

PARENT AND STUDENT HANDBOOK



2025-2026

Dear Parents,

Welcome to Saint Ann School at Communion of Saints Parish! We are pleased that you have chosen our school for your child's education.

We are all partners in the education of our children and share a particular concern for their religious and moral education. Your concern is evidenced by your desire to have your child attend Saint Ann School. For our part, we are aware of the great responsibility with which you entrust us, the responsibility to educate your sons and daughters in the realities of God as well as those of the world.

You, as parents, are the first educators. We, as a school, assist you in the great task of educating your children to live in a global society and become caring, sharing, moral leaders in today's world.

This handbook contains information you will need to know as parents of Saint Ann School. It contains the answers to many of your questions. Please read it with care and discuss it with your children, so that all will know what is expected.

Complete familiarity with our policies and procedures should inspire your confidence in what we, the faculty, are trying to accomplish. We care about you and your children and are here to help. In return we ask for your cooperation and assistance.

We do our best to provide a quality education for our students. Since we are most conscientious about our accountability to God, to you as parents and students, and to one another in what we do and for the way in which we disperse our resources, we hope that we earn your trust. Show us your trust by communicating directly with us about any problems, rather than with others who may not be familiar with the situation.

The rules and regulations in this handbook are subject to change, and they are not all-inclusive. It is the right of the principal, after consultation with the pastor, to make the final decision about an issue or incident that may not be specifically stated in these pages.

The administration of Saint Ann School reserves the right to amend this handbook at any time.

Thank you for your cooperation and all the help you offer us. We do appreciate you!

God Bless,

Mrs. Beth Yakawiak

Principal

Rev. Anthony Marshall

Administrator

Saint Ann School Family Handbook 2025-2026

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INTRODUCTION AND PHILOSOPHY

This handbook is your guide to the policies and regulations of Saint Ann School. Please refer to it frequently and keep it on hand for easy reference. After you have carefully read the contents of this handbook, please go over them with your children so that they will also have the information.

We ask for your cooperation in upholding the policies set forth in this handbook, keeping in mind that they will be strictly enforced for the good of the total student body. It is requested that you do not seek exception from the regulations for your child.

We would like to emphasize the fact that the school is concerned with the complete education of your child. A spirit of trust, understanding, harmony, and cooperation must exist between home and school in order that all of us may be effective educators.

Through your cooperation regarding these policies and regulations, we will be better able to make our school the educational institution that can best serve your child.

Many of these policies and regulations are either mandated by the State or set forth by the Office of Catholic Education. Rules and regulations in this handbook are subject to change. They are not all-inclusive.

The school reserves the right to revise, supplement, or rescind any policies or portions of this Handbook at any time as it deems appropriate, based on the needs of the school and at the sole discretion of the Principal and Pastor without prior notice to students or parents.

Parish Mission

Communion of Saints Parish is a Catholic community, united in one faith in Jesus Christ and committed to living the Gospel through worship, caring for all people, and providing a living sign of Christ's presence.

School Mission

Saint Ann School serves a diverse community and fosters life-long learners and witnesses to the Gospel through faith, service, and scholarship.

School Belief Statement

- We believe that Saint Ann School should be a safe, welcoming, and inclusive community, guided by Gospel teachings.
- We believe service and social justice needs to begin at an early age to become a part of the students' Catholic identity.
- We believe instruction must provide for the diverse abilities of all students.
- We believe assessments should provide data to inform instruction and allow varied approaches for students to demonstrate their knowledge.
- We believe the curriculum should be engaging, relevant, and collaborative and designed to develop critical thinking skills.
- We believe in fostering an effective partnership with parents that supports the education of their children and furthers the mission of our school.

School Philosophy

Saint Ann School recognizes that the school is a part of the broader mission of Communion of Saints Parish. Our parish school is supported and enabled by a faith-filled community to perpetuate the mission of the Catholic Church on earth.

We believe that every person is a unique creation of God, is redeemed through Jesus, is filled with the Holy Spirit, and has eternal destiny. Communion of Saints School exists for the total spiritual, intellectual, social, and physical development of each child.

We believe that by proclaiming, celebrating, and living the message of Jesus, along with our parents as partners, we can make one's faith become living, conscious, and active.

In preparing youth for life in our modern, ever-changing society, both parents and teachers must give them more than social and material values. By integrating religious truths and values with the entire educational program, Saint Ann School students develop a sense of commitment to the parish community, to peace and justice, and to respect for life and the environment in a distinctly Catholic manner striving to bear witness to the "good news of Christ."

Diversity Statement

Saint Ann School is committed to create, support, nurture, and celebrate a diverse community with inclusion and mutual respect. Saint Ann School seeks to provide an environment for learning and growth through which students welcome, embrace, and celebrate differences. These differences may include, but are not limited to, learning styles, physical ability, race, age, culture, ethnicity, religion, and socioeconomics. All students learn to value and become transformed by these differences in an increasingly interconnected global community.

School Personnel

Saint Ann School is staffed by a qualified faculty; all teachers are certified according to the Ohio State standards. Professional competency and efficiency are maintained through attendance and participation in various professional development opportunities, in addition to frequent observation and guidance from the school principal.

State auxiliary funding to non-public schools provides speech and language therapy, guidance counseling services, learning disability services, remedial tutoring, and a government clerk.

Staff Responsibilities

- Partner in educating each child by fostering a strong student-parent-teacher relationship
- Help each student develop his/her potential for learning by holding all students to high expectations drawing on their strengths and interests
- Create a positive climate for learning, respect the unique qualities of each student, and inspire curiosity with a strong work ethic within the student body
- Mentor all students and model the school mission of faith, service, and scholarship
- Collaborate with colleagues to foster cross-curricular opportunities and remain up-to-date on current trends and topics in education through continuous professional development

Accreditation

Saint Ann School at Communion of Saints Parish is fully accredited through the Ohio Catholic School Accrediting Association (OCSAA).

STUDENT CODE OF CONDUCT

All students have the right to be treated with dignity and respect and the right to expect a safe and orderly school environment. For each student to obtain the most benefit from academic instruction, self-discipline is critical. Students attend school not only to learn academically, but to also become a disciple of Christ emulated to others. Each Saint Ann School student learns and signs our Sabre Promise as a reminder of their responsibilities in the school building and commitment to their personal success.

- Scholars: I try my best for assignments in school and at home.
- Adaptable: I am open to learning and trying new opportunities.
- Brave: I stand up for what is right and always choose kindness.
- Respectful: I take care of our school building and community.
- Energetic: I take pride in our school and start my day with a smile.
- Servers: I care for others in the community as a disciple of Jesus.

Student Behavior

Some acts of student misconduct on school premises or off-school premises at a school-sponsored activity warrant disciplinary action. This action includes, but is not limited to, written/verbal warning, detention(s), parent meetings, behavioral contracts, suspension (either in or out of school) and/or expulsion.

When a student is having trouble in adjusting to our school environment, Saint Ann School will help the student by:

- Identifying the underlying cause(s) of the problem
- Working as a team with parent(s)/guardian(s) in an effort to best help the student
- Using available school and community resources to resolve problem(s)
- Instituting appropriate disciplinary actions

Teachers at each grade level will establish specific guidelines for their classroom expectations. These expectations will be visually available in each classroom, discussed as a classroom community, and communicated to parents at the beginning of the school year. Should behavioral intervention be required, students will follow the structured discipline policy below:

Primary System (Grades K-3)

The primary students will complete a “Think Sheet” with the teacher or principal during recess. This “Think Sheet” will allow the student to reflect on the incident, including who was impacted and how to make better decisions in the future. When a student is required to complete a “Think Sheet,” the teacher will enter the behavior into Digital Academy, with a copy emailed to the principal and parents. A paper copy of the “Think Sheet” will additionally be sent home for parents to review. Parents can sign the “Think Sheet” electronically via Digital Academy or via paper copy to be returned the following school day.

Point System (Grades 4-8)

1 Point Violations	2 Point Violations	5 Point Violations
<ul style="list-style-type: none">● Disrupting class/lunch● Chewing gum/eating● Not prepared for class● Uniform violation● Dress-down violation● Inappropriate physical contact● “Other”	<ul style="list-style-type: none">● Playing rough● Inappropriate language/actions● Misbehavior during a safety drill● Loitering● Teasing or name-calling● Possession of a cell phone● Cell phone going off● Off-task on technology● Using technology without permission● “Other”	<ul style="list-style-type: none">● Lying or cheating● Stealing● Aggressive physical/verbal conduct● Vandalizing school/personal property● Possessing, writing, or disseminating vulgar materials● Harassment, intimidation, or bullying● Forging notes/signature● Inappropriate Mass/prayer etiquette● Using a cell phone● Disrespect to others● “Other”

- 5 points =detention
- Points and detentions reset quarterly

When a student receives a point(s) for a violation of a school rule, the teacher will enter this information into Digital Academy. This violation will be emailed to the parents and principal. Students will be issued a detention for every 5 points they receive.

Detentions for students in grades 4-8 will be served. Notification of the exact day will be communicated to the parents/guardians via a detention notice. This notice is to be signed by the parent electronically via Digital Academy or via the paper copy and returned the following school day. Should the student have an after-school activity on the date of their detention, they will not be permitted to attend this activity, as behavioral incidents supersede any after-school programming.

Should a student miss their scheduled detention, the teacher proctor will contact the parent/guardian via phone call to communicate this absence. The student will then be required to serve the detention the following week. Should the student miss the second scheduled detention, they will be required to serve one day in-school suspension proctored by the principal. In-school suspensions will result in loss of after school activities or athletic participation for that day. Parent(s)/guardian(s) will be made aware of this consequence via phone call by the principal.

Suspension

The principal or pastor has the right to suspend a student from school following the accumulation of three detentions per quarter or any extenuating circumstances they deem fit. Suspension is the exclusion of a student from school for a specified timeframe, which can last from one to ten days. The day(s) of the suspension will be decided upon by the principal.

In School Suspension:

During an in-school suspension, the student will complete work assigned by his/her teachers in the school office and/or perform service activities in the school. Any work not completed and turned into the teacher the next school day will result in a zero. In-school suspensions do not accumulate and do not appear on the student's permanent record.

Out of School Suspension:

During an out-of-school suspension, the student will be required to stay home for the set amount of suspended days. School work will not be provided and any missed work will be counted as zero and will not be able to be made up.

Both in-school and out-of-school suspensions exclude the student from extracurricular activities, such as athletics or afterschool activities, for the duration of the suspension. Parents will be notified via phone call or email when a child is to be suspended.

Expulsion

There is a difference between public and private school when it comes to expulsion. Private schools are a privilege and not a right.

Expulsion of a student from school is a serious matter and will only be used when necessary, in the judgment of the pastor and principal, if there is danger to other students, physical or moral, or when behavior is such that it is not possible to maintain an atmosphere conducive to learning.

In some cases, the principal and/or pastor may deem an action by a student so severe that it would result in immediate expulsion from school. This decision is the right and responsibility of the principal and/or pastor. When an expulsion is in effect, the family of the student may not request the reinstatement of said student. This determination will become part of a student's permanent record.

Religious Etiquette

Saint Ann School is a Catholic institution; therefore, all students, faculty, and staff are required to attend weekly Mass, as well as prayer services throughout the year. Although a student may not actively practice the Catholic faith, they are required to display the same reverence and respect for religious events as required by those students who are practicing Catholics. Should a student display any form of inappropriate or disrespectful behavior during a religious event, the following guidelines will be followed:

- **1st Offense**: The student will earn an after-school detention, as well as complete a "Mass Reflection Form" in the office during their recess period.
- **2nd Offense**: The student will earn an after-school detention, as well as attend a conference with the Pastor of Communion of Saints Parish, to review proper religious reverence and further disciplinary action if warranted.

Inappropriate religious etiquette for students in grades K-3 who do not attend after-school detentions will be handled on an individual basis between the classroom teacher and the principal.

Positive Behavioral Interventions and Supports

At Saint Ann School, we believe in the importance of recognizing and celebrating students who contribute positively to our learning environment. Aligned with the Positive Behavioral Interventions and Supports (PBIS) framework established by the state of Ohio, our school-wide system is designed to encourage consistent, respectful, and responsible behavior across all grade levels.

Daily Reinforcement: Grades K-8

To support students with more immediate feedback and motivation teachers will establish daily reinforcements within their classrooms and communicate that to parents.

This comprehensive system encourages consistent behavior expectations across all classrooms and grade levels, while ensuring that all students are celebrated for making positive choices.

School-Wide Monthly Recognition: First Friday Fun

All students in **grades K–8** will participate in a unified behavior incentive called **First Friday Fun**. This monthly event celebrates students who demonstrate strong conduct throughout the month.

- **Eligibility:** Students must maintain **zero behavior points** on their conduct record for the entire month.
- **Recognition:**
 - Participation in **First Friday Fun** events (games, special activities, or treats)
 - Social media recognition
 - Spiritwear dress-down pass

Student Cell Phone Policy

The school administration recognizes that some families feel the need to equip their students with a cell phone. We acknowledge that for safety reasons parents want to be able to contact their students before school, after dismissal, and at other times outside the school day. **Should you need to communicate urgently with your child, please contact the Main Office.**

- The student is required to have the cell phone turned off and handed in to their homeroom teacher at the beginning of the school day. Cell phones will be returned at the end of the school day.
- If a cell phone is found and/or heard during the school day, it will be collected by the teacher and sent to the office. The cell phone will need to be picked up from the office by a parent/guardian.
- If a student is found using a cell phone during the school day, this results in a five-point infraction. It will be collected by the teacher and sent to the office. The student will additionally earn a conduct referral and after-school detention. The cell phone will need to be picked up from the office by a parent/guardian.
- If a student repeatedly violates the cell phone policy, further disciplinary measures will be warranted by the teacher or principal.
- Should a behavioral incident occur between students via cell phones or social media off of school property, it is the responsibility of the parent(s)/guardian(s) of the involved students to mediate this incident. The principal is unable to hold a mediation session concerning off-site student conduct between families. Any cell phone or social media incidents that concern Communion of Saints School as an institution should immediately be brought to the attention of the principal.

Grievance Policy

If there is a question or concern with a disciplinary decision, the person who made the decision should be contacted first. If a parent cannot accept the explanation given, they should take the matter to the principal. If the matter is still unresolved, it can be brought to the attention of Father Anthony Marshall, Pastor of Communion of Saints Parish. **All in-person and phone meetings with teachers, the principal, or the pastor must be scheduled in advance.**

PARENT/GUARDIAN EXPECTATIONS

All parents and guardians of the Saint Ann School community have the right to expect a safe and orderly school environment for their children. For your child to obtain the most benefit from our academic, social-emotional, and spiritual instruction, you must be a partner in their learning. This partnership between student, parent, and teacher is critical to your child's ultimate success at Saint Ann School. Each Saint Ann School parent or guardian signs and learns our Parent Promise as a reminder of their responsibilities in and out of the school building, as well as their commitment to their child's success.

- *Facilitate* the education of all students at Saint Ann School through cooperation with each teacher and the principal.

- Encourage your child to grow in his/her ability to meet the challenges of life in a global society.
- Contribute to the Saint Ann School community through volunteering your time and talents.
- Focus on your child's quality education in both academic and spiritual formation.
- Allow Saint Ann School to push your child to achieve their fullest potential while holding him/her to high expectations.
- Recognize that we treat every child fairly, but they may not all be treated equally.

Parent Disciplinary Responsibilities

The student-parent-teacher relationship is most imperative when addressing disciplinary concerns for your child. As partners in your child's education, your cooperation and understanding of school disciplinary measures is critical in your child's continued success at Saint Ann School. Parent responsibilities related to student discipline include, but are not limited to:

- Prompt return of a signed detention notice for your child by the beginning of the following school day. The detention notice can be signed electronically on the Digital Academy or returned to your child's homeroom teacher via a paper copy. Should you have any questions about the nature of the detention, please contact the child's homeroom teacher first. If the teacher is unable to provide an answer to your inquiry, please contact the principal.
- Timely pick-up following an after-school detention at 3:30 p.m. If your child is attending After Care following their detention, please contact the Main Office.
- Cooperation with the establishment of a Behavior Contract, should such a document be warranted.
- Clear communication with staff and administration regarding the nature of a disciplinary incident should a concern arise.

Compliance with the regulations and policies established in this handbook for Saint Ann School will be required of all parents and students for continued enrollment.

ADMISSIONS

Saint Ann School admits students of any race, color, religion, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students.

Admission Priority

Saint Ann School is deeply interested in promoting equal educational opportunities for all children and providing a Catholic environment in which religious truths and values are integrated with every aspect of human life. Religious formation is one of the primary purposes of Catholic

education. Students are required to attend various religious activities throughout the school year, including Mass, prayer services, and days of religious retreat. Respectful participation is imperative in these religious settings. The parents of students admitted to Saint Ann School must subscribe to this concept.

Admission to Saint Ann School is gained through formal registration. Admission is based on the following order:

1. Presently enrolled students in good standing (preschool through seventh grade)
2. Siblings of families presently enrolled and in good standing
3. New families that are registered, active parishioners of Communion of Saints Parish
4. Catholic families from other parishes
5. Non-Catholic families

Presently enrolled families renewing after March 1st will be accepted based on availability.

A student may be refused admittance if the class size has been reached and space will not permit added enrollment or if the school cannot provide for the continued social, physical, or intellectual growth of the student.

Any child entering:

- *Kindergarten*: must be 5 years of age
- *Pre-K*: must be 4 years of age
- *Pre-3*: must be 3 years of age

on or before September 30th of that school year. There are no exceptions to this rule.

Admission Procedure

When applying for admission to Saint Ann School, the following procedure is followed:

- *Building Tour*: Tours can be completed through a scheduled appointment with the principal or an eighth-grade student ambassador.
- *Student Application*: All new students seeking admission to Communion of Saints School must present a birth certificate, baptismal certificate, previous scholastic records, including behavior and attendance records, and records of a 504 plan, IEP, or any accommodation plans currently in place, in addition to a completed application. There is no application fee.
- *Teacher Referral*: The student's current teacher(s) will be contacted via an electronic survey for their feedback regarding the academic and behavioral performance of the student.
- *"Sabre for a Day"*: All prospective students applying prior to the last week of school must shadow for a day with their prospective class. Classroom teachers will complete a "Sabre for a Day" form to document academic and behavioral strengths/challenges.
- *Grade-Level Screening*: All prospective students will complete academic screening assessments for language arts and mathematics. Scores on these assessments will help to inform a final decision.

- Acceptance/Fees: The teacher referral survey, “Sabre for a Day” notes, grade-level screenings, and current school records, including standardized test scores, are taken into consideration for a final decision. Upon acceptance, all new families are required to meet with Father Anthony Marshall, administrator of Communion of Saints Parish, as well as return a signed tuition contract and admission fee to the Main Office.
- Preschool students will receive a separate packet of information that is required to be completed prior to the first day of school.

All acceptances are contingent for the student’s first year at Saint Ann School. Following a successful first year, the student is formally admitted. Should any academic or behavioral concerns arise throughout the first year, an academic and/or behavioral contract will be created and signed by the student, parent/guardian, teacher, and principal. These contracts will be taken into consideration for formal admission the following school year.

Withdrawal

When students are transferred to a new school for any reason either during the school year or at the end of the year, the following steps must be taken.

1. Send a letter to the school office stating your intentions, the name and address of the new school, as well as the last date on which the student(s) will be attending Saint Ann School
2. Sign a release of information form before any records can be sent to the new school. Records are withheld until all school property has been returned and tuition account has been settled.

FINANCES

Funding

Saint Ann School is supported through parish grants, tuition, education fees, donations, fundraising events, and government subsidies. Communion of Saints Parish actively supports the mission of Saint Ann School as a vital presence in our parish life and as part of the parish’s future. Family participation in the life of the parish is essential to the educational and faith formation of the students. Therefore, parishioner support of both church and school through prayer, service, and sacrifice is fundamental to the growth of our parish community.

Tuition

Tuition and student education fees at Saint Ann School are determined yearly. Tuition rates and payment guidelines are issued with the enrollment packet in February. Each student is required to

pay a non-refundable Educational Fee at the time of re-enrollment/registration. This fee is used to purchase books not permitted through state funding such as religion books, the Diocesan Assessment Fee, and to provide for administrative and student services costs. Financial assistance is available from various sources and Saint Ann School will work to make a Catholic education possible for all families.

Saint Ann School accepts:

- Ed-Choice
- Ed-Choice Expansion
- Cleveland Scholarship

Volunteering

Traditionally, Catholic schools rely on volunteers to help defray the cost of education. There are many parish activities that help provide the financial foundation for our school. As a way of both thanking and assisting the parish for their financial support, each family is encouraged to volunteer at their child's school to help defray costs as well as to be a partner in their education. Volunteers must have Virtus Training, submit a clean background check (BCI) and sign up on Selection.com as directed by the Diocese of Cleveland.

Fundraising

Saint Ann School may sponsor fundraising projects and programs to maintain a reasonable tuition rate while continually improving the school's curriculum and facilities. To achieve the quality education we want to see in our school, all parents **are asked to participate** in school sponsored fundraisers to the best of their ability.

ATTENDANCE

Children between the ages of 6 and 18 are required by law to attend school punctually and regularly. Punctual regular school attendance in school is important for success and for building habits and attitudes of responsible behavior important in life.

Regular school attendance is compulsory according to Ohio state law 3321.01, 3321.03 and 3321.04C *which delegates the decision to determine what are excused and unexcused absences to the governing authority of the private or parochial school. Chronic and/or habitual truancy must be reported to the proper authorities.*

Tardiness

A student is considered tardy if he/she enters the homeroom after the 7:45 a.m. bell, unless he/she was tardy because the bus was late or due to severe weather conditions. The school office

must be notified by 8:00 a.m. when a student will be tardy. A message may be left on the answering machine at any time before the start of the school day at (216) 932-4177. Parents may also notify the office and homeroom teacher via email. A tardy is considered excused due to an appointment; students must stop into the office to get an excused tardy slip before reporting to class.

We understand that sometimes being tardy is unavoidable due to various circumstances; however, habitual tardiness is very disruptive to a child's education because it interferes with a student's progress in school and disrupts classroom teaching. Tardiness on a regular basis is not acceptable and will be called to the attention of the parents. **Therefore, parents of students who accumulate 15 tardies in one quarter will be called to come in for a conference with the principal and affected teachers to create a Tardiness Intervention Plan.** Tardies are noted on the student's permanent record.

Absence

The State of Ohio requires that we keep a record of parents notifying the school of children's absences and the reason for their absence. The parent/guardian **must call the school office** (216-932-4177) before 8:00 a.m. to report an absence or to report a late arrival due to a doctor's appointment etc. Parents may also notify the office and homeroom teacher via email. The parent must give the student's name, grade, and reason for absence. **The office is required to contact you if no phone call/email was received.** A call to the local police department will be made if the office has not been made aware of the reason for the child's absence by 10:00 a.m. and the school has not been able to contact any parent/guardian. This is done for the safety of the child.

To prevent the spread of contagious diseases and for a student's own physical well-being, any student should remain at home if he/she has such symptoms as sore throat, runny nose, rash or eruptions, nausea and vomiting, abdominal pain, fever and/or inflamed eyes. Students should be free from fever, vomiting, or diarrhea for 24 hours before returning to school.

Following three or more consecutive absences from school, the student will be required to submit a doctor's note to the office providing information of the nature of the absence upon their return. The student will not be permitted to return to school without this note; should a student enter the building without a doctor's note, the parent/guardian will be contacted by the main office for pick-up. The student is not permitted to attend any after-school activities, enrichment, or athletic events, should they be absent from school.

Re-admission following contagious diseases such as COVID-19 will be based on guidelines issued by the health department, state of Ohio, and the CDC. The school will close if the percentage of students absent due to illness reaches the proportion benchmark listed on our safety plan.

Office Hours

The Main Office is open daily from 7:30 a.m. to 3:00 p.m.

Parents should allow their child(ren) to enter the building on their own each morning; this will help each child develop as an independent learner. **School doors will not open until 7:20 each morning. Should your student enter the building prior to this time, they will be sent to Before Care and your account will be charged.** Additionally, if a parent needs to enter the building, he/she must first report to the school office. No parent/guardian will be permitted to enter the building and immediately report to a teacher's classroom without permission from the principal or administrative assistant.

School Hours

GRADES K – 8	7:20	Students may be dropped off at School Entrance (all students that arrive prior will be sent to Before Care)
	7:30	Classroom doors open
	7:45	TARDY BELL
	7:50	Classes begin
	11:00-11:40	Grades 6-8 Lunch Period
	11:30-12:10	Grades 4-5 Lunch Period
	12:00 -12:40	Grades K-3 Lunch Period
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	2:30	Dismissal

Before School Care is available from 6:30am -7:30am
After School Care is available from 2:30pm – 6:00pm

Appointments During the School Day

If your child is to be excused from school during any part of the regular school session, **an email must be sent to the office and to your child's homeroom teacher.** Please avoid doctor and dental appointments during school hours unless necessary. When necessary, parents come to the school office to pick up and sign out children and must come back into school to sign them back in. **Students who miss 2 or more hours of the school day will be marked as half-day absence.**

A child may be released from school only to his/her parents or to other authorized persons. In case of family difficulties (lawsuit, divorce, etc.), the child may be released only to the parent who is the legal guardian.

Dismissal Due to Illness

If a child becomes ill at school, he/she will go to the clinic; parents or emergency contacts will be notified to make arrangements for transportation. If a child is seriously ill and neither the parents nor emergency contacts can be reached, the family doctor will be notified.

Emergency cards **MUST** have current phone numbers and emergency references. **PLEASE NOTIFY THE SCHOOL IMMEDIATELY OF ANY CHANGE IN ADDRESS OR PHONE NUMBER.** The school cannot assume responsibility for those who fail to comply with the preceding directions.

Make-Up Work Due to Absence

When your child is absent due to illness, please allow him/her the opportunity to recuperate without doing schoolwork. Students will be given extra time to make up missed assignments upon their return to school. Your child will not receive credit for homework not completed within the given time allotment. The usual allotment is one (1) day for every day absent. For “specials” classes, homework would be due the next time that class meets.

If a student is absent on the day of an exam, he/she will take the exam upon returning to school the next day. If the student was absent for an extended period, he/she will take the exam after completion of all assignments that were missed during the absence. Unusual circumstances may necessitate a different make-up schedule.

When a student has missed classes, it is the responsibility of the student to find out which assignments need to be made up and when they are due. A grade of zero is given for graded work that is left undone.

Vacations

Regular school attendance is imperative to any student’s progress; therefore, assignments may be made-up. However, class discussion, interaction, and teacher instruction cannot be. Parents are strongly encouraged not to interrupt their child’s academic schedule for vacations. If possible, vacations should be planned so they will not interfere with the school calendar.

Independent study programs cannot be created in advance by teachers to accommodate students who miss class time to go on vacation. **No advance work will be given.** The work missed will be completed by the student upon returning to school within a time specified by the teacher to receive credit.

HOME-SCHOOL COMMUNICATIONS

As partners in the education of each student, open communication is vital. Most school information will be emailed on Thursdays in the Saint Ann School Chronicle, sent in paper form from the school office, and posted on Digital Academy and on the Saint Ann School website.

Saint Ann School also uses a Thursday folder system. Parent-teacher green communication folders containing all correspondence are sent home on Thursdays and should be returned the following day. Make sure that folders are emptied of contents and please check sites frequently and read any information sent home.

When communicating with faculty and staff, please allow at least 24 hours for an email response and as much as 2 days if the email is sent during the weekend. Emails sent during vacations and holidays will be answered when school resumes.

Digital Academy

Through Digital Academy, all parents can be contacted at one time by email and text messages. It is your responsibility to update the Digital Academy account with the most current email and phone numbers to ensure receipt of important messages.

Digital Academy will be used as the primary resource for communication regarding homework, grades, assignments, etc. Parents/guardians may access the site by registering and using their email account. **It is imperative that parents check Digital Academy regularly to stay proactive in student success throughout the school year.** Any questions regarding progress should be directed to the appropriate teacher. However, it is also important to remember that what the teacher says in class is the first source of communication with regards to homework assignments and guidelines.

Weekly Bulletins

Weekly bulletins, known as the Saint Ann Chronicle, will be emailed to parents on Thursdays through Constant Contact and may be posted on Digital Academy. Constant Contact allows the school to reach parents and stakeholders regarding events and emergency information. Monthly calendars are available on Digital Academy and on the school's website. Please make sure that the school office is informed of any changes to your contact information.

Parent-Teacher Conferences

Conferences are scheduled twice during the school year in the fall and spring. However, a conference may be scheduled at any time during the school year as needed. Communication

between home and school is vital, allowing teachers and parents to work together in the best interest of the student. **If a problem arises during the school year, parents must confer with the teacher before contacting the principal.**

Calling in Messages

The Main Office is the only place available to take messages during the school day. The telephone is considered a vehicle for immediate and emergency communication only. The school is not expected to deliver telephone messages to faculty/teachers or students unless there is a serious emergency.

No child will be allowed to call home for gym clothes or any missing materials. If a lunch is forgotten, one will be provided through the Saint Ann School lunch program, and the student account will be charged. In an emergency, forgotten items may be delivered to the school office.

The school secretary may not always be able to deliver messages to children during school hours except in an emergency. **Please give necessary instruction to your child before he/she leaves for school. Students will not have their cell phones during the school day and should not be contacted via this device during school hours.**

Changes in Transportation Routine

If a student is a regular bus/car rider or attends Aftercare and a parent/guardian has a change in plans for the student, a note **must** be sent to the classroom teacher and to the office.

Parents/guardians who come to school to pick up their children at dismissal time **may not** take other children home. A signed note from the parent/guardian of the child/children must be presented to the school office in the morning if other arrangements have been made.

Any changes in transportation the day of must be communicated directly to the school office via phone before 2:00 p.m. Please do not email the classroom teacher with last minute changes as these emails may not be seen in time. Due to liability factors, no student may ride a bus that is not in his or her own district.

Visits During Class/Emergency Messages

During the school day, anyone entering the school property should enter from Coventry Road and park in the church parking lot. Any person entering the school building must report immediately to the school office.

When a child is taken from or returned to school during the school day, the parent or designated person will meet the child in the school office and sign the child out/in.

Teachers are not permitted to leave classrooms while classes are in session, either to answer the phone or to confer with parents. **Accordingly, no one is permitted to go to a classroom without the permission of the principal, or without first making an appointment.**

Emergency Closing Procedure

If it should be necessary to close Saint Ann School due to severe weather conditions, illness, or an emergency, an announcement will be made through Digital Academy, email message, text message, and local TV stations.

If Cleveland Heights-University Heights Schools are closed due to inclement weather, Saint Ann School will also be closed. Saint Ann School may also choose to close independently of the public school district.

Change of Family Information

Please notify the school immediately in writing if you have a change of address, work number, workplace, home telephone number, or family situation. Make sure that you notify the office and the homeroom teacher.

INSTRUCTIONAL PROGRAM

A Christian atmosphere underlines the academic program at Saint Ann School. To achieve quality education and stimulate intellectual curiosity, the school promotes a diversified program of learning, uses a variety of learning materials, and adapts the curriculum to best meet students' needs.

To fulfill the state minimum standards, graded courses of study for grades K-12 are published by the Office of Catholic Education. State and Diocesan guidelines are implemented in the schools through the development of instructional programs which meet the needs of all students. Curriculums in all major subjects are revised periodically and are implemented in our school accordingly.

Sufficiently updated textbooks, supplementary materials, and reference materials are provided on all grade levels in appropriate varieties and amounts to facilitate quality instruction and to meet individual needs in all areas of curriculum. In accordance with the state of Ohio, an official textbook list is published by the Office of Catholic Education for the schools within the Diocese. Multi-text adoptions are also encouraged.

Minimum Standards

Saint Ann School is fully accredited and chartered by the state of Ohio and approved by the Office of Catholic Education regarding:

- The length of the school year
- Administrative procedures for the school year as they relate to the opening, closing, and emergency closing of schools
- Admission, assignment, and withdrawal of pupils
- Vaccination and immunization of pupils

Religious Education and Formation

Saint Ann School provides its students with the unique experience of learning and growing in a Catholic Christian Community. The students are urged to be people of faith and prayer, reflecting their Christian values.

The spiritual, academic, physical, and social development of the child begins early in the child's life under the supervision of the parent and is nurtured by the school. To foster this growth, Saint Ann School offers a planned religious education program with full participation in liturgical and para-liturgical celebrations. All teachers are qualified and certified teachers of religion.

The most recent textbook edition published since Vatican II, which bears an imprimatur and is approved as the basic text for teaching of religion by the Diocesan Education Office, is utilized. The Loyola Press series, *Christ Our Life*, is presently being used with additional supplemental materials.

School Textbooks and Electronic Devices

Textbooks & electronic devices purchased with state funds are inventoried; the school must account for them to the CHUH Board of Education, which is the fiscal agent for the state of Ohio. These items are on loan to us and may not be defaced. When the school is no longer using these items, they are returned to CHUH.

Every student must own and use a book bag. School books and other supplies are to be carried to and from school in a book bag. Do not tape or paste anything on the covers of any textbooks or on electronic devices. Provide a specific, safe place at home for school items. **Any lost or damaged electronic device must be reimbursed in accordance with the Student Chromebook/iPad Agreement signed by all families at the start of each school year. Any lost or damaged books must be reimbursed; the student will be sent home with a Damaged Book Form should this be the case.**

Personal Electronic Devices

Personal electronic devices such as cell phones, **Apple watches**, personal game systems, iPads, or other electronic devices are not permitted for use in school unless directed by a teacher. Cell phones must be turned in to the homeroom teacher each morning and can be picked up at dismissal. Student use of a cell phone throughout the school day warrants a five-point infraction, as outlined in the Student Code of Conduct. The school is not responsible for lost or stolen electronic devices. Saint Ann School will supply technology and electronic devices to be used in classrooms.

Internet Acceptable Use Policy

Saint Ann School makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical, or inappropriate use of these technologies can have dramatic consequences, harming the school, its students, and its employees. Our Acceptable Use Policy is intended to minimize the likelihood of such harm by educating Saint Ann School students and setting standards which will serve to protect the school. We firmly believe that digital resources, information, and interaction available on the computer, network, or Internet far outweigh any disadvantages.

Definition of the School Technology System

The school system and networks (system) are any configuration of hardware and software. The system includes, but is not limited to, the following:

- Telephones, cellular telephones, and voicemail technologies
- Email accounts
- Servers
- Computer hardware and peripherals
- Software including operating system software and application software
- Digitized information including stored text, data files, email, digital images, and video and audio files
- Internally or externally accessed databases, applications, or tools (Internet- or District-server based)
- School provided Internet access
- School filtered public Wi-Fi
- New technologies as they become available.

Acceptable Use

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below as interpreted from this policy. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources in accordance with the Student Code of Conduct.

Privilege

Access to the District's computer/network/Internet is a privilege, not a right.

Access to Communication System

Access to the school's electronic communications system, including the Internet, shall be made available to students for instructional purposes. Each school computer/device and Wi-Fi (available for students who bring in their own personal telecommunication devices) has filtering software that block access to visual deceptions that are obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal Children's Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

Inappropriate Use

Inappropriate use includes, but is not limited to, those uses that are specifically named as violations below, that violate the rules of network etiquette, or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it. Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:

- Cyber bullying
- Threatening, pornographic, harassing, defamatory or obscene material
- Other inappropriate use of technology such as email, social media, web pages, blog posts, web posts, or discussion forum/replies posted to the Internet
- Copyrighted material, plagiarized material or materials protected by trade
- The use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property)

Vandalism or Mischief

Tampering with or theft of components from school systems may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law using a school computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the school will fully comply with the authorities to provide any information necessary for legal action.

Modification of Computer

Modifying or changing computer/device settings and/or internal or external configurations without appropriate permission is prohibited.

Student Access

Computer/Network/Internet access is provided to all students unless parent/guardian requests in writing to the school principal that access is denied. Students' Internet access will be under the direction and guidance of a school staff member. Students must adhere to the following:

1. Respect and protect the privacy of others.
 - a. Use only assigned accounts.

- b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
 - c. Avoid distribution of private information about others or themselves.
- 2. Respect and protect the integrity, availability, and security of all electronic resources.
 - a. Observe all network security practices as posted.
 - b. Report security risks or violations to a school principal, teacher or network principal.
 - c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
 - d. Conserve, protect, and share these resources with other students and Internet users.
 - e. Get appropriate approval before accessing the network with personal devices.
 - f. Abstain from overriding the Internet content filtering system.
- 3. Respect and protect the intellectual property of others.
 - a. Refrain from copyright infringement (making illegal copies of music, games, or movies).
 - b. Avoid plagiarism.
- 4. Respect and practice the principles of parish and school community.
 - a. Communicate only in ways that are kind and respectful.
 - b. Report threatening or discomfoting materials (cyber bullying) to a school principal, teacher or network principal.
 - c. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - e. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
 - f. Avoid sending spam, chain letters, or other mass unsolicited mailings.
 - g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
 - h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.

School Email and Communication Tools

Email and other digital tools such as, but not limited to, Google Classroom, blogs, wikis, etc., are tools used to communicate. The use of these communication tools should be limited to instructional, school-related activities, or administrative needs. All communications within these tools should adhere to the above-mentioned rules.

Personal Device Guidelines

- Internet access is filtered by Saint Ann School on personal telecommunication devices in the same manner as Saint Ann School-owned equipment. If network access is needed, connection to the filtered, wireless network provided by the school is required. Use of any network that bypasses the security filter is considered a violation of the Acceptable Use Policy.
- These devices are the sole responsibility of the student owner. The school assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on school property, including school buses.
- Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not diagnose, repair, or work on a student's personal telecommunication device.
- Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher.
- The school principal and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that occur during the school day.
- A principal may examine a student's personal telecommunication device and search for contents, in accordance with disciplinary guidelines.

Subject to Monitoring

All Saint Ann School network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. **The use of GoGuardian software is implemented in all classrooms to monitor students' electronic use during the school day.** All electronic files, including email messages, transmitted through, or stored in the computer system, will be treated no differently than any other electronic file. Saint Ann School reserves the right to access, review, copy, modify, delete, or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received, or stored anywhere in the computer system, will be available for review by any authorized representative of Saint Ann School for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary reasons to believe that the Acceptable Use Policy has been violated.

Consequences for Violation

Violations of these rules may result in disciplinary action which may include the loss of a student's privileges to use the school's information technology resources. Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation. In addition to school disciplinary action, appropriate legal action may be taken.

Supervision and Monitoring

School and network principals and their authorized employees periodically monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Students have no expectation of privacy with respect to the use of technological

resources. The principal reserves the right to examine, use, and disclose any data found on the school's information networks to further the health, safety, discipline, or security of any student or other person, or to protect property. The principal has the right of access to any electronic devices brought onto school property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement should one be committed.

Artificial Intelligence (AI)

Students may, at the administration's and faculty's discretion, learn how to use artificial intelligence ("AI") text generators and other AI-based assistive resources (collectively, AI tools) to enhance rather than damage their developing abilities as writers and thinkers. The following requirements constitute our school's AI use policy, in addition to all the requirements in the Acceptable Use Policy:

- Students will not utilize AI tools in connection with any assignments, quizzes, tests, or examinations unless explicitly permitted and instructed. In such cases, students must follow the teacher's instructions for AI use.
- Students will give credit to AI tools whenever used, even if only to generate ideas rather than usable text or illustrations.
- Students will utilize AI tools wisely and intelligently, aiming to deepen understanding of subject matter and to support learning rather than as a replacement for student work.
- Faculty and staff will seek to understand how AI tools work, including their strengths and weaknesses, to optimize their value for student learning.
- Faculty and staff will employ AI detection tools where appropriate to evaluate the degree to which AI tools are likely to be employed.

Inappropriate use of AI tools will be subject to the same disciplinary guidelines set forth in the Student Acceptable Use Policy.

Agreement Form

To ensure the proper use of technology resources, it is necessary that each user and parent/guardian *annually* sign the Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at Saint Ann School before Internet and other technological access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student.

Homework

Homework is meant to provide practice/reinforcement of skills learned in class, giving students the opportunity to develop independent study skills, research skills, and to enrich their learning.

Homework is not always written; some is to be studied or read. Written assignments can be in two categories, including daily or long-term. An assignment may be given by the teacher for the following day, or a project may be assigned well in advance. The length of homework

assignments depends on the initiative and ability of the students and on the type of assignment given.

Parents can help by seeing that the child is responsible in doing his/her daily assignments and by providing a good atmosphere for work. Help your child if necessary but **never do the work for him/her**. Please check your child's homework planner or classroom newsletter for mandatory weekly assignments and encourage your child to read daily.

Student Evaluation

Student achievement is monitored based on objectives stated in the graded course of study and incorporated into the teacher's plan for daily instruction. Procedures for evaluating student achievement include the following: teacher's observation of student responses, directed activities, quizzes, tests, participation in discussions, experiments, projects, oral and written reports, written class work, and homework assignments, as well as other appropriate means to measure achievement in a particular subject on a given grade level.

Grading Scale: Kindergarten-Grade 3

Kindergarten, First, Second, and Third grade students utilize a standards-based report card and receive the following scores for each content standard of each subject area.

- **3: Mastered:** The student meets or exceeds the demonstration or knowledge of target content for grade-level learning with consistent success, accuracy, and independence.
- **2.5:** No major errors or omissions regarding 2.0 content and partial knowledge of 3.0 content.
- **2.0: Developing:** Student illustrates base knowledge of prerequisite content, knowledge, or skills necessary for mastery of target content.
- **1.5:** Partial knowledge of the 2.0 content, but major errors or omissions regarding the 3.0 content.
- **1.0:** Assistance was needed to demonstrate partial understanding of a score of 2.0 or 3.0.

Teachers in grades K-3 will regularly communicate with families regarding their child's progress in each subject area, as well as skills needed for improvement and further academic advancement.

Grading Scale: Grades 4-8

Students in grades 4-8 utilize a letter-based report card and receive the following grades in all subject areas.

A+	98-100	C+	82-84
A	95-97	C	79-81
A-	93-94	C-	77-78
B+	90-92	D+	75-76
B	87-89	D	72-74

A+	98-100	C+	82-84
A	95-97	C	79-81
A-	93-94	C-	77-78
B+	90-92	D+	75-76
B-	85-86	D-	70-71
		F	Failing (69 and below)

Inc Incomplete work caused by extended absences will be converted to a standard grade within a week of the work being submitted.

Grading Scale: Effort and Conduct

Teachers in grades K-8 utilize an “O: Outstanding”, S: Satisfactory” or “N: Needs Improvement” scale for the Effort and Conduct section of the report card. Comments codes listed under these sections give more feedback to students' performance.

Missing Assignments

Turning in completed assignments in a timely manner prepares students for positive work study habits throughout their education. Saint Ann School recognizes the need for a formal policy related to students' timely completion of their in- and out-of-school assignments. **Grade level policies will be reviewed with all students at the start of the school year.**

Report Cards

Report cards provide parents with tangible evidence of pupil growth and development and promote mutual understanding between home and school. They indicate the overall academic and social achievement a student has made during a specific time.

Report cards are issued four times a year. **Report cards for Quarters 1-3 will be sent electronically via Digital Academy. Report cards for Quarter 4 will be sent via paper copy on the last day of the school year.**

Academic Honors

Academic honors are awarded quarterly to students in grades 4-8 who meet the criteria below:

- First Honors: Quarterly G.P.A. of 3.75-4.0
- Second Honors: Quarterly G.P.A. of 3.50-3.74
- Third Honors: Quarterly G.P.A. of 3.0-3.49

Yearly Honors will be awarded based on the student's final GPA- an average of all 4 quarters.

Academic Excellence- 3.75-4.00

Academic Achievement- 3.50-3.74

Academic Honors- 3.00-3.49

A “D” or “F” grade in any subject disqualifies a student from attaining honors.

GPA Point Scale

A+ 4.0	B+ 3.33	C+ 2.33	D+ 1.33	F 0.0
A 4.0	B 3.0	C 2.0	D 1.0	
A- 3.67	B- 2.67	C- 1.67	D- 0.67	

Specials are considered half credit classes.

Academic Probation

Students who have a quarter GPA of 1.75 or lower will be placed on academic probation and will have an Academic Watch Plan established. A conference with parents will be scheduled for the student, parent(s), involved teacher(s), and principal to create and sign the watch plan. Students are given the next quarter to return to good standing based on the criteria outlined in the Academic Watch Plan. If good standing is not achieved, a second conference will be held to determine if Saint Ann School is the best placement for the student.

Student athletes will have their grades checked by the principal and athletic director at the midpoint and conclusion of each quarter. Student athletes who have one “F” or two “D” grades in a major subject, including ELA, Mathematics, Science, Social Studies, and Religion, will be placed on academic probation. These athletes will be required to attend all practices and games; however, they will not be permitted to participate. A student athlete will be taken off probation should they return to good academic standing by the next grade check.

Standardized Testing

The Saint Ann School testing program is designed to serve the needs of all students and strives to improve the quality of instruction in a school. Both basic skills tests and aptitude tests are administered. The basic skills tests measure the student’s mastery of skills, while the aptitude test seeks to measure the student’s capacity to acquire knowledge and skills. The following testing program is administered:

Grade	Test	Given
Grades K-8	MAP	Fall, Winter, Spring
Grades 5 & 8	ACRE Test of Religious Education	Spring

Providing for Individual Differences

Flexible grouping of students is one way to provide for individual differences in the classroom. In some content areas, this approach is used to better meet individual needs for students who are excelling and to offer redevelopment and reinforcement for students who can benefit from such

assistance. Students who require additional help and have Individualized Education Plans are given support, both individually and in a small group setting, from our intervention specialist. Remedial help is offered to students who require additional assistance and accommodation.

Students in grades 4-8 are given the opportunity to participate in departmental classes. This provides for teachers specializing in content areas, i.e., ELA, Mathematics, Science, or Social Studies.

Rising 8th grade students may also test into the St. Ignatius Math Program. All testing for admission to this class is done by St. Ignatius High School at the end of the student's 7th grade year. Students who are enrolled in this program for their 8th grade math course must have their own transportation to St. Ignatius High School and back to Saint Ann School.

Ohio's Third Grade Reading Guarantee is a program to identify students from kindergarten through grade 3 that are behind in benchmark reading skills. Schools will provide help and support to make sure students are on track for reading success by the end of third grade. Any student who attends Saint Ann School on a state scholarship must take state-mandated progress tests each year. Students who do not pass the ELA (Reading) assessment in 3rd grade are subject to retention. Saint Ann School will work with students and parents to create a plan for progress as well as provide multiple opportunities to pass the Reading assessment.

Acceleration

Acceleration is considered on a case-by-case basis. Acceleration must have the approval of the teacher, principal, parent, and student. The basis for acceleration includes superior social maturity and consistent and outstanding intellectual and academic achievement in all core subject areas.

Retention

A child may be retained if it is presumed that he/she will academically or socially profit from it. Retention can be considered for the following reasons:

- ***Failure in two or more of the major subjects. Major subjects include ELA, Mathematics, Social Studies, Science, and Religion. Failure in an individual subject is defined as receiving a grade of F for two quarters. These quarters do not need to be consecutive.***
- Failure to master fundamental skills of reading, math, or social skills in primary grades.
- ***It will be required that any child who has finished the academic year with a combination of D's and F's in any major subject area will attend summer school or be tutored during the summer. Saint Ann School does not offer summer school and documentation must be provided to the school by August 1. Failure to do so could result in a denial of admittance for the following school year.***

An At-Risk Conference will be held with the teachers, student, parents, and principal at the end of second quarter.

A Retention Conference will be held with the teachers, student, parents, and principal at the end of the third quarter if retention is a possibility.

Auxiliary/Government Programs

Students at Saint Ann School benefit from the following professional services of state-funded personnel:

- Intervention Specialist
- Guidance Counselor
- Speech and Language Therapist
- Reading and Math Tutor - Title I Program under Federal funds provide these services for eligible students in Grade K-8, as well as an Auxiliary program
- Nurse
- Government Clerk

A child may be referred for services by his/her teacher, parents, or guardians through the principal's office. Once parents realize the need for services, a consent form must be signed. Textbooks and consumable workbooks are also funded by the state if funds are available.

Field Trips/Enrichment

Off-site educational field trips and in-school enrichment opportunities are pre-planned and are a worthwhile learning experience outside of the classroom. A signed standardized permission slip from the parent is necessary before the child may accompany his/her class on the field trip. Verbal permission will not be honored. Field trips and enrichment activities are planned by the teachers with the principal's permission.

Students may be denied participation in a field trip or enrichment activity if they fail to meet academic or behavioral requirements. Field trips and enrichment activities are considered a privilege, not a right. Should a student fail to qualify for field trip or enrichment participation, the teacher in charge of this event will contact the parent/guardian to inform them of this change.

If a student is not eligible to attend/participate in an off-site field trip or in-school enrichment program, or if a parent or guardian chooses not to have their child attend a field trip for any reason, the child remains at home for the duration of the field trip.

A reasonable number of adult chaperones will accompany the teacher and class. On the rare occasion that parents may be asked to drive, they will be required to fill out an insurance form that **must be** cleared through the Diocesan Insurance Office and on file in the school office before the trip. Cars must be equipped with seat belts. **All parents who volunteer at school or who want to chaperone must be VIRTUS trained and fingerprinted.**

High School Visitation

Eighth grade students are encouraged to visit prospective high schools to assist in making the best choice for their future education. Saint Ann School will allow two days during the school year for a visit to a high school of your choice. Students will not be marked absent for these two days.

Extra-Curricular Programs

Server Program

Boys and girls from grades 4 through 8 may participate in the server program. Interested students may contact the Rectory at their respective parishes for further information.

A variety of extra-curricular activities are available to students in various grade levels. For some, a fee may be charged.

*Students in grades seven and eight can apply to be in NJHS (National Junior Honor Society). Selection is based on leadership, service, character, and citizenship as demonstrated by activities and teacher evaluations. A cumulative grade point average of 3.5 must be achieved and maintained.

Athletics

The primary purpose for the existence of our school is to provide an atmosphere wherein children are given the best possible opportunities to grow into the fullness of who they are as God created them. We look to the formation of the whole person, body and soul. We know that academics are of primary importance and that an excellent sports program should work hand-in-hand complementing our academic standards.

In conjunction with CYO, a sports program is offered for all seasons to students in grades 3 through 8. “Puppy” sports are offered to students in grades K-2.

LUNCH AND RECESS

Lunch Program

Saint Ann School sponsors a hot lunch program through the Federal government and the Diocese of Cleveland. Menus are sent home monthly for advance purchasing for students in grades K-8. All lunch purchasing is completed through Digital Academy. Milk is always included in the price of a hot lunch. Students who pack their lunch may order milk. The price of the lunch and milk is determined by the Federal government on a yearly basis.

All families may apply for free or reduced lunch which is based on financial need. Forms for this purpose are available in the school business office. There is no difference between paid, reduced, or free lunch. **Requests for free or reduced lunch must be made each year.**

Morning/Lunch Recess

Each child in grades K-8 will participate in outdoor recess for approximately 15-20 minutes after lunch. The children have the chance for fresh air and exercise each day unless the temperature or wind chill is below 20 degrees. Proper outdoor clothing is required.

Students in grades K-3 have a 15-20 minute morning snack and recess time. **Please pack a healthy snack for your child.**

Students are to be respectful and follow the directions of the playground supervisors. Only soft balls (Nerf-style) are permitted for playground use. Rough play is never acceptable. Snowballs may never be thrown on school property.

Lunchroom/Lunch Recess Rules

The lunch and recess period should be a pleasant time for all. This can be achieved only by proper manners and courteous behavior. Improper behavior will result in appropriate disciplinary action.

Lunchroom Policy

- Students are expected to respect and obey the staff and parents who prepare the food, as well as the parents and teachers who supervise the lunch and recess periods
- Students are expected to clean up after themselves and their place at the lunch table
- Students are to remain seated, be courteous, and display proper table manners during the lunch period
- Students may, in emergency situations, order a hot lunch from the program and pay the next day. This is an exception and should not be abused.
- **Lunch from fast food restaurants is not permitted. Carbonated beverages are not permitted.**
- Students may not remain in classrooms during lunch, unless a teacher is present
- Students may not go home for lunch
- Students who consistently misbehave in the lunchroom may lose the privilege of eating in the cafeteria, may forfeit outside recess, or other appropriate discipline action may be taken

Recess Policy

- Students should play in the assigned area
- Students should avoid play that tears and ruins clothing
- Tackling, wrestling, or games of keep-away are not acceptable
- Consideration and respect for others are to be shown at all times
- Hard objects may never be used or thrown. Sticks, dirt, and other items found outside may not be thrown or used in a harmful way toward self and others.

Birthday Celebrations

Students can celebrate their birthday by dressing out of uniform and may bring in a treat to share with their classmates. Students who have June, July, or August birthdays may celebrate their half-birthdays during the school year or on a date predetermined by the parent/guardian and classroom teacher.

Parents may not bring in a special lunch, balloons, etc. for their child's birthday; a small treat to enjoy in the classroom or take-home treat are acceptable. Please be aware of any food allergies present in your child's classroom prior to bringing in a birthday treat.

Party invitations that do not include the entire class may not be passed out in school. Please reference the online directory should you wish to mail invitations to a select number of classmates.

STUDENT DRESS CODE

A school dress code is in place to assist in establishing an atmosphere that avoids competition in dress among students and promotes a sense of personal and school pride. Therefore, appropriate dress and appearance are expected of all Saint Ann School students. School uniforms can be purchased through Schoolbelles, Lands' End, and/or RDP Sports. The school uniform is worn daily in grades K-8 while P.E. uniform is worn on P.E. days. All clothing should be labeled with your child's name.

Parents understand that once they enroll at Saint Ann School, a school uniform is mandatory and is to be worn properly. When students wear clothing that does not meet the dress code or uniform regulations, parents may be required to provide regulation clothing by bringing it up to the school. It is the responsibility of the parents to make sure their children are wearing the uniform and wearing it properly.

A uniform violation in grades K-3 warrants a note home to the parent/guardian. A uniform violation in grades 4-8 is a one-point violation. Should a student arrive to school out of uniform, the following guidelines will be followed:

- **1st Offense:** The student will be asked to select an appropriate item replacement from the uniform closet. A note home (K-3) or one-point violation (4-8) will be issued.
- **2nd Offense:** A phone call will be made to the parent/guardian to drop off the proper attire to the student. A note home (K-3) or one-point violation (4-8) will be issued.

Repeated violations to the uniform policy will warrant a conference with the principal. The principal's decision regarding school uniforms is final.

Girls K-3

- **Jumper:** Plaid # 121 V-neck or drop waist, length to top of knee purchased from Schoolbelles
- **Pants:** Khaki or navy chino or twill style of appropriate fit and length can be

purchased from Schoolbelles. No cargo, **jean-like**, jegging, or painter-style pants.

- Shorts: Khaki or navy walking shorts can be purchased from Schoolbelles and can be worn during **Quarter 1 and Quarter 4 of the school year**.
- Hosiery: Cuffed, knee-highs, or tights in solid white, hunter green, or navy. No patterned or ripped tights/knee-highs are permitted.
- Tops: Traditional polo in white or hunter green with school logo in short or long sleeve purchased from Schoolbelles, Lands End, or RDP Sports (to be worn with pants or under a jumper). A plain white t-shirt should be worn under tops if not wearing a jumper.
 - Girls may choose to wear a collar-type white blouse or polo with no logo under their jumper.

Girls 4-8

- Skirt: Plaid #121 kilt, kick-pleat, or skort styles with length to top of knee purchased from Schoolbelles. Dark colored modesty shorts must be worn under skirts.
 - Skirts need to be no shorter than one inch above the knee. Girls who have shorter skirts will be asked to wear solid navy or black leggings under their skirts.
- Pants: Khaki or navy chino or twill style of appropriate fit and length can be purchased from Schoolbelles. No cargo, jegging, or painter-style pants.
- Shorts: Khaki or navy walking shorts can be purchased from Schoolbelles and can be worn during summer months (August, September, April, May, June)
- Hosiery: Cuffed, knee-highs, or tights in solid white, hunter green, or navy. No patterned or ripped tights/knee-highs are permitted.
- Tops: Traditional polo in white or hunter green with school logo in short or long sleeve purchased from Schoolbelles or RDP Sports. Banded bottom polo in white or hunter green is also available from Schoolbelles. This design gives a “tucked in” look. Only a plain white undershirt or camisole can be worn under polos.
 - **Girls 6-8: During the second and third quarters of the school year,, all girls in grades 6-8 must wear a quarter-zip fleece, sweater, sweater vest, or cardigan over their polo. Both the polo and outerwear must have the school crest.**

Boys K-3

- Pants: Khaki or navy chino or twill style of appropriate fit and length can be purchased from Schoolbelles. No cargo, **jean-like** or painter-style pants are permitted.

- Shorts: Khaki or navy walking shorts can be purchased from Schoolbelles and can be worn during **Quarter 1 and Quarter 4 of the school year.**
 - Pants or shorts must be worn at the waist.
- Top: Traditional polo in white or hunter green with school logo in short or long sleeve purchased from Schoolbelles, Lands End, or RDP Sports. **Shirts must be tucked in at all times.** Only a plain white undershirt can be worn under polos.
- Socks: White, navy, or black socks must always be worn with pants or shorts. **Ankle socks are not permitted.**

Boys 4-8

- Pants: Khaki or navy chino or twill style of appropriate fit and length can be purchased from Schoolbelles. No cargo, jean-like or painter-style pants are permitted. **All pants must be worn with a belt.**
- Shorts: Khaki or navy walking shorts can be purchased from Schoolbelles and can be worn during **Quarter 1 and Quarter 4 of the school year.**
 - Pants or shorts must be worn at the waist.
- Top: Traditional polo in white or hunter green with school logo in short or long sleeve purchased from Schoolbelles or RDP Sports. Only a plain white undershirt can be worn under polos. **Shirts must be tucked inside pants and worn with a belt.**
 - **Boys 6-8:** During Quarter 2 and Quarter 3, all boys must wear an Oxford-style button down shirt in solid white with no logo in short or long sleeve with a solid-colored tie. Shirts must be tucked inside pants and worn with a belt.
- Socks: Socks in white, navy, or black must always be worn with pants or shorts. **Ankle socks are not permitted.**

All Students K-8

- Shoes: School shoes or sneakers may be worn. However, **they must be in solid brown, navy, tan, gray, white, black or hunter green.** Multi-colored shoes are not permitted.
 - **The following shoe types MAY be worn:** Loafer, Sperry, low-/high-top sneaker, Mary Jane, saddle shoe
 - **The following shoe types are NOT permitted:** Light-up tennis shoe, sandals, flip-flops, Crocs, slippers, moccasins, boots, or Timberland-style boots
- Outerwear: All students should purchase a gray or hunter green uniform v-neck sweater (cardigan, pullover, or vest) with school logo from Schoolbelles or

a gray or hunter green fleece jacket, vest, or cotton half-zip with school logo from RDP Sports to be used during the school day. Sweaters or hoodies without the school logo are not permitted during the school day. **Should a student choose to wear outerwear, both the outerwear and bottom layer must have the school logo, unless otherwise noted above.**

Physical Education

- **Bottoms:** Students must wear gray sweatpants (traditional or jogger) with the school logo. During quarter 1 and quarter 4 students may wear hunter green mesh shorts with the school logo.
- **Tops:** Students must wear cotton t-shirt or dri-fit t-shirt with the school logo in gray or hunter green. Physical education uniforms can be purchased from RDP Sports.
 - Solid color sneakers are to be worn on P.E. days. Please refer to the shoes section of the uniform policy.
 - **School spiritwear is not a physical education uniform.**

Jewelry and Accessories

- Students are permitted to wear **one** watch, **one** bracelet, **one** ring, and **one** religious necklace tucked into their blouse or shirt. No smart watches such as the Apple watch are permitted.
 - **Girls:** May wear one pair of small post earrings on ear lobe. No dangling earrings are allowed.
 - **Boys:** May not wear earrings to school or school functions.
 - No other body piercings are permitted. Students may not mark, write, draw, color or have stickers or tattoos on their skin.

Hair/Grooming

- Hair must be neatly groomed with no extreme hairstyles, unnatural coloring, or tinsel. Hair should not be tinted, dyed, or bleached. Long hairstyles may not be worn covering eyes and face.
 - No hats, bandannas, or headscarves may be worn.
 - **Girls:** May wear hair accessories in school or neutral colors such as headbands, scrunchies, bows, clips, and beads. No decorations, such as animal ears, may be attached to headbands.
 - K-8: Girls may wear nail polish but no makeup. **No fake nails or acrylic nails are permitted.**
 - **Boys:** Hair must be cut so that it is above the collar and is in keeping with the dress code. Ponytails are not acceptable.
 - 6-8: A clean-shaven appearance is expected every day.

Out of Uniform Days

Throughout the year Saint Ann School will have student dress-down days for various reasons. Some of these days will be themed and others will be spirit days. When students are permitted to be out of uniform, these rules must be followed:

- No inappropriate words, designs, or pictures on any clothing
- No tops that are revealing, have low cut necklines, or expose bare midriffs when sitting, stretching, or bending over
- No tank tops, sleeveless tops, or ones with thin, narrow straps
- No pajama pants, “tear-away” pants, pants with rips/holes or any pants with writing on the back. Pants may not be worn low or sagging
- No skirts or dresses shorter than the top of the knee unless worn with leggings
- **Leggings must be worn with a shirt or sweatshirt that covers the students bottom.**
- No short-shorts or bike shorts may be worn; shorts should be knee length
- No flip-flops, slides, sandals, Crocs, Timberland-style boots, or shoes with heels

HEALTH AND SAFETY

Illness/Medication Guidelines

Saint Ann School maintains a school clinic for first aid and emergencies. A school nurse is on duty from 9:00 a.m. to 1:00 p.m. five days per week.

Please be sure your child is not ill when he/she leaves for school in the morning. School is not the place to determine an illness.

To prevent the spread of contagious diseases and for a student’s own physical well-being, any student should remain at home if he/she has such symptoms as sore throat, runny nose, rash or eruptions, nausea and vomiting, abdominal pain, fever and/or inflamed eyes. ***Students MUST be free from fever, vomiting, or diarrhea for 24 hours before returning to school.*** Re-admission following contagious disease will be based on guidelines issued by the health department, state of Ohio, and the CDC.

Medication

State Law prohibits school personnel from administering any kind of prescribed AND over the counter (OTC) medications including, but not limited to, cough drops, Tylenol, and cold medicine without written parental permission AND a doctor’s authorization. Prescribed medication and OTC medications must be delivered to the school clinic by a parent/guardian in its original container. A form to facilitate such instances is available through the nurse’s office.

OTC medication may be dispensed by school personnel if the following conditions are met: The OTC medication is sent to school by the parent/guardian in its original package. The amount of OTC medication is for one school day only, and an accompanying form or letter signed by the parent/guardian AND a doctor’s authorization is sent along with the medication. It is preferable for the parent/guardian to drop the OTC medication to the school clinic. If that is not possible, the student must bring the OTC medication to the Main Office upon arrival at school.

With the exception of inhalers, no student may carry medication of any kind, including cough drops, on his/her person. All prescribed medication must be taken home by a parent/guardian over extended school holidays and at the end of the school year.

If a child becomes ill at school, he/she will go to the clinic; parents or emergency contacts will be notified to plan for transportation. If a child is seriously ill and neither the parents nor emergency contacts can be reached, the family doctor will be notified.

Emergency cards **MUST** have current phone numbers and emergency references. Please notify the school immediately if there is any change in phone numbers or references. The school cannot assume responsibility for those who fail to comply with the preceding directions.

Communicable Diseases

When a child has been diagnosed as having a contagious condition (**including but not limited to head lice, pink eye, and strep throat**), parents are to notify the school office. A notice will be sent home if students are exposed to communicable diseases. (Please note that if a child has a throat culture, he/she should be kept home until the results of the culture are known.) When a child has been sent home with an illness, the child should not return to school until free of symptoms and fever-free without medication for at least 24 hours.

Allergy Policy

To minimize the incidence of life-threatening allergic reactions, procedures for addressing life-threatening allergic reactions are in place for any student whose parent/guardian and physicians have informed the school in writing that the student has a potentially life-threatening allergy.

The school nurse is responsible for notifying classroom teachers about the nature of the life-threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of, and what allergen (food, materials, etc.) to avoid. This training occurs at the beginning of the school year and includes topics such as:

- The signs and symptoms of anaphylaxis
- The correct use of an epinephrine auto-injector (EpiPen)
- Specific steps to follow in the event of an emergency
- Activating Emergency Medical Response - Dial 911
- Location of emergency EpiPen (in the event that a student has a **severe** allergy, his/her teacher will carry an EpiPen at all times)

AED

An AED (automated emergency defibrillator) is in the teachers' lounge on the first floor of Saint Ann School. All faculty and staff have been trained in the use of the AED at the beginning of the school year.

Field Trips

Protocols for field trips will include timely notification of the nurse. Medications, including an EpiPen, will accompany the student. The adult carrying the EpiPen will be identified and introduced to the student as well as the other chaperones.

Asthma

Immediate access to rescue inhalers is vital. Children are encouraged to carry their rescue inhaler as soon as the parent, doctor/nurse, and homeroom teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare rescue inhaler. All inhalers must be labeled with the child's name by the parent and will be stored in the clinic for the duration of the school year. Inhalers will be sent home with the student at the conclusion of the school year.

First Aid

Basic first aid will be administered to any student who is injured during the school day. This includes, but is not limited to, bandaging of wounds, taking of temperature, and ice compresses. In the event of an emergency of a serious nature, illness or otherwise, the parent/guardian will be notified immediately. For this reason, up-to-date emergency information is necessary. It is the responsibility of the parent/guardian to keep this information current.

Head Injuries/Concussions

Head injuries that occur during the school day are taken very seriously at Saint Ann School. When a head injury occurs, the student will immediately be sent to the nurse for examination. At this time, the nurse will complete a concussion checklist to note any immediate symptoms. Parents will be notified to pick up their child to be seen by a doctor if they choose to have them seen. Should the parent/guardian elect not to pick up their child, they will be kept indoors for recess periods and sit out of physical education class to monitor for potential concussion symptoms. Upon receipt of a doctor's note or note from the parent clearing the child, the child may resume normal physical activity. **Without this note, the student will be kept from recess and physical education activities.**

Health Checks

Health checks include periodic vision, hearing, and speech and language screening. Parents are notified in cases where special medical or clinical help is deemed appropriate.

Child Abuse Laws

Saint Ann School abides by the Child Abuse laws of the State of Ohio. This law mandates that all cases of **suspected** abuse and/or neglect be reported to the police and Child Protective Services.

Immunization

Health and immunization records are maintained for all students. Immunizations must be in accordance with state requirements (Sections 3313.671 and 3701.13) for continued admittance. According to Section 3313.671, on the 15th day after entrance into the school, it is necessary and legal to exclude all students from school who do not comply with the immunization requirements.

Physical Examination

The Department of Public Health and the Ohio Schools Code require a physical examination of all pupils prior to or upon their entrance into first grade (*unless this was done for Kindergarten*). Children must have the immunization shots required by the state; this information must be recorded in your child's health card. Students entering seventh grade are required to have a second MMR. Failure to complete the proper immunization is the basis for exclusion of children from school.

Emergency Medical Forms

Required by the Ohio Revised Code, Section 3313.712, the purpose of this form is to enable parents and guardians to authorize the provision of emergency medical treatment for all children who become ill or injured while under school authority when parents or guardians cannot be reached.

STUDENT SAFETY

Crisis Plan

Saint Ann School has a safety plan to address a variety of emergencies. All teachers and staff are aware of the procedures to follow to keep all children safe. In the event of an emergency requiring evacuation of the school building, the students will be moved to an off-site location until it is deemed safe to return to the school. If a return is not possible, parents will be notified

of the reunification location. Parents will be notified of any emergency that necessitates early release, evacuation, or any variance from typical dismissal time through text and email messages.

In the case of a crisis, a crisis management team is activated under the direction of the Diocese, which will work in conjunction with local and state law enforcement as well as emergency personnel. In the event of an act of terrorism or bioterrorism, the school will follow the orders of emergency management organizations and local EMS/Fire Departments.

Emergency Drills

Saint Ann School follows state law by conducting required fire, tornado, intruder, and emergency evacuation drills. These drills are conducted yearly and are designed to help students and staff feel comfortable and confident in the procedures for each scenario.

Student Mental Health Services

Saint Ann School takes the mental health and well-being of our students, faculty, and staff very seriously. As such, a guidance counselor is on-site two days per week from 8:00-2:30 to assist with a variety of mental health needs and services.

Should a student use language, create artwork, or display other symptoms that imply self-harm, the student will be immediately sent to the principal or guidance counselor when present. The parent/guardian will be immediately contacted to pick up the student. Upon pick-up, the parent/guardian will be asked to complete the *Mental Wellness Form*. This form states that the student must be seen by a licensed mental health professional for evaluation prior to their return to school. Students will not be permitted to reenter the school until this professional evaluation has been completed and turned in to the Main Office.

Dismissal Procedures

At the beginning of each school year, parents are asked by teachers to complete paperwork detailing after-school transportation arrangements. **If changes are made to these regularly scheduled means, the Main Office must be informed of changes before 2:00 p.m.**

Parents are expected to have transportation for their child at the end of the school day. If students are not picked up by 3:00 p.m., students will be sent to aftercare and the applicable fees will be charged. If parents are late on a regular basis, we will insist that you register your child for aftercare; he/she will automatically be sent to aftercare, and you will be billed for services every two weeks.

Walkers

Students are to use the safest route to and from school. Parents are asked to establish this route with their children. Students must cross streets at lights and/or crosswalks and obey the instructions of the crossing guards. If no crossing guard is present, students should follow the rules of pedestrian traffic.

Walkers are to always conduct themselves in a Christian manner. Pushing, rough play, running across lawns, destroying landscaping, and throwing objects or snowballs is forbidden. It is within the rights of the principal to reprimand students of Saint Ann School who display inappropriate behavior while walking to and from school.

Busing

Saint Ann School children are transported under the provisions of the Ohio Fair Bus Law. The law provides that elementary school students who live more than one and one-half miles away from the school they attend must be transported to that school by the public school district in which they live. Determination is made by the Cleveland Heights-University Heights Transportation Department and the South Euclid-Lyndhurst Transportation Department. Transportation will be provided only for students who are eligible for transportation service to and/or from their residence/school, and to and/or from their assigned stop. There are certain areas in Cleveland Heights where transportation is not provided. (In these cases, reimbursement is provided by the CH-UH Transportation Department.) Only children eligible for bus service are permitted to ride the buses.

Students are to conduct themselves in a Christian manner while riding the bus, waiting for the bus, or disembarking from the bus. Students will obey the bus safety regulations as set forth by the local school districts. Students will lose the privilege of bus transportation for repeated conduct violations. **It is within the rights of the principal to reprimand students of Saint Ann School who display inappropriate behavior while riding the bus, waiting for the bus, or disembarking from the bus.**

Car Riders

Students are to practice good safety habits when dropped off near the school. It is the driver's responsibility to prevent students from darting out from behind stopped cars when dropping off in the morning. Drivers should also be conscious of the flow of traffic behind their cars and follow the traffic patterns designated by the school to ensure the safety of all the children.

Students who are car riders MAY NOT be picked up or dropped off on Stillman Road.

Drivers should model Christian behavior and respect for rules and authority. This same Christian behavior and respect for rules and authority should be evidenced during the car rider dismissal process. Drivers are to proceed through the church lot into the school lot following the dismissal map. Students will be called by their family to their car. Family names must be displayed in the front window of the car. If someone other than the parent is picking up/dropping off the student,

the parent must communicate these school policies to them. ***Please be respectful to others waiting and neighbors in the area by keeping radio volumes low and using appropriate language when speaking to teachers on duty and students walking to their vehicle.***

Bicycle Riders

Those students riding bicycles to school are to enter the school property from the Stillman Road sidewalk. As soon as the student reaches the school property, he/she walks his/her bike up to the rack and locks it to the stand. Students are to stay off the grass with their bicycles and be courteous of other bike riders. Upon leaving school, all bike riders must walk their bicycles along the sidewalk in front of the school to Stillman Road during dismissal time.

Visitors

School visitors (workers, volunteers, parents, etc.) must come to the main office upon entering the building. For safety and security reasons, each person is required to sign in at the office. All visitors are to sign out at the time of departure. **Visitors may not drop into a classroom to visit children during the day.** This is an interruption to the teacher and to the educational process.

Volunteers

Volunteers are invaluable resources for Communion of Saints Parish and Saint Ann School. The main responsibility of a volunteer is to assist the principal or classroom teachers.

To comply with the Diocese of Cleveland's policy for the safety of children, all individuals who volunteer in the school must:

1. Complete the mandated background check (BCI)
2. Complete *Virtus* training (<http://www.virtus.org/virtus/>)

FAMILY/CUSTODIAL SITUATION RELATIONSHIP WITH THE SCHOOL

An increasing number of families are experiencing transitions in parental custodial relationships. In addition, laws governing divorce settlements and custody have been changed. For this reason, we find it necessary to clarify and re-state the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In two-parent families, it is assumed that both parents are living at the same address unless we have been notified otherwise. Saint Ann School personnel will, therefore, send home notices, communications, etc. with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes but is not limited to conference appointments, report cards, discussions with school personnel, and tuition statements.

In families experiencing separation of parents, or pending divorce, the above information will be sent home with the child to whichever parent currently has care of the child. It is assumed that this information is shared **by** the parents and **between** the parents. Since this situation frequently impacts a child's achievement and interactions at school, parents are asked to inform **both** the principal and teacher of this fact so that appropriate support can be given to the child. Saint Ann School personnel cannot proceed on hearsay, rumors, or demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving **clear custody by one parent**, the principal is to be informed by the custodial parent of this fact. A copy of the entire decree is to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the **custodial parent**. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access records, the non-custodial parent has the same right to access student records, under the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA) as custodial parents do. We will, unless instructed by a Court Order, release such records upon request to the non-custodial parent. "Records" includes official transcripts, report cards, health records, and referrals for special services. "Records" does not include daily class work and papers, or routine communications sent through the children to the home of residence. In these cases, the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication.

Further, you should realize that unless restricted by Court Order, any non-custodial parent has the right to attend any of his/her child's school activities, which include sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children.

In case of 'joint custody' (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared **by** and **between** the parents.

Regarding parent conferences in all custody situations: it is preferred and will be the general procedure that **one** conference appointment be scheduled 'jointly' if both parents wish to be present. It is assumed that parents can set aside differences and come together on behalf of their child for this time. A joint conference further ensures that both parents are given the same information at the same time, thereby avoiding misunderstanding and or misinterpretations.

In cases where joint conferences are **clearly** neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents, and further reviewed by Cleveland Diocese legal counsel. Every effort will be made to keep communications open with both parents while at the same time avoid duplication of services and excessive demands on the teacher's time.

Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

If there are questions concerning this re-statement of procedures or circumstances you feel you need other arrangements, please contact the principal personally.

GENERAL SCHOOL POLICIES

Bullying/Harassment/Intimidation

The pastor, administration, and staff of Saint Ann School believe that all employees and students are entitled to work and study in school-related environments that are Christ-centered and free of bullying, harassment, or threats. Saint Ann School will not tolerate this type of behavior.

Saint Ann School teaches belief in the sanctity of human life and the inherent dignity of the human person. **We believe that all students, school employees and volunteers have a right to a safe and healthy school environment.** All members of the school community, in turn, have an obligation to promote mutual respect, tolerance, and acceptance.

Saint Ann School will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee, or volunteer shall not intimidate or harass another student, school employee or volunteer through words or actions whether in the classroom, on school property, to and from school, at school sponsored events, or from any computer not on school property.

Definition

“Harassment, intimidation or bullying” means any intentional written, verbal, graphic, or physical act that a student or group of students, school employee or volunteer exhibits toward another student, school employee, or volunteer more than once and the behavior:

1. Causes mental or physical harm to the other
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other

Examples of conduct that could constitute prohibited behaviors include:

1. Physical violence and/or attacks
2. Threats, taunts, and intimidation through words and/or gestures
3. Extortion, damage or stealing of money and/or possessions
4. Spreading rumors
5. Offensive jokes, stories, pictures, cartoons, drawings, and objects that tend to alarm, annoy, abuse, or demean an individual or group
6. Posting slurs on websites where students congregate or on personal online journals or diaries
7. Sending abusive or threatening instant messages
8. Using camera phones to take embarrassing photographs of students and posting them online
9. Using Web sites to circulate gossip and rumors to other students

Disciplinary Action

Harassment, intimidation, or bullying constitutes a major five-point infraction under the student code of conduct. A major infraction requires immediate communication between the teacher and parents, as well as an after-school detention. A conference with the student, parents, teachers, principal, and pastor may be required. The police department may be notified in certain situations.

Procedure for the Alleged Victim

1. Communicate to the harasser that the individual expects the behavior to stop if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, guidance counselor, or principal to help.
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - Tell a teacher, counselor, or principal
 - Write down exactly what happened, keep a copy, and give another copy to the teacher, guidance counselor or principal including:
 - What, when, and where it happened
 - Who was involved
 - Exactly what was said or what the harasser did
 - Witnesses to the harassment
 - What the student said or did, either at the time or later
 - How the student felt, and how the harasser responded

Saint Ann School prohibits retaliatory behavior against any complainant, witness, or any participant in the complaint process. Upon receiving a complaint, the principal will notify parent(s)/guardian(s) of involved parties. Any person who engages in bullying may be subject to disciplinary action as stated in the school handbook, up to and including expulsion.

Substance Abuse

The Cleveland Catholic Diocesan School Board recognizes that alcohol and drug abuse is a serious societal problem which does not respect any group or age and that the dependency state of alcohol and drug abuse is a treatable illness. Health and social problems of youth are primarily the responsibility of the family.

As educators in the Church, we call ourselves to charity and compassion for the sick and concern for each student. We also recognize that we have an obligation to the common and the individual welfare of our students. Continuing educational programs for parents, teachers, and students convey the message that drug and alcohol abuse is harmful, and usage is not permitted. Appropriate sanctions will be imposed on those who violate any of the provisions of this policy or any local law or statute concerning illegal substances.

No breath sprays are permitted. Students cannot bring alcohol on the premises for a school activity or school sponsored activity. Any use, attempted use, sale, attempted sale, transmission, attempted transmission, possession, or attempted possession of drugs or alcohol will be considered a serious infraction and will be disciplined accordingly. No spray bottles may be used in school.

Weapons

In accordance with overall philosophy, goals and objectives of the Catholic educational experience, the policy adopted by Saint Ann School expressly prohibits the use, possession, sale, or discharge of any weapons, dangerous objects, dangerous ordinances, and instruments/explosive devices in the school, on school grounds, or at school/parish sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, principals, volunteers, and other personnel in the school or parish.

This policy includes, but is not limited to, any firearm, knife, dangerous object, object used as a weapon, deadly weapon, or an object that is indistinguishable from a deadly weapon, or explosive/incendiary device. An object that is indistinguishable from a deadly weapon is prohibited if a person indicates that he or she possesses the object and further indicates that it is a deadly weapon or the person brandishes or displays the object and indicates that it is a deadly weapon. A deadly weapon is “any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon or possessed and used as a weapon” (O.R.C. 2923.211A). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle or other device that uses air or gas propelled projectiles.

Violations of this policy usually warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or designee will immediately contact the police department and the area assistant superintendent before confronting the individual. If it is determined that this policy has been violated, the parents of the offender will be immediately contacted and must cooperate with the disciplinary process.

Sexual Harassment and Sexual Violence

Purpose

Saint Ann School is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason and in keeping with the goals and objectives of Catholic education, Saint Ann School expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others. The full copy of the Sexual Harassment and Sexual Violence Policy is on file in the principal’s office.

Youth Gangs

Youth gangs and gang-related activity are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. The full policy on Youth Gangs is on file in the principal’s office.

AIDS

Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in grade K through 8 shall be permitted to attend school or parish religious education programs in a regular classroom setting with specific provisions. The full copy of the student AIDS policy is on file in the principal's office.

Prevention

In order to assist students in the development of positive self-esteem, decision-making skills, and social values, appropriate educational programs and activities will be provided. These may include but are not limited to, guidance programs, parent education programs, social activities that foster positive group identification and behavior, CYO and parish-based youth ministry activities, etc.

Violations of any of the above policies require immediate communication between the principal or principal designee, and parents. Depending on the severity, the consequence of the infraction will be either a detention or a suspension. Additionally, a conference with student, parents, teacher, principal, and pastor may be required and monetary restitution will be expected for vandalism. The police department may be notified in certain situations.

The administration reserves the right to update the handbook as they deem necessary. Any changes will be communicated to families at the time of change.