look, and emphasis. The students should now have a good foundation to build very specific skill areas in all subjects and meet the standard criteria; which permits their progress to be measured against others at their grade level.

The following evaluation tool is used to measure these students progress:

GRADES

EFFORT CODE

- 93-100
- 85-92
- 77-84
- 70-76
- Below 70

- A-Superior
- B-Very Good
- C-Satisfactory
- D-Below Average
- F-Failing

- 1 - Satisfactory
- 2 - Needs Improvement

Tardy and Early Dismissal - The tardy/early dismissal section will reflect tardy students late in morning, or returning late from an approved lunch/appointment off-site and students leaving before their assigned dismissal time.

C. Parent/Teacher Conferences – A mandatory conference will take place in November. Parents and teachers may request a conference at any time throughout the school year. It is highly suggested that parents take advantage of using OptionC to stay current with their child’s grades throughout the school year.

XII. FIRE, TORNADO, & SAFETY DRILL REGULATIONS

All schools in Ohio are required by law to develop and provide training in a plan for Fire evacuation (Sec. 3737.29 of the Ohio Revised Code), 9 drills need to be completed during a school year, and Tornado shelters (Sec. 3737.73 of the Ohio Revised Code) drills are to occur 1/month from April-June, for its school site. St. Ann Catholic School complies with these regulations in full.

The provision of the Revised Code that addresses school safety drills is located in section 3737.73(D) has been changed to read as follows:

The institution shall conduct school safety drills at least three times during the school year, pursuant to division (E) of this section, to provide pupils with instruction in the procedures to follow in situations where pupils must be secured in the school building or rapidly evacuated in response to a threat to the school involving an act of terrorism; a person possessing a deadly weapon or dangerous ordinance ... on school property; or other act of violence. At least one safety drill shall include a scenario where pupils must be secured in the school building rather than rapidly evacuated.

All school personnel and students receive training in these procedures. The purpose of these drills are to teach students to evacuate the classroom and/or school building as quickly and safely as possible in the event of an emergency. It is essential that when the fire, tornado, or safety alerts are given, everyone is able to follow the established and practiced plan and evacuate the classroom and/or building as quickly as possible. In addition to classroom training, directions for fire evacuation, tornado, and school safety procedures are posted in each room throughout the school building.

XIII. GENDER IDENTITY

In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with, the principles of Catholic doctrine. Catholic schools:

- Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
- Require that participation on school teams be according to their biological sex.
- Require that names and pronouns be in accordance with the person’s biological sex.
- Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to their biological sex.
- Maintain names in school records according to the student’s biological sex.
- Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.

XIV. HARASSMENT/BULLYING POLICY

The administration and staff of St. Ann Catholic School believe that all students and employees are entitled to work and study in school related environments that are free of harassment. Harassment/Bullying can take many forms. Harassment/Bullying is the verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability.

It is the policy of St. Ann Catholic School to maintain a working and academic environment, in all programs and activities, free from all forms of harassment and intimidation. No student, teacher, or other staff member should be subject to harassment/bullying of any form. A student, teacher, or staff member is considered and identified as a St. Ann School identity, even after school hours. Any forms of harassment/bullying imposed after school hours may be subject for discipline at St. Ann School, including but not limited to social media harassment/bullying.

Anyone who experiences what they believe is harassing conduct, or who believes that they are the subject of harassment or intimidation, must bring it to the attention of the appropriate person at school: teacher, Principal, Pastor, or Superintendent's office. Forms are available to bring it to the attention of the teacher, Principal, Pastor, or Superintendent's office. If you wish to fill out the forms, please return the forms to the teacher, Principal, Pastor, or Superintendent's office.

The school official may listen to the complaint or may ask for the complaint in writing. In the case of harassment/bullying involving a student or students, the parents or guardians of the respective students will be notified. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation.

St. Ann Catholic School will not tolerate harassment/bullying of any type and when it is determined that improper harassment/bullying has occurred, the school will take immediate disciplinary action. The response shall take into account and be considered to be appropriate for the ages of the individuals and circumstances.

No retaliation against anyone who reports harassment/bullying will be tolerated. St. Ann Catholic School prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

Any knowingly false charge of harassment/bullying made for the purpose of harming a person's reputation will have very serious consequences. The response shall take into account and be considered to be appropriate for the ages of the individuals and circumstances.

XV. HEALTH SERVICES / MEDICAL EMERGENCY INFORMATION

School health services are provided to the students of St. Ann Catholic School through the efforts of the school nurse and in accordance with the policies and procedures outlined by health and state guidelines.

A. **Health Screenings-** The health of your child is appraised through teacher and nurse observations, health histories and screening tests. These evaluations are important to help our students be as free as possible from any health condition that may interfere with the learning process. These evaluations are conducted as a screening measure only; and, are not meant to diagnose health conditions. If a concern or deficiency is observed during these screenings, the school nurse will contact the parent/guardian. The following screenings are conducted at St. Ann Catholic School: hearing, and vision in grades K, 1, 3, 5 & 7, Postural screening in grades 5 & 7 or any requests from parents or teachers. The school nurse is available for nurse-parent conferences. If your child has special medical needs or you have concerns about a physical or emotional condition, please contact the school nurse for an appointment. Emergency Action Plans regarding a student's Medical needs or precautions can be tailor made by the nurse with the parent's input.

B. **Medical Emergencies at School-** According to Ohio Law (Sec. 3313.712 of the Ohio Revised Code) each parent receives an Emergency Medical Authorization Form (Section IV-Page 2a) or refer to the website www.saintanncs.com to complete for their child at the beginning of each school year. It is necessary for the following pertinent information to be given to the school:

- Emergency telephone number
- Name of family physician and dentist
- Name of preferred hospital
- Medical history of your child (Allergies, Chronic Illness & Medications that the child is taking)
- Emergency Action Plan written for a child with chronic illness/life threatening allergy or condition.
- Consent or denial for emergency medical treatment

Should a serious accident occur at school, this information could be lifesaving. Any student who becomes ill or has an accident while at school, will be observed by the school nurse (if here), designated teacher or staff member. Emergency care (that can be legally given) will be administered and the parent or guardian will be notified. If time does not permit or if the parent or guardian cannot be reached, instructions on the Emergency Medical Form will be followed. It is important to inform the school office of ANY changes of information on the Emergency Medical Notification Form throughout the school year.

C. **Excused from Class or Restrictions** - If a child is unable to participate in physical education class or is restricted in their participation or in anyway restricted in classroom activities, a note from the parent and/or doctor is necessary. If the note comes from the Doctor's office to restrict an activity, a note from the Doctor is required for the child to resume the activity.

NOTE: The school's position regarding children with casts is as follows:
Regardless of Doctor's instructions, students with casts will not be permitted to participate in any extra-physical activity, such as, but not limited to, PE classes, recess, Olympic Day, etc. This is to ensure the highest level of safety for the injured student and to ensure that others are not accidentally injured by the cast that a student may be wearing.

D. **Dispersion of Medication***- At no time and under no circumstances will the school dispense medication to any student unless authorized by the procedures below. In the same respect, no child is to have any medication of any kind on his or her person during school hours. Any student who is required to take prescribed medication or non-prescription medication during school hours must comply with the following regulations:

*For legal purposes, the school requires the parent's consent and written orders from a physician detailing the name of the drug, dosage, time interval, and duration of administration that the medication is to be taken. Also, please provide a description of possible adverse reactions that should be reported to the physician.

- No medication will be given unless all this information is provided. These written orders apply to both non-prescription and prescription medications.
- All medication is to be brought and stored in a locked place in the school office. The *Physician's Request for the Administration of Medication Form* is available in the school office and the actual medication should be brought to the office by the parent or guardian. The student is to come to the office at the designated time for administration of the medication. The student may not administer the medication to him or herself (Except Inhalers, Epi-Pen & Insulin). This applies to non-prescription and prescription medications.
- The medication must be brought to school in the original container and appropriately labeled by the pharmacy or doctor.
- The school will keep an accurate record of each dose administered at school including date, time and person giving medication.
- The parent or guardian must submit a revised form signed by the physician if the previously provided information on the Physician's Request for the Administration of Medication Form (Section IV-Page 3 or refer to the website www.stannhamilton.net) changes.

E. **Immunizations, Medical & Dental Records**- The following immunizations are required by Ohio law (sec. 3313.671 of the Ohio Revised Code) and by St. Ann Catholic School for enrollment in the school:

Kindergarten

DtaP / DTP / DT / Td (Diphtheria, Pertussis, Tetanus): 4 or more doses
(If the 4th dose was given prior to the 4th birthday then a 5th dose is required)

IPV or OPV (Polio): 3 or more doses

The final dose must be administered on or after the 4th birthday, regardless of the number of previous doses. 4 doses if a combo of OVP / IPV.

MMR (Measles, Mumps & Rubella): 2 doses

Dose 1 – given on or after the first birthday. Dose 2 – at least 28 days after Dose 1.

Hep B (Hepatitis B): 3 doses.

The 2nd dose must be administered at least 28 days after the 1st dose. The 3rd dose must be given at least 16 weeks after the 1st dose and at least 8 weeks after the 2nd dose. The last dose in the series (3rd or 4th dose) must not be administered before age 24 weeks.

Varicella (Chickenpox): 2 doses – must be administered prior to entry to school.

GRADE 1

Same as Kindergarten EXCEPT:

DtaP / DTP / DT / Td (Diphtheria, Pertussis, Tetanus): 3-4 doses

GRADE 7

1 booster dose of Tdap or Td (tetanus) vaccine must be administered before entering 7th grade. This vaccine can be administered any time after age 10.

FAILURE TO COMPLETE THE REQUIRED IMMUNIZATIONS WITHIN 14 DAYS AFTER ENTERING SCHOOL IS A BASIS FOR EXCLUDING THE CHILD FROM SCHOOL UNTIL PROOF OF IMMUNIZATIONS IS SUBMITTED TO THE SCHOOL.

Immunizations can be waived if a medical doctor advises against it; a physician's statement is required. An objection on philosophical or religious grounds is a valid exemption only when a parent or guardian signs a written statement of this effect.

All foreign exchange students or other individuals who have immigrated to this country must have documentation of tuberculosis testing within ninety (90) days of the first day of school. A history of receiving BCG vaccine does NOT eliminate the need for tuberculosis testing.

Immunizations can be obtained at area Clinics:

City of Hamilton, OH – Immunization Clerk can be reached at 513-785-7099. Please leave a message. St. Raphael, 610 High St. - Wednesdays & Thursdays from 1:00–4:00 pm

West YMCA, 1307 NW Washington Blvd. - Fridays from 1:00 – 4:00 pm

No one will be refused for inability to pay. **Fees** \$10 per vaccine Maximum \$40 per child

Butler County Health Department - Rosin Health Center: 301 S. Third St., Hamilton, OH 887-5253 Monday and Wednesday 1–3pm. Please bring immunization record. Most Medicaid accepted (please bring your card). (\$10 per immunization - \$25 per TB test) Cash only please. **No child will be turned away due to inability to pay.**

The following forms for Kindergarten/Incoming New students must be completed and returned to the school by the first day of school:

- **The School Health History Form** (Refer to the website www.saintanncs.com)
- **Medical Examination Form** (Refer to the website www.saintanncs.com)
- **Dental examination Form** (Refer to the website www.saintanncs.com)

FIRST AID- LUNCHROOM: Heimlich / Choking Victim

The lunch room has posters hanging showing proper technique for the Heimlich maneuver. At least one staff member in the cafeteria during lunch has had certified training or trained by the school nurse, to do the Heimlich on a choking victim.

FIRST AID- AED

AED's are portable devices used to induce electrical stimulation to the heart muscle in the event of a potential cardiac arrest. Early access defibrillation has been recognized as a significant factor in survival from incidents of sudden cardiac arrest. Adequate preparation for responding to a life-threatening emergency can save lives.

One AED is located on the St. Ann School campus. It is located in the hallway (stairs) closest to Pleasant Ave. It is maintained by the school nurse. Staff is encouraged to become CPR/AED trained by the Red Cross or AHA.

XVI. HOMEWORK/MAKE-UP WORK

Homework is an integral and important factor in the full scholastic development of the student. A reasonable amount of homework may be given considering the student's age, the level of achievement and type of assignment. Homework assignments are the outgrowth of regular class work. Such homework assignments are designed to supplement or further learning, to review independently what is covered in class, or to provide an opportunity to use research skills. Homework is not usually to be given over weekends or holidays. No definite time-limit can be determined for each student since students work at different rates of speed; however, teachers do not assign work that would be excessive in time for the average student of a particular grade level to complete in a given period.

At times, make-up work is necessary to assist those whose progress has been impeded because of an excusable absence or other reasons. Immediately after the absence, *the student should contact* the appropriate teachers to ask for the work they missed during their absence. It is the *responsibility of the students*, particularly in grades 3-8 to make the initial contact with the teacher to secure the work they missed. Should your child be absent and you would like to pick up their work, it will be in the school office between 2:15-3:00 PM. Also, work can be sent home with relatives, friends, or neighbors. Please inform the school office how the homework will be handled when you call in the morning to report your child's absence.

Parents should assist in the successful completion of homework by arranging for a quiet place to study and for a regular time for study. If a parent becomes concerned with regard to their child's ability to successfully complete homework assignments, the parent is strongly encouraged to contact the teacher.

XVII. HONOR ROLL: ACADEMIC/CITIZENSHIP HONOR ROLL (GRS. 4-8)

ACADEMIC AREAS: Religion Reading English Math
Science/Health Social Studies

**Any student who has below a C- in any subject, is not eligible for Honor Roll*

Honor Roll will be determined by grade point averages. Grade points will be equated with the following conversion - A's 4.0, B's 3.0, C's 2.0 & D's 1.0. The letter grade on the report card will be converted to this number system, they will be totaled and then divided by the number of subjects involved. This will give the grade point average.

PRINCIPAL'S AWARD: A student must have a 4.0 grade point average.

ST. ANN FIRST HONORS: A student must have a 3.5-3.9 point average.

ST. ANN SECOND HONORS: A student must have a 3.0-3.4 point average.

ST. ANN CITIZENSHIP AWARD: This award is for any student not included on the above Academic Honor Rolls. There are no academic requirements, but a student must have no check marks under the Conduct area.

Accumulation of demerits will have a direct effect on eligibility for Honor Roll. A student in the Intermediate level who receives more than 6 demerits will receive a checkmark on his/her report card and not be eligible for Honor Roll. A student in the Middle Grade level who receives more than 6 demerits will receive a checkmark on his/her report card and not be eligible for Honor Roll. Accumulation of more than two detentions will result in a checkmark on their report card and the student will not be eligible for Honor Roll.

XVIII. INTERNET POLICY

All students and parents must sign an Internet/Technology agreement before students will be permitted to use the Internet at school. The policy and the agreement can be found in the Forms Section IV, Pages 1, 1a & 1b.

XIX. PRESCHOOL & KINDERGARTEN PROGRAMS

St. Ann Catholic School offers a state certified Preschool program that coordinates with the regular school curriculum. The aim of our Preschool program is to provide a basic foundation for a child's future years of learning and growth. The program is designed to stimulate a good self-concept, providing each child with many experiences of achievement. The Preschool children will work and create independently and learn to cooperate with others in a group. The program will provide opportunities for social, emotional, academic and spiritual development. For more information regarding Preschool, please refer to the Preschool Handbook, which can be found in the school office, or on the school website at www.saintanncs.com.

St. Ann Catholic School offers a full-day Kindergarten session from 7:45 AM - 2:20 PM each day. Busing from the Fairfield, Hamilton, and Lakota districts is provided to eligible students. The Kindergarten classes follow the same school calendar as grades 1-8. Kindergarten students are asked to provide some supplies. This list of supplies is given to the parents in August. Any supplies not listed will be provided for them. The students may order white, chocolate or strawberry milk or orange juice with their lunch and for their morning break. The Kindergarten students will wear uniforms, which can be purchased through Educational Outfitters by calling 513-771-1234 or on-line at www.EducationalOutfitters.com (St. Ann's code is OH01370). The only items that must be purchased through this company is the girls uniform jumper for Grades K-3, the skirt/skort for Grades 4-8, the green uniform shirt and the white and green banded bottom shirts. The successful growth and progress of each Kindergarten student is a major importance. Kindergarten students receive a progress report at the end of the first quarter, and report cards for second, third, and fourth quarters. Parent-Teacher Conference times are held in November.

XX. MEDIA POLICY

The school staff takes pictures throughout the year of our children and event. These pictures are most often used for our yearbook, but on occasion may be used in other areas of the media such as the school website, social media, marketing materials, etc. The school will always use the highest degree of discretion and privacy when using photographs of children. There will be no identifying names or grades. If a student's picture and name are to be used, we will notify the parents. If you have any concerns regarding the use of your child's picture, please contact the school office.

XXI. PREGNANCY POLICY

The Catholic values central to the mission of St. Ann Catholic School do not support active sexuality before or outside of marriage. We do recognize, however, that some students may become, or cause another to become pregnant. In such an event, it is our intent to respond with Christian charity and to be supportive of both the young parent and the unborn child.

Any student who has become pregnant or who has caused another student to become pregnant, may remain a student of St. Ann Catholic School and will be subject to the following guidelines:

- The student and his/her parents will meet with the Principal, school nurse and other appropriate personnel as the pregnancy continues.
- The student(s) must pursue counseling during the course of pregnancy and provide documentation that counseling is taking place. Catholic Social Services is recommended. Counseling should be continued outside of school.
- The girl will receive prenatal care with documentation of physician's involvement presented to the school nurse or Principal.
- The girl will be allowed to fully participate in all school-sponsored programs unless there is a physician's statement stating otherwise.
- When it is no longer possible to wear the regulation uniform, the girl will wear navy maternity slacks/shorts and a plain white maternity over-blouse.

- School authorities will work with the pregnant student to aid in the completion of her school work.

Other considerations may be considered and implemented as deemed necessary by the Principal.

XXII. PROMOTION/GRADUATION

Successful completion of each grade's curriculum is necessary in order for the student to proceed to the next grade level. Successful completion of the eighth grade curriculum is necessary for the student to receive a certificate of completion and "graduate" from the eighth grade.

XXIII. PROPERTY INSPECTION

School administrators may inspect any student's property at any time for any reason without prior notice. This property includes, but is not limited to, desks, notebooks/textbooks, book bags, and lockers. Additionally, any personal items are subject to inspection at any time and for any reason, without prior notice, as a condition of bringing them onto or taking them from the school's premises. Such items include, but are not limited to, motor vehicles, packages, lunch boxes or lunch bags, containers, backpacks, duffel bags, book bags, briefcases, purses, pockets and phones, iPads or any other form of electronics. An inspection does not imply wrong-doing by the student being inspected. Refusal to consent may result in disciplinary action, up to and including expulsion, even for a first refusal.

XXIV. RECORDS

The school office keeps a current and accurate record of your child's school progress throughout their years at St. Ann. In order to maintain this accurate record for the student, parents are asked to contact the school office immediately when there is a change in address, telephone number, the student's medical status (such as immunizations, health problems, etc.) or any other information necessary to the child's well-being at school.

A. Confidentiality of Student Records- A permanent record of each student is kept on file in a school office. These records are confidential and are released only when lawfully requested. According to Archdiocesan policy (ACEP, 309.02) "...Parents and students over 18 years of age have the right to access their records. Prior to the release of these records, a form must be signed by the parents or students over 18 years of age." The student's academic progress, health records, attendance information and standardized test information are included in student records.

B. Procedures Regarding Divorce/Special Circumstances - NOTE: It is the sole responsibility of the parents to inform the school office of any changes in marital status.

CUSTODIAL PARENT:

Only the custodial parent's signature OR verbal contact is accepted. Non-custodial parents may request copies of "paperwork" from the school. The non-custodial parent must submit this request in writing to the school. The school then must notify the custodial parent of the request. If the custodial parent does not produce documents to the contrary within a two-week period, the

request of the non-custodial parent will be honored. The school reserves the right to charge the non-custodial for printing/postage if applicable.

In the event of a request from a non-custodial parent for conference, it is suggested that the non-custodial parent be required to make arrangements with the custodial parent to attend the scheduled conference. It is not the responsibility of the school to schedule dual conferences. The school's primary responsibility is the safety and well being of the child. Requests for school visits and/or observations by non-custodial parents may be refused.

The written permission of the custodial parent shall always be required before releasing a child to the non-custodial parent.

SHARED PARENTING:

In cases of Shared Parenting, the school will work with both parents in the best interest of the child(ren). Both parents will receive copies of school pertinent information, Interims, and Report Cards. In scheduling conferences, we prefer for both parents to attend one conference, however, other arrangements may be made if requested. Both parents' signatures will be accepted on school forms or class packets. Step-parent signature will not be accepted unless all parties agree to it.

- C. Withdrawal from School - The school office is to be notified, as soon as possible, when it is necessary for a student to withdraw from St. Ann Catholic School on a permanent basis. This advance notice is necessary in order that proper arrangements may be made for the withdrawal. These arrangements include the completion of any financial obligations. All student records will be forwarded by mail from St. Ann Catholic School to the new school after the withdrawal process is complete.

XXV. RETENTION

In order to consider a child for retention in the same grade for the next school year, this decision is to be one based on a clear knowledge and understanding of the student's abilities and achievements; a conference-evaluative series that is initiated many months before a definite decision is reached; and, a sincere desire of all persons involved in this process to work toward providing the best educational opportunities and placement for the student. The following series of conferences will be followed when the retention of a student is being considered:

After Winter Break: The teacher confers with the Principal concerning the student. A conference including parents, teachers and Principal is then scheduled to try to help the child avoid retention. A request for an educational evaluation of the student may be made at this time.

In May: Another conference is held including parents, teachers, and the Principal to share the final decision concerning the student's placement for the following school year.

****Ohio EdChoice Scholarship Students- Third Grade Reading Guarantee policy**

Promotion: A third grade student who attains the promotion score on the grade 3 English language arts test, or alternate assessment, is eligible for promotion at the end of the school year. This score can be attained on the fall, spring, or summer administration of the grade 3 English Language Arts test, or on the alternate assessment.

Retention: A third grade student who has not attained a promotion score on the grade 3 English Language Arts test, or alternate assessment, will be retained in grade 3 until a promotion score is received.

Mid-Year Promotion: A third grade student who was retained, due to not receiving a promotion score during their 3rd grade year, will take the grade 3 ELA and alternative assessment in the Fall. If the student attains a promotion score on the grade 3 ELA test or alternative assessment, in the Fall, the student will be promoted to grade 4 after Winter Break (effective January 1).

Exemption from Retention: The exemptions apply to: • A student who is an English learner enrolled in U.S. schools for less than three full school years has had less than three years of instruction in an English as a Second Language program; • A student whose IEP, or Individual Services Plan, specifically exempts the student from retention under the Third Grade Reading Guarantee (more information is available in the Students with Disabilities section of this manual); • A student who demonstrates an acceptable level of performance on an alternative reading assessment approved by the Ohio Department of Education. More information on alternative reading assessments is available on the department's website. • A student whose IEP shows that the student has received intensive remediation in reading for two years, and the student was previously retained in any of grades Kindergarten through grade 3; and • A student who has received intensive remediation for two years and was previously retained in any of grades Kindergarten through grade 3.

XXVI. SCHOOL GUIDELINES FOR KNOWN ALLERGIES

Allergies can be life-threatening. The risk of accidental exposure to foods can be reduced in the school setting if the school works with students, parents, and health care providers to minimize risks and provide a safe educational environment for students with allergies.

Family's Responsibility:

- Notify the Principal and the school nurse of the child's allergies.
- Provide necessary health provider order and/or physician's medical statement concluded from allergy testing.
- Work with the school team to develop a plan that accommodates **your child's individual needs** throughout the school including in the classroom, cafeteria, after school programs, during school sponsored activities and on the school bus, as well as an Individualized Health Care Plan and Intervention Guide developed by the certified school nurse.
- Provide written medical documentation, instructions, and medications as directed by a health care provider, using the *Individualized Health Care Plan and Intervention Guide*. Include a photo of the child on the written form.
- Provide properly labeled medications and replace medications after use or upon expiration.

Educate the child in the self-management of his/her food allergy including:

- Recognizing safe and unsafe allergens.
- Identifying strategies for avoiding exposure to unsafe allergens.
- Recognizing symptoms of allergic reactions.
- Alerting an adult they may be having an allergy-related reaction.
- Reading food labels (age appropriate) and/or be aware of environmental triggers.
- Never sharing personal items including food, eating utensils, medication, etc.
- Review intervention guides with the school staff, the child's health care provider, and the child (if age appropriate) after a reaction has occurred.
- Provide emergency contact information.
- **If a student rides the bus- parents must notify the transportation department of their district about their child's condition and work with the district to establish a plan for when the child is on the bus.**

Student's Responsibility:

- Should be proactive in the care and management of their allergies and reactions based on their developmental level.
- Should **always LOOK** at the food being served.
- Should **not trade** food with others.
- Should **not eat anything with unknown ingredients or known to contain any allergen.**
- Should **notify an adult immediately** if they eat something they believe may contain the food to which they are allergic.
- Should **not share** food, beverages, personal items, medications, etc.

School's Responsibility:

- Be knowledgeable about and follow applicable federal and state laws.
- Review the health records submitted by parents and health care providers for **allergy testing results correlating with proper medical orders and statements addressing the individualized student.**
- Include allergic students in school activities. Students should not be excluded from school activities solely based on their allergy nor should students without allergies be discriminated against.
- Establish a Coordinated School Health Team (CSHT) of the school nurse, teacher/s and principal to work with parents and the student (age appropriate) to establish an **individualized prevention plan/intervention guide in a documented case of serious (life threatening) allergic reactions.**
- Assure that all staff who interact with the student on a regular basis has been educated to allergens and can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens **in the allergic student's** meals, educational tools, arts and crafts projects, or incentives according to the student's **individualized** health care plan and intervention guide.
- Coordinate with the school nurse to be sure medications are appropriately stored, and **keep student's prescribed epinephrine available.** Emergency medications should always be kept in

an easily accessible secure location central to designated school personnel. **Students should be allowed to carry their own epinephrine, if age appropriate, after approval from the student's health care provider, parent and certified school nurse.**

- Designate school personnel who are properly trained to administer and store medications.
- **Early recognition of symptoms** and prompt interventions of the ordered treatment are vital to student survival during anaphylactic shock
- Ensure that there are 2 to 3 staff members available who are properly trained by the certified school nurse to administer medications during the school day regardless of time or location.
- **Review intervention guides** with the school staff, the child's health care provider, and the child (if age appropriate) after a reaction has occurred.
- Discuss field trips with the family of the allergic child to decide appropriate strategies for managing the allergy. Administrators and teachers should notify the certified school nurse well in advance of scheduled field trips in order to allow adequate time for preparation to address student-specific special needs with respect to severe allergy
- **Follow federal and state laws and regulations** regarding sharing medical information about the student.
- **Educate all** students not to share food, beverages, personal items, medications, etc.

Education is the solution to a successful allergy management plan.

Remember: environmental control is about avoiding allergens, not removing them from the school setting. Training and supervision in pharmacological therapy is an important piece to prevention of true anaphylactic reactions. Together environmental control, pharmacologic therapy, allergy testing and education will create a safe and healthy environment for all students.

XXVII. TESTING PROGRAM

St. Ann Catholic School, through the cooperation and guidance of the Archdiocesan Office of Education, maintains an accurate record of a student's progress in school through the administration of various standardized testing batteries. These special testing programs are in addition to the regular tests and quizzes given by the teachers during the regular course of the school year.

- Iowa Test of Basic Skills (ITBS)** – The IOWA tests are given to all students in grades 2-7 in March/April. The test is a comprehensive measurement of growth for each student in the areas of vocabulary, word analysis, reading, the mechanics of writing, methods of study, mathematics, science and social studies. Students in grade 1 will only complete the Reading, English Language Arts ITBS.
- Cognitive Abilities Test (COGAT)** – The COGAT tests are given to all students in grades 2-7 in March/April. The test measures the development of cognitive skills. The cognitive skills include verbal, quantitative and geometric or spatial relationship tests that measure these individual differences and provide implications for success in school or in other learning activities for each student.

- C. **Assessment of Catechesis Religious Education (ACRE)** - This test is given in January/February each year to students in Grades 5 & 8. This is a general assessment of our students’ knowledge regarding their understanding of the Catholic Faith.

Notification to parents and students is given in advance of the testing as to prepare students for this testing period. Parents are also informed of the testing results of these tests when the results become available.

XXVIII. TUITION POLICY

A Parish member is one who participates in the life of the Parish and should be:

1. Registered in the Parish.
2. Attends St. Ann Church/Sacred Heart Church for Saturday/Sunday liturgy.
3. Contributes to the life of the parish with time, talents and resources.
4. Uses Sunday offertory envelopes.

**There is not a specific number of hours required, but it is expected that every family should be giving something of their time and talent to the life of the Parish by volunteering for various activities.*

All tuition decisions will be handled & assessed by the Tuition Assistance Allocation Committee. Concerns or questions can be made by contacting the Principal at 513-863-0604 or the Business Manager, Elizabeth Moran, at 513-863-4963.

Yearly Registration Fee – \$50.00 (per family)

<i>Parish students</i>	<i>Yearly Tuition</i>	<i>Monthly Rate</i>
1	\$3,261.00	\$271.75
2	\$5,642.04	\$470.17
3+	\$7,999.56	\$666.63
<i>Non-Parish Students</i>		
1	\$3,836.40	\$319.70
2	\$6,792.00	\$566.00
3+	\$9,188.04	\$765.67

Scholarships, along with Grant and Aid, may be available. Please contact the school office for more information. ****Multi-Child discount will be applied to families with more than 1 child.**

Tuition Payments:

Tuition is to be paid monthly in twelve (12) equal payments. Payments will be made directly to FACTS. If there is a problem with your payment, a phone call must be made to Elizabeth Moran at 863-4963. A non-refundable Registration fee of \$50.00 per family is due at Registration.

XXIX. UNIFORMS

A clean, neat and tasteful appearance is a positive factor for any child. St. Ann Catholic School promotes such an atmosphere. Students are expected to be well groomed at all times. *It is the intent of the school that the parent be the primary person responsible for seeing that the following rules on uniform be adhered to.*

The following summary reviews the uniforms for the students in grades **K-8**:

A. Girls Uniform Description:

Jumpers, Skirts or Skorts- The school jumper, skirt, and skort is a forest green/navy blue with red accent plaid. Girls in grades K-3 wear the jumpers. Girls in grades 4-8 wear the plaid skirts or skorts. Skirts and skorts are to be no more than 3 inches off the floor when measured in a kneeling position. When students are not wearing a sweatshirt or sweater, all skirt or skort waist bands must be completely visible. These are ordered through Educational Outfitters by calling 513-771-1234 or visiting www.EducationalOutfitters.com. St. Ann's code is OH01370.

Blouses/Shirts- The blouse is plain white. It may be long or short sleeve in cotton, oxford cloth or polyester fabric. The white or hunter green shirt is a 2/3-button style "polo" shirt. The spirit-wear golf shirt is also acceptable. All blouses/shirts must be tucked in. Girls may wear only the top button unbuttoned. Undershirts or undergarments must be white only.

Slacks- Slacks may be worn from the *first Monday in November to the last day in March*. Navy blue or black slacks with the white uniform blouse may be worn in addition to the jumpers or skirts during this period. Corduroy slacks may be worn in the proper colors with no decorative stitching, appliques or jean tags. Knit style slacks will be allowed but they must be of a loose fitting nature. Leggings (navy, black or white) will be permitted under the girl's uniform but not as a stand-alone pant. Denim or western-style or painter pants are not to be worn.

Other - Hair should be neat, clean and not obstruct vision. Hairstyles that are deemed to be inappropriate will not be permitted. No unnatural highlighting, streaking or dyeing of hair. Watches, necklaces, bracelets, and earrings in good taste may be worn. For safety reasons, earrings must be of the post style and cannot dangle. Very large earrings are not to be worn. Makeup in any grade is not permitted. Nail polish is not permitted. No fake nails or French manicures. No tattoos. No body piercing. No tattered, torn, frayed or soiled clothing will be permitted.

B. Boys Uniform Description:

Pants- Boys wear navy blue or black solid color slacks from the *first Monday in November to the last day in March* of each school year. Boys may wear corduroy pants as long as they are navy blue or black and have no decorative stitching appliqué or jean tags on them. Denim, western style, cargo or painter-type pants are not to be worn. When students are not wearing a sweatshirt or sweater, all slacks waistbands must be completely visible.

Shirts- The school shirt is a plain, solid color white or hunter green knit-type fabric with a tab front and pointed collar in long or short sleeves. No monograms or emblem are to be worn on shirts. The spirit-wear golf shirt is also acceptable. Boys may wear only the top button unbuttoned. All undershirts must be solid white. All shirts must be tucked in.

Other- Hair should be cut in conventional, uniform, and natural style. It should be neat, clean and to a length that is off the collar and above the ears and eyebrows. Tails, razor chops, lines or other forms of hair sculpturing are not permitted. No unnatural highlighting, streaking or dyeing of hair. No facial hair. Watches may be worn. Rings are discouraged for safety reasons. The wearing of earrings by boys is not appropriate for school wear and are not to be worn. No tattered, torn, frayed or soiled clothing will be permitted. No tattoos. No body piercing.

C. Additional Uniform Descriptions:

Sweaters- Sweaters are of a solid color white, hunter green or black of a plain knit in a V-neck or crew neck style. Sweaters with emblems, monograms, hoods, and zippers, or of a "warm-up" jacket nature are not the uniform sweaters. Other sweaters may be worn to/from school and at recess. They must be taken off in the classroom.

Sweatshirts- Sweatshirts can be ordered from Educational Outfitters 513-771-1234 or www.EducationalOutfitters.com. St. Ann's code is OH01370. "Spirit Wear" Sweatshirts purchased through the Interest Group may also be worn. White, light grey or forest green in color with a St. Ann emblem on them can be worn. Order forms are in the office. Other sweatshirts may be worn to/from school and at recess but must be taken off in the classroom.

Socks- Black, Green, or white socks can be worn. Knee-highs may be worn by girls. Calf high socks may be worn by both boys and girls but are to have no designs/emblems and must be school colors.

Shoes - Because of the steps in the building, shoes must be of a sturdy nature. Tennis shoes or sneakers may be worn, but may not have the lighted toe or heel, make sounds or have the pop-out/hidden wheels. For safety reasons, sandals are not to be worn. Maximum heel height on shoes will be 2 inches. The Principal will have the final decision as to their acceptability. If you are in doubt, check with the Principal. Shoelaces **MUST** be

tied. *Boots, if worn for weather purposes, must be removed and tennis shoes must be worn throughout the school day.*

D. Physical Education Uniform - All students (K-8) are required to wear gym shoes and socks to class. **Students in K-3** participate in PE class in their school uniform. **Students in grades 4-8** must have a Solid colored T-Shirt and Shorts must be Navy Blue or Black Basketball/Athletic style Shorts. Yoga pants are not allowed. In the winter months, P.E. class is held within the cafeteria.

E. Purchase of Uniforms – Girl uniforms can be purchased through Educational Outfitters by calling 513-771-1234 or going on-line at www.EducationalOutfitters.com. Stores such as Sears, JCPenneys and other major department stores may also carry items of the uniform such as slacks, sweaters, shirts, blouses, socks, etc. When purchasing from department stores, the color and style of the item should match the uniform descriptions. For girls, Educational Outfitters and Campus Outfitters are the only suppliers of the plaid skirts, skorts, and jumpers. If there are questions about uniforms, contact the school office.

F. Uniform Exchange - A service of the St. Ann Catholic School is the uniform exchange. The school accepts uniforms that are no longer needed from parents. If you are in need of uniform items, please call the school office for information.

G. Adhering to the Uniform Code - Much time and attention has been given to the development of our school uniform code to make it a workable, attractive, comfortable and affordable code that promotes a positive school image. If at any time during the school year you have a problem with the wearing of any uniform item, please send a note to the teacher explaining the situation. This should not be a regular practice and should be used only when a real need arises. All students are expected to be in the proper uniform each day for school.

H. Hot Weather Uniform - When designated by the Principal, the following uniform shall be in effect: Students may wear solid navy blue or black shorts of a reasonable length and fit with their regular uniform shirt or blouse. Shorts made of jean material are not acceptable. Waists may be gathered or tailored.

I. Out-Of-Uniform Days- At special times during the school year, the students will be allowed "out-of-uniform days". Students are not required to wear the regular school uniform. **This is a privilege and it is expected that parents and students appreciate it as such. If a student cannot follow the "out-of-uniform" guidelines, that student will come in their regular uniform!** All such days will be announced to students prior to that day. On these special days, the students should wear clothes that are neat, clean and appropriate for school wear. In addition to appropriate school wear, students may wear neat and attractive jeans.

In choosing clothes for these special days, we rely on the good judgment of the parents and students to select clothes that are conducive to a good learning environment.

Some items **not** considered appropriate for school wear include:

- T-shirts with music groups
- Inappropriate wording
- Tank tops
- Sleeveless tops
- Cut-off tops
- Very short shorts/skirts
- High heels
- Pants that are too tight
- Very "tattered" clothing items.

Hair and make-up should
always be adhered to.

**Discipline for not following the out-of-uniform guidelines will be at the discretion of the Principal and/or teacher.*

XXX. VISITORS

Visitors are welcome to St. Ann Catholic School. Upon entering the school building during the school day, the visitor must report to the school office to sign in and obtain a visitor's pass. Parents are **NOT** to go directly to any classroom during the school day unless permission from the office has been secured. As school dismissal time nears, parents should also wait outside the building until students are dismissed. The exception to the office check-in procedure is when parents and friends are arriving for a school program or event held during the school day. If a parent wishes to visit a classroom during the regular instructional day, the parent should contact the classroom teacher to schedule a date and time convenient to the parent and the teacher. Once a visit has been set-up, the teacher needs to notify the Principal and Secretary of the visit.

XXXI. VOLUNTEER

The Archdiocesan definition of a "volunteer" is working with children at any capacity within the school. We encourage parents to take an active part in St. Ann Catholic School. We need and welcome parent help with playground duty, our Hot Lunch Program, or as a classroom aide. All regular volunteers must take the VIRTUS Training Program from the Archdiocese. To register for the VIRTUS Training, please go to www.virtusonline.org and follow the prompts.

To maintain VIRTUS certification, monthly bulletins and a Selection.com background check are required. VIRTUS accounts marked as INACTIVE, due to no Selection.com background check or not completing monthly bulletins, will not be allowed to volunteer at St. Ann. An ACTIVE status must be given for anyone to volunteer, or attend field trips, at St. Ann.

XXXII. WEAPONS/THREATS

St. Ann takes any form of weapons or threats very seriously. If a threat is made against a student, then the student who made the threat will be Immediately Removed from St. Ann. A decision will be made in regards to their future attendance at St. Ann. Any weapons brought to St. Ann will be handled in the same manner. The Superintendent and Pastor will be notified of any threats made or weapons brought to school.

XXXIII. Archdiocesan policies are available upon request.

SECTION III

SERVICES

I. AUXILIARY SERVICES PROGRAM

Because of the large Catholic population in Ohio, our state has been a leader in granting aid to non-public schools. Because of the efforts of many hard-working school administrators, teachers and parents, the students of St. Ann Catholic School will be provided the following services as needed:

A. **Speech-Language-Hearing Services** - A licensed speech pathologist serves St. Ann Catholic School on a regular basis to work with students who have needs in the areas of speech, language or hearing. The goal of the therapy program in the school is to correct the problem completely, or to improve it as much as possible, while helping the child to adjust. The speech therapist screens children in Kindergarten and First grade each year; as well as any new students to the school. A screening will take place for any child who is referred by a teacher or parent. The therapy program is only initiated through parental consent.

B. **Title I Reading Program/Auxiliary Services Reading** - St. Ann Catholic School participates in the Title I Reading Program and Auxiliary Reading Services administered through the Hamilton City School District. The program emphasis is for students in the primary and intermediate levels, although Jr. High students may be included if there is a need and the personnel has time available. A Reading Specialist serves St. Ann Catholic School on a daily basis to service the students who meet program guidelines. Screening of eligible students is conducted by the Reading Specialist. Student participation in the program is upon parental consent only. For more information about this reading program, please contact the school office.

C. **School Nurse** - Our certified school nurse serves St. Ann Catholic School once a week and is available for any parent who wishes to discuss a child's health concern. This service is provided to St. Ann Catholic School through Auxiliary State Funding. The school nurse offers valuable guidance in the planning and implementation of our health program.

D. **Auxiliary Services Clerical Support** - This portion of the program provides St. Ann Catholic School with a clerical support person to assist in office and program implementation aspects of the state services to the school. The person makes orders with our Auxiliary funding for student textbooks and instructional materials in approved areas and in accordance to program guidelines.

II. AFTER-SCHOOL ENRICHMENT

There are various programs offered to the students for after school enrichment. There may be a fee involved to cover expenses. A schedule of these activities is announced each fall and participation sheets will be sent out each month as the activities are planned.

III. BOOKMOBILE

Arrangements have been made with the Lane Public Library for the Bookmobile to come to St. Ann. Grades K-5 will visit the Bookmobile when it arrives to St. Ann. Grades 6-8 will place their book order online. When the Bookmobile is scheduled, the books for grades 6-8 will be delivered and/or picked up.

IV. BUILDING SECURITY

A. **P.A. (Public Address) System** - Our P.A. system allows for contact to the whole school or to individual rooms. It also allows teachers to contact the school office. There are three monitoring systems. Desktop monitors are located in the Principal's office and the Secretary's office. A wall-mounted monitor is located in Room 105 where support personnel are located. The system controls the dismissal bells. It also is the sounding alarm for tornado alarms.

B. **Security Doors** - During school hours all exterior doors will remain locked. Access to the building is monitored during the day. To enter the building, visitors must go to the side door closest to the playground. They must press the call button. An office staff member will respond to the "call". Prior to entering, the person will need to identify themselves and state their business. Most people will be directed to the school office to sign in and pick up a visitor's badge. In the case of students, they will be instructed where to report.

V. BUS TRANSPORTATION AND DISCIPLINE.

The policy regarding the eligibility of students for transportation by the Hamilton City School District to St. Ann Catholic School (and to any school in the District) is as follows: "Elementary students living over one mile from the school they are assigned must be transported. Students living within the mile may walk to an existing stop to ride, providing the bus is not over-crowded. We are consistent in this policy for public and non-public students." If parents have questions regarding the eligibility for bus transportation by the Hamilton, Fairfield, Lakota, Ross, Edgewood, or New Miami Districts, the transportation department for that respective district should be contacted. Due to insurance reasons, students are not permitted ride the bus of another district. Babysitting forms are available for to/from transportation. They must live within the same district.

Riding the school bus to and from school is a service that greatly aids St. Ann Catholic School. This service, however, requires the students to be courteous and cooperative in the interests of safety while riding the bus.

The following **Student Bus Safety Rules** have been developed to insure the safety and welfare of all school bus passengers. Failure to abide by the following rules may result in disciplinary action including the suspension and/or expulsion from transportation services.

1. Students are to arrive at the assigned bus stop five minutes before the bus is scheduled to arrive and must wait a safe distance from traffic.
2. Students must enter and exit the bus calmly, sit in assigned seat if the bus driver so chooses, face forward, keep aisles clear and must remain seated until the bus stops for them to exit.
3. Students must talk in normal tones to keep the noise level down and be silent at all railroad crossings.
4. Students may not eat, drink, or chew gum on the bus.
5. Students will not throw objects at the bus, inside the bus or out the windows of the bus.
6. Students will obey the bus driver at all times.
7. Fighting and crude, obscene language and/or gestures by students are not permitted.

The school bus driver's main job is to focus his/her attention on driving the bus in order to transport children safely to and from school. However, the school bus driver is also the primary person in charge of maintaining behavior on the bus.

The following written warnings will be issued to students who refuse to obey the bus driver after verbal corrections, warnings, and/or seating changes. Written warnings will include the student's offense and steps taken by the bus driver and/or school personnel to correct the behavior.

First Offense – A written notification (1) sent home to the parents.

Second Offense – A written notification (2) and a phone call to parents explaining that further misbehavior.

Third Offense – A written notification (3), a phone call to parents, and a possible 1 day bus suspension.

Fourth Offense – A written notification (4), a phone call to parents, and a possible 2 day bus suspension.

Fifth Offense – A written notification (5), a phone call to parents, and a possible 3-4 day bus suspension.

Sixth Offense – A written notification (6), a phone call to parents, and a possible 5 day bus suspension.

Seventh Offense – A written notification (7), a phone call to parents, and a possible expulsion from bus transportation.

These are guidelines; any and/or all of the steps may be altered depending on the seriousness of the situation at the principal's (or designee's) discretion.

Parents are urged to make their children aware of bus regulations and proper bus conduct. The Principal is notified when a bus driver needs to write up a student for inappropriate behavior. The school may issue disciplinary consequences for the student's misbehavior.

VI. INTEREST GROUP

St. Ann Interest Group is an organization open to all parents who have students in St. Ann Catholic School. It is said that a family that prays together, stays together. We also believe that a community that plans and works together achieves their ultimate goals. The goals of the St. Ann Interest Group are:

- To strengthen the support of the school and what it is trying to do for our students.
- To allow the parish to make a significant contribution to the school, the children, and the community.
- To encourage participation in school activities, programs, fund raising, classroom help, and etc.

The St. Ann Catholic School Interest Group meets monthly in the school cafeteria. Meetings are held monthly and are open to all school parents and members of the parish. The Interest Group also maintains communication with the school and parents through the Interest Group Agenda and Interest Group Facebook page. E-mails, from the school office, will be forwarded to the parents on behalf of the Interest Group.

VII. LOST AND FOUND

Lost articles are turned in to the school office. Clothing is placed in the work room on the 1st floor. Children are to check in the office first if they have lost any clothes. Non-clothing items are kept in the school office.

VIII. LUNCH

Starting in the 2017-18 school year, St. Ann Catholic School students will have a 5 day hot lunch option.

Mondays and Wednesdays- M and M Catering

Tuesdays and Thursdays- Hamilton City

Fridays- Daily Grind Pizza

**On days that the students do not like what is being served for lunch, the students may pack their lunch.

Students eat their lunches in the school cafeteria. Students are expected to remain seated while eating and to observe proper table manners while having reasonable conversational tones of voice. If your child forgets his/her lunch, they may come to the office to call someone to bring them a lunch to school. **If a lunch is brought to school, please do not bring something from a fast food restaurant.**

Should you need to take your child out for an appointment and you bring them back at lunch time, either take them to lunch prior to returning them to school or have them bring a regular lunch to eat with the other students. We also keep some food items in the cafeteria for students who forget and can't get anyone to bring them

something. These items are not to be used to supplement the lunch from home. Please make sure your child is bringing enough food to sustain their appetite.

A. **Special Milk Program** - St. Ann Catholic School does participate in the Special Milk Program under the direction of the U.S. Department of Agriculture which gives students an opportunity to purchase white milk, chocolate milk, strawberry milk, or orange juice for their lunches at a reduced price. Payment for milk/juice may be done on a yearly, monthly, or weekly basis.

B. **Hot Lunch Program-**

- **M and M Catering-** On Mondays and Wednesdays, a variety of hot lunches will be catered in for the school. A calendar detailing the meals and an order form will be given out the previous month. Parents must order and pre-pay for each month's lunch. Students may not bring pop on these days. The students may have milk or juice from school, or bring a drink from home.
- **Hamilton City-** On Tuesdays and Thursdays, Hamilton City will cater lunch for St. Ann. There will be an employee from Hamilton City who will distribute lunch to our students, via the serving line in the cafeteria. Only students who have pre-paid for lunch are able to go through the serving line. Order forms and payment will all be completed online. Cash Checks, or Credit Card payments will be accepted at St. Ann
- **Daily Grind** – The Interest Group will offer pizza on Fridays. An order form will be sent home each month. The order form and money must be returned by the due date.

IX. PLEASANT ATHLETIC CLUB (P.A.C.)

The Pleasant Athletic Club (P.A.C.) sponsor sports programs which provide opportunities for all children in the intermediate and upper grades of St. Ann Catholic School and Parish to participate in various sports. This is a parish athletic program open to all members of the parish. Meetings are held on the second Wednesday of the month and parents are encouraged to attend and participate in the fund raisers. There is a small participation fee to defray the costs of equipment and facility rentals.

X. ROOTS & WINGS – TUITION AID PROGRAM FOR PARISHIONERS

There may be parishioners who are financially unable to pay the St. Ann Catholic School tuition rate. It is not the intention of the parish to exclude any parishioner from the school due to their economic condition. With the above premise in mind, a tuition-assisted program, Roots and Wings, has been established at St. Ann Parish to aid such families. The fund is maintained through the generous donations of parish members.

A company known as FACTS provides the Grant & Aid applications. The application is to be completed and submitted online. The Tuition Assistance Allocation Committee (TAAC) will review any special circumstances that occur throughout the school year and disperse any additional grant and aid money; as they deem necessary and/or if there is any money left to allocate.

SECTION IV

FORMS

If you have any questions, or want a printed copy of a specific form, please contact the school office at 513-863-0604.