

ST. ANN SCHOOL HANDBOOK

St. Ann School
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Wilmington, DE 19806
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WHO WE ARE



School Mission:

St. Ann School educates each student in the Catholic tradition of faith, academic excellence, and service while guiding them to lead as disciples of Jesus Christ.

Beliefs:

- God is at the heart of all that we do.
- A Catholic school environment develops students' individual potential in an environment where they feel safe, valued, and accepted.
- Faith-filled service instills values of compassion, empathy, generosity, and respect for others.
- An effective partnership among parish, school, and families supports the education of children and furthers our mission.

For the Sake of God's Children:

St. Ann School supports and complies with the policies and practices established by the Catholic Diocese of Wilmington through the "For the Sake of God's Children" initiative.

Philosophy:

Christian education is an expression of the mission entrusted by Jesus to the Church. Through education, St. Ann School prepares and encourages its members to proclaim the Good News. It invites the students to live the Gospel in the Holy Spirit. The St. Ann School community recognizes that parents are the first to impart the faith to their children and to educate them. As a Catholic community rooted in the Eucharistic Christ, we must make a concerted effort to help them fulfill their duty.

The Saint Ann School community believes that each student is a unique person developing a personal history through social interaction with others. We hold that each individual has a fundamental right to create dreams and expand horizons. We are committed to the development of each child spiritually, academically, physically, emotionally and socially through a diversity of learning experiences. We continually assess student progress and evaluate program effectiveness in relation to the world in which we live.

The St. Ann School community believes that it is imperative that Christian values be taught and modeled through the curriculum. By the example of parents, teachers, and staff, students learn to respond compassionately to human need, whether in the parish, neighborhood, or the global community through prayer and outreach.

It is the responsibility of everyone in the St. Ann School community to communicate a love of life, a love of learning, and a love for the promise found in all students. We must accept all students in Christian love with their gifts and challenges. We respect the dignity and individuality of each child. Since they will help create future Christian communities, we have profound reverence for each child as co-participants in the building of the Kingdom of God.



History:

St. Ann School has a rich history in the Highlands and Forty Acres neighborhoods of Wilmington. Saint Ann School was founded by the Franciscan Sisters of Philadelphia in 1899. The school has flourished over the years and saw classroom populations swell during the 1930s.

Several improvements were made over the decades, including the addition of a large social hall and gymnasium in 1969. A full day kindergarten program and an extended care service were added in 1986, the same year the parish celebrated its Centennial. In 1995, the school added the office and current main entrance, along with major renovations and the expansion of the school into the Taggart wing, the vacant convent building. The school was made completely ADA compliant as well as fully climate controlled.

A Pre-K Four Year Old Program was added in 2005 and a Pre-K Three Year Old Program was added in 2016. Our Early Childhood Program was recommended by the Middle States Association as a Program of Distinction in 2018. St. Ann School is accredited by the Middle States Association of Colleges and Schools and operates under the auspices of the Catholic Diocese of Wilmington, Delaware.

Parents' Role in Education

We at St. Ann School consider it a privilege to work with parents in the education of their children because we believe that parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, and psychologically. Your choice of St. Ann School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. Thank you!

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic, Christian morality and by an honest personal relationship with God in your family life. We invite you to be active in our parish family!

Once you have chosen to enter into a partnership with us at St. Ann School, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical gifts. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging yet nurturing the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will not yield positive results. If there is an incident at school, parents must make investigation of the complete story the first step. Evidence of mutual respect between parents and teachers will model mature behavior and positive relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us commit to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.



ATTENDANCE

Report to Main Office:
(302) 652-6567
office@thesaintannschoool.org



Regular Attendance

Students are expected to be in attendance for all scheduled school days except in cases of illness. Regular and timely attendance is crucial in meeting student progress goals. The school calendar provides for extended weekends and holidays throughout the school year. As possible, please plan medical appointments outside of school hours and vacations during published school holidays. Please note: no assignments will be given in anticipation of a vacation; a plan for completion will be determined upon return to school with equal time given for makeup work as the duration of the absence. The final decision regarding absence is the responsibility of the parent or legal guardian.

Calendar

A yearly calendar outlining major schoolwide events is posted to the calendar tab of the school website. The school reserves the right to make changes and updates as needed, therefore the most accurate and timely version of the school calendar can be found on the school website. Additional information regarding important dates and events will also be included in the weekly Mustang Memo, which is emailed to parents and posted to the school website each week.

Absences

A parent or legal guardian must report absences by calling 302-652-6567 or emailing the school office at office@thesaintannschoool.org by 9:00 am on each date of absence. If the office does not receive a call, the parent/guardian will be contacted. This is for the protection of St. Ann students. It is recommended that your child's homeroom teacher be included on emails regarding absence or other related attendance matters.

- If your child has a medical, counseling, or legal appointment during school hours, parents or legal guardians must advise the school office in advance via telephone or email and report in person to the school office to pick up the child and/or walk the student to the school office where they will be signed into school.
- A written statement giving the reason for tardiness, absence, or early dismissal must be brought to school upon the student's return or arrival. Should absence for any reason other than a medical, counseling, or legal appointment seem imperative, parents are requested to present a written reason for the absence, signed by the parent or legal guardian. This documentation will be retained in the office for one year.

- Please only send students to school who are in good health. Illness is not something we wish to share at SAS! Students must be fever free without medication for 24 hours before being permitted to return to school. Following this rule will help to keep the entire student body healthy and classrooms fully functional and effective.
- If a student becomes sick at school, parents can expect contact from the school nurse. If an early dismissal is deemed necessary by the school nurse, parents are requested to pick up the child or send an approved emergency contact to do so in a timely manner.
- In certain situations, students may require an extended absence for purposes of medical treatment for a serious condition. Depending on the circumstances and the needs and abilities of the student, special arrangements may need to be made to assist the student in keeping up with the curriculum (Diocese of Wilmington Regulation 5120.4). In such cases, parents or legal guardians must arrange a consultation with the principal, likely to include the homeroom teacher, school nurse, and counselor.
- Eighth grade students are encouraged and permitted to attend shadow days at local Catholic high schools. Such days are still recorded as absences (not present at SAS) and students will be expected to make up the work missed. There is no attendance penalty associated with School Related Absence (SRA) such as Shadow Days.
- In all cases, missed assignments are the student's responsibility.

Arrival to School

The St. Ann School building opens at 7:30 am every weekday. All students must report by 7:45 am which serves as the start time for the school day. All students will use the main school entrance on Shallcross Avenue for arrival and dismissal. Upon arrival, students in grades K-8 will report to the school Social Hall for a school-wide morning meeting which begins promptly at 7:45 am. Only students in Pre-Kindergarten will be directly escorted by their teachers to their classrooms for class-specific morning meetings.

Please note the following regarding morning drop off:

- Students who are car riders should ONLY EXIT CARS ON SHALLCROSS AVENUE. SAS staff will not be present to monitor students at any other area on campus. For student safety, please do not allow students to exit the car on any other campus-adjacent streets.
- Students should be ready to exit the car ON THE CURB SIDE OF THE VEHICLE upon pulling up to facilitate a smooth car line system. Staff will be present to monitor arrival, but it is the students who must open car doors and gather personal belongings for the school day; please do not wait for staff to take these steps.
- Do not park vehicles on the opposite side of Shallcross Avenue to facilitate drop off or pick up. Students may only cross the streets at the crosswalks.
- Students who walk to school have the right of way on area streets; please obey speed limits, crossing guard signals, and be mindful of small school children pedestrians!

Please note the following regarding Before Care:

- Before care is a service available to families who require drop off prior to the school's standard opening time. BeforeCare begins at 7:00 am.
- NO STUDENT MAY BE LEFT UNATTENDED AT SCHOOL PRIOR TO 7:00 AM.
- BeforeCare students must ring the doorbell at the school entrance on Shallcross Avenue closest to Union Street to gain access to the school building; PARENTS MUST WAIT TO LEAVE UNTIL STUDENTS HAVE BEEN RECEIVED BY A STAFF MEMBER.
- In cases of a delayed opening due to inclement weather, BeforeCare will be canceled.

Dismissal from School

The St. Ann School school day ends at 2:45 pm for all students. All students will be dismissed for pick up from Shallcross Avenue. Student walkers will be dismissed first, followed by student car riders. The homeroom teacher will oversee dismissal for each class. Parents are asked to be prompt in pick up; students who remain at school after 3:00 pm will be escorted to AfterCare, a paid service.

Please note the following regarding afternoon pick up:

- All vehicles used for student pick up should display family name placards on the right front windshield.
- Staff will be available to assist in the dismissal process, but will not be responsible for loading students or personal belongings into vehicles (with the exception of pre-kindergarten students).
- Parents are asked to remain inside of the running (not parked) vehicle and ensure that doors are fully closed and students are buckled in completely before pulling away from the car line.
- DO NOT MAKE ARRANGEMENTS FOR CAR RIDERS TO MEET VEHICLES ELSEWHERE OUTSIDE OF THE SHALLCROSS PICK UP LINE. SAS staff will not be present to monitor any other areas of campus.
- All families who wish to have students walk home from school with a parent or legal guardian must provide written notification to the school office annually.
- Middle school students may walk home unescorted by a parent or legal guardian with written permission to do so on file in the school office.
- Parents are asked to leave campus promptly upon receiving their children and not to congregate so as to facilitate a smooth and responsible dismissal process.
- Any change of plans regarding dismissal must be given in writing or by phone call to the main office prior to 2:00 pm. Students will only be dismissed via approved instructions on record at the main office for student safety.

Please note the following regarding Teacher Office Hours & AfterCare:

- Students can arrange to make up missed assignments and assessments and otherwise receive additional academic support during weekly teacher office hours, from 3:00–3:30 pm on Wednesdays and Thursdays. Students and parents should alert teachers to their intention to utilize this time in advance. Teachers will be responsible for meeting parents for pick up on Shallcross Avenue, or will escort students to AfterCare if a pick up is arranged for after 3:30 pm.
- AfterCare is a service available to any student enrolled at St. Ann School from 2:45 – 6:00 pm, daily. It involves supervised study and recreation of various types.
- On half days, this service is available from 11:45 am – 6:00 pm, except when the half-day is scheduled prior to a school holiday (Thanksgiving, Christmas, Easter) and the last day of school.
- Parents may take advantage of this service as often as needed; it can be used occasionally or 5 days per week. The fee structure and payment methods are outlined in the annual Tuition Policy, posted to the school website.
- Children must be signed out when they are picked up by a parent or legal guardian from AfterCare, per state law. Parents should use doorbell at the gym entrance on Union Street for AfterCare pickup.
- In the event of an early dismissal for inclement weather or other extenuating circumstances, AfterCare will be canceled.

School Closing Information

Parents will be notified via the BrightArrow messaging system about school closings for inclement weather or other extenuating circumstances. BrightArrow will deliver notification via email, SMS messaging, and phone calls to all parents listed in the PowerSchool student information system.

Students will be required to complete Cyber Assignments or Snow Day Packets to eliminate the need for adding make up days to the school calendar.



ACADEMIC POLICIES



Academic Integrity

St. Ann students and faculty strive for academic excellence. In practice, this means keeping a positive attitude about personal ability to learn, being open to constructive feedback to inspire growth, working hard to fulfill academic potential, giving best effort both during class and on assignments, and behaving in such a way so as not to interfere with the learning of a fellow student.

Academic dishonesty of any type, including cheating, copying or sharing work without permission, and plagiarism, will not be tolerated. Depending on severity, students who choose this behavior will face consequences including but not limited to: a failing grade, behavior warning, detention, suspension, and/ or expulsion.

Graduation Requirements

Completion of the Program of Studies at St. Ann School necessitates completion of all subjects, from core instruction to special subjects, at a satisfactory (S) or passing level.

Homework Guidelines

Meaningful assignments to reinforce skills learned, to extend curricular concepts, or to provide background information for upcoming lessons are given as work to be completed outside of school. Assignments will be given on a consistent basis. Teachers will strive to coordinate assignments so that the time required for completion of all out-of-school assignments fall within the limit of expected probability for accomplishment by the student and within the following recommendations:

Pre-K: up to 20 minutes; Grades 1-3: 20-30 minutes; Grades 4-5: 30-45 minutes; Grades 6: 45 minutes; Grades 7-8: 60-90 minutes.

This allotted time includes both written homework, as well as studying/reviewing materials for assessments. Middle school students participating in Advanced Math can reasonably expect to have more out-of-school assignments than their counterparts. If a student experiences difficulty in completing homework assignments in a timely way, the parent should contact the teacher and a plan can be devised to address this matter. Students will not be allowed to call home if homework/book is forgotten.

Grading Policies

Student grades are recorded in the PowerSchool gradebook, which is maintained by teachers weekly. Parents and students are advised to regularly check PowerSchool records, especially at the interim, or midpoint, of all grading periods, and as each Trimester comes to a close.

- Trimester 1 = August 28, 2023 - November 21, 2023 (Interim = October 13)
- Trimester 2 = November 27, 2023 - March 1, 2024 (Interim = January 26)
- Trimester 3 = March 4, 2024 - June 7, 2024 (Interim = May 3, 2024)

As students progress through the grades, the academic rigor increases. Beginning in grade 4, students are eligible for honor roll. A student in grades 4 or 5 who earns As or Bs in their academic classes will be considered an honor roll student. Beginning in grade 6, students who earn all As will receive first honors and students who earn As and Bs will receive second honors. Subjects that meet 3 or more times a week count toward honor roll.

K-2 Grade Scale	3-8 Grade Scale	All Grades Effort/ Conduct
P - Demonstrates Proficiency	A - 93-100%	O - Outstanding
G - Very Good Progress	B - 85-92%	G - Good
S - Satisfactory	C - 77-84%	S - Satisfactory
I - Improvement Needed	D - 70-76%	I - Improvement Needed
N - Not Yet Demonstrated	F - 69% & below	U - Unsatisfactory
PS - Pass	PS - Pass	
FL - Fail	FL - Fail	

Progress Reports & Report Cards

Progress Reports will be sent home at the interim of each trimester. Parent-Teacher Conferences are scheduled three times per year: October, February, and April. Teachers are available for additional conferences at your request and convenience. Please contact the teacher if you have questions or concerns. Teachers welcome your inquiry.

Please be advised that teachers are given time to finalize grades between the last date of the trimester and official distribution of report cards. Student progress can be readily monitored by logging on to PowerSchool.

Summer School

A failure in any subject necessitates the completion of a summer school program. Summer school may also be recommended for students who need extra help in certain subject areas.

Student Records

St. Ann School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records. Records of students transferring to other schools will only be sent directly to the receiving school. No records will be given to the parent/guardian to transport to the new school. Students requesting records/transcripts/recommendations must give the school five school-days advance notice. All forms need to be submitted to the office for processing. Completed forms will be sent to the receiving schools. No records will be sent to transferring schools of students whose financial commitment is in arrears.

Transfers

Students transferring out of St. Ann School are required to return all books and school materials to the appropriate teacher. Parents must sign a release form to the receiving school so that all records may be sent to the new school.

Graduating eighth graders can expect St. Ann School to forward all school records to the attending high school during the summer.



SCHOOL UNIFORM POLICIES



Uniforms

The school uniform is to be worn at all times with the exception of scheduled Spirit or Casual Days, published to the school calendar. If a student does not have the proper uniform, a behavior warning will be issued. Students who are out of uniform, including hair length violations, will be prohibited from participating in public-facing school events such as School Mass, outside service opportunities, field trips, school competitions etc. Students who demonstrate repeated uniform violations will lose the privilege to participate in the next scheduled Casual Day.

Fall/Spring Uniform:

August, September, October, April, May, and June.

Winter Uniform:

November, December, January, February, and March.

General uniform rules for all:

- Plain socks must be over the ankle and have NO LOGOS whatsoever.
- Excessive jewelry may not be worn by either boys or girls.
- Students may not wear hoods/hats while inside the school building during the day.
- Extreme hairstyles are not permitted-natural hair color only.
- Shirts are tucked in at all times when in the school building (grades 4-8).

Girls:

- Skirts may not be any higher than two inches above the knee.
- Girls may not wear dangling earrings, make-up, or nail polish.
- **Pre-K 4 - 5th Grade Girls:**
 - Plaid Jumper with white peter pan collar shirt or turtleneck.
 - Navy blue pants/shorts w/white peter pan collar shirt, turtleneck or polo w/logo.
 - Socks: Navy blue, black or white crew socks. Navy tights may be worn in winter (*required in middle school).
 - Navy leggings under the jumper paired with NAVY CREW SOCKS ONLY may be substituted for tights during cold weather.
 - Shoes: ALL black SNEAKER-this includes the sole and laces, as well as the body of the sneaker.
 - Sweatshirts/sweaters: St. Ann Crewneck Sweatshirts (NO HOODIES) St. Ann's fleece or sweater with the current St. Ann School logo - navy with white band, cardigan or pullover.

- **Middle School Girls:**

- Navy slacks or skort/skirt which is no shorter than fingertip-length, a policy which must be observed at all times – seated, standing, etc. Skirts may not be rolled or hemmed to be worn shorter than fingertip length.
- White banded polo with the St. Ann School logo or white turtleneck.
- Socks:
 - Fall/Spring–Navy blue, black or white crew socks.
 - Winter–Navy blue tights (with no holes) or navy leggings under the skirt paired with navy crew socks only may be substituted for tights during cold weather.
- Shoes: ALL black SNEAKER–this includes the sole and laces, as well as the body of the sneaker.
- Sweatshirts/sweaters: St. Ann Crewneck Sweatshirts (NO HOODIES), St. Ann’s fleece or sweater with the current St. Ann School logo – navy with white band, cardigan or pullover.

Boys:

- Boys may not wear any earrings.
- Hair must not be touching the collar, hanging below eyebrows, or covering the ears. Students will be expected to get a haircut within a week of being told they are in violation of this rule.

Pre-K 4 – 5th Grade Boys:

- Fall/Spring – Navy blue shorts with white oxford or polo with the St. Ann School logo.
- Winter –Navy blue pants with white turtleneck, oxford or polo with the St. Ann School logo
- Socks: Navy blue, black or white crew socks.
- Shoes: ALL black SNEAKER–this includes the sole and laces, as well as the body of the sneaker.
- Sweatshirts/sweaters: St. Ann Crewneck Sweatshirts (NO HOODIES), St. Ann’s fleece or sweater with the current St. Ann School logo – navy with white band, cardigan or pullover.

Middle School Boys:

- Hair must not cover ears, eyebrows or neck.
- Shirts must be tucked in and a belt must be worn at all times.
- Variation on Boys’ Winter Uniform for Middle School: White oxford shirt with navy tie; blazer is an option in addition to St. Ann Crewneck Sweatshirts, St. Ann’s fleece or sweater with current St. Ann logo – navy with white band, cardigan, or pullover.

Formal Uniforms – Middle School:

Formal Uniform requires a solid navy blue blazer (school logo optional) or sweater/ sweater vest (school logo required) for both boys and girls in middle school. Boys must wear a tie. Formal uniforms are required for Mass dates and other announced special occasions.

Gym Uniforms – All Grades:

- Light blue shirt w/ St. Ann School logo.
- Navy blue shorts w/St. Ann logo.
- In the winter, sweatpants w/St. Ann logo are worn instead of shorts.
- Plain white gym socks, over the ankle, NO LOGOS.
- Properly tied, non-marking athletic sneakers (can be uniform sneaker or other type).

Pre-K 3 Uniforms:

All students in the Pre-K3 Program wear the St. Ann School Gym Uniform daily with sneakers. If the gym uniform is not available based only on sizing, students may wear plain navy items.

School Uniform Closet:

St. Ann School keeps inventory of donated, gently-used uniform items which families may visit to stock up on uniform items. All items can be purchased for \$1 with proceeds benefitting school designated Missions. Donated items are welcomed, and can be accepted in the main office. Please be sure all donations are free of stains, holes, and otherwise in good repair.

Casual Days:

Each month there is one casual day when students are permitted to wear appropriate non-uniform, casual clothes. A \$1 cash donation to the Missions is requested on each casual day.

Clothing deemed inappropriate by the school will result in the child having to call parents for a change of clothes or having to wear an item from the uniform closet. Students who wear inappropriate casual clothes or students who consistently violate uniform rules will lose the next casual day privilege.

Casual Day Clothing Guidelines:

Students MAY wear:

- jeans
- sneakers
- short socks & or socks with logos
- sweatshirts
- PJ pants & sweatpants
- nail polish
- jewelry
- dresses
- leggings (ONLY if worn with a long shirt or sweatshirt that is NOT tucked in and covers their backside)

Students MAY NOT wear:

- tank tops
- biker shorts
- make-up
- low cut blouses/tops, crop tops or exposed midribs, backless tops, or see-through material
- crocs or other open-back shoes or flip flops
- sneakers that convert to roller skates
- hats
- faddish haircuts
- T-shirts with inappropriate writing, symbols, or slogans
- shorts/skirts shorter than fingertip length (must remain fingertip length at all times)

STUDENT CONDUCT POLICIES



Student Conduct

In accordance with the stated philosophy of the school, which emphasizes respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

Code of Respect

As a Catholic school, we believe in promoting and reinforcing positive relationships among our students. St. Ann students will respect:

- themselves
- their fellow students
- the faculty and staff
- parents/other adults
- the teachings of the Catholic Church
- school property

Unacceptable Behavior

In order to provide a safe, caring, learning environment at St. Ann's for all students, the following behaviors are considered unacceptable:

- **Physical Aggression**
 - pushing/ shoving
 - spitting
 - kicking
 - hitting
 - defacing property
 - stealing
 - demeaning and humiliating physical acts
 - locking in closed/confined space
 - threats of physical violence
 - inflicting bodily harm
- **Social Alienation**
 - gossiping
 - intentionally embarrassing another
 - spreading rumors
 - use of ethnic/ racial slurs
 - public humiliation
 - excluding from group or social rejection
 - taking others' possessions

- **Verbal Aggression**

- mocking
- name calling
- taunting / teasing
- intimidation
- verbal threats
- graffiti or defacing property
- playing dirty tricks

Bullying & Cyberbullying

St. Ann School provides a safe environment for all individuals. Bullying threats made against the physical or emotional well-being of any individual are taken seriously and will not be tolerated. Students acting in such a manner (in-person, online, seriously, or in jest) will face consequences including, but not limited to: detention, suspension, and/or expulsion. Engagement in cyber/online bullying may result in disciplinary actions if the content of the student's online activity includes defamatory comments regarding the school, the faculty, other students or the parish or significantly impedes the business of the school.

What is Bullying?

Bullying is unwanted aggressive behavior(s) among school-age children that has a high likelihood of causing physical or psychological harm or injury. It is characterized by:

- 1) An imbalance of (real or perceived) power that favors the aggressor(s);
- 2) Is repeated or has a high likelihood of being repeated;
- 3) The victim(s) of bullying may feel intimidated, demeaned, or humiliated as a result of the aggression.

Bullying may occur within multiple contexts such as school, community, and/or electronically and includes a range of aggressive behaviors including:

- Physical:
 - pushing, hitting, biting, scratching, physically restraining, damaging property.
- Verbal:
 - teasing, threatening, intimidating, name-calling, harassment.
- Social:
 - excluding from social groups, ostracizing, spreading rumors, isolating, getting others to dislike a person.
- Sexual:
 - any of the above that includes a sexual undertone or connotation (sexual harassment). The Diocese of Wilmington has adopted a sexual harassment policy as it pertains to employees and students. A copy of this policy is in the school office and will be made available upon request.

What is Peer Conflict?

Peer conflict is a struggle between two people with the same relative amount of power who have different goals or desires. In a conflict, people may get frustrated and angry. Often the amount of emotion each person feels will be relatively equal, because both are trying to get what they want. In the heat of the moment, one or both people's emotions can escalate into a heated conflict.

People involved in conflict may lose control and say something that they later regret. People engaged in a conflict want the issue to be resolved, usually in their favor. The “back and forth” that occurs is each person trying to make the case for what she/he wants.

Actions and behaviors can be difficult to identify as peer conflict or bullying. This is why it is extremely important that there is open communication between students/parents and the school so that we can work together as a team to appropriately address the situation.

The following items are not permitted during the school day:

- cell phones or other internet connected devices for communication such as wearable technology
- headphones or airpods
- mp3 players/Ipods/Itouch/IPad
- hand-held electronic games
- laser pointers
- chewing gum
- skateboards/scooters
- cologne/perfume
- any other items deemed distracting by the school

Code of Discipline

The consequences of disregarding school rules reflect the age of the student, the seriousness of the offense and the frequency of the offense. A student who chooses a certain behavior is also choosing the consequences of that behavior.

Small increments of recess time, loss of privilege, etc. may be used as consequences in the younger grades to address behavior. Behavior warnings that are to be signed by the parent will be issued for older students.

Behavior Warnings

Failure to follow a teacher’s classroom rules, failure to follow the St. Ann Code of Respect or failure to follow any school rules in grades 4-8 will result in a behavior warning or more serious consequences. Some actions for which a behavior warning may be given include, but are not limited to:

- Emotional, physical or social teasing
- Damaging property
- Disrespect/defiance
- Dress code violation
- Excessive talking/disrupting class
- Inappropriate or vulgar language
- Running in the building
- Failure to get a Behavior Warning signed
- Failure to comply with teacher’s verbal warning
- Chewing gum or eating/drinking at times not permitted
- Re-entering the building after dismissal without permission or supervision
- For certain behavior, teachers and staff may also assign consequences outside of, but not in addition to, the behavior warning.
- Four (4) Behavior Warnings will result in a detention

Some behaviors may warrant an immediate detention. These may include, but are not limited to:

- Fighting
- Academic dishonesty
- Stealing
- Disrespect
- Hitting or bullying
- Insubordination
- Lying
- Acting in a rough or rowdy manner which could result in injury
- Use of cell phones during school hours or when exiting the building
- Use of any other electronic devices during school hours
- Defacement/Destruction of school property
- Other actions judged to warrant a detention by administration

Detention Policy

Detention is generally held from 3:00 – 4:00 pm. Parents should arrange transportation home for the child. A student will receive at least 24 hours notice before he/she must serve a detention. Detention dates will not be changed except in an emergency. A student who is absent on the day of a detention is to serve the detention on the next day detention is held. Failure to serve a detention is considered disrespectful and will result in an additional consequence for the student. Four (4) detentions will result in a parent conference, disciplinary probation and a possible suspension.

In-School Suspension

The following behaviors will result in an immediate one-day in-school suspension:

- Truancy
- Blatant disrespect for authority
- Possession of simulated drugs and/or use or possession of cigarettes, JUULs, e-cigarettes or vaporizers
- Possession of inappropriate materials of a sexual nature
- Inappropriate use of a computer (depending on severity)
- Other violations judged to warrant suspension by administration

Out-of-School Suspension

An out-of-school suspension will occur when a student fails to serve an in-school suspension. An out-of-school suspension can be administered for any offense previously listed, or for other serious infractions as determined by the school administration.

Disciplinary Probation

Any student manifesting persistent or severe behavior problems will be placed on disciplinary probation. In such a case, a joint meeting with the principal and teacher will be arranged with the parents. This meeting will determine the conditions under which the student will be allowed to continue as a member of the St. Ann School community. Up to three days out- of-school suspension may be selected as part of the disciplinary probation. The school reserves the right to request professional psychological or counseling services as a condition for continuance at St. Ann School.

The principal, after consultation with the pastor, may expel a student for serious offenses. The following behavior may result in expulsion:

- Use/possession of illegal drugs, alcohol or cigarettes
- Use or possession of JUUL, e-cigarettes or vaporizers
- Possession of a firearm or other weapon
- Threatening the well-being of another student in a serious manner
- Any further infraction in one school year following two out-of-school suspensions
- Other violations judged to warrant expulsion by administration

Possession of Weapons

Weapons of any kind or weapon-like objects are forbidden on school property, school or at any school related activity. The school recognizes all federal, state and local laws with respect to possession and use of weapons. A student found with a weapon in his/her possession should be suspended immediately until the situation is investigated thoroughly. A parent conference should be held. Disciplinary action may follow. (Diocese of Wilmington Regulation 5190)

Being a student at St. Ann School is a privilege. Repeated behavior infractions may be an indication that the privilege is not valued. The school reserves the right to determine that it may be in the best interest of the student and/or others that a student no longer continue at St. Ann School.



HEALTH & SAFETY POLICIES



Health & Medications

The state requires physical examinations for students entering Pre-K 3, Pre-K4, and Kindergarten. New entrants are required to provide a physical examination form. These forms are to be returned during the summer or on the opening day of school.

A School Nurse is on site full time. The School Nurse must comply with state laws on all immunizations. Parents/guardians must comply with all requests concerning the state immunization mandates.

Screening will be done for vision and hearing in grades K, 2, 4, 7 and for posture/gait in Grades 5, 6, 7,8.

The Diocesan policy states that children cannot carry or self-administer any medication during school hours. This includes all over the counter medications. All medications including cough drops must be given to the school nurse.

Emergency forms are kept electronically by the nurse to enable parent/guardian contact in the event of an emergency. Parents should update their child's health history through the Magnus application.

Food Allergies

Students with food allergies should be aware and proactive in their care of food allergies and reactions according to their developmental level. They should not trade food at snack time or lunch with others or eat anything with unknown ingredients. Please provide your child's teacher with "safe treats."

Lunch Program

St. Ann School offers a boxed lunch program daily through the services of an outside vendor. Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or candy. Parents are encouraged to make healthy selections for lunches. Students who forget lunch will be provided with a lunch if the parent cannot drop a lunch off at school.

During lunchtime respect for other students and lunch monitors is expected at all times.

Lunch Rules

1. Walk quietly to your assigned place in the Social Hall
2. Be seated on your bottom
3. Assigned persons will distribute milk and lunch service orders
4. Eat your own lunch with good manners
5. If you need something, raise your hand and the monitor will assist you
6. Throw your trash away according to the adults' direction
7. A staff member will call you to line up
8. Return your chair to its proper place
9. Exit lunch area with your teacher

Students who fail to follow these rules may be separated from the rest of the class and be required to eat in silence for the remainder of that lunch and the entire lunch period the following day.

Emergency Drills

State Law requires that a fire drill be held monthly. During the fire drill, students should follow these regulations:

1. Rise in silence when the alarm sounds; remain calm
2. Walk to the assigned place briskly, in single file by class, and in silence
3. Stand in silence once outside the building
4. Respond if roll call is made
5. Return to the building in silence once the signal is given at the direction of your teacher

St. Ann School also conducts drills for lockdown scenarios and inclement weather.

Field Trips

Field trips are designed to correlate with teaching units and to achieve curricular goals. All grades do not always have the same number of field trips. Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.

Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. This is the only format that may be used to allow a student to leave school during school hours. Neither a telephone call nor an email is accepted in lieu of a signed field trip permission slip. Parents may refuse permission for their child to participate in a field trip by stating so on the proper form. Students who do not attend a field trip will remain home and will be marked absent for that day.

Parents are invited to participate in a field trip as a chaperone. All chaperones must sign the Volunteer Covenant regarding the safety of children; this is required by the directive on the safety of children, For the Sake of God's Children.

Parent volunteers are required to be cleared through a criminal background check. The background clearance process can take up to two (2) weeks time; please plan accordingly. Parents are selected as chaperones on a first come, first served, basis.

Students' cell phones are not permitted on field trips unless otherwise directed by the teacher and/or administration.

Cell Phones

Although St. Ann School accepts cell phones as safety devices, cell phone use by a child during the academic day is prohibited. All cell phones are collected at the beginning of the school day and stored in the classroom until dismissal. The cell phone is to be turned off for the day.

In the case of an emergency, if a parent wishes to speak to their child, they should call the office and leave a message for the student. Students found using their cell phones during the school day or as they are exiting the building will face disciplinary actions, including, but not limited to, having the phone confiscated by school personnel and a detention. Students who do not turn in their phone and are found keeping their phone on their person or in their book bag will face the same consequence stated above.

eReaders may be used at school only for accessing books. The student is responsible for the safety of his/her device. No internet access or gaming is allowed at any time, including during Before Care or After Care. Unacceptable use of eReaders will result in the loss of privileges. The device will be confiscated by a teacher and returned to the parent. Wearable technology will only be permitted if used as a standard watch. A student who uses it for any other purpose will have it confiscated, returned to the parent and will no longer be allowed to wear it at school.

Social Media Accounts

Students posting defamatory comments regarding the school, faculty, or other students of the parish to public blogs or social networking sites such as, but not limited to, Facebook, Instagram, Twitter, Snapchat, TikTok, etc. will face disciplinary action.

We respectfully ask parents to communicate issues or problems directly to administration and not on social media. Parents who participate in social media are to refrain from gossip, slander, libel, and defamation of character. Because parents and teachers are a child's primary role models, it is critical that we demonstrate a spirit of respect and responsibility so that we may work together in order to find solutions to problems.

The use of photos online bearing the school's name, logo, or uniform is prohibited.

Photo Policy

The Diocese has published the Acceptable Use of Technology Policy (AUP) which provides guidance as it pertains to taking, sharing or posting photos and videos within the school or during school or parish events. In an effort to respect each other's privacy, parents are strongly encouraged to ask permission before posting or sharing electronic images of other school families and students. Signed photo releases are required at the beginning of each school year.

Custody Agreements

St. Ann School will remain neutral in all cases of divorce or separation. Parents are expected to provide the school with a copy of the custody decree as well as any restraining order which would restrict /prohibit parental or third party access to their child(ren).

Parents need to keep St. Ann School apprised of any and all changes in custody, visitation or restraining orders. Each parent with legal custody is entitled to access all school academic records and other school related information.

Parents without legal custody (including those with visitation but not legal custody) have no educational rights and are not privy to school records/school information.

Parents as Partners

As partners in the educational process at St. Ann School, we ask parents:

- To set rules, times, and limits so that your child:
 - gets to bed early on school nights
 - arrives at school on time and is picked up on time
 - is dressed according to the school dress code
 - completes assignments on time
 - has lunch and a nutritious snack everyday.

We further ask parents to:

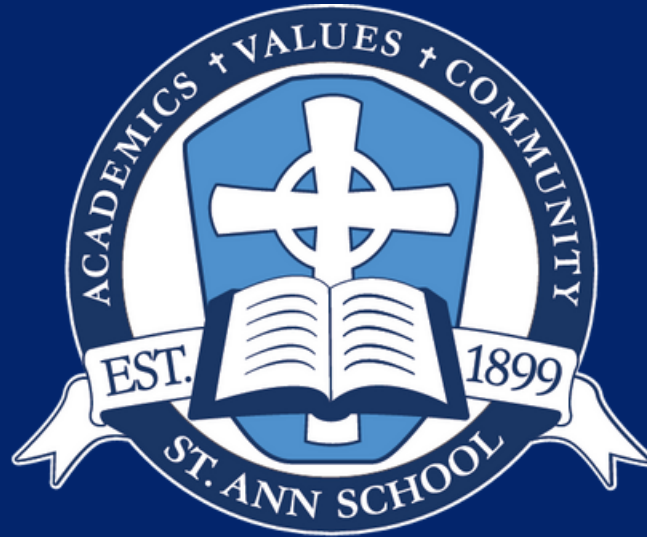
- actively participate in school activities such as Home and School Association activities
- actively participate in parent-teacher conferences
- notify the school with a phone call or email when the student will be absent or tardy
- provide a written note when a child has been absent
- notify the school of any change in address or other personal information
- meet all financial obligations to the school
- inform the school of any special situation regarding the student's well-being, safety, or health
- complete and return to the school any requested information promptly
- support and cooperate with the discipline policy of the school
- treat teachers with respect and courtesy when discussing student problems.

A Note on Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for parties can be distributed in class or by the teacher if there is one for every student in the class or one for all of the boys or all of the girls. Valentines distributed during a classroom party should include a Valentine for each student in the class.

Lost & Found

Any items found in the school building or on the school grounds should be turned into the school office and will remain at the school for 30 days, after which they will be donated to charity. All items should be labeled with the child's name. Students who lose a textbook or workbook must pay the replacement cost of the book plus shipping/handling in order to receive a new copy.



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