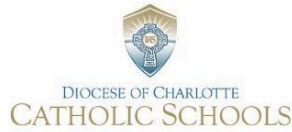




St Ann
CATHOLIC SCHOOL

Student Parent Handbook
2026-27



Pursue Excellence. Grow in Faith. Transform the World.

1123 South Church Street, Charlotte, NC 28203

Dear Families of our Catholic Schools in the Diocese of Charlotte,

On behalf of our pastors, heads of school, principals, faculty, and staff, welcome to a new school year in our Catholic schools. We are grateful for the trust you place in us and for the privilege of walking alongside your family as your children grow in faith, virtue, wisdom, and excellence.

Catholic education is a remarkable gift because it forms the whole person. Our schools exist not only to prepare students for the next grade, the next school, or the next stage of life, but to help them become the young men and women God created them to be. We want our students to pursue excellence of intellect, heart, and soul, with salvation as the ultimate goal.

Our mission is unique because, although we dare to be great, it is not for our glory, but for the greater glory of God and to build up our brothers and sisters. This is the crux of Catholic identity and why our expectations and way of doing things are rooted in defined Church teaching. This is why we push one another to live virtuously and to keep growing, even when that call seems countercultural to the world. Examples of this are seen in the way we respect life from the moment of conception to natural death, uphold the family unit of man and woman as the bedrock of society, and affirm our faith by living in accordance with our God-given biological sex as men or women.

We all are in different places in our faith journey, but no matter your background or where you came from, in our schools you are cared for as a unique and wonderful individual created in the image and likeness of God. Your talents, experiences, and background make up the richness of our greater Universal Church, and in communion together, we seek to change the world for the better.

As we begin this new year, I am grateful for our parents, pastors, educators, and school leaders who make this mission possible. Thank you for partnering with us in the formation of your children. May God bless you and your family in the year ahead.

In Christ,

A handwritten signature in black ink, appearing to read "Gregory P. Monroe".

Gregory P. Monroe, Ph.D.
Superintendent of Catholic Schools
Diocese of Charlotte

Dear Parents and Guardians,

Welcome to the 2026-27 school year! The faculty and staff at St. Ann Catholic school are grateful to have you and your children as part of our St. Ann Family. We believe in taking a team approach to teaching your children and sharing the message of Jesus through our words and our actions, living out the values of the St. Ann Way: *Love God, Cherish Family, Challenge Our Minds, Celebrate Our Differences*. The purpose of this handbook is to familiarize you with our philosophies and procedures. The hope is that by sharing this information both you and your child will enjoy a happy and productive year. All school families are asked to please sign and return the acknowledgement at the end of this handbook.

May God bless us as we work together with your children.

Yours in Christ,

Celene Little
Principal

Anna Owens
Assistant Principal

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The principal retains the right to amend the handbook for just cause and parents will be given prompt notification if policy changes are made during the school year. -Revised July, 2026

DIOCESE OF CHARLOTTE MISSION STATEMENT FOR CATHOLIC SCHOOLS

In communion with our families and parishes, we form students to be virtuous disciples of Jesus Christ. Rooted in Scripture, Tradition and the defined teachings of the Catholic Church, our students pursue excellence of intellect, heart, and soul with salvation as the ultimate goal.

SAINT ANN CATHOLIC SCHOOL MISSION STATEMENT

The mission of St. Ann Catholic School is to provide quality learning experiences grounded in our Catholic faith while recognizing each student's unique gifts. We are committed to the spiritual, academic, social, physical, and creative development of our students and to working with parents and the community to accomplish our goals. As a community we seek to teach as Jesus did.

THE SAINT ANN WAY

An abbreviated version of the St. Ann Catholic School Mission Statement, the "Saint Ann Way" refers to the four core values guiding all aspects of life at St. Ann Catholic School and is recited by faculty, staff, and students each morning:

- Love God
- Cherish Family
- Challenge Our Minds
- Celebrate Our Differences

ACCREDITATION

The schools of the Diocese of Charlotte, which includes St. Ann Catholic School, receive their accreditation from Lumen Accreditation, offered through The Catholic University of America, which is fully recognized by the National Council for Private School Accreditation (NCPA).

ADMISSION POLICY

All Mecklenburg Area Catholic Schools admit students of any race, color, sex, religion, nationality, and ethnic origin to all of the programs and activities generally accorded or made available to students at these schools. Students entering Pre-Kindergarten must be 4 years old on or before August 31, Transitional Kindergarten must be 5 years old on or before October 15, and Kindergarten applicants must be 5 years old on or before August 31. No exemptions will be made within the Catholic Schools. The child's age must be verified by a birth certificate. If a child has been attending school in another state in accordance with the laws or regulations of school authorities of such state before becoming a resident of North Carolina, the child is eligible for enrollment in school regardless of whether or not he/she has passed the fifth birthday by August 31.

Conditions of Enrollment and Continuous Enrollment

Students accepted to Mecklenburg Area Catholic Schools are those who demonstrate academic and behavioral readiness and show potential to both benefit from and contribute to the school community. In some cases, students may be granted conditional acceptance—either at the time of initial enrollment or during the continuous enrollment process (i.e. promotion to the next grade level)—if additional academic and/or behavioral support is deemed necessary. In such instances, the school will work in partnership with parents to provide the support needed for the student's success. Parents will be informed of any conditional acceptance either at the time of admission or, in the case of continuous enrollment, by school administration in the spring of the academic year.

Retention and Non-Return

In certain situations, a student's academic and/or behavioral challenges—documented throughout the school year—may persist despite targeted support from both the school and family. When this occurs, the school may recommend retention (i.e., repeating a grade) or non-return as the most appropriate course of action for the student's continued growth. Parents will receive this recommendation in February of the academic year, unless an approved exception to this timeline applies. No recommendation for retention or non-return will be made without prior conferences with the teacher and school administration regarding the student's progress and guidance on potential alternative placement options.

ST. ANN CATHOLIC SCHOOL FACULTY AND STAFF
Main Office Number - 704-525-4938

Administration and Staff:

Principal	Celene Little
Assistant Principal	Anna Owens
Administrative Assistant	Jamie Harrington
School Receptionist/Secretary	Kim Greeley
School Nurse - M, T, Th	Courtney Schroeder
School Nurse - W, F	Ashley Dutton
School Counselor - Grades 2-5	Bridget Rickard
School Counselor - Grades PK-1	Kristie Halstead
Advancement Coordinator	Nicole Barletta
After School Enrichment Program	Mercedes Saravia
Cafeteria Director	Angel Hawat
Maintenance Director	Steven Link
Security	William Bowman Steven Tagliani
School Leadership Council (SLC) Chair	Cliff Edahl
Parent Teacher Organization (PTO) President	Brittany Ingersoll

Classroom Faculty/Staff:

	Teacher	Assistant		Teacher	Assistant
PK A	Melissa Klish	Kasey Fisher	2A	Jeanette Chap	Shauna Holmes
PK B	Dina Alvarado	Nina Escobar	2B	Caroline Fendrick	Robin McFarlane
TK A	Christina Bowen	Tristan Kelsey	3A	Maureen Brady	Alan Brady
TK B	Kate Hilsabeck	Denise Slaughter	3B	Kathleen Polking	Alan Brady
KA	Annie Donahue	MK Samuelson	4A	Scott Rickel	Joanne Bergren
KB	Maureen Dawson	Debbie Johnson	4B	Alice Rickel	Joanne Bergren
1A	Laney Llewellyn	Melanie Douglas	5A	Jen Chromy	Emilie Johnson
1B	Rena Batson	Chrissy Raver	5B	Sarah Phillips	Emilie Johnson

	Teacher	Assistant		Teacher	Assistant
MAP	Lisa Banks	Louise Pease	Float		Greta Balls
MAP	Amanda Mooney		Float		

Special Area Faculty:

Academic Enrichment (2-5)	Darlene Konopasek
Academic Achievement Program (K-2)	Katie Buckley
Academic Achievement Program (3)	Maria Wallis
Academic Achievement Program (4-5)	TBD
Testing Coordinator (Th-F)	Melissa Hughston
Art	Angie Olle
Band	Elaina Palada
Media/Library; Academic Enrichment (K-1)	Caroline Ludt
Music	Collette Zeoli
Physical Education	Amy Harrold
Spanish	Janneth Morel
STEM	Jessica Heroy
Virtuous Leadership	Clare Beltran

GENERAL SCHOOL PROCEDURES

ANNOUNCEMENTS AND PRAYER

Each morning will begin with prayer, the Pledge of Allegiance, and general announcements. During this time, students should stand silently in respect for God and country. If students and/or visitors happen to be in the hallways, they should stop immediately and wait until all announcements are completed. We join in prayer at the beginning of our school day and at its closing. When prayers are being said over the PA all movement and discussions in the halls and classrooms must stop out of respect for God, our loving Father.

ARRIVAL

Before school care is open to students at 7:00 am. Upon arrival in the church parking lot, students will proceed to the gymnasium until 7:40 am. At that time, students will be dismissed to their classrooms. All students are expected to arrive by 7:45am.

Late Arrivals: For parents arriving between 7:45 and 8:05am, the Allen Center lobby will be used for late arrivals. Parents must park in the church parking lot, and walk their student(s) into the Allen Center lobby to drop off and sign in with a faculty member. After signing in, students will enter the school through the entrance by the upper teacher parking lot, supervised by a faculty member. Students in grades K-2 must be escorted through the Allen Center to the school entrance by a parent or upper grade sibling. If arriving after 8:05 am, parents should proceed to the front entrance to the school located on Hillside Ave. and walk their child into the school office and sign them in. **Please note: Only bus arrivals and students tutoring will be admitted to the front office between 7:00 and 8:05am.**

Tardy Policy: Any student who arrives at school after 7:55am will be marked tardy. Arriving at school on time to begin class is critical for a child to have a successful, productive day. Parents of students frequently arriving late may be contacted by their teacher or school administration. The cumulative number of tardies will be recorded on each student's report card.

ASSIGNMENTS MISSED

Occasionally, students need to miss school. Assignments may be completed and returned with the student upon his/her return. If a parent requests work for their child who has been out for a few days, that work can be sent to the office for the parent to pick up after 1pm. Parents should either call or email the office with a work request no later than 10:00am in order to pick up the work on the same day.

ATTENDANCE

When a student must leave school before dismissal, a written note or email from a parent or guardian must be presented to the teacher and the school office. No verbal requests from the student will be honored. Students who come to school after 11:00 am or who leave before 11:00 am will be marked absent for the day. If picking up a child early, parents may enter the office to sign them out. No students will be dismissed from the front office after 2:00 pm except for health reasons. Please note: starting in 2026-27 no early dismissals on half days will be permitted. Dismissing so close to the regular dismissal time and on early dismissal days causes significant disruption to classroom and end-of-the-day routines. The educational program at St. Ann Catholic School depends heavily upon the content of each school day, and all areas of the curriculum are considered valuable. Regular attendance is vitally important to each student as it directly affects his/her progress academically and his/her development of attitudes and habits for later life.

Studies of student progress in school show a high correlation between attendance and success or absence and failure. For this reason, every student is required to attend every class, except when excused for illness, or other reasons deemed acceptable by the school. Vacations and holidays are planned to provide both maximum convenience in observing traditional holidays and maximum benefits to the educational process. When considering removing children from scheduled classes, parents are urged to carefully weigh five important factors:

1. School represents a commitment to intellectual and personal discipline. Unnecessary absences may weaken that commitment. While such absences may be highly educational and beneficial to the child, they are not to be regarded lightly.
2. Absences and disruptions of schedules (tardy arrivals) and procedures affect others in the class and the faculty.
3. In the primary grades in particular, instruction is so often teacher-directed and activity-directed, it is not usually possible to duplicate the experiences outside the classroom setting.
4. In addition to summer months, there is almost a month of free time during breaks within the school year calendar, published well in advance, in which trips can take place.
5. The teacher is not obliged to plan special work or to spend extra time on work that was missed by the student. Work will not be given in advance.

If your child will be absent from school, please call the school office to report your child's absence and provide a brief explanation regarding the absence. When your child returns to school following an absence, please remember to send a note to the teacher stating the reason for the absence.

BEFORE SCHOOL CARE

Students may be dropped off at school at 7:00am where they are supervised in the gymnasium by St. Ann staff until being dismissed to the classrooms at 7:40am. There is no charge for this service.

BEHAVIOR EXPECTATIONS AND POLICIES

At St. Ann Catholic School, we believe discipline is an opportunity to teach, guide, and help students grow in virtue. Rooted in our Catholic faith and the values of The St. Ann Way—Love God, Cherish Family, Challenge Our Minds, and Celebrate Our Differences—we strive to create a school community where every student is treated with dignity, respect, and compassion.

Students are expected to demonstrate Christian behavior in their words, actions, and choices. They should show respect for God, themselves, others, and school property while accepting responsibility for their actions. Faculty and staff work closely with families to encourage positive behaviors and help students develop habits that reflect our Catholic values.

Students are expected to:

- Be respectful and obedient to faculty, staff, and other adults.
- Treat all members of the school community with dignity, kindness, and charity.
- Demonstrate self-control in their words and actions.
- Act honestly and responsibly in their academic work.
- Care for school property, personal property, and technology.
- Show reverence during prayer, Mass, and other liturgical celebrations.

Because every child and every situation is unique and students are at an early developmental level, discipline at the elementary school level is intended to be formative rather than merely punitive. School personnel work collaboratively with families to help students learn from mistakes, repair relationships, and grow in virtue.

Teacher and Administrative Responsibilities

Teachers manage the majority of everyday classroom behaviors through redirection, reteaching expectations, restorative conversations, classroom consequences, and communication with parents.

More serious, repeated, or safety-related behaviors are referred to the administration. Depending on the circumstances, the administration may involve the student's teacher, counselor, parents, or other appropriate school personnel.

When determining an appropriate response, the school considers factors including:

- the student's age and developmental level;
- the nature, severity, and frequency of the behavior;
- the student's intent;
- the impact on others and school safety;
- previous interventions; and
- the student's willingness to accept responsibility and repair harm.

Possible responses may include, but are not limited to:

- student conferences;
- parent communication or conferences;
- restitution or restorative actions;
- reflection activities, formal behavior plan, or behavior contracts;
- counseling or additional supports;
- temporary removal from an activity or classroom;
- notification to pick up, in-school or out-of-school suspension; and
- expulsion when warranted.

The administration reserves the right to determine the most appropriate response to each situation. Incidents involving physical aggression will be addressed according to the **Physical Aggression Policy** outlined in the following section.

Because of student privacy, the school cannot discuss disciplinary actions taken regarding another student. Parents can be assured that all reports are investigated thoroughly and addressed appropriately.

Physical Aggression Policy/Protocol

At St. Ann Catholic School, the safety and well-being of our students are our highest priority. Guided by the values of the St. Ann Way—**Love God, Cherish Family, Challenge Our Minds, and Celebrate Our Differences**—we strive to provide a safe, faith-filled environment where every child can learn and grow.

Physical aggression, including hitting, punching, kicking, or any other behavior that intentionally causes physical harm or places others at risk, is not acceptable. These actions disrupt the learning environment and can cause both physical and emotional harm. Our goal is to partner with families to help students develop healthy ways to manage emotions, resolve conflicts, and build respectful relationships.

When a student engages in physical aggression toward another student or staff member, the school will respond based on the severity of the incident, the student's age and developmental level, and any prior incidents. The following steps will be taken:

- Incident reported to administration.
- Investigation conducted by administration with input from staff and, when appropriate, the school counselor.
- Student meets with administration to discuss the incident.
- Parent/guardian is notified.
- Appropriate disciplinary consequences may be assigned, including removal from class, being sent home, or suspension, depending on the circumstances.

Further follow up to the incident may include:

- The St. Ann Behavior Management Team review of incident and recommendations for additional support
- Follow-up meeting with parents and school administration
- Recommendation or requirement of interventions such as a behavior plan, counseling, educational evaluations, or other supports

Repeated or severe incidents of physical aggression may result in more significant disciplinary action, including extended suspension or a recommendation for expulsion. Any recommendation for expulsion will be submitted to the Catholic Schools Office for final review.

The St. Ann Behavior Management Team includes the Principal, Assistant Principal, School Counselors, and Academic Achievement Program teachers.

Bullying

St. Ann Catholic School is committed to providing a safe, respectful, and Christ-centered environment where every child is treated with dignity as a beloved child of God. Bullying, harassment, intimidation, and retaliation are contrary to our Catholic values and will not be tolerated.

What is bullying? Bullying is repeated or severe behavior intended to intimidate, harm, humiliate, or exclude another person when there is an imbalance of power or the targeted student has difficulty defending himself or herself. Bullying may be physical, verbal, relational, written, or social in nature.

Examples include:

- physical aggression;
- repeated name-calling, insults, or threats;
- purposeful social exclusion; and
- encouraging others to mistreat a student.

What is not bullying? Not every disagreement, argument, or isolated act of unkindness constitutes bullying. Age-appropriate peer conflict is addressed through guidance, conflict resolution, restorative practices, and appropriate disciplinary measures.

Students are encouraged to report bullying or harassment to a trusted adult immediately. Parents are likewise encouraged to communicate concerns promptly so they may be investigated.

All reports of bullying will be taken seriously and investigated. When bullying is substantiated, the school will respond in accordance with the Behavior Expectations and Policies outlined in this handbook. Responses will be based on the

of each situation and may include disciplinary consequences, counseling, restorative interventions, behavior plans, parent conferences, suspension, or other appropriate measures.

BIRTHDAYS

Recognition and celebration of a student's birthday is seen to be an important aspect of a student's development. Students may dress out of uniform on their birthday, half-birthday (for summer birthdays), or on Monday if his/her special

day falls on the weekend. Treats may be brought in and shared with classmates; however, treats need to be store bought, small, and individually portioned (ex: cookies, small cupcakes, small doughnuts). Treats also cannot be given out in the cafeteria without permission from the teacher. Treats can be handed out at recess or later in the day in the classroom (please schedule with the teacher in advance). There are no class parties for birthdays at school. The delivery of balloons, flowers, etc. should be reserved for celebrations at home. Invitations to private birthday parties may not be distributed at school unless the entire class or all boys/all girls are invited.

CHANGE OF ADDRESS OR PHONE NUMBER

It is important that the school has up-to-date phone numbers and addresses, as well as emergency numbers. If these facts change during the year, please update this information with the school office as well as the MACS Business Office. It is important that you keep your child's records up to date. Changes in address, home and work telephone numbers, and work schedules need to be reported to the office, particularly for the emergency card. This is to facilitate our contacting you concerning your child(ren).

CLASS PLACEMENT

The placement of students in specific classes is taken very seriously at St. Ann. Our team, including current classroom teachers, our school counselor, academic achievement faculty, and administration, works thoughtfully and collaboratively to ensure every decision is made in the best interest of the student and the overall classroom dynamic. We carefully consider several factors, including student learning needs, social-emotional development, academic achievement, and a healthy balance of male and female students. While we understand that parents may have preferences regarding class placement for their students, we are not able to accept parent requests for specific teachers.

Students in our PreK and TK classrooms are assigned to classes after the first few weeks of school have been completed. This allows teachers, the school counselor, and administration to observe student needs and personalities in order to ensure a balance across both grade level classrooms.

Requests for students to transfer from one classroom to another within the same grade level after the school year has begun will not be granted. Maintaining stable classroom communities minimizes disruption to the educational experience of all students.

COMMUNICATION AND RESOLUTION OF CONCERNS

St. Ann Catholic School is committed to clear, respectful, and solution-oriented communication with families, consistent with the shared expectations of the Catholic School Family Covenant Agreement (see Appendix I). Parents and students are expected to use the school's established communication channels when questions or concerns arise and to follow the outlined process for resolution, beginning with the teacher or staff member directly involved. Concerns should not be discussed in public or informal forums; instead, families are encouraged to work collaboratively with the school so matters may be addressed accurately and promptly. Questions about these guidelines or concerns related to school matters, including online or anonymous commentary, should be directed to the Principal. Detailed expectations and procedures are outlined in the School Communication Guidelines (see Appendix II).

We believe our communication should always reflect our shared mission: to support the formation of students in faith, virtue, and academic excellence. By approaching one another with empathy, patience, and a willingness to listen, we strengthen the bonds between home and school and offer our children a powerful example of living our faith. To ensure that concerns are addressed efficiently, appropriately, and in the spirit of our Family Covenant, we ask that parents follow the proper channels of communication:

1. Begin with the Teacher

We encourage families to first reach out directly to the teacher if questions or concerns arise about classroom experiences, grades, homework, or behavior. Teachers are best positioned to provide insight and partner with you in your child's growth. Please allow the teacher at least 24 to 48 hours to respond.

2. Partner with Administration When Needed

If a concern remains unresolved after communicating with the teacher, the next step is to contact school administration. Our leadership team is committed to upholding the mission of the school and supporting families in a respectful and faith-centered manner. Unless the situation is an emergency, our administration will aim to respond within 24 to 48 hours to parent communication.

3. **Respect the Proper Order of Communication**

If your concern is still not resolved after a conference and follow-up at the school level, you may then reach out to the Catholic Schools Office. In the spirit of Christian decorum and responsible communication, we ask that concerns not be taken directly to the principal, pastor, or diocesan leadership before other avenues have been explored. Bypassing these steps can lead to confusion and misunderstanding, and may delay meaningful resolution.

4. **Model Christian Virtue in All Communication**

As representatives of both the school and the Church, families are called to act with charity and respect in all conversations—whether in person, over email, or on social media. Public criticism or disparagement of staff, fellow families, or the school community undermines the trust and unity we strive to build.

DISMISSAL/CARPOOL

The “rule” is: If cars are moving, the students are not. Please do not motion to your children to come to your car if there is any movement of cars. This causes an extremely dangerous situation. For safety purposes, students must remain with their parents at all times while on the church grounds and in the parking lot after dismissal. A child may not be dismissed to another parent (unless it is a regular carpool situation) without written permission to the teacher. If a dismissal routine changes during the day, contact the school office as soon as possible.

Enter the church parking lot from Park Road and back into a parking space. Classes will be escorted from the school to the sidewalk along the Allen Center (PreK, TK, K) and the small traffic circle (1st-5th). Parents and/or family members must exit their car to come collect their student(s) from the teacher, then walk back to the car. Teachers and administrators will dismiss cars from bays, beginning with the bay closest to Willow Oak Road. Parking along the street or in the small teacher parking lots off Hillside and Willow Oak for afternoon dismissal is not permitted for safety reasons. Parents of Holy Trinity students using the Holy Trinity shuttle are asked to park in the three bays closest to Park Road. If students have not been picked up by 2:45pm, they will be brought to the front office to wait for their parents. **Please note: parents who arrive after 2:45pm for pick up must park in the upper teacher parking lot and call the school office. A faculty member will then walk the student up for dismissal. Due to safety concerns, no dismissals will be permitted from Hillside Avenue after 2:00pm.**

Cars begin dismissing at 2:35pm on regular school days and at 11:30am on early dismissal days. No dismissals will be permitted after 2:00pm on regular school days, and no early dismissals will be permitted on half days.

DOCUMENTATION REQUESTS

To ensure that all records and documentation are completed accurately and thoroughly, families and outside agencies should allow sufficient processing time for requests for records and/or documentation. Forms requiring teacher input, including questionnaires, observations, documentation for evaluations, or other educational records related to special education or psychological testing, should be submitted at least **10 school days** before the requested due date. Requests for transcripts, report cards, and other student records processed through the school office should be submitted at least **3 business days** in advance. While every effort will be made to accommodate urgent requests, the school cannot guarantee completion of requests received with shorter notice. Parents and legal guardians also have the right to review their child's official cumulative records. Requests should be made in writing to the principal 24 hours prior to reviewing the records.

DRESS CODE

School uniforms are a part of the Catholic School tradition. They serve as an outward sign that we, at St. Ann Catholic School, work together to learn. We strive to have a uniform that is neat, comfortable for learning and is durable, yet modest and respectable. Any student not meeting the dress code will be asked to either change into attire from the uniform closet or have parents bring in an appropriate change of clothing. Student uniforms may be purchased from our uniform vendor, [Flynn & O'Hara](#). A used uniform closet is also available in the school office area for our parents to access used uniforms for a donation.

Regular Uniform

Boys:

- Navy uniform-style* pants or walking-length shorts (no cargo pockets) with F&O St. Ann polo shirt.
- Socks must be above the ankle, with no fluorescent/distracting colors or prints.
- St. Ann sweatshirt, navy blue cardigan sweaters, F&O St. Ann fleece jackets, F&O St. Ann gray crew neck sweatshirt, F&O navy blue tracksuit jacket or F&O quarter zip pullover may be worn on cold days. Pullover sweaters and long sleeve shirts under a short sleeve polo may not be worn.

Girls:

- Flynn & O'Hara plaid uniform jumper with white uniform blouse, or navy uniform-style* pants, walking-length shorts, or navy or Flynn & O'Hara plaid uniform-style* skort with F&O St. Ann cardinal polo shirt.
- Socks must be above the ankle, with no fluorescent/distracting colors or prints. White, navy, or black tights or leggings may be worn under skorts or jumpers.
- St. Ann sweatshirt, navy blue cardigan sweaters, F&O St. Ann fleece jackets, F&O St. Ann gray crew neck sweatshirt, or F&O navy blue tracksuit jacket may be worn on cold days. Pullover sweaters and long sleeve shirts under a short sleeve polo may not be worn.
- Shorts, skorts, and jumpers must touch the top of the knee.

*Pants, shorts, or skorts of an athletic-style material or cut (such as tennis skirts) do not meet uniform requirements.

Mass Uniforms

Boys:

- All grades - Navy uniform-style pants with F&O St. Ann polo shirt.
- Hooded sweatshirts and PE gray crew neck sweatshirts may not be worn in Mass.
- Shirts should be tucked in.

Girls:

- Grades PK – 3rd F&O plaid uniform jumper with white uniform blouse.
- Grades 4th & 5th F&O navy or plaid uniform-style skort with F&O St. Ann cardinal polo shirt.
- Shirts should be tucked in.
- Hooded sweatshirts and PE gray crew neck sweatshirts may not be worn in Mass.

Physical Education Uniforms (to be worn only on gym days)

Girls & Boys:

- St. Ann logo solid black mesh gym shorts with F&O St. Ann gray T-shirt (long or short sleeve)
- Navy uniform shorts/skorts with F&O St. Ann cardinal polo shirt or F&O St. Ann gray long/short sleeve T-shirt
- F&O St. Ann gray uniform sweatpants and sweatshirts
- F&O St. Ann navy blue tracksuit with a gray T-shirt (jacket and pants)

Footwear

- Shoes must be always tied.
- Students may wear sneakers, tennis shoes, or appropriate dress shoes that are safe for playground activities.
- Shoes with wheels, open-heeled, open-toed shoes, sandals, boots, or crocs are not permitted to be worn to school.

Dress Down Days

- Attire must be appropriate for a Catholic school, and may not display violence, drugs/alcohol, or suggestive content.
- Clothing should be clean and free of rips, tears, and holes.

- Shoulders should be covered (i.e. no tank-tops/sleeveless tops or dresses). Dresses/shorts/skirts must reach mid-thigh (finger-tip length) and must be visible if worn under a sweatshirt or t-shirt.
- Leggings may only be worn under a dress, skirt, or shorts (length requirements apply).
- All footwear must meet the regular uniform standards (see above).
- If teachers determine that a student's dress-down clothing worn is not appropriate for a school setting, they may ask the student to change.

Spirit Wear Days

- Any St. Ann T-shirts or sweatshirts sold by the PTO or provided through a St. Ann club or activity (i.e. IFBL t-shirts, St. Ann cheer sweatshirts, grade-level shirts, etc.)
- Clothing should be clean and free of rips, tears, and holes.
- Uniform bottoms (either PE or regular uniform) must be worn.
- All footwear must meet the regular uniform standards (see above).
- If teachers determine that the top does not qualify as a St. Ann spirit wear top, they may ask the student to change

Other

- Uniforms must fit appropriately, be clean, and in good condition.
- Hair must be clean and well-groomed. Hairstyles and colors must be traditional (i.e. no colored braids, mohawks or drastic bleaching). Boys' hair must be off the collar, and out of the eyes.
- Girls' earrings must be small and one per ear.
- Only one necklace may be worn (must be small). No choker-style or long necklaces are permitted.
- Only one bracelet may be worn at a time (this includes bracelets to support a cause).
- Make-up and artificial fingernails are NOT permitted at any time.
- Belts are optional.
- Smart watches are not permitted.

EMERGENCY DRILLS

Monthly fire drills, periodic intruder drills, and tornado drills are conducted to familiarize the students with emergency exit procedures. Instructions are posted around the school. Parents and volunteers are expected to refer to the nearest faculty and staff for instructions to follow the proper emergency procedures if visiting during a safety drill.

FAMILY COVENANT AGREEMENT

All families enrolling their students in Diocese of Charlotte Catholic schools are asked to sign the Family Covenant Agreement (see Appendix I) as part of the enrollment process. This document outlines the commitments made by St. Ann Catholic School to our students and families. The agreement also indicates the reciprocal commitments families make both to engaging in the formation and education of their children and to participation in the life of St. Ann Catholic School.

FIELD TRIPS

Field trips are privileges afforded to students. All field trips will be instructional in nature and related to the curriculum being taught. Please note that field trips are planned by teachers and may vary from year to year. Students will not be allowed to participate in a field trip without a school issued permission form filled out and signed by a parent or guardian. Telephone calls will not be accepted in lieu of the signed form. All students must depart from the school with their teacher and return to the school with their teacher at the end of the field trip. Students are not permitted to be transported to a field trip, or picked up from a field trip, by the parent without permission from and signing out with their teacher. If the field trip's departure or return time creates a conflict for the student and family, then the student should not attend the trip.

Chaperones are necessary for class field trips. To qualify for a field trip chaperone, all volunteer requirements must be on file with the school office. The role of parent chaperone is a very serious one. All chaperones have the responsibility to support teachers in supervising students. The total attention of the chaperone is needed for the children. For this reason, siblings are not permitted on field trips. No medication will be given to a student on a field trip without a completed field trip medication form. Field trips often come with a cost, but it is important that families know this should not be an impediment to their students' participation.

GRADING SCALE

The MACS grading scale is as follows:

Grades K-2nd

VG – Very Good Progress

G – Good Progress

S – Satisfactory Progress

N – Needs Improvement

Grades 3rd-5th

A 90- 100

B 80-89

C 70-79

D 65-69

F 64 and below

Please note that grades for the primary students are not equivalent to the letter grades for the upper elementary students.

GRIEVANCE

In the event that a grievance arises between a parent and St. Ann Catholic School, similar to the communication protocol, the following chain of command should be followed until a satisfactory resolution to the grievance is met:

1. Teacher or Staff Member with whom the grievance arose
2. Principal
3. Assistant Superintendent
4. Superintendent of Schools
5. Chancery

HEALTH ROOM INFORMATION

All MACS schools are staffed with a full-time or part-time registered nurse. In addition to the school nurse there is a trained First Responder Team that can assist with school emergencies. It is vital that the school nurse/school personnel have accurate contact information and up to date health information for your student(s). Please make sure you provide this at the start of the school year and as applicable during the school year.

Vision Screening Vision Screening will be performed for grades 1, 3, and 5. Parents will be notified if the student does not pass or struggles with the exam. Any student may have a vision screening upon request, either by the teacher or the parent. Please contact your school nurse to request a vision screen for your student and/or to update your student's eye exam results.

Health Education School Nurses assist the teachers in presenting age-appropriate health lessons for your student. Topics include (but are not limited to): nutrition, exercise and rest, proper handwashing, basic first aid, water and bike safety, dental hygiene, and drug/alcohol awareness.

Illness Guidelines and Protocols Please notify the school nurse if your student has been diagnosed with a communicable illness such as strep throat, pink eye, hand/foot/mouth, norovirus, chickenpox, etc. This is very helpful in decreasing the spread of illness.

Fever Parents will be contacted to pick up a student with a temperature of 100 degrees or higher, or at the nurse's discretion. Please do not send your child to school with a fever. If your child requires fever-reducing medicine such as Tylenol or Motrin to maintain a normal temperature, they should not be at school. Please do not send your child to school until they have been fever free for 24 hours (without the use of medicine).

Vomiting/Diarrhea If a student has had vomiting and/or diarrhea in the past 24 hours, please keep them home. Their resistance may be low, making them more susceptible to a secondary illness. Vomiting and diarrhea can be very contagious.

Strep Throat If your student has a positive strep screen or culture, please keep them home for 12-24 hours after starting antibiotics.

Red, Swollen, Inflamed Eyes If your child wakes up with crusted, matted eyelids or if they are red, swollen, burning, itching, please keep your child home and consult with your physician. Conjunctivitis (pink eye) is highly contagious, especially in the elementary school setting. They may return to school after 24 hours of antibiotic treatment for bacterial conjunctivitis.

Head Lice Students identified with live lice will be sent home and should be treated with an OTC treatment (Rid, Nix, etc.), prescription medication or lice treatment company. Please consult with your physician for questions regarding the best treatment option for your student. Once treated the student may return the next day and should be seen in the health room by the nurse, before going to class. MACS schools follow the guidelines outlined by the American Academy of Pediatrics, the Centers for Disease Control, and the National Association of School Nurses for the management of head lice in the school setting. A student does not have to be “nit free” to attend school.

The school nurse delivers care to students and is available to administer medication, first aid and emergency care when necessary. The school nurse also acts as a liaison among the student, teacher, parent, and physician. After evaluating a student, the nurse will contact the parent/guardian if the nurse has determined that the student should go home. Please come promptly for your student. Continuous care for long periods of time is not suitable in a school setting; therefore, prompt retrieval of your student is greatly appreciated.

Policy for Administration of Medication The MACS policy for medication administration applies to all prescription and non-prescription (OTC) medications. This policy will be followed by school personnel during the school day, after care programs and on school sponsored field trips. This is a NO exception policy that is in place to protect the student and ensure the safest possible care for your student. If your child must receive any type of medication during the school day, including over the counter (OTC) medications, the following regulations MUST be followed:

1. All medication to be given at school must accompany a Medication Authorization Form detailing the medication, reason, dosage, and administration times. This form must be completed in full by your physician AND signed by a parent/guardian. A completed Medication Authorization Form is valid for 1 school year only and does not carry over to the next school year.
2. All prescription medication must be brought into school by the parent/guardian and must be properly labeled in the original prescription container with identifying information including the student's name, medication name, dosage, and times to be given.
3. All OTC medication must be brought into school in the original manufacturer's container and clearly labeled.
4. If your student requires emergency medication such as an epi-pen, Auvi-Q, inhaler, Glucagon or seizure medication, the health room must have an emergency Action Plan completed and on file in addition to the Medication Authorization Form.
5. It is preferred for all emergency medications to be given in the health room (especially in grades TK-5) however if it is determined that your student should self-carry their emergency medication, a Self-Medication Student/Parent/Physician Agreement form must also be completed and on file in the health room.
6. Medications should be provided at the start of the school year. It is especially important that emergency medications are brought in at the start of the school year for the safety of your child.
7. All medication should be picked up by a parent/guardian at the end of the school year. All medication not picked up will be properly disposed of. If you do not wish to follow the above regulations, you may come to school to administer the medication for your child. School nurses/school personnel will not administer any medication to students unless the proper forms are completed in full, and medications are in properly labeled containers.

Field Trips Field trip permission slips include a section for authorizing administration of medication while on a school sponsored field trip. It is the responsibility of the parent to complete the permission slip in full, including the medication section, and return to school on the date provided. To leave campus for field trips, a student must have their emergency medication available. The school nurse/designated school personnel must have advance notice to prepare medications for school field trips, therefore no medications will be accepted and prepared on the day of the field trip. During a school sponsored overnight field trip, all prescription, and over-the-counter medication(s) your student may need during the trip MUST be administered by school personnel, even if a student is over the age of 18. The only exception to this policy would be emergency medications such as epi-pens, inhalers, insulin, etc. All necessary forms must also be complete and on file in the health room, including the Self-Medication Agreement, if your student requires such medication.

HOMEWORK

Homework is an extension of the learning process, intended to help children learn self-discipline, accept responsibilities for self, and to reinforce objectives taught during the school day. The best way for parents to help their child with homework is to provide an organized routine at home. The child will benefit from a planned time (i.e. after dinner) and a planned location (i.e. a good working area, such as a table or desk with little or no distraction). Children will benefit from strong parental support in the way of a good, positive attitude about homework shown by all.

Special projects: Teachers often assign special projects to be done at home. Parents should only assist children and refrain from doing their child's work for the project. The learning experience is in the doing, not necessarily in the end product. Grades are given for effort as well as presentation. A 0% may be given for out-of-school assignments not turned in, after notification to the parent and an opportunity for the assignment to be handed in late.

St. Ann School employs the following homework policy:

- 60% should be the lowest grade on tests and in-school projects, even if it is not turned in.
- 0% may be given for out-of-school assignments not turned in, but parents must be notified within one week and given an opportunity for their child to hand in the assignment late.
- Multiple assessments (formal and non formal) should be given each trimester so that the final grade in a trimester is not based on only a few assessments.
- Grades K-2, no more than 2 out-of-school projects assigned (no more than one per trimester) during the year and homework is optional (does not include reading, practicing math facts, and reviewing spelling words).
- Grade 3, no more than 3 out-of-school projects assigned during the year (one per trimester) and no more than 1-2 nights of homework.
- Grade 4, no more than 3 out-of-school projects assigned during the year (one per trimester) and no more than 2-3 nights of homework.
- Grade 5, no more than 3 out-of-school projects assigned during the year (one per trimester) and no more than 3-4 nights of homework.
- Teachers who assign homework at the beginning of the week should ensure the amount corresponds to the above guidelines.
- No more than 30 minutes of homework when homework is assigned.
- When at home projects are assigned, no additional homework should be given, only studying for tests.

If parents see their student(s) consistently struggling with the content and/or amount of homework, they are encouraged to contact their child's teacher to communicate their observations.

HONOR CODE

It is a fundamental assumption at St. Ann Catholic School that any work presented by students will be their own. In a Catholic, faith-filled community, a violation of this tenet is an extremely serious offense. The administrative team will determine consequences for such violations.

INTERNET AND TECHNOLOGY POLICIES

St. Ann offers internet access for students, teachers, and staff. The internet offers information and resources otherwise unavailable to our school. Because the internet is a necessity in supporting our curriculum goals, it is an integral part of our instructional program for all teachers and students.

The goals of internet access are:

1. To support curriculum standards
2. To enhance learning opportunities and instructional resources
3. To promote life-long learning

Acceptable Use of the Internet: Students are expected to use the internet in a responsible, ethical, legal, and educationally appropriate manner. Internet access is provided to support the school's educational mission and student learning. Students are supervised when using the internet at school, and the Diocese of Charlotte's filtering and monitoring systems are used to help block access to inappropriate content. Internet access on school-issued Chromebooks and/or iPads is filtered and monitored for safety through Securly.

Any attempt to bypass internet filters or access inappropriate websites may result in an investigation and disciplinary action. Students who attempt to access inappropriate websites 10 times within a 10-minute period will have their internet access temporarily suspended for 10 minutes.

Students may not use school or personal devices to engage in cyberbullying, harassment, sexting, or the downloading or distribution of illegal or copyrighted material. Transmission of any material that violates federal, state, or local law or diocesan or school policy is prohibited. Reposting or forwarding another person's communications without permission, as well as using threatening, obscene, or otherwise inappropriate language or images, is also prohibited.

Acceptable Use Guidelines: Users must abide by network etiquette rules. These rules include, but are not limited to, the following:

- Be polite; rudeness is never acceptable.
- Use appropriate language/imagery.
- Do not reveal your or anyone else's passwords, personal email, address, telephone number, or any other personal information.
- Use technology for academic purposes only.
- Respect the dignity of others in digital communications.
- Report misuse of technology or online harassment to an adult immediately.

Privileges: The use of the internet and technology is a privilege, not a right. Violation of the Acceptable Use Policy/inappropriate use will result in limitation or cancellation of user privileges and may result in other disciplinary action.

Device Usage:

Cell Phones and Smart Devices: Cell phones and smart devices are not permitted at school. Unauthorized use will result in confiscation. Repeated offenses may result in parent pickup of the device and/or additional disciplinary action.

iPads/Chromebook Usage: Students have limited access to iPads and/or Chromebooks during the school day for educational purposes. These devices are not student owned and are the sole property of St. Ann Catholic School and the Diocese of Charlotte, and may not be removed from the school campus by a student for any reason. When using a school device, students are expected to return the item to its proper location in good condition, keep food/drink away from all devices, and use the device as directed by faculty/staff.

Students may not download, install, or attempt to install games, extensions, software, or applications not approved by the school. Any attempt to alter system settings, remove restrictions, access the developer console, or bypass security controls is strictly prohibited. These actions violate the school's Acceptable Use Policy and will result in disciplinary action. Chromebook and iPad settings and software are managed by the school IT department. Students are not permitted to change any system configurations, including background images, user profiles, or managed content. If a Chromebook or iPad is accidentally or intentionally damaged, families will be responsible for a \$50 deductible per incident to cover the cost of repair or replacement. Intentional damage, neglect, or repeated incidents may result in loss of device privileges or further disciplinary action.

Email: Students in grades 2-5 are set up with an @rcdoc.education for access to educational accounts only. These emails are not used for any form of communication, including internal school emails.

Artificial Intelligence (AI) and Digital Tools: Students may not use AI tools (such as ChatGPT) to complete or generate assignments. Misuse of AI - including plagiarism, cheating or falsifying content - will result in academic and disciplinary penalties.

Social Media and Online Conduct: Students are representatives of St. Ann Catholic School and the Catholic Church both on and off campus—including in digital spaces. The values of our school community extend beyond the classroom and are expected to be upheld in all online interactions. Students must uphold the reputation of the school and the Church at all times, including when using social media, texting, gaming platforms, and other digital communication tools. This applies whether students are on school property, at home, or elsewhere. The school reserves the right to contact parents or guardians if inappropriate online conduct is brought to the attention of teachers or administrators.

LIBRARY

All books withdrawn from the library must be returned. Overdue charges will be determined by the Media Specialist. A lost book must be replaced.

LOST & FOUND

Items and articles of clothing left at school will be placed in the school Lost and Found. The school does not accept responsibility for lost or misplaced items. All articles should be marked with the student's name so that they can be returned if misplaced. Unclaimed items with no identification will be donated to charity at the end of each trimester. Unclaimed items may be donated more frequently if the lost and found becomes over-full.

LUNCH

Students may bring lunch from home or purchase one from the cafeteria. Order for purchasing lunch, milk, snacks, and/or ice cream must be placed online with Orgs Online Software Services at www.orgsonline.com. A complete letter detailing the ordering process can be found under <https://www.stanncatholic.org/parents/quick-links>. If a child forgets to bring a lunch to school, and an order has not been placed, parents will be notified so that a lunch can be brought to school. If a lunch cannot be provided by the parent that day, the student will be provided with cereal, milk, and a snack from the cafeteria. Microwaves are not available for student use. Money may not be sent to school to purchase items from the cafeteria other than snacks. Parents are asked to ensure that students do not bring large amounts of money to school for the purchase of cafeteria snacks. Teachers and/or the school are not responsible for the loss/misplacing of student snack money.

Parents and family are welcome to occasionally visit to have lunch with their student(s). In order to minimize disruption to the lunch period, students may not have friends join their parents or family members for lunch. Parents may not visit for lunch during the first three weeks of school and in the last two weeks of school. This allows teachers time to ensure that students are aware of cafeteria procedures at the start of the school year and minimize disruption during the end of the school year. Due to the number of activities in December and May, parents and family are asked to only come for lunch for birthdays or a very special occasion. Parents and family members are not permitted to stay for recess unless volunteering at the request of the teacher. All parents and family visiting for lunch must sign in and sign out at the front office. As a courtesy, parents are asked to inform their student's teacher and the front office when planning to come for lunch.

MASS

All St. Ann students attend Mass on Fridays at 8:30am in the church. Students are required to wear the proper Mass uniform each Friday as stated in the Dress Code section of this handbook. Parents are welcome to attend any school Mass. The front of the church is reserved for the students and teachers only. Parents and parishioners are asked to sit in the back pews of the church when attending Mass. All students must sit with their class during Mass.

NON-CUSTODIAL PARENTS

St. Ann 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, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given or contact with the child, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

NOTIFICATION OF ASBESTOS RE-INSPECTIONS

Prior to the school-wide renovation in 2025, St. Ann had some vinyl asbestos floor tile in a few areas and asbestos-containing pipe insulation locked away in maintenance areas. All that material was in good condition and safely maintained through a program outlined by a Certified Asbestos Management Planner approved by the State of North Carolina with ongoing surveillance, required re-inspections, and a prescribed operation & maintenance program. All material was assessed by a Licensed Inspector to be "in good condition with low disturbance potential." As of summer 2025, asbestos abatement was conducted to remove this material from the school. Paperwork regarding our asbestos management program and the asbestos abatement is available in the school office and at the Pastoral Center of the Diocese of Charlotte. You are welcome to inspect and copy these plans during regular business hours. If you have any questions about our asbestos program, you may also contact Daniel Ward, the Diocese's Asbestos Designated Person at daward@rcdoc.org.

NUTS AND SPIRITWEAR DAYS

No Uniforms To School days are scheduled on the second Wednesday of each month. Students may "dress down" if they bring \$1 (or a requested item for donation) to school for a specific cause. Students will still be expected to dress appropriately and neatly within the standards of a Catholic school (as specified in the "Dress Code" section). If a student comes to school in clothing which is considered inappropriate, he/she will be asked to either change into something from the uniform closet or call a parent to bring something more acceptable. Spiritwear Days are determined at the discretion of school administration. Students may wear a St. Ann spirit wear top and uniform bottoms as specified in the "Dress Code" section on these days.

PARENT-TEACHER COMMUNICATION AND RESPONSE TIMES

Email is the preferred method of communication with teachers. Because teachers are engaged in instruction and other school responsibilities throughout the day, they may not be able to check or respond to email until after students have been dismissed. Families should allow at least 24 hours for a response during the week and 48 hours on weekends.

Teachers are not expected to monitor or respond to email during school holidays, breaks, or other non-contract days. Messages received during these times will be addressed as soon as reasonably possible after school resumes.

PARENT-TEACHER CONFERENCES

Conferences are held once a year. Please see the school-year calendar for the current school year's dates. All other conferences are scheduled by teachers and/or parents on an as-needed basis. When scheduling a conference with a teacher, either send a note with the child to the teacher requesting a conference, email the teacher directly, or call the office and a message will be given to the teacher. Do not call teachers at home or on their personal phones. Parents are expected to discuss any problems with the teacher before talking with the principal.

PARENT TEACHER ORGANIZATION

The Parent Teacher Organization (PTO) is a vital part of our school community. Parent committees work in many different areas ranging from academic support to social activities. Parent involvement and support of the efforts of the school are essential to each student's progress. All monies raised by the PTO directly benefit the students and the school. The PTO website, The Saint Space, <https://stanncatholicpto.membershiptoolkit.com/home>, is a resource for St. Ann parents and families regarding all PTO communication, events, and activities.

PERFORMANCES AND OTHER SPECIAL CLASS EVENTS

Siblings who attend St. Ann are permitted to be dismissed from class to see a brother or sister's class performance or special event. If siblings are going to be dismissed at the end of a program, a note or email must be given to that child's teacher and the front office prior to the start of a program, and parents may be required to pick siblings up from the front office. All sibling students will be dismissed at one time at the ending time of the performance. If students in the performance are being dismissed at the end of the program, a note or email must be given to the teacher prior to the start of the performance. All students being dismissed early must be signed out with the front office for safety purposes.

PERSONAL ELECTRONIC DEVICES

Personal devices are not permitted. **Cell phones, smart watches, e-readers, and any other electronic equipment should not be brought to school.** Parents are asked to ensure their children do not have these items on or with them during the school day. Students wearing smartwatches will be asked to place them in their backpacks for the remainder of the day. Any student found with a cell phone during the school day will be asked to turn the phone in to the office for a parent or guardian to collect after dismissal.

PETS

Due to liability reasons, household pets are not permitted in the school building or on the school campus at any time. This policy is in place to protect the health and well-being of the pet and the students of St. Ann.

PHOTO RELEASE OPT OUT

If you do NOT wish to have photographs or videos of your students released, you must complete a Photo/Video Release Opt-Out form provided by the main office. This form will be kept on file for the school year. You will be asked to fill out a new form each school year if you do not want your child's image published. By taking no action, you AGREE to the capturing and sharing of student images. If we receive this OPT-OUT form, you are EXCLUDING the sharing of your student images as described below. Throughout the school year, photographs or videos of students are taken during the school day and at activities for use in School or the Diocese of Charlotte publications (i.e., social media, school website, brochures, video productions, or other printed or digital materials, etc.). We do not publish student names in any St. Ann Catholic School publication.

PROGRESS REPORTS

Mid-trimester Progress Reports will be sent home to all students in grades K-5 in the middle of T.2, and T.3. A progress report will only be sent home during T.1 if significant academic struggles are observed.

REPORT CARDS

Report cards are issued as follows:

Pre-K, TK: T.1 & T.3

K-5: T.1, T.2, T.3

RESPONSIBILITY OF SCHOOL

With the rise in text-messaging, e-mails, cell phones, and parties at individual homes, it is necessary to clarify the responsibility of the school regarding discipline associated with any problems. St. Ann Catholic School is responsible for the safety of your child while he/she is in school or at a school-sponsored event. If there is an incident involving a threat, or danger involving your child outside of the school or a school-sponsored event, it is the responsibility of the parent to bring that threat or danger to the attention of the parents of the child involved and to report it to the proper legal authority. The school and/or employees are not responsible or liable for any issues or problems that occur outside of the school and/or school sponsored events.

SAFETY PATROL

The purpose of the Safety Patrol is to provide the students with an awareness of the rights and responsibilities one must develop for the safety and welfare of others. Students in grade 5 are eligible to become members. They are on duty in the mornings from 7:00am to 7:45am and assist PreK, TK, and K students walking to Before School Care and classrooms.

SCHOOL OFFICE HOURS

The school office is open from 7:00am to 3:15pm, on all regularly scheduled school days, and from 7:00am to 12noon on early dismissal days. During summer months, the school office is open from 8:30-12:30am, Monday-Thursday, and closed the week of July 4th.

SCHOOL LEADERSHIP COUNCIL

Established in January 2024, the School Leadership Council (SLC) is a group of parents, teachers, and community partners advocating on behalf of the "Saint Ann Way." Under the Patronage of St. Ann, the SLC supports the school administration in strategic planning, transparent communication, resource management, and initiative development to further grow the legacy of St. Ann Catholic School. The SLC meets at least six times per year, with at least one of those meetings open to the public. Members are appointed by the school principal and serve three year terms. The SLC recruits members of the school community to collaborate as members of various subcommittees in support of school objectives.

SERVICES AVAILABLE

After School Enrichment Program (ASEP): St. Ann Catholic School in conjunction with Mecklenburg Area Catholic Schools, offers an After School Enrichment Program (ASEP). It is available from 2:30 until 6:00pm on full school days and some half days (please consult the afterschool care calendar). Please note that although this program operates at St. Ann's, all applications and enrollment are managed through the MACS office. More information and registration forms can be obtained from <https://www.discovermacs.org/admissions/afterschoolenrichmentprogram>.

After School Clubs: St. Ann offers several afterschool clubs for the extracurricular development of students. Clubs are either teacher/staff led or provided by outside vendors. Teacher-led clubs operate on a monthly or trimesterly basis, while vendor-led club schedules vary. Registration and payment is due directly to the club leaders/vendors. Student participation in clubs is a privilege, and may be rescinded if club policies or expectations are not met. Club registration information is sent by email and included in the weekly Sainly Summary.

Before School Care: There is supervision provided in the school's gym for students arriving at school from 7:00-7:40 am. This service is provided free of charge. Students are required to bring a book to read and must be quiet, courteous, and respectful during this time.

School Counselor: Our counseling program is geared for students and their families who desire or need to talk to someone who is trained in this helping profession. Counseling is a helping relationship which focuses upon assisting the individual's growth and adjustment as well as problem-solving and decision-making needs. It is a client-centered process that demands confidentiality. Students may self-refer by leaving a note for the counselor. Parents may schedule an appointment with the counselor by email or through the school office. School Counselors have a special relationship with students. The information the counselor receives in the client relationship is in many cases of a confidential nature. There is a limit to the confidentiality that can be kept. No one has a right to keep confidential information that may affect the health and safety of that individual person or others. If a student shares information with the counselor that affects his or her own health or safety or that of another, the counselor receiving that information has an obligation to act by sharing the information with parents and other appropriate persons.

Enrichment Class: This class is designed to enhance the instruction of students in grades kindergarten through fifth grade. Whole group lessons focusing on problem-solving strategies are conducted in each class throughout the year. In addition,

small groups and individuals are served when the need for further enrichment is established. A student's participation in this program is determined by teacher recommendations, classroom observations, and testing results.

Academic Achievement Program (formerly Learning Support): The Academic Achievement Program (AAP) is available to all students in grades K-5. The purpose of this program is to enhance the classroom program by focusing on individual skills and learning abilities. We strive to accomplish this by assisting the student in an inclusive setting whenever possible. The Academic Achievement Program is offered in different modes to the student, the teacher, and the parent. By designing a collaborative program or team approach to achieve student success, support for persons involved with the student is a built-in mechanism. The team consists of the parents, teachers, a school administrator, AAP Teacher, and often the school counselor.

This affords an effective and efficient means of goal sharing, exchange of ideas, and exchange of methods and/or approaches. If you, as parents of AAP students, need to contact the teacher, please do so by emailing, sending in a note, or calling the office requesting a call. Because of their work with the children, the AAP Teacher is unavailable for unscheduled appointments during the day.

SNOW DELAY/SCHOOL CLOSINGS

In case of inclement weather, St. Ann Catholic School will not automatically follow the policy of the Charlotte-Mecklenburg Public School System. The decision to close school or to open on a delay will be made by the Diocesan Superintendent's Office. In case of storms or other emergencies there will be an announcement on the local radio or television stations concerning Mecklenburg Area Catholic Schools. If inclement weather develops during the day and it becomes necessary to close school, please listen to local radio or television stations for an announcement. Please watch/listen for Mecklenburg Area Catholic Schools. If an announcement is made the evening before the closing, an email will be sent as well as a text message. If school should have a delay, school will open according to the delay. For example, a two-hour delay would indicate that the school will open at 9:00am, two hours after our normal 7:00am opening time. For a delayed opening, no hot lunch will be served. All students must bring a bag lunch. The After School Enrichment Program is canceled on days when students are dismissed early due to emergency situations or inclement weather.

STUDENT ITEM DROP OFF PROCEDURES

To minimize disruptions to classroom instruction and front office, the following procedures apply to items delivered to school after the start of the school day. All items must be labeled with the student's name and classroom and placed on the shelf immediately inside the main entrance. **Please note: students are not permitted to have food/lunch items delivered by DoorDash, Instacart, or other courier.**

TESTING

Diagnostic assessments and progress monitoring for the 2026-27 academic year for grades K-5 will be done using Curriculum Associates iReady platform. Diagnostic assessments will take place in the fall, winter, and spring. The results of these tests are used to evaluate the effectiveness of the academic program, monitor student progress, and identify areas in need of remediation and acceleration. Please note that if students are absent for an extended period of time during the testing window, they may not be able to complete all portions of testing.

All 5th grade students will two tests in the spring, the ARK (Assessment of Religious Knowledge) test, which provides valuable mission-aligned data for teachers and the Catholic Schools Office, and a middle school math placement test.

THURSDAY NEWSLETTER (SAINTLY SUMMARY)

Each Thursday, a compilation of information regarding school activities will be posted and emailed to parents. This is the primary means of weekly communication between school and parent. Please read all the information. Each teacher will also send a weekly email newsletter with information about events, activities, and lessons for the week.

TUITION AND FEES

The MACS Business Office communicates delinquencies with parents at a minimum of 30, 60, and 90 days delinquent. Per policies, students may not have their records, report cards, etc. released unless their account is current. Students may also be excluded from school after 90 days delinquent until their account is made current. Any questions concerning tuition and fees should be directed to the business office at MACS: 704.370.3265 or MACSBilling@rcdoc.org. Families who are behind in tuition are also encouraged to proactively contact St. Ann administration.

THERAPISTS

Outside therapists may be permitted to work with students during the school day. Scheduling of the outside therapist should not interfere with requirements of our curriculum or academic program. All therapists must have participated in Safe Environment training, have a current background check with the Diocese of Charlotte, submit proof of liability insurance, and be flexible to work with class schedules. Classroom and AAP teachers will assist parents to determine if outside testing is needed for students and will recommend therapists who have a trusted relationship with St. Ann. For the 2026-27 school year, St. Ann has partnered with Shine Therapy for speech and Happy Kids for occupational therapy as preferred providers for in-school sessions.

VISITORS

All visitors, including parents, must check in at the school office before going anywhere in the building or Allen Center. Please use the main entrance, log in on the SchoolPass system, and wear the issued visitor sticker. While we welcome parental involvement, parents are not to go to the classrooms at any time during the day, unless previous arrangements have been made with the teacher. Lunches, books, and other forgotten articles are to be brought to the school entrance marked with the student's name and grade, and the office staff will see that the student receives his/her items. Please remember to sign out and exit the school through the main entrance. We ask that all visitors dress modestly as you serve as a Christian role model for our students.

VOLUNTEERS

St. Ann relies on the volunteer efforts of parents, grandparents, and community members. The staff is most appreciative of the volunteer time given to St. Ann. Please use the main entrance, log in on the SchoolPass system, and wear the issued visitor sticker. We ask that all volunteers dress modestly as you serve as a Christian role model for our students.

Volunteers for all school and PTO related activities must complete:

- Volunteer Profile
- Background Check
- Read and sign the Diocesan Code of Ethics
- Complete and keep current with all required Safe Environment Training (currently provided by CMG Connect)
- For certain volunteer roles (i.e. PTO, coaching, etc.) sign the Diocesan Expectations of Conduct form

These requirements must be met if you plan to help in the classroom, chaperoning a field trip, assisting with an extra-curricular club, volunteering to assist with a PTO event, etc.

WITHDRAWALS

If you need to withdraw your student from the MACS school system, you must send a written letter to the school Principal and contact the MACS business office at 704.370.3265 or go online to <https://www.discovermacs.org/current-families> to begin this process. The school will forward student records upon receipt of official request from the new school.

PARENT HANDBOOK ACKNOWLEDGEMENT

2026-2027

A Parent/Student Handbook Acknowledgement form must be turned in to the school for each of the children in your family. This form may be either turned in to the St. Ann School office, or [completed online via the above link](#).

I have reviewed the '26-'27 St. Ann Parent Handbook. I agree to support the provisions of this handbook.

Family Name (please print) _____

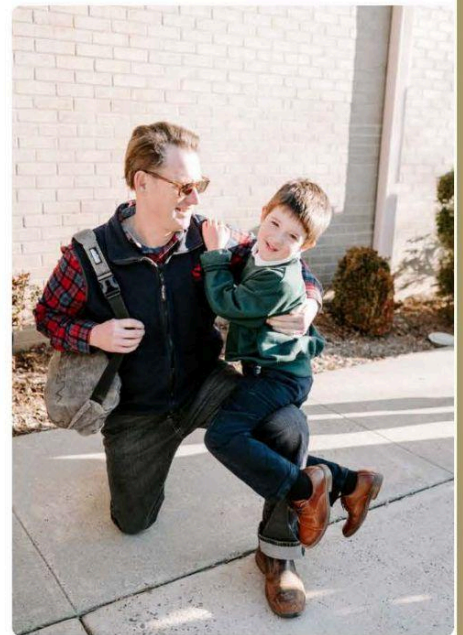
Parent Signature _____ Date _____

APPENDIX I - DIOCESE OF CHARLOTTE FAMILY COVENANT



DIOCESE OF CHARLOTTE CATHOLIC SCHOOLS

Catholic School – Family Covenant Agreement



"Partnership between a Catholic school and the families of the students must continue and be strengthened: not simply to be able to deal with academic problems that may arise, but rather so that the educational goals of the school can be achieved. Catholic tradition teaches that God has bestowed on the family its own specific and unique educational mission."



DIOCESE OF CHARLOTTE

CATHOLIC SCHOOLS



We ask for faculty and staff, parents, and students to strive for the highest standards in all that we do. In celebration and in unity as a community of Catholic schools, the commitments below are shared across all our schools in the Diocese of Charlotte.

It is our hope that this covenant relationship will be characterized by mutual care and generosity for the growth of all.





As a Catholic School, we pledge to...

- Work in collaboration with our families towards the mission and respond with joy to the vocational call to serve as Christian witnesses to your child(ren).
- Recognize that each family is a part of the life of the school, and every student is known to be beloved by God and universally called to a life of holiness.
- Offer an excellent, Catholic educational program that provides the fundamentals for student academic success, and moves them towards the Good, the True and the Beautiful.
- Support the intrinsic dignity and worth of each unique student and seek to provide accessible pathways and resources for all learners.
- Provide an environment where every student can pursue excellence regardless of their faith background, socio-economic status, or ethnicity.
- Provide a Catholic formation that is focused on a supernatural vision, founded on Christian anthropology, animated by communion and community, imbued with a Catholic worldview, and sustained by Gospel witness. <https://www.catholiceducation.org/en/education/philosophy-of-education/five-essential-marks-of-catholic-schools.html> **As an outside site, we cannot vouch for everything on this site outside of this article.*
- Provide, regular and open communication.
- Provide hospitable, beautiful, well-resourced, and secure facilities that prioritize the safety and health of your child(ren).
- Provide regular access to Mass and the other sacraments.
- Educate children in the virtues and form them to be intentional disciples of Christ.
- Provide Faculty and Staff who model Gospel values in their interactions, communication, and presence.
- Maintain a future-focused, strategic vision that is grounded in our Catholic intellectual tradition.
- Maintain fidelity to the Mission and Vision of the Catholic Schools of the Diocese of Charlotte as led by our Diocesan leadership.



DIOCESE OF CHARLOTTE
CATHOLIC SCHOOLS

As a family we...

- Commit to be involved in our child(ren)'s academic efforts, which includes checking grades and homework.
- Seek to understand and support the teachings of Jesus as taught by the Catholic Church, which will be part of my child(ren)'s education and formation. <https://www.usccb.org/sites/default/files/flipbooks/catechism/>
- Understand that the school encourages students to view their time in school as their current vocation, and that they are expected to act professionally in their dress and conduct. Therefore, we will support the school in ensuring that our child(ren) adhere to the school dress codes for school, dances, and events.
- Understand that we are partners with and, in a real sense, representatives of the school and the Church, and will act with Catholic / Christian decorum at public events.
- Commit to act responsibly and sensitively in communication with teachers, administrators, and fellow families, and will not disparage the Church, the school, its staff or fellow families in public forums, including social media.
- Commit to respect and, to the best of our ability, uphold Catholic / Christian values in school, at home, and in the community to ensure consistency between home and school.
- *(For Catholics and people of other faiths)* Commit to actively participating in our place of worship through giving of our time, talent, and treasure.
(Catholics, see 5th precept of the Church <https://www.usccb.org/sites/default/files/flipbooks/catechism/495/>).
- *(For Catholics)* Will reinforce the lessons our child(ren) are learning by ensuring that they attend Mass on Sunday and Holy Days of obligation. <https://www.usccb.org/beliefs-and-teachings/what-we-believe/canon-law/complementary-norms/canon-1246>
- Commit to volunteer a minimum number of hours per family per academic year at our school, or work with the school to find an alternative way to give of our time, talent, and treasure.
- Commit to staying current on payment of tuition and fees.

I have watched and I understand the accompanying video, pledge from the diocese, and these accompanying aspirations and expectations for my family as a member and now ambassador for my Catholic school

Signed: (parent) _____ (parent) _____ Date: _____

APPENDIX II - DIOCESE OF CHARLOTTE SCHOOL COMMUNICATION GUIDELINES



DIOCESE OF CHARLOTTE CATHOLIC SCHOOLS

Diocese of Charlotte Catholic Schools School Communication Guidelines

Effective Date: July 1, 2026

Intent and Purpose

St. Ann Catholic School/Mecklenburg Area Catholic Schools publishes these School Communication Guidelines to strengthen the positive and collaborative partnership between teachers, administrators, students, and families while ensuring communication reflects the dignity of every member of the community. These guidelines serve as an addendum to the Diocese of Charlotte Catholic School Family Covenant Agreement by reinforcing the use of official communication channels, establishing expectations for appropriate communication, and promoting respectful resolution of concerns.

St. Ann Catholic School/Mecklenburg Area Catholic Schools Official Communication Channels

St. Ann Catholic School/Mecklenburg Area Catholic Schools provides official communication channels, as outlined in the Handbook, through which stakeholders can ask questions, share concerns, offer feedback, and promote healthy, productive dialogue. Using official channels ensures timely, accurate, and appropriate responses.

St. Ann Catholic School/Mecklenburg Area Catholic Schools official communication channels may include:

1. In-person or virtual meetings;
2. Email from administrators, staff, and teachers;
3. Email to school's School Leadership Council;
4. Communication applications or approved forums such as REMIND or FreshSchools;
5. School newsletters;
6. School websites; and
7. Official social media channels.

Official Group-Based Channels (Moderation and Identification Requirements)

The following group-based official communication channels must be clearly identified as official representations of St. Ann Catholic School/Mecklenburg Area Catholic Schools:

Communication applications or approved forums such as REMIND or FreshSchools;
Official social media channels.

For these platforms, moderators will follow the [Catholic Schools Office Guidelines for Moderating Official Communication](#).

If families wish to raise concerns, such communication should first be directed to the lowest possible level for an equitable solution according to the following sequence. If the first contact does not provide an equitable solution, the concern should be directed to the next contact, continuing until resolution is reached.

For concerns about an individual student's educational program:

1. Student/Parent
2. Teacher / Department Chair, Department Head, or Director
3. Principal
4. President / Pastor / Parish Administrator for Parish-Based Elementary Schools
5. Assistant Superintendent, Superintendent of Schools
6. Chancellor of the Diocese
7. Bishop

For concerns about facilities:

1. Principal
2. President
3. Pastor / Parish Administrator for Parish-Based Elementary Schools
4. Local Catholic Board of Education / Education Commission
5. Diocesan Director of Facilities
6. Assistant Superintendent, Superintendent of Schools
7. Chancellor of the Diocese
8. Bishop

For concerns regarding personnel, school operations, programs, initiatives, and other concerns:

1. Person with whom there is a concern
2. Principal
3. President
4. Pastor / Parish Administrator for Parish-Based Elementary Schools
5. Assistant Superintendent, Superintendent of Schools
6. Chancellor of the Diocese
7. Bishop

NOTE: Generally, individual student, personnel, or curriculum concerns are not issues for Catholic School Boards.

Use of Non-Affiliated and Community Managed Social Media Groups and Pages

Non-Affiliated and Community Managed Social Media Groups and Pages are not appropriate forums to promulgate complaints, grievances, or sensitive issues about fellow families, teachers, administrators, or St. Ann Catholic School/Mecklenburg Area Catholic Schools. Doing so is a violation of the Handbook Code of Conduct and the Catholic School Family Covenant Agreement.

These groups and pages:

Must not represent themselves as official school channels.

Must not use the school's name, logos, mascots, or branding.

Must clearly identify themselves as unaffiliated with the school and include a disclaimer stating they are not official school sponsored groups.

Must meet diocesan expectations for conduct and communication.

The school cannot control membership or moderation of non-affiliated groups. However, families are expected to exercise prudent judgment regarding participation and should not share school information, concerns, or internal matters in spaces where membership extends beyond the current school community.

To disseminate misleading harmful, defamatory, anonymous, or divisive content violates community standards and the Family Covenant Agreement.

Anonymous and Unverified Online Commentary

Online comments or posts made anonymously or through accounts that cannot reasonably be connected to a member of the school community do not allow concerns to be investigated or resolved appropriately and will not be treated as official communication. Families are expected to use established communication channels so concerns may be addressed fairly and accurately. Promulgating anonymous or unverified accusations regarding students, families, employees, or the school community is inconsistent with the School Handbook Code of Conduct and the Catholic School Family Covenant Agreement and may result in disciplinary action when attributable to a member of the school community.

Encouraging Constructive Communication

Communications should be informed by our Faith and Catholic teaching.

Colossians 4:6: "Let your speech always be gracious, seasoned with salt, so that you know how you should respond to each one."

Ephesians 4:29: "Let no unwholesome word come out of your mouth, but only such a word as is good for edification according to the need of the moment, so that it will give grace to those who hear."

The Handbook and the Catholic School – Family Covenant Agreement are shared commitments to respectful and constructive dialogue. By the Covenant Agreement, St. Ann Catholic School/Mecklenburg Area Catholic Schools pledges to provide regular and open communication. Families agree to use the school's vetted and approved communication channels and escalation protocols for communication to and about the school. Families will communicate with teachers, administrators, staff, and fellow families with respect and discretion and will not disparage the Church, the school, its staff, students, or families in any public forum, including social media. (For additional expectations and procedures, refer to the School Handbook and related school guidelines.)

It is a violation of the Handbook Code of Conduct and the Covenant Agreement to share false or misleading information, make harmful or defamatory statements regarding members of the school community, or otherwise engage in behavior that is not in accordance with our community standards. Parent or student violations will be subject to disciplinary action, which may include probation, suspension, or expulsion from school. #A89968

Acknowledgment

Parents will acknowledge this Policy annually through the enrollment agreement.

For questions regarding this Policy, please contact:

Celene Little, Principal
cflittle@stannschool.net