

***St. Ann Catholic School Family Handbook***  
***Escuela Católica de Santa Ana Libro de Reglas***  
**2023-2024**



St. Ann Catholic School  
2211 W 18<sup>th</sup> Place  
Chicago, Illinois 60608  
Telephone (312) 829-4153  
Fax (312) 829-4155  
Website: [www.stanncrusaders.org](http://www.stanncrusaders.org)

St. Paul Parish  
2127 W. 22<sup>nd</sup> Place  
Chicago, Illinois 60608  
Telephone (773) 847-6100  
Fax (773) 847-6500  
Website: <https://www.stpaulchgo.org>

This St. Ann Catholic School Handbook is a guide to understanding the various aspects of school life. Policy statements are written in general terms and the administration reserves the right to make specific applications as circumstances arise. The principal also retains the right to amend the handbook for just cause. All parents and their students are to read this handbook thoroughly and sign the agreement. This agreement will remain in the student's file with the understanding that the student and the parent have read the handbook and agree to be governed by it.

## Table of Contents

Faculty Roster	3	Faith Development	16
Mission & Philosophy Statements	4	Field Trips	16
Accreditation	5	Food Service Program	17
Academics	5	Gang Activity	17
Accidents	7	Graduation	17
Admissions	7	Gum and Candy	18
After School Program	8	Harassment	18
Arrival at School	9	Health	19
Assignment Notebooks	9	High School Recruitment	20
Athletics	9	Homework	21
Attendance	10	Lost & Found	21
Authority	10	Medication	21
Background Checks	10	Non-Custodial Parents	22
Calendar	10	Parents	22
Cell Phones	11	Records	23
Child Abuse	11	Respect for Property	23
Clubs and Activities	11	SAFE Environment Requirements	24
Communication with Parents	12	Safety Procedures	25
Conduct	12	Searches of Property	26
Contact Information	12	Sickness or Injury	26
Courtesy	13	Substance Abuse by Student	26
Curriculum	13	Tardiness	27
Daily Schedule	13	Technology	27
Discipline	13	Telephone Use	29
Dismissal	14	Thursday Folder	29
Emergency Closings	14	Truancy	29
Emergency Drills/Crisis Response	15	Tuition	29
Emergency Forms	15	Uniforms	29
Equal Employment Opportunities	15	Weapons	31

***Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.***

## ***St. Ann Faculty and Staff***

### **Parish Religious and Staff**

Rev. Michael Enright	Pastor
Ms. Monica Pavon	Director of Operations

### **School Faculty and Staff**

Ms. McKenna Corrigan	Principal
Ms. Kathleen Fox	Assistant Principal
Ms. Katie Scully	Director of Advancement
Ms. Jeana Reichard	Director of Inclusive Education
Ms. Julia Wolf	Preschool Teacher
Ms. Sarah Bruns	Preschool Teacher
Ms. Ana Rosas	Preschool Aide
Mrs. Darlene Gomez	Preschool/Kindergarten Aide
Mrs. Meghan Aryee	Kindergarten Teacher
Ms. Chrissy Moore	First Grade Teacher
Ms. Griselda Jimenez	Second Grade Teacher
Mr. Brendan Carew	Third Grade Teacher
Ms. Samantha Zavala	Fourth Grade Teacher / 5th Grade Math & Social Studies
Ms. Isabelle Reynolds	Fifth Grade Teacher / 4th Grade Reading & Language Arts
Ms. Helen Muñoz	6th-8th Grade Reading and Language Arts
Ms. Amber Levi	6th-8th Grade Math and Science
Mr. Benjamin MacDonald	6th - 8th Grade Social Studies & Religion
Ms. Amber James	PE/Health Teacher, Athletics Coordinator
Mr. Emmanuel Martinez	Spanish Teacher
Mr. Francisco Arriaga	Music Teacher
Ms. Carla Flores	After School Care Monitor
Mrs. Rosa Leon	Food Service Coordinator
Mrs. Debbie Warfield	Administrative Assistant & Secretary

## ***St. Ann Catholic School Philosophy and Mission Statement***

For more than 100 years, St. Ann Catholic School has been enriching lives in the Pilsen community by providing high-quality Catholic education, cultural, and community programs. Since the beginning, St. Ann has truly been blessed with a supportive community of parents, teachers, family members, parishioners, and most importantly, the strong presence of the Sisters of the Holy Family of Nazareth.

The year 2005 marked the end of the Sisters of the Holy Family of Nazareth's direct ministry with St. Ann. Although their departure is unfortunate and their presence certainly missed, the Sisters will continue to support our mission through their prayers and act as a bridge connecting our traditions.

St. Ann Catholic School seeks to provide students with an opportunity to develop a strong Catholic faith and receive a quality education. We accomplish this through collaboration with parents, our multicultural parish, and the local community. We believe that:

- ❖ St. Ann Catholic School is an extension of home. We believe parents are the primary educators of their children. Parents give children a lifelong love of learning, and St. Ann gives them lifelong critical thinking skills necessary to be successful and meet the challenges of our changing world.
- ❖ Our purpose as a school community is to pass on the Gospel faith rooted in the tradition of the Catholic Church. We work together with families to foster and develop this faith in the daily lives of the students.
- ❖ Each person possesses unique gifts and talents. We respect and nurture these gifts in each child as we work to develop the whole person.
- ❖ Parents are the primary educators of their children. With their help, we provide a quality education, preparing our students to be responsive to the present and future needs of the Church and community.
- ❖ Learning is a life-long process for both children and adults that requires positive attitudes. We therefore provide experiences in an enjoyable, creative, and disciplined environment that will enhance and develop the spiritual, academic, physical, emotional, and social potential of each family.
- ❖ We gather as God's family in prayer and action, knowing that we are cared for by the love of God, the support of one another, and the parish community. Strengthened by prayer, we seek to accomplish our mission at St. Ann Catholic School.

### **Mission Statement**

We at St. Ann School are dedicated to helping our Preschool-8th grade students reach their full academic, physical, social, and spiritual potential. With Christ as our model and through a personalized learning approach, we encourage students to use their gifts to serve our school, the Pilsen community, and all of society.

## Accreditation

St. Ann Catholic School is a fully accredited nonpublic elementary school recognized by the Illinois State Board of Education according to *Policy and Guidelines for Registration and Recognition of Nonpublic Elementary and Secondary Schools*.

## Academics

### Evaluation of Student Progress

Several methods are used to keep parents informed of each student's progress and development.

*Report Cards:* Report cards for all grades are distributed over three trimesters. Student grades are based on tests, quizzes, projects, direct observation, homework, and class participation. Parents are required to pick up the report card from their student's teacher or in the office on the days indicated on the school calendar.

*Progress Reports:* St. Ann Catholic School has incorporated three mid-trimester progress reports to inform parents of their child's progress. These reports are sent to parents of students in grades Kindergarten - 8th grade. The reports are to be signed and returned to the teacher the following day. Failure to return the progress report will result in a consequence each day until it is returned with a parent signature. These reports are designed to provide students with an opportunity to improve grades before report cards are issued.

*PowerSchool Online Grades:* Parents and students in grades 3-8 are able to check grades online anytime using PowerSchool. St. Ann Catholic School will provide parents and students with online grade information at the beginning of the school year.

*Parent-Teacher Conferences:* Parent-Teacher conferences are a process of open communication, based on mutual trust and respect between home and school. Conferences are scheduled for all school families at the end of the 1<sup>st</sup> trimester. It is the responsibility of the parent to reschedule conferences if a conflict arises. St. Ann Catholic School faculty and staff will schedule other parent-teacher conferences as needed throughout the year.

Additional conferences are optional and arranged at the request of the parent or teacher. Parents are encouraged to request an appointment for any additional conferences whenever the need arises. Teachers should be the first contact when problems or concerns arise.

### Grading Scale

<b>Pre-Kindergarten/Kindergarten*</b>	<b>1<sup>st</sup> - 2<sup>nd</sup></b>	<b>3<sup>rd</sup> - 8<sup>th</sup></b>	
+ Proficient	S Satisfactory	A+ 98-100	C+ 77-79
√ Meeting Expectations	I Improving	A 94-97	C 74-78
/ Developing	N Needs Improvement	A- 90-93	C- 70-73
N/C Not Covered at this Time		B+ 87-89	D+ 67-69
		B 84-86	D 64-66
		B- 80-83	D- 60-63
		F 59 and below	

In certain subjects, St. Ann school reports student performance on specific standards. The following proficiency scale is used to determine success of the priority standards.

<b>Score 3.0</b>	<b>Target goal - student demonstrated mastery of the skill</b>
Score 2.0	Partial success of 3.0 content
Score 1.0	With help, partial success at score 2.0 content
Score 0.0	Even with help, no success

**Retention Policy**

Retention requires serious consideration; therefore, decisions are made in conjunction with parents as well as school professionals. Factors taken into consideration include, but are not limited to; knowledge of the English language, physical size, age, classroom participation, study habits, present grade placement, transience, school attendance, present level of academic achievement, history of learning disabilities, student attitude regarding retention, history of delinquency, and emotional problems. Parents are informed of the possibility of retention by 2nd trimester conferences. This allows ample time for intervention. If a parent does not permit the student to be retained according to the recommendation of the school, the parent will be asked to sign a statement indicating this disagreement. In the case of a parent being undecided regarding the retention of the student, August 1st is the deadline, beyond which time the school cannot continue to hold a place in two separate grade levels for the same student.

**Summer School Criteria and Program**

If a student receives a cumulative failing (D or F) grade (average of all three trimesters), summer school will be required before the student can be promoted to the next grade level. At the discretion of the teacher, any student who scores a year or more below grade level during end-of-year Reading or Math assessments, and hasn't shown significant growth throughout the school year, will be required to attend St. Ann Catholic School's Summer School Program.

If a student is truant (20+ absences and/or 30+ tardies), he or she will be required to attend St. Ann Catholic School's Summer School Program.

**Early Childhood Program**

St. Ann School provides an educational program for students three years of age as of September 1st. The policies and procedures of the Archdiocese of Chicago and the Office of Catholic Schools are followed:

The ratio of adults to the number of students who are three, four and five years of age are as follows:

- ❖ 3 year olds is 1 adult to 10 students
- ❖ 4 year olds is 1 adult to 10 students
- ❖ 5 year olds is 1 adult to 20 students

**Preschool and Kindergarten Programs**

- ❖ Preschool and Kindergarten programs should be designed as developmentally appropriate.

- ❖ Classes may be scheduled for either half-days or full-days of instruction during the school year. Quiet time, rest time, snacks, and lunch are part of the full day program.
- ❖ Curriculum standards are adapted to the students' developmental ages and include religion, language arts, numeric development, science, and social studies.
- ❖ The program is enhanced through fine arts, learning centers, physical education, and activities to develop gross motor skills, as well as through free and structured play.

## **Injuries**

All injuries are reported to the office as soon as possible. The office personnel will attend to the injured person and record details in an on-going log. Every attempt is made to communicate with the parent regarding the injury of his/her student and an accident report form will be sent home with the student on the day of the incident. Potentially serious accidents are reported to the Archdiocesan insurance company. The school does not take financial responsibility for accidents that occur during the school day. It is the responsibility of the parents to provide insurance for their children.

## **Admissions**

St. Ann Catholic School seeks to create an environment that is both welcoming and inclusive. The following is our legal statement of non-discrimination:

St. Ann Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in the school. St. Ann Catholic School does not discriminate on the basis of gender, race, color, or national and ethnic origin in the administration of educational policies, loan programs, athletics, or other school-administered programs.

*Enrollment Procedures:* In accordance with Illinois state law, it is necessary that a child be three (3) years of age on or before September 1st of the current school year to be admitted to Pre-Kindergarten. It is necessary that a child be five (5) years of age on or before September 1st of the current school year to be admitted to Kindergarten. To enter first grade, students must be six (6) years old by September 1st of the current school year. Parents transferring students from another private school cannot be accepted until financial obligations are satisfied at the previous school. The following shall be presented at the time of registration:

- ❖ A completed application form and student data form
- ❖ An official copy of the child's birth certificate
- ❖ A baptismal record, if applicable
- ❖ A record of compliance with local and State of Illinois health laws
- ❖ A copy of immunization records
- ❖ The child's most recent report card
- ❖ A copy of the transfer, if applicable
- ❖ Standardized test scores
- ❖ 504 Plan, IEP, ICEP, Student Service Plan, if applicable

All students new to the school shall be accepted on a probationary basis. No student will be admitted without presentation of the most recent report card. Ordinarily, new students are not accepted after seventh grade, but in certain situations, new students may be accepted.

*Waiting List Policy:* St. Ann Catholic School will accept any student who wishes to enroll, based on policies and guidelines set by the administration. However, once a grade's size limit is reached and a waiting list must be established, the following criteria are used in establishing the priorities for the list:

- ❖ Current students and/or siblings will have first priority.
- ❖ All others will advance on the waiting list according to the date of their application.
- ❖ The list will be reviewed on January 1<sup>st</sup> to determine if families wish to continue to be on the list.

### **Admission of Returning Students**

Acceptance of returning students is dependent upon the following factors:

- ❖ Tuition and fee payments are complete.
- ❖ Parents have completed the volunteer requirements during the course of the academic year.
- ❖ Parents and students are in compliance with handbook regulations, especially as related to respect for persons and property, effort in academic achievement, regular patterns of attendance, and cooperation with the dress code and other regulations. In order to be accepted, students must meet these expectations during the breakfast program, throughout the school day, in the after school program, and when representing the school on field trips, during athletic events, and on the way to and from school each day.

Students who fail to meet the academic and behavioral standards of the school will participate in the following process:

1. Prior to May 1st, the school principal will conference with the student and parent/guardian to state with clarity the possibility that the student will not be accepted for the new term. If the parents do not respond to the request for such a conference, a letter will be sent to inform the parent/guardian of the student's status in this regard.
2. Expectations for student improvement will be stated in writing.
3. Students who fail to make the required improvements will be informed of non-acceptance prior to the final report card.

### **Transfer of Students**

When a student transfers from a school in the Archdiocese of Chicago, a request for student records will be sent within 14 days. The following procedures are followed:

- ❖ Transfer from one Archdiocesan school to another:
  - Copies of the entire student permanent file are sent to the receiving school. The sending school retains the original student permanent file and a copy of the transfer form.
- ❖ Transfer from a Catholic school outside the Archdiocese of Chicago:
  - Copies of the entire student permanent file are sent to the receiving school. The sending school retains the original student permanent file and a copy of the transfer form.
- ❖ Transfer to a public school:
  - Copies of the entire student permanent file are sent to the public school. The sending school retains the original student permanent file and a copy of the transfer form.
- ❖ Transfer from a closing Catholic School:
  - Student permanent files are copied by the Archives and Records Center. The original permanent files are retained by the Archives and Records Center. Copies of the student permanent files are returned to the closing school from which student records are sent to the receiving school. The closing school keeps a copy of the transfer form.



When students transfer from St. Ann, the school will send an official record within 10 days of the request.

## **After School Program**

The After School Program is led by the administration, and the day-to-day administration of the program is led by the After School Program coordinator. The purpose of this Program is to provide a safe, secure environment for students in order to accommodate the work schedule of parents/guardians. Only those students enrolled in St. Ann Catholic School are eligible to participate in this Program. The After School Program will not take place on early dismissal days or during summer school.

## **After School Payment**

After School Program payments are to be collected in a timely manner. Families who fail to make After School Program payments may be unable to participate in the After School Program.

If a family is unable to make the required payment, a payment plan will be drafted with the principal outlining a payment schedule. If a family fails to follow the payment schedule, students will not be permitted in the classroom until the payment is made.

## **Arrival at School**

Students may be dropped off in the circle in front of school or on Leavitt Street. Cars are permitted to pause in front of school only for as long as it takes the student to exit the car. If parents need to park, they must do so on 18th Place or Leavitt Street. Students are to cross streets at crosswalks only. Upon arriving at school, all students are to report directly to Nazareth Hall (Pre-Kindergarten) and the gym (Kindergarten through 8<sup>th</sup> grade) where supervision is provided.

Parents are expected to drop off students at the main door of the school. Parents should refrain from dropping off items for students during the school day. In case of an emergency, items may be dropped off and will be left with the secretary who will notify the student. To enter the school, all visitors must register with the school secretary at the main office to receive a Visitor's Pass before proceeding to any other part of the school. The Visitor's Pass must be worn at all times while in the building before 3:00pm. These procedures are in place to keep our student body, faculty, staff, and visitors safe. In case of an emergency it is imperative for us to know who is in our school.

## **Assignment Notebooks**

Students in grades K-8th are required to use the student planner provided by the school. Daily assignments are recorded and it is the responsibility of the parent/guardian to review the homework and check that all work is completed neatly.

## **Athletics**

As representatives of the St. Ann Catholic School community, all students, family members, and coaches participating in the St. Ann Catholic School athletic program are expected to behave in ways which reflect the values and principles of the school community. Student athletes, coaches, and parents/guardians are expected to commit to and follow a specific code of conduct. The code of conduct and all other program expectations will be distributed and explained at the beginning of each season:

- ❖ Participants must submit both an official registration form and permission form prior to the first practice.
- ❖ Participants should come to practice ready to work, learn, and have fun.
- ❖ Uniforms and equipment are the property of St. Ann Catholic School. Participants are responsible for the maintenance and upkeep of uniforms and equipment. Uniforms should be turned in upon completion of the final game. If uniforms or equipment are turned in late, students will receive a consequence. If uniforms or equipment are damaged, lost, or not returned, the participant will be charged a replacement fee.
- ❖ Participation on athletic teams is based on academic and behavioral performance. Teachers and the principal have the right to deny a student's participation on an athletic team. Coaches and parents will be informed by the principal or teacher if a student has lost the right to participate on an athletic team.
- ❖ Grades and behavior will be reviewed on a weekly basis. If a student athlete is not in good standing in either category, they have one week to get back in "good" standing. If the student athlete does not comply, then he/she will be placed on probation for until in good standing. Student athletes on probation will not be able to attend practices or games for the duration of probation.

## **Attendance**

Progress in school depends on punctual and regular attendance. Daily school attendance is compulsory in the State of Illinois for children 6 through 16 years of age. Therefore, students enrolled in grades K-8 at St. Ann School are required to attend school daily.

The responsibility for compliance with the law and the school's policy belongs to the parent(s)/guardian(s) of the child. The school is responsible for keeping an accurate record of each student's daily attendance. The attendance record is placed in the student's permanent file each school year.

School attendance is fundamental to the academic success and spiritual growth of our students. For this reason, students are expected to attend school on a daily basis for the school term, unless an absence is excused. A student is absent from school when he/she is not physically present on a required student attendance day. A student is tardy when he/she is not physically present at the posted opening of a regular required student attendance day.

The following procedures and expectations are intended for the protection of the students:

- ❖ A parent or guardian is required to notify the school by telephone before 8:30am on the first day the student is absent and each day thereafter.
- ❖ Parents are required to send to the office a dated, written note for the absence of the student on the day of his/her return to school. If not, the student(s) will remain in the office until a note is provided. The note acknowledges the absence, but does not necessarily excuse the absence.
- ❖ When a student has been absent due to a communicable disease other than the common cold or flu, a doctor's note must be presented to the teacher upon returning to school.
- ❖ Absences generally approved as excused absences are as follows: a) student illnesses; b) major illness in the immediate family; c) death in the immediate family; d) religious holiday of the student's faith; e) foreseeable absences approved by administration.
- ❖ Absent work: Each student is responsible for homework and classwork missed during absences. Middle school students are expected to complete their homework via teacher-student email. For 5th grade and below, students are required to complete their missed assignments.

- ❖ When possible, doctor appointments should be made after school hours or on days when school is not in session. Upon return from the appointment, a doctor's note or written verification of the appointment must be submitted to the school secretary to admit the student to class.
- ❖ Families are expected to set vacation times around the school calendar. When that is not possible, a formal written notification is required two weeks in advance. If possible, teachers will provide students with their work in advance. When not possible, students will receive makeup work upon their return. All work must be completed.

## **Tardies**

Students are expected to be in class on time so they maximize their learning opportunities. Students that arrive at school after the first bell has rung are considered tardy and must report to the school office upon their arrival. After reporting to the office, the student will be permitted to join his/her class. Tardies are recorded in the school office and are reported on the student's report card. Students may accrue up to 5 each semester – Excessive absences or tardiness will be addressed on an individual basis and may be subject to disciplinary action.

## **Early Dismissal**

If a parent needs to pick up a student before the regular dismissal, a written request is to be presented, or a phone call made to the office stating the reason, time, and person who will be picking up the student. No student will be allowed to leave the building without an authorized adult who will sign the student out at the school office.

## **Excessive Absenteeism**

Excessive absenteeism means absences that total 10% or more of school attendance days in the current school year including both excused and unexcused absences. We will periodically review our student absence data to determine if any students are excessively absent and, if so, we may call the parent/guardian to discuss the reasons for the excessive absences. Additionally, if appropriate, the school may provide the parent/guardian with a list of resources where they may obtain counseling or social services that will encourage daily attendance and promote success.

If there is no improvement in attendance or cooperation by the student or parent guardian with its efforts for their child, the student may be withdrawn from the school.

## **Authority**

Students are expected to follow the directions of all adults in the school setting. Students are expected to be courteous and respectful of all people at all times. All adults in our school setting have the right, and are expected to correct students if they are violating school rules, and students have an obligation to do as requested.

## **Background Checks**

All faculty and staff members of St. Ann Catholic School undergo a criminal background check. Parents who volunteer to work with children are required to do the same. Anyone who doesn't comply or pass the background check is not permitted to work or volunteer at St. Ann School.

# Bullying

## BULLYING/HARASSMENT POLICIES AND PROCEDURES

As Catholic school educators, we respect the dignity of each person created in the image of God. From this reverence for the individual, we are committed to shaping Catholic school communities of faith and kindness, communities in which all students are welcomed and in which bullying or harassment is not tolerated.

### Bullying acts may be

- **Physical** which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, pinching, and excessive tickling, theft, destruction of property;
- **Verbal** which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person, through **any** form of electronic communication or social media, the Internet or written communication;
- **Emotional** which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure;
- **Sexual** which **includes**, but is not limited to many of the emotional acts or conduct described above (in person or through electronic communication or social media) as well as exhibitionism, voyeurism, sexual propositioning, gestures, sexting, sexual harassment and abuse involving actual physical contact or sexual assault.

In cases in which the severity of the incident may imply a criminal act, the matter should be turned over to the local police department immediately and the parents/guardians of the students involved will be notified. This includes any threats or sexual images conveyed through electronic communication (e.g., Internet, phone, text or social media), and/or any threats or sexual images conveyed through electronic communication (e.g., Internet, phone, text or social media).

**No student shall be subjected to bullying during** any school-sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or at school sponsored or sanctioned events and activities or through the transmission of information from school, home, or public computer network, or other similar electronic school, home, or public equipment.

All allegations and incidents of bullying are taken seriously; the complainant (student, parent, guardian, teacher, staff, bystander, relative or other) should report the bullying incident to a teacher, staff person, or principal. The complainant may also request the **Bullying/Harassment School Incident Reporting Form A** from the school office which should be completed within one day of the incident and returned to the principal. A copy of the report should be kept by the complainant. School personnel who witness or receive a bullying complaint are required to complete **Form A** within a day and give the form directly to the principal, keeping a copy for her/his personal records.

### STEPS FOR SCHOOL RESPONSE AND CONSEQUENCES TO BULLYING/HARASSMENT

- **INTERVENTION:** The inappropriate/unacceptable conduct should be stopped immediately.
- **INVESTIGATION:** The complaint will be investigated promptly, thoroughly, and impartially. In cases in which the severity of the incident may imply a criminal act, the matter will be turned over to the local police department and the parents/guardians will be notified.
- **DETERMINATION:** Parents/Guardians will be informed of the findings (Allegation Substantiated OR

Allegation Unsubstantiated) when the investigation is complete.

- **RESPONSE:** Disciplinary or restorative action for bullying/harassment and/or violation of the School Code of Conduct may be taken which is not limited to an action plan, probation, suspension, and/or expulsion from the school.

## Calendar

A calendar of projected events and dates for the school year is provided at the beginning of the year. Upcoming events are listed each week in the newsletter and a monthly calendar is sent home from the office at the beginning of each month from the office. Parents are responsible for knowing the activities of the school. It is the responsibility of the student to give the newsletter to the parent and the responsibility of the parent to read it. Any changes in school activities will be announced in the Thursday newsletter.

## Cell Phones

All cell phones and electronic devices must be checked into the main office each morning and picked up at the end of the school day or when a student is dismissed from an after school activity. The use of cell phones is prohibited on school grounds. The use of cameras in cell phones is also prohibited on school grounds.

Reasons for restricting the use of cell phones and electronic devices include but are not limited to:

- ❖ Electronic devices are capable of accessing the internet, thereby preventing the school from filtering content.
- ❖ Students could violate the privacy of others through the use of unauthorized photographs.
- ❖ Students can bully or harass others through the use of electronic devices.
- ❖ The learning environment could be disrupted causing students to not hear emergency directives or announcements.
- ❖ The integrity of test and examination grades could be compromised by cheating.
- ❖ Parents/Guardians may wrongfully assume that the school shall take financial responsibility for loss or theft of the electronic device.

Consequences for the use of restricted electronic devices during school hours will subject the student to disciplinary action, which may include suspension and/or expulsion.

While students are on school grounds, parents/guardians are expected to call the main office if they need to communicate with their students.

## Child Abuse and Neglect

The *Illinois Child Abuse and Neglect Reporting Act* mandates that school personnel promptly report alleged or suspected child abuse and/or neglect to the Illinois Department of Children and Family Services (DCFS) when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the care of the child. Illinois law requires school professionals to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse; merely suspicion of abuse or neglect makes a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith.

Types of child abuse include physical abuse (such as corporal punishment), sexual abuse (such as inappropriate touching), or psychological abuse (such as name calling, intimidation, or other emotional inappropriateness). Types of neglect include physical neglect (such as lack of food and/or water, or being left

out in the elements), medical neglect (such as lack of medical care, or failing to secure medical attention), supervisory neglect (such as unsupervised children), environmental neglect (such as unclean/unfit living conditions and/or clothing), educational neglect (such as children not receiving access to education), or emotional neglect (such as humiliation or rejection).

## **Communication with Parents**

Good communication among parents, teachers, students, and the principal is essential. Regular communication with parents is promoted through the yearly calendar, monthly calendars, principal and classroom newsletters, progress reports, report cards, and periodic flyers. Parents and guardians are required to discuss a concern directly with the teacher before taking the matter to the principal.

## **Conduct**

In order for learning to occur, a peaceful atmosphere of cooperation and orderliness is present throughout the school. Helping the student to grow in self-discipline is the aim of both parents and teachers. This involves the training of the intellect as well as the will. When it is necessary that the teacher or the principal resort to disciplinary measures, these measures will be effective only to the extent to which there is cooperation from the parent or guardian. If a parent has a question concerning what happened or the consequence given, he/she is asked to discuss the matter in a manner that upholds the mutual authority and respect of both teacher and parent. Students are expected to display an attitude that is respectful, non-argumentative, cooperative, and well behaved.

Each teacher will explain the specific classroom and general school rules to his/her class. Students are responsible for following these rules. Repeated violations of classroom rules will result in loss of student's privileges and/or the need for a parent-teacher conference.

## **Contact Information**

Parents are asked to notify the office of changes to address and/or work and home phone numbers immediately. Emergency contact information must be kept current in the interest of student safety. Parents will communicate with teachers using their school email address, note, or phone call to the school. Each classroom teacher will inform families of the primary means of communication.

## **Directory Information**

Directory information includes personal data of students and their families, which is normally used in yearbooks, athletics, music productions, student honor rolls, parent organization directories, and other similar publications. This information may include: name and address, email address, telephone number, date of birth, birthplace, grade level, participation in school activities, dates of attendance, awards received, previous schools attended, the student's photograph, and the parish in which the student resides. St. Ann must communicate to families if they intend to publish directory information. Parents/Guardians have a right to request not to be included in such directory information. This request must be put in writing and kept on file in the school. *Without written notification, the school assumes that the parent/guardian does not object to the release of the designated directory information.*

## Courtesy

Students are expected to show respect to other students, teachers, aides, lunchroom supervisors, and other staff members. A spirit of loyalty and cooperation should pervade their attitudes with regard to all that pertains to school life. When an adult enters the classroom, students are expected to greet them respectfully when prompted by their teacher.

## Curriculum

In pursuit of excellence, St. Ann Catholic School is continually involved in curriculum development. The faculty completes an annual review of the curriculum. An effort is made to coordinate the writing of the curriculum with the Archdiocesan curriculum. The Archdiocesan curriculum is a tool created by the Office of Catholic Schools, researched and designed to provide consistency and rigor in the content of teaching throughout the schools of the Archdiocese.

## Daily Schedule

7:30am	Breakfast Program Begins
7:45am	Arrival for students not taking breakfast
8:00am	Tardy bell rings, Morning Assembly Begins
11:40am - 12:45pm	Lunch Program and Recess Rotation
2:50pm	End of the day school-wide prayer
2:55pm	Preschool and Kindergarten Dismissal
3:00pm	1 <sup>st</sup> – 8 <sup>th</sup> Grade Dismissal
3:15pm	Remaining students sent to After School or Extended Day Programs
4:15 pm	Extended Day Program ends
5:30pm	After School Program ends

**Restroom Breaks:** Restroom and water needs are to be met before school, during lunch, and after school. Pre-Kindergarten classes will have scheduled bathroom breaks during the day. Students in other grades, and those who need to use the restroom during instructional time, must do so only with teacher permission. Students individually using the restroom are expected to do so in a timely manner. This will help to track misuse of facilities and abuse of privileges.

## Discipline

In accord with the expectations of good conduct and respect for others, appropriate behavior and language is expected in church, at school, on field trips, after school activities, and coming to and leaving school. The principal, in consultation with the appropriate faculty members, is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause.

Classroom discipline is the responsibility of the individual teacher, and should be in line with restorative practices. All classroom rules and policies must reflect the spirit and the values written in the Saint Ann mission statement. Issues and problems that cannot be resolved in the classroom may be referred to the Principal.

In harmony with our mission of serving, leading, and loving with Christ as our model, the faculty and administration of Saint Ann School support our students in their development as mature Christians. This entails the ability to interact peacefully and kindly with others; to show consideration for the class and

teacher(s); to form habits of independent study and self-control and to cooperate with school and classroom regulations.

Saint Ann School has adopted the PBIS (Positive Behavioral Interventions and Supports) model to support a positive learning environment for all students. A core principle of PBIS is that we can effectively teach appropriate behavior to all children. Our school faculty designed the statements below to define the behavioral expectations in each environment of our school. These expectations are explicitly taught and retaught to all children. Students are positively reinforced for appropriate behavioral actions.

The students of Saint Ann School must adhere to the following rules of good conduct:

- Be safe
- Be responsible
- Be respectful
- Be Christ-like

***Personal Belongings:*** Non-educational personal belongings shall not be brought to school without permission of the teacher. Such items will be confiscated and returned only to parents/guardians. There is no buying and selling of items without school authorization.

***Fighting:*** In an effort to maintain a peaceful atmosphere at St. Ann Catholic School, specific guidelines have been drawn up in this regard. The first offense results in an in-school suspension. The principal will determine the number of days for the in-school suspension. Parents are notified and parent and student sign an in-school suspension form that clearly states the seriousness of the offense. The in-school suspension form is placed in the student's permanent record for the duration of the school year. A second offense results in an out-of-school suspension and parent-teacher-student-principal conference. The principal will determine the number of days for the out-of-school suspension. The student is at risk of expulsion at the time of the third offense.

***Serious Wrongdoing:*** If a student is accused of serious wrong-doing inside or outside of school, the student can be placed on a home-study program pending the outcome of the investigation.

***Suspension/Expulsion:*** The following offenses are considered as serious and can result in suspension or expulsion from the school:

- ❖ Possession or use of a weapon
- ❖ Possession or use of alcohol, cigarettes, drugs, or drug paraphernalia
- ❖ Consistent use of obscene or profane language
- ❖ Disrespect of a teacher and/or other students or adults
- ❖ Theft or vandalism to the school building or grounds
- ❖ Gang or suspected gang activity
- ❖ Doing anything which threatens health, safety, or welfare of self or others
- ❖ Fighting or physically harming another student or teacher
- ❖ Sexual harassment
- ❖ Gambling and/or the selling of lottery tickets and other unapproved items
- ❖ Other behaviors unbecoming of a student in a Catholic school



## **Dismissal**

For the safety of all students, drivers are permitted to pick up students on 18th Place or Leavitt Street at the time of the regular dismissal. Cars are not to block crosswalks on Leavitt and 18<sup>th</sup> Place. Students are asked to remember that their behavior coming to and leaving school should reflect the respectful demeanor that is expected of St. Ann students at all times.

The following are the procedures relative to knowing the whereabouts of each student after 3:00 pm:

- ❖ All teachers are to escort their students to the plaza and wait for each student to be picked up or begin their walk home. Each student in Kindergarten - 3rd grade is to tell the teacher with whom he/she is leaving and must also shake the teacher's hand before leaving.
- ❖ Students may not leave school grounds if they are attending After School or Extended Day programs or any other after school activity.
- ❖ Students who are not picked up by 3:15pm will be checked in at the After School Program.
- ❖ An adult approved by the parent or guardian must sign out each student from the After School Program.
- ❖ If a child's pickup procedure has changed, the family must inform the office.

## **Emergency Closings**

If it is necessary to close school because of severe weather, it will be announced on radio and television through the computerized Emergency Closing Center. We will also send an email, phone message, and text through School Messenger. You can check on the Emergency Closing Center website at [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com). Parents are asked to listen to the radio or watch TV.

## **Emergency Drills/Crisis Response**

St. Ann Catholic School conducts disaster drills that help the students and staff to prepare for emergencies such as fire, tornadoes, earthquakes, and intruder attacks. During times of impending danger, parents may pick up their children at any time, but are required to sign the child out with school personnel.

### **Tornado Drills**

The signal for a tornado drill is a series of short rings and use of the intercom if necessary. If a tornado warning is in effect, the students will be taken to a safe place. The school complies with the Annual State Tornado Drill each fall. All students practice procedures during the school year.

### **Fire Drills**

Fire drills are conducted on a monthly basis in cooperation with the City of Chicago Fire Department. All students are made aware of the exits and precautions to be taken. Silence is mandatory during a fire drill.

## **Emergency Forms**

Each family completes a **Medical Information and Emergency Notification Form** as designed by the Archdiocese of Chicago. Any change of contact information should be reported to the school immediately.

### **Photo Release Forms**

On occasion, St. Ann Catholic School uses photos and/or academic work of students in school and parish publications, to share information about the school. School publications include, but are not limited to:

- ❖ Website
- ❖ Yearbook
- ❖ Bulletin boards
- ❖ Advertisement
- ❖ Annual Reports
- ❖ Posters
- ❖ Newsletters
- ❖ Parish bulletins
- ❖ Social Media
- ❖ Other public relations material

In addition, the Archdiocese of Chicago, the Big Shoulders Fund, and local news organizations may hear of our activities or events, and our school may invite or allow them to photograph or record our events. Families are asked to sign a consent form, stating whether or not they give approval for the school to publish their student's academic work or photos.

## **Equal Employment Opportunities**

St. Ann Catholic School is operated under the auspices of the Catholic Archbishop of Chicago, a corporation sole, in the Archdiocese of Chicago. It is the policy of St. Ann Catholic School to provide equal opportunity in employment to all employees and all applicants for employment. No person shall be discriminated against in employment by reason of such an individual's race, color, sex, national origin, age, military discharge, marital status, mental or physical handicap unrelated to the ability to perform the duties of the position except when one of these characteristics is a necessary qualification of a position.

## **Extended Day Program**

St. Ann offers an extended day program as an extension of the school day. Our extended day includes a diverse array of clubs and activities after school. There are generally two sessions of extended day clubs offered - fall, and winter/spring. Fall clubs offerings are released at the beginning of September, and sign-ups are first come first serve. Families are notified ahead of time when the sign-up will be released. Club offerings will vary each session. Extended day clubs run from 3:15-4:15. Snacks are provided to all students. Students not picked up at 4:15 will be sent to after school care for charge.

Extended day programs may be instructed by St. Ann staff and/or approved outside vendors. All instructors whether external or internal, must be in compliance with following Safe Environment Requirements for Employees and Volunteers, Office for the Protection of Children and Youth.

The development of any club or activity requires the approval of the principal, and has expectations of student conduct. If these expectations are not met, the administration or moderators have the right to excuse the student from the club or activity. All income and expenses for school clubs and activities are processed through the school budget. Some clubs may require a minimal cost to participate.

## **Faith Development**

Understanding the gift of our Catholic faith and allowing it to deepen in our lives is the responsibility of this school. Many opportunities throughout the day can foster our belief in God and strengthen our faith. We also

develop the belief that we are all part of God's family, and therefore we look after each other with the care and love of a Christian family. The following activities give structure to the faith development that is characteristic of our Catholic school:

- ❖ **Prayer Leadership:** Developing leadership in prayer is central to our school. Students have the opportunity to lead daily prayers during morning assembly, end of day prayers, or in their classrooms. In the classroom, students are encouraged to share their experience of prayer, and all students are taught respect for various styles of prayer. Teachers pray with the class before meals, at the end of the day, for special occasions, and particularly during religion classes.
- ❖ **School Liturgies and Prayer Services:** Students in grades K-8 participate in a Mass or prayer service on a weekly basis led by a designated class. Students offer their service to the mass as lectors, leaders of prayer or song, ministers of the altar, and as members of the congregation.
- ❖ **Sacramental Preparation:** As a Catholic school, we offer to Catholic students the opportunity to be prepared for and to receive the sacraments. All students have the opportunity for the Sacrament of Reconciliation during Lent. Catholic students in 2<sup>nd</sup> grade who have not received the Sacrament of Reconciliation or Eucharist prepare with the classroom teacher during the year. Each year, our Catholic 8th grade students prepare for the Sacrament of Confirmation. We celebrate sacraments and encourage family participation on a weekly basis. In order for a student to be accepted for the reception of these sacraments, parents are required to attend the meetings connected with each.

## **Field Trips and Chaperones**

Field trips are an important educational experience. They increase a student's awareness of the community in which he/she lives, help increase knowledge of the fine arts, and increase understanding in a subject area. The school requires the written consent of parents before a student is permitted to go on a field trip. Students are usually transported by bus and may be asked to pay a fee to help cover the costs of the trip. All parents are expected to sign the standard permission form that releases the school from liability. Both the permission slip and the money for the trip are required to be in the teacher's possession no later than the day before the trip. If a student has not complied with this requirement, the student will not participate in the trip. Students can also be denied participation in field trips if they fail to meet academic or behavioral requirements. Students are not to bring any item on buses or field trips, except that which is permitted by the teacher. Students are expected to remain at school until the end of the regular school day following a field trip.

Lunch will be provided to students who have ordered a school lunch. If a student has not ordered a school lunch, they will be notified and expected to bring their own lunch. Students who receive a school issued lunch will not be allowed to bring lunch from home on the field trip.

### **Chaperone Expectations**

Family members who have attended the VIRTUS Training workshop and have submitted documentation to the school are eligible to be a chaperone on a field trip. Chaperones are representatives of St. Ann Catholic School and are expected to behave in ways which reflect the values and principles of the school community. Chaperones are acting as a support to the teacher throughout the field trip and are expected to be attentive and provide a safe learning experience for all students in their care.

Chaperones will bring their own lunch on the field trip, if applicable. While on the field trip, no personal purchases are to be made. Additionally, chaperones are not to make purchases for any student, unless given

permission by the teacher. Students will not be dismissed early with their chaperone prior to the end of the school day. Chaperones who do not abide by these expectations may not be chosen to participate in future field trips.

If a chaperone is unable to attend a field trip in which they have been selected and confirmed, the chaperone must provide the teacher 48 hours notice.

## **Food Service Program**

The Archdiocese of Chicago sponsors a food service program through Gourmet Gorilla, which offers meal service to elementary and secondary schools. Information regarding the process to determine student eligibility for either free or reduced rate meals is available through Food Services Professionals. It is a matter of justice that schools make such programs available to economically challenged families. The following programs are offered:

- ❖ Breakfast program delivered daily to the school
- ❖ Healthy snack two times a week
- ❖ Prepared hot lunch
- ❖ Snacks for After School Program

## **Breakfast Program**

The breakfast program begins at 7:30am. Students who arrive on school property enter the gym or Nazareth Hall where supervision is provided. For safety reasons, they stay in their designated areas until morning assembly begins.

## **Gang Activity**

The following activities/behaviors shall be constituted as violations and are subject to disciplinary actions:

- ❖ Any conduct on or off school premises that may be gang-related
- ❖ Any conduct that may be gang-related during school sponsored events or activities, including intimidation and threats of physical harm of others
- ❖ Students wearing clothing/symbols that may be, in the manner displayed, gang-related (This includes, but is not limited to jewelry, jackets, sweatshirts, caps, or other forms of clothing.)
- ❖ The display of signs, symbols, and/or style of writing that appears to be gang-related on paper, notebooks, textbooks, or other surfaces
- ❖ The use, possession, and/or concealment of a weapon

The principal has the responsibility and authority to gather data on such violations and the totality of the circumstances and may confiscate any such materials. Such violations may result in probation, suspension, and/or expulsion.

## **Graduation**

Diplomas are awarded to eighth graders who have:

- ❖ Completed the school's academic requirements
- ❖ Achieved a passing grade in all subjects
- ❖ Adhered to the school's code of conduct
- ❖ Returned all school materials

- ❖ Diplomas will not be awarded until all financial obligations are paid in full

In preparation for the selection of the valedictorian and salutatorian, the teachers will review the permanent records of the top ranking students. A cumulative grade point average will be obtained from all subject marks for each student beginning in 7<sup>th</sup> grade. Ordinarily, the highest-ranking student will be named as the valedictorian, with the second-highest ranking student being given the honor of salutatorian. If a distinction is not clearly evident, the administration reserves the right to judgment along with the qualities of civic and Catholic responsibility and leadership. The final decision rests with the principal and pastor.

## **Gum and Candy**

Eating in the classroom is done only rarely and with the permission of the teacher. Gum chewing is never allowed. Unauthorized food and all gum will be confiscated and disposed of.

## **Harassment**

Any form of behavior which interferes with a student's or employee's performance or creates an intimidating, hostile, or offensive environment for a student or employee is considered harassment; and as such is directly opposed to our mission as a school and Catholic community and will not be tolerated.

We will maintain a learning and working environment that is free from harassment. This applies to all students, faculty, staff, administrators, members of the board, parents, vendors, volunteers, coaches, guests, and others who act on our behalf. It applies whenever and wherever a school activity takes place. Anyone who violates this policy is subject to appropriate disciplinary action, which may include separation from the school.

Harassment is unwelcome verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual's performance, or which creates an intimidating, hostile, or offensive working or learning environment. The basis for harassment may be any protected class, including age, creed, color, disability, national origin, race, marital status, socioeconomic status, religion, gender, and sexual orientation. One particular category of harassment, sexual harassment, consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature which substantially interferes with an individual's employment or education, or creates a hostile, intimidating, or offensive working or learning environment. It also includes situations where submission to such behavior affects decisions about the individual's employment or education. Sexual harassment may be directed to members of the same or opposite sex.

Sexual harassment includes, but is not limited to:

- ❖ Teasing or jokes of a sexual nature, sexual name calling, making references to past or present sexual activity, spreading sexual rumors, or making derogatory or dehumanizing sexual remarks
- ❖ Subtle pressure for sexual activity
- ❖ Intentional brushing against a person's body
- ❖ Display of offensive pictures, posters, or other graphics
- ❖ Leering, inappropriate patting or pinching, and other forms of unwelcome touching
- ❖ Otherwise creating a hostile, intimidating, or offensive environment

Any member of the school community who experiences or witnesses sexual or protected class harassment is encouraged to deal with the situation immediately by politely, but firmly advising those involved that the behavior is inappropriate and should stop. However, if the individual does not wish to deal with the problem directly or if a request to stop is not respected, he or she should report the incident to an appropriate official (principal, or in the case of a complaint against the principal, to the assistant principal or pastor).

The principal will assume responsibility for investigations of all complaints, whether formal or informal, verbal or written, of sexual or protected class harassment.

Based on the investigation, appropriate action, including but not limited to, counseling, disciplinary warnings, or other disciplinary actions may be taken. An investigative report documenting interviews, conclusions, and recommendations will be completed.

The complainant, the alleged harasser, their parents (if either is a minor) will be advised of the outcome of the investigation, preferably in writing. In cases involving minors, a report to the police will be filed if required by state law.

The alleged harasser will be warned, preferably in writing, that retaliation or intimidation directed toward anyone who makes a complaint or assists in the investigative process will not be tolerated. The complainant should be invited to report recurrences or retaliation, and the situation will be monitored as the principal deems appropriate.

## Health

The following records are required by Illinois State Regulations:

- ❖ **Examinations:** The State of Illinois requires every child entering school for the first time in pre-kindergarten, kindergarten, or first grade, and all sixth grade students to have a complete medical examination within a year of the first day of school. A dental examination is required for these students in kindergarten, second grade, and sixth grade.
- ❖ **Immunizations:** Illinois State law requires every child's parents to present to the school proof of immunization from communicable disease. This information must be on file for every child in the school. The Department of Public Health requires proof of immunity from Diphtheria, Pertussis, Tetanus, Polio, Mumps, and Rubella.
- ❖ **School Exclusion:** According to Illinois law, any child whose parent has not presented proof of required health examination and immunizations shall be excluded from school. Parents shall meet these requirements by October 15th. After that date, if such proof has not been presented, the child will be refused admittance to school. Ample notices are sent to remind and inform the parents. There will be no exception on Health Exclusion Day.

## Communicable Diseases

- ❖ Policy ES 152.1/HS 208.1 Faculty, staff and students who have been diagnosed with a communicable disease are not necessarily excluded from school unless their illness poses a significant health risk to others or renders them unable to perform their jobs adequately or to pursue their studies.
- ❖ Policy ES 152.2/HS 208.2 The principal is responsible for providing appropriate educational opportunities to faculty, staff, and students to reduce the risk of contracting or transmitting communicable diseases at school or school-sponsored activities.

- ❖ Policy ES 152.3/HS 208.3 The principal is responsible for complying with laws that protect the health and safety of faculty, staff, and students at school and at school-sponsored activities.
- ❖ Policy ES 152.4/HS 208.4 The school shall handle information regarding faculty, staff, and students with suspected or confirmed communicable diseases in accordance with state and federal law regarding the confidentiality of health records, while at the same time complying with applicable public health reporting requirements.

When any teachers or faculty become aware of a student with a contagious/communicable disease, St. Ann shall notify the appropriate parents/guardians in writing. Appropriate information on the disease may be attached to the school's notification, if the information is provided by a healthcare source such as a hospital or licensed health agency. Health professionals determine the incubation period for contagious diseases/conditions. Students excluded from school due to a communicable disease must present a written and signed statement from a physician indicating that the student is non-contagious and may return to school. Questions regarding communicable diseases should be directed to the local health department.

### **Head Lice**

Infestation caused by head lice occurs in students of all ages. Most commonly head lice is directly transmitted through close contact from a person who is infested or indirectly transmitted through contact with an object that has been contaminated with the lice (hairbrushes, combs, shared clothing, or towels). The symptoms of infestation include an itchy scalp as well as evidence of nits that adhere to the scalp. The period of communicability lasts as long as lice or eggs remain alive on infested persons or clothing.

Those who have become infested with head lice are to be excluded from school. Parents are advised to seek treatment for their student from either their family physician or through over-the-counter medicated shampoo recommended by a pharmacist. The student may return to school when the parent/guardian presents either a box label or note from the physician indicating that the student has been treated. Students are re-checked for head lice before readmission to the classroom.

School personnel are trained to screen students. Parent/guardian permission is not required, but if time permits, school families may be notified that the students will be screened. When a case of head lice occurs in a classroom, school families will be notified.

### **High School Recruitment**

In order to guide with fairness all high school interactions in the areas of marketing, recruitment, testing, and admissions, each high school has to sign an annual agreement of adherence to the "High School Marketing and Recruitment Guidelines" document. Any violations of or questions related to recruitment practices and/or procedures should be reported to administration.

It is expected that St. Ann Catholic School supports secondary Catholic schools; therefore, St. Ann faculty, staff, students, and parents may not:

- ❖ Advertise or promote specific high schools on school websites.
- ❖ Promote a specific high school to students except to counsel families for the best match.
- ❖ Invite public high schools to Catholic elementary school-sponsored high school recruitment events.
- ❖ Refuse access to Catholic high school recruiters.

In addition, public high schools are not to be invited to high school recruitment events at St. Ann, nor be provided opportunity for placement testing on St. Ann's campus. Promotional materials from public high schools, elementary schools, or charter schools may not be distributed through St. Ann Catholic School.

## **Homework**

One of the chief means of communication between the parent and the teacher is homework. It provides the parents with an opportunity to follow the student's progress in school. Cooperation in supervising the study period is a vital element in the learning process of the student. Parents are encouraged to provide the student with a quiet place in which to study. Cell phones, television, and other distractions should be eliminated during the homework period. Homework is the responsibility of the student. Emphasis is placed on completeness, accuracy, and neatness.

The following is the average amount of time a student would be expected to spend doing homework on a daily basis. This does not take into account the student's distractions, personal ability to complete tasks efficiently, and testing preparations. The majority of a student's homework should be independent reading time.

K - 2	20 Minutes
3 - 5	30 - 50 Minutes
6 - 8	60 - 90 Minutes

The required reading time is determined by the individual teacher at each grade level.

## **Lost and Found**

The school is not responsible for the loss of uniforms, lunch and tuition money, jewelry, bicycles, and other items; however, reasonable effort is made to assist the owner in finding the lost articles. All uniform clothing is to be marked with the student's name in permanent marker. All lost articles that have been lost should be inquired about in the school office.

## **Medication**

School Medication Procedures are in accordance with the Archdiocese of Chicago Office of Catholic Schools. Available upon need/request in the office, is a copy of the **Medication Authorization Form, Physician's Request for Self-Administration of Medication, Parent/Guardian Permission and Authorization**, and the **Annual Medical Information and Emergency Notification Form** for all students needing prescription medication including but not limited to epinephrine, asthma medication, diabetes medication, medical cannabis, etc.

The school requests annually an asthma action plan for students with prescribed asthma medication.

Parents are required to complete and return the Medical Information and Emergency Notification Form for each student enrolled at St. Ann before the student will be permitted to attend class. Students may use a topical sunscreen without a physician's note or prescription, but with parent permission.



## **Non-Custodial Parents**

St. Ann Catholic School abides by the provisions of the *Buckley Amendment* with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **Release of a Student to Non-Custodial Parent**

A court order is required to prevent a non-custodial parent access to the student or to school visitation rights. This includes the release of the student to the non-custodial parent in addition to school visitation rights.

If it is determined by the school that the custodial parent may not be expecting release of the student to the non-custodial parent, the school will contact the custodial parent. The school will not release a student to a non-custodial parent if there are concerns regarding the student's welfare and safety. In such cases, the non-custodial parent may be denied access to the student. If necessary, local law enforcement will be contacted.

## **Parents**

A parent is either the natural parent of a student, a court appointed guardian, a foster parent of a student, or an individual acting as a parent in the absence of a natural parent. St. Ann Catholic School follows the provisions of the *Family Educational Rights and Privacy Act* that permits parents to inspect and review their student's school records.

The school will not disclose anything to third parties from a student's records unless the parent consents in writing prior to the disclosure or the information is directory information that has not been requested to be kept confidential. Parents have the right to represent evidence that the school should amend any part of the student's record which they believe to be inaccurate, misleading, or otherwise in violation of a student's right. If the school decides not to change the record, parents may insert an explanation in the record. In the case of non-custodial parents, the school will provide parents with access to the school records and other information of his/her child, including medical, dental, child care and other school records, unless the school is provided with a court order prohibiting that parent from inspecting or obtaining such records.

### **Parent/Guardian Conduct**

Parents/Guardians in the local school community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events. Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students, and volunteers of the school. Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of parent/guardian. In some cases, one of the following actions may permit the continuation of the student in the school:

- ❖ Schedule meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting.

- ❖ Conduct school business with the other parent/guardian of the student. When, in the judgment of the principal and of the pastor, the behavior of a parent/guardian seriously interferes with teaching, learning, and a positive school environment, the administrator may:
  - Inform parents that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended.
  - Dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic school.

### **Protective Custody of a Student**

The Abused and Neglected Child Reporting Act (ANCRA) states that only the following may take protective custody of a child if urgent and immediate necessity exists regarding the safety and well being of the child:

- ❖ Law Enforcement (Police)
- ❖ Physician treating the child
- ❖ DCFS Department of Child Protection (DCP) investigators

In these situations, administration will notify the parent/guardian. However, the police and/or Department of Child Protection (DCP) Division investigators from the Department of Children and Family Services (DCFS) are not required to wait for the arrival of the parent/guardian and may leave immediately with the child. The police and DCFS Department of Child Protection (DCP) investigator do not need the other's presence to take protective custody. Either entity can do so independently of the other agency.

In all such cases, St. Ann Catholic School will inspect and document the identification of the individual taking protective custody of a student.

### **Public Scandal Involving Students**

Catholic school students are responsible to the school staff for maintaining exemplary behavior in school, at school-sponsored activities, and while going to and from school. In addition, student conduct in or out of school that reflects negatively on the Church or Catholic school may be subject to disciplinary action, particularly when the names of the school, its teachers, or students are impacted by the behavior in or out of school. School personnel have a responsibility and a right to inform parents/guardians when their student's behavior is inappropriate, disrespectful, or harmful to themselves or to others. School personnel shall demonstrate care for both the safety of the students and the reputation of the school in incidents of public scandal.

Students will be subject to disciplinary action for:

- ❖ Actions gravely detrimental to the moral, spiritual, and physical welfare of other students;
- ❖ Actions which are detrimental to the school's reputation;
- ❖ Grave offenses which may include a violation of criminal law;
- ❖ Actions so outrageous as to shock the conscience or behavior of the community.

### **Records**

St. Ann Catholic School keeps a cumulative, permanent record and a student temporary file for each student enrolled in the school.

## **Student Permanent Record**

The following is included in each student's permanent record:

- ❖ Student name, address, birth date, place of birth, gender
- ❖ Names and addresses of the student's parents/legal guardians
- ❖ Original birth certificate verifying date of birth
- ❖ Student attendance record
- ❖ Academic grade reports
- ❖ IEP, 504, Service Plan (if applicable)
- ❖ Standardized test scores
- ❖ Placement and promotion information
- ❖ Transfers from or to another school
- ❖ Accident and incident reports
- ❖ Health and immunization records
- ❖ Federal and state constitution test scores
- ❖ Graduation date
- ❖ Record of release of permanent record information

Requests for student records may come in the form of a subpoena or a simple oral or written request. Procedures for responding to a request for records are as follows:

### **Requests for Student Records by a Third Party**

The records of a student or former student will not be released to anyone other than the student or the student's parent or guardian without a subpoena, or written parent permission.

St. Ann must fully respond to a subpoena for student records. If a subpoena requests any and all records pertaining to a student, it is the obligation of administration to provide any and all records. If, after producing the records, it is determined that there are additional records which were overlooked in response to the subpoena, St. Ann has an obligation to supplement its response to the subpoena by producing the additional records.

Certain records including psychological assessments pertaining to the student may not be subject to production in response to a subpoena.

### **Access to a Student's Records by a Non-Custodial Parent**

Under Illinois law, a non-custodial parent cannot be denied access to the school records of his/her child, unless that parent is prohibited by an order of protection from inspecting or obtaining the records.

## **Respect for Property**

Students are responsible for their choices regarding respect for school property. If for some reason, damage is done to property, the student will be responsible for making restitution. Students are responsible for books, technology, desks, and lockers given for their use. An amount for damages will be assigned if damage is done. School books are to be given proper care and should be returned promptly so that others can use them. Students are also required to respect the property of their peers. No student may use or take the property of another without permission of the owner. Teachers do their best to teach respect for persons and

property. However, neither the teachers nor the school can be held responsible for any theft or loss of personal property.

## **SAFE ENVIRONMENT REQUIREMENTS - EMPLOYEES AND VOLUNTEERS**

### **Protection of Children and Youth**

The mission of the Office for the Protection of Children and Youth is to promote the dignity of children and assist those who have been affected by abuse and trauma. Compliance requirements are as follows:

**Archdiocese of Chicago Application for Employment or Volunteer Service** (Form 7703) is to be completed by all prospective employees at the time of their interview. References are called and documented (local principal's initials, dated) on the **7703 form** of the person being considered for employment. The school retains all application forms for 3 years following the interview.

### **Criminal Background Screening**

- ❖ All employees and all volunteers who work with children must complete an online background check.
- ❖ **No one may begin to work or volunteer unless the criminal background check has been completed and approved.**
- ❖ All school employees and volunteers are **required** to complete the **eAppsDB** form, online. For assistance, call the Office for the Protection of Children and Youth at **312-751- 5238**.
- ❖ School employees hired after July 1, 2007 must be screened through digital fingerprinting procedures. Dates and sites are posted on the Archdiocese of Chicago website.
- ❖ All employees and all volunteers who work with children must attend the **Virtus/Protecting God's Children** training program within three months of beginning employment, ministry or service.
- ❖ Verification of completing Virtus Training is filed in the personnel or volunteer file at the place of employment/ministry.
- ❖ Dates and sites for the Safe Environment Training (Virtus/Protecting God's Children) are posted on the Archdiocese of Chicago website. (Register online, after being hired or accepted as a volunteer.)
- ❖ If the new employee or volunteer has previously completed the Virtus training, inform the local school administrator and provide a copy of the certificate received at the time of training.
- ❖ All employees and all volunteers who work with children must read, sign and date the **Code of Conduct Personnel Acknowledgement Form**.
- ❖ The signed Code of Conduct form is to be kept in the personnel file or volunteer file at the place of employment/ministry.

### **Child Abuse and Neglect Tracking System (CANTS)**

- ❖ All employees and all volunteers who work with children must complete the Illinois Child Abuse and Neglect Tracking System **CANTS 689** form. The form is to be given to the school office.
- ❖ One copy is mailed, by the local school administrator, to the Department of Children and Family Services (DCFS), Springfield; a copy is retained in the personnel or volunteer file at the place of employment/ministry.
- ❖ All school employees must complete **CANTS 22** form acknowledging an understanding of the reporting requirements. They must attend a training workshop for Mandated Reporters.

**Note:** All of the above forms are available online at **www.archchicago.org** under the Protecting God's Children link.

## **Safety Procedures**

### **Doors**

In providing a safe environment for our students, the following is the policy regarding doors:

- ❖ Teachers should never prop doors open, unless standing at the door.
- ❖ No student may open the door for an adult who is not a member of the school staff.
- ❖ Students are permitted to open the doors for a student in uniform or a teacher.
- ❖ When adults or visitors come to the school, they will be asked to report to the main office to check-in and receive a visitor's pass.
- ❖ After dismissal, students are not allowed to re-enter the building unless requested to do so by school personnel or accompanied by an adult.

### **During the day**

- ❖ The principal and staff shall be responsible for ensuring adequate supervision of students during the entire time they are on school premises during the official times of the school day.
- ❖ The beginning and ending time of this supervision, including the After School Program, shall be published in the school handbook.

### **Emergency procedures**

- ❖ School personnel shall be informed in writing about their responsibilities and about procedures in the event of an emergency.
- ❖ The school shall comply with local regulations for fire protection. Fire drills should be regularly conducted and documented.
- ❖ A comprehensive plan shall be designed for use in the event of tornadoes and other disasters.
- ❖ If a telephoned or written bomb threat is received, the police department is notified immediately.

## **Searches of Property**

All property of the school, including students' desks and lockers, as well as their contents, may be searched or inspected at any time without notice. Authorized school personnel have an unrestricted right to search these structures as well as any containers, book bags, purses, or articles of clothing that are left unattended on school property.

The search of a student's person or personal property currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, shall be defined as any weapon, illegal drug or drug paraphernalia, or other item, the possession of which is prohibited by law or by school policy.

## **Sickness or Injury**

If a student becomes ill in school, a parent or person authorized by the parent will be notified before the student is permitted to leave school. The family emergency card kept on file in the school office lists the names of persons to be contacted in the event that the parents are not available.

Whenever an injury or illness appears to be life threatening, paramedics are called immediately to the scene. When a student has a contagious disease, every effort is taken to prevent the spread of disease to other students. Students who are thus infected are to have proper medical treatment before coming in contact with

other students. When head lice, chicken pox, or other such contagious conditions arise, parents of other students in the class are notified.

## **Substance Abuse by Student**

**Substance** is defined as illegal drugs and drug paraphernalia, anabolic steroids, tobacco, chemicals, inhalants, solvents, prescription drugs, or over-the-counter drugs used for purposes other than those for which they are indicated or in a manner or in quantities other than directed.

**Substance abuse** means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

**Illegal violations** are the possession, use, delivery, transfer, or sale of tobacco, alcohol, drug paraphernalia, illicit substances, chemicals, or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses, or at school-sanctioned events is expressly forbidden.

School procedures for handling violations:

- ❖ Notify the parent/guardian and suspend the student during the school investigation.
- ❖ Conference with principal, parent/guardian, student, pastor, and other appropriate persons as determined by the principal.
- ❖ Notify the police as directed by law.
- ❖ If the violation is founded, professional evaluation and, if necessary, treatment shall be provided by the parent/guardian.
- ❖ Based on the results of the certified clinical evaluation, the status of the student for continued attendance in the school will be determined by the principal. Options include, but are not limited to, continued suspension and/or expulsion.
- ❖ Appropriate confidentiality shall be maintained.

Mitigating circumstances such as first offense, age, seriousness of offense, prior conduct, cooperation of parent/guardian, attitude of student, and initial success of rehabilitative measures may warrant differences in procedures for the principal.

The approach to substance abuse should focus on education, not experimentation, and provide a supportive environment for the learners. In determining consequences for violation, treatment and counseling shall have priority over, but not necessarily exclude, disciplinary measures.

## **Smoke Free Environment**

No individual, including students, staff members, or school visitors, is permitted to use any tobacco product at any time, including non-school hours:

- ❖ In any school building or school vehicle
- ❖ On school grounds and/or property of the school which may include athletic fields and parking lots

Individuals who violate this policy are subject to disciplinary action.

## **Tardiness**

The school doors open at 6:45am each day. The school day begins promptly at 8:00am. St. Ann Catholic School expects promptness and encourages parents and students to meet this expectation. Promptness is a value we teach and expect. Tardies are recorded in the school office and are reported on the student's report card. Students may accrue up to 5 each semester – Excessive absences or tardiness will be addressed on an individual basis and may be subject to disciplinary action.

## **Technology**

St. Ann Catholic School provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation, and communication and is under the supervision of teachers and support staff. The use of these technology resources is a privilege, not a right.

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value. St. Ann Catholic School maintains a sonic firewall to filter inappropriate material and believes that the value of information, interaction, and research outweigh the possibility that users may obtain material that is not consistent with the educational goals of the school.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of school. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. St. Ann Catholic School technology is prohibited for the following uses:

- ❖ Violating students' rights to privacy/confidentiality.
- ❖ Attempting any unauthorized access to any computer system.
- ❖ Downloading unacceptable materials.
- ❖ Re-posting personal communication without the author's prior consent.
- ❖ Violating copyright law.
- ❖ Using the school's technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and for political purposes.
- ❖ Downloading, installing, or storing software on a school computer without the approval of appropriate school personnel.
- ❖ Changing or attempting to alter any configuration, program, password on any computer or system.
- ❖ Using a school computer without knowledge/approval of school personnel responsible for the computer.
- ❖ Using inappropriate language, pictures, and gestures in any form on the Internet.
- ❖ Using the Internet for entertainment or limited self-discovery function.
- ❖ Using the Internet for unauthorized purchases.
- ❖ Using the Internet for in a way that is academically dishonest

School personnel may withdraw student internet access at any time.

## **Audio and Video Media**

Showing feature films and videos may have a legitimate purpose in a school. Serious consideration must be given to the validity of the material as it relates to the Archdiocesan curriculum, mission, educational philosophy, and fundamental principles of Catholic teachings. All media selections should be age and content appropriate for the students, as determined by the teacher, department chair (secondary), and the principal.

Prior to classroom use, all audio and video materials must be previewed by the teacher to determine its appropriateness for instruction.

### **Audio and Video Uses**

The primary use of videos is for instructional purposes. By law, any video that does not include “public performance rights” must comply with the “fair use” provision of copyright law. This requires that videos are:

- ❖ Used with students in “face-to-face” instruction with the teacher;
- ❖ Correlated to instructional/curriculum objectives;
- ❖ Shown in a normal instructional setting;
- ❖ Not shown for reward, entertainment, fundraising, or admission fees.

### **Audio and Video Sources**

- ❖ Only audio and video materials legally purchased and approved for use in the school may be shown.
- ❖ Commercially rented audio and videos may only be shown if the school has paid the licensing fees to the Motion Picture Licensing Corporation Umbrella License (MPLC).

### **Use Outside of School**

Parents/Guardians are primarily responsible for the student’s appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action and the school may conduct an investigation or require a student to cooperate in investigation if there is sufficient evidence to suggest the student’s social network account violates the school’s disciplinary policy. The school may require the student to share content in the course of such an investigation. The school will not request or require a student to provide a password or other related account information to gain access to the student’s account or profile. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats.

Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family.

### **Telephone Use**

The office telephone is for business and emergency use only. In case of an emergency (illness or injury), the school secretary will place a call to the parents/guardians. Students will not be called to the office to receive phone calls—a message will be taken and given to the student. Students are permitted to use the phone only in emergency situations and in the case of a teacher requesting them to stay after school.

### **Truancy**

If a student is absent without an excuse or if the school has reason to suspect the validity of the excuse, the principal will investigate the situation and take appropriate action. Excessive absenteeism means absences that total 10% or more of school attendance days in the current school year including both excused and unexcused absences. We will periodically review our student absence data to determine if any students are excessively absent and, if so, we may call the parent/guardian to discuss the reasons for the excessive absences. Additionally, if appropriate, the school may provide the parent/guardian with a list of resources where they may obtain counseling or social services that will encourage daily attendance and promote success.



If there is no improvement in attendance or cooperation by the student or parent guardian with its efforts for their child, the student may be withdrawn from the school.

## **Tuition**

It is imperative that tuition and other sources of revenue are collected in an efficient and timely manner. Saint Ann Catholic School develops financial agreements with parents/guardians as a way of formalizing payment schedules for the educational services provided by the school. Families who fail to pay tuition on time may be asked to leave.

## **Uniforms**

Uniforms are worn every school day except when announced to the contrary. In the interest of health, safety, and school cleanliness, cowboy boots, work boots, snow boots, and shoes that mark the floor and/or cause tripping and falling are not to be worn in class. Students come to school each day in a complete and clean uniform. The principal retains the right to determine whether or not any uniform item is acceptable.

St. Ann students are expected to be well groomed in a traditional sense. Hair must be clean and neatly trimmed. The principal retains the right to make the final determination as to whether or not any given hair style is acceptable and fits within the definition of traditional and well groomed. All uniforms are worn in a modest fashion and students are expected to wash daily and wear clean clothing.

### **Girls (Kindergarten – 8<sup>th</sup>):**

- ❖ Navy or baby blue polo with St. Ann logo (logo required for all polos) - provided by Dennis Uniform
- ❖ White or baby blue oxford (button down with collar) long sleeve or short sleeve
- ❖ Gray three quarter zip sweater with St. Ann logo - provided by Dennis Uniform
- ❖ Button down navy blue cardigan
- ❖ Jumper, skort, or skirt in blue plaid from Dennis Uniform
- ❖ Khaki dress pants - no cargo pockets.
- ❖ Khaki dress shorts - no cargo pockets - shorts allowed if 60 degrees or warmer
- ❖ Dress shoes or tennis shoes (any color)
- ❖ Socks

### **Boys (Kindergarten – 8<sup>th</sup>):**

- ❖ Navy or baby blue polo with St. Ann logo (logo required for all polos) - provided by Dennis Uniform
- ❖ White or baby blue oxford (button down with collar) long sleeve or short sleeve
- ❖ Gray three quarter zip sweater with St. Ann logo - provided by Dennis Uniform
- ❖ Button down navy blue cardigan
- ❖ Khaki dress pants - no cargo pockets
- ❖ Khaki dress shorts - no cargo pockets - shorts allowed if 60 degrees or warmer
- ❖ Dress shoes or tennis shoes (any color)
- ❖ Socks

### **Preschool (Boys and Girls):**

- ❖ Preschool students wear the gym uniform at all times or the regular school uniform

- ❖ Girls - baby blue polo dress with school logo - provided by Dennis Uniform
- ❖ Velcro shoes only

### **Gym Uniform: (to be worn only on gym days)**

- ❖ Royal blue T-shirt or sweatshirt (St. Ann logo) and royal blue shorts
- ❖ Royal blue sweats with the St. Ann logo
- ❖ Solid color socks (white, black, or gray)
- ❖ Sturdy, supportive solid color athletic shoes
- ❖ All Velcro straps must be secured properly (not hanging off the side). All shoelaces must be tied.

### **Uniform Guidelines**

- ❖ Students must be in compliance with the uniform guidelines while on site during the school day.
- ❖ Uniform shirts may have no decals, printing, advertising, etc.
- ❖ Shirts must be tucked in.
- ❖ Pants must be properly sized and worn at the waist—if not, a belt must be worn
- ❖ Uniform skirts and jumpers must be no shorter than two inches above the knee.
- ❖ No mohawks, faux-hawks, blow-outs, mullets, tails, or hair tapered like a tail.

### **Out of Uniform Guidelines (Dress Down Days)**

- ❖ Clothes must be modest, clean, and in good condition.
- ❖ Halter tops, spaghetti strap tops, strapless tops, and bare midriff tops are not allowed. Shoulders must be covered.
- ❖ Bike shorts/spandex shorts are not permitted.
- ❖ Cutoffs and short shorts are not allowed.
- ❖ Pants/shorts with tears/holes are not permitted
- ❖ Clothing may not mention, have likeness to, or have reference to alcohol, tobacco, illicit drugs, or any other unhealthy, unchristian activities.
- ❖ Clothing can not display sexual or violent graphics.
- ❖ No flip flops or sandals. Only closed-toe shoes.

### **Weapons**

The possession and/or use of a weapon may result in suspension or expulsion. A weapon is defined as an object designed to inflict bodily harm. Since some objects designed as tools and/or school supplies have the capacity to inflict bodily harm, all items such as scissors, compasses, rulers, etc. are to be used carefully and only as directed by the teacher. Items such as pocket knives, that have no educational use, are not to be brought to school at all.