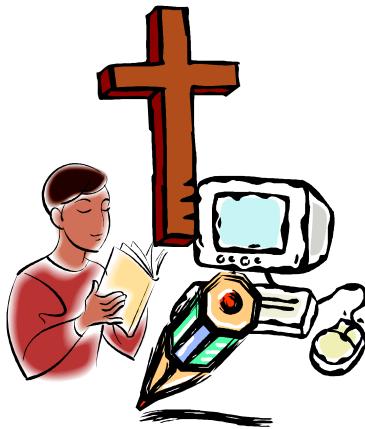


**Saint Ann School
Lansing, IL**

**2008–2009
Parent-Student
Handbook**



Preparing students today for what they'll encounter tomorrow

St. Ann School—Faith for a Lifetime

PARENT HANDBOOK SIGNATURE PAGE

Please read, sign, and return this page with your child the within a week of receiving it. Several changes have been made. If you have any questions or concerns about the handbook, please contact the office and we will be happy to answer them. Thank you for your time and co-operation.

I have read and understand the policies in the St. Ann Parent Handbook and agree to abide by them.

Family Name _____

Child _____ Grade _____

St Ann School Staff

3014 Ridge Road
Lansing, Illinois 60438-3089
708-895-1661
fax 708-895-6923
www.saintannschool.com

Pastor: Rev. Fred Pesek
Principal: Ms. Elizabeth Gard
Administrative Assistant: Mrs. Janice Summerrise
Secretary: Mrs. Chris Hutter
Bookkeeper: Mrs. Donna Kieltyka

GR Teacher

PreK Mrs. Kathleen Sandrick
K Mrs. Marilyn Wylie
1 Mrs. Katherine Jones
2 Mrs. Nancy Dermody
3 Mrs. Colleen Kartelija
3 Mrs. Cathy Stone
4 Mrs. Cindy Good
4 Mrs. Nancy Pamedis

GR Teacher

5 Mrs. Christine Hodac
5 Mrs. Jeri Villa
6 Mrs. Jane Farlow
6 Mrs. Judy Wohadlo
7 Mrs. Rosalyne Flanagan
7 Mrs. Deborah Johnson
8 Mrs. Judy Echterling
8 Mrs. Bonnie Hall
Ms. Marilyn Garrison, Jr. High Math

Special Subjects

Music Mrs. Mary Oosterbaan
Phys Ed Ms. Kathleen Kelly
Spanish Mrs. Sharon Sypole
Library Mrs. Linda McCarthy
Learning Support TBD

Aides

PreK Mrs. Jackie Alderfer
Mrs. Rose Rivas
K Mrs. Marie Hess
1 Mrs. Linda McCarthy
2 Mrs. Sherrie Quealy

Other

Maintenance Mr. Jose (Angel) Carillo
Mr. Jose Rivas
Food Service Mrs. Mary Beth Murphy
Lunchroom Mrs. Roxanne Wleklinski
Mrs. Connie Skarvan
Playground Mr. Tom Gorski
Mr. Gene Brunner

Speech

(District 158 personnel)
Speech Assistant Ms. Jen Novak
Speech Pathologist Mrs. Sharon Doughney

TABLE OF CONTENTS

GENERAL

SUBJECT	PAGE
Purpose	6
School Mission	6
School Philosophy	6
Amending Hanbook	6
Tuition Policy	7
Fees	7
School Board	8
Sports Committee	8
Parent Teacher Organization	8
Important Telephone Numbers	8
School Day Schedule	9
Absence	9
Appointments and Vacations	9
Lunch	9
Arrival and Dismissal.	9
Drop Off & Pickup.	9
Security Policy.	10
School Closings	10
Extended Day Service	10

SCHOOL POLICIES

SUBJECT	PAGE
Admission Policy	10
Archdiocese	11
Band	14
Conferences	14
Home Assignments	14
Homework Detention	14
Hot Lunch	15
Insurance	15
Liturgy	15
Lost and Found	15
Make-Up Work	15
Parent/Guadian Conduct	15
Physical Education	15
Playground	15
Progress Reports	15
Report Cards	16
Scholarships	16
Sickness or Injury	16
Spanish Instruction	17
Special Services	17
Sports Program	17
Student Behavior/Discipline	17
Student Council	18
T.R.I.P. Program	18
Uniforms	19
Volunteers	23

OPERATION OF ST. ANN SCHOOL, LANSING

St. Ann School follows the philosophy and policies of the Archdiocese of Chicago. It is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole. It is a parish school under the direction of the pastor and supported by parish subsidies.

Notes about this handbook:

- Items in boxes are taken directly from the Archdiocesan Handbook for Administrators.
- Items in italics are changes from the previous year.
- St. Ann School reserves the right to amend this handbook at any time with written notice.

PURPOSE OF CATHOLIC EDUCATION

The distinctive purpose of Catholic Schools is to create a Christian educational community where human culture and knowledge, enlightened and enlivened by faith, is shared among teachers, parents, and students in a spirit of freedom and love.

SCHOOL MISSION STATEMENT

St. Ann School exists to offer a Catholic education rooted in a solid academic program and emphasizing positive self-concept, self-discipline, and traditional Catholic values to the children of St. Ann School.

SCHOOL PHILOSOPHY

St. Ann School is committed to the teaching of scripture, traditional Catholic beliefs, attitudes, and Gospel values to its students, so they will be prepared to witness and live as members of a Catholic parish and community.

Through active participation in parish and community events we aim to nurture in our students a sense of self-confidence, personal responsibility, and love of God, self, and others. As members of a community, a parish, a family, and St. Ann School, we recognize the importance of promoting a positive self-image within an atmosphere of mutual respect.

We view each person as a unique composite of body and soul with a need for total development. We recognize that each child has different capabilities, needs, and interests, and in a spirit of mutual respect, we strive to develop these unique qualities through the use of varied methods, materials, and talents.

Students are encouraged to achieve high standards of academic performance. St. Ann School offers a sequentially developed curriculum based on the Archdiocesan and state statutes with an emphasis on the basics and offers enrichments, which aim to develop student potential. All teaching and actions are directed to assist the whole child to successfully meet life and times in a contemporary world.

Recognizing that parents are the first and foremost educators of the child, we work in cooperation with them for the improvement of each child's education.

The organization, curriculum design and total involvement of everyone who is a part of our school's efforts and its related activities are dedicated to facilitating this philosophy.

Amending Handbook:

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

TUITION POLICY

For the purpose of the St. Ann School Board Tuition Payment Policy, *parents are asked to participate in a stewardship way of life, attend weekend Mass regularly and contribute generously using the parish envelopes.*

K-8	Parishioner/ Stewardship	Non parishioner	Preschool	
One child	\$3,980	\$5,587	3 half	\$1,800
Two children	\$5,716	\$10,000	3 full	\$2,650
3 or more	\$7,735	\$15,000 +	5 half	\$2,250
			5 full	\$3,150 (\$500 sibling discount)

FEES

For each student, the following fees apply:

- Archdiocesan Reg. Fee \$25.00
- Curriculum Fee (Books/Supplies) \$150.00
- Activity Fee \$25.00
- Technology Fee \$50.00
- Fund Raiser Fee \$200.00 profit
 - Choice A–Sell raffle tickets based on Illinois Pick 3 evening lottery–up to 200 families–
 - Choice B–Sell \$400.00 worth of candy bars
 - Choice C–\$200 buyout

All fund-raising fees are added to the tuition statement, so there is no need to send additional monies.

The Registration, Curriculum Fee, and Technology Fee must be paid upon registration or Re-registration on or before April 1. After April 1, the Registration Fee is \$40.00.

All Fees are non-refundable

The following payment plans are available:

- A. Full payment on July 1st.
- B. Four payments of 25% of full tuition: due dates: July 1st, October 1st, January 1st, and April 1st.
- C. Ten monthly payments starting on July 1st, and thereafter due on the 1st of each month with the last payment due on April 1st.
- D. *If the contract is signed after the tuition billing has begun, the monthly payment will be the result of dividing the money owed by the number of remaining billing periods. For example, if someone signs up after August 15, there are eight remaining payments.*

Payments will be due the first of the month with a **grace period of 14 days**; beginning on the 16th of the month, a payment will be considered overdue and a **\$25.00 late fee will apply**. If tuition from overdue families is **not received by 9:00 am the last Friday of the month**, the students from those families will be **excluded the following Monday** beginning at the end of September. If other financial arrangements are necessary, Ms. Elizabeth Gard must be contacted.

Families who do not regularly contribute to St. Ann Parish will be billed at the non-contributing rate. While some families do contribute regularly and significantly to other parishes, those parishes do not contribute to St. Ann Parish. This means St. Ann parishioners and parents end up subsidizing those families.

Any past due tuition or fees must be paid in full by April 1st. Report cards and/or field trips and/or picnics will be withheld from students whose accounts are not paid in full by April 1st. Any payments made after May 1st must be paid in cash or by money order. Any questions regarding tuition and payments should be addressed to Mrs. Donna Kieltyka or Mrs. Sandy Farmer (708-895-6700).

There will be a \$30.00 service charge for any NSF checks written to the school. After two NSF checks, only money orders or credit cards will be accepted for tuition payments and all other school related charges.

SCHOOL BOARD

The mission of the School Board is to provide a Catholic education at a reasonable cost within the boundaries of the parish subsidy and school budget limitations. During 2008—2009 there will be a transition from an advisory board to a Board of Specified Jurisdiction as called for in the Office of Catholic Schools long-range plan, *Genesis*. The year will be committed to recruitment and training of this board.

TUITION REDUCTION INCENTIVE PLAN (T.R.I.P.)

Co-coordinators Mrs. Chris McHale (708-418-5807)
Mrs. Judy Rogala (708-895-3852)

SPORTS COMMITTEE

PRESIDENT Mr. Barry Wegrzyn (708-895-3890)
VICE PRESIDENT Mrs. Anthony Kujawa (708-895-15717)
SECRETARY Mrs. Jamie McCarthy (708-889-1268)
TREASURER Mrs. Mary Beth Murphy (708-474-3069)

PARENT/TEACHER ORGANIZATION

The Parent/Teacher Organization (PTO) is dedicated to enhancing the function of the St. Ann School Community. Our efforts are two-fold: (1) Communication to promote the physical needs of the "learning environment" and (2) Social interaction to provide an opportunity to meet and enjoy each other's company.

Following is a list of PTO Officers--Please call any of them to help answer any questions you may have:

PRESIDENT Mrs. Mary Beth Murphy (708-474-3069)
VICE-PRESIDENT Mrs. Jennifer Klausner (708-418-5272)
SECRETARY Mrs. Donna Hacker (708-895-5742)
TREASURER Mrs. Mary Wegrzyn (708-895-3890)
MEMBERSHIP Mrs. Marge Jamka (708-474-7970)
HOSPITALITY
RELIGIOUS MODERATOR Rev. Fred Pesek (708-895-6700)
PRINCIPAL Ms. Elizabeth Gard (708-895-1661)
PARENT ADVISOR Mrs. Colleen Besler (708-339-6251)

IMPORTANT TELEPHONE NUMBERS:

ST. ANN SCHOOL OFFICE 708-895-1661
EXTENDED DAY EMERGENCY 312-318-9907
HOT LUNCH 708-474-3069 (Mrs., Mary Beth Murphy)
BAND 708-474-1861 (Mr. David Allie #158)
BOY SCOUTS 219-836-1720 (Cal. Council)
CUB SCOUTS 219-836-1720 (Cal. Council)
GIRL SCOUTS 219-838-3194 (Cal. Council)
BROWNIES 219-838-3194 (Cal. Council)
UNIFORMS 219-663-0022 (Barney's Hub Bootery)
PHYSICAL ED UNIFORMS 708-474-3599 (Besse Shirt Lettering)
708-474-2471 (Lansing Sport Shop)

SCHEDULE GRADES K THROUGH 8

7:40 TO 7:55am	Students enter
8:00 a.m.	Classes begin
2:20 pm	Parking lot dismissal
2:30 pm	Walkers, after-school activities dismissal

A pupil is considered tardy if he/she is not seated by 8:00am. A tardy student must report to the Office for an admission slip. During school hours, only the southwest corner door will be open. All parents and visitors must report first to the Office. Parents, please do your best to make sure students are here by 7:55am as prayers and announcements begin at 8:00am. Getting here early allows students to organized themselves for the day without feeling rushed.

ABSENCE: For your child's protection, please phone the School Office before 8:30 AM to report an absence. In the event you need to leave home before the School opens, there is an answering machine on which you may leave the child's name, teacher name, and reason for absence. This will eliminate the need to call you. Parents are to call each day of absence unless you indicate on the first day you call the day that the student will return. Upon returning after any absence, a written note with the reason for being absent must be given to the teacher for readmission. If the child has had a contagious disease, a written release by a physician is required.

APPOINTMENTS AND VACATION: Please avoid dental and doctor appointments during the school day. However, *if it is necessary to schedule an appointment during class time, please send a note to the School Office* and pick the child up in the Office. Please schedule the appointment as close to dismissal as possible. Vacations during the school year are discouraged. Missing class work is to be made up upon their return to school. Homework is not to be requested prior to the absence. Report cards will be mailed to the home for students who are not in school on the last day. This is a busy time for teachers, and it is difficult to make special arrangements for students who are leaving school prematurely.

LUNCH: Children eat lunch in the School Hall. Students remain in school for lunch and are not permitted to leave the school grounds for any reason whatsoever. Children may purchase a hot lunch if ordered in advance. No student will be permitted to leave school premises to purchase food at lunchtime. Hot Lunch questions should be addressed to Mrs. Mary Beth Murphy.

<u>GRADE</u>	<u>RECESS</u>	<u>LUNCH</u>
K-2	10:55	11:15–11:35
5-6	11:20	11:40-11:55
3-4	11:40	12:05-12:20
7-8	12:00	12:25–12:40

SCHOOL ARRIVAL AND DISMISSAL: Students may begin arriving at 7:40 A.M. and classes will begin at 8:00 A.M. This means that students will not be permitted to enter the building before 7:40 a.m. attendance will be taken at 8:00 a.m. Tardiness can become a habit. Please have your child/children in school by 7:55 A.M. When they do arrive, they should enter the building and go directly to their homeroom. We ask you to observe the arrival time since we cannot be responsible for student safety or supervision before that time. If children are not picked up by 2:35 PM, they will be sent to Extended Day, and you will be billed accordingly.

Please make arrangements with your children as to whom they are to leave school with before they leave home. Emergency calls only will be taken by the School Office as to changes in your schedule. Children will not be permitted to use the School Office telephone to call home to ask if they might go home with a friend, for forgotten gym clothes, etc. Many calls are made to the office regarding Extended Day needs. If possible, please tell your child in the morning if he/she should report to Extended Day. If plans change during the day, please notify the office by 2:00pm

DROP OFF & PICKUP: All children are to be dropped off and picked up at the Park Avenue entrance. All vehicles will enter the East Parking Lot through the North Entrance off of 181st street. The vehicles will proceed to the Drop Off Area at the Southwest Corner of the lot. All students will exit the vehicles through the passenger side door and proceed to their assigned doorways. After unloading students, the driver will exit the lot using the Southeast exit onto

Park Avenue. **All students are to be dropped off in the east lot. Students are not to be dropped off on Chicago Avenue or Ridge Road. Keep safety in mind at all times. If grandparents, relatives, or friends are responsible to drop off or pick up your child, please explain our safety program to them. Do not drop students off or pick them up on Ridge Road or across Chicago Avenue, nor in the handicapped lot or its entrance! Your cooperation is needed!**

Parents entering the building at drop off and pick up times, must use the doors at the southwest corner of the building through door C1. The Park Avenue entrance is for children only.

SECURITY POLICY

The southwest corner door is the door, which all visitors or parents must use to enter the building. Visitors or parents will press the button on the intercom where school office personnel will greet them. The office personnel will also be able to view the visitor by a monitor located in the office. Once identified, the visitor or parent will be allowed through the doors. There are times where this may be an inconvenience; however, the safety of your children is our primary concern, unfortunately, many unusual occurrences happen in today's world. In order for this safety policy to be effective, your cooperation is needed. You are asked not to wait at any door for someone to exit and allow you entrance to the building. You are also requested to not ask anyone passing the door to allow you entrance. This will put people and students in an uncomfortable position. When you have boxes or bags for parties, etc., it will be necessary that you first come to the office. You will need to proceed from the office back to the door where your vehicle is parked.

SCHOOL CLOSINGS: On days of inclement weather when there is doubt as to whether the School will be open, check the St. Ann School website for current information at www.saintannschool.com or tune in to Radio Station WJOB (1230 AM), WMAQ (670), WGN (720) or WBBM (78) radio. You may also receive information on CBS, WGN TV, FOX or CLTV. The announcement will be made between 6:30am and 7:30am **-DO NOT CALL THE PARISH OFFICE-**. You may also call 900-407-SNOW at a cost of 95¢ per minute. A message for closing school will be placed on our answering machine. If the Archdiocese closes in Chicago this does not necessarily mean suburban schools are closed. ***We also notify parents through an automated calling system, School Reach.***

EXTENDED DAY SERVICE: An Extended Day Service is provided by St. Ann School at the nominal fee of \$3.50 per hour and \$2.00 per half hour or less per child. The service is available from 6:30A.M. until 7:45A.M. and again from 2:30P.M. until 6:30P.M. Children are cared for by a hired staff of teachers and/or parents in the school building on the first floor and in the lower level classrooms. Any child not picked up 5 minutes after dismissal will be sent to the Extended Day. You will be charged \$2.00 for the half hour. If your child is not picked up by 6:30P.M. an additional fee of \$10.00 per staff member for every fifteen minutes will be charged. (This fee is paid to the staff member on duty.) There are always two staff members on duty until all children are picked up.

ADMISSION POLICY

St. Ann School is an archdiocesan school and complies with the following policy.

<p>Policy ES 130.1 Archdiocesan schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools. Archdiocesan schools do not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs.</p>
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(COMPLETE POLICY ON FILE IN SCHOOL OFFICE)

Late registration of pupils will be reviewed on an individual basis. Students expelled from another school will not ordinarily be accepted, nor will students with severe discipline or learning problems or an inappropriate conduct history. We are not staffed to deal with such problems and, therefore, may not find it possible to meet the needs of such students.

Parental cooperation is essential. The student must be mentally, physically, and emotionally able to achieve in a non-specialized school. Lack of parental cooperation could result in a student not being invited back to St. Ann School.

Total enrollment for each classroom generally will be no more than 30 students. A waiting list is kept for each grade currently filled and, should a vacancy arise, the first child on the list will be called. Students on the waiting list cannot be assured of getting a place in St. Ann School the following year.

DOCUMENTS NECESSARY FOR ENROLLMENT (*INDICATES STATE REQUIREMENT)

Entering Preschool (*3 or older on or before September 1; must be potty-trained):

- Original birth certificate*
- Baptismal certificate if Catholic
- Physical exam and proof of updated immunization

Entering K (*5 years old on or before September 1)

- Original birth certificate (new students)*
- Baptismal certificate if Catholic (new students)
- Physical exam and proof of updated immunization
- Dental exam*
- Vision exam by licensed optometrist or physician certified to do this*
- Health record*

Entering any other grade as a new St. Ann student

- Original birth certificate*
- Baptismal certificate
- Physical exam and proof of updated immunizations*
- Copy of latest report card indicating acceptable effort, behavior
- Copy of test scores
- If transferring from public school, verification that student is in good standing*
- If in non-public school, verification all financial obligations met at previous school

Entering 2nd grade

- Dental exam by April 1 of 2nd grade year*

Entering 6th grade

- Physical exam and proof of updated immunizations before school begins*
- Dental exam by April 1 of 6th grade year*

Asbestos Compliance

St. Ann School is in compliance with all regulations of current law regarding asbestos. According to Archdiocesan guidelines, we have been inspected and have received the full report on the "Asbestos Management Plan" for our school. Copies of the original inspection, three-year reports, and all documents are available at the school office.

Family Educational Rights and Privacy Act:

Because St. Ann School assumes responsibility for children in the school, it is important that we be notified of any special arrangements regarding custody of and access to children whose parents are divorced and/or separated. St. Ann School abides by the provisions of the Family Educational Rights and Privacy Act and permits parents to inspect and review their child's school records. In the case of non-custodial parents, the school will provide such parents with access to school records and other information for his or her child, including medical, dental, child care, and other school records, unless the school is provided with a court order prohibiting that parent from inspecting or obtaining such records. It is the responsibility of the custodial parent to make arrangements at the school office to bring an official copy of the court order giving information regarding child custody.

Child Abuse

Under Illinois law, school personnel and volunteers are required to report suspected physical and sexual abuse and neglect. Neglect may include failure to provide necessary food, shelter, medical care, and school attendance. Reports are made to the Department of Children and Family Services. Persons from that department must follow up the call by visiting the child's home. At times they will ask for, and will be given, permission to speak with the child at school. Anyone may report suspected abuse or neglect. If you know of such a problem, you can help the child by calling the 24-hour DCFS Hotline, 1-800-252-2873. You do not need to give your name.

Dispensing Medication

Minor injuries are treated with only water and adhesive bandage. If there is any serious injury, the parent is notified immediately. Emergency cards are used for this purpose. Due to state law, aspirin or any other medication may **NOT** be given at school. Children are not to carry any type of medication with them. If a child must take medication, liquid or tablet, prescription or otherwise, a parent is requested to administer it. The teacher does not distribute medication. If it is deemed absolutely necessary for medication to be distributed to a child in school, it will be necessary that the parents **and physicians complete** the required forms to be on file in the office. The child should be sent to the office and the medication will be distributed by an adult in the school office. If cough drops are required a note should be sent to the child's home room teacher. A child carrying and self-administering medication (epi pens, inhalers, **insulin etc.**) must have also completed forms. **These are completed annually.**

Substance Abuse, Use of Alcohol and Illegal Possession of Weapons

Any student found using or possessing any illegal substance or alcohol is subject to immediate dismissal or expulsion. It is forbidden to have any object or weapon that could be determined as dangerous or harmful. Possession of such an object at school or school functions could result in immediate suspension or expulsion.

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

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

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

School procedures for handling violations:

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

Weapons
To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment:

- Students shall not carry, possess, or use weapons in school, or on school premises.
- Weapons include but are not limited to the following: knives, handguns, brass knuckles, “billy clubs,” bats, pipes, sticks and any other object that causes bodily harm.

School authorities have the right to inspect and search lockers, desks, parking lots and school property.

Parents/Guardians of the students involved shall be notified as soon a possible. Students who violate these directives are subject to suspension and/or expulsion.

School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.

Search and Seizure: School personnel are charged with protecting the health and safety of all students. Fulfillment of these duties may conflict with a student's right to and need for privacy. The interest of individual students in securing personal privacy must be balanced against the interest of society in protecting students against disruptive or illegal conduct.

While lockers, desks and other storage areas are provided to students by the school, the school retains control and access to all lockers, desks and other storage areas. These areas are assigned to students for their use on the condition that they will be used in a manner consistent with the law and school rules. School personnel may conduct inspections of these areas at any time, with or without the student present, in order to fulfill their responsibility of maintaining proper safety, control and management of the school.

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

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

Conducting the search

- When a search is conducted, at least **one other** authorized school personnel or **staff member** must be present. Where possible one person must be of the same gender as the student.
- The principal must always have another school authority present when a search is conducted.
- If a weapon or other substance is suspected, the school shall contact the local police department immediately.
- If a weapon or illegal drug is actually seized, the school authority must contact the local police department to report the incident and secure the contraband until the police arrive.
- Appropriate parent/guardian must be informed of the situation as soon as possible.

- If a student refuses to voluntarily empty pockets, or to open his/her bookbag or purse, the student should be detained under supervision until parents are contacted and have arrived.

Equal Employment Opportunities

In employment practices, the school shall not discriminate on the basis of race, color, sex, national origin, ancestry, age, unfavorable military discharge, marital status, mental or physical handicap unrelated to the ability to perform duties of the position. This policy shall be interpreted consistent with the religious mission and teaching of the Catholic Church.

Immunization

The State of Illinois requires that all students entering kindergarten and grade six (except for those in 2008-2009 who had the required physical for 5th grade and those students, regardless of grade, who are new to a school, provide a completed physical examination including proof of updated immunizations. These forms must be completed and returned the first day of school. Please take care of this parental obligation so your child will not be excluded from school. According to the State Law, all students should be sent home by the 10th of October if the physical examination is not on file and up-to-date in the school office. Please see document required for admission. Students not in compliance will be excluded as of October 15th.

Non-Discrimination in Schools

Schools operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago, admit students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in this school.

BAND: Mr. David Allie, Band Director for District 158, provides band lessons for all interested students in Grades Five to Eight. There is a charge for lessons and general practices payable in September and January. For registration and/or questions, contact Mr. Allie at 708-474-1861.

CONFERENCES: Conferences with a teacher to discuss a child's progress are held in November, and also whenever necessary. Appointments with teachers for times other than parent-teacher conference time should be made in advance, either by note to the teacher or a telephone call to the School Office.

If at any time, you have any questions or anxieties concerning your child, we ask that you contact the teacher as soon as possible. Please try to contact your child's teacher to answer all questions before contacting the principal. Mutual cooperation will help prevent and/or alleviate problem situations before they become serious. If you desire to talk with your child's teacher, please call the School Office and leave your name and telephone number. The teacher will be happy to return your call at a convenient time. Teachers may not be interrupted during class.

HOME ASSIGNMENTS: Students are given two types of home assignments, extra credit and required. Extra credit assignments include reading library books, encyclopedias, and viewing educational films, and also some television programs, **which afford valuable opportunities to enrich the lessons**, taught in school. Required assignments provide a short, intensive review of lessons learned. These may be either reading or written assignments. Class work missed because of an excused absence must be made up, and is considered a required assignment. Each student is required to purchase two assignment notebooks each year from the school.

Suggested time for homework is as follows:

Grades 7/8	60-90 minutes
Grades 4/5/6	45-60 minutes
Grades 1/2/3	20 to 30 minutes

HOMEWORK DETENTION: A "homework detention" of 45 minutes per day for one day after school is incurred for each missing assignment for students in grades five, six, seven and eight. The detention policy will be distributed and explained to each student in September. Grade 5 teachers will explain and begin detention in the 2nd quarter.

HOT LUNCHES: St. Ann School offers the Archdiocesan Lunch Program **provided by Food Service Professionals**. The fee per lunch is \$2.50. Milk alone is .35 cents per carton. Mrs. Mary Beth Murphy (708-474-3069) is responsible for maintaining the program and taking lunch order forms.

INSURANCE: The School does not sponsor a blanket insurance policy. Only those children who have applied individually at the beginning of the school year for insurance coverage will be able to make insurance claims. The policy offered covers accidents occurring at school or on the way to and from school. Envelopes for this purpose will be given the first week of school. All parents are strongly encouraged to subscribe to the insurance. All children involved in school sports should be covered by the school insurance if families do not have their own insurance. The many difficulties and unpleasant tensions brought about by accidental injury can then be avoided. It is assumed that all those not taking advantage of the school policy are covered under a parent's insurance. Dental insurance, which helps pay for oral exams and cleaning, and which offers reductions in other areas of dental care through a network of dentists, is also available. Parents choosing not to take the school insurance will be asked to sign a waiver, to be returned the first week of classes, indicating that insurance was made available.

LITURGY: In addition to daily religious education, children and teachers actively engage in religious experiences through Eucharistic Liturgies and Para-Liturgies. Parents must model to their children the importance of weekend attendance at Mass. Please do not let your child excuse himself/herself because of attendance at a weekday Mass with his/her class.

LOST AND FOUND: All lost and found properties will be turned in to the lost and found box, where the items will be kept until claimed or until the end of the current quarter. Please mark items with your child's name. Expensive items, such as sweaters, shoes, etc., often go unclaimed.

MAKE-UP WORK: The responsibility for missing class work and assignments is with the student. During an absence of more than one day, students should arrange to have a relative or friend pick up books and assignments for them after having asked a fellow classmate to gather their assignments for them. If your child/children will be absent more than three (3) days, please make an appointment with the teacher. Homework assignments may be picked up outside the school office.

PARENT/GUARDIAN CONDUCT

Parents/Guardians in the local school community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events.

Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students and volunteers of the school.

PHYSICAL EDUCATION: Students are to wear their P.E. uniforms to school on the days they have P.E. class. Detentions may be given for students who are out of uniform on a regular basis. If a child is unable to participate in P.E. class, a note is required to excuse them from class. A note is also required giving them permission to return to class. Please dress students appropriately for the weather as P.E. classes will be held outside, weather permitting until the Thanksgiving break and will resume outside again in March.

PLAYGROUND: The noon recess is an important part of the student's school day. It provides the opportunity for physical activity that better enables the children to participate in their afternoon studies. Even during the winter, some outdoor exercise is beneficial to their health and education. Children should dress for the weather. Children who are well enough to come to school should be well enough to go outside. Please do not ask for an exception without a doctor's note.

PROGRESS REPORTS: Progress reports are given in grades three through eight four times a year. Progress report should be signed by the parent and returned to the teacher within two days. All grades are posted online for grades seven and eight; requested progress are sent home during mid-quarter. These dates are:

PROGRESS REPORTS

September 25, 2008
December 4, 2008
February 13, 2009
May 1, 2009

REPORT CARDS

November 5, 2008
January 20, 2009
April 7, 2009
June 5, 2009

REPORT CARDS: Report cards are issued four times per year: November, January, April, and at the closing of school. Report card envelopes must be signed by a parent and returned promptly.

Students in kindergarten and first grade will receive a written progress report the first quarter. Kindergarten and first grade students will receive report cards in January, April, and at the closing of school.

This school abides by the provisions of the Family Educational Rights and Privacy Act with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, this 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, it is the responsibility of the custodial parent to provide the school with an official copy of that court order.

SCHOLARSHIP: Every year, St. Ann School awards scholarships to many students who achieve high academic scores. A scholarship is given in the amount of **\$300.00**, which is credited to the student's tuition account the following school year. Students in kindergarten through seventh grade, who have attended St. Ann School from the beginning of the school year, may be eligible for a scholarship.

Scholarship recipients are selected based on grades and effort shown on report cards. In classes where testing has been done (grades 2-through 7), test scores may be considered. Poor conduct reported on report cards ***makes a student ineligible to receive a scholarship.***

A child can be rewarded a maximum of two scholarships during their years at St. Ann School. In order to be eligible for a second scholarship, there must be a 4-year span between winnings.

When two children from the same family are in the running for a scholarship, first consideration will be given to the older child. When the older child has been a previous scholarship recipient, the younger sibling will be selected. Children from the same family can, however, win in two consecutive years.

You must fill out a scholarship application by the specified deadline in order to be considered for a scholarship. The application is sent home in the April Newsletter and will not be accepted after the deadline.

The number of scholarships given out varies from year to year based on the amount of donations received by the Scholarship Committee.

The selection process is as follows:

- The selection committee consists of the School Board President, the Scholarship Committee, and the Principal.
- For each student who submitted an application, a copy of his/her report card is given to the selection committee with the name removed.
- The report cards are scored and put in order of academic excellence according to grade level and teacher.

-- Once this process is completed, names are revealed of the top children being considered, and the winners are chosen according to the guidelines stated above.

SICKNESS OR INJURY: If a child becomes ill in school, a parent or person authorized by the parent will be notified before the child is permitted to leave school. The family emergency card on file in the School Office lists names of persons to be contacted in the event that parents are not available. Parents are responsible to see that this card is up-dated as necessary and that at least one person listed is available when the parent cannot be reached. In case of an emergency, school staff will always attempt to reach the parent before taking any action; however, the immediate safety of the child will be given first consideration in any action taken.

If you suspect your child has head lice, or has been exposed to someone with head lice, we ask that you notify the office immediately. Your child's name will be held in confidence. Your child (and the siblings) and all students in his/her classroom will be checked for head lice and parents of those students found to have head lice will be notified to come for their child. The child should be treated with head louse shampoo ("NIX" is the brand name of choice). Your child may return to school with the empty shampoo box in a brown bag (brought to the office) after treatment and after NO NITS have been found on his/her head.

SPANISH INSTRUCTION: Spanish instruction is offered preschool through eighth grades.

SPECIAL SERVICES: St. Ann School has a Learning Support teacher who will provide assistance for students demonstrating need to help each achieve as much as possible using their learning strengths. Some students may need assistance beyond that, and St. Ann School will refer them for further evaluation.

SPORTS: St. Ann sports programs in which all students are encouraged to participate are parish programs:

FOOTBALL:	Varsity, Boys Grades 7/8, September/October Widget, Boys Grades 4/5/6, Catholic Grade School Conference
CHEERLEADING:	Girls Grades 5-8, Football and Basketball
BASKETBALL:	Boys Grades 4-8, CGSC, November/March Girls Grades 5-8, September/October
BOWLING:	Boys and Girls, Grades 5-8, October/February Saturday AM
VOLLEYBALL:	Girls, Grades 4-8, Jan/Mar CGSC, April/May, St Andrew's Boys, Grades 7/8, March/April
POMPONS:	Girls, Grades 1-8, Football and Basketball
SOCCER	Boys and girls, starting at grade 3 (Teams enter a local league under St. Ann's name)

For further information or to volunteer to assist the Sports Board, please contact Mr. Barry Wegrzyn (708-895-3890), Chairperson of the Sports Committee. Committee meetings are held once each month. The times and dates of the meetings are published in the monthly school newsletters and the parish bulletin. Volunteers are needed to run the programs.

STUDENT BEHAVIOR/DISCIPLINE:

The Pastor, administration, and staff of St. Ann School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment.

The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

Good behavior originates in the home. The parent is the first teacher of the child and should develop in the child good behavioral habits and proper attitudes toward school. The school cannot effectively discipline a child if the parent does not do so. Do not expect your child to learn self-control in school if you have not started that development at home. Parental cooperation is essential to reinforce discipline in the school.

We believe that proper behavior is a prerequisite for learning. We believe that in order for discipline to exist in a school, the school itself must be a good place to be, students must know the rules and agree at least that the rules are reasonable. Students must have some say in making and changing the rules, and they must know the consequences if they break those rules. We try to develop this kind of understanding with the students.

We believe that discipline is one aspect of guidance and so we make efforts to help students resolve their difficulties. We know that self-control is a learning process and it will take time. Practically all students at one time or another will have some difficulty in this area. Much unacceptable behavior occurs because "kids are kids" and they make mistakes in the process of growing up. Usually a serious talk or a little time after school doing work that is a natural consequence of the child's action is sufficient to bring about change. However, if our efforts bring about no change in behavior, we will take necessary action to maintain a reasonable standard of behavior and a good learning situation. We cannot allow the actions of a few to detract from the educational welfare of all the students. In keeping with fair and just treatment of all the students we have pledged not to give blanket punishment to entire classes for the misbehavior of a few children. All students will be treated as an individual in each and every situation.

Bullying will not be tolerated at St. Ann School. This includes anyone who teases, picks on, hurts, or threatens another person, by his or her verbal and/or physical actions. Disciplinary action will warrant an immediate phone call to parents and a conference will be scheduled with the teacher and principal. Further action may be taken.

STUDENT DISCIPLINE: In order to facilitate proper student behavior at St. Ann School, we find it best to have a Discipline Code which is spelled out and which lets the students know the consequences for infractions. This was developed 2007-2008 school year. **Please review the booklet "St. Ann Discipline Guide" with your child.** Students will be given a copy of the Code, which will be

clearly explained during the first week of school. They will be asked to carry this information home to parents. Please see that you receive this information and that you read it carefully. Your signature, required at the end of the Code, indicates your compliance and intent to give parental cooperation with the school.

Any rule set down but not enforced is totally ineffective. The children will be told not to seek exceptions since, in setting the Code; the good of the entire student body has been our priority. One cannot justify setting aside the good of many for the benefit of one or two. We would ask you, as parents, not to seek exceptions, but rather to support us in encouraging positive behavior, which, after all, is always a credit to you and to the school. St. Ann is a special Christian learning place, a place where education has a PLUS within our Community.

Gang-related activities are contrary to Catholic Social Teaching and have no place in the Catholic school. Intimidation and/or disrespect of any person are unacceptable.

The following may be subject to disciplinary action:

- *Intimidation and threat of physical harm of others*
- *Symbols that may be gang-related in the manner displayed, including but not limited to jewelry, jackets, sweatshirts, caps or other forms of clothing*
- *Display of signs/symbols on paper, notebooks, textbooks, and other possessions that may be gang-related*
- *Conduct on or off premises that may be gang-related*

Parents/Guardians are notified when their children are either suspected of being involved in gang-related activities or are a victim of gang-related activity.

Gang activity may result in probation, suspension, and/or expulsion. . The principal has the authority and responsibility to investigate and report suspected gang activity to local law enforcement.

STUDENT COUNCIL: The Student Council functions to promote school spirit, to aid in maintaining good order in school, and are involved in planning school activities. Student Council officers are elected at the finish of each school year. *Mrs. Rosalyn Flanagan and Mrs. Bonnie Hall are the Moderators* of Student Council activities. Officers elected for the coming year are as follows:

C.E.O.	Amanda Favia
Director of Spirituality	Daniel Hacker
Student Activities	Nicole Manno
Director of Communication & Events	Katie Reichart
Director of Safety & Athletics	Zania Nagle
Health & Activities	Jenna Hoffmann
Make It Known	Haley Denton
Make It Happen	Ashley Banach

Student Council activity dates may be found in the monthly newsletter.

"T.R.I.P." PROGRAM: A Tuition Reduction Incentive Program (T.R.I.P) is offered through which a percentage of your purchases at particular stores will be credited to your tuition account. More details are available through the School TRIP Coordinators, Mrs. Chris Mc Hale 219-838-7393 and Mrs. Judy Rogala 708-895-3852.

UNIFORMS/APPEARANCE/DRESS CODE: All students in Grades 1-8 wear uniforms from the first to the last day of school. We are striving for uniform grooming for our students so their focus can be on learning rather than on the clothing. We expect that uniforms are in good repair (no holes, undone hems, etc.) and clean.

School uniforms are available through:

Barney's Hub Bootery
108 N. Main St.
Crown Point, IN 46307 219-663-0022

Gym Uniforms are available through:

Besse Shirt Lettering
18058 Torrence
Lansing
708-474-3599

Lansing Sport Shop
3263 Ridge Road
Or Lansing
708-474-2471

Girls' Uniform and Dress Code		
	Grades 1-4	Grades 5-8
Tops	<ul style="list-style-type: none"> ● White blouse (pressed) with pointed or rounded collar <i>or</i> ● White long or short sleeve polo shirt with buttons 	
Skirts/ Jumpers	Plaid jumper no higher than 3" above knee	Plaid skirt no higher than 3" above knee
Pants/ Belts	<ul style="list-style-type: none"> ● Gray pants ● Gray uniform shorts before October 15 and after April 15 ● Gray, brown, or black solid-color belt (no decorative belts) ● Not allowed: warm up pants during class time 	
Sweaters	<ul style="list-style-type: none"> ● Dark green sweater from October 15—April 15 <i>or</i> ● Dark green sweater vest 	<ul style="list-style-type: none"> ● Dark green sweater October 15—April 15 <i>or</i> ● Dark green sweater vest <i>or</i> ● Dark green cardigan <i>or</i> ● Dark green pullover
Socks	<ul style="list-style-type: none"> ● Styles--tights, knee-highs, or ankle-covering socks ● Color—plain, solid-color white, dark green, or gray ● Not allowed: logos, lace, etc. 	
Shoes	<ul style="list-style-type: none"> ● Style—dress shoes (leather or look like leather) with non-marking soles ● Colors—Solid color black, brown, or gray ● Not allowed—sport shoes, leisure shoes, clogs, sandals, heels or soles more than 1 inch high, flip-flops 	
Hair/ Makeup	<ul style="list-style-type: none"> ● Natural hair color, non-distracting styles ● Simple hair accessories that match uniform ● Not allowed: makeup of any sort, nail polish, lip gloss, extreme or distracting hair styles, hair wraps, spikes, hair coloring of any sort 	
Jewelry	<ul style="list-style-type: none"> ● Plain watch, single ring, single set of simple plain earrings (worn in earlobes) religious medal/cross ● Not allowed: choker necklaces (metal, fabric, beaded), bracelets 	
Gym uniform	<ul style="list-style-type: none"> ● St. Ann green gym shorts or sweat pants ● St. Ann gray T-shirt or sweatshirt ● Gym shoes 	

Boys' Uniform and Dress Code	
Tops	<ul style="list-style-type: none"> ● White long or short sleeve polo shirt with buttons
Pants/ Belts	<ul style="list-style-type: none"> ● Gray pants ● Gray uniform shorts before October 15 and after April 15 ● Gray, brown, or black solid-color belt (no decorative belts) ● Not allowed: warm up pants during class time
Sweaters	<p>October 15—April 15</p> <ul style="list-style-type: none"> ● Dark green sweater, cardigan, sweater vest, or pullover
Socks	<ul style="list-style-type: none"> ● Styles--knee-highs, or ankle-covering socks ● Color—plain, solid-color white, dark green, black, or gray ● Not allowed: logos, etc.
Shoes	<ul style="list-style-type: none"> ● Style—dress shoes (leather or look like leather) with non-marking soles ● Colors—Solid color black, brown, or gray ● Not allowed—sport shoes, leisure shoes, clogs, sandals, flip-flops
Hair/ Makeup	<ul style="list-style-type: none"> ● Natural hair color, non-distracting styles ● Hair must be above collar, a least a quarter inch above eyebrows, and the opening of the ear must be visible ● Not allowed: facial hair, extreme or distracting hair styles, hair wraps, spikes, hair coloring of any sort ● Not allowed: makeup of any sort, nail polish, extreme or distracting hair styles, hair wraps, spikes, hair coloring of any sort
Jewelry	<ul style="list-style-type: none"> ● Plain watch, single ring, religious medal/cross ● Not allowed: earrings, choker necklaces (metal, fabric, beaded), bracelets
Gym uniform	<ul style="list-style-type: none"> ● St. Ann green gym shorts or sweat pants ● St. Ann gray T-shirt or sweatshirt ● Gym shoes

Dress Down Days: N.U.T. Cards, (No Uniform Today) are awarded to students to allow them a dress up or dress down day as specified on the card.

Dress Up/ Dress Down Days		
	Dress Up Days	Dress Down (including NUT card days)
Tops	<ul style="list-style-type: none"> ● Must cover torso, shoulders, back, and near neckline in front ● Not allowed: Shirts that are too tight, short, contain offensive language or logo, spaghetti straps, mesh shirts 	<ul style="list-style-type: none"> ● T-shirts, sweat shirts, etc., that cover the shoulders, back, and torso (no skin visible), near neckline ● Not allowed: Shirts that are too tight, short, contain offensive language or logo, spaghetti straps, mesh shirts
Skirts/ Dresses	<ul style="list-style-type: none"> ● See tops section above ● No shorter than 3" above knee 	
Pants/ Belts	Dress pants worn at waist	Jeans, sweats, worn at waist <ul style="list-style-type: none"> ● Not allowed: low-riders, writing on backside
Socks	Required	Required
Shoes	Dress shoes Not allowed: clogs, backless sandals, flip-flops	Gym shoes may be worn Not allowed: clogs, backless sandals, flip-flops
Hair/ Makeup	<ul style="list-style-type: none"> ● Natural hair color, non-distracting styles ● Hair must be above collar, a least a quarter inch above eyebrows, and the opening of the ear must be visible ● Not allowed: facial hair, extreme or distracting hair styles, hair wraps, spikes, hair coloring of any sort, makeup or nail polish 	
Jewelry	<ul style="list-style-type: none"> ● Plain watch, single ring, religious medal/cross, one pair of earrings on lobe ● Not allowed: choker necklaces (metal, fabric, beaded), bracelets 	
Gym uniform	<ul style="list-style-type: none"> ● Gym shoes 	<ul style="list-style-type: none"> ● Gym shoes

Kindergarten No regular uniform Gym—gym shoes; girls wear shorts or pants
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VOLUNTEERS: One of the most vital forces in the everyday functioning of St. Ann School is the volunteer program. Moms and Dads have given countless hours of their time to help make our school the productive learning environment that it is. Therefore, we thank you most sincerely, and ask that you continue to offer your time and talents as you have in the past.

The Archdiocese has requested that before volunteering for any school activities all volunteers have:

- *Online criminal background check*
- *Application for employees and volunteers*
- *Virtus training*
- *CANTS and a*
- *Code of Conduct completed.*

These are required before adults accompany students on field trips, assist in the lunchroom, supervise classes, etc.

All volunteers work under the discretion of the principal. Volunteers are required to sign in to go to classrooms, playground, halls, etc. and are required to sign out upon leaving the building.

ST. ANN SCHOOL 2008-2009 SCHOOL YEAR

August	20	Wednesday	Opening Day -- 11:30 am Dismissal
	21	Thursday	First Full Day of School
	25	Monday	Kindergarten Orientation 9:00am - 11:00am
	26	Tuesday	Kindergarten Classes Begin
	29	Friday	No Classes
September	1	Monday	No Classes -- Labor Day
	7	Sunday	Family Mass – 10:30 a.m.
	26	Friday	No Classes - - Teacher Institute Day
October	5	Sunday	Family Mass – 10:30 a.m.
	10	Friday	Special Person's Day - - 11:30 am Dismissal
	13	Monday	No Classes -- Columbus Day
	24	Friday	No Classes - - Teacher Institute Day
November	2	Sunday	Family Mass – 10:30a.m.
	6	Thursday	Parent / Teacher Conferences -- 11:30am Dismissal
	7	Friday	No Classes Veteran's Day
	26	Wednesday	11:30am Dismissal
	27 & 28		Thanksgiving Break
December	7	Sunday	Family mass – 10:30a.m.
	19	Friday	Christmas Vacation Begins -- 11:30am Dismissal
January	1	Sunday	Family Mass – 10:30a.m.
	5	Monday	Classes Resume
	19	Monday	No Classes -- Martin Luther King Jr. Day
	25	Sunday	Catholic Schools Week Open House
	30	Friday	Catholic Schools Week 11:30 a.m. Dismissal
February	1	Sunday	Family Mass- 10:30a.m.
	16	Monday	No Classes - President's Day
	25	Wednesday	Ash Wednesday-Mass 8:30a.m.
March	1	Sunday	Family Mass – 10:30a.m.
	2-6		Testing Week
	27	Friday	No School
April	4	Saturday	Communion
	5	Sunday	Family Mass – 10:30a.m.
	9	Thursday	11:30a.m. Dismissal
	13-17		Spring Break
	19	Sunday	Confirmation
	24	Friday	No School
		Saturday	First Holy Communion
May	4	Monday	Tuition Agreement Signing Day - - 5pm B 8pm
	7	Thursday	Tuition Agreement Signing Day - - 5pm B 8pm
	22	Friday	No Classes- Teacher Institute Day

	25	Monday	No Classes -- Memorial Day
	29	Friday	8th Grade Graduation
June	5	Friday	10:30 a.m. Dismissal—Last Day of School
	1-13		Emergency Make Up Days

Notes