

## PRAYER FOR PARENTS

O Lord,  
give the gift of Counsel,  
that with your help we may seek,  
not to impress our children, but to enlighten them,  
not to control or manipulate them,  
but rather to motivate them and  
encourage them to act in accord with new insights  
and in the direction of new and better goals.  
Help us to grow in patience with them and with ourselves.  
Protect us from feeling that their greater defects  
convert our own shortcomings into virtues.  
Give us the courage not to compromise our faith  
because of urgency or expediency,  
nor to compromise our ethics  
in order to conform to the urges of the world.  
Help us to understand their human frailties  
without approving them.  
Give us strength to resist anger  
as we impose discipline when necessary,  
and give us an overpowering kindness,  
Let us see a little more clearly the image of Christ  
in our children and their generation.  
Help us to recognize and avoid  
Scorn, contempt, ridicule, and rejection,  
and in all things,  
let us come closer to you as we guard our children  
as best we can. We ask you to judge them  
less by their success or failure,  
and more by their efforts.

Amen.

## **MISSION STATEMENT OF SAINT ANN SCHOOL**

Saint Ann Catholic School  
is committed to  
proclaiming and living  
the Good News of Jesus,  
striving for academic excellence,  
and fostering the development of exemplary  
Christian leaders for the 21st century.  
This vital mission is achieved  
in the Roman Catholic tradition  
with a partnership among parents, teachers, and  
the parish community.  
Working together, we are able to help students  
to discover their own unique gifts,  
to enable them to develop these gifts  
through service to the larger community.











### **COURTESY**

Courtesy has often been defined as a sensitive awareness of the feelings of others. At St. Ann School, we encourage our students to be outstanding in this area and we appreciate parental support. We expect each student to:

1. be considerate of the rights of others
2. respect his/her own property and that of others
3. display appropriate conduct and language on the way to and from school, on the school grounds, in church, in school buses, and during extra-curricular activities
4. practice courtesy, honesty, and self-discipline at all times

### **DIOCESAN HANDBOOK OF POLICIES AND PROCEDURES**

As a Catholic School in the Diocese of Trenton, we must adhere to the policies and procedures set forth in the **Diocese of Trenton Handbook of Policies and Practices for Elementary Schools**. There is a complete Handbook available for your perusal in the Front Office. Many of the sections of the **St. Ann School Student Handbook** contain information taken directly from the Diocesan Handbook. If you have any questions regarding Diocesan policies and procedures, please refer to the Diocesan Handbook and/or discuss your questions with either the Pastor or the Principal.

The School administration reserves the right to make changes to this Parent-Student Handbook. Any changes made to either this Handbook or to the Diocesan Handbook will be on file in the School front office.

### **DIOCESAN POLICY #2420**

#### **Instructional Program**

Students will be primarily responsible to classroom teachers. The instructional and non-instructional services provided in each school will be brought into the life of each child in a manner determined by the classroom teachers and principal of each school.

**Catholic education requires the active interest and involvement of parents in their child's school progress. However, involvement will not be permitted to become interference. Where parents repeatedly and insistently attempt to impose their views as to the educational process upon the school administration, the educational process both of that child and of other students will be adversely affected. In such instances, the parents will be requested to remove the child from the school.**

### **ADMISSION POLICY**

**Saint Ann School admits children of all faiths and races.** However, as a parish Catholic school, St. Ann's offers admission to children with priority given to the following situations:

1. A Catholic who is a St. Ann Parishioner
2. A Catholic belonging to a nearby parish who does not have a parish school
3. A Catholic belonging to a parish which does have a parish school, but who presents a compelling reason to seek enrollment in St. Ann School.
4. A Catholic relocating to our area, currently attending another Catholic school.
5. A non-Catholic family that values Christian values and a Catholic education (**Non-Catholic students are required to participate in all religious instruction and activities including daily prayer and school masses. The non-Catholic student will participate in all instruction for the sacraments but he/she will not receive the Sacraments**).

**All students being admitted into Saint Ann School are admitted on a probationary basis and will be asked to sign a form acknowledging their understanding and acceptance of this policy** (A copy of this form is in the back of this handbook for your reference). The probation period may be extended if warranted. **You will be notified immediately of any concerns your child's teacher or the principal has regarding your child's progress during this period and what is expected from the student in order to continue their education at Saint Ann School.** Any student being admitted to our 8th grade must be transferring from another Catholic School. **Students that have been home schooled may be asked to take diagnostic tests to determine status and placement.**

**Application to St. Ann School consists of submitting an registration form, a non-refundable registration fee of \$50.00 per child, health records including immunizations, academic records (report cards and standardized test results from the past three years if applicable), and a birth and baptismal certificate. Students entering the Kindergarten program will be notified of final acceptance after Kindergarten testing results have been reviewed. For applicants who will be admitted in 1st through 8th grade, a one-day visitation by the student is required as a part of the application process. Registrations processed in the summer require a letter of recommendation from the students last teacher and principal in lieu of the visitation. Once the process is completed, notification regarding admission will follow. All admissions are contingent on the size and makeup of the class to which the students seek admission. Registrations will not be considered for final acceptance until the above process has been completed, all forms and \$135.00 book fee are received and immunizations are up to date.**

## SCHOOL FINANCIAL POLICY

**A Student Contract (Parish-Family Partnership) is required for all enrolled students in St. Ann.** Toward the end of each school year, a Student Contract for each child is produced and distributed to all families for the upcoming school year. Stated in the Contract is the annual tuition amount, the criteria for maintaining active parishioner status for tuition discounts, and the school policy for required volunteer hours. **Along with the Student Contract, each family must submit a deposit of \$135.00 per child book fee.** This **non refundable deposit** is credited toward the annual Book & Instructional Materials Fee. **Your contract must be returned along with the deposit by the due date in order to secure your child's placement at Saint Ann School. We cannot guarantee your child's spot will be held if this deadline is not met and a \$25.00 late fee will be assessed if the late contract is accepted.**

All tuition accounts are handled outside of the school through SMART, a tuition management service. Each year, your family may choose a payment schedule, frequency of payment, payment due date, and the option of either automatic payment from savings/checking or coupon book payments. There is a \$30.00/\$35.00 fee for this service. **It is the responsibility of each family to submit their tuition payments directly to SMART by the selected due date. Tuition payments should not be mailed to the School.** If you mail your tuition payment to the School, the School will return your payment to you for direct submission to SMART. Your payment will not be credited to your tuition account until it is received by SMART. Therefore, any delay caused by mailing the payment to the School may result in your account being assessed a \$20 late fee.

**Each family is responsible for making tuition payments according to the payment schedule requested on your child's Student Contract.** All tuition dollars are used to finance your child's education, maintain the school and pay teacher/staff salaries and benefits. Therefore, it is critical that you submit your monthly tuition payments promptly by the payment due date. New contracts, report cards or school records to transferring schools will not be issued if financial obligations are past due. **All financial obligations must be met to reregister and for participation in all Graduation ceremonies. Families whose tuition is not up to date by the end of the school year will have to pay by cash or money order to receive report cards and participate in graduation.**

**There is a \$30.00 fee for each returned check. Late and returned check fees must also be paid in order to be considered financially current.**

If a significant financial hardship (loss of employment, unanticipated major medical expenses, etc.) prevents you from meeting your tuition obligation as agreed upon in your child's Student Contract, you should make arrangements immediately to meet with the Pastor and the Principal to arrange for a mutually acceptable payment schedule to ensure your child's continued enrollment in St. Ann School. **You must then abide by the terms agreed upon to be considered up to date.**

**If your tuition account is 30 days in arrears, you will receive a reminder notice. If your tuition account is 50 days in arrears, you will receive a second notice. Delinquent accounts are considered a serious matter by the School. Any tuition accounts that are over two months past due may result in the child being suspended from School until the payment is made. Any tuition accounts that are three months in arrears may be considered a breach of contract and may result in a voided Student Contract. Student records will not be forwarded for graduating or transferring students until all financial obligations are made. Spots will not be held nor children placed on a class list until financial obligations are met.**

## AFTERSCHOOL PROGRAM

St. Ann School offers after school care for students in Kindergarten through Eighth grade. The program provides care until 5:30 p.m. each school day and includes snack, outdoor play, quiet time, homework and enrichment activities. The AfterSchool Program does not operate during Christmas Break, Easter Break, school holidays or on days when there is an unexpected early dismissal. It does, however, operate on regularly scheduled early dismissal days. The AfterSchool Program is operated by St. Ann School staff under the direction of the ASP Director. The staff is committed to providing quality care for the children who stay after school.

Parents must complete a registration form and submit a \$20.00 registration fee prior to sending any child to the program. Registration forms are available all year in the Main Office. Cost for the AfterSchool Program may be paid on a monthly basis for those parents who require after school care Monday through Friday until 5:30 p.m. each day. AfterSchool tuition will be spread out over ten (10) monthly payments beginning in September and ending in June. For those children who will be attending the AfterSchool Program on a part-time/hourly basis, the cost will be billed each month at an hourly rate of \$4.40 per child. **AfterSchool staff may be reached on their phone, 771-1810, between 3:00 p.m. and 5:30 p.m.** This number should only be used in case of an emergency or a change in the day's schedule of which the staff needs to be aware. **A note should be sent to both the classroom teacher and ASP to notify them of the days your child will be attending ASP and also when this schedule is changed.**

If you need to use the AfterSchool Program and you have not yet registered your child(ren), please call the office at 882-8077.

### ATTENDANCE

The school day begins at 8:00 a.m. and ends at 2:30 p.m. Students should not be dropped off before 7:30 a.m. and any students not picked up by the end of dismissal will be sent to the Afterschool program. Students may not wait unattended if their ride is late. Two Wednesdays of each month are half days scheduled for faculty meetings and inservice days. Please watch our monthly calendar updates for any changes in half-days.

We believe that good attendance is critical to your child's success in school. A guideline to follow in determining excessive absences would be no more than an average of one day per month for the school year. This would mean that ten or under days would be what would be expected for absences in a school year. We ask that you seriously consider your child's educational needs when planning family vacations. Family vacations should be scheduled at times when school is closed, as should appointments with your child's doctors and dentists. If you must schedule a daytime appointment, please inform your child's teacher in advance and in writing. If someone other than a parent will be picking up the child, please identify them in the note by name and relationship. We ask your cooperation in this matter for your child's safety.

Since tardiness is disruptive to classroom activities, we ask you make every effort to see that your child arrives in the morning on time. If your child is late for a school day (that is arrives after 8:00 a.m.), **you and your child should report directly to the main office in order for you to sign in your child and for your child to receive a late slip.** Your child will then be sent to class from the office. **Parents are not to accompany their child to the classroom.**

**The Principal will be advised of students absences and tardiness mid year. Parents will be notified if at any time tardiness and absences are deemed to be excessive. The principal will then determine the course of action to be taken.**

If your child must leave for any reason before dismissal time, you must report to the office and sign your child out on our "Early Dismissal" log sheet. It is imperative that the office staff knows who leaves the building because we are responsible for all children during school hours.

**Please notify Mrs. Arcadipane at 883-4336 by 8:30 a.m. when your child will be absent or late.** If you call at times other than school hours, please leave a message detailing the reason for absence.

### **DISCIPLINE IN A CATHOLIC SCHOOL**

The purpose of discipline in a Catholic school is to bring about the self-discipline of each individual and of the Catholic school community as a whole so that their actions promote the Christian development of each member and thereby enhance the community.

Discipline in a Catholic-Christian educational community is part of a teaching/learning process; therefore, it shall be the responsibility of Catholic schools to attempt to provide each individual student with moral guidelines and leadership.

Discipline shall be developed in a positive manner. The approach must be primarily diagnostic and remedial rather than punitive. It is a constructive process to guide and develop the attitudes of students so that they may achieve the highest possible standards of Christian behavior and cooperation. Disciplinary rules and their enforcement must be reasonable, legal, and consistent with the Christian values of the school community.

An individual's action that:

1. deters Christian development
2. demonstrate socially and morally undesirable behavior will be considered by the Catholic School to be injurious to the well-being of both the individual and the community.

The entire community must be educated that all disciplinary actions must strive for an optimum balance between the welfare of the individual and that of the community. This education shall reflect the ideals which the school desires to instill in the students and shall demonstrate the acceptance of the dignity of each individual, fair treatment, consideration, and respect.

Application of the school's rules must assure: due process, clear definition of rule violation, specific statement of reasonable charges, fair hearing for the accused, remedial action that promotes the physical, spiritual, mental, and emotional good of the student and the community.

**Parent Notification:** Parents will be notified in cases of significant disciplinary situations which involve their children. There is a distinction between minor and major discipline and between counseling and discipline. An administrator need not report every single instance of student behavior to parents. Parents must be informed of all serious disciplinary situations, especially those involving suspension or expulsion. Students will be given a discipline slip for significant disciplinary situations that will be sent home for a parent signature then should be returned to the school.

**Indiscreet Discipline:** The use of corporal punishment is strictly forbidden by New Jersey State law for both public and private school.

The administration and staff at St. Ann's School expects for our students to be well behaved and disciplined in the School, in our Church on the School grounds, and on the School buses. To clarify what constitutes inappropriate behavior and its consequences, the School has set forth the following Discipline Policy:

The following behaviors warrant either a **warning phone call, Discipline Slip or lunch/afterschool detention:**

- . **Excessive talking**
- . **Disruptive behavior**
- . **Gum chewing**
- . **Eating and/or drinking** at times not designated as snack/lunch periods.
- . **Being unprepared** for the school day (e.g., incomplete assignments, lack of required supplies, etc.)
- . **Homework not completed**

**Teachers' or the Principal may impose a lunch or after school detention at their discretion as needed for infractions not listed above. or below.**

The following behaviors warrant a **parent conference, an lunch/after-school detention, or an out-of-school suspension, depending on the severity of the violation in addition to a discipline slip:**

- . **Defacing School or another's property** (e.g., artwork, musical instruments, gym equipment, library books)
- . **Using supplies in a dangerous, inappropriate or threatening manner.**
- . **Inappropriate/ disrespectful language** toward teachers, staff, administration or fellow students
- . **Fighting** (physical or verbal)
- . **Leaving the classroom without permission** (students must carry a pass provided by the teacher when leaving the classroom) or **not returning to the class** immediately after individual activities
- . Failure to demonstrate respect, verbal and physical, towards all students, faculty and staff.

### **Suspension**

Suspension from a Catholic School is a serious matter and should be administered only when circumstances warrant. In determining whether suspension is the appropriate action in a particular case, due process procedures should be followed.

### **Expulsion**

Expulsion is viewed as a radical action at which point the Catholic School is saying either that the student's interests would be better served in another environment or that the individual's behavior is a serious threat to the school community or both. In the extreme case of irrevocable expulsion, the primary goal is neither punitive nor deterrent in the criminal sense (although it may be), but rather the determination that it is counterproductive for the student to continue as a member of the school community.

Situations will arise in which expulsion may be merited. While it is not possible to enumerate all cases that could arise, several categories of cases are listed for guidance. Other problems of equal seriousness may arise and should be treated similarly.

**Reasons for student expulsion include, but are not limited to:**

- . Possession of a weapon or any object used in a threatening matter
- . Continued and willful defiance of authority
- . Continued and willful disobedience
- . Physical assault
- . Extortion
- . Arson
- . Gross disorder (including mob action)]
- . Grave defacing or destruction of school property.
- . Possession of and/or trafficking controlled substances.
- . Criminal activity, including criminal charges or indictment.

. Possession and/or trafficking in pornographic materials.

When an action of a student appears to constitute a reason for expulsion, the Diocesan office is notified and the Superintendent of Catholic Schools actively participates in the process. All final determinations are contingent on the Superintendent's written approval. (As Per Diocesan Policy)

In certain intemperate instances part of the disciplinary action may include recommendations such as counseling. The school reserves the right to ask the student to leave the school should the parents not comply with the recommendations.

### **SELF-DISCIPLINE**

The attainment of self-discipline is inherent in the philosophy of St. Ann School because the essence of Christian discipline is self-discipline. Continual lack of growth in this area disturbs the learning atmosphere in our school and infringes on the rights of other students. Some specific examples of failure are:

1. Failure to listen to teachers
2. Frequent tardiness to school or class
3. Leaving school premises without the Principal's permission
4. Throwing snowballs at the bus stop or on school property
5. Any type of disturbance in the school or on the school bus endangering the safety of others
6. Continual disregard for the dress code
7. Frequent acts of disobedience or disrespect
8. Chewing gum or smoking at any time on school grounds
9. Vandalism, such as writing on books, desks, uniforms, buildings or damaging equipment or grounds
10. Fighting; either physical or verbal
11. Possession of a weapon, drugs or alcohol

\*Number 11 is a listing of more serious offenses and, if found to exist, would automatically initiate expulsion procedures.

It is important that there be complete unity in authority between parents and teachers. It is a good policy to WITHHOLD JUDGMENT on what appears to be a problem or grievance until you receive all the facts from the proper person. **Classroom teachers appreciate a call first**, then contact the principal if necessary.

**Problems discussed with neighbors or friends may not be factual at times and hurt all involved.**

### **GUIDANCE COUNSELOR**

We will again have the services of a guidance counselor from Catholic Charities one day a week. You can reach her at 882-0837. You can contact her through the Main Office or at this number if you would like her to see your child.

### **ELECTRONICS**

**Cell phones, pagers, Game Boys and similar items are not allowed in school at any time.**

### **DRESS CODE**

Students in Kindergarten through Eighth Grade are required to wear the school uniform from the first day of school. The **summer uniform** may be worn **from September through mid fall, and from mid spring through June**. The **winter uniform** is worn from **mid fall through mid spring**. September 2000 through June 2001 is the transition year for implementation of the new uniform. Everyone must be wearing the new uniform the first day of school, September 2001.

### Summer Uniform Dress Code K - 8

#### Summer Uniform - Boys K - 8

Khaki Shorts or Long Pants  
Blue Golf Shirt with Saint Ann School Logo  
White Socks (Ankle or Crew)  
Blue, Black or Brown Belt  
White Sneakers

#### Summer Uniform - Girls K - 8

Khaki Shorts or Long Pants  
Khaki Skort  
Blue Golf Shirt with Saint Ann School Logo  
White Socks (Ankle or Crew)  
Blue, Black or Brown Belt  
White Sneakers

### Winter Uniform Dress Code

#### Winter Uniform - Boys K - 4

Khaki Long Pants  
Blue Golf Shirt (long or short sleeved) with  
Saint Ann School logo  
Blue, Black or Brown Belt  
Blue, Black or Brown Socks & Shoes

**OR**

Khaki Long Pants  
Blue Turtleneck (Saint Ann School logo on collar)  
Blue Cardigan Sweater  
Blue, Black or Brown Belt  
Blue, Black or Brown Socks & Shoes

#### Winter Uniform - Girls K - 4

Khaki Blue Plaid Jumper or Khaki Skort  
Blue Long or Short Sleeved Golf Shirt with  
Saint Ann School logo  
Blue Knee Highs or Tights  
Blue, Black or Brown Shoes

**OR**

Khaki Blue Plaid Jumper  
Blue Turtleneck (Saint Ann School logo on collar)  
Blue Knee Highs or Tights  
Blue, Black or Brown Shoes

**OR**

Khaki Long Pants  
Blue Golf Shirt (long or short sleeved) with  
Saint Ann School logo  
Blue, Black or Brown Belt  
Blue, Black or Brown Socks & Shoes

**OR**

Khaki Long Pants  
Blue Turtleneck (Saint Ann School logo on collar)  
Blue Cardigan Sweater  
Blue, Black or Brown Belt  
Blue, Black or Brown Socks & Shoes

#### Winter Uniform - Boys 5 - 8

Khaki Long Pants

#### Winter Uniform - Girls 5 - 8

Khaki Long Pants

Blue Golf Shirt (long or short sleeved) with  
Saint Ann School logo  
Blue, Black or Brown Belt

Blue, Black or Brown Socks & Shoes

**OR**

Khaki Long Pants  
White Oxford Shirt (long or short sleeved)  
Navy Blue V Necked with White Piping with  
with

Saint Ann School logo  
Blue, Black or Brown Belt  
Blue, Black or Brown Socks & Shoes

**OR**

Khaki Long Pants  
White Turtleneck  
Saint Ann School logo  
Blue, Black or Brown Belt  
Blue, Black or Brown Socks & Shoes

Blue Golf Shirt (long or short sleeved) with  
Saint Ann School logo  
Blue, Black or Brown Belt & Shoes

Blue, Black or Brown Socks

**OR**

Khaki Skort  
White Oxford Shirt (long or short sleeved)  
Navy Blue V Necked with White Piping

Saint Ann School logo  
Blue Knee Highs or Tights  
Blue, Black or Brown Shoes

**OR**

Khaki Skort  
Blue V Necked with White Piping with  
Saint Ann School logo  
Blue Knee Highs or Tights  
Blue, Black or Brown Shoes

**OR**

Khaki Skort  
Blue Golf Shirt (long or short sleeved) with  
Saint Ann School logo  
Blue Knee Highs or Tights  
Blue, Black or Brown Shoes

**\*\*\*Please note that the new uniform apparel may not be intermixed with the old uniform apparel.**

**\*\*\*Please note that the Navy V Neck Sweater Must be worn with the White Turtleneck and the White Oxford Shirt.**

**\*\*\*Blue Cardigan is the same sweater that is currently part of our uniform policy for boys and girls K - 4. This sweater should not be worn by 5 - 8.**

All uniform items must fit properly. Judgment of this is left up to the teacher and the principal. If a uniform item is too small or excessively larger for the child, parents will be asked to replace the item as soon as possible. We want children to take pride in their appearance, learn good judgment, and still allow them some flexibility. We understand that items are purchased to allow for some growth during the school year.

The following items are **not** part of the school uniform. The following items are **not** permitted:

Make-up, bright nail-polish or excessive jewelry. (Small post earrings may be worn by girls only in pierced ears. Clear or light colored nail-polish may be worn by the middle school girls. Hair ornaments should be subdued and kept to a minimum.)

## **BOYS ARE NOT PERMITTED TO WEAR EARRINGS, PIERCED OR OTHERWISE.**

All uniforms must be purchased through Flynn & O'Hara, the schools official uniform supplier. Each spring the school will schedule a uniform measurement date. Flynn & O-Hara of Philadelphia 1-800-441-4122.

## **BACK TO SCHOOL NIGHT**

Back-to-School Night is a very special evening designed to give teachers the opportunity to describe in detail the instructional program for the year. Please check the monthly school calendar for the exact date. All parents are cordially invited to share this evening with the faculty. The children and staff work very hard at preparing the classrooms for your visit. (Please note that this evening is designed **for parents only**). Please remember this is not a time to confer with the teacher in regards to your child's progress. A conference for this purpose may be scheduled with the teacher.

In addition to hearing about your child's classroom activities, you will have the opportunity to meet other parents and be introduced to the PTA Executive Board members. There will be sign-up sheets in the cafeteria that evening for you to volunteer for various activities throughout the year. The PTA Executive Board members and Committee Chairs will be available to answer any questions you may have about volunteer activities.

## **BOOKS**

The School charges a **non refundable** Book & Instructional Materials Fee of \$135.00 per child, which is paid directly to the School accompanied by your school contract. The Book Fee is used to purchase textbooks, workbooks, instructional aids and materials used in the classrooms not covered by the state textbook loan program.

Each child is responsible for the school texts entrusted to him or her. All textbooks should be covered at all times and the children will be responsible for any severe damages or loss of textbooks. Clear contact paper for the soft cover workbooks and plain brown paper for textbooks seem to work best. Please work with your child on this project and use this opportunity to look at the texts he or she will be using throughout the year. Book Sox cloth bookcovers are available again this year through the School Store.

## **BUS TRANSPORTATION CONDUCT**

All students who ride buses are expected to abide by the following bus conduct rules:

- . Courtesy is to be extended to the bus driver.
- . Children are to remain seated on the bus.
- . Children are to speak in a moderate tone of voice so that the driver is not distracted.
- . All children should be at their bus stops at least ten minutes ahead of schedule.
- . **Children are not permitted to ride any bus other than the one they are assigned to by the local school district.**
- . While on the bus, children are not permitted to eat, drink, use radios or tape recorders, or change out of uniform.

The bus drivers will report to the principal the names of those students who cause disturbances. Inappropriate conduct will be subject to disciplinary measures determined by the principal. **The principal has the right to deny school bus transportation for a reasonable amount of time if a child's behavior on a bus jeopardizes the safety of the children.** Parents will receive written warning prior to denial of transportation. Inappropriate conduct on the bus can result in disciplinary measures including detention.

### CHANGE OF ADDRESS OR TELEPHONE

Please notify the Main Office immediately if you should have a change of address or telephone number. This also applies to your work and emergency telephone numbers as well as any change in family status.

### CLASS REQUESTS

Effective September 1, 1998, **requests for a specific teacher will not be honored.** We will make every effort that your child be placed in the most appropriate class. Assigning a student to a certain class/teacher is a matter not taken lightly. Much thought and consideration is given to the placement of each student. Should you have special circumstances or considerations that we are not aware of, please feel free to pass these along to your child's classroom teacher and they will be considered when classes are made up (this would not include requests for specific teachers or students to be in the same class). However, again, your child will be assigned to the class your child's teacher and the administration feel most appropriate.

### CONFERENCES

Any parent is free to make an appointment to meet with a teacher or teachers by writing or calling the school for a conference. No parents are permitted to see teachers during school hours; this also means the one half hour before school in the morning. **NO PARENT IS PERMITTED TO GO TO A CLASSROOM WITHOUT FIRST CHECKING IN AT THE OFFICE.**

### CUSTODIAL/NON-CUSTODIAL PARENTS

The Federal law, the Family Educational Rights and Privacy Act (FERPA) allows the non-custodial parent the right to free access to school records of his or her child(ren). Teachers, counselors, and administrators do not need the permission of the custodial parent to discuss a child with the non-custodial parent. Non-custodial parents may be given access to unofficial copies of student records, and staff may be available to discuss the student's records unless a court order providing otherwise is filed with the school. (As Per Diocesan Policy)

**Information will be sent to the non-custodial parent upon request to the Main Office.** This information includes the weekly P.I.E., report cards and progress notes.

The Principal should be made aware of any special custody considerations and a copy of the custody agreement should be placed in your child's file.

### DROP OFF AND DISMISSAL

Drop off and pick up times are very important and must be as orderly as possible. We ask that all parents park in the Church parking lot whenever dropping off or picking up your children. **For safety reasons, parking or dropping off/picking up students in the school driveway during the morning arrival (7:30 - 8:00 a.m.) time and dismissal (2:30 p.m.) time is prohibited.**

**\*\*\*STUDENTS SHOULD BE DROPPED OFF AT THE MAIN DOORS IN THE MORNING.**  
**PARENTS ARE NOT PERMITTED TO WALK THEIR CHILDREN TO THEIR CLASSES.**  
**CONFERENCES WITH TEACHERS' SHOULD BE PREARRANGED.**

Children should enter the school by the front doors. The doors will be locked at 8:00 a.m. For children arriving after this time, please ring the bell and the middle door lock will be released for entry. **ALL CHILDREN WHO ARRIVE TO SCHOOL LATE (AFTER 8:00 A.M.) MUST BE ACCOMPANIED BY THEIR PARENT TO THE FRONT OFFICE WHERE THE PARENT MUST**

**SIGN THE CHILD IN ON OUR LATE ARRIVAL LOG SHEET AND THE STUDENT WILL RECEIVE A LATE SLIP.** This is critical for our records.

Children who are not bused may be dropped off at the school after 7:30 a.m. **Please note that no child may be dropped off before 7:30 a.m. as there is no supervision until this time.** This rule will be strictly enforced for your child's safety.

Dismissal on the first and on all subsequent days of school will proceed as follows: Bused students are dismissed first, followed by walkers and car riders (from the side door), then AfterSchool program. No walkers or riders will be dismissed until after buses have left the driveway. **Parents of walkers and riders are asked to park and wait at the corner of Rossa and Lawrence Avenues until buses have left. They may then cross the street to the side entrance to pick up their children.** Students will cross Rossa Avenue to the parking lot under the supervision of their parents. Students who walk home will be crossed by the school.

**Students will not be dismissed until 2:30 p.m., unless they have an appointment which requires early dismissal.** Dismissing a child "a few minutes early" for the convenience of the parent is disruptive to class and often results in the child not hearing last minute instructions and announcements.

### **VACATIONS**

Vacations during the school year are discouraged. However, we understand that occasionally special circumstances arise and vacations during this time are unavoidable. **Teachers are not required to compile work for the student to take on vacation.** All school work must be made up by the student upon returning in the time frame specified by the teacher. Please remember to alert the Main Office and the school nurse as to the dates you will be out of school.

**Parents who are vacationing or on business trips without their children, should send in writing the name, relationship and phone number (work and home) of the person who will be legally responsible for their children while they are gone.**

### **EMERGENCY CLOSING**

If Lawrence Township schools are closed for emergency, such as snow, we also will be closed. We would like to explain our procedure and let you know what to expect should we have a delayed opening, early closing or school closing.

Please remember though, that very often the school does not receive a lot of advance notice of these changes and so we ask you, as parents, to listen carefully to the radio stations (listed below) when inclement weather is expected for any changes in the school routine.

#### **Delayed Opening/School Closing:**

You will receive a call at home from your room parent or designated person. We are planning to make calls through your youngest child's classroom in order to cut down on the number of calls made and on the number of calls you receive. If a delayed opening changes to a school closing, you will receive another call at home to notify you of this. We will only be calling home numbers for delayed openings or school closing.

#### **Early Dismissal/Emergency Dismissal:**

If school should close early, we will make up to four calls per youngest child in an attempt to reach you. Please keep in mind that this is a courtesy service provided to you by volunteers. We will make every

effort to contact you should the school close early, however, **it is ultimately your responsibility as parents to make sure your child knows their emergency plan should they be sent home and no one is there. It is also your responsibility to be aware on days when inclement weather is expected, to monitor the radio stations for any news of early closing should you not receive a call.** The calls will be made in the following order: Home number, mothers work number, fathers work number and the first emergency number. Only one number for each category will be called. When we have reached someone, we will go on to the next family. Please make sure you notify the people who are on your emergency list that if they are contacted by a volunteer they will then move to the next family. That person must then make arrangements for those children. **If we have called all four numbers without success, the room parent will then contact school and let the Main Office know they were unable to reach anyone. We will assume that you have been monitoring the weather and school closings on the radio and will be there to pick them up at the early dismissal time or have someone at the house when their bus arrives home.**

Please feel free to call the Main Office with any questions.

Emergency closing of school due to inclement weather, power failure, or other reasons will be announced over radio/television stations:

WPST - 97.5FM - Princeton

NJ - 101.5 FM - Trenton

Channels 6, 10 and Fox Philadelphia (Channel 29 in some areas)

### **EMERGENCY MEDICAL INFORMATION**

Yellow emergency cards will be sent home in the August P.I.E. and must be returned on the first day of school. It is critical that the information on the cards be complete and up-to-date.

During the school, please inform us immediately if there are changes in home or work addresses, home or work phone numbers, etc.

Emergency cards are used to contact you if your child is injured or becomes ill. The School cannot be held responsible for delays in medical care if the emergency card is incomplete and inaccurate.

### **TRANSPORTATION RECORD FORM**

This form is sent home in the August P.I.E. and should be returned on the first day of school. A form must be completed for each child. **This form will stay in your child's classroom in the possession of their teacher. Please be sure to send a note to your child's teacher to notify them of any changes.** This form will be checked by the teacher should your child forget their dismissal route on any given day.

### **EMERGENCY CLOSING INFORMATION FORM**

In case of an early dismissal due to snow or some unforeseen emergency, such as no heat, pipe burst, etc., all students must have a predetermined place to go. It may be impossible to contact all parents due to the number of families, notice given, the availability of the calling chain parents and the accessibility of the student's parents. We will try our best to contact someone for each family, however, your children and their teachers must know what they are to do should school close early.

This form will be maintained by the classroom teacher. **If there is ever a need to correct, amend, or change your predetermined location you must inform your child's teacher.** This form is our only source of reference when dismissing the children in the event of an emergency.

Please be sure your child is aware of these arrangements. Students will not be allowed to make phone calls before they are dismissed. **A separate form must be completed for each child in grades K - 8. The copy is to be retained by you, the parent/guardian, and the original should be returned to school.**

### **FIELD TRIPS**

Many learning experiences are provided for our students through class field trips. In the past, we have participated in trips to sites such as Howell Farm, Terhune Orchards, The Watershed, The Philadelphia Zoo, Sesame Place, and Richardson Auditorium. Our students love the opportunity to see new and interesting places, and we love to see the enthusiasm on their faces when they watch chickens hatching eggs, sheep being sheered, peacocks strutting about, or when they are entertained by real actors on stage.

All field trips require permission from the parent/guardian prior to the actual trip. Permission slips will be distributed and should be returned to the teacher in advance of any trip.

The number and choosing of chaperones will be left to the discretion of the individual teachers. Room parents are usually given priority for at least one trip. Your child's teacher will always ask for parent volunteers to chaperone the field trips. For insurance reasons **we cannot allow younger siblings to accompany our classes on the trips.** Trips have always announced with enough advance notice for you to secure a baby-sitter if you have littler ones at home.

Please be assured that all our field trips are well chaperoned by responsible parents such as yourself. Should you have any questions about the trips, or if there is any information that we should know regarding a your child and the trip (allergy to certain animals, insects, or environments, or to certain foods such as apple cider, etc.), please let us know in writing prior to the trip.

**All class field trips must be educational in nature and must be approved by the Principal.**

### **IMMUNIZATION POLICY**

Diocesan policy requires proof of immunization prior to admission. **Saint Ann School requires proof of up to date immunizations before registration is finalized and the student is placed on our roster.** All students attending Saint Ann School must be immunized.

### **IMMUNIZATIONS**

**The following immunizations are required by NJ state law and are necessary for entry to Saint Ann School:**

- 4 DPT shots plus one booster on or after the fourth birthday
- 3 OPV doses plus one booster on or after the fourth birthday
- 1 MMR plus one on or after the fourth birthday
- HIB: Completion of Series
- Hepatitis B: Completion of series
- Mantoux (TB) Test: with results (must be recent)

### **HEALTH**

Over the course of the year, the following tests are conducted in the office of the school nurse:

- Height and Weight
- Vision Screening
- Hearing Screening
- Scoliosis Screening - ages 10 and up

Physical examinations by your private physician are required upon entering Kindergarten and students entering the school.

Help your child to practice good health habits which we attempt to reinforce in school.

**If your child contracts a communicable disease, do not send him/her to school until your physician gives you permission to do. A doctor's note is required if a communicable disease is the cause of absence.**

The school keeps emergency files on each student. The parents should list on the forms provided, the name and telephone number of a responsible adult to be called in their absence. It is extremely important that this information be kept current.

### ILLNESS POLICY

We love to share everything except our germs! **If your child is visibly ill, has a fever, a communicable illness, or other serious health concern, your child should be kept home. We adhere the following rules of thumb: 1) a child must be fever free for 24 hours; 2) if your child is being treated for an infection, your child should be on antibiotics for 24 hours before returning to school; 3) a child should not have vomited or had diarrhea for 24 hours before returning to school.**

This illness policy is strictly adhered to for the health and well-being of all children. **If you send your child into school with a fever and with vomiting and/or diarrhea, you will be required to pick your child up from School immediately.**

We do not provide childcare for sick children. All children are expected to be picked up within a half an hour from when you receive the call from the School, Nurse, unless circumstances or distance prevents you from doing so.

**If your child is ill and unable to attend school, please call the school nurse at 883-4336 between 8:15 and 9:00 a.m. each morning that your child is absent. If you need to make an earlier call, you may call the nurse's number (883-4336) and leave a message on her answering machine.** When your child returns to school, he or she must bring a signed note explaining the reason for his or her absence. An absence of more than two days requires a doctors note when your child returns to school. These will be kept on file in the nurse's office.

If your child contracts the chicken pox, head lice, or any infectious disease, please notify our school nurse, Mrs. Mary Arcadipane immediately.

### MEDICATION POLICY

**The administration of medication in the school is to be avoided whenever possible. No medication shall be administered to pupils in school except by the School Nurse and ONLY after all necessary approvals have been secured. "Medications" shall include all medicines prescribed by a physician for a particular pupil, including prescription and non-prescription drugs.**

It should be remembered that non-prescription, over-the-counter remedies (aspirins, creams, etc.) are medicines. Any use in school must be prescribed by a physician and requested via the correct procedure.

Before any medication is administered during school hours, the school shall require the written request of the parent/guardian, which will give permission for such an administration. This request shall be

accompanied by a written order of the prescribing physician. The written statement of a prescribing physician shall include: (a) the purpose of the medications, (b) the dosage, (c) the time at which or the special circumstances under which medication shall be administered, (d) the length of time for which the medication is prescribed, (e) possible side effects of the medication. **The “REQUEST FOR ADMINISTRATION OF MEDICATION” form can be obtained from the School Health Office.** Written requests for administration of medication are reviewed by the School Nurse and Principal.

**Medication must be delivered to the School Nurse in its original container by the parent/guardian.** A limited supply of medication can be kept in the school. Medication no longer required must be removed by the parent/guardian.

All medication will be appropriately maintained and secured by the School Nurse. The nurse may provide the principal and other teaching staff members who are concerned with the pupil’s educational progress with such information about the medication and its administration as may be in the pupil’s best interest.

The School Nurse shall maintain a record of the name of the pupil to whom medication may be administered, the prescribing physician, the dosage and the timing of medication, and a notation of each instance of administration.

The sole responsibility of the school shall be limited to the provision of the adequate and proper supervision in administration of said medication.

**The parent/guardian is invited to come to the school to medicate the student if the above procedure is not convenient.**

Please consult with the principal or School Nurse concerning a student in need of medication while on a field trip.

**Medications will not be administered unless these procedures are followed.**

### MEDICAL CONDITIONS AND ALLERGIES

**If your child has any medical conditions, health related diagnosis or receives any medication at home, please provide this information on the back of the yellow emergency card you receive in the August P.I.E. Also, if your child has any allergies to food, medication or anything else, please list them along with the prescribed treatment of said allergy.**

### HOMEWORK

Homework is a meaningful activity as it supplements or reinforces work done in the classroom. Parents are encouraged to provide a quiet place. We ask that study habits and written work be supervised. This is of utmost importance in the lower and middle grades where study habits are being formed. Supervision may be decreased and independence may be encouraged at upper-middle and junior high levels provided that the results are satisfactory.

A general guideline for suggested time allotments for homework would be:

Grades 1 and 2.....	30 minutes
Grades 3 and 4.....	60 minutes
Grades 5 and 6.....	90 minutes
Grades 7 and 8.....	120 minutes

Please remember that these are approximate suggested times. The amount of time it takes one student to complete homework will vary from student to student.

**Students are expected to keep parents informed of their progress by sharing with them all marked tests, assignments, projects and notices. If parents are not receiving test papers or other academic communications on a weekly basis, IT IS THE RESPONSIBILITY OF THE PARENT TO CONTACT THE TEACHER TO FIND OUT WHY THE TESTS, ETC., HAVE NOT BEEN RECEIVED.**

**Upon return from their absence, a student should attempt to make up the work that is missed according to each teacher's policy.** Students are held responsible for all material covered in the regular class session and should obtain the necessary information for completion. **Homework should not be requested for one day absences. You may request homework for two or more day absences by 9:00 a.m. through the Main Office. Requests will not be accepted after this time.** It is preferable for you to have made arrangements for the work to be sent home with a sibling or friend. Any work that must be picked up will be in the Main Office after dismissal. **We ask that you be sure to pick up any work that you have requested.**

### STUDENT RESPONSIBILITY

It is the student's responsibility to come to school prepared for the day. We realize that on occasion a parent might need to bring in an item, such as homework, projects or lunch, after school has started. This is acceptable when it occurs on an infrequent basis. When this becomes routine, it is not acceptable and the items may be held until lunch or the end of the day to be delivered to the student. We ask for the parents cooperation in helping their children become more organized and responsible.

### HOT LUNCH PROGRAM

A Hot Lunch Program is provided five days a week at our School. In the beginning of every month, a calendar of events along with a lunch menu will be distributed to all students. Juice and low-fat milk will also be available to all students (whether or not they buy hot lunch).

Our Hot Lunch Menu is varied and designed to appeal to the young student. All lunches provide a protein, carbohydrate, fruit and/or vegetable, dessert, and a beverage. **The cost will be \$2.75 per day for all students.**

The Hot Lunch Program will begin in September, and the September menu will be sent home in the August P.I.E.

Each day children in Kindergarten through fifth grade have a mid-morning snack. These children should bring a snack from home, beginning on the first day of school. Snacks items should be healthy: fruit, cheese, crackers, juice, or milk. Sweets are discouraged and soda is not permitted.

### YARD AND CAFETERIA DUTY

As you know, each family is **required** to serve yard and cafeteria duty **two** days for **each** child during the month assigned to the child's grade.

We would appreciate your help and cooperation in following the guidelines provided below:

1. Please arrive at 11:00 a.m., sign in at the Main Office and pick up the money box.
2. Set up table by kitchen door with a variety of milks and juices as well as straws, napkins, forks, spoons, knives and condiments appropriate for that days lunch. Restock for each lunch.

3. Collect milk/juice money (.35 cents) from students. (A beverage is included in the price of lunch, therefore, collect money only from students purchasing only a beverage.)
4. Empty garbage containers as needed. Please do not stuff garbage down in containers as the bags may tear. When the container is full, tie bag and place it to the side, and put a new bag in the container.
5. As students are dismissed to the playground, some parents should go out for playground duty and some parents should stay in and restock the table and empty the garbage. This can be decided by the parents who are in that day. We would request that if their are more than two parent volunteers that day, that at least 2 parents take playground duty.
6. After all lunches have been served, put away any unsold beverages and unused supplies, empty garbage and put in clean bags and wash all cafeteria tables that have been used.

### **Yard Duty:**

1. Please check map of playground for location of designated play areas.
2. Please organize games and encourage the children to play. **DO NOT STAND AROUND** talking to the other parents.
3. Should any strangers come into the yard, do not let the students speak to them. Send them to the office immediately. **No student should be picked up from the playground by a parent, relative, etc. All students must be signed out from the Main Office.**
4. When the first bell rings, students are to stop playing at once and line up quietly. Order must be maintained until the teachers come to get their lines.

We ask that you take these duties seriously. **If you are unable to come on your scheduled day, please call the coordinator for your room and she will instruct you on how to get a replacement.** The students have a limited time for lunch and when volunteers don't show up, the children may miss have worked very hard at their school work and are entitled to a leisurely lunch. The children also out on some of their lunch time waiting for someone to get their beverage or the utensils they need. They are very excited when they have a family member in for lunch/playground duty, it makes them feel special and proud.

### **VOLUNTEER HOURS**

**Each family is responsible to work 25 volunteer hours throughout the school year.** Hours can be accumulated from July through June. At the end of this time period, hours are totaled and families that have not put in the designated amount of hours are billed (\$10.00/hour) for the remaining hours. **It is the families responsibility to make sure they record their hours in the volunteer book.** Any hours not recorded can not be counted.

### **PROMOTION AND RETENTION**

Retention of a pupil in a grade for a second year is strongly discouraged. The teacher must demonstrate that repetition of the grade by a particular child will be profitable to that child because of particular circumstances.

Parents should be kept informed about the inability of pupils to progress satisfactorily. If, in the teacher's judgment, retention is necessary, the principal should be notified immediately and arrangements should be made for a conference with parents no later than the end of the second marking period.

Pupils completing a grade's work to the extent of their ability generally are to be promoted to the next grade.

### P.T.A.

The P.T.A. is a very active and vital support group at St. Ann. Thanks to the P.T.A. Executive Board and Committee Chairs, along with parent volunteers, we have provided many wonderful things for the children including new desks, computers, playground equipment, cafeteria equipment, assemblies, field trips, and the 8th grade graduation dinner.

A part of your tuition package is the agreement that each family will give a total of 25 volunteer hours per year. These hours may be accrued through participation in PTA sponsored activities as well as numerous School activities. Participating in PTA activities enables you to make new friends, while working together to make your child's school the best it can be.

Our PTA Executive Board and Committee Chairs stand ready to serve the Community throughout the year.

### PUPIL RECORDS

All pupil records in school files shall be accessible to parents and are to be viewed by them only in the presence of the principal or the principal's designee. If parents wish to review student records in the School files, an appointment is necessary prior to the review. The principal or designee is present in order to be available for the interpretation of the records, and to prevent the alteration, damage, or loss of the records themselves. (As Per Diocesan Policy)

In every instance of authorization for outside agencies to view pupil records, the written approval of parents must be received. Information to be included in the active pupil's file:

- . Academic transcripts
- . Standardized Testing
- . Health and Immunization records (Nurse's Records)

### ROOM PARENTS

Each year, parents who volunteered to be Room Parents are assigned to classes. Room parents provide very special support to the teachers by assisting with class parties, phone chain assignments, hospitality, and field trips. Unfortunately, we cannot assign everyone as Room Parent who volunteer; however over the years we do try to give everyone a chance to be Room Parent.

**If you have been chosen as a Room Parent, you will be asked to attend a Room Parent meeting in September to discuss what your responsibilities will be.** You will only be assigned to one class for room parent duties.

Please know that the teachers appreciate immensely the assistance given by the Room Parents. The Room Parents enjoy knowing that their contributions are not only fun, but also make a difference in what the School can offer our students.

### SCHOOL GROUNDS

Children are not permitted to leave school grounds for any reason during the school day (lunch hour included) except with the permission of the principal and a note from the parent. They are also expected to help keep the school and school grounds neat and free from debris. No eating is permitted on outside grounds.

### SCHOOL SAFETY PATROL

This is an organization of volunteer boys and girls who help their classmates develop safety habits as well as obey school rules. Under the direction of the principal and their moderator, we hope to stress character formation in these young adults and depend on you, the parents, to instill in your children respect, obedience, and cooperation for their efforts to insure safety for all our children.

### SCHOOL SUPPLIES

All students entering Kindergarten through Eighth Grade were given a list of supplies necessary for the upcoming year with the option of having them on the child's desk the first day of school. Those who did not take advantage of this option may still obtain the supplies through the school but need to be aware that the supplies will not be delivered until after school starts. The supply list will indicate the prices of the various items and you can return the list with the exact change or a personal check in an envelope marked "School Supplies" with your child. The order will be filled and your child will have his or her supplies delivered to the classroom.

Therefore, essential supplies will need to be purchased and sent in to school with your child on the first day of school.

The School Store, which is located in the Cafeteria, will be open every Tuesday and Thursday throughout the School year.

### TELEPHONE

**Children are not permitted to use the office phone except in emergencies and with the permission of the principal or secretary.**

Teachers will not be called to the office for a telephone call during school hours unless it is an emergency call. If you leave a message, the teacher will return your call after school hours. **Please do NOT call teachers at their homes unless you are requested to do so by the teacher.**

### TRANSFER PROCEDURES

Parents are asked to notify the Main Office in advance of the date of transfer. The following information should be given:

Name and grade of child  
Reason for transfer  
Address of new school and zip code  
Last date your child will attend St. Ann's

You will then be asked to complete a transfer card.

Upon receipt of the above information, when a request has been mailed from the school your child will be entering, the school secretary will mail out the transcript of scholastic record and standardized testing results, and health record directly to the school providing that:

All text and library books have been returned  
All bills are paid to date

**\*\*\*PACE/ICST records will be forwarded only with parental permission. Please specify if you want the records to be sent. If not specifically requested, they will not be sent.**

### VANDALISM

Students and their parents shall be responsible for all damages to equipment or school property. This responsibility applies in the matter of books and supplies of all kinds, as well as equipment, buildings, and grounds. As with any disciplinary action, due process shall be given to the student or other appropriate parties before any disciplinary action is determined. (As Per Diocesan Policy)

### STUDY HABITS CHECK LIST

Perhaps this check list of study habits will prove helpful to home study:

- . Understanding the assignment
  - . Do you make sure you understand the assignment before you leave the class?
  - . Do you make sure you understand the purpose of the assignment?
  - . Do you write the assignment in an assignment notebook?
- . Scheduling your study time
  - . Do you have a definite time schedule for each subject?
  - . Do you distribute your time so as to give adequate attention to all courses?
  - . Do you avoid interruptions during your scheduled time?
- . Finding materials quickly
  - . Do you use textbook aids efficiently- table of contents, index, chapter, and section headings?
  - . Do you use the library card catalog, The Reader's Guide, and other tools for locating information quickly?
  - . Do you keep accurate notes of teacher suggestions and directions for doing assignments?
- . Applying yourself to your work
  - . Do you plan your work in advance?
  - . Do you begin work promptly?
  - . Do you keep your mind on the subject and not on distractions?
  - . Do you try to develop your powers of concentration?
  - . Do you anticipate deadlines so that you will have your work done on time?
  - . Do you get your assignments in promptly?
- . Providing good physical conditions for study
  - . Do you have a straight-back chair and a clean desk for your study?
  - . Do you regularly sit up comfortably straight.
  - . Do you keep the air in your study room fresh and reasonably cool?
  - . Do you have sufficient light directed over your shoulder to give you good illumination without fatiguing glare?
  - . Do you have pencils, pens, paper, and other materials on hand for use?
- . Analyzing study habits
  - . Do you make frequent checks of your study habits to make sure you are improving?
  - . Do you work on increasing your vocabulary?
  - . Do you try to improve your reading speed and comprehension?

### **HELPFUL HINTS**

1. Money should always be in an envelope with the child's name, purpose, and amount enclosed.
2. All students must use book bags and all textbooks must be covered.
3. Show an interest in the school work that your child brings home.
4. Give him/her responsibility suitable to his/her age and ability.
5. Attend meetings that have to do with your child's progress.
6. Teach him/her to obey school patrol at all times.
7. Cooperate with the school in all regulations that will assist your child.
8. If any problems, questions, or doubts concerning the school or the school policies arise, please contact the individual teacher or the principal.