1000 ARRIVAL AND DISMISSAL

PRIMARY PROGRAM

Morning Session – 7:50 a.m. – 11:00 a.m.
All Day Session (4 yr. olds DOB by July 31)
7:50 a.m. – 3:00 p.m.

GRADES K – 6

Daily, Monday – Friday 7:50 a.m. – 3:00 p.m.
School begins promptly at 7:50 a.m. and dismisses at 3:00 p.m.
Prayer & Pledge begins at 7:50 a.m.

GENERAL INSTRUCTIONS

All students may enter the gymnasium at 7:40 a.m.

No students are allowed to play outside before school begins in the morning or after school, as there will be no outdoor supervision during those times.

Children in Primary – Sixth Grade must walk into the gymnasium by themselves after the first day of school. This practice promotes independence. Please let your children off at the gymnasium door for morning prayers and announcements no earlier than 7:40 a.m. and no later than 7:50 a.m.

PLEASE NOTE: When dropping off and picking up your children, PLEASE remain in the car line and do not block traffic or drop off on the gymnasium parking lot.

If you need to come into the front entrance of the school, park on the blacktop parking lot only, making sure to observe the designated "No Parking" areas.

The parking area north of the cafeteria entrance is designated for administration, faculty, & staff only.

Do no exit through Phelps House driveway.

1001 FIELD TRIPS

Field trips are taken for educational purposes directly related to the curriculum of St. Ann's School. No student will be allowed to participate in off-campus activities without a signed, official school permission slip. No phone calls will be accepted in lieu of permission slips. In emergency situations, faxed permission slips may be permitted. Permission slips must be turned in before the specified date. Parents must provide a booster or car seat for all field trips if their child is required by state law to travel in one.

1002 HOMEWORK

St. Ann's School students are expected to spend their time at school on task. Students who do not complete their assigned work at school because of inattention, will be expected to complete the assignments at home.

It is important that students read for recreation at home on a nightly basis.

Students will be expected to study spelling words, math facts, and testing information at home.

Occasionally, teachers may assign special research projects.

Suggested Maximum amount of time for homework:

Kdg.	10 minutes
First Grade	15 minutes
Second Grade	20 minutes
Third Grade	30 minutes
Fourth Grade	40 minutes
Fifth Grade	50 minutes
Sixth Grade	60 minutes

2000 ABSENCES

Ten (10) or more absences per semester may result in the lowering of student's grades or possible retention in that grade, due to the loss of classroom time.

2001 ATTENDANCE

St. Ann's School expects students to be present on a daily basis. Children who are tardy and who miss the beginning of the school day break up the atmosphere of the classroom setting.

2002 DISASTER DRILLS

Disaster drills will be performed regularly during the school year. In a crisis situation, such as fire, natural disaster, etc., parents will be contacted by the school's One Call system or information will be broadcast on Carthage Radio Stations, 1490 AM or 95.1 FM and television stations KODE, KSN, and/or KOAM.

2003 EXCUSED ABSENCES

The following may be considered as an excused absence:

Personal Illness **Death of Relative**
Medical appointment

Please call the school office if your child will be absent from school. A written excuse by the parent or doctor (if student has been in to see a doctor) must accompany the child upon his/her return to school.

NOTE: If the student has been absent from school, the parent or guardian must make arrangements with the teacher to pick up any homework due for days missed. Students will have one (1) evening for each day missed to make up assignments.

2004 FEE POLICY

Tuition and lunch fees for all Primary – Sixth Grade students must be paid by the 10th of each month. All tuition, fees, and lunch accounts will be billed monthly.

Tuition is due for all days your child is regularly scheduled to attend school.
All book fees must be paid on or before the first day of school unless special arrangements are made through the Principal. Registration, Books and Fees are non-refundable.

If a student in Primary through Sixth Grade does not complete the full academic school year, there will be a charge of one additional month's tuition. (Adopted Spring 2011)

August/September tuition must be paid on or before the first day of school unless special arrangements are made through the Principal.

2005 INCLEMENT WEATHER CONDITIONS

In case of inclement weather conditions, please tune in to Carthage Radio Stations, 1490 AM or 95.1 FM and television stations KODE, KSN, and KOAM. They will announce St. Ann's School closings.

2006 SCHOOL OFFICE

The school office is always open for your assistance. However, the office is a very busy place. In order to help us to complete our work, we ask that the school office doesn't become a gathering place for socializing.

All visitors must report to the office upon arrival.

2007 SIGN OUT

Students need to sign out at the office when leaving the school before normal dismissal times.

2008 TARDINESS

If a student is tardy, the child must bring a written excuse to his/her teacher. Only then will he/she be admitted into class.

Two (2) unexcused tardies will result in the loss of recess time or an appropriate discipline measure.

2009 TUITION

All tuition must be paid up each quarter at grade card time in order for children to attend the next quarter. Anyone having difficulty

paying their tuition payments must contact the school office to discuss payment options in order to avoid penalties.
All tuition for Primary students is due by the 10th of each month.
All tuition for students in Grades 1-6 is due by the 10th of each month. If tuition is not paid on time, parents may be asked to make other educational arrangements for their child. (Adopted 10/19/11)

A $25.00 service charge will be assessed on all returned checks. Families with overdue tuition at the end of the school year must be paid up in order to enroll their children for the next school year.

2010 HOT LUNCHES

We encourage all students to participate in our Hot Lunch Program. St. Ann's School will provide a hot, well-balanced lunch for your child for $2.25 per day. This price includes milk. Free & Reduced priced lunches are provided for qualifying families. Student accounts must be kept in good standing at all times. Please make lunch checks separate from tuition payments and make them payable to St. Ann's School. No outside Fast Food restaurant lunches may be brought into the school. No lunches may be heated up at the school. Always send a sack lunch in the morning with your child if they will not be eating a hot lunch. Students may purchase milk for .30 cents with their sack lunches. Lunch payments are due by the 10th of each month.

2011 FAITH BUILDING ACTIVITIES

All students, Catholic and Non-Catholic, shall participate in all faith building activities including Mass, the Rosary, Benediction, and Stations of the Cross. Non-Catholics may not receive Holy Communion.

2012 IMMUNIZATION POLICY – Adopted for the 2013-2014 School Year on 1-16-13.

Students must have up-to-date immunization records filed in the school office prior to the first day of school. A child will not be allowed to attend school until all immunizations are current and records are filed in the school office. Immunization exemptions

will only be accepted due to medical reasons approved and written by a physician.

3000 ADMISSION POLICY

St. Ann's School admits students of any race, sex, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, color, national or ethnic origin in the admission's policies, and/or any other school-administered program. Christian values and the Catholic doctrine are taught to all students.

All Primary and new students are accepted into the program on a trial basis of approximately two weeks. If a child needs a program that St. Ann's School cannot provide, parents will be notified. All Primary students **MUST** be potty trained to attend school.

3001 ADMITTANCE PROCEDURES

Parents need to complete an enrollment application for each child. Students enrolling for the first time shall provide the school with a complete immunization record as required by the State Health Department, a copy of their Birth Certificate, and a current physical stating the child is well to attend school. If a student is transferring from another school, parents need to sign a form for release of records from the school that the student last attended. Following this, a personal interview with the student and parents may be required.

A $50.00 non-refundable application fee is required at the time of registration. Returning students must enroll prior to May 1 of each school year or a $100 registration fee will be assessed at the time of registration.

3002 BIRTHDAY CELEBRATIONS

We love to celebrate student birthdays. You are more than welcome to send a treat in the morning with your child. Please remember to provide utensils to cut and serve the item that you bring (cupcakes eliminate most serving steps). Due to our Hot Lunch Program, no special lunches are to be provided for the class.

Birthday invitations may be passed out at school if all children in your child's class are invited; or just all girls or all boys.

3003 DRESS CODE ~ ADOPTED AUGUST, 1999

For all Students, Primary through 6th Grade.

I. SLACKS SHORTS SKORT SKIRTS JUMPERS POLO DRESSES

In Navy, Khaki, or School Plaid, including Red or Navy Polo Dresses
Shorts, skorts, and jumpers must be no higher than 2 inches above the knee.
Black or Brown Belts must be worn.

II. SHIRTS (POLO/OXFORD), BLOUSES (PETER PAN) AND TURTLE NECKS

In Navy, White, or True Red
All shirts must be tucked in neatly.

III. SWEATSHIRTS

In Navy, White or True Red
Sweatshirts may be worn over a collared shirt in winter months.

IV. CARDIGANS, SWEATERS & VESTS

In Navy, White, or True Red

V. POSSIBLE RESOURCES:

Lands End, 1-800-338-2000
They have our school "Navy Red Plaid"
Wal-Mart
JC Penney
Old Navy
Dollar General

VI. SHOES

All shoes worn to school must be lace up or plain slip on type.
No open toes or backs.
Tennis shoes must be worn on P.E. days (Fridays).

No “Healy’s” or “Crocs” are allowed at school.
Socks must be white, red, black, brown, or navy.

PARENTS: Please encourage your children to take pride in their appearance. Good grooming habits are essential to their self-esteem.

THE PRINCIPAL WILL MAKE FINAL JUDGEMENT ON ANY CLOTHING WORN TO SCHOOL THAT IS QUESTIONABLE.

3004 SPIRIT DAY

Most Fridays are designated as “Spirit Days” in which students may wear a St. Ann’s t-shirt or sweatshirt and jeans or jean shorts. Spirit wear may be purchased through Prime Elements.

3005 ENTRANCE AGE

To enter Kindergarten a child must be 5 years old on or before July 31.
Students entering the Primary Program must be 3 years old on or before July 31. Primary students who wish to stay all day must be 4 years of age on or before July 31.

3006 ILLNESSES

CHILDREN MUST HAVE A DOCTOR’S WRITTEN CONSENT TO RETURN TO SCHOOL AFTER THE FOLLOWING ILLNESSES:

MONONUCLEOSIS
PINK EYE
SCABIES
OTHER CONTAGIOUS DISEASES

HEAD LICE
Must be thoroughly treated with appropriate medication and no sign of infestation present before student is readmitted. Students will be checked by their teacher before readmission.

CHICKEN POX
Must be completely scabbed over before a student may return to school.

COLDS, FLU, ETC.
Students should be well enough to go outdoors for recess (weather permitting) before they return to school after an illness.

MEDICATION

Any prescription medication that needs to be administered at school must be in the original prescription bottle with specific dosage, along with written permission from the parent to administer. This medication is to be kept in the school office.

ST. ANN'S SCHOOL WILL NOT DISPENSE ANY OVER THE COUNTER ASPIRIN; ASPIRIN FREE MEDICATION, COUGH OR COLD MEDICATION UNLESS ARRANGEMENTS ARE MADE IN THE SCHOOL OFFICE.

Do not send your child to school with a temperature of 100 degrees or above or if he/she has vomited that morning or the evening prior to the school day. If a student is running a fever, they may not return to school for 24 hours. Students will be sent home if they have a temperature of 100 or more.

3007 MEDICAL EXAMINATION

According to State law, children enrolled in the Primary Program are required, within thirty (30) days following admission, to submit a medical examination report signed by a licensed physician or nurse practitioner and completed not more that twelve (12) months prior to admission.

New students in Grades 1-6 and Primary students must also submit a physical examination report. You must also have your child's immunizations up-to-date and submit a copy of the record to the school office on or before the first day of school.

3008 NON-VIOLENCE & BULLYING

Administrators and teachers shall not tolerate verbal or physical threats of any kind, including bullying of another student. Bullying is the act of intentionally causing harm to others, through verbal harassment, physical assault, or other more subtle methods of coercion such as manipulation (from Wikipedia).

3009 PRIMARY SNACKS

Preschool parents will be asked to provide snacks periodically. These snacks need to be healthy. No sugar snacks, except on birthdays.

3010 SEARCH PROCEDURES

St. Ann's School personnel maintain the right to search student's desks, cubbies, backpacks and personal belongings at any time. Inappropriate items found will be confiscated. **CELL PHONES MUST BE IN THE OFF POSITION AND KEPT IN THE OFFICE OR AN ALTERNATE LOCATION ASSIGNED BY THE PRINCIPAL**

3011 STATE CHILD PROTECTION AND REFORMATION ACT

St. Ann's School abides by the state child Protection and Reformation Act (RSMO 210) that requires school personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child is immediately reported to the Missouri Department of Family Services.

3000 STATEMENT OF COOPERATION

All children enrolled in St. Ann's School are required to submit to the school's academic and disciplinary regulations and all other administrative policies.

If at any time a child is found to be out of harmony with set rules and policies of St. Ann's School, that child may be dismissed from school.

3012 STUDENT'S USE OF SCHOOL OFFICE TELEPHONE

The use of the school office telephone by St. Ann's School students is limited to emergency calls only. Please encourage your children to make their arrangements before coming to school. The children will learn responsibility if they plan ahead.

3013 STUDENT CODE OF CONDUCT

Our goal at St. Ann's School is to teach our students self-discipline. This discipline must begin at the very earliest age possible and continue throughout the child's years here at St. Ann's.

Self-discipline is defined as "the disciplining or controlling of oneself or one's desires, actions, or habits." In essence, this occurs when an individual knows what is expected of him or herself and takes control of a given situation.

The classroom teacher has the responsibility of maintaining discipline in the classroom. The teacher will handle minor infractions of school rules. Disciplinary action is to be commensurate with the violation. If major infractions occur, the teacher may refer students to the principal.

Be respectful of teachers, staff, self, and others.

BASIC SCHOOL RULES FOR ALL GRADES:

Be respectful to all personnel.
Follow directions.
No talking without permission; raise hand for recognition.
Keep hands, feet, and other objects to oneself.
No inappropriate language or verbal abuse toward others.
No harassment and/or intimidation in any form.
Wear proper uniform and/or follow dress code.

Respect all persons and all school property.
No chewing of gum.
Clear chapstick only; no tint.
No fingernail polish or artificial nails.
No hair color or highlights/No long hair on boys (below ears)
Boys may not wear earrings.
Girls may wear stud earrings only; no hoops or dangles.
No body piercing; girls or boys.
No makeup is to be worn by any student during the school day or at school sponsored activities with the exception of designated days such as Halloween.
There are to be no girlfriend/boyfriend relationships whatsoever between students. All girls and boys are to remain just friends.

BASIC CLASSROOM RULES: ALL GRADES

All school rules are in force.
Enter and leave classroom quietly.
No harassment/intimidation in any form.

RULES FOR BATHROOM AND HALLS:

All school and classroom rules are in force.
Walk quietly in halls.
No running, jumping, or swinging on bathroom fixtures.
Use facilities as intended.
Do not write on school property.
Dispose of all paper products in proper receptacles.
No harassment/intimidation in any form.

RULES FOR LUNCHROOM

All school and classroom rules are in force.
Follow directions of teachers and supervisors.
Talk quietly, no yelling.
Use proper table manners.
No food exchange
Raise hands before leaving seat.
No running or pushing.
All students are responsible for cleaning their table before leaving the lunchroom.
Remain quiet and orderly in the lunchroom area.

Respect all school property.
Request permission before leaving the lunchroom. Stay seated until excused.
No harassment/intimidation in any form.

RULES FOR CHURCH

All school and classroom rules apply.
Appropriate reverence.
School uniform must be worn and shirts tucked in.

RULES FOR LIBRARY

All school and classroom rules apply.
No talking, unless permitted.
Use care in the handling of all library books and materials.
Return books to assigned areas.
No food or drinks allowed.
No harassment/intimidation in any form.

RULES FOR PLAYGROUND

All school rules apply.
No gum chewing.
Use only school equipment. Do not bring equipment from home.
No inappropriate language. No verbal abuse toward others.
No harassment/intimidation in any form.
No marking, climbing, swinging or jumping on fences, trees and other non-playground equipment, including neighbor's property.
No fighting, shoving, or throwing objects.
No contact activities.
Do not cross street or enter building without supervisor's permission.
No harassment/intimidation in any form.

STUDENT WHO CHOOSE TO VIOLATE SCHOOL RULES AND THUS DETRACT FROM THE HARMONY OF THE SCHOOL COMMUNITY, ALSO CHOOSE TO ACCEPT THE CONSEQUENCES OF THEIR ACTIONS.

3014 GENERAL DISCIPLINE PROCEDURES

The following consequences will be administered and not limited to the following consequences for those students who continually choose not to follow the self-discipline model.

1. Discipline Report sent home.
2. Student will make a phone call to parents.
3. Student will remain after school for 30 minutes.

Minor infractions of school rules and regulations may result in, but may not be limited to, the assignment of the following consequences.

1. Mandatory Restitution
2. Time Out/School Detention
3. Community Service
4. School Service
5. Ecology Duty
6. Before/After School Detention
7. Program To Assist Fellow Students
8. Physical activity

Repeated violations of any discipline rule may result in out-of-school suspension. The principal will choose the appropriate consequences.

Major issues include, but are not limited to:

1. Violence or threat of violence to others (i.e. fighting).
2. Damage to or destruction of property, either than that of the parish/school or that of another individual-student, teacher, neighbor, etc. Payment for damages will also be assessed.
3. Insubordination/disrespect/disobedience.
4. Use or possession of drugs/alcohol or other unauthorized substances including tobacco products.
5. Use or possession of a dangerous weapon or replica of a weapon of any kind.
6. Harassment and/or intimidation in any form
7. Disruptive classroom behavior of a major or recurring nature.

The principal may choose one or more of the following consequences.

1. Discussion of the offense.
2. Consequences appropriate to the offense: detention or suspension from a school activity, school related activity or school sponsored extra curricular activity; school or community service.
3. In school time out or suspension.
4. Expulsion

Written records will usually be kept on students who are sent to the office for major offenses. Records will contain the date, the student's name, the reason for the office visit, the action taken by the principal and the action that will be taken if the student returns.

The principal has the sole authority to suspend or expel a student after consultation with the student's parents/guardians and teachers. Should the decision not be acceptable, the following appeal process may by used:

The parents/guardians of the student may appeal to the pastor of the parochial school.

3015 SAFE SCHOOLS ACT

Current law requires a minimum of one-year suspension for a student bringing a weapon to school. This amendment allows the suspension to be either one year or an expulsion and expands the definition of weapon.

3016 PRIVACY ISSUES

All staff members, including the principal and secretary, will not discuss other students with any parent. Parents should be respectful of this when discussing school issues with staff members. St. Ann's staff members are professionals who respect the privacy and dignity of all students. Asking staff members about teachers or other employees of St. Ann's is not permitted.

4000 HOME AND SCHOOL ASSOCIATION

St. Ann's Home and School Association works closely with the School Board to assist both parents and teachers. Meetings are scheduled into the school calendar. Please make arrangements to attend these important meetings.

4001 HOME & SCHOOL BOOSTER ASSOCIATION CONSTITUTION AND BYLAWS

Article I – Name

The name of this organization shall be St. Ann's Home & School Booster Association.

Article II – Object

Section 1. The object of this Association shall be the advancement of Catholic education and the welfare of all the children of this school.

Section 2. It shall further be to act in the promotion of parent-school activities and to increase, on the part of its member's interest in education and civic affairs.

Section 3. It shall attempt to enhance the parent's and teacher's role in the education of the child by increasing their knowledge of education and its processes, by increasing their mutual understanding of children and also by providing an opportunity for parents and teachers to work together for the good of the child.

Article III. – Membership

The membership shall be open to individuals of the school and parish interested in the objectives of this association and who express this interest. Furthermore, meetings shall be open to all members of the school and parish.

Article IV. – Officers

Section1. The officers of this Association shall be Chairperson and Secretary. The principal of St. Ann's School shall appoint the chairperson. The term of offices shall be for one year and no person shall be eligible to hold the same office for more than two consecutive terms.

Section 2. The Chairperson shall preside at all meetings of the Association. He/She shall perform all the duties pertaining to the office.

Section 3. The Principal of the school shall perform the duties of the chairperson in his/her absence. The principal shall appoint a new chairperson if the need should arise.

Section 4. The Secretary shall keep minutes showing a true and accurate record of all meetings of this Association.

Section 5. The principal, church secretary, and school secretary shall act as Treasures and keep an accurate record of all income and disbursements of this association.

Article V. – Executive Board

Section 1. The administrative body of this Association shall be known as the Executive Board. This board is made up of the Principal, Parish Priest, and School Board Members.

Section 2. All matters of policy and administration shall be vested in the Board.

Section 3. A quorum of the Executive Board shall be a majority of the members.

Section 4. Meetings of the Executive Board shall be held at the call of the Principal or any three members of the Executive Board.

Section 5. The members of the Home and School Association will make suggestions to the Executive Board regarding where monies should be spent. The principal and/or Executive Board shall have the right to make final approvals of all expenditures including

those designated by the school board. The St. Ann's Spartan Basketball Program is to be funded by this Association. The principal shall have the right to make decisions of money allocation in emergency situations.

Section 6. The School Board will have the authority to make decisions regarding the distribution of monies to the parish and/or other important monetary distributions.

4002 SCHOOL-HOME PARTNERSHIP

It is the responsibility of the students to respect and to obey all school rules. Students who choose to disregard expectations are subject to reasonable consequences, including dismissal from school.

Parents and teachers must be in a partnership for the school to successfully educate the students who are enrolled.

The parent can expect to be treated with respect at all times and to have access to teachers and administrators at mutually convenient times when concerns arise.

If a concern arises regarding a matter with your child or your child's teacher, the following steps must be followed:

First: Meet with your child's teacher.
Second: Meet with your child's teacher and the principal.
Third: Meet privately with the principal.

A strong, cooperative partnership between home and school is an essential ingredient in effective education. The best interests and needs of the student remain paramount, yet must be balanced against the good of the community. With all partners in the process working together, the student is afforded the best possible educational experience.

4003 PARENT INVOLVEMENT

Parents are encouraged to assist at the school when possible and in the classroom when prearranged with the teacher. It is crucial that all parents and visitors respect the peaceful, Catholic environment

of the school. Appropriate language and behavior is required at all times. Parents must check in at the office before visiting any classroom. Parents are encouraged to make arrangements for a conference if they need to discuss their child.

5000 ELECTRONIC INFORMATION RESOURCES AND INTERNET POLICY

Because electronic information services are now available to students and teachers at St. Ann's School, we strongly believe in the educational value of such electronic services and recognize the potential of such to support the curriculum and student learning. The goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication. We will make every effort to protect students and teachers from any misuses or abuses as a result of their experiences with an information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service. While electronic information resources offer tremendous opportunities of educational value, they also offer persons with illegal or unethical purposes avenues for reaching students, teachers, and parents.

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration will decide what appropriate use is. The administration may deny, revoke, or suspend specific user accounts at any time they deem necessary. This includes but is not limited to these violations:

- Using the network for commercial advertising.
- Using copyrighted material in reports without permission.
- Using the network to access a file that contains pornography.
- Using the network to send/receive messages that are racist
- Using the network to send/receive inflammatory messages placing a computer virus on the network.
- Using the network to send/receive a message with someone else’s name on it.
- Using the network to send/receive a message that is inconsistent with St. Ann’s School’s code of conduct.

- Using the network to send/receive messages that are sexist and/or obscenities
- Using the network to provide addresses or other personal information that others may use inappropriately.
- Using the network for sending and receiving a large number of personal messages.

All users should be aware that the inappropriate use of electronic information resources could be a violation of local, state, and federal laws. Violations can lead to disciplinary action or prosecution.

The **User Contract** can be found in the appendix for your reference. Please read it carefully. Do not remove from this manual. A User Contract will be sent home for each student. The contract must be signed by the student and his/her parents and be returned to school prior to the student's participation. The principal must approve all persons, students, teachers, and staff who use the computer services.

When signed by a student and parent/guardian, the User Contract becomes a legally binding contract. St. Ann's School must have the student's signature and that of the parent/guardian before the school can provide the student with an access account. If any user violates these provisions, access to the information service may be denied and the student will be subject to disciplinary action.

5001 POLICIES GOVERNING INTERSCHOLASTIC SPORTS COMPETITION FOR ELEMENTARY SCHOOLS

Mission Statement:
In keeping with our school's mission to educate and develop the whole child, the Sports Program at St. Ann's School is committed to fostering school spirit and providing all participants the opportunity for physical development and moral growth, while demonstrating good sportsmanship and teamwork.

The program shall be conducted in a manner not inconsistent with the diocesan guidelines governing interscholastic or athletic competition.

The purpose of interscholastic sports should be to enrich the curriculum offerings of the elementary school. As such, these programs are under the jurisdiction of the principal with the assistance and consultation of the school board if one is in existence.

All of the programs shall be open to eligible students.

No team should have more than ten games and two tournaments during the season and should not participate in more than one post-season tournament.

It is the responsibility of the parents to provide to the coach and to the principal that each player is adequately insured and is in satisfactory health as verified by a physical examination by a medical professional.

Students on athletic trips are fully responsible and accountable to the coaches and/or parent volunteers for the duration of the trip.

Practices during game weeks shall not exceed two 2-hour practice sessions per week. An adult must supervise each practice. In scheduling practices, coaches should be mindful of family needs and other groups within the school.

Either the principal, a delegated teacher on the instructional staff, or a certified parent volunteer will be in charge of players for the school's athletic program.

Eligibility Requirements:

- Christian conduct in and out of school.
- Respect for teachers and other staff members while respecting teachers, coaches, referees, parents, and fans.
- All participating players must maintain a cumulative GPA of 76% in Reading, Math, Social Studies, Science, Spelling, Religion, P.E. and Art.
- The principal will collect data and make eligibility decisions. He/She will inform participants, coaches, and parents in writing of ineligibility.
- The principal will make all decisions concerning overall eligibility.

- Being declared ineligible will exclude a student from any participation in that sport or from any recognition of having participated in the sport for that academic school year.
- Participating students must be in Grades 3 through 6.
- Every participating student must have a physical by a licensed doctor or nurse practitioner before attending the first practice.

5002 TITLE I AFTER SCHOOL TUTORING

After School Title I Tutoring Services are available for students who qualify in the areas of Language Arts (Reading) and Mathematics. The Federal No Child Left Behind Act of 2001 (NCLB) Complaint Process Procedures are available for review in the school office.

5003 SAFE ENVIRONMENT POLICY

St. Ann's Catholic School complies with the Diocese of Springfield-Cape Girardeau Safe Environment Policy. Each employee who works in the school building, and volunteers who have regular contact with children, have undergone a background screening process through the diocese. They have also attended the Virtus Protecting God's Children Adult awareness training. The students (Grades Kindergarten – 12th) receive two lessons each academic year using the Virtus Touching Safety Program. Parents are given the Virtus Teaching Touching Safety booklet and periodic child safety information. Parents may view the child safety curriculum by contacting the school office. Adopted January 2012.

5004 Diocesan Policies – St. Ann's School and families are required to adhere to all Springfield-Cape Girardeau Diocesan Policies.

5005 PARENT BEHAVIOR - The Catholic Church and St. Ann's School recognize parents as the primary educators of their children. The education of students at our school is partnership between parents, students, teachers, and this school. If, in the opinion of the administration, the partnership is irretrievably broken, the school

reserves the right to require the parent to withdraw his or her student from our school.

In addition, the administration reserves the right to deny any future enrollment of a family member's acceptance to the school if a student or parent's behavior is deemed contrary to the expected code of ethics of the school.

Revision Date: 5/21/15

5005 **PARENTAL NETWORKING** - It is a violation to use the name of a school, its logo, or its initials in any way as a title for a social networking site belonging to a group or organization for an individual goal. The Diocesan office may support the Administration in litigation.

5006 **RIGHT OF APPEAL** – The student or parents have the right of appeal in the disciplinary actions of suspension and expulsion. The first appeal is to be made to the principal of the school. If the parents or student are not satisfied with the principal's decision on appeal, they may then appeal to the pastor of a parochial school or to the regional board in a consolidation.

5007 **Parents and students shall abide by all school policies as well as Diocesan Policies.**

5008 **The Principal and/or School Board has the authority to review and make necessary changes to this Handbook at anytime and at their discretion.**