

St. Ann Catholic School

2026 – 2027 Handbook

Celebrating 70 years of
EXCELLENCE IN EDUCATION



365 N. Cool Spring Street • Fayetteville, NC 28301

(910) 483-3902

**St. Ann Catholic School
2026-2027**

Welcome to St. Ann Catholic School, “Where students enter to learn and depart to serve.”

Mission Statement

We are a culturally diverse Catholic School that serves the entire community by promoting academic, spiritual, physical and moral excellence in a safe structured environment. Our students enter to learn and depart to serve.

Our History

The first elementary school in North Carolina to admit all ethnicities and all religions, St. Ann Catholic School welcomed its first classes in the fall of 1956. Originally a K-6 school, the grade configuration and the facility itself have changed over the years to accommodate students’ needs. (The most recent addition came about in 2001.) What has not changed is the determination to preserve the Catholic School tradition and to serve as a beacon of faith – especially for the majority of our students who are military dependents.

Vision Statement

The vision of St. Ann Catholic School is to become a diverse community of global learners, where students will perform at their highest academic levels within an environment of strong Catholic values.

St. Ann Catholic School is staffed by dedicated lay teachers and paraprofessionals.

St. Ann Catholic School is part of the Roman Catholic Diocese of Raleigh and reaccreditation was granted by Cognia in 2022.

Faculty and Staff

Pastor	Father Matthew Nwafor
Principal	Mr. Lee Pittman
Pre-K	Mrs. Catherine Bolton
Kindergarten	Ms. Sandra Zuluaga
Grade 1	Mrs. Leslee Dodge
Grade 2	Mrs. Erin Coughlin
Grade 3	Mrs. Dawn Sifuentes
Grade 4	Mrs. Annielyn Claro
Grade 5	Mrs. Maria Cartier
Grade 6 (Homeroom).....	Mrs. Theresa Williams
Grade 7 (Homeroom).....	Mrs. Katie Desjardin
Grade 8 (Homeroom)	Ms. Kathleen Stoneburner
Literature/Language Arts (Middle School).....	Ms. Kathleen Stoneburner
Math (Middle School)	Mrs. Katie Desjardin
Science (Middle School)	Mrs. Theresa Williams
Social Studies (Middle School)	Mrs. Desjardin & Mrs. Stoneburner
Religion (Middle School)	Mr. Antony Bishop
Art	Mr. Faber, Volunteer
Music/Band	Mrs. Sharona Carter
PE	Mr. Mitch Adams
Spanish	Mrs. Claudia Vargas
Administrative Assistant	Ms. Sara Joyce
Bookkeeper.....	Mrs. Susan Harris
Crossing Guard.....	Mr. Ernest Brown
Custodian.....	Mr. M.B. Herring

ACADEMIC POLICIES

Students are expected to perform to the best of their ability. Advancement to the next grade is determined by the grades achieved during the school year.

St. Ann Catholic School follows the curriculum developed by the Diocese of Raleigh. The courses of study include:

Art
Language Arts: Reading, Literature, Writing, Grammar, Spelling, Handwriting
Library
Math/Algebra
Music
Physical Education (PE)
Science
Spanish
Social Studies
Theology

ADMISSION POLICIES

As a Catholic school in the Diocese of Raleigh, St. Ann Catholic School has a racially non-discriminatory policy for all students and admits students of any race, color, national and ethnic origin to the rights, privileges, programs and activities generally accorded or made available to students. Our school does not discriminate on the basis of race, color, national and ethnic origin in administration of our educational policies, admission policies, scholarship and loan programs, athletics or other school-administered programs.

Office of Education
Mr. Marcelo Eureste
Superintendent of Schools
Catholic Diocese of Raleigh

Priority is given to Catholic children. All others are welcome when space is available with the understanding that:

- ! All students participate in the religion program.
- ! Once a student is accepted, re-enrollment is not denied because of religion.

The following are used as criteria:

- ! Applicant meets age requirement of 4 years old by August 31 for Pre-K, 5 years old by August 31 for Kindergarten, and 6 years old by August 31 for Grade 1.
- ! Applicant meets the academic readiness requirement as indicated by student records and entrance screening. Applicants demonstrate necessary social skills and study habits.
- ! Parent completes necessary forms and submits required documents.
- ! Registration fee is paid and tuition agreement form is signed.
- ! Space is available in the class.

Applicants with special learning needs that cannot be met by St. Ann educational programs are not accepted.

Upon approval by the principal and payment of all necessary fees, a student may be enrolled at St. Ann Catholic School. Please note that full admission is not granted to any student until the successful completion of a 60-day initial period of probation.

At the time of a student's registration, each parent or guardian shall present the following documentation for the student:

1. Certificate of Health
2. Birth Certificate
3. Record of Immunization

4. Baptismal Certificate (if applicable)
5. Social Security Number
6. Signed Parent Release
7. Report card(s) from previous school(s)

Attendance (Absences and Tardies)

Parents are asked to call the school by 8:30 a.m. on the day a student will be absent. When returning to school after an absence, students must bring a note, dated and signed by parent/guardian. This rule applies even if the school has been notified orally.

Frequent absence may seriously affect a student's academic progress; therefore, parents are expected to make arrangements with teachers so that a student will be able to keep up with assignments and class work during the time of an absence. Upon returning to school, it is the student's responsibility to make sure all assignments have been handed in and all tests have been taken **within three (3) days**. Repeated, unexcused absences may result in retention.

If a student must leave school during the school day, a parent must check the student out through the office. No students may be checked out after 2:30 p.m.

In the case of a scheduled appointment (doctor, dentist, etc.) a note should be sent to the homeroom teacher the day before the child will be absent.

If parents need to request that a student's absences be excused because of a planned family vacation, the parents need to schedule a meeting with the principal at least three (3) school days prior to the scheduled vacation.

The Diocese of Raleigh's attendance policy states:

A parent/guardian is to notify the school/center within the first hour of class if a child is not able to attend class and state the reason for the absence. Parents will be notified when a student has accumulated three unexcused absences in a school year. Parents will be required to meet with the principal to develop a plan to support the student's attendance. If the attendance does not improve, the parents will be notified in writing after six unexcused absences that they may be in violation of the Compulsory Attendance Law of North Carolina (N.C. G.S. 115C-378). An assessment will be made to determine if the situation constitutes educational neglect. If it is determined that the situation constitutes educational neglect, the Office of Education of the Diocese of Raleigh will be notified to determine further action. Absences may affect a student's promotion to another grade. The academic performance of a student who has accumulated thirty (30) or more days of absence is to be reviewed to determine if the student is ready for the academic work of the next grade.

Per the diocesan policy, if a student has accumulated three (3) absences and we have not been notified of those absences, parents will be contacted and required to meet with the principal. If a student continues to be absent and the school office has not received any communication regarding the absences, parents will be notified in writing after six (6) unexcused absences that they may be in violation of the Compulsory Attendance Law of North Carolina.

Furthermore, written notification will be sent home if a child accumulates more than 10 days of absences (excused/unexcused/multiple tardy days). A written request for conference will be sent home if a child accumulates 15 or more days of absences (excused/unexcused/multiple tardy days).

Our school day begins on time each day as do each of our classes. When a student is late for school/class, he/she is missing valuable instructional time. Parents should make every effort to make sure that their child arrives to school prior to the beginning bell. Students are considered late after 8:05 a.m. Should a student accumulate five (5) incidents of tardiness, the five (5)

tardies will be counted as one (1) absence on the attendance record. In addition, the parent and the student will be scheduled for an appointment with the principal. Students who leave school before 11:30 a.m. are marked absent. Students who arrive after 11:30 a.m. will be marked absent. **Parents should note that 5 (five) incidents of tardiness equal an absence.**

Aftercare (concludes at 6:00 p.m.)

These services are available to all students. There is no registration fee. All fees paid are non-refundable – no refund will be given due to severe weather, illness or trips. Any parent who wishes for a child who does not routinely attend Aftercare to attend on any given day must email the Director, Ms. Fortuna, before noon on the day the student needs to attend Aftercare at: aftercare@mysacs.org

Beforecare (begins at 7:00 a.m.)

Any student that needs to arrive at school before his designated arrival time must be checked into Beforecare. Parents may use the church parking lot when dropping off students for Beforecare. Parents must walk the student to the Social Hall on the church side of the Social Hall to check in the student. Please contact Ms. Fortuna for more information regarding this program via email at: aftercare@mysacs.org.

Beta Club Eligibility Standards

Membership in the Junior Beta Club is based on academic standards as well as character and service to others. After the first and second quarter of the year report cards are distributed, a ballot is prepared consisting of those students who have accomplished Honor Roll or Principal's list for that quarter from the 6th, 7th, and 8th grades. This ballot is then given to each teacher that directly deals with these students (including Religion, PE, Spanish, Music). These teachers vote based on the good character and the student's willingness to serve others. To be selected for membership, the student must be UNANIMOUSLY elected by these faculty members.

Once initiated into the BETA Club, the member must maintain that "honor roll" academic standard or face suspension from the Club until the teacher in the subject area where the deficiency occurred releases him/her from suspension. A member can also be suspended from the Club for behavior that would violate the character component or that would bring discredit to the Club and the school. Suspension from school for any amount of time will automatically result in suspension from the club.

Cell Phones

Students are not permitted to have cell phones in their possession while they are on school grounds. Cell phones simply provide too much potential for misuse; therefore, students will not be allowed to have them. Should a student need to reach a parent by phone during the school day, he/she should make a teacher aware of the need, and the parent will be contacted by the front office. If a cell phone is found in the possession of a student, the cell phone will be confiscated and can only be retrieved by a parent.

Cheating/Plagiarism

All students are expected to do their own work, and they are held accountable for it. Any alleged incident of cheating or plagiarism will be investigated by the principal and verification will result in severe consequences.

Child Abuse Laws

In cooperation with Prevent Child Abuse in North Carolina, a safe environment program exists in the Diocese of Raleigh. More than 25,000 staff and volunteers have been trained to recognize and report child abuse and neglect. Regular training is provided to staff and volunteers to help them know the proper protocols if they suspect abuse or misconduct. All accusations of sexual abuse, past or present, are reported to law enforcement pursuant to North Carolina law.

Class Observations

Parents are welcome to observe instruction in their child's class at any time with the prior notification of the principal. This is necessary to maintain a secure learning environment.

Communication

Effective communication between parents and the school is a prerequisite for a student's success. Most of this communication occurs between the classroom teacher and the parent. Miscommunication or gaps in communication make it more difficult to achieve our goal, which is the quality education of our students.

St. Ann has established several important means of communication with parents:

School Newsletter: This newsletter is published weekly and emailed to all families. It includes news of student and school activities and can be found on our website. The website address is stannecatholicsschool.net.

Social Media: Our school has a Facebook page that may be viewed at: <https://www.facebook.com/St.AnnCatholicSchoolFayettevilleNC>

Back to School Night: Attendance at this event is required of **ALL** parents. There will be a general assembly led by the principal and a meet-the-teacher session in each classroom.

Gradelink: This is an online system whereby parents can review students' assignments, grades, and schedules. It is also used to record attendance and each registered student/family are assigned a user ID and password by the office staff in order to gain access. Payments may also be made towards family billing accounts via Gradelink.

Interim Progress Reports and Report Cards: These reports are published at mid-quarter and at the end of the quarter. Interim Progress Reports check the progress of a student and allow time for the student to make any necessary adjustments to study and work habits in order to ensure success on the report card. It is not a report of record. Report Cards are the forms of record that chart the success of the student. Both of these provide opportunities for parents and teachers to exchange information for the good of the child.

Parents are required to sign and return these forms and are urged to request a conference if there are concerns about a child's progress. Final averages are based upon performance and participation in class, homework, tests, and projects. Teachers explain their grading practices during Back to School Night.

Parent Conferences: Scheduled conferences are held following the end of the First Quarter. These provide an opportunity for parents to meet with the teacher to discuss a student's progress. Parents or teachers may arrange conferences at times other than the scheduled conference time.

Parents are urged to contact the teacher first when problems begin to appear. The principal may be called in to assist at times. This is especially important if there is disagreement with something that has taken place in school. Usually a few minutes spent talking through a situation with the school staff is all that is needed to bring about a solution.

In requesting a conference, parents are asked to send a note to the teacher indicating the reason for the conference and suggesting a possible time. We recommend that conferences be held between 3:00 p.m. and 4:00 p.m. when teachers are not directly responsible for the supervision of students.

Attempts to conference prior to school without an appointment are discouraged as well as during dismissal. Both the parent and the teacher need to be prepared to share information in a comprehensive manner as well as respect the need to protect confidentiality.

Teachers should not be called at home or on their cell phones unless there has been a specific agreement between the parent and the teacher. Teachers may be emailed at any time.

Conduct-Inside/Outside the School

The student is a St. Ann Catholic School student at all times. School officials may discipline a student who engages in conduct, (whether that student is on campus or not when the behavior occurs), that is detrimental to the school.

Confidentiality

Teachers will keep confidential information entrusted to them as long as no one's life, health or safety is at stake. Parents will be promptly notified of a teacher's concern.

Cooperation

The education of the children is a partnership between parents and the school; therefore, it is incumbent upon all parties to cooperate for the benefit of the child. Parents, as well as children, must comply with the school regulations and respect the authority of the school officials. Just as the parent has the right to withdraw a child if desired, **the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irrevocably broken.**

Custody

The school must have accurate custodial information on file. Parents/guardians must provide this information during the time of admission or when the child's status changes.

While the hope is that both parents - custodial and non-custodial - would share pertinent information regarding their child, the school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. The non-custodial parent has access to academic records and other school information regarding his or her child. Any court orders to the contrary should be forwarded to the school by the custodial parent through a court-certified copy of the court order.

Discipline Code

St. Ann Catholic School seeks to maintain a climate of Christian community, respecting the uniqueness and value of each student. We believe that our respect for God is shown through the way we treat others. The basis of our discipline policy is; "Love your neighbor as yourself." Our Religious Education program supports our discipline code.

To encourage students to behave appropriately and productively, teachers and staff will reinforce positive behaviors. When students disrupt the learning environment or otherwise stray from good conduct, the following plan will be implemented.

Level 1 Misbehavior – Classroom Procedures	
Examples of Misbehavior (not exclusive)	Examples of Consequences
*Not following classroom and/or school rules *Disruptive conduct *Not being prepared/having done homework *Unkind to peers	*In-the-classroom consequences (“move your clip” or lose a Dojo point) *Silent Lunch *5 minutes of reflection at recess * Parent Contact
Administration can deliver more severe consequences as needed	

Level 2 Misbehavior – Office Referral	
Examples of Misbehavior (not exclusive)	Examples of Consequences

*Physical aggression *Offensive language *Continued disobedience towards Teacher/Staff	*Any Level 1 consequence *Detention (after school) *Conference with Administrator *Phone call home to Parent(s)/Guardian(s)
Administration can deliver more severe consequences as needed	

Level 3 Misbehavior – Sent Home	
Extreme behaviors will require a parent/guardian to collect their child.	
Level 3 misbehavior will result in Out of School Suspension (OSS) for a minimum of one day, and depending on the severity of the behavior, suspended for three days.	
Examples of Misbehavior (not exclusive)	Examples of Consequences
*Aggression with the intent to harm others *Harassment *Repeated Level 3 misbehaviors *Possession of a weapon-similar object on school property (toy knife, toy gun, etc.)	*OSS (1-3 days) *Parent meeting with Administration *Expulsion (as determined by Administration)
Administration can deliver more severe consequences as needed	

Level 4 Misbehavior – Patterns for Expulsion	
Extreme behaviors will require a parent/guardian to collect their child.	
Level 4 misbehaviors will result in OSS (4-10 days) and the creation of a Behavior Improvement Plan (BIP.)	
Examples of Misbehavior (not exclusive)	Examples of Consequences
*Repeated Level 2 and Level 3 misbehaviors *Possession of drugs or alcohol *Possession of a weapon *Sexual activity	*OSS (4-10 days) *BIP *Parent meeting with Administration *Expulsion (as determined by Administration)
Administration can deliver more severe consequences as needed	

THERE IS ZERO TOLERANCE FOR FIGHTING AT ST. ANN CATHOLIC SCHOOL

Student fighting will result in a minimum of a three (3) instructional day suspension for all students involved in the altercation. A longer suspension may be determined at the discretion of the principal. Fighting includes intentionally hitting, elbowing, shoving, scratching, biting, blocking passage of, or throwing objects at another person with intent to do harm. It also includes acting or making statements that would cause others to fight.

A second incident of fighting will result in a parent/guardian conference to determine whether the student will be allowed to continue at St. Ann Catholic School.

Bullying is not tolerated at St. Ann Catholic School. This stance is steeped firmly in the belief that all persons have a right to be treated with dignity. Any case allegedly involving bullying will be thoroughly investigated by the principal. Bullying references any situation where a student is victimized by another student or a group of students. The bullying may or may not include physical contact. It may only include verbal harassment. Students and parents should be aware that a proven case of bullying which does not include physical contact will result in suspension if the incident is the first infraction of this kind committed by the student. A second infraction of this nature will result in permanent separation from St. Ann Catholic School. Because there is zero tolerance for malicious physical contact on campus, any proven case of bullying which involves malicious physical contact is punishable by immediate permanent separation from St. Ann Catholic School.

Due Process

St. Ann Catholic School is committed to spending time with a student who faces discipline. The student will be told what he or she did wrong and will be given a chance to be heard.

With regard to suspension or expulsion, the principal is always involved, and the superintendent notified.

In the case of expulsion, written notification of the violation and an indication of the time and place of a hearing will be issued. A hearing is then scheduled with the teacher, principal, pastor and if necessary, the superintendent.

Distance Learning

St. Ann Catholic School has a plan for transitioning to distance learning strategies in the event of a natural disaster, disease outbreak or any other circumstances that make it unsafe or imprudent to continue on-campus education. The judgement of the school administration, in consultation with our pastor (where applicable), and in conjunction with the Catholic Schools Office of the Catholic Diocese of Raleigh, will determine when the change to our school's normal instructional model warrants the transition to distance learning. The strategies used for distance learning are developed by the school administration and faculty.

In the case of a public health crisis/pandemic situation, guidance from public health experts (i.e. NCDHHS and/or CDC) shall be incorporated into St. Ann Catholic School's plan for prudent precautions for student/faculty health. This plan may be modified as necessary. Parents accept and assume all risk of returning their child to school.

Drop Off/Pick Up Procedures

Before School

- Students arriving prior to 7:40 a.m. should be checked into Beforecare in the Social Hall.
- Families may begin daily drop off at 7:40 a.m. each morning.
- Students will report to the Social Hall upon arrival, entering through the Social Hall side door, and will be escorted to the school building by 8:00 a.m.
- Students arriving after 8:05 a.m. are considered late and must be signed-in to school by a parent. Therefore, parents must accompany students who are late in to the office.

After School

- All parents must drive through the church parking lot to pick up their children.
- Make certain your "name card" is visible in the front driver's side window of your vehicle.
- For safety purposes, parents may not park on the street and walk to the pick-up line.
- Pre-K students are to be picked up at 2:40 p.m.
- Kindergarten – 8th graders will be picked up at 3:00 p.m.

Car riders are dismissed at the above listed times and wait in class lines in the parking lot beside the church. Parents are asked to drive through the parking lot and pick up students from the designated area. Parking on the streets is not allowed. Parking on the sidewalk is not allowed.

All are urged to use extreme caution when dropping off and picking up students. Students are instructed to exit a car on the driver's side if at all possible to avoid walking between cars. When this is impossible, students are to walk in front of the car they have exited, similar to leaving a school bus. Drivers are asked not to pass cars in the lane, as children may be entering or exiting cars on the passenger side. The speed limit in the parking lot is 5 mph.

Parents are not to exit their vehicles at drop off or pickup.

In inclement weather, students are dropped off in the church parking lot and proceed to the Social Hall through the gathering space. On rainy days, students are dismissed from the church gathering space. Parents are urged to be attentive to weather reports so that students will arrive at school with appropriate rain gear.

Any student who is not picked up by 3:15 p.m. will be checked into Aftercare. Parents will be charged for this service.

Electronic Devices

Electronic devices are not to be in the possession of a student unless required for instructional purposes by a specific teacher. (I.e. I-Pods, MP3 players, headphones, CD players, video cameras, etc.) Should a student need to use an electronic device on campus to complete a graded project, the parent must request permission in advance from the principal and be prepared to be present on campus to supervise the use of the device. Earbuds, air pods, headphones may only be worn inside the classroom when used for instruction. They may not be worn outside of the classroom.

Emergency School Closing/Delay

- Official notification of any school delays or closings for St. Ann Catholic School will be disseminated via Gradelink.
- Should the school facility be closed at the direction of the Bishop of Raleigh (based on information from the NC Department of Health and Human Services and the Center for Disease Control), parents will be notified via Gradelink, the school website and the school Facebook page.

Emergency Student Information

Parents complete or update information regarding care of children in case of sickness or accident at the beginning of each school year. If there is a change in phone number, address, or person to be contacted, parents are asked to send this information in writing to the front office.

In the event there is a last-minute change to the student's contact roster, the parent/guardian must send an email or written notification to the school's administrative assistant and student's teacher notifying them of the change. The student's records will be updated accordingly.

Extra-Curricular Activities

Clubs and other student activities depend upon volunteers to organize and direct them; therefore, these activities change as the number and interests of staff and parent volunteers change. Parents are encouraged to volunteer their time and talent to extra-curricular programs.

Clubs and activities currently offered include:

- ! Altar Servers: Grades 3-8; Deacon Gary Stemple, Advisor
- ! Battle of the Books – Mrs. Coughlin, Advisor
 - o Students must be reading above their grade level according to standardized testing results.
 - o Students must have an A in reading.
 - o Students must have the recommendation of their teacher.
 - o Culminates in competition.
- ! Band: Grades 4-8
 - o Organized by Mrs. Carter
 - o Fees are paid directly to the band teacher.
 - o Meets weekly after school.
- ! Chorus: Grades 4-8

- o Organized by Mrs. Carter
- o Meets weekly during school
- o Performs for school and community functions
- ! Mass Choir: Grades 4-8, Ms. Attaway, Director
- ! National Junior Beta Club; Grades 6-8; Induction required; Mrs. DeJardin, Advisor
- ! Piano – Ms. Williams & Ms. Tapia
- ! STEM – Mrs. Sifuentes, Advisor
- ! Theology of the Body Club: Grades 6-8, Advisor TBD
- ! Yearbook Club - Mrs. Sifuentes, Advisor

Note: Middle School students must maintain a “C” average or above in each class to participate in SACS extracurricular clubs and activities.

Field Trips

Educational field trips are planned during the course of the year. Parental permission in writing using the standard school field trip permission form is required for students to participate. Permission cannot be accepted over the phone. Pre-school siblings are not permitted to accompany classes on field trips.

Students not participating in the trip are expected to attend school the day of the trip. The school reserves the right to refuse permission for a particular student to go on the trip in case of misconduct.

Fundraising

St. Ann Catholic School is able to operate in large part because of tuition and the subsidy it receives from St. Ann Catholic Church. The financial support, however, stops short of completely funding all school programs, resources, and projects. Fundraising, then, is essential to this school just as it is for all schools in the Diocese of Raleigh.

The 8th grade class may do some minor fundraising to support their end-of-the-year/graduation activities. There may also be a fundraiser to specifically support the school’s music program. Other school clubs may raise funds for specific ventures.

At times during the year, we will engage in activities to raise funds for the needy. (Example: Operation Rice Bowl.) These are not fundraisers designed to support the school. They are activities promoted to teach our students selflessness, civic mindedness, and the importance of “giving back”.

Health

If a student becomes injured or ill during school hours, the parent or person listed on the Emergency Form is contacted by the school office. **In the case of serious injury or fever, the student must be picked up within the hour.**

Parents are urged to keep the emergency information up to date to prevent undue stress on the students in cases of serious injury or illness.

If a student needs to receive medicines during the school day, the principal or the delegated person is permitted to administer prescription and non-prescription medication with the required documentation. This includes a permission form signed by the parent and the physician indicating dosage, time of administration, and side effects (prescription and non-prescription). Medication must be in the original bottle. Parents may request a second bottle at the pharmacy in cases where the student takes the medication at home also.

Students are never allowed to carry prescription or nonprescription medication to or from school, or to have it on their person in school. All medications are to be kept in the school office. This includes cough drops.

If a student is taking a new medicine for the first time, he or she must remain home until the effect of the medicine is determined and the parent will be able to observe the child.

Students who have been ill with a fever must remain at home for 24 hours fever free without the aid of a fever reducing medication. Students who experience vomiting or diarrhea must remain at home until they are free from vomiting or diarrhea for 24 hours without the aid of any medications.

Homework

Homework is assigned to reinforce academic skills, develop interest and enthusiasm for a subject, and promote study habits and a sense of responsibility. The amount of homework and time spent will vary according to the age and ability of the student. The school policy for homework is 10 minutes multiplied by the grade level. (I.e. first grade is 10 minutes; second grade is 20 minutes, etc.) Ordinarily, no written assignments will be given on Wednesdays. This is to allow for family time and also to work on long-term assignments or extra reading and study.

Parents are asked to arrange a time and place for homework that is conducive to study. Often, they will need to monitor the homework time, give assistance when needed, check to see that all work is completed and stored properly in the book bag so that it can be available to be submitted when required. It is not the responsibility of the staff of Aftercare or Beforecare to make the final confirmation of having homework completed. Parents should contact the teacher if consistent problems arise at home regarding the completion of homework. Often these problems can be easily resolved with effective communication between parent and teacher.

In case of absence, it is the student's responsibility to find out the assignments missed and make up that work in the time allotted. Students have five (5) days in which to make up any missed work following an excused absence.

Grading Scale

St. Ann Catholic School utilizes a seven (7) point grading scale:

- A: 100-93
- B: 92-85
- C: 84-77
- D: 76-69
- F: 68-0

Insurance

Each student attending St. Ann Catholic School is required to have insurance coverage. Parents indicate the type of insurance covering their child at the beginning of the year.

Library Books

We are fortunate to have a relatively new collection of books in our school library. It is one we hope to maintain and expand. Students are encouraged to borrow books frequently, but they are required to return the books when they are due.

If a book is not returned after 14 days of the due date, then the full amount of the book will be charged to the parent on Gradelink.

Liturgy and Prayer

Each of our classes begins with prayer. Prayer and worship are encouraged during the school

day. Students are given the opportunity to participate in Mass weekly and to help in planning the Liturgy or take part in some ministry during the service. Students must sit with his/her class. Prayer services and devotions, especially during Lent, Advent, and Holy Days, are provided for the students.

Lockers

Lockers are located in the middle school wing of the school. Each middle school student is assigned a locker in which to store textbooks, notebooks, etc. Students are discouraged from using lockers to store valuables or any item that violates school rules. Students are expected to maintain their lockers in an orderly fashion. As lockers are the property of the school, staff reserve the right to inspect lockers at any time should the need arise.

Lunch

Students may purchase lunch through My Hot Lunchbox or bring a bag lunch from home. Orders are placed and paid for online. No orders can be placed through the school office.

Lunch from fast food restaurants and local restaurants is **not** permitted to be dropped off for students during the school day. Door Dash, Grub Hub or other deliveries are **not** allowed. Soda is not allowed at school. Glass containers may not be brought to school.

Lunch shifts: PK – 3: 10:50 – 11:15 am
4 – 8: 11:20 – 11:45 am

Parent Organizations

The School Advisory Committee consists of appointed members from the community, parish and parent body. The Board reviews policy, encourages strategic planning, promotes development activities, and assists the pastor and principal in the governance of the school. The Board is advisory in nature and does not make policy, regulate curriculum or deal in matters of employment.

The School Improvement Team (SIT) group meets monthly to monitor the school's progress toward the attainment of goals established to ensure continuous improvement at the school. The membership of the SIT includes a cross section of the school's stakeholders.

Parent Role

Research confirms that a student whose parents assume an active role in his/her education has a far greater chance of thriving academically. Our fervent belief in the philosophy is that our parents are valued as an integral part of the teaching learning process. Parents are welcome and encouraged to be present in the process in every way possible and to communicate openly and frequently with school staff. That level of involvement ensures a positive school experience.

Parental School Visits

Our first priority is the safekeeping of our students; therefore, all persons (including parents) who visit the school during the school day must first report to the office via the front door (on Grove Street) to sign in.

Under no circumstances should any visitor to our school go directly to a classroom without the direction of office personnel. Moreover, as much as “goodies” and treats from parents are appreciated by students and staff, it is imperative that parents obtain permission to place these in the teachers’ lounge or bring these to classes.

Parties

Classroom parties are limited to special occasions determined by the principal and staff. Birthdays of younger students may be observed at snack or lunchtime. **Parents must contact the teacher prior to sending in a birthday treat.** Treats are limited to cookies, cupcakes or

wrapped snacks. No treats may be 'home baked'. The Health Department requires that anything the students eat at school must be from a kitchen inspected by health officials.

In the event of an individual party held off campus invitations must be mailed to the homes unless every child in the class is invited. Invitations addressed to only a few children in the room are not to be distributed in school.

Physical Contact

Each student is expected to respect the private space of other students. As such, physical contact is strongly discouraged, and public displays of affection will not be tolerated.

Retention

If the developmental stages and academic progress of a child are inconsistent with his/her chronological age and non-promotion seems probable, parents will be notified as early as the end of the 2nd quarter but no later than the end of the 3rd grading period.

Recess

No toys, electronic games, or other devices may be brought to school at any time. During recess the children will be engaged in both organized play and free play. The teachers review the rules for the playground with the students. Only grades Pre-K – 5th grade have daily recess.

Records

- If a parent/guardian wishes to review their child's record, the school is to be given 24-hour notice by putting the request in writing to the principal.
- **Buckley Amendment** (Non-Custodial Parent) St. Ann Catholic School is in compliance with the Buckley Amendment. Parents may have access to their children(s) records by contacting the office. An appointment will be granted within one week of the request. The custodial parent is responsible for communicating school related information to the non-custodial parent. The non-custodial parent has the same rights according to the Buckley Amendment, as the custodial parents, to review a child's record, school textbooks and instructional materials unless the court rules otherwise. All divorced parents shall furnish the school with a copy of the custody (only) section of the divorce decree. In the absence of a court order, the school shall provide the non-custodial parent access to academic records and other school-related information regarding the student. This information will help us determine when, if ever, a student can be released to the non-custodial parent.

Registration

Re-registration of students currently enrolled takes place in early spring. Places are not held for currently enrolled students beyond the re-registration deadline. All registration, books, technology, and prepaid tuition fees are non-refundable. Please speak with the principal in cases of deployments.

Spirit Wear

Spirit shirts may be worn every Friday, unless otherwise stated by the principal. Spirit shirts must be worn with approved uniform bottoms (pants or skirts, or shorts during the spring uniform months.) Students must wear uniform dress shoes. PE shorts, PE pants and PE tennis shoes are NOT authorized for wear on Fridays. Only uniform approved outerwear (SACS sweaters, SACS jackets) is acceptable. Should a student choose not to wear his/her spirit shirt on Friday, he/she must wear his/her uniform polo shirt.

Safety

Students are never to open the school doors to visitors. This is a safeguard for all.

Social Media

Engagement in online social media such as, but not limited to, Facebook, Twitter, Instagram, etc. may result in disciplinary actions if the content of the student's page includes defamatory comments that impact the school or learning environment.

Students with Special Needs

The Diocese of Raleigh Catholic Schools acknowledge that there are students who require special services to meet their full human potential.

Admittance of a student with an IEP will be determined individually. Parents must make known to the administration any special needs of their child prior to discussion of admittance. Failure to do so may result in the student's removal from the school roll. St. Ann Catholic School has limited resources to accommodate special needs. Issues of justice to the student guide our decisions. The school will not discriminate against otherwise qualified individuals on the basis of disability if the student can, with reasonable accommodation, meet the requirements of the school.

St. Ann Catholic School is committed to all students reaching their full potential. In the event that a student has a diagnosed special need (documented by licensed medical personnel) accommodations may be offered that can be reasonably made within the normal general education classes and when the school has the resources (academic/staff) available to accommodate the students' needs. However, modifications to academic requirements or alterations in general course of studies will not be made.

If a student cannot be accommodated within the school program, every effort is made to assist with placement in another school program beyond St. Ann Catholic School.

Student Recognition

Principal's List: To be eligible for this distinction, students must have attained all A's as their final subject grades in any given quarter.

Honor Roll: To be eligible for this distinction, students must have attained A's and B's in all of their subjects in any given quarter.

Graduation Cords: These awards are based on 8th grade yearly class average.

Perfect Attendance: (Quarterly and yearly) Students must be present every school day with less than five (5) tardies.

President's Education Awards Program: (8th grade students) Sponsored by the U.S. Department of Education, the President's Education Awards Program has honored graduating elementary, middle school and high school students for their achievements and hard work and has provided individual recognition to students whose outstanding efforts have enabled them to meet challenging standards of excellence.

Terrific Kids: This program is sponsored by the Kiwanis Club, a national/local civic organization. Selection is made by the elementary teachers. Recipients are awarded at quarterly awards ceremonies.

Teachers' Lounge

This area is for teachers and staff members only. It is completely off limits to students. Students who violate this restriction will be disciplined appropriately by the principal.

Telephone

Students may not place or receive calls during school except in case of emergency. The teacher or principal determines if it is urgent. If it is, the Administrative Assistant will coordinate the communication.

Testing

iReady Assessment is a standardized diagnostic assessment administered in kindergarten – 8th grade three (3) times a year to assess student growth.

ARK (Assessment of Religious Knowledge) is administered to grades 2 – 8 to assess students' religious knowledge, beliefs, and understanding of Catholic teachings.

Textbooks

All textbooks and workbooks are the property of the school and are loaned for student use during the school year. All books must be covered and kept in a book bag when being carried out of the school. If a book is lost or damaged, the student pays the replacement price or a fine to the school at the end of the school year.

Transferring students

Students transferring to another school are required to return all books and school owned materials to the teacher. All fees must be paid. The receiving school will ordinarily send a request for the records to be sent. Upon written request, transcripts of records will be mailed directly to the receiving school. Only the contents of the academic file will be forwarded to the new school if a child transfers. Students' permanent records are not given directly to parents except in cases of overseas transfers. For overseas transfers, copies of records may be hand-carried.

Tuition

Tuition can be paid in full by June 1st of the year or it can be paid in two (2) payments -June and December. Monthly payments are made through F.A.C.T.S. - a tuition management company used by the school. A \$50 set up fee is charged to families using this service. Payments are deducted from the payee's bank account each month. Failure to keep up with payments may result in a request for a different placement for the student. The payee is responsible for all tuition payments prior to the end of the school year.

Tuition is nonrefundable in cases of withdrawal, unless the family relocates for employment reasons. Should that be the case, an official letter from the employer is required.

Registration and tuition rates are determined by the principal with counsel from the School Advisory Committee and the Pastor and published prior to registration each spring. All fees paid are non-refundable. The Instructional Fee and Technology Fee help defray the cost of textbooks, library and computer materials, standardized testing, duplication, art and music supplies, classroom materials, and technology such as maps, kits and visuals. Tuition fees help defray the cost of major operating expenses including salaries and utilities.

Tuition Assistance is available to families demonstrating severe financial hardship. Applications may be obtained through the principal or online at: www.factstuitionaid.com. Deadline for tuition assistance applications is March 1st.

UNIFORMS

St. Ann Catholic School strives to create the most conducive environment to learning. The proper wearing of our uniforms reduces the amount of daily distractions for our students, allowing them to focus on their education and spiritual growth. It is the expectation of St. Ann Catholic School that all students adhere to our school uniform guide. Parents are ultimately responsible for ensuring that their child has appropriate school uniforms outlined in our uniform guide. Our official uniform vendor is Flynn O'Hara.

However, if and when students do not follow the school uniform policy, the following actions will be taken to support our students and families to ensure our vision of excellence is being met.

Offenses	Disciplinary Actions
First	Warning – Violation slip issued to student for parents' signature
Second	Parent phone call from teacher/ Annotated in Gradelink account (To notify parent(s) of non-uniform compliance)
Third (repeat for all further offences)	Parent phone call from front office/ Annotated in Gradelink account (Parents will be asked to bring a proper SACS uniform in)

PLEASE REFER TO THE ST. ANN CATHOLIC SCHOOL UNIFORM GUIDE.

Dress Code Restrictions

- ! **All pants must be worn at the waist with a belt.** Belts must be plain – no ornamentation of any kind on either the strap or buckle.
- ! The manner of a student's wear of the school uniform shall be neat, clean, **properly fitted**, age-appropriate and suitable for the learning environment.
- ! **Sweaters/fleece/jacket:** Only those with SACS logo are permitted. If a student feels the need to wear a jacket in the classroom during winter months, only a St. Ann jacket with the appropriate logo is permitted.
- ! **Shoes:** Tennis shoes are only permitted on P.E. days. They must be a solid color (all black or all white) and be without lights or wheels. All other days' students must wear black, brown, or navy hard bottom shoes. Saddle oxfords are also permitted. No sandals, flip-flops, open-toed shoes, Sperry's or Heelies are permitted. Boots are not permitted.
- ! No emblems, lace, or hoods permitted on any part of the uniform. No colored T-shirts may be worn under uniform shirts.
- ! **SOCKS (NAVY, BLACK, WHITE) MUST COVER THE ANKLE.**
- ! **Jewelry:** Only girls are permitted to wear earrings and they are only permitted to wear a single stud in each ear. No Apple or other "smart" watches may be worn to school. Watches must be a neutral color. Watches are permitted providing they have no alarms, buzzers, or games.
- ! No make-up is permitted, to include tinted Chapstick/lip balm and perfume/body sprays/scented lotions. Furthermore, no perfume/body sprays/scented lotions should be brought to school. No visible tattoos or body piercings are permitted. Only clear polish or French manicures are permitted. Only simple necklaces and bracelets of a religious nature are permitted.
- ! **Hair:** St. Ann is a traditional school. Hair may not be colored any color other than a natural shade. Any hair adornments worn by students must be purchased from the SACS Spirit Shop or Flynn O'Hara. Headbands must be navy or plaid. Hair beads must be clear or white; no other colors are allowed. All students' hair should be clean, neat, and not cover the face.
- ! Warm weather uniforms are permitted August through October, March through May and at the discretion of the principal.
 - ! Shirts must always be tucked in trousers or skirts, even PE shirts.
 - ! Students are NOT permitted to wear uniform shorts on Mass days.

Use of School Grounds

The school grounds are part of the St. Ann Parish Community Campus. Owned by the Diocese of Raleigh, the grounds are used exclusively for church and school activities. Anyone with the desire to use the school grounds for a purpose other than that for which they were intended should make a request to the principal.

Volunteer Hours

St. Ann Catholic School Service Program requires ALL families to contribute at least 10 hours of service during the school year. Volunteer hour logging will be done through Gradelink.

All parents and volunteers must sign the Diocese of Raleigh Personal Information Sheet Employee and Volunteer Form. In addition, anyone who works with children in a supervisory capacity will be required to participate in the Safe Environment Diocesan Program. Anyone who has not signed the form will not be able to work with children at St. Ann Catholic School. This is a Diocesan regulation for the safety of all children.

Parents who opt not to volunteer services will be assessed an annual fee of \$100 per school year.

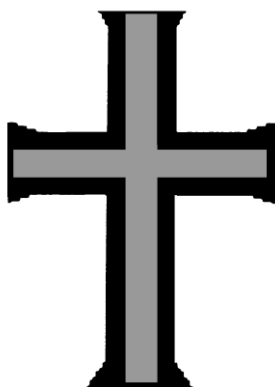
Website

Our website address is www.stanncatholicschool.net. Parents are encouraged to visit this site regularly to stay abreast of information, events and changes related to St. Ann Catholic School.

The newsletter is posted weekly and each of our teachers maintains a class page. This is a valuable resource.

Faculty and Staff Emails:

Mr. Pittman.....	principal@mysacs.org
Ms. Joyce.....	adminasst@mysacs.org
Ms. Harris.....	bookkeeper@mysacs.org
Mrs. Bolton.....	cbolton@mysacs.org
Ms. Zuluaga	szuluaga@mysacs.org
Mrs. Dodge.....	ldodge@mysacs.org
Mrs. Coughlin.....	ecoughlin@mysacs.org
Mrs. Sifuentes.....	dsifuentes@mysacs.org
Mrs. Claro.....	aclaro@mysacs.org
Mrs. Cartier.....	mcartier@mysacs.org
Mrs. Williams.....	twilliams@mysacs.org
Mrs. Desjardin	kdesjardin@mysacs.org
Ms. Stoneburner.....	kstoneburner@mysacs.org
Mrs. Carter.....	scarter@mysacs.org
Mr. Adams.....	madams@mysacs.org
Ms. Coston.....	gudiancounselor@mysacs.org
Mrs. Vargas	cvargas@mysacs.org



St. Ann Catholic School						
August 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Teacher Work Day	4 Teacher Work Day (Mass in Raleigh)	5 Teacher Work Day	6 Teacher Work Day	7 Optional Teacher Work Day	8
9	10 Teacher Work Day; Open House 5-7pm	11 Optional Teacher Work Day	12 First Day of School; Early Release for PK & Kinder	13 Early Release for PK & Kinder	14 Early Release for PK & Kinder	15 Assumption of the Blessed Virgin Mary
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 iReady Testing					

St. Ann Catholic School						
September 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 iReady Testing	2 Teacher Mtg iReady Testing	3 Rosary iReady Testing	4 Early Release; iReady Testing	5
6	7 NO School – Labor Day	8	9	10	11 Progress Reports go Home	12
13	14	15	16	17	18	19
20	21	22	23	24 School Portraits	25 NO School for Students (Teacher PD)	26
27	28	29	30			

St. Ann Catholic School						
October 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Rosary	2	3
4	5	6	7 Teacher Mtg	8	9 Early Release	10
11	12 NO School – Columbus Day	13	14	15 1 st Quarter Ends	16	17
18	19 Report Cards go Home	20	21	22	23 Fall Festival	24
25	26	27	28	29 11:30 Early Dismissal; NO lunch delivery; Parent/Teacher Conferences	30 NO School-Parent/Teacher Conferences	31

St. Ann Catholic School						
November 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 Teacher Mtg	5 Rosary; Make-up School Portraits	6	7
8	9	10	11 NO School - Veterans Day	12	13	14
15	16	17	18 Progress Reports go Home	19	20	21
22	23 NO School - Thanksgiving Break	24 NO School - Thanksgiving Break	25 NO School - Thanksgiving Break	26 NO School - Thanksgiving Break	27 NO School - Thanksgiving Break	28
29	30 School Resumes					

St. Ann Catholic School						
December 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 Teacher Mtg	3 Rosary	4	5
6	7	8 Immaculate Conception of the Blessed Virgin Mary Mass	9	10 6pm – Christmas Concert	11	12
13	14	15	16	17	18 11:30 Early Dismissal – NO Aftercare	19
20	21 NO School - Christmas Break	22 NO School - Christmas Break	23 NO School - Christmas Break	24 NO School - Christmas Break	25 Merry Christmas	26
27	28 NO School - Christmas Break	29 NO School - Christmas Break	30 NO School - Christmas Break	31 NO School - Christmas Break		

St. Ann Catholic School						
January 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 NO School - Christmas Break	2
3	4 NO School – Teacher Work Day	5 School Resumes	6 Teacher Mtg	7 Rosary	8	9
10	11 iReady Testing; 2 nd Quarter Ends	12 iReady Testing	13 iReady Testing; Report Cards go Home	14 iReady Testing	15 iReady Testing	16
17	18 NO School – MLK Day	19	20	21 Class Pictures	22	23
24	25	26	27	28	29	30
31 National Catholic Schools Week Begins						

St. Ann Catholic School							
February 2027							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3 Teacher Mtg	4 Rosary	5 Early Release	6	
7	8	9	10 Ash Wednesday Mass	11 Progress Reports go Home	12	13	
14	15 NO School – Presidents’ Day	16	17	18	19	20	
21	22	23	24	25	26 Spring Portraits	27	
28							

St. Ann Catholic School						
March 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 Teacher Mtg	4 Rosary	5	6
7	8 NO School	9	10	11	12	13
14	15	16	17 3rd Quarter Ends	18	19 Report Cards go Home	20
21	22	23	24	25 NO School - Holy Thursday	26 NO School - Good Friday	27
28 Easter Sunday	29 NO School - Easter Break	30 NO School - Easter Break	31 NO School - Easter Break			

St. Ann Catholic School						
April 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 NO School - Easter Break	2 NO School - Easter Break	3
4	5 School Resumes	6	7 Teacher Mtg	8 Rosary	9	10
11	12	13	14	15 Kinder & 8 th Grade Cap & Gown Pics	16 Early Release	17
18	19	20	21	22	23	24
25	26	27 8 th Grade Mass in Raleigh; Progress Reports go Home	28	29	30 Field Day	

St. Ann Catholic School						
May 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 Teacher Mtg	6 Rosary; The Ascension of the Lord Mass	7 Early Dismissal	8
9	10	11	12	13	14	15 10am-First Holy Communion
16	17	18 8 th Grade Banquet	19	20 8 th Grade Graduation Mass; Pre-K Last Day of school	21 Kinder Stepping Up	22
23	24	25	26	27	28 Last Day of School; 11:30 Early Release; NO Aftercare; Report Cards go Home	29
30	31 Memorial Day – School Closed					

St. Ann Catholic School							
June 2027							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1 Teacher Work Day	2 Teacher Work Day	3 Teacher Work Day	4 Summer Office Hours Begin	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

