



HANDBOOK FORM

*Please sign and return this form as soon as possible.*

Dear St. Anne Parents and Students:

Communication is an important part of creating a positive and caring learning environment at St. Anne Catholic School. One way we can help to eliminate any confusion is to supply our students and their families with a student handbook. This handbook is also available online at [stannehighland.net](http://stannehighland.net). We will provide one paper copy per family.

By providing a copy of the student handbook, we can begin to establish a positive relationship with our parents. We create a "team" that will ensure that everyone is working toward the same academic and spiritual goals. This book establishes very clear expectations of everyone.

Please review this handbook with your child and refer to it about any of the school policies. Sign and return this form. If you have any questions or concerns, call me at school at 323-1344. Thank you for your continued support; together we can make great things happen at St. Anne School.

In Christ's Name,

Cristy D. Perry  
Principal

---

The Handbook can be found at [www.stannehighland.net/pdf/handbook.pdf](http://www.stannehighland.net/pdf/handbook.pdf). If you do not have internet access, please request a copy of the handbook using this form.

  X   **I have received the student handbook and understand the expectations of myself and my child/children. I also consent to the free use by the Catholic Diocese of Memphis, of my child's name and likeness for publication or display purposes. For more information, please see "photo release" on p. 10 or submit the "photo release" form found in the back of the Handbook.**

       **Please send an additional paper copy of the handbook home with my child.**

       **Please email a pdf copy of the handbook to \_\_\_\_\_.**

---

Parent Signature

Date

Student Signature



## **TABLE OF CONTENTS**

Introduction	<b>6</b>
History	<b>7</b>
General Information	<b>10</b>
Application, Admissions, and Records	<b>13</b>
Financial Information	<b>14</b>
Registration Procedure	<b>16</b>
Transfer Procedure	<b>16</b>
Curriculum	<b>16</b>
Performance Assessment	<b>19</b>
Academic Progress	<b>20</b>
Parent and Student Responsibilities	<b>21</b>
Uniform and Grooming Code	<b>23</b>
General School Policies	<b>26</b>
Disciplinary Policy	<b>32</b>
School Activities	<b>34</b>
School Calendar	<b>35</b>

## **ST. ANNE CATHOLIC SCHOOL**

670 S. Highland Memphis, TN 38111  
(901) 323-1344

Fr. David Graham	Pastor
Ms. Cristy Perry	Principal
Mrs. Letty Svetz	Administrative Assistant
Mrs. Sandra Swain	Parish Secretary/Bookkeeper
Mr. David Cummings	Maintenance Supervisor
Mrs. Beth Towery	Cafeteria Supervisor



## St. Anne Catholic School Mission

is

to create life-long learners and responsible citizens through diverse instruction that celebrates individuality, reveres each person, honors excellence, and shares God's love.

## INTRODUCTION

St. Anne Catholic School is an equal opportunity organization. We do not discriminate in employment or admission policy based on race, color, religion, sex or national origin.

This handbook is for informational purposes only. All final decisions will be made at the discretion of the principal and pastor.

### **Philosophy**

At St. Anne Catholic School, we believe, as Jesus taught, that each child is a unique individual created by God Almighty. The primary educators of the students are the parents. In partnership with parents, we focus on the personal growth of each child by teaching Catholic doctrine, building community, and providing service to others.

At St. Anne, we meet the needs of our students by helping the family develop a well-prepared child through mutual commitment, communication and cooperation. We at St. Anne are dedicated to this goal in the spirit of mutual respect and individual responsibility, while acknowledging the unique dignity of each person.

The faculty and staff of St. Anne School believe that this school should offer the opportunity for academic excellence to every student it accepts. This educational opportunity will embrace activities and goals that will strengthen the moral, spiritual, and academic growth of each student and yield lasting dividends for the future.

Following this philosophy, the faculty and staff accept the responsibility:

- ❖ To impart knowledge in an atmosphere conducive to effective learning
- ❖ To establish an environment of freedom and to protect this freedom for each student
- ❖ To encourage each student to contribute to this environment with a spirit of tolerant cooperation and social sensitivity

### **GOALS OF ELEMENTARY & MIDDLE SCHOOL PROGRAMS**

- ❖ To establish and maintain a curriculum which integrates religious truths and values with daily life
- ❖ To promote student growth in the commitment to serve God, one another, the Church, and the general community through the experience of learning, living, and faith
- ❖ To facilitate the development of students according to their potential by instilling an enthusiasm for life-long learning, using a variety of techniques and approaches

- ❖ To prepare our young people to be Christian witnesses, serving and improving the society in which they live. To convey an appreciation for the privileges and duties of citizenship, as well as the inspiration for our American heritage
- ❖ To provide a spirit of community, prayer and worship, a sense of social justice and peace, and an awareness of the interdependence among people and nations of the world

## HISTORY

St. Anne School has a very long and rich history of which we are very proud. From our very humble beginnings, St. Anne School has served our community for more than 70 years, providing a solid foundation in Catholic Christian education to some of Memphis' most prominent citizens. We value our heritage and continue to promote the finest in Catholic education in the same spirit as our predecessors.

In 1917, Sunday Mass was celebrated in a little store at the corner of Southern and Baltimore, which was the beginning of the Catholic mission that served the Catholic families in the area. Very soon the congregation outgrew the room provided in the store, and a chapel was built at the corner of Carnes and Pine, which is now called Goodwyn. This chapel was called St. Sebastian. The first church service was held there on June 10, 1917. The Sisters of Charity of Nazareth, Kentucky, came out from Sacred Heart Church to teach catechism after Mass each Sunday. St. Sebastian remained a mission out of Sacred Heart until 1937, when Father Thomas F. Nenon was named Pastor.

By this time, the parish had once again outgrown the facilities, and property was purchased on Highland. The property had a house at 682 South Highland, which was converted to a three-room school building, and a house at 706 S. Highland became the rectory. The Sisters of Charity started St. Anne School. The Sisters were transported back and forth each school day from their home at St. Peter Orphanage. A church was built just north of the school, and when dedicated on September 5, 1937, became St. Anne Catholic Church.

In 1938, four students graduated from the eighth grade. By 1940, enrollment in the school made it necessary to add a fourth classroom. In 1945, the graduates increased to fifteen, six of whom were the first eight-year students to graduate from St. Anne School. The school had an enrollment of approximately 150 students by then and the school colors of blue and gold had been selected.

The football team played in the parochial league, and the drivers who took the Sisters back to St. Peter Orphanage were known to detour through Overton Park, so they could watch the football team play! Such things were considered less than dignified at the time; however, the Sisters came to know one of the most faithful fans of the team, Tubby, a bulldog who came to almost every game. Because of Tubby's faithful attendance at the games, the Class of 1947 voted the bulldog as the official school mascot. The Bulldogs have been playing at St. Anne School ever since!

On May 31, 1948, Father Nenon began construction of a combination church and school. This

was completed in July, 1949. The church was located on the ground floor, which is the present day Nenon Hall, and the school occupied the middle and half of the top floors. The Sisters lived on the south side of the top floor, thus eliminating the daily trips to St. Peter. In 1953, a convent building for the Sisters, now known as the Joachim Center, located at the rear of the present church site, was completed. The entire top floor of the school building was then available for use as classrooms.

Father John A. Walsh was appointed pastor of St. Anne in 1956. He started construction of the new church and rectory building, which were completed in 1962. The bottom floor of the school was converted to a cafeteria and social hall. That same year, the largest class ever graduated from St. Anne. Twenty-four years after graduating the first students, the school had a class of seventy-seven graduates.

In 1970, Father Edward O'Dell Heymer was appointed as the third pastor of St. Anne. Under his superior leadership, the school continued to grow and expand. The school was certified by the State Department of Education in 1976 under the leadership of the principal, Mr. J.G. Griesbeck, Jr. The Kindergarten program was started also that year.

On March 3, 1986, Fr. Heymer signed the contract for the innovative WICAT Educational Computer system, and St. Anne School served as a pilot school for the City of Memphis, as well as the first Catholic elementary school in the nation to implement this system. The introduction and pioneering of advanced computer assisted instruction was due, in large part, to the initiative, dedication, and hard work of Sr. Madeline McCune, the principal. Another significant growth spurt for St. Anne was the addition of a modern pre-school building that was completed in 1993. The building is now the location of the main office as well as the Principal's and Vice Principal's office. Again, St. Anne grew and expanded its capability to support its students and the community, through the initiative and leadership of Sr. Madeline, who served with distinction for over 25 years at St. Anne School.

In 1994, Fr. James Pugh became the fourth pastor of St. Anne Parish. A teacher, educator, and school administrator for nearly all of his lifetime, Fr. Pugh continued the tradition of constant improvement and expansion of St. Anne School. Under his dynamic management, major renovations and repairs have been accomplished at a rapid pace. A new library and science lab were constructed, and Nenon Hall was refurbished with a new floor.

In 1999, a grant from the Assisi Foundation provided the funding necessary to replace the WICAT computer system with state of the art educational technology equipment to meet the needs of St. Anne students. Again, St. Anne is at the forefront of the educational technology revolution.

After more than twenty years of education, the last of the Sisters of Charity left St. Anne School. On December 4, 1998, our beloved Sr. Bernadine DeArio passed away after a long bout with cancer. The Sisters of Charity remain fixed in our memories and are the cornerstones of our school heritage.

Today, we continue as a parish school with approximately 120 students, staffed by qualified lay

personnel under the direction of the pastor, Fr. J. David Graham. In June 2005 we welcomed Fr. David as pastor and spiritual Shepard of our students, faculty, staff, and parents of the St. Anne community. In 2006, our much anticipated Family Life Center, St. Sebastian Hall, was opened and serves both the Parish and School for special events, sporting events, and physical education classes. We are licensed through the Southern Association of Catholic Schools, SACS.

St. Anne School received a generous donation allowing a technological advancement in all classrooms, laboratory, distant learning, electronic communication, PowerSchool (a computer generated grading system), and projector to enhance science lab instruction. In 2007 the library was moved to the Joachim Center creating a music classroom in the main school building.

In 2009, St. Anne Catholic School became known as St. AnnE-School. The *The Big E* in AnnE stands for the “Electronic” environment that the students in grades PreK-8 work in every day. Why are elementary age children working on computers and other types of technology every day? It is the world we live in. Students today will be going to high schools where they no longer use textbooks that may become outdated in a few months. Cutting-edge high schools are using electronic sources for classroom resources. The material that students now access is up-to-date and relevant and can be presented in the light of real-time current events. Students in elementary school need to be taught how to navigate this world for valuable information and usage so that they can be more productive in high school and beyond.

Students at St. AnnE-School are in a rare situation in terms of an educational setting. Classes are extremely small, averaging a student/teacher ratio of just 12 students to each teacher. In this atmosphere, every student can be treated as an individual so that each child’s needs can be more easily addressed. The students are also arranged in learning communities across several grade levels. Students who need more help or practice with certain subjects can receive the reinforcement they need while they can continue to excel in other subjects.

Students and teachers at St. AnnE-School are kept apprised of the newest trends in educational technology through a close relationship with the University of Memphis College of Education. St. Anne serves as a host to many students from the University who come here for student teaching, practicum hours, or volunteering. Additionally, faculty from the U of M works with the faculty of St. Anne to promote new and innovative teaching strategies and technology in the classroom.

Located in the heart of the University of Memphis neighborhood, this 73 year old school has prepared thousands of students for success. In the spirit of those who have gone before us, we continue to work together to make St. AnnE-School one of the best possible learning and growing environments for our students. Today, the vibrant St. Anne Catholic Church parish family and our school alumni continue to be supportive of their school, raising thousands of dollars for scholarship assistance that is available today to assist families in providing their children with an excellent education.

## I. GENERAL INFORMATION

### Office Hours

School Days: 7:30 a.m. to 3:30 p.m.

Summer Hours: 9:00 a.m. to 3:00 p.m. - Monday through Fridayday.

Church Office Hours: 9:00 a.m. to 4:30 Weekdays

### School Hours

The school day begins promptly at 7:50 a.m. every morning. We close the door with the second bell, begin prayers, and make necessary announcements. If you are late, please sign your child "in" at the office. **Late students must be accompanied by an adult.** There will be no exceptions to this rule since the safety of the children is our top priority. We have a very busy day of learning scheduled, so **please be prompt.**

The day ends at 2:50 p.m. on full days. Half days begin at 7:50 a.m. and end at 11:45 a.m. Please consult the school calendar for a listing of half days for the year.

**St. Anne Catholic School does not assume responsibility for children who arrive on the premises before 7:30 a.m. or remain after 3:05 p.m., unless they are enrolled in our Extended Care Programs.**

### Visitors

Your child's safety is our first concern. If you are volunteering at the school, please remember that all volunteers or visitors must "sign-in" at the office and receive a pass. No parent will be permitted to disrupt a class to deliver a lunch, PE uniform or forgotten homework. If a student forgets his or her lunch, the child will be allowed to eat from the cafeteria, and the parents will be billed. Please refrain from bringing fast-food lunches for your child. If you bring food for more than your child, **all** children in the community must be included. If your child has forgotten something at home, you may leave the item at the school office, and it will be promptly delivered to your child. Please remember that we are very busy learning at St. Anne School.

### Extended Care Program

An Extended Care Program is available for St. Anne students for a fee. Before School Care hours of service are 6:30 a.m. to 7:30 a.m.; After School Care is held from 3:15 p.m. to 6:00 p.m. **Preschool Extended Care Hours-** Before School Care 6:30 a.m. to 8:30 a.m.; After School Care 2:30 p.m. to 6:00 p.m.

### Photo Release

By signing the Handbook Form, parents grant their consent to the free use by the Catholic Diocese of Memphis and St. Anne Catholic School, of their child's name and likeness for publication or display purposes. St. Anne Catholic School can provide a full explanation to the parent of the purpose as well as the type and duration of the publicity upon request. If you prefer to NOT grant consent, please fill out the form located in the back of this handbook titled "Photo Release" and return it to the school principal.

## **Transportation**

The school must be notified in writing if your child is riding home with someone other than a parent or guardian. Parents must inform other drivers of the rules for picking up students. The school must be notified in writing if your child has permission to walk home. Students are expected to go directly home, and obey all traffic and safety rules. Students or parents riding bikes must provide a note to the office authorizing them to ride. The bike must be walked on and off the parking lot. The bikes should be locked to the fence by the main office building. Riders must wear helmets. The school is not responsible for lost or stolen bikes.

## **School News & Announcements**

Students' folders are sent home weekly. Please check for important notes from school. Monthly newsletters are posted on the website and given to all students to take home.

Parents are encouraged to check the St. Anne website regularly as this will be our primary form of communication with families. The site will be updated regularly with important school news. Each teacher has his/her own web page and e-mail address. Be sure to check for current information regarding your child's class. E-mail is a great way to communicate with your child's teacher(s).

## **Special Services**

Since counseling and accommodations for students with special requirements are essential to meeting the academic needs of our pupils, parents are obligated to obtain such services when recommended by the school, as a condition of enrollment.

St. Anne School strives to meet the individual needs of all its students. Should a situation arise in which we are unable to provide a child with the best education possible, we would discuss a better way to serve that individual student including alternative placement.

## **Playground Supervision**

A teacher or teachers supervise the playground each school day during morning recess and lunch period. No one is allowed on the playground without a St. Anne School teacher or staff member accompanying them.

## **Lost & Found**

All students' belongings should have their name in or on them. The school is not responsible for lost items. Unmarked items will be placed in the Lost and Found box located in the main office. Please check the box for lost articles. Unclaimed items will be donated to local charities at the end of each grading period.

## **Parties**

Certain parties are planned for the year by the principal, teachers, or the Parent / Teacher Organization. No other school parties are permitted. Invitations for parties at home can only be passed out at school if all children in the grade/community are invited.

### **Sick**

If your child becomes ill or is hurt at school, he/she will be sent to the school office. We will assess the nature of the problem and contact you immediately. If your child is running a temperature above 98.6 you will be required to pick up your child from school within 1 hour. The student must be fever free for 48 hours prior to returning to school.

### **Cafeteria**

The cafeteria is located in Nenon Hall. Students will have the option to buy their lunch daily, weekly, or on a monthly basis. **Lunches must be paid for in advance; students will not be allowed to charge their lunch unless there is money in their account.** The lunch menu will vary; please check the school website or your newsletter for a menu. **Fast food lunches are strongly discouraged.** Should a student arrive at school without a lunch, the school will provide him/her with a lunch and a note will be sent to the parent/parents for reimbursement.

### **Facilities**

Parishioners or members of the school community may rent Nenon Hall, St. Sebastian Hall, Joachim Hall, or the School Conference Room for special events. Contact the Church Office for further details. All rentals agreements are made at the discretion of the pastor and must fit within the church calendar.

## II. APPLICATION/ADMISSION/RECORDS

### Admissions & Records

According to Tennessee State law, a child is required to be five years of age on or before September 30<sup>th</sup> in order to enter Kindergarten. All students must have the proper records of birth, Baptism (if Catholic), immunization, and emergency contacts on file in the office.

\*St. Anne School does not discriminate in admission policy because of race, sex, national origin, or ethnicity.

*The school reserves the right to refuse admittance or to discontinue enrollment of any student whose needs cannot be met by our staff or our curriculum, failure to comply to all the school rules and regulations, or failure to pay tuition and/or other expenses. Such determinations are made within the sole discretion of the administration.*

### New Applicants

Applications for enrollment may be submitted as early as February for the following year. Students who enter St. Anne Catholic School in grades 2-8 are considered on “probation” during the first semester. Application requirements are as follows:

- ❖ Completed application forms and payment of nonrefundable registration fee (payable at time of application)
- ❖ One copy of a current report card (K-8)
- ❖ One copy of child’s birth certificate
- ❖ Standardized test scores (does not apply to K and 1 levels)
- ❖ Child’s health/immunization record
- ❖ Baptismal Certificate (Catholic students only)
- ❖ Placement Exams (At the discretion of the school principal)

### Returning Students

Each February a registration form is sent home. A non-refundable fee and all the forms must be returned, signed, to the office for the following year by April 1st. The school reserves the right to admit or deny admission to any applicant at the discretion of the administration.

### Student Records

The student’s parents or legal guardians have the right to review their child’s records in the presence of the Principal or his/her delegate. The school will make a reasonable effort to comply with legitimate requests for inspection of the records. Requests should be made through the school secretary. In cases of transfer, records will be forwarded to the new school when all tuition and fees have been paid and the new school has faxed a records request form with a parent’s signature. Under no circumstances will records be given to parents to be “hand carried” to a new school.

### III. FINANCIAL INFORMATION

#### **Tuition**

Tuition is payable in 10 monthly installments, beginning on Aug. 1<sup>st</sup> and ending with the May 1<sup>st</sup> payment. Tuition payments are required to make the monthly payroll, pay utilities, and provide paper supplies. Accordingly, tuition payments must be received every month. Smart Tuition is our agent for collection and billing of tuition and offers payment dates of the 5<sup>th</sup> or 20<sup>th</sup> of the month. If you have an emergency financial situation, call the office and Smart Tuition immediately.

The tuition rate for Catholic families is contingent upon receipt of the verification form, signed by their pastor. Families who fail to return the verification form will be assigned the non-Catholic rate.

Tuition, Extended Care, Lunch, and other monies owed to the school must be paid when due. In accordance with Diocesan policy, **report cards and records will be held until all financial obligations are met. Diocesan policy prohibits other Catholic schools from admitting a student who has outstanding financial obligations to another Catholic School.**

#### **Financial Aid Policy**

Financial aid is available at all income levels and is given on a financial need basis. Application forms are available in the school office in February for the following school year. Income tax returns, W-2, pay stub, and completed financial aid form must be submitted.

#### **Refund Policy**

Tuition paid in advance is pro-rated and refunded in the event of a student withdrawing, dismissed, or transferring. Registration fees and other school fees are non-refundable. This is a Diocesan wide policy.

#### **Volunteer Requirement**

Every family is required to meet a 40 hour volunteer requirement. This requirement must be met by an adult member of the family during the school year. Please see the additional documentation on the Volunteer Requirement to learn about the many ways that families can reach their requirement (including fundraisers, fieldtrips, auction, volunteering, cafeteria, etc.). Families who do not meet the requirement will be charged \$10 for each hour or \$400 maximum for the Volunteer Requirement.

## TUITION RATES 2011-2012

Pre-Kindergarten – Eighth Grade  
670 S. Highland Street  
Memphis, TN 38111  
(901) 323-1344 - Fax (901) 458-5215



### REGISTRATION FEE (Non-refundable)

**Returning Students**  
\$75  
\$125 (after May 1)

**New Students**  
\$125  
\$150 (after May 1)

### TUITION

Grade Level	Non-Catholic Rate	Catholic Rate*	St. Anne Parish Rate
K-6	\$5,183	\$4,715	\$4,435
7 & 8	\$5,412	\$4,986	\$4,698

### ADDITIONAL FEES\*\*

K-6<sup>th</sup> - \$300

7<sup>th</sup> & 8<sup>th</sup> - \$350

### DISCOUNTS

- Family Discount - \$250 credit for each sibling AFTER a full tuition is paid.
- Pre-Pay Discount - \$200 tuition credit (prior to August 1)
- Referral Discount- 5% tuition discount for each family referred (ask office for details)

\* Catholic tuition rate is available to those who provide a Contributing Catholic Verification Form signed by the pastor of the church.

\*\*Fees must be paid prior to the student entering school. Fees include: books, learning materials, retreat, science supplies, locks, programs, yearbook, handbook, technology, and other miscellaneous supplies purchased throughout the year.

Tuition payments will begin in August. All fees (registration and additional) must be paid prior to the first day of school or before the student begins school (in the case of late enrollment). Accounts must be clear before the end of the current school year unless other arrangements have been made with the principal. Any account that has become 60 days delinquent must make financial arrangements with the principal. Accounts delinquent over 90 days may be asked to withdraw from St. Anne School and their accounts will be turned over to a collection agency. Parent is responsible for all fees associated with the collection of past due accounts. Records will not be released if there is an outstanding balance. In the case of withdrawal from school prior to 130 days, tuition will be prorated. Fees are non-refundable.

By signing this form, you are entering a contractual agreement with St. Anne Catholic School to pay all fees associated with your child's/children's attendance and to abide by all rules and regulations as set forth in the student handbook and the Diocese of Memphis.

\_\_\_\_\_ Parent Signature

\_\_\_\_\_ Date

**More Than 73 Years of Innovative Education**

#### **IV. REGISTRATION PROCEDURE**

Returning students will complete a new registration form each February for the following school year. Once the registration fee has been paid, the student will be placed on the school roster.

New students must complete the registration packet and schedule an interview with the school principal. Students may be asked to take a placement test prior to acceptance to St. Anne School.

*Back to School Night* is held prior to the opening of the school year, and information with date and time is sent to the parents in late July. Parents will be able to:

- ❖ Meet their children's teacher(s)
- ❖ Receive their children's schedule and supply list
- ❖ Sign up for Parent / Teacher Organization membership
- ❖ Add money to the lunch account
- ❖ Complete emergency card information
- ❖ Sign up for Scouts
- ❖ Sign up for Volunteer opportunities
- ❖ Sign up for Altar Serving
- ❖ Turn in application for Extended Care Program
- ❖ Purchase used uniforms (if available)

#### **V. TRANSFER PROCEDURE**

The school office requires two weeks notice when a student is transferring to another school. The student must return all hardback textbooks, school equipment and library books in good condition. A fee covering full replacement cost will be charged for lost or damaged books. Outstanding financial obligations that are paid with a check are subject to an additional 2 week waiting period for release of school records.

Student records are mailed directly to the new school upon receipt of a request authorizing release of records. Parents/guardians should obtain a withdrawal form and the health records on, or after, the last day of attendance. Records are **NOT** released if financial obligations are not fully met. Records are never released to a parent.

#### **VI. CURRICULUM**

##### **Catholic Religious Studies**

Students of all faiths are welcome at St. Anne Catholic School. All students are expected to attend classroom periods of religious instruction and scheduled church services. Non-Catholic students are encouraged to actively participate in church services, except for the reception of the Eucharist. All are required to maintain a respectful behavior at such times. Students study Catholic doctrine, scripture and church history. They also are provided time for prayer and worship. Catholic students in Grade 2 participate in the sacramental program of First Reconciliation and First Eucharist. Catholic students in Grade 8 participate in the sacramental preparation of Confirmation. In the event that your child did not receive First Communion or

Reconciliation and you would like him/her to prepare to receive these Sacraments, please contact the student's teacher.

### **Service Hours**

As part of our religious curriculum, students in Grades 2-8 are required to participate in the St. Anne School Service Program. Service and Adoration are a required part of the St. Anne curriculum. Service hour requirements are as follows:

- ❖ Grades 2-5      10 hours      2 hours Adoration
- ❖ Grade 6-8      15 hours      4 hours Adoration

### **E-School/Learning Communities**

Technology is being used to enhance academic instruction and to provide additional support for the curriculum. Additional programs are being purchased to facilitate this process. Accelerated Reader is being used immediately to support all academic areas. Other programs that are available will be added and implemented throughout the year. St. Anne School is using current hardware technology that is in place at the school.

St. Anne School is addressing the needs of all learners through a variety of proven educational methods. Students are in multi-age learning communities where teachers utilize flexible grouping techniques, differentiated learning strategies, and curriculum enhancement through technology. Students must be prepared to enter the technology rich environment of today. Through integrating technology into the everyday academic life of the student, students will become accustomed to the world that they will encounter in high school and college.

### **Language Arts**

The Language Arts Program includes composition, grammar, handwriting, phonics, reading, and spelling. Each is taught commensurate with the grade level, development, and maturity of the student. Basic skills become the foundation for future education and they are emphasized each year. The teacher will present details of that program. Parent cooperation in monitoring homework, extra reading opportunities, and drill and practice is required.

### **Mathematics**

The Mathematics Program at St. Anne emphasizes mathematics as "hands-on" learning and teaches problem solving skills. Basic computation and math in everyday life provide a realistic basis for mathematics in the elementary grades. Pre-algebra is taught in the 8<sup>th</sup> grade to students who are academically ready.

### **Science**

The Science Program (K-6) includes teacher demonstrations and age-appropriate "hands-on" involvement in all areas of general science. Students are taught the basic element of observation, classification, prediction, and experimentation. Emphasis is placed on a global perspective and respect for our planet, as part of God's gifts to mankind. Science at the middle school level is taught by discipline: 7<sup>th</sup> and 8<sup>th</sup> Grade alternate Life and Physical Science by year.

### **History/Social Studies**

The History/Social Studies Program develops an understanding of history, geography, and social institutions. It also fosters an appreciation of the people of the world and our own American heritage, while strengthening commitment to democratic values and processes. Facing History is used as part of the 5<sup>th</sup> grade through 8<sup>th</sup> grade curriculum.

### **Visual and Performing Arts**

A visual and performing arts program may be available. Students will pay a small fee to participate in these classes, Parents and students are required to sign a contract of commitment for their class choice to ensure success of the program.

### **Computer Science**

Using the Internet as a learning tool, students will explore, learn, and create products using basic Microsoft applications. Students will access their assignment through the school web site. Each assignment will have a length of one week to one quarter. The assignments will explore various topics including basic internet usage, basic applications, performing research, using online libraries, writing reports, creating presentations, and building databases.

### **Physical Education/Health**

The Physical Education Program emphasizes psychomotor, developmental, and locomotion skills. Each student will have a fine understanding of his/her body's function through exercise. An informal health curriculum is provided to students in Grades K-8. The subjects reinforced during the school year are first- aid, safety, personal hygiene, and social development.

### **Title I Program**

In order to meet the diverse academic needs of all students at St. Anne Catholic School, it is necessary to provide early intervention and reinforcement in both individual and small group settings. The early intervention program is designed to assist students at St. Anne in achieving academic success. Its origin is a pro-active approach that provides intermittent assistance early in the educational experience, thus reducing the likelihood of developmental delays in specific language development, mathematical concept development, calculation strategies, and the application of organizational skills in a classroom setting. This program is not designed to replace graded instruction by the classroom teacher; instead, its purpose is to enhance and reinforce that instruction through multi-sensory techniques, which maximize learning and student memory in a positive educational climate for alternative learners.

## VII. PERFORMANCE ASSESSMENT

### Report Card System Grades 1 – 8

Report cards are issued every 9 weeks and assess scholastic performance, level of achievement, class participation, daily assignments, homework, reports, projects, and tests. Please check the school calendar for report card issue dates. All report cards must be picked up in person at the designated Parent / Teacher Organization meeting. Parents/guardians will sign these report cards and return them to the teacher promptly. A conference may be scheduled to inform the parents/guardians of the areas in which the child needs to improve.

\* Parents/guardians may request a conference at any time.

### Standards

St. Anne Catholic School employs a variety of performance assessments or grades, depending upon the developmental level of the student as well as local requirements at grade level.

Assessment reporting methods vary, depending upon grade levels. The grading system is as follows:

- ❖ Kindergarten to Grade 3 – E/Excellent; G/Good; S/Satisfactory; N/Needs Improvement; U/Unsatisfactory.
- ❖ Grades 4-8

Percentile	Letter Equivalent	Definition
93–100	A	Excellent
86-92	B	Above Average
76-85	C	Average
70-75	D	Below Average
0-69	F	Failing

**\*Grades are available on-line and updated weekly. Parents can check on-line for grades, missing assignments, or missing homework.**

### Conferences

Formal conferences are scheduled for all parent/guardians at the end of the first semester to discuss student progress. At the Fall Open House, parents will have the opportunity to sign up for Parent/Teacher Conferences if necessary. Parents/guardians are required to attend the conference in order to receive the semester report card. The conference dates appear on the published school calendar. **Any time a parent feels a need to schedule a conference, please contact the appropriate teacher.** School policy prohibits impromptu conferences either after school or in the school parking lot. The teachers are generally supervising dismissal and are unable to give parents the attention they deserve at that time. Please call the office to schedule a time to meet with your child's teacher or the principal.

## VIII. ACADEMIC PROGRESS

Students in Grades 1-8 will be recognized for their achievements during quarterly academic Honor Roll assemblies.

In order to qualify for the Principal's Honor Roll, a student must achieve all E's or A's in each subject and G or E in both conduct and effort. To qualify for the Teacher's Honor Roll, a student must achieve all G's and above or all B's and above, in each subject, and conduct and effort, G's or above. Any student who receives an I.S.S. or O.S.S. and/or an "N" or a "U" will be disqualified for the grading period.

### Promotion

Promotion to next grade level will be based upon the following:

- ❖ The student who is progressing satisfactorily to meet the requirements of his/her present grade level
- ❖ The student will have been in attendance through May 15<sup>th</sup> of the current school year and not missed more than **30 days of class**. (The school principal will address unique circumstances).

The final decision for promotion or retention is made at the discretion of the principal. SACS guidelines and Tennessee State rules require students failing in 3 academic courses **must** be retained.

Retention at grade level will occur as follows:

- ❖ The appropriate teacher(s) will identify the student, who is not progressing satisfactorily to meet the requirements for promotion. Parent/Teacher conferences will address the student's unsatisfactory progress and possible retention in the grade. By the end of the first semester, the Principal or teacher will notify the student's parent/guardian in writing. The parent/guardian will be required to sign a statement acknowledging that they have been informed of the possibility of retention.
- ❖ At the end of the 3<sup>rd</sup> quarter grading period, progress will be re-evaluated. If required, another meeting will be scheduled with the parents/guardians to discuss the possibility of retention.
- ❖ Should the student fail to progress satisfactorily during the 4<sup>th</sup> quarter, the parent/guardian will be notified in writing that the student will be retained in the same grade. The parents/guardians will be given the opportunity to review the decision with the Principal.
- ❖ Students retained must complete summer school as approved in advance by the Principal. Grades of C or better must be achieved.

### Placement

Parent/Teacher conferences will be held to determine how to better meet the needs of the students. If the administration determines that St. Anne Catholic School cannot provide for a student with special needs, the student's enrollment will be terminated.

## **IX. PARENT/STUDENT RESPONSIBILITIES**

### **Parental Responsibilities**

As partners in the education of students, it is expected that parents/guardians support school policies. This responsibility is especially important because of the moral development message our example conveys to our children. Questions about established rules or policies should be addressed to the Principal. Parents are responsible for getting students to school on time, in uniform and with a lunch.

When a parent/guardian is found to be non-cooperative and excessively negative toward the school, its policies, or its personnel, the Principal will make clear to the parent the consequences of this attitude on the growth and learning potential of the child or on the school climate in general. If repeated efforts to elicit parental cooperation fail, the administration may move to terminate the child's enrollment.

### **Develop Moral Values in Your Child**

Respect for all persons is the foundation of Catholic education. While it is the teacher's responsibility to model an attitude of respect and cooperation, our students are expected to be:

- ❖ Respectful to oneself and others
- ❖ Courteous
- ❖ Cooperative and considerate
- ❖ Aware of the impact of their actions on others

### **Student Responsibilities**

We expect that all students will:

- ❖ Do their best
- ❖ Treat others as they want to be treated
- ❖ Be truthful, fair, and respect the property of others
- ❖ Take responsibility for their actions
- ❖ Do all assigned work. Follow established rules and procedures
- ❖ Come to school on time, prepared, and with a positive attitude ready to learn

### **Standards of Conduct**

The following Standards of Conduct or "rules" are provided as a reference and serve as the basic guidelines for what is expected of a student at St. Anne Catholic School:

- ❖ Follow directions the first time given
- ❖ Treat others with courtesy, respect, and dignity at all times
- ❖ Be truthful and honest in work and in relationships with teachers, fellow students, and any adults
- ❖ Conduct themselves in a respectful, courteous and orderly manner, both on and off school property
- ❖ Keep hands, feet, and objects to oneself
- ❖ Follow directions

- ❖ Abide by the uniform code and wear the required uniform correctly at all times.
- ❖ Remain on campus
- ❖ Leave personal items at home unless specifically requested by a teacher.

**\*Personal items (Cell Phones, IPODS, iPads, personal game systems, mp3 players, CD players, excessive cash, valuable jewelry, etc.) are not allowed at school. These items may be kept by the principal until the last day of school. Repeated violation of this rule will incur disciplinary action. The school is not responsible if forbidden items are lost or stolen and will not “investigate” situations.**

### **Internet Policy**

Students and parents will be asked to sign an Internet Usage Agreement. All information contained in this agreement is the policy of St. Anne Catholic School. Students will be taught about general internet safety and acceptable use. Failure to comply with the Internet Usage Agreement may result in the loss of computer privileges or in disciplinary action including dismissal from school.

It is the policy of St. Anne Catholic School that students enrolled in PreK-8<sup>th</sup> Grade should NOT be allowed to have an online social networking account (i.e. facebook, myspace, twitter, etc.). These services are blocked on campus. It is the responsibility of the parents/guardians to monitor communication that includes their child on these sites. The school is not responsible for student behavior and communication that may occur. Additionally, St. Anne Catholic School does not authorize the use of its name, likeness, photos, or any other identifying material without written permission from the school Principal or Pastor.

## **X. UNIFORM CODE AND GROOMING STANDARDS**

The purpose of the uniform is to focus student attention on the fact that it is not **what we wear** that determines our value as a person, but **what we are inside**. This is a basic, yet very important part of the Catholic school philosophy and tradition. All Students, therefore, are required to comply with the standards set forth below.

### **Uniform Code**

All uniforms and uniform parts, except for shoes and socks, are available at Parker Uniforms. All uniforms must be labeled with the student's name. All students must be in complete uniform upon entering school. Uniforms must be clean and pressed. A signed note from the parent/guardian will be needed at all times to be excused from any temporary uniform infraction, subject to approval by the principal. Uniforms are to remain intact until students leave the St. Anne property.

### **Male Students**

All male students are required to have this uniform. It will be worn on each school day unless otherwise allowed. Upper classmen (grades 6-8) must wear ties daily.

#### **Grades K-5**

- ❖ Dark blue knit shirt (long or short sleeves) with the school's name (available only at Parker Uniforms)
- ❖ Khaki dress pants (no cargo pants)
- ❖ Dark leather belt
- ❖ Suede Merrill or Bass Buck Shoes available at Parker
- ❖ Optional: Navy blue pullover sweater (available only at Parker Uniforms)
- ❖ Optional: Navy blue fleece jacket (available only at Parker Uniforms)
- ❖ Dark crew length socks – navy, black, or brown (no white socks, ankle socks or footies)

### **Male Students**

#### **Grades 6-8**

- ❖ Light blue oxford button down shirt (all buttons must be intact)
- ❖ White undershirt
- ❖ Blue and gold regimental stripe tie (available only at Parker Uniforms)
- ❖ Khaki dress pants (no cargo pants)
- ❖ Dark leather belt
- ❖ Suede Merrill or Bass Buck Shoes available at Parker
- ❖ Optional: Navy blue pullover sweater (available only at Parker Uniforms)
- ❖ Optional: Navy blue fleece jacket (available only at Parker Uniforms)
- ❖ Dark crew length socks – navy, black, or brown (no white socks, ankle socks or footies)

### **Female Students**

All female students are required to have this uniform. It will be worn on each school day unless otherwise allowed.

### Grades K-5

- ❖ Blue plaid jumper (available only at Parker Uniforms)
- ❖ White peter pan collared shirt (long or short sleeved- no button or pleats on sleeves)
- ❖ White undershirt
- ❖ Navy or white knee socks or tights (not to be worn together)
- ❖ Black and white saddle shoes (writing on shoes is not allowed)
- ❖ Optional: Navy blue button-down sweater (available only at Parker Uniforms)
- ❖ Optional: Navy blue fleece jacket (available only at Parker Uniforms)

### Grades 6-8

- ❖ Blue plaid skirt (available only at Parker Uniforms)
- ❖ White  $\frac{3}{4}$  sleeve tailored shirt untucked (available only at Parker Uniforms)
- ❖ White undershirt
- ❖ Black and white saddle shoes (writing on shoes is not allowed)
- ❖ Navy or white knee socks or tights (not to be worn together)
- ❖ Optional: Navy blue pullover sweater (available only at Parker Uniforms)
- ❖ Optional: Navy blue button-down sweater (available only at Parker Uniforms)
- ❖ Optional: Navy blue fleece jacket (available only at Parker Uniforms)

**All girls and boys out of uniform will be issued and “out of uniform” infraction. Parents will be called to bring the appropriate items. Multiple infractions could result in detention or Saturday school. Failure of family compliance with the dress code could result in dismissal from St. Anne Catholic School.**

### Physical Education Uniform

P.E. clothes consist of solid colored athletic shorts and t-shirt, white athletic socks, and athletic/tennis shoes. In the winter, students may wear solid colored athletic/sweat pants and solid colored long sleeved t-shirts or sweatshirts. Clothing with logos larger than 3 inches by 3 inches are not allowed. Clothing with a St. Anne logo is approved. Clothing with any type of message that is not supported by St. Anne Catholic School is not allowed.

### Casual Day

On designated days, students will be allowed to wear casual clothing.

- ❖ Pants that fit and are full length (jeans, khakis)
- ❖ Capris pants that are loose fitting, **NO LEGGINGS**
- ❖ Skirts that are finger-tip length when walking
- ❖ **NO SHORTS ARE ALLOWED**
- ❖ Shirts with collar
- ❖ St. Anne tee shirts/sweatshirts
- ❖ Plain t-shirts or t-shirts with appropriate words, phrases, graphics etc.
- ❖ Shirts with sleeves, and full length- no mid-riffs shirts, spaghetti straps, or sleeveless shirts
- ❖ Shoes must be closed at toes and heel
- ❖ **NO** torn or ripped clothing of any kind is allowed
- ❖ **NO** jewelry, make-up, or nail polish

Any student who does not follow the guidelines for casual day will call his/her parents, and parents will be asked to bring in the appropriate clothing. If in doubt, **DON'T WEAR IT!**

The following is a list of clothing that may **NOT** be worn on casual day:

- ❖ Tank tops, sleeveless shirts, or spaghetti straps
- ❖ Clothing that exposes the midriff (stomach)
- ❖ Provocative skirts, dresses or blouses
- ❖ See-through patterns
- ❖ **NO SHORTS ARE ALLOWED**
- ❖ Jeans with holes
- ❖ Baggy or oversized clothing
- ❖ Skirts shorter than finger-tip length when walking
- ❖ Clothing with advertising, messages, or designs that promote or advertise drugs, alcohol, tobacco, violence, offensive slogans, or acronyms
- ❖ Hats and caps
- ❖ Sandals or flip-flops of any kind

**Infractions of the dress code and grooming standards will be dealt with individually and immediately. Parents will be called**

### **Grooming Standards**

#### **Female Students – All Grades**

- ❖ Hair should be kept neat and styled. No extreme hairstyles are allowed. No colored hair is allowed. Hair must not fall over the eyebrows or face. No part of the head may be shaved.
- ❖ Fad or costume jewelry and bracelets of any kind are not permitted for girls. A single necklace with a cross or small religious medallion is permitted. **No hoop or dangling earrings of any kind.**
- ❖ No cosmetics are allowed. Only clear nail polish may be worn.
- ❖ Shoes should not have writing on them and must be polished as needed.
- ❖ No tattoos.

#### **Male Students – All Grades**

- ❖ The student's hair must be clean, well groomed and in a style appropriate for school. Hair must be cut at a length well above the shirt collar and must not fall over the eyebrows or ears. No part of the head is to be shaved unless the entire head is shaved (as in a "Buzz" cut). No fad or extreme hairstyles, cornrows, braids, or dyes, are allowed.
- ❖ Fad or costume jewelry is not permitted. No bracelets of any kind are allowed. Boys are not permitted to wear earrings. Wristwatches may be worn. One cross or small religious medallion is permitted.
- ❖ Shoes must be free from holes, rips, or writing.
- ❖ No tattoos.

## XI. GENERAL SCHOOL POLICIES AND PROCEDURES

### Attendance and Absences

Irregular attendance is one of the most common causes of underachievement. However, we do not expect a child to be in school if he/she is a source of a contagious illness. The school year consists of 180 days. State law requires students to attend school. Unexcused absences in excess of five days may result in contact with state and local authorities, in accordance with the law.

When a high frequency of truancy, absence, and tardiness hinder the student's ability to achieve the minimum expectations in academics and social progress, and when reasonable attempts to consult with parents fail to resolve the problems, the Principal may recommend termination of enrollment.

Parents are requested to telephone the school office at 323-1344 before 8:45 a.m. to report a student's absence. Upon returning to school, the student must present his/her teacher a written note signed by the parent/guardian giving the dates and reason for the absence. **The absence will remain unexcused if the parent does not send in a note or doctor's excuse. Absences for reasons other than an illness will be excused at the discretion of the Principal.**

Absences longer than three (3) days or due to a communicable disease require a physician's note upon returning to school. If there is to be a restriction of any kind from physical activity, the student must have a note signed by a parent/guardian or physician.

Students must make up all work. **For every day missed due to illness, the student has one (1) day to make up work.** Students absent for more than 10 days in a nine-week period will receive an incomplete on the report card until all work is complete. **Students may not receive credit for work missed as a result of an unexcused absence.**

### Tardiness

The tardy bell rings at 7:50 a.m. Any student not in Nenon Hall by 7:50 a.m. will be considered tardy and must get a tardy slip form the main office before being permitted to class. All tardies are considered unexcused (**including tardies as a result of the train**) unless the Principal deems that an extenuating circumstance was unavoidable. Tardy students must be signed in by a parent at the main office before getting a tardy slip. Daily promptness is essential and young children are dependant on adults to be on time. Tardiness is disruptive and detrimental to the learning process. An early release from school, except in the case of a doctor's appointment, will result in a student receiving an unexcused tardy.

Consequences for excessive tardiness per semester are as follows:

1. 1<sup>st</sup> thru 5<sup>th</sup> tardy = Free (no consequences). On the 5<sup>th</sup> tardy the parent will be notified
2. 6<sup>th</sup> tardy = 1 day detention
3. 7<sup>th</sup> tardy = 2 days detention
4. 8<sup>th</sup> tardy = Saturday School detention
5. 9<sup>th</sup> tardy = 2 Saturday School detentions

Each tardy is equal to 1/3 of a day absent. Absences in excess of 30 days may result in a student being retained in the same grade.

If a student fails to serve an assigned Saturday School detention, an additional Saturday School will be assigned. Failure to serve the additional Saturday School detentions will result in I.S.S.

**Tardy students must be escorted into the school building by a parent/guardian and signed “in” on the student sign-in sheet. There will be no exceptions to this rule since the safety of the children is our top priority.**

**Please make every effort to get your child to school on time!**

### **Illness**

If a student becomes ill at school, he/she may not leave the school without a parent or guardian. The child must be signed out in the school office within one hour of notification. Any student sent home with a fever is required to be fever free for 24 hours before returning to school. If your child has a fever **do not sent him/her to school.**

### **Medication Policy**

According to state law, the school administers no prescription medication unless accompanied by a physician's order. A written, signed note with information regarding a student's allergies or any other health problems must be on file in the office.

The parent/guardian and physician must complete medication policy forms. Forms may be obtained from the office, and once completed, will be kept on file throughout the school year. In lieu of the standard form, a signed note from the attending/prescribing physician and parent must be on file in the office prior to the dispensing of medication by school personnel. Contents of the letter must include:

- ❖ Date of Letter
- ❖ Name of child
- ❖ Name of medication
- ❖ Dosage
- ❖ Frequency of administration

The required dose of medication must be sent to the office in the original container with the prescription label attached for that child ONLY. The school will administer all medication in the office. Students will not carry or administer their own medications at any time. This includes over-the-counter drugs such as Tylenol, Dimetapp, Sucrets, Tums, etc.

### **Medical Information**

The updating of Emergency Data is probably the most important step you can take to help your child in the case of illness or injury. **\*\*Please keep your phone numbers and emergency contacts current. Emergency Cards are to be completed at *Back to School Night* or by the end of the first week of school.**

## Immunizations

An updated copy of your child's immunization record is to be kept in the permanent record. The State of Tennessee requires proof of immunizations against the following diseases:

- ❖ Diphtheria x 5
- ❖ Measles/Mumps/Rubella (MMR) x 2
- ❖ Polio Myelitis (Types I, II, and III) x 4
- ❖ Hepatitis B x 3

The State of Tennessee requires proof that the student is free of tuberculosis in a communicable form. The test must be completed within the 12 months prior to the first day of school. Children not showing certification on the first day of school will be denied enrollment. A copy of the TB test results is to be kept in the permanent record.

## Physical Examination

Physical exams are required for extracurricular sports programs. Please obtain a sports physical form in the office.

## Health Information Form

The Student Health Information form must be complete. It includes your child's special needs (i.e. asthma, allergies, epilepsy, diabetes, nosebleeds, etc.). Please indicate an **EMERGENCY CONTACT** on this sheet. It is imperative to have this reference should an emergency arise.

## Exclusion from School

If your child has a fever, vomiting or feels "bad," please keep him/her at home so that the child will not infect other students. Your child must be free of fever for 24 hrs. before returning to school.

The following communicable diseases require absence from school:

- ❖ Chicken pox: at least 1 week after skin eruptions first appear.
- ❖ Conjunctivitis (pink eye): 48 hrs. after receiving treatment.
- ❖ Flu: for at least 3 days after the illness begins. \*Please notify the school
- ❖ Strep throat, sore throat or any other strep infection: 2 days after treatment is begun with antibiotics; free of fever for 24 hrs.
- ❖ Head Lice: one day **after** treatment is complete. The hair must be completely free of nits (eggs). If your child has head lice, we ask that you notify the school so we can notify other parents as needed.

## Early Release

Appointments of a professional nature (such as dental, optical, etc.) during school hours are discouraged. If an appointment must be made during this time, a written note from the parent/guardian is required. The note should state the date, time, and reason. When an early release is necessary, the parent/guardian will sign the student out on the student- log sheet. **An early release from school, except in the case of a doctor's appointment, will result in a student receiving a unexcused tardy.** A student will **NOT** be released to anyone without proper written authorization by the parent/guardian. Identification will be required of any person other

than the parent/guardian. Students in grades K-8 are not released early after 2:30 p.m. The parent must wait until school dismissal at 2:50 p.m.

For the safety and security of our students, parents/guardians must sign in at the office before going anywhere on the St. Anne campus. Your child's safety is our number one concern. For that reason you may be asked to show a form of identification when picking up your child.

### **Traffic Safety**

Please support us in our arrival and dismissal procedures and policies. Do not speed through the parking lot.

### **Arrival**

All cars must enter the parking lot from Kearney Street and exit onto Spottswood at a maximum speed of 5 mph.

- ❖ If you prefer to park your car and walk your student into the building, please park your car in the appropriate area.
- ❖ Parents are asked to say goodbye and leave as quickly as possible to reduce the separation anxiety created by long goodbyes.
- ❖ All students will congregate in Nenon Hall and sit quietly at the tables. A teacher will escort students to their classroom following Morning Prayer.
- ❖ **Please follow the drop off/pick up traffic flow.**

Parents are welcome to stay for morning prayers; however, we ask that if **you stay- you pray**. In the past, several parents used this very reverent time to visit with other parents or to conduct "teacher conferences." Please be respectful of our prayer time and the example we set for our children.

Our school uses every available space all day long; therefore, we ask that any parent who chooses to pray with us in the morning, leave promptly after prayer so we can begin our day. Parents are permitted to visit classrooms after signing in at the office. No visitor is permitted into the building at any time without the knowledge of office personnel. Your visit is announced to the teacher so that the guest can be expected and reduce unauthorized activity in the building. Parents are not permitted to pass through the kitchen to access the stairway.

### **Dismissal**

- ❖ PreK 3 and 4 year-olds 2:30 p.m.- full day or 11:15 a.m.- half day
- ❖ K- 8<sup>th</sup> grade 2:50 p.m. - full day or 11:45 a.m.- half day

### **Afternoon Prayers/Pick up**

Afternoon prayers will begin at 2:45 p.m. Children are called out of the building as their ride approaches Nenon Hall. When arriving for dismissal, we ask that parents **NOT** enter the Kearney Street gate from Highland, but go around and enter Kearney from Echles Street or Patterson Street. This prevents a bottleneck at the entrance gate and keeps traffic flowing on Highland.

Please do not signal your child to cross the streets unaccompanied. Please escort your child to the walkway or gate. Remember, children are not always alert when crossing streets or busy parking

lots. Safety is always our first concern.

Children must be picked up by 3:15 p.m., otherwise, they will be taken to After School Care and a fee will be assessed. The fee must be paid upon pick-up, unless you have previously registered for the Extended Care Program.

No student may return to the classroom without a teacher's permission. Students walking home must cross at the crosswalks or lights only. Students who ride bikes must walk them to the sidewalk before mounting. Do not ride across the parking lot. Bikes must be chained to a bike rack. School personnel will ask for photo identification when picking up your child. We request full cooperation from all concerned parties in this matter.

### **Mass**

We encourage all parents to worship with us at Mass. Mass will begin at 8:00 a.m. on Wednesday and Friday mornings. Your child (K-8<sup>th</sup> grade) will attend Mass twice a week. If you would like to sit with your child during Mass, please meet your child at the church. Students are expected to arrive at school by 7:50 a.m. After announcements and prayers the children will then walk to the church as a class.

### **Inclement Weather**

In the case of inclement weather, please check with your local television or radio station. Decisions regarding school closings will be made by the **Diocesan Office of Education** and will be announced on all stations and via St. Anne's automated phone system. Please do not call the school because we need to make urgent outgoing calls at such times. Be sure to listen for **"Diocese of Memphis-Catholic Schools."**

### **Lock Down**

In the case of an emergency situation and St. Anne School deems it necessary to secure the school, to ensure the safety of students, faculty, and staff, the school will be placed in a temporary condition known as "lock-down." In this situation the school will be secured and **NO ONE** will be admitted to or released from the school until the Principal determines it is safe for your child. Communications will be limited, so please do not call the school. The safety and security of your child is our first priority. Once it is determined to be safe to release your child, you will be notified by the school, the Diocesan Offices or the media, whichever is appropriate. Examples of such a crisis are natural disaster, unsafe environment in the community, etc.

### **Field Trips**

Field trips are designed to aid the student's educational, cultural, and social growth. Teachers plan and organize the trips. To assure accurate numbers for reservations and bus transportation, parents/guardians must return permission slips promptly. A fee is charged for bus transportation and the cost of the event. Signed field trip permission slips are mandatory for the child to leave the school premises. No student may attend a field trip without the appropriate signed permission slip and current medical emergency information form on file. Verbal permission over the phone or faxed messages will not be acceptable. Parents may be requested to chaperone these events. The teacher and principal are considered the responsible party when

a parent is not present. Should any parent have any disciplinary issues with a student other than his/her own, the concerns should be brought immediately to the teacher's attention.

**\*Inappropriate behavior on a field trip will result in disciplinary action and the possible loss of field trip privileges for future events. It is also left to the discretion of the teacher and the principal which students shall be excluded from field trips because of unacceptable behavior. These students will be required to come to school for a full day.**

Diocesan policy states that field trip drivers must have a Volunteer Driver form on file in the office, a valid Tennessee driver's license, and appropriate insurance coverage.

**Drivers are asked to ONLY take students to the scheduled events. Side trips for snacks, shopping, etc. are not permitted.**

**\*Car seat laws have changed-effective July 1<sup>st</sup>, 2004. Children ages 4-8 who are less than 5 feet tall** must ride in a belt-positioning booster seat in the back seat of the vehicle. **Children ages 9-12** who measure 5 ft. tall or more must be properly restrained by a seatbelt. They should also ride in the backseat for additional safety. **Children ages 13-15** must buckle up.

### **Homework Policy**

Homework includes exercises to reinforce daily lessons, enrichment activities, or long-range assignments intended to encourage research, time management, and responsible study habits. Teachers will inform parents of specific homework policies for each grade. Students in grades 2-8 will be issued an assignment book. **The student, not the parent or other students, must do homework.** Parents are encouraged to review material, provide assistance, and help with research. Homework is expected to be complete, neat, and returned on time. Parents should check the assignment book each day. Please remind your child that outside activities are not an excuse for failing to do homework. Homework **is** graded and failure to complete assignments will affect the student's grade.

The amount of time that is assigned by each teacher for homework should vary according to grade. The following is a guideline.

2<sup>nd</sup> grade – 15 – 20 minutes

3<sup>rd</sup> grade – 15 – 20 minutes

4<sup>th</sup> grade – 20 – 30 minutes

5<sup>th</sup> grade – 20 – 30 minutes

6<sup>th</sup> grade – 20 – 30 minutes per subject

7<sup>th</sup> grade – 30 – 45 minutes per subject

8<sup>th</sup> grade – 30 – 45 minutes per subject

Should a student be absent due to illness, please **do not** request homework when calling the office to indicate an absence unless the absence is for more than three days. Homework assignments for absent students can be picked up in the office at dismissal time the next day. Students will have a one-day extension to turn in assignments for each day missed due to illness. Please see the attendance policy for more information.

## **XII. DISCIPLINARY POLICY**

Good discipline is essential for a school to be effective and St. Anne Catholic School is no exception. Every student at St. Anne has the right to a great education. No student has the right to deny an education to fellow students through disruptive behavior.

St. Anne Catholic School discipline policy is not based on punishment, but on developing behavior change when there are disciplinary infractions. It is our desire to help students to become respectful and courteous to each other. We believe this can be done with the nature of the school, the students, and the parents. The discipline code was established to create a fair and consistent policy and will be strictly enforced.

Students are accountable to their school in their role as students, as well as, to the law in their capacity as citizens. The criminal laws of the State of Tennessee and the federal government apply to the conduct of all persons on school property. Violations will be dealt with according to these laws. Proper authority will be notified if deemed necessary by the school authorities.

Any school personnel have the authority and responsibility to correct any student at any time, anywhere, while the student is under the jurisdiction of the school.

Students will observe school rules and regulations at all times, including before and after school and on or off campus. Continued misbehavior may result in exclusion from school-related activities and/or dismissal from school.

### **Disciplinary Action**

The following disciplinary actions have been established to meet the needs of St. Anne Catholic School.

- ❖ **WARNING** – A verbal warning will be given to students prior to any referral or consequence.
- ❖ **CONDUCT REFERRAL** – A conduct referral is a written notification to a student and his/her parent or guardian of the student's failure to obey established school and/or classroom rules. Conduct referrals are to be returned to the Principal with the parent/guardian's signature the following school day. \*Referral or detention notices will be mailed home if not returned with a signature.
- ❖ **DETENTION** – A detention will be assigned to any student for repeat offenses, two or more conduct referrals, and/or any behavior deemed inappropriate by the Principal.
- ❖ **SATURDAY SCHOOL** – Saturday School will be assigned for severe disruption in the classroom, inappropriate language or sign language, disrespect to teacher, faculty, or any adult within the school.
- ❖ **In-School Suspension (I.S.S.)**  
In-school suspension may be considered as a discipline option in some circumstances. I.S.S. is not considered an absence from school, and all school work is done in a setting away from peers.
- ❖ **Out-of-School Suspension (O.S.S.)**  
O.S.S. is the temporary exclusion from classes and all school activities. The Principal will determine the length of the suspension, with consideration of teacher

recommendations. If the suspension is to last a single day, the parent/guardian will be notified by the Principal. A letter confirming the suspension will follow at a later date. If the suspension is to last more than one day or the student is to remain at home, parents/guardians will be notified immediately and a conference will be scheduled for the student, parent/guardian, and appropriate school personnel. Together, they will examine the problem and work out conditions that insure parental cooperation and the student's future success.

Two Day (2) O.S.S. in one year may result in the student being dismissed from St. Anne Catholic School.

#### **Suspension offenses include:**

- ❖ Physically, verbally or sexually harassing, bullying, or threatening teachers or students
- ❖ Inappropriate language or gestures
- ❖ Vandalism
- ❖ Fighting or any inappropriate behavior resulting in possible harm to another individual
- ❖ Forging another's name on anything requiring a parent/guardian signature such as tests, report cards or field trip slips
- ❖ Truancy (cutting class, staying at home or elsewhere without the consent of the parent/guardian)
- ❖ Falsifying a paper, such as report cards, corrected papers, or graded work.
- ❖ Habitual conduct referrals for the same offense.
- ❖ A third detention for the same or similar offense.
- ❖ Other offenses of a serious nature which the administration deems appropriate for suspension.

#### **Bullying Policy**

A student is bullied when he or she is exposed to repeated aggressive behavior by another student. This behavior must create a pattern that occurs repeatedly. Bullying behavior can be physical or verbal. Students who feel that they are being bullied must report the behavior to the teacher or principal. If the behavior is determined to be bullying behavior, the following steps will be taken:

**First Reported Incident:** The student will meet with the principal and/or counselor to identify the behavior as bullying behavior. The student will be given the expectation that the bully behavior is not allowed. A report will be filed with Ms. Perry in the office. The principal will call the parents of the student to report what has occurred.

**Second Incident:** The parents of the student will be called to pick up the student from Ms. Perry's office. The student will receive a 3 day in-school suspension that will begin the following school day. A second report will be filed in the office.

**Third Incident:** The parents of the student will be called to pick up the student from Ms. Perry's office. The student will receive a 3 day out-of-school suspension that will begin the following school day. The student must receive mandatory counseling by a licensed professional in order to return to school. A third report will be filed in the office.

**Fourth Incident:** The parents of the student will be asked to withdraw their entire family from St. Anne School. No refunds for tuition will be available.

## **Dismissal**

Dismissal is the permanent exclusion from classes and all school activities. Dismissal of a student is a very serious matter and will only occur after careful appraisal by the Pastor, Principal, student, parents/guardians, and other appropriate school personnel. No dismissal will be final until an opportunity for a conference is offered to the student and parents. The student may be suspended until the conference is held. A record of the various steps taken and conferences held will be kept on file. Student dismissal results in the inability for the student to attend **any** catholic school.

A student will be subject to dismissal for the following reasons:

- ❖ Habitual infractions of the school rules that result in a repeated detention or suspension
- ❖ Assaulting a faculty, staff member, student or guest
- ❖ Possession, use and/or sale of any form of contraband on or off campus, i.e. drugs, alcohol, tobacco, and any sort of weapon or item used as a weapon
- ❖ Failure to respect the property of others, such as acts of vandalism, theft, etc.
- ❖ Habitual insubordination
- ❖ Other serious or repeated offenses, which the administration deems appropriate for dismissal
- ❖ Parental indifference to any conference that is deemed necessary, usually interpreted as a lack of concern for the child's education, may be reason to terminate the child's enrollment.

## **XIII. SCHOOL ACTIVITIES**

### **Extracurricular Activities**

St. Anne School has a wide variety of extracurricular activities. Many of these activities occur after school time. Parents/guardians must be prompt in picking up their child after any extracurricular event. Please be considerate of coaches, advisors, and others who must remain until all students are picked up. As a guideline, the student must be picked up within 15 minutes of the completion of any event. Students who are not picked up within that time frame may be asked to withdraw from the extracurricular activity.

Schedules will be posted on the website and will be issued to players.

### **Parent Volunteer Program**

Volunteers are a vital part of our school. Parents are frequently asked to assist as library aides, classroom assistants, maintenance assistants, clerical assistants, chaperones for field trips, and in many other capacities. All help is encouraged and always appreciated!

### **Photo Release**

Located at the end of this Handbook. Please also see page 10.

**This publication is for personal use only and is not intended for sale or solicitation.**

# 2011-2012 School Calendar

REVISED 8/2/2011  
PARENT COPY

## AUGUST - 16 Days

Sun., Aug. 7	Back to School night 2-5pm
Mon., Aug. 8	Preschool Opens
Wed., Aug. 10	First Day of School (full day)
Wed., Aug. 17	Mandatory Parent Meeting- Grades 4-6 @ 6pm and Grades 7-8 @ 7pm
Thurs., Aug. 25	Mandatory Parent Meeting- Grade K @ 6pm and Grades 1-3 @ 7pm

## SEPTEMBER – 21 Days

Fri., Sept. 2	No School- Pastor's Holiday
Mon., Sept. 5	No School- Labor Day
Thurs., Sept. 15	PTO Meeting
Mon., Sept. 19-Fri., Sept. 30	ITBS Testing
Fri., Sept. 30	Guardian Angels Feast Day

## OCTOBER - 20 Days

Tues., Oct. 4	8 <sup>th</sup> Gr. visit to Memphis Catholic – pick up @ 10:30 until 1:00 (lunch included)
Thurs., Oct. 6	8 <sup>th</sup> Grade Breakfast
Fri., Oct. 7	No School – Fall Professional Conference
Sat., Oct. 8	Auction School Scholarship Benefit- 6pm-9pm
Fri., Oct. 14	End of Quarter 1
Fri., Oct. 21	Honor Roll Mass 8:00am
	Vision Screening
Mon. - Fri., Oct. 24 – 28	Red Ribbon Week
Fri., Oct. 28	K-2 Parade of Saints
	½ Day Parent Conferences- Extended Care Available (PreK Full Day)
Sat., Oct. 29	Fall Festival

## NOVEMBER - 18 Days

Tues., Nov. 1	No School – All Saints Day
Fri., Nov. 11	Veteran's Day Mass and Breakfast
Sun., Nov. 13	Coffee Sunday after 8am and 10:30am Mass
Mon., Nov. 14 – 18	Book Fair
Thurs., Nov. 17	PTO Meeting
	Spelling Bee
Mon., Nov. 21	8th Graders make Advent Wreathes
Wed., Nov. 23-Fri., Nov. 25	No School - Thanksgiving Break

## DECEMBER - 11 Days

Fri., Dec. 2	St. Nicholas Mass
Sat., Dec. 3	High School Placement Test
Wed., Dec. 7	Advent Reconciliation
Thurs., Dec. 8	No School – Holy Day – Feast of the Immaculate Conception
Wed., Dec. 14-Thurs., Dec. 15	7/8 <sup>th</sup> Grade Exams
Fri., Dec. 16	No Mass - Breakfast with Santa
	1/2 Day-Begin Christmas Break- Extended Care Available (PreK Full Day)
	End of Quarter 2

## END OF FIRST SEMESTER - 86 DAYS

**JANUARY - 20 Days**

Tues., Jan. 3	Classes Resume
Fri., Jan. 6	Honor Roll Mass @ 8:00am
Mon., Jan 9 - Fri., Jan.13	National Vocations Awareness Week
Mon., Jan. 16	No School – Dr. Martin L. King Day
Thurs., Jan. 19	PTO Meeting – Auction
Thurs., Jan. 26	Geography Bee

**FEBRUARY – 20 Days**

Mon., Jan. 30 – Fri., Feb. 3	Catholic Schools Week
Thurs., Feb. 9	PTO Meeting – 6:00
Thurs., Feb. 16	½ Day Parent Conferences- Extended Care Available (PreK Full Day)
Fri., Feb. 17	No School (Faculty Retreat)
Fri., Feb. 22	Ash Wednesday Mass 8:15am

**MARCH - 17 Days**

Mon., Mar. 12- Fri., Mar. 16	Spring Break
Fri., Mar. 23	End Quarter 3
Fri., Mar. 30	Honor Roll Mass @ 8:00am

**APRIL -18 Days**

Thurs., Apr. 5- Mon., Apr. 9	No School- Easter Break
Fri., Apr. 13	Field Day
Mon., Apr. 16-Fri., Apr. 20	ITBS Testing
Sun., Apr. 29	Sports Banquet

**MAY 19 Days**

Tues., May 8 & Wed. May 9	8 <sup>th</sup> Gr. Exams
Sun., May 6	First Communion 10:30am Mass
Sat., May 12	May Crowning 4:00pm Mass
Tues., May 15- Wed., May 16	8 <sup>th</sup> Gr. Trip
Thurs., May 17	Graduation 7:00 p.m.
Wed., May 23	Awards Mass
Fri., May 25	½ Day Last Day of School- No Extended Care (PreK Full Day)
Mon., May 28	Memorial Day – School Closed
Tues., May 29-Fri., Jun., 1	In-service- School Closed (Teachers Report to School)

**JUNE**

Mon., June 4	PreK Summer Session and Summer Camp Begins
--------------	--

**End of Second Semester - 94 Days**

**End of School Year -180 Days**



670 S. Highland  
Memphis, TN 38111

**Permission to use your child's first name and likeness is granted by signing the Handbook form. To decline permission to use your child's likeness for publication or display purposes, fill out this form and return it to the school principal.**

I, \_\_\_\_\_(parent), hereby decline permission to the free use by the Catholic Diocese of Memphis, of my child's likeness for publication or display purposes.

I have read this release and fully understand its contents.

Signed:

\_\_\_\_\_  
Participant (Student Name)

\_\_\_\_\_  
Parent if participant is a minor

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Representative

\_\_\_\_\_  
Date

***Please return this form to the school's principal.***