

# 2017-18

## Parent – Student Handbook

### Saint Anne Catholic School

**Rev. Thomas Hopper, Pastor**  
**Joseph Noonan, Principal**

#### **School Board Members**

**Kelly Ubanoski, President**

**Victor Paparella**

**Polo Gutierrez**

**Tim Moe**

**Monica Piquet-Rodriguez**

**Zendha Yaklin**

**Carl Sells**

**1111 S. Cherry Street, Tomball, Texas 77375**

**281-351-0093 Office**

**281-357-1905 Fax**

**[www.stanne-tomball.org](http://www.stanne-tomball.org)**



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*\*This handbook contains important information for both students and parents during the school year, reflecting the procedures, requirements, and policies currently in effect for Saint Anne Catholic School and the Archdiocese of Galveston-Houston. The principal retains the right to amend the handbook for just cause. The school board will review any such amendments at a regularly scheduled board meeting. Parents/guardians will be given prompt notification if and when such changes are made.*

## WELCOME!

August 15, 2017

Solemnity of the Assumption of the Blessed Virgin Mary

Dear Parents, Guardians, Students and Families,

Welcome to Saint Anne Catholic School, operating through the Roman Catholic Archdiocese of Galveston-Houston's Catholic Schools Office. We are accredited through the Texas Education Agency's Texas Catholic Conference of Bishops Education Department (TCCB-ED). In addition, we hold membership in the National Catholic Educational Association. We are, of course, part of the larger Saint Anne Catholic Parish community, and we continue to be grateful to the many parishioners, as well as the school parents, who continue to give generously of their time, talent, and resources to support our mission.

Parents and guardians, you are the first teachers of your children and you lay the foundation for a life of learning and faith. We join you as partners – reinforcing and integrating our Catholic faith in the educational, co-curricular and extra-curricular experiences of the students you have entrusted to us.

This year, we will be celebrating the Feast of the Assumption on the first day of school. The Assumption is a solemnity commemorating the Blessed Virgin Mary being assumed by God — body and soul — into heaven at the end of her earthly life. Christians have honored Mary with strong devotion to her Assumption for more than a thousand years. In 1950, Pope Pius XII issued the Apostolic Constitution, *Munificentissimus Deus*, which officially defined the Dogma of the Assumption, recognizing this belief as a true and necessary part of our Catholic beliefs about Mary. All of our devotions and beliefs about Mary point the way to Jesus as our Lord and Savior. The Assumption thus illustrates to us the truth about Christ's ultimate promise of eternal life for those who believe in Him.

*Please* read this handbook and return the signed release form found in the back, as required, by Friday, August 18. This handbook is the guideline for the appropriate structure, limits, safety, high standards and expectations required for continuing the growth and development of our students.

Yours truly in Christ,

*Joseph Noonan*

Principal

## MISSION STATEMENT

*Saint Anne Catholic School calls young people to holiness;  
preparing them to proclaim and live the Gospel message of Jesus Christ;  
through the education and formation of the whole person.*

## PHILOSOPHY STATEMENT

In a Christ-centered atmosphere, Saint Anne Catholic School teachers and staff believe that learning is a life-long process, support the holistic development of each learner, and believe that every student has the ability to achieve academic excellence within their individual potential. In a collaborative effort with parents/guardians, we dedicate ourselves to forming an active, lifetime learner who embraces Christian values and ethics.

## OBJECTIVES

As an aid to enable students to achieve their full potential, the following objectives are presented:

- Students will be nurtured in an atmosphere that encourages, celebrates, and cherishes those disciplines that develop the body, soul, heart and mind;
- Students will be provided with learning experiences that cultivate curiosity and desire for expansion;
- Students will be recognized for their learning styles, interests and achievements.

## VISION STATEMENT

As the faculty of Saint Anne Catholic School, we are an integral part of the parish and school community:

- We come together to proclaim the Gospel of Jesus Christ, and support our students, their families, and each other in preparing for the future.
- We believe that trust and respect at all levels in our school and is of primary importance.
- We believe that what we teach and how we teach not only impacts our students and families, but our community and the world.
- We choose to be Christian examples for the entire community.
- We teach the whole child and work to create new ways to share excellence in education.

## ROLE OF PARENTS

As stated in the *Declaration on Christian Education*, Second Vatican Council, October 28, 1965:

*“Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principle educators. This role in education is so important that only with difficulty can it be supplied where it is lacking.*

*“Parents are the ones who must create a family atmosphere animated by love and respect for God and man, in which the well-rounded personal and social education of children is fostered. Hence, the family is the first school of the social virtues that every society needs.*

*“It is particularly in the Christian family, enriched by the grace and office of the sacrament of matrimony, that children should be taught from their early years to have a knowledge of God according to the faith received in Baptism, to worship Him, and to love their neighbor. Here, too, they find their first experience of a wholesome human society and of the Church.*

*“Finally, it is through the family that they are gradually led to a companionship with their fellow men and with the people of God. Let parents, then, recognize the inestimable importance a truly Christian family has for the life and progress of God's own people.*

*“The Council also reminds Catholic parents of the duty of entrusting their children to Catholic schools wherever and whenever it is possible and of supporting these schools to the best of their ability and of cooperating with them for the education of their children.”*

## **GOVERNANCE**

### ***A. The Archbishop***

The archbishop, as the chief representative of the Church's teaching authority, is head of the archdiocesan system of schools. Religious education is under the guidance of the director of the Office of Continuing Christian Education.

### ***B. Texas Catholic Conference Education Department (TCCB-ED)***

The Texas Education Agency (TEA) has delegated to the TCCB-ED the responsibility to coordinate all activities related to state accreditation for Catholic schools. Therefore, the TCCB-ED has established standards that a diocesan system of schools must satisfy to be accredited and has adopted an accreditation process.

### ***C. Texas Catholic Conference Education Department Accreditation Commission***

Membership consists of the school superintendents of the fourteen Texas dioceses, other experts in the field of education, and two bishop members who serve as the Episcopal liaison. The commission, through committees, is responsible for operations, ongoing planning of the accreditation process, review of school compliance, and reporting of accreditation status.

### ***D. Archdiocesan Board of Education***

The Archdiocesan Board of Education is an advisory council at the service of the archbishop and responsible to the archdiocese for archdiocesan-sponsored educational programs.

### ***E. Superintendent***

The superintendent of schools is the organizational and instructional leader in the system of Catholic schools of the Archdiocese of Galveston/Houston. The superintendent's specific responsibilities include directing the Catholic school office, supervising central administrative services, implementing the Archdiocesan Board of Education policies, and implementing the TCCED principles and standards for accreditation.

### ***F. Pastor***

The pastor is the spiritual leader of the parish and the ex-officio chief administrative officer of the parish school. It is his duty to see that the teachings of the Church are clearly and accurately presented. The immediate direction of the school and its instructional program is, however, to be delegated to the principal. Satisfactory and effective administration depends on the cooperation and mutual support of both pastor and principal in matters of local educational policy.

### ***G. Principal and Administration***

The principal is the educational leader of the school, possessing full administrative responsibility for the instructional program of the school. The principal is held accountable for school policies outlined in the Texas Catholic Conference Education Department Accreditation Principles and Standards, Archdiocesan School Goals, the Archdiocesan Board of Education Policies, State Rules for Curriculum, and the Catholic School Office Administrator's Handbook of Regulations, and policies established by the local Board of Education

### ***H. Board of Education (School Board)***

This board is the community's liaison to the school. It participates with the pastor in the selection and support of educational administrators. The board identifies goals for the school programs for which it is responsible, provides input toward specific policies, and assists with the evaluation of the effectiveness of school policies and programs. The board also approves the annual school operating budget.

### ***I. Teachers***

The teacher's primary responsibility is classroom instruction. The teacher is responsible for supervision of students, effective communication with parents, and following guidelines of the curriculum for the grade, provided by the Archdiocesan Curriculum in accordance with the Essential Elements of the State of Texas.

## COMPLAINT PROCESS AND LINE OF AUTHORITY

Although the Archdiocese of Galveston-Houston endeavors to establish a harmonious Christian atmosphere within its schools, misunderstandings or differences of opinion sometimes occur. The Catholic Church abides by the principle of subsidiarity, which states that problems should be solved at the lowest level possible. Saint Anne Catholic School abides by this principle and implements it in the following manner:

1. In the event of a particular problem, the teacher will contact parents/guardians in via email or by phone/voicemail. In extraordinary circumstances, the administration may make this initial contact. Faculty members expect parental support in developing and implementing plans to solve problems. A conference should be scheduled if necessary and the student should be included in the conference if appropriate.
2. Should a parent/guardian wish to discuss a problem, the teacher is the first person who should be contacted, via email or phone/voicemail. The teacher should respond to the contact within 48-hours whenever possible. A conference should be scheduled if necessary and the student should be included in the conference if appropriate.
3. If communication with the teacher does not resolve the problem, the appropriate school administrator should be contacted. An unsatisfactory resolution should then be taken to the principal as the final person in the line of authority.
4. Should a problem or concern be in regard an issue beyond the classroom, or involve school staff members, the principal should be contacted initially.
5. A formal grievance may be filed with the archdiocesan Catholic Schools Office. This should be submitted in writing within five (5) working days following the occurrence of the event on which the grievance is based. Information regarding this procedure is available online via the archdiocesan website. Note that the current policy supersedes and replaces all previous policies and statements regarding the institution and processing of formal grievances within Catholic schools.
6. Please respect the line of authority:
  - Faculty or staff member first
  - Appropriate administrator next
  - Principal as the final school authority

## **SCHOOL REGULATIONS**

### ***Admissions***

Saint Anne Catholic School admits all students to the rights, privileges, programs, and activities made available to the student body. Saint Anne Catholic School does not discriminate on the basis of race, color, creed, or national origin in the administration of the admissions, athletic, or scholarship programs.

#### ***J. Admission of Students***

1. Each child must meet requirements as outlined by the Archdiocese:
  - Four-years-old by September 1 to enter Pre-Kindergarten (Pre-K)
  - Five-years-old by September 1 to enter Kindergarten
  - Six-years-old by September 1 to enter the First Grade
  - The child's birth certificate must be presented for proof of age.
2. Baptismal certificates must be submitted for all Catholic students applying for admission. If the child has been baptized at Saint Anne Catholic Church, it is necessary to obtain a copy of the baptismal certificate from the parish office.
3. A health record completed and signed by a physician is required. Immunizations must be up-to-date.
4. Students do not have to be Catholic to be admitted to Saint Anne. However, priority for admission will be given in the following order:
  - Returning students
  - Applicants with siblings already enrolled
  - Applicants who are members of the Saint Anne Catholic Church
  - Applicants who are members of another Catholic parish
  - All other applicants

In order to manage the size of individual classes, applicants may be placed on a waiting list at the discretion of the school administration. Vacancies will be filled from the waiting list with the same priority noted above in as much as it is possible.

5. Students applying for admission to the kindergarten and pre-kindergarten programs will be evaluated to assess their readiness to spend a full day in a school environment. The evaluation will consider separation from parent/guardian, toilet training, interaction with other children, and ability to follow simple instructions. The evaluation may include a referral from the child's current pre-school/daycare program.
6. Acceptance of transfer students are based on the most recent standardized test scores, report cards, teacher recommendations, and admissions assessment results. Admission assessments are administered to assist with placement.
7. All first-time students admitted to Saint Anne Catholic School are accepted on a probationary basis until the end of their first full nine-week term.

#### ***Registration***

Registration for current students begins in early spring. A place for the subsequent school year will be guaranteed after all registration fees have been paid. This registration fee is non-refundable. The school administration assigns students to classes. Parents/guardians will not be able to select their student's teacher.

#### ***Tuition Rates and Tuition Assistance***

Tuition rates are published in early spring prior to registration. Those who may be in financial need, must submit an application for tuition assistance through the archdiocese. Applications must be submitted online at [www.choosecatholicschools.org](http://www.choosecatholicschools.org).



## **FACTS TUITION PAYMENT PLAN**

- The FACTS program is not a loan, there is no debt and no interest is incurred. You can designate your preauthorized tuition payment date to be the fifth (5<sup>th</sup>) day or the twentieth (20<sup>th</sup>) day of each month. There is no additional cost to enroll in the program, as it is covered by your registration fees.
- You may also elect to use your credit card with a 2.75% Service Fee (Visa, MasterCard, American Express, or Discover are accepted). Included is an incidental billing platform that will be used for non-tuition items—so we will have one system for all payment types. All elementary schools in the Archdiocese are moving to this platform.

### **Payment Plan Options**

- Ten (10) monthly payments through FACTS, August 2017 – May 2018;
- Two (2) semester payments through FACTS, August and December, 2017 with a 1% discount;
- One (1) payment in full through FACTS, due before August 15, 2017 with a 2% discount.

### **Convenient Online Enrollment**

- All families must set-up a FACTS account as part of the enrollment process. It is secure, convenient and should take no more than five minutes to enroll.
- The following information is needed when enrolling online:
  1. Name, street address and e-mail address of the person responsible for making the payments;
  2. Account information for person responsible for payment – bank name, account name, etc.
  3. Prepare to create your own unique FACTS username, password, and a security question.
- Before clicking the “submit” button, carefully read through the Final Review and the Terms and Conditions. Notification concerning online enrollment in a FACTS payment plan will be sent after the school enters the tuition amount due for the year and activates the agreement.
- The link to use for enrolling FACTS is: <https://online.factsmgt.com/signin/45651>

### ***Tuition and Fee Policy***

- Registration fees are non-refundable with the exception of those families who have re-enrolled but must relocate out of the Houston area. In such cases, registration fees may be refunded, less a \$50 processing fee.
- If a student withdraws before school begins, tuition will be refunded minus a processing fee of \$50. If a student withdraws after school begins, refunds must be approved by the principal and pastor. Refunds will be pro-rated based on the number of school days attended to the end of the final month attended less a \$50 processing fee.
- The school will be notified by FACTS should tuition accounts fall into arrears. Delinquent accounts that reach forty-five (45) days will be blocked from grade portal access.
- Academic records and report cards will be held until all financial obligations are met.

### ***Arrival and Dismissal***

1. The ordinary school day begins at 8:00 a.m. with dismissal at 3:15 p.m.
2. School opens at 7:40 a.m. - **all students** in grades PK-8 will enter and proceed to homerooms.
3. Please do not drop students at school earlier than 7:40 a.m. Early arrivals will be sent to our Before School Care program and charged accordingly.
4. See the Appendix for the carline maps detailing drop-off and pick-up routes. Procedures for drop-off and pick-up are also detailed in the Appendix.
5. Any student left at the school and not picked up from the car line will be sent to the office. Student accounts will be billed at a rate of \$1.00 per minute beginning at 3:50 PM for late pick-ups.
6. *Step-by-Step* or *Kids World* are options for after school care for families in need of this service.

### ***Attendance***

- Please call the school office to confirm a student absence – a voicemail message is acceptable notice.
- For all absences, please send a written note explaining the absence upon return.
- Students returning from illness will generally be given one (1) day/per day of absence in order to make-up missed class work. Teachers may exercise flexibility as necessary.
- Absences over five (5) days due to illness/injury require a physician's note and release upon return. Without this release, the student may not return to the classroom.
- In compliance with the TCCB-ED guidelines, 180 instructional days scheduled each school year. Students accumulating more than eighteen (18) days of absence will jeopardize promotion and/or class credit. It is at the administration's discretion whether a student is retained or allowed to advance to the next grade.
- Leaving school during the school day requires a prior email/written request from a parent/guardian. An email to the student's teacher, copied to the administration is sufficient. Parents/guardians must sign-out their student at the school office, and sign-in upon return the same day. Please contact the administration for all absences outside of normal circumstances.
- Extended absences, other than for illness, require one week's pre-notification through the school office. Teachers should be notified in writing as well. Preparations must be made to ensure that class material missed over the period of absence is covered. Students will be required to pick up where the class is upon the day of return. Note: students must be prepared to take any quizzes, tests or turn in any projects due over the period of absence.
- Attendance is tracked daily for all grade levels – generally by the hour in the elementary grades (PK-5) and by class period in the middle school grades (6-8). Days of absence accumulate based on student attendance during each hour/class period – for each school day. Therefore, absences due to medical/dental appointments, family illness, weddings, funerals, etc., will count toward a student's absence tally.
- The only exceptions to the above tracking policy will be in cases where student absence is due to participation in a specific school-related activity or an early-release for an extra-curricular event. Eighth grade students will be allowed three (3) Catholic high school visit/shadow days that will not be included in their absence tally.

### ***Tardiness***

- The accumulation of ten (10) tardy notices in the same trimester grading period, whether upon arrival in the morning, or during the school day itself, will result in the student being charged with one (1) day of absence.
- Tardy students arriving to school after the first hour/first-period class will be identified as absent for that time period.

## ***Dress Code***

- All students will wear uniforms from the supplier, Parker Uniform Company, from the first day of school until the close of the school year. Faculty members and administration share the responsibility for enforcement. The administration reserves the right to decide whether a student's appearance is in accord with the dress code. The overriding consideration in dress and grooming must be common sense and appropriateness. Those in violation of the uniform and personal appearance codes will receive a discipline referral and may require a parent to bring an acceptable change of uniform.
- In some cases students may be loaned uniform pieces for a particular day. These items must be returned to the office laundered. Loaned items not returned will be billed to the student's account.
- The specific uniform requirements and options are in the Appendix. General dress code information is below:

### **General Uniform and Dress Code Information – All Students**

- a) School uniforms must be clean, pressed, and mended at all times.
- b) Shirt-tails and blouses designed to be tucked in must be at all times, and sleeves may not be rolled.
- c) All buttons except for the collar button must be fastened.
- d) Students may wear a solid, white turtle-neck or long sleeve shirt under the uniform shirt.
- e) Waist bands and belts must be visible and pant legs may not be rolled up.
- f) Belts for both girls and boys in grades two-eight must be navy, black, brown, or khaki colored.
- g) The uniform Navy sweater, or a St. Anne jacket, hoodie, or sweatshirt may be worn in cold weather.
- h) Outerwear other than St. Anne apparel may not be worn inside the school, gym or Church buildings.
- i) Athletic shoes may be worn on any day. Shoes may be of any color or combination of colors.
- j) NO lights, studs, blades, rollers, wheels, noisemakers, glitter, or cartoon characters, etc. are permitted on shoes. Shoes must be securely fastened (Velcro, buckle, or laces). Slip-on shoes such as Vans and Toms are not considered athletic shoes and cannot be worn.
- k) Dress shoes are optional for any day, including Mass days, for all students.
- l) Students participating in the liturgy as altar-servers, lectors, gift-bearers, etc., must wear dress shoes.
- m) Socks must be white, navy, or black in color and must cover the ankle or stop below the knee.
- n) Students in grades four through eight must wear a school gym uniform during P.E.
- o) No ink is permitted on hands or body.
- p) Small, non-distracting jewelry may be worn by all students, not to exceed one (1) ring and one (1) necklace with a recognized Christian religious symbol. Earrings are addressed below.
- q) Distracting hairstyles/ hair color, including dyed or chemically highlighted hair, are not permitted.
- r) Hair must be clean and groomed at all times. Hair must be kept out of and away from the eyes.
- s) Backpacks may be of any color, but may not display any inappropriate words or images.
- t) **Rolling backpacks are not permitted because they have become a safety concern.**

### **Girls - General Information**

- a) Jumpers, skorts, skirts, and shorts must be hemmed and reach to two (2) inches above the knee.
- b) Make-up, artificial nails, and nail polish are not permitted.
- c) Nails may not extend beyond the student's fingertips.
- d) Girls with pierced ears may wear one (1) pair of small stud earrings that are gold, silver, pearl, or clear in color and in the lobe of the ear only. No other body-piercing jewelry is permitted.
- e) No fake-hair attachments are allowed.
- f) Hair accessories must be small in nature and not distracting in any way.
- g) Navy privacy shorts must be worn under all jumpers and skirts.
- h) Visible undergarments must be beige/white, or skin tone, including athletic bras.
- i) Tights may be worn in cold weather – tights must be white, navy or black and must cover the ankle or reach the ankle and be covered by socks of the same color.

### **Boys - General Information**

- a) Undershirts that are worn must be solid white without any logos or writing showing.
- b) **Hair** – must be above the eyebrows at all times, may not fall below the collar in the back, and it may not fall below the bottom of the ear lobe.
- c) Boys are not permitted to wear earrings, or other body-piercing jewelry.
- d) Boys in grades four-eight must wear uniform pants/shorts with a belt.
- e) Boys in grades four-eight must wear a **solid color navy** traditional long tie on Mass days.

### **Spirit Dress Days**

- a) Solid color, blue denim jeans, jean skirts, jean shorts or khaki shorts must be worn and must be no shorter than two (2) inches above the knee.
- b) Clothing may not fit too tight, too loose, hug the hips, etc.
- c) Material cannot be frayed or torn.
- d) School spirit shirts, bazaar shirts, athletic shirts, and other approved school t-shirts, must be worn.
- e) Belts are optional as long as the pants stay up and secure at the waistline.
- f) Shoes (athletic or dress as stated in this handbook) and socks must be worn.
- g) No head coverings allowed.

### **Free Dress Days**

Occasionally, for specific reasons a day of free dress is permitted. On such days, clothing must be in good taste. Tank tops, t-shirts with distasteful slogans/pictures, see through tops, crop tops, halter-tops, leggings, miniskirts, or short shorts are not allowed. Shoes must be worn (no open-toed shoes or flip flops). Details specific to a free-dress-day will be announced ahead of the event.

In as much as it is true that loopholes may be found in any code, it is the expectation of Saint Anne Catholic School that parents/guardians and students will use good judgment in complying with the behavior code, dress code, and/or policies. The finding of a loophole and the exploitation of that loophole to avoid compliance with the spirit of the code will not be considered valid; rather, such incidents will be treated as violations of the code. To avoid such a misunderstanding, use the following rule:

**If you are not sure that it is allowed, ask first or do not wear it!**

### **USE OF SCHOOL FACILITIES AND GROUNDS**

The use of parish and school facilities by non-parochial groups or non-parish-based organizations is governed by local and archdiocesan policy. Any use of parish grounds and facilities by outside organizations must be conditioned on review of contract agreements through the legal counsel of the archdiocese. The review will contain, among other things, hold harmless and insurance provisions that will protect the school, parish and archdiocese in the event of a claim. Requests for use of school facilities by parish and other groups are subject to the approval and permission of the pastor in the case of parish/regional schools.

## CONDUCT AND DISCIPLINE

### *Roles and Expectations*

#### Students

- Students have responsibility for working to develop spiritually, morally, intellectually, socially, culturally and physically and for helping their fellow students do the same.
- Students are expected to fully comply with the discipline policy established below. The policy is designed to encourage growth in responsibility and development of Christian values and ethics. This will result in a minimal number of disruptions and distractions to the learning environment.

#### Faculty

- The faculty has responsibility for assisting all students to achieve their full potential.
- Teachers are expected to maintain order during all school activities, to apply the discipline policy with consistent fairness, and to respond appropriately in proportion to particular discipline infractions. Teachers are also expected to help students understand the reasoning behind the discipline policy and the potential consequences of their actions.

#### Administration

- The administration has the primary responsibility for proper implementation of this policy, balancing the development of the individual student with the needs and wellbeing of the entire school community.
- Administrators shall monitor disciplinary issues that extend beyond the routine function of the classroom, and may intervene at any time during the disciplinary process. Final decisions regarding any disciplinary action is at the discretion of the administration.

#### Parents/Guardians

- Parents/guardians are expected to support the program as a whole and respect the judgment of the faculty and administration. No system of discipline can succeed without this support.
- Parents/guardians must continue to teach students at home, helping students to understand the reasoning behind the discipline policy and the potential consequences of their actions.

In all circumstances, teachers, staff, students, and parents are expected to conduct themselves in a manner befitting the stated philosophy, expected behaviors, and reputation of Saint Anne Catholic School.

### ***Behavior and Cause for Immediate Removal***

There are a broad range of behaviors that can disrupt the peaceful routine of classes, co-curricular and extra-curricular activities. Teachers will generally deal with these types of behaviors in their classrooms and involve the administration as necessary. Unacceptable behavior must be consistently addressed as part of the school's mission to nurture the growth and development of our students.

Immediate suspension and/or expulsion may be imposed in dealing with serious disciplinary issues that threaten the safety of any member of the school community. Examples of these types of situations include, but are not limited to: fighting, harassment, depraved or lewd behavior, use or possession of controlled substances, use or possession of weapons, or any action that results in physical injury.

In as much as it is true that loopholes may be found in any code, it is the expectation of Saint Anne Catholic School that parents/guardians and students will use good judgment in complying with the behavior code, dress code, and/or policies. The finding of a loophole and the exploitation of that loophole to avoid compliance with the spirit of the code will not be considered valid; rather, such incidents will be treated as violations of the code. To avoid such a misunderstanding, use the following rule: ***If you are not sure that it is allowed, do not do it!***

***Note: The School reserves the right to search anything brought on campus.***

## ***Disciplinary Process***

- Teachers in all grade levels shall clearly set the expectations and guide the discipline process used in their classrooms. Consequences in response conduct problems include, but are not limited to: verbal and/or written apologies, sitting out at recess, lowering the conduct grade, class seating changes, parental contact, discipline referral, lunch detention, regular detention, and parent conferences.
- Discipline Referrals will be entered into the computer system as a form of notification to parents via email. The referral will also notify the school administration, which begins the process of tracking behavior problems. The student is expected to comply with the consequences specified on the referral notice.
- Discipline Referrals will also be used for students in grades six-eight. Upon issuing a referral, a teacher may also impose a silent lunch, sitting out at recess, staying after school (if practical), apologies as appropriate, etc.
- An accumulation of three (3) referrals in a trimester will result in administrative intervention beginning with a **Lunch Detention**, which is a silent, supervised, noon hour.
- **Thursday Morning Detention** – results from a fourth referral. It is silent, supervised, and runs from 7:00-8:00 AM on a designated Thursday morning, beginning promptly. Parents/guardians will be contacted to discuss the situation and to provide at least two (2) days notice to schedule the detention. Detention is not homework or reading time. Students will not be allowed to sleep. Failure to appear for the scheduled detention, moves the situation to the next disciplinary level below.
- **Thursday Afternoon Detention** – results from a fifth referral. It is silent, supervised, and runs from 3:45-4:45 PM on a designated Thursday. A Thursday PM detention also precludes participation in any extra-curricular activities for that particular Thursday, through the subsequent weekend. Parents/guardians will be contacted to discuss the situation and to provide at least two (2) days notice to schedule the detention. Detention is not homework or reading time. Students will not be allowed to sleep. Failure to appear for the scheduled detention, moves the situation to the next disciplinary level below.
- **Saturday Morning Detention** – results from a sixth referral and may generally involve appropriate physical labor, such as raking, sweeping, washing windows, pulling weeds, picking up trash, etc. Saturday AM detention will run from 8:30-11:30 AM, and will preclude participation in any extra-curricular activities for that day and through the following Friday. Parents/guardians will be contacted to discuss the situation and to provide at least two (2) days notice to schedule the detention. Detention is not homework or reading time. Students will not be allowed to sleep. Failure to appear for the scheduled detention, moves the situation to the next disciplinary level, which is suspension from school.
- **Suspension from school** – is a final step toward resolution of behavior problems. Such action places a student in jeopardy of expulsion from Saint Anne Catholic School. Suspension is an out-of-school penalty that may be imposed for up to five (5) days, or more at the discretion of the principal. Suspension also precludes extra-curricular activity participation for the entire suspension period and a subsequent five (5) days.

All class work will be required to be completed over the suspension period; however, the student will receive a zero for assignments due in all classes. Assignments include any and all graded work, homework, projects due, and tests. Up to three (3) calendar days of notice may be provided, at the discretion of the principal, if necessary to arrange childcare during the OSS.

Prior to the student returning to class, the student, parents and administration must meet and agree on a written plan of action that addresses the particular disciplinary issues at hand.

- **Expulsion** – is the final disciplinary action that dismisses a student from St. Anne Catholic School. This is an extremely serious matter and every other possible solution should be explored with the parents/guardians.

Expulsion ordinarily follows unsuccessful attempts at in-school and out-of-school suspensions. In consultation with the parents/guardians, provision of appropriate placement of the student in another learning environment better equipped to meet the student's needs will be explored.

When a student is expelled, notice must be sent to the superintendent of Catholic Schools along with a brief explanation of the reason and recommended placement (Archdiocesan Policy No. 3180).

### ***Conduct Expectations***

Any misbehavior can be a serious infraction in a given set of circumstances and may result in suspension, expulsion, or even referral for prosecution in some instances. Other instances may require evaluation, treatment and/or ongoing counseling to allow a student to continue at Saint Anne. Such incidents must also involve the parents/guardians with the school administration in deciding the best path forward. Serious incidents shall be reported to Catholic Schools Office, along with the details regarding resolution of the problem. Lastly, in all cases of disciplinary action, the final decision regarding any given situation rests with the Principal.

Students are expected to refrain from the behaviors, and types of behaviors described below. The information that follows is not a detailed list of possible infractions, nor a complete description of the behaviors named, but provides a framework for understanding our behavior expectations.

**Disrespectful Behavior** – discourteous, thoughtless, boisterous or disruptive behavior – tardiness, refusing to follow directions, littering, pushing, shouting, using coarse language or profanity, or the taking of the Lord's Name in vain. Also included are public displays of affection or other such types of inappropriate physical contact.

**Threatening Behavior** – menacing or attempting to startle/scare another person. Included also are more serious types of physical contact such as deliberate pushing, tripping, slapping or striking another person.

**Theft** – taking possession of any property that is not one's own.

**Dishonesty** – lying willfully or through omission, withholding information from those in authority.

**Inappropriate Use of Technology** – use or possession of devices, including cell phones, when and where prohibited, or any violation of the *Acceptable Use of Computers and Telecommunications* policy detailed in another section.

**Destruction of property** – is deliberately damaging or defacing one's own property or the property of others; including the writing of graffiti on any surface.

**Academic Cheating** – willful lying, plagiarism, forgery, disregarding instructions during testing or classwork, collaboration with another student during testing, or copying another student's work on homework, quizzes, tests or projects. Cheating carries both the penalty of receiving a "0" for the dishonest work and re-doing that work, likely affecting the student's overall grade for the class involved. Cheating will jeopardize academic honors and awards.

**Insubordination** – is simply defiant disobedience that directly challenges the authority of a teacher or other adult; exhibiting behavior that is obstinate and/or rebellious in nature.

**Fighting** – is a physical altercation that goes beyond simply pushing and shoving, that involves striking blows, grappling and other forms of personal violence.

**Harassment** – is unwelcome, unwanted behavior which offends, annoys, threatens, intimidates, or causes discomfort or fear in another person. It can include derogatory comments or jokes, slurs, vulgar language, obscene gesturing, and improper propositions. Such behaviors can be sexual in nature and can involve unwanted touching or physical contact along with inappropriate comments and/or gesturing.

**Hazing** – requiring or encouraging any action – tied to participation or membership in any team, activity or group – that could cause humiliation or harm (mental or physical).

**Cyber-bullying** – using electronic devices or cell phones or any type of social media outlet or internet structure in order to transmit or post any type of message or any type of visual image intended to hurt or embarrass another person. Using a false online identity or transmitting to others a private message(s) would be a violation of this policy.

**Bullying** – is described as repeated, persistent and intentional physical or psychological acts that cause harm to another person. Often, more than one perpetrator is involved. Bullying involves physical attacks, pushing, shoving, tripping, etc. It also can involve verbal or non-verbal threats, taunts, blackmail, emotional manipulation, or deliberate isolation/ exclusion.

**Weapons** – are prohibited on school/church property and school/church sponsored events. For the purpose of this handbook, weapons are defined as, but not limited to, clubs, blackjacks, mace, explosive devices, firearms, handguns, any ammunition, or any bladed instrument that is capable of inflicting serious bodily injury by cutting or stabbing.

**Drugs and Controlled Substances** – the possession for any purpose, use, or being under the influence of, any controlled substance – illegal or prescription drugs, alcohol, inhalants, and tobacco/nicotine products – while on school property or while attending a school-sponsored or school-related activity on or off school property is prohibited. This includes legally obtainable over-the-counter products that can be abused along with medication abuse.

## ACADEMIC PROGRAM

### ***Grades and Grade Reporting***

Students will receive a grade report following each trimester grading period. Kindergarteners receive a progress report instead of a formal report card for the first trimester, with a formal report card issued for the remaining trimesters. Report cards should be reviewed and kept by the parents/guardians. Report cards may be held-up if all obligations (i.e. financial, return of school property) have not been reconciled.

The numerical grade and corresponding letter grades on the report card for grades one through eight are as follows:

A	Outstanding	93-100%
B	Above Average	85-92%
C	Average	77-84%
D	Below Average	69-76%
F	Failure	68% or below

Specials/ancillary teachers in PE, music, computer, library, art and electives will grade using the code:

E, G, S, N, and U. These letter grades correspond directly to the letter grades A-F, respectively. The different letter designations are necessary to differentiate grade achievement for the purposes of academic awards over the course of the year.

The marking code on the report card for conduct for all grade levels is:

E	Excellent
G	Good
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

A general conduct grade may be added to the bottom of each report card, allowing parents/guardians to know if their student has had problems outside of regular classroom time (e.g. lunch, recess, before or after school, or during the change of class).

The marking code on the report card for kindergarten is:

S	Satisfactory – goal achieved
T	Transition – student is in process of learning
NA	Needs Attention – student is not able to complete goal

### ***Progress Reporting***

Students will receive progress reports at approximately the half-way point in each trimester for grades below 80. Parents/guardians are asked to sign these reports and return them as soon as possible to the teacher issuing the progress report. In addition to progress reports, parents have access to an online portal which allows them to view their student's grades. Access is available via the internet at any time.

### ***Parent/Teacher Conferences***

Formal conferences scheduled midway through each trimester, are intended for those students who have an average of 80 or below in any core curricular subject. Besides the conferences on the calendar, a desired conference may be scheduled by parents/guardians or teachers, at any time. Parents wishing to schedule a conference time should contact the teacher to make an appointment.

### ***The Iowa Test of Basic Skills***

The Iowa Test of Basic Skills (ITBS) administered in April of each school year to all students in grades one through eight. The COGAT tests will also be administered to grades two, four and six. Results of these tests are sent home before the end of the school year. The primary focus of these assessments is to measure individual student growth from year-to-year. More specific information is provided prior to and following the test week.



## ***Homework***

It is the responsibility of the teachers to assign meaningful homework, with the goals of reinforcing skills previously taught, fostering good study habits, and meeting the growth needs of individual students.

- The departmental structure in grades six-eight requires coordination of assignments among teachers in order to avoid excessive amounts of work.
- Students in grades 3-6 have planners for writing down assignments.
- Students in grades 7-8 may use planners if they wish to do so. Planners may be required of some students under certain circumstances.
- The parent on-line portal will also list the homework assignments, but the planner/homework calendar is the first and most important place for all students to document their responsibilities.
- Ultimately, it is the student's responsibility to keep up with assignments and due dates.

### Late Homework

Completing homework in a timely manner is the responsibility of all students and promotes the mastery of the curriculum. Students may bring in late homework the next school day and deliver it directly to the appropriate teacher. For grades six-eight, homework that is one day late may not exceed a grade of 80%. Any homework turned in after that will receive a grade of zero.

### Homework Load

Anticipated homework time allotment (on average):

- Grades one-two – a half-hour daily
- Grades three-five – one to one and half hours daily
- Grades six-eight – two hours daily or up to twelve hours per week (including weekends).

## ***Curriculum***

The basic curriculum of St. Anne Catholic School complies with the time allotment and subject requirements of both the Texas Education Agency, through the TCCED, and the Archdiocese of Galveston-Houston.

## ***Textbooks***

Textbooks used in the Catholic school system are on the adopted textbooks list for the State of Texas and conform to Archdiocesan Curriculum Guides. Religion textbooks are selected from the approved list of texts published by the Office of Continued Christian Education. Students are responsible for the care and safety of their textbooks, which are school property. Books are to be kept covered at all times. If books have been abused or lost, fees will be assessed to cover the loss.

## ***Honor Roll and Awards***

All subjects will be considered for the purpose of Honor Roll, presented to students in grades four-eight only.

- Principal's Honor Roll – All A's (E's in specials) and E's in conduct.
- Honor Roll – Any combination of A's and B's that average to an "A," along with E's or G's in specials. The conduct grade requirement is an E, G, or S.

## ***Awards***

At the final school mass of the year, certificates are presented to those students in grades one through seven for the following awards:

- Perfect Attendance – presented to each student who attends class for the scheduled 180 days, per the guidelines on page 9 of this handbook.
- Crusader Award – The Crusader Award is presented to one student from each homeroom (grades one-seven) at the end of each year during the awards ceremony. Students are selected by using the following guidelines:
  - Exemplifying Catholic virtues as emphasized throughout the school year.
  - Going above and beyond the daily expectations.
  - Showing good judgment and character.
  - Earning a conduct grade of E, G, or S.
  - Earning no grade below "C."

### ***Promotion/Retention***

A student is promoted to the next grade if, considering the student's abilities, the student has satisfactorily completed the current grade curriculum. Failing grades for the academic year may require summer school or make-up work over the summer months. A student may be retained in the current grade if, in consideration of the student's abilities, the student has not satisfactorily completed the current grade curriculum.

### ***Student Records***

Catholic schools do not directly receive any federal funds from the Department of Education, thus exempting them from the requirements of the Family Educational Rights and Privacy Act. Nevertheless, the archdiocesan Catholic schools shall respect parental and student rights to information and confidentiality. Thus, Saint Anne Catholic School shall:

1. Provide parents/guardians and students access to records directly related to the student (i.e., the cumulative record, care, and health records) with 24-hour's notice.
2. Permit parents/guardians and students to challenge these records and to secure amendment if any are inaccurate or misleading.
3. Obtain the written consent of parents/guardians before releasing personally identifiable information.
4. Document the viewing of student files.

### **Non-Custodial Parent Access to Records**

Saint Anne Catholic School abides by provisions of the Buckley Amendment with respect to the rights of non-custodial parents.

- In the absence of a court order to the contrary, the school provides the non-custodial parent with access to the academic records and other school-related information regarding the child.
- If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order and/or a copy of the custody section of the divorce decree.

It is expected that divorced and separated parents will treat one another with Christian charity and will display a spirit of forgiveness. Ongoing parental disputes can be counterproductive to the mission of the school and, in some cases, it is appropriate that the principal contact the Catholic Schools Office to discuss whether continued enrollment is a viable option.

### ***Physical Education Participation***

Physical Education is an important part of the program for all students. From time to time, there are circumstances involving illness and injury that preclude a student from participating in PE classes. In such cases, a note from home will be sufficient for three (3) days excuse. Any extension beyond that time will require a physician to verify any restrictions on physical activity.

### ***Extra-curricular Eligibility – Grades Five-Eight***

The following guidelines will assist students and parents/guardians in recognizing and accepting academic work as a primary responsibility. National Junior Honor Society (NJHS) has its own standards, thus the group does not fall under this policy.

- **Minimum standard for participation** – in order to participate in good standing, a student must maintain minimum grades of 69 and S (Satisfactory) in both academic classes and conduct.
- **Eligibility warning** – when progress reports are issued, any student failing to meet the minimum standard above, will have one (1) week to resolve the grade/conduct issue to remain eligible.
- **Ineligibility** – if the failure issues are not resolved following the warning period, a student will become ineligible to participate for a two (2) week probationary period. During the two-weeks, an ineligible student is not allowed to participate in any practices, games, meets, or other school-sponsored extracurricular activities.
- **Follow-up grade check** – at the end of the probationary period, if the failure issue(s) has not been resolved, the student will remain ineligible until the end of the trimester grading period. If the failure issue(s) is resolved, then the student may return to full participation.
- **Trimester grade** – regardless of previous eligibility or ineligibility, failure to meet the minimum standard indicated above on the trimester grade report, will render a student ineligible to participate for a two-week probationary period.
- **Follow-up grade check** – at the end of this probationary period, if the failure issue(s) has not been resolved, the student will remain ineligible until progress reports are issued. If the failure issue(s) is resolved, then the student may return to full participation. If not, another probationary period will be assigned.

- **Warnings** – students who earn at least one grade of 69-76, inclusive, likely need extra time and attention in those subject areas. While not considered ineligible, these students will be *encouraged* to attend the subject-specific tutorials that may be offered until the next reporting period.
- **Absence** – Any student absent from school for a half-day or more, on the day of a scheduled extra-curricular event/game, may not participate in the event. A half-day is defined as missing all classes before lunch or all classes after lunch.

## **SPORTS PROGRAM**

Sports participation commonly requires time after-school and on weekends for practices, games, and tournaments. Programs offered include: Co-Ed Soccer, Boys/Girls Cross Country, Girls Volleyball, and Six-Man Football in the Fall; Boys/Girls Basketball in the Winter; Boys/Girls Track and Field, Baseball, and Softball in the Spring. Students in grades fifth through eighth may participate on any team with the exception of Six-Man Football, Baseball and Softball, which are reserved to grades sixth through eighth. Varsity and Junior Varsity team membership is determined by try-outs in most sports. C-Team programs are intended to be developmental. The coaches of each sport will determine the team selection process, evaluate players and select team members. The school program is governed by the Principal and Athletic Director, along with the coaching staff. Saint Anne is a member of the Greater Houston Catholic Athletic Association (GHCAA).

### ***Sports Early Release Procedure***

Early release will be called in the building at 2:25PM. Players will use the Jr High exit and proceed to the covered area in front of the playground behind the locked security gate. They will be loaded into their parent/carpool cars. Coaches will supervise.

All early release cars must *enter through the exit* at the St. Joseph Grotto gate. The slider gate will be opened at 2:20PM. Cars will stay to their right (there will be cones, keep them to the left) and circle around and stop at the top of the RED line. Please do not park in the lined spaces in the lot. Players will load up quickly. All cars will exit the normal route basically making a big 'U' in and out of the area. All early release vehicles must be out of the lot by 2:35PM.

If a sibling(s) must leave with the team, please request his/her release in person at the front office by 2:20PM - park in the early release queue, walk over to the office to request and retrieve siblings and escort them to your car.

## **RELIGION PROGRAM**

Saint Anne Catholic School places the greatest possible emphasis on students' participation in the sacraments and the reception of the graces they confer. The school endeavors to provide opportunities to receive the sacraments as an integral part of the religion curriculum. These opportunities provided by the school in no way relieve parents/guardians of their duty to promote religious practice at home and to develop a spiritual life in the domestic church. Catholic parents/guardians are expected to ensure that students fulfill their Sunday obligation and to provide regular access to the Sacrament of Reconciliation. Opportunities to receive the sacraments at school are intended to augment, not replace, religious practice as a family.

### ***Liturgical Celebrations***

All students participate in the celebration of the Eucharist each week. The school Mass is typically on Wednesdays as part of the parish daily Mass. Should a Holy Day of Obligation fall during the week, the school will celebrate Mass on the Holy Day instead of the Wednesday. Devotions (e.g., Stations of the Cross, Crowning of Mary) are conducted when appropriate to celebrate special feast days. These activities serve to convey the rich tradition of Catholic spirituality to our students.

### ***Sacramental Preparation***

Catholic students in second grade are eligible to receive their First Reconciliation in the first semester and their First Eucharist in the second semester, provided they meet all other requirements for the sacraments to be conferred. Sacramental preparation regulations should be obtained from the family's home parish.

### ***Other Religious Activities***

Catholic religion classes are taught daily. Daily prayers in the classroom are a part of the religion program. Students are taught the importance of charitable acts as a natural expression of the Catholic faith. This includes supporting the food bank at St. Vincent de Paul. Students are also encouraged to help disaster victims when the opportunity arises and to contribute to special collections at Christmas and other times of particular need.

## **ACCEPTABLE USE OF COMPUTERS AND TELECOMMUNICATIONS**

The use of school-provided computer and telecommunications equipment is governed by this policy. Acceptance of the policy is indicated by the provision of a signed copy of the *Agreement for the Use of Computers and Telecommunications Equipment – Parental Consent Form*, which is required to use school-provided equipment. A copy of this form can be found in the Appendix.

This policy applies to communications or depictions through email, text messages, cell phone pictures, or website postings, whether they occur through the school's equipment or connectivity resources or through private communication at the school or elsewhere. It includes stand-alone units as well as units connected to the network or the Internet. As with all forms of communication, e-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment.

The school network may not be used for downloading entertainment software or other files not related to the mission and objectives of the school, for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of Saint Anne Catholic School.

Nothing in this policy shall prohibit the school's IT operator from intercepting and stopping e-mail messages that have the capacity to overload the computer resources.

### ***Authorized Users***

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of the school community. Network and internet access is provided to further the legitimate educational goals of this institution.

### ***Appropriate and Acceptable Educational Uses***

The school provides computing and network resources for the use of students and staff. All users are expected to conduct their online activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include accessing the internet to retrieve information from libraries, databases, and the World Wide Web sites as part of academic work.

### ***Inappropriate and Unacceptable Uses***

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that jeopardize the safe environment of the school, are contrary to the mission of the school or to Gospel values, violate the law, violate the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

- Transmission of any material in violation of any U.S., state, board, Archdiocesan, or school policy – this includes, but is not limited to: copyrighted material, threatening or harassing messages, racial slurs, pornographic or obscene materials, threats, terrorist threats, transmission of unacceptable phone messages or images or material protected by trade secret.
- The transmission of copyrighted materials without the written permission of the author or creator through St. Anne Catholic School e-mail or other network resource in violation of U.S. copyright law.
- The display or transmission of messages, images, cartoons or the transmission or use of e-mail or other computer messages that are sexually explicit constitute harassment.
- Knowingly allowing any telecommunications facility under one's control to be used for the transmission of illegal material; nor shall a user encourage the use, sale or distribution of controlled substances or transmit the design of or detailed information pertaining to explosive devices.
- Vandalism – including, but not limited to: any attempt to harm or destroy the data of another user, any attempt to breach security codes and/or passwords of another, willful destruction of computer hardware or software, attempting to exceed/modify the parameters of the school systems, intentionally overloading the school computer resources.
- The creation, propagation, and/or use of computer viruses is prohibited, along with the unauthorized installation of any software, including shareware and freeware, for use on school computers.
- Accessing, reading, deleting, copying, forging or modifying the electronic mail messages of other users.

- Use for personal financial or commercial gain, product advertisement, political lobbying, fraud, or the sending of unsolicited junk mail or chain letters is prohibited.
- Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
- Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

### ***Consequences for Inappropriate Use***

Any attempt to violate the provisions of this agreement will result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action, and/or appropriate legal action may be taken. The decision of Saint Anne Catholic School regarding inappropriate use of technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

### ***The Rules of Appropriate Use***

**Personal Safety and Personal Privacy** - Students will not post personal contact information about themselves. Personal contact information includes their address, telephone, school address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information.

**Social Networking** – Students may not access social networking websites (e.g. My Space, Friendster, Tagged, Facebook etc.) on school property. The use of circumventors to get around school network security is prohibited. Students and staff who maintain and use a website, blog or other social networking site (MySpace, Facebook, Live Journal, etc.) at home must realize that even if they consider their particular site to be a personal one that they are in effect representing the school when they identify themselves as (or by making it possible for them to be identified as) affiliated with St. Anne Catholic School. Consequently, the way in which students and staff portray themselves in images or in words, or the values they express must not contradict the values of the school as expressed in such documents as the mission statement, statement of philosophy, code of conduct, and acceptable use policies.

**Illegal copying** – Students should never download or install any commercial software, shareware, or freeware onto network drives or disks. Nor should students copy other people's work or intrude into other people's files. The download/upload of any material in violation of any U.S., State, Board, Archdiocesan, or school policy is prohibited. This includes, but is not limited to, copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret.

**Inappropriate materials or language** – No profane, abusive or impolite language may be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. Use of technology resources for gambling, chain letter communication, unauthorized e-mail, chat or instant message, blogs, and discussion forums, is also prohibited. Should students encounter such material by accident, report it to the teacher immediately. Use of cell phones to transmit unacceptable language and/or photos that are harmful to anyone is prohibited.

### ***Summary:***

These are guidelines to follow to prevent the loss of technology privileges at school:

- Do not use technology to harm other people or their work.
- Do not damage the network or any technology resource in any way.
- Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.
- Do not violate copyright laws.
- Do not view, send or display offensive messages or pictures.
- Do not waste technology resources such as disk space or printing supplies.
- Do not trespass in another's folders, work, or files.
- Notify an adult immediately if you accidentally encounter materials which violate the *Rules of Appropriate Use*.
- Be prepared to be held accountable for your actions and for the loss of technology privileges if the *Rules of Appropriate Use* are violated.

### **Electronic Devices**

During school hours and before school care hours, the following devices must be turned off and stored in the student's locker or in a backpack stored in their homeroom classroom: cell phones/iphones, reading devices, ipads, ipods, pagers, MP3 players, electronic games, etc. These devices may not be accessed nor used during the school day unless a teacher allows students to use the devices in conjunction with curricular instruction.

Failure to comply with the rules above will result in confiscation of the device and the following consequences:

- Fine of \$5 for the first offense
- Fine increases by \$10 for each succeeding offense.

### **Electronic Mail**

Any information contained on a school computer's hard drive or disk, purchased by or donated to the school, are considered the property of the school. The school reserves the right to access e-mail to retrieve school information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement.

Access to the school's e-mail and similar electronic communication systems is a privilege; certain responsibilities accompany that privilege. School users are expected to demonstrate the same level of ethical and professional conduct as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

Users should be aware that electronic mail messages which have been deleted by both sender and recipient may reside on the system, and may be accessible for a period of time, until the files are written over.

Saint Anne Catholic School cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated via e-mail.

Unauthorized attempts to access another person's e-mail, computer address or workstation to send e-mail or similar electronic communications are prohibited and may subject the individual to disciplinary action.

### **Weblog (Blog)**

Saint Anne Catholic School and/or Parish may not be represented by name, image, or logo in any blog without express, written permission. Deliberate defamation of others will result in disciplinary action.

### **Service Disclaimer**

Saint Anne Catholic School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Saint Anne Catholic School will not be responsible for any damages the student or staff member may suffer while on this system. These damages may include, but are not limited to: loss of data as a result of delays, non-deliveries, missed deliveries, or service interruptions caused by the system or by student/staff error or omission. Use of any information obtained via the information system is at the student's/staff member's own risk. Saint Anne Catholic School specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

## VOLUNTEERS

### *Parent – Teacher Organization (PTO)*

The Parent – Teacher Organization is an organization of parents/guardians and teachers of Saint Anne Catholic School. We encourage all parents/guardians to become active participants in the PTO to provide the necessary link between the home and the school. The PTO is responsible for a variety of activities and events, but the primary objective is to build relationships among school families, the parish and friends of the school. This includes coordinating the room parent program and other volunteer participation and hosting teacher appreciation events. The PTO board works with the school administration to plan an annual calendar of events and activities. Within the PTO, the following groups operate in support of the school:

- **Dads' Club** – a service organization established to provide financial and/or physical support as deemed appropriate by the pastor, Dads' Club members, and principal.
- **Booster Club** – participates in projects aimed at supporting extra-curricular activities.
- **Room Parents** – volunteers who assist the school community, teachers, and students in a variety of ways.

### *Other Volunteers*

Along with many Catholic schools, Saint Anne depends upon parent/guardian participation and donated time to assist with various events and projects. The most effective means to volunteer is through the PTO programs. Mothers, fathers, and grandparents and friends are welcome. Volunteers are required by the Archdiocese to sign the volunteer ethics form, and receive *Virtus* training, as indicated below.

St. Anne Catholic School requires each family to work twenty-four (24) hours for the school during the year. Please contact the office any time during school hours to inquire about volunteering, or you may contact any officer of the PTO. Families can log their volunteer hours through their RenWeb *ParentsWeb* account.

### *Virtus Program*

All volunteers, school employees, or anyone who has either regular or unsupervised contact with students, must complete the *Virtus* safe environment training program. *Virtus* training raises the awareness of abuse and is a key component of the broader effort to prevent sexual abuse within the Church and society in general.

The *Protecting God's Children* (PGC) training program is a three-hour awareness session that educates and trains adults about the dangers of abuse, warning signs of abuse, ways to prevent abuse, methods of properly reporting suspicions of abuse, and appropriate responses to allegations of abuse. Update classes are required every five (5) years under the title, *Keeping the Promise Alive* (KPA).

Sessions are offered throughout the year at locations throughout the Archdiocese. To ensure that the office records are properly updated, individuals who have completed the program under the sponsorship of another Catholic organization should notify the school office. Please contact the school office for further details about this program.

## EMERGENCIES

### *Fire/Tornado Drills*

Fire drills will be held in accordance with the Tomball Fire Department regulations. These drills are worked out with faculty and the Fire Department to ensure safe and orderly evacuation. Tornado drills are also held periodically.

### *Severe Weather*

In case of extreme weather, Saint Anne Catholic School will follow the guidelines of the Tomball ISD on the first day only. If Tomball ISD schools are closed, we will be closed. If they delay opening, we will delay opening. After the first day, Saint Anne may make an independent decision on whether to close/delay, or to continue following the lead of TISD. All information at that time will be sent via text alert, voicemail/phone and email messages through **Parent Alert** system with RenWeb. Please do not call the rectory or the school for information on school closings. Listen to the major radio or television stations for these announcements. The Catholic Schools Office will issue announcements that only affect Catholic schools across the archdiocese.

### *Emergency Alerts*

Emergency alerts will be sent through the RenWeb system to all parents/guardians via email, text message and phone call/voicemail. Please ensure that all contact information is updated in the RenWeb system.

### *Crisis Management*

A crisis management plan is in place so that the faculty and administration are prepared to respond to foreseeable emergencies. In the event that parents/guardians are on campus as visitors or volunteers during an emergency, they should be prepared to take the following steps.

#### Fire Drill or Fire Evacuation

If a fire is observed, assess the situation, ensuring your own safety, so that you may be able to assist others. If the fire can be easily and safely isolated, such as by closing a door – do so. Notify a staff member and/or pull the alarm. Be prepared to assist school staff members with the evacuation of the building.

#### Gas Leaks & Other Emergencies

Notify the administration and follow the instructions given by the administration and/or Crisis Management Team.

#### Suspected Weapon in the Building

Notify principal/dean immediately. Do not put yourself or others in danger. Keep students calm and in place and wait for further instructions.



## HEALTH PROGRAM

### *Archdiocesan Medication Policy*

Parents/guardians are encouraged to schedule the administration of student medicine in such a manner that medication brought to school will be kept to a minimum. (For example, the physician may be able to prescribe the medication before/after school and at bedtime).

**\*All medication (prescription or non-prescription) must be administered through the clinic located in the office.**

Medication (prescription or non-prescription) may be administered to students only upon written request and completion of the *Request for In-school Administration of Medicine* form (see Appendix) by the parent/guardian and physician. This form is a required information sheet, kept on file, which details the following information: student's name, name of medication, prescribed dosage of medication, time(s) of administration of medication, exact dates medication is to be given, liability release, signature of the parent/guardian physician. Parents, guardian or designated adult must deliver and pick up medicine to be administered.

- All medication, prescription or non-prescription, including aspirin and cough drops, must be in its original container and be properly labeled in English. A properly labeled prescription medication is one with a pharmacy label stating the student's name, the name of the medication and date prescription was filled. Non-prescription medication must be in its original container, indicating directions for use, and labeled with the student's name.
- If there is a medication discrepancy that might be injurious to the student, the principal's designee has the responsibility to question the discrepancy or refuse to give medication. The principal's designee must document a consultation for the nurse consultant, student's physician, or parent/guardian.
- All medication will be locked in a drawer/cabinet in the clinic unless refrigeration is required.
- It is the responsibility of the student to report to the designated area to take the student's medication.
- In the absence of the nurse, the principal's designee must administer medication.
- A daily log will be maintained for each student taking medication at school.
- At the end of the school year, all medication will be returned to the parents or destroyed.

### *Clinic*

- If a student is sent to the clinic because of illness or accident, the parent/guardian or the person listed as the emergency contact, will be notified. It is the parent/guardian responsibility to get medical attention unless the emergency requires that a student must be taken immediately from school for treatment.
- Emergency rooms will not provide emergency care without the parent/guardian permission documented with a signed Consent to Treat form kept on file in the school office. If your student requires emergency care, you will be notified as soon as possible.
- Please keep the office informed of any contact information changes.  
Staff members in the clinic are only allowed to administer minor first aid in the form of ice, soap, water, and bandages.

### *Illness*

Students manifesting one or more of the following symptoms should be kept home from school, or if these symptoms appear while at school they will be sent home:

- Fever (99.6 or higher)
- Sore throat, eye infection, skin eruptions, swollen glands (possible contagious disease)
- Severe cold symptoms, cough, runny nose, headache, etc.
- Rash or blistering
- Vomiting
- Diarrhea
- General malaise or weakness (feeling too badly to attend or remain in class).

Students may not return to school until the temperature is normal (98.6 °F) for 24-hours, and/or until they have been free of nausea, diarrhea, vomiting for 24-hours. A parent note is required for all absences. A physician's note is required to document an absence of five (5) days or more.

Parents/guardians are encouraged to observe their children for signs and symptoms of contagious disease and to notify the school of any changes in the student's medical condition. Such changes would include diagnosis of allergies, asthma, etc. It is important that information on the emergency card be kept current.

### ***Serious Chronic Illness***

If a student has a serious or life-threatening chronic illness or condition, parents/guardians must inform the principal before entry into school. Common examples include diabetes, asthma, and severe allergies.

Prior to the first day of school, parents/guardians will meet with the appropriate school staff members to develop a plan, specific to the student, that will include instructions for observation of the illness, instructions for care and treatment, medication orders, and special instructions such as calling EMS or parent/guardian notification.

If medications or treatments are involved, the *Request for In-school Administration of Medicine* form (or another, specialized instruction form to be provided by the school office) must be filled out and provided to the school, signed by a physician, a physician's assistant or a nurse practitioner.

A statement signed by the physician or health care provider with all of the required information may be provided instead. Any medication or equipment must be provided to the school by the parents/guardians.

### ***Communicable Disease***

Parents are required to notify the office if the student has a communicable disease. When a student returns to school after having a contagious disease, the student must check-in at the clinic before re-admittance to class. A written note from a physician may also be required for re-admittance.

#### Archdiocesan Communicable Disease Control Measures:

- ***Chicken Pox:*** Student may return to school seven days after appearance of eruptions if temperature is normal, no complications, and no moist lesions.
- ***Hepatitis (Infectious):*** Exclude student until no fever and no jaundice, or statement from physician that person is non-infectious. Notify parents/guardians of classroom contacts, using approved form letter to advise consultation with M.D.
- ***Impetigo:*** Exclude student until healed or until non-infectious, with written physician statement.
- ***Lice:*** Exclude student until the hair is free of live organisms.
- ***German Measles (Rubella):*** Student may return to school four days after appearance of rash.
- ***Measles:*** Return to school four or five days after rash appears, if other symptoms are gone. No restrictions of family contacts. Optional notification.
- ***Meningitis Meningococcal (Epidemic type):*** Exclude student until statement from physician that person is non-infectious. Notify parents/guardians of classroom contact, using approved form letter.
- ***Mononucleosis (Infectious):*** Exclude student until recovered or released.
- ***Mumps:*** Exclude student until swelling is gone and temperature normal. No restrictions on contacts.
- ***Pink Eye:*** Exclude student until recovered or physician's statement that person is non-infectious.
- ***Ringworm:*** Student may attend school provided person stays under treatment by a physician and areas are covered. No restriction on school contacts.
- ***Scabies:*** Exclude student until released by physician. All in household should be treated same time. No restrictions on school contacts.
- ***Streptococcal Infections (Scarlatina, Strep):*** Exclude student until released by the physician. No restrictions on contacts. No notification.
- ***Tuberculosis:*** Exclude student until released by a physician. Household contacts must have release from physician.
- ***Typhoid Fever:*** Exclude case, carrier and/or contact until released by city or county health department. No restrictions on contacts.
- ***Whooping Cough:*** Exclude student until free of cough, usually three to five weeks, or until released by a physician. No restrictions on contacts.

### ***Immunizations***

- Every student enrolled in a Catholic school in the state of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted

for enrollment. The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas.

- Parents/Guardians will be informed of needed immunization(s) for students already enrolled in school.
- Children born on or after September 2, 1992, must have three doses of hepatitis B vaccine.
- Parents/Guardians have 14 days to obtain the required immunization(s). After 14 days, the student will not be allowed to return to school until the school receives proof of immunization(s).

### ***Sight and Hearing Tests***

A certified screener will give sight and hearing tests to all students early in the school year. Any questionable findings will be sent to parents/guardians along with a request to take the student to a physician.

### ***Scoliosis***

A certified screener will screen students in grade six, and new students in grades six-eight, for scoliosis. Parents/guardians will be notified of any questionable findings. A physician should see the students if the possibility of scoliosis exists.

### ***Student Release to a Parent/Guardian***

- No student will be released to a parent, guardian, or parent designee if school personnel believe the person to be impaired by alcohol, drugs, medical or other condition, and therefore unable to care for the student. Another person from the student's emergency contact list will be called.
- The school will abide by all court mandates in cases of custody. The school requires copies of notarized/signed court documents for student files.

### ***Child Abuse and Neglect***

- School personnel in the Archdiocese of Galveston-Houston have a moral obligation, as well as a legal obligation, to report any suspected abuse.
- A report of child abuse is not an accusation or a proven fact, and Texas does not require a reporter to know or to be certain that a child has been abused or neglected.
- The degree of certainty that must be met is that the person reporting must have cause to believe that abuse or neglect has occurred or will occur.
- Confidentiality of the person making the report will be upheld.
- The person who reports suspected child abuse or neglect is immune from civil or criminal liability if the report is made without malice.
- Failure to report suspected child abuse or neglect is a crime punishable by fine, imprisonment, or both.

## THE BEFORE-SCHOOL PROGRAM

### *Before School Program Participation*

- Offers a time of free play or study, monitored by a teacher.
- Only students of Saint Anne Catholic School may participate. The program is operated by the school on a non-discriminatory basis, with equal treatment without regard to race, sex, color, religion, handicap, or national origin.
- The program is a **privilege** – students must obey the rules and regulations of the school in order to participate.
- All policies governing the school program also apply to the Before School Program.
- The school does not provide for an after school program. Saint Anne has partnered with *Step-By-Step Christian School* for our students to be eligible for their before/after school programs, as well as *Kid's World*.
- Morning hours are 7:00 a.m. and runs until 7:40 a.m.
- There is no before school program on school holidays and weekends. The principal reserves the right to cancel any day of the before school program with prior notice.
- The schedule of fees for the before school care is a flat fee per day of \$10 and will be billed monthly.
- All students dropped off earlier than 7:30am will be auto-enrolled in the before school program Fees are considered late after the tenth of each month wherein a late fee of \$25 will be charged.
- Each student must be signed-in each day, in the school building or gym. The adult bringing the student in must wait until a staff member has greeted the student before leaving. Students are not to be dropped off outside.

### *Communication*

Please consult the *Newsflash* and monthly calendar for important information regarding the before school program. Written messages or phone calls may also be sent concerning the program.

### *Safety*

Please be sure that emergency contact information is up-to-date.

## MISCELLANEOUS

### ***Drop-off / Pick-up***

- The school day begins at 8:00 AM and ends at 3:15 PM each day for all students, including those in Pre-kindergarten and Kindergarten. The school building will be open for arrival at 7:40 AM each day.
- Carpools help conserve energy and facilitate the arrival of students to school. Parents/guardians may arrange car pools directly, with the help of information contained in the school directory, or inquire in the office for zip code and/or neighborhood information.
- The area directly in front of the school building is not to be used for parking during carpool hours. Parking is available in the parking lot across Cherry Street from the Church.
- Please enter the parking lot by the south entrance near the front of the church, form a single line of cars, and exit via the north driveway at all times. Drop-off and pick-up procedure details may be found the Appendix.
- Pre-K/Kindergarten parents should use the RED line whenever possible for at least the first quarter of the school year. A red heart (pre-K) placard or an orange heart (K) will be provided to hang from the rearview mirror, indicating to faculty/staff that a vehicle should be in the RED line and may need assistance.
- Students in grades one through eight will exit their vehicles and enter the school building. Those exiting vehicles in the BLUE line should use the safe area to move to the crosswalk and wait for directions. Those exiting in the RED line should move to the sidewalk under the canopy and proceed to the main entrance.
- The Tomball ISD bus will be on its same scheduled stop on Cherry Street during the drop-off time, so please plan accordingly. The average delay if you “catch” the bus is about five minutes.
- Students not in their rooms by 8:00 AM will be marked tardy. At 8:00, the BLUE line will close. Vehicles arriving after 8:00 should use the RED line to drop students off at the main entrance. A staff member will be at those doors to greet the students and sign them in. They will also assist in directing students to their classroom.
- Parents picking students up prior to dismissal must be on campus no later than 2:30 PM; otherwise, parents must wait until the regular dismissal time. Students will not be pulled from the classroom before the parent/guardian arrives to sign the student out in the office.

### **FAQ's regarding drop-off and pick-up:**

1. *Can I stop at the main door of the school to drop off?* - No, please pull up as directed to allow the car line to keep moving. Stopping short will stack up the process.
2. *Can I stop to drop/pick-up my kindergartner and then pull up to for an older student?* – No, please pull up as directed so no one behind you will be guessing whether you'll be stopping or not.
3. *Can I stop wherever I want as long as I am past the main door?* – No, please pull up as directed.
4. *Can I pull my car into the middle safety lane if I'm unloaded and the line is not moving?* – No, be mindful that the safety lane has people moving in and through it. Please move as directed.
5. *Can I pull up under the awning over the crosswalk when it is raining?* – No, the crosswalk cannot be blocked, as it is needed for pedestrian traffic.
6. *Can I pull through the line and park in the spaces beyond the playground to drop-off?* – No, please do not pull into any parking spaces in the main lot, particularly beyond the security gate. At 8:00 AM this gate is locked and you will be locked inside. If you are arriving before 7:30 AM, please plan for early care, or if you are a few minutes early, simply queue up in the BLUE or RED line and wait for the staff to take up their positions.
7. *Can I drop-off at the front of the St. Vincent de Paul building or across from the porte-cochere?* – No, it is not safe for students to traverse these areas in the middle of traffic.
8. *If I get stuck in the BLUE line with a Pre-K/K students, can I walk them up the safety lane?* – No, the Pre-K/K drop-off is on the school side. Please do not leave your vehicle! Our staff members will be looking for Pre-K/K cars (colored hearts). Please signal them you need help and they can assist you.

### ***Lockers/Locks/Personal Property***

Lockers are property of the school and may be subject to periodic inspections for the health, safety, and the welfare of the school community. Students should keep their lockers neat and clean and have no posters or offensive material hanging in them. The teachers will determine times for students to go to their lockers. The school is not responsible for personal property including, but not limited to, valuables such as cash, jewelry, electronic games, audio equipment, etc.

***Note: Anything brought on campus is subject to search.***

### ***Lunch Program***

Lunch will be available for optional purchase each day of the week during the school year, through an online process managed by the lunch provider. Lunch orders are not able to be accepted after the deadline indicated. No refunds will be made if a student is absent the day for which lunch was purchased, including absences for school events or field trips. Mondays are PTO Pizza Days.

Parents/guardians are invited to join their students for lunch on any day, provided that they first sign-in at the school office. Parents must follow the lunch times specified by student schedules. Families visiting for lunch and their student (s) will be seated at tables marked for guests.

Students may not use vending machines during lunch.

If a student forgets lunch at home, the parent/guardian may bring the student's lunch to the office. If a student does not have a lunch, the student will be provided a meal through the office or the lunch service on Monday and Friday. The parent is expected to remit payment upon receipt of the bill for such lunches as provided.

### ***Library***

The library exists to serve the needs of the faculty and students. Volunteer parents/guardians work under the leadership of the library manager. The library is open from 8:00 a.m. to 3:15 p.m.

Rules and regulations posted in the library are to be observed. Students are encouraged to borrow books, but if a student fails to return a book, the student will not be allowed to check out another book until the missing book is returned or the library is reimbursed for the loss.

### ***School Newsletter***

A digital newsletter will be emailed each Thursday evening. If you receive a *Newsflash* during any week day, please take the time to read it immediately as it will contain information that is timely (i.e. last minute changes in school schedule, news about an emergency, change in after school program. All Newsflash messages will also be posted to the school website.

### ***School Pictures***

School pictures are taken in the fall. Parents/guardians will be notified in advance of picture day. Mass uniforms will be required for individual and class pictures. Class pictures are taken in the spring.

### ***Field Trips***

Field trips are primarily educational and cultural experiences and are planned by the respective teachers. Field trips are privileges and students can be denied participation if they fail to meet academic or behavioral requirements.

- In order to participate, students must have a completed *Field Trip Permission Form*, which is available in the Appendix. Fees may be required to cover the transportation or admission expenses.
- All field trips will be chaperoned. The number of chaperones needed depends on the age of the students and the type of trip. Parents/guardians may be requested to chaperone a class on a field trip. Chaperones are not allowed to bring students' siblings on field trips they are chaperoning.
- Chaperones may be asked to drive students on the trip. The school requires that such drivers have a recent copy of their driving record on file. These records must be obtained from the Texas Department of Public Safety. Request forms are available in the school office. **All chaperones must be VIRTUS trained.**
- Chaperones are needed to ensure the safety of all the children on the field trip. Discipline and orderly conduct are expected of the students throughout the trip and follow the rules as listed in the handbook. The duties of the chaperones will be outlined by the teacher(s). We discourage a parent from being placed in charge of a group that includes their own child.

### ***Programs***

School programs, such as the Christmas program, are a great way for students to put into practice the skills they have learned in the classroom. Such programs are beneficial to the students' complete education. Attendance is highly recommended and classroom grades may be given.

### ***Special Events***

Faculty members will not drive any student to a special event. Parents are required to make other arrangements. Each month, a calendar is published with important dates to remember. Please keep a calendar handy to remind you of upcoming events.

The overall school year calendar will be sent to parents/guardians prior to the opening of the school year; however, the school maintains the right to change the calendar should it be deemed necessary.

### ***Fundraisers***

A calendar of fundraising events will be made available at the beginning of the year. It is our goal to limit the number of fundraisers at any one time. Families are needed to fully participate in the major fundraising efforts of the school: bazaar, gala, annual giving campaign, sporting clay classic, and the golf tournament.

### ***Parties***

Class parties are held at the discretion of each individual teacher, who will coordinate parties with the room parent. Any birthday invitations distributed at school must include every student in the classroom; otherwise, they should be mailed. Parents are discouraged from removing their child for any part of the day, including lunch, for events such as birthdays, play dates, parties, etc.

### ***Telephone Messages***

The office staff is available to serve you in an emergency but is not responsible for non-emergency messages. Please limit your request for messages to be delivered to your student to emergency situations.

The faculty and staff can receive messages any time via e-mail or the automated voice mail system. Teachers' voice mailboxes can be reached by entering their extension after dialing the school phone number. This allows messages to go directly to each teacher. Teachers' extension numbers are available in the school directory and in the voice mail system by following the instructions provided after dialing the main number.

### ***Visitors***

Visitors to the school during school hours (including parents/guardians) are required to stop in the school office to receive a visitor's pass. We use the *Raptor* system which requires a driver's license. No class or teacher should be interrupted during school hours without permission received from the office. Forgotten articles/lunches should be brought to the office by 10am. It is up to your child to check in the office for items/lunches left at home. Regular office hours are 7:30 a.m. to 4:00 p.m. The principal has the discretion to allow parental visits during the school's lunch period, as long as the visits are not disruptive to the educational process. When the principal authorizes such visits, he/she will set forth specific guidelines (i.e. time period, frequency, etc.) in the school's handbook. See the section under "lunch program."

### ***Lost and Found***

It is the parent/guardian's responsibility to see that the student's personal belongings are properly marked. St. Anne Catholic School will not be responsible for any lost articles. When money or valuable articles are found, they are to be brought to the school office where the owners may claim them. Articles unclaimed at the end of each quarter are given to organizations that might benefit from their use.

### ***Gum***

Gum is not permitted on school grounds at any time.

### ***Smoking/Tobacco***

Smoking and the use of tobacco products are prohibited on school grounds.

### ***Change of Address or Phone Number***

Please notify the school in writing of change of address and/or phone numbers (home or business). Please keep this information current for the student's benefit. The teacher and the office also must be notified of any change in persons authorized to pick up your student from school.

## ***Special Testing***

Some students may benefit from special academic and/or psychological testing. If appropriate, the school may conference with parents/guardians to help them throughout the process. Any paperwork required will be mailed directly to the testing agency.

Although not legally required, it is very important that the results of such testing be shared with the school in order to better meet the needs of the student. If testing indicates that there are special needs that cannot be met by the school, the family will be required to seek assistance through appropriate private sources or through the public school system. If it is ultimately determined that the school cannot meet the academic and/or psychological needs of a particular student, it may be necessary to withdraw that student from the school.

## ***Special Needs Learners and Referrals***

### ***Introductory Statement***

Consistent with the contents of the Church document, *To Teach as Jesus Did*, and the Pastoral Statement of the U.S. Bishops, *Persons with Disabilities*, the Archdiocese seeks to include students with special needs in our schools to the extent that the need of such students can be met within the scope of the programs and resources offered. The Catholic Schools Office is aware that it is unrealistic to serve all categories of special need students. However, Saint Anne Catholic School and the other Catholic schools are cognizant of the fact that admission of special needs students must be considered and reviewed on an individual basis.

### ***Legal References to Special Services***

The Individuals with Disabilities Education Act (IDEA) requires that local school districts locate, identify, and evaluate all private school students suspected of having a disability (for Saint Anne Catholic School, the local district is Tomball ISD). This "Child Find" process must be conducted in consultation with private schools representatives to ensure equitable access for private school students. In IDEA, these children are often referred to as "parentally placed private school children with disabilities," and the benefits available to them differ from the benefits for children with disabilities enrolled in public schools.

The Rehabilitation Act of 1973, Section 504 educational section (frequently call "Section 504), provides that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in any program receiving federal assistance. Catholic educators strive to recognize and address the needs of all those who seek a Catholic education. Within our resources, Saint Anne and other Catholic schools will offer services to eligible students with special needs, when possible. However, private schools are not required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with special needs. Private educational institutions are only required to make minor adjustment to accommodate eligible students.

### ***Records for Special Needs Learners***

All psychological and educational evaluations/reports regarding special needs testing of students received from local public schools, persons, or agencies are forwarded to Saint Anne Catholic School, upon request. These records are kept on file at the school for a period of seven (7) years after the exit of the student. These records are kept in a secure file and area accessible only to the principal, the Intervention Specialist, the Counselor, and any other appropriate staff member working with the student. Parents may view their child's record at any time. These records may not be forwarded to any other individual or agency.

### ***Criteria for Acceptance of Students with Special Needs***

In making a determination regarding the admittance of a particular student, the school will review the child's ability to meet the school's academic, behavioral, and physical qualifications. Each Catholic school determines its ability to meet the need of the student applicant. Consideration will be given to the following:

- Student's demonstrated ability to meet grade level requirements;
- Record of student's ability to follow school rules and regulations; and
- Students' ability to meet the physical requirements of attendance.

### ***Saint Anne Catholic School's Services for Special Needs Learners***

***New Students*** – When the Admission Office or the principal is notified that an incoming student may have special learning needs, the principals and other appropriate school staff review current academic, social, medical, and psychological evaluations to determine if the applicant is qualified to enroll, with or without his/her disability. If the applicant is qualified for enrollment, the administrative staff will then determine if reasonable adjustments can be made to the educational program which will accommodate the student's needs. If an admission is determined the school will begin the procedures with parents to discuss a *Catholic Accommodation Plan*.



*Currently Enrolled Students* – If a teacher (or parent) is concerned about a child’s academic, behavioral, or emotional progress and feels that testing may be needed, he/she will discuss concerns with the parent/family and the Principal, and then meet the SST team as soon as possible. We work as a team to do what is best for the child and will discuss:

- The student’s current educational status, including attendance records, grades, assessment data, and classroom observations;
- Previous educational efforts and strategies provided for the students and the results;
- Documentation of recent vision and hearing screenings;
- Updated general health history inventory; and
- Other information provided by the parents or teachers.

Parents will be expected to disclose any pertinent information that may assist us in educating the student. The principal and staff are responsible for recommending educational alternatives and/or referral to the local school district and/or private agency of the parent’s choice for further evaluation. In some cases, the campus may not have the resources necessary to help the child be successful. The administrative staff will then assist the family to locate an appropriate educational program for the child.

Documentation for all referrals must be kept on file. This documentation will be included in the student’s records. If an evaluation determines the student requires minor accommodations the school will begin the procedures with parents to discuss a *Catholic Accommodation Plan*. Accommodations for a child will be noted on the report card and in the child’s permanent folder.

#### *Student Success Expectations for Special Needs Learners*

All available school resources shall be utilized to promote student success. Lines of communication will be kept open to inform parents of student progress in all areas. Concerns about a student will be addressed initially by the classroom teacher and parent. School success can only be attained through cooperation between parents and educators. Parents are expected to disclose any pertinent information from private resources (diagnoses and recommendations) that would be of specific educational value in programming adequately for their children. If it is determined that the school’s resources cannot meet the needs of a student, or if parent(s)/guardian(s) fail to act on the school’s recommendations for remediation or diagnostic evaluation, the principal may request withdrawal of the student or deny admission for the following year.

#### *Accommodations for Special Needs Learners*

The purpose of an accommodation of any type is to provide the appropriate instruction according to the individual student’s special needs. As a result of a diagnostic evaluation, a student meets certain criteria to qualify for accommodations to his/her schoolwork. In many instances, accommodations (changed in methods of instruction) can be made in the classroom for students with special needs or for struggling students. Students who are diagnosed with a learning difference or who are diagnosed with a special need through the public school system, private doctors, or through special agencies may be referred for special assistance through the SST team after the administration has verification of the student’s recommended accommodations. (Curricular modifications are not provided because modifications require alterations of curricular objectives.) The number of intervention sessions per week, length of sessions, and goals will be determined by the SST team, tutor, principal, and classroom teacher after all available information has been reviewed.

#### *Standardized Assessment for Students with Special Needs*

Standardized assessments are one of several means of evaluating student performance. All students participate in the Archdiocese standardized assessment program. Students with disabilities identified through IDEA may require assessment accommodations. These accommodations should be provided on a weekly basis through the classroom teacher. These testing arrangements must be planned for in advance through a meeting with the administrative staff. Any adjustment made on the standardized assessment must be requested from the Catholic Schools Office via special request on the appropriate form.

### ***Transfer***

When a student transfers to another school, parents/guardians should notify the principal and the classroom teacher. Parents/guardians should notify the school office at least a week in advance of the transfer. All textbooks, workbooks, library books, and other school property should be returned to the teacher. A student will receive report cards and notice of transfer from the office. Transcripts and other school records will not be released until all fees have been paid. All records will be sent to the student's new school by mail.

### ***Asbestos***

The Saint Anne Catholic School building, built in the year 2000, to our knowledge, and stated in good faith, does not contain asbestos.

### ***Amendments and/or Addendums:***

The principal retains the right to amend the handbook for just cause. The parents will be given prompt notification if such changes are made.

Addendums will be added per instructions from the Archdiocese of Galveston-Houston and/or the administration. The parents will be given prompt notification if such additions are made.

### **APPENDICES**

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## **Drop-off Procedures 2016-17**

Parents, please review the information below carefully. Drop-off begins at 7:40 AM, with all students entering the school building this year, rather than starting the day in the gym.

We will continue to have two lines that form for drop-off. The goal is to have four (4) cars in front of the security gate and eight (8) cars behind the gate in each line. The crosswalk must remain clear at all times and in all weather conditions. The cars in each line are a group and unload their children at the same time. All children should exit the right side of the vehicle to avoid walking between cars. All cars should be placed in 'Park' while children unload.

**Parents should remain in their vehicles\*.**

**Line #1 (RED)** This line is closest to the main school building. Students exiting vehicles should move to the sidewalk under the canopy that parallels the buildings and courtyard to come in through the main entrance. Pre-K students should enter the red building rather than come through the main entrance. When directed, this group of cars will move forward toward the exit and the next group of cars will enter the RED Line for drop-off. Cars behind the red painted line between the St. Vincent DePaul Pantry and the Gym must wait to unload until they are moved forward to the top of the line. **Pre-K and Kindergarten parents should use this line for at least the first quarter. Their teachers will be at the front to greet them.**

**Line #2 (BLUE)** This line is closest to the gym. The children in the BLUE line should move into the middle safety lane (this is the exact opposite of last year). This lane is designated by orange safety cones. A faculty member will be in the lane to assist. These children must proceed to the covered crosswalk and wait for direction from a faculty/staff member before crossing the RED Line and entering the school building through the Main Entrance.

**Cars behind the red painted line should wait to unload until they reach the top of the line.**

*\* Parents, please stay in your vehicle and never leave your car unattended. Please do not enter the carline if your child(ren) are not ready to exit the vehicle when you stop. Gentle reminders several minutes before turning into the school lot to gather items, put on and secure shoes, and to take those last bites of breakfast can help them prepare for drop-off.*

*We understand that children do need assistance and sometimes parents need to facilitate. You may need to help them unbuckle, grab their backpack or give an extra hug. Do all of those things when needed but when at all possible stay in your vehicle.*

*Be aware of the line flow and if the car in front of you has been directed to depart or has already departed. We appreciate your assistance and cooperation. Our goal each morning is to provide a safe and efficient process for dropping off your children.*

## **Pick-up Procedures 2017-18**

Regular Schedule: all students dismissed at 3:15 PM Monday through Friday

### ***Students will remain in the school building for dismissal:***

- By 3:10 PM Kinder through grade five teachers will line their classes up in the elementary hallway.
- Middle School classes will line up at the end of the elementary hall, near the fourth grade classrooms.
- Students will wait quietly as family/carpool names are announced.
- There will be TWO lines for pick-up. They are exactly the same as the morning. Line #1 will be designated with RED cones and Line #2 will be designated with BLUE cones. Family names will be called out as follows – “Smith – Red” or “Jones – Blue.”
- The color will let the faculty know to which line students must head for pick-up.
- Middle School students without an elementary sibling or elementary carpool will exit through the Junior High hall exit and around the Red Pre-K building to the announced line.
- Students will be assisted into vehicles by faculty on duty (also assisting with seat belts, etc., as needed).

For students enrolled at *Step-by-Step*, participating in after school athletics, or other afterschool extracurricular activities, please wait quietly with your class until carline has wrapped up. Your coach, sponsor, or other responsible party will come to escort you.

### ***The crosswalk gates in the afternoon will not open until 2:35 PM***

- There will be two (2) lines for pick-up – the same as morning drop-off.
- Line #1, RED, is closest to the school, Line #2, BLUE, is closest to the gym.
- The middle lanes will be coned-off as a safety lane for loading students in the BLUE Line.
- If you plan to exit the school lot by taking a right onto Cherry Street, please enter the RED Line.
- If you plan to exit the school lot by taking a left onto Cherry Street, please enter the BLUE Line.
- Children will not be loaded past the red painted line marked on the parking lot between the pantry and the gym.
- Drivers must visibly display their Name placard on the passenger side window.
- For the RED Line: students will stay under the covered walkway until called to a cone by a faculty loader.
- For the BLUE Line: students coming from the main doors will proceed up the covered sidewalk, across the crosswalk, and into the middle safety lane for pick-up.
- Parents must stay in their vehicles.
- Groups of twelve (12) cars will move through each line.
- All cars will exit through the St. Joseph Grotto Exit forming 2 lines, one for right turns and one for left turns.
- The Tomball ISD Bus may stop on Cherry Street during carline. In these instances please consider turning right to avoid any back-up in the school lot.
- Tomball PD will assist you in exiting the school. Please follow their directions.

# Field Trip Permission Form

**Student Name:** \_\_\_\_\_ **Field Trip:** \_\_\_\_\_  
**Grade:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Teacher:** \_\_\_\_\_

**Description of Field Trip:**

Destination		Cost of Trip	
Departure Time		Supervision	
Return Time		Adult: Student Ratio	
Transportation			
Other Information:			
Objectives of Field Trip:			
Specific Materials to Be Brought:			

By signing this form, I certify that I request and give permission for the student to go on the Field Trip described above. I have been given the instructions required, and I release and hold harmless the school and any and all of its employees or volunteers from any and all liability for any and all harm arising to my child as a result of this trip, and waive any claims against them.

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Name (Printed) \_\_\_\_\_

**Emergency Info:**

I give permission for this student to be transported by ambulance and/or be treated in the event of a medical emergency

Signature		Date:	
Name (Printed):		Emergency #:	
Med Insurance Co.:		Policy #:	
Doctor's Name:		Phone:	
Preferred Hospital:		Phone:	

# **VOLUNTEER DRIVER FORM**

In order to be a volunteer driver at St. Anne Catholic School, we require this Volunteer Driver Form as well as your official driving record from Austin. Please fill out this form, sign it, and send it back to the school office. You can access your driving record online at the Department of Public Safety website ([www.txdps.state.tx.us/forms](http://www.txdps.state.tx.us/forms)) or by writing to the Department of Public Safety, Driver Records Bureau, Box 4087, Austin, Texas, 78773. We will keep both documents on file in our school office for one year. For best results, request your Three Year Record.

**Driver Name:** \_\_\_\_\_ **Driver's License #:** \_\_\_\_\_  
**Daytime Phone:** \_\_\_\_\_ **State Issued:** \_\_\_\_\_  
**Cell Phone:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

## **Description of Field Trip:**

Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_  
Agent \_\_\_\_\_

Year, Make, and Model of Vehicle:

In order to provide for the safety of our students or other members of the parish and those we serve, we must ask each volunteer driver to list all accidents or moving violations they have had in the last five years:

Please be aware that as a volunteer driver, your insurance is primary. There is a policy that would offer additional liability protection should a claim exceed the limits or your policy.

Thank you for helping us with our transportation needs!

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Name (Printed) \_\_\_\_\_

# REQUEST FOR IN-SCHOOL ADMINISTRATION OF MEDICATION

## NOTE TO PARENTS/GUARDIANS

Clinic personnel are not permitted to give medication of any kind, prescription or non-prescription, unless the physician requests in writing that there is a need for such medication. The doctor's statement must be accompanied by written permission of at least one parent.

Parents of students with chronic or life-threatening conditions (diabetes, asthma, severe allergies) must meet with the administration to develop an Individual Health Program to address the student's needs.

**Student Name:** \_\_\_\_\_ **Birth Date:** \_\_\_\_\_  
**Grade:** \_\_\_\_\_ **Current Date:** \_\_\_\_\_  
**Teacher:** \_\_\_\_\_

### **Physician's Instructions:**

*To the Principal of St. Anne Catholic School, Tomball, TX:*

In order to keep this school child in optimum health and to help maintain maximum school performance, it is necessary that medication be given during school hours.

Medication:		Dosage to be given:	
Reason Given		How often or at what time	
		Discontinue on Date:	

Form of medication to be given is circled below:

Tablet - Pill - Capsule - Liquid - Inhalation

Other Information:

Physician Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 Name (Printed) \_\_\_\_\_ Phone #: \_\_\_\_\_

### **Parental Release:**

I agree to hold the school harmless for the proper administration of medication provided by the parent/guardian and for adverse drug reactions or side effects.

I agree to be responsible for maintaining an adequate supply of medication at the school to meet the student's need.

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 Name (Printed) \_\_\_\_\_ Phone #: \_\_\_\_\_

# AGREEMENT FOR THE USE OF COMPUTERS / TELECOMMUNICATIONS

**Family Name:** \_\_\_\_\_ **School Year:** \_\_\_\_\_

**NOTE TO PARENTS/GUARDIANS**

St. Anne Catholic School has chosen to permit students' access to computer telecommunication resources to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the material available through the use of educational software and telecommunications. However, parents and guardians are warned that St. Anne Catholic School and the Archdiocese of Galveston-Houston do not have total control of the information on the Internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct which their child or ward should follow. Therefore, St. Anne Catholic School supports and respects each family's right to decide whether or not their child may have access to this resource.

Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including expulsion.

This policy applies to communications or depictions through e-mail, text messages, blogs, twitters, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communication.

I am the parent/guardian of the below named student(s). I have read the Acceptable Use Policy for Computers and Telecommunications and I have either explained it to my child/ward ("student") or I have assured myself that the student understands it. I also understand my own and each student's responsibilities regarding computer hardware, software, and Internet access at St. Anne Catholic School.

I hereby consent to those students **indicated by my initials below** having access to, and use of, the telecommunications resources at St. Anne Catholic School. I also hereby indemnify and hold harmless The Archdiocese of Galveston-Houston and St. Anne Catholic School from any claim or loss resulting from any infraction by the student of the policy or any applicable law. I further agree and understand that this privilege may be revoked at any time by the school.

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Name (Printed): \_\_\_\_\_

I have read the Acceptable Use Policy for Computers and Telecommunications. I understand its significance, and I agree to voluntarily abide with all terms and conditions of it. I further understand that violation of this agreement would be unethical and might even constitute a criminal offense. Should I choose to violate this agreement, my privileges will be revoked, and disciplinary action, and/or appropriate legal action may be taken:

<u>Parent's Initials</u>		<u>Student Grade/Teacher</u>	<u>Student Signature</u>	<u>Date</u>
<u>Consent</u>	<u>Deny</u>			



# POLICY HANDBOOK RELEASE FORM

**Family Name:** \_\_\_\_\_ **School Year:** \_\_\_\_\_

## NOTE TO PARENTS/GUARDIANS

The school and/or the Principal retain the right to amend this handbook for just cause. Parents/guardians will be given prompt notification if changes are made.

All parents/guardians and students are required to read the entire handbook, and to sign and return this page to the school office by **August 18, 2017**.

We have read and agree to abide by the school procedures, regulations, and policies discussed in this handbook.

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Name (Printed) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Name (Printed) \_\_\_\_\_

We have read and agree to abide by the school procedures, regulations, and policies discussed in this handbook.

<u>Student Grade/Teacher</u>	<u>Student Name (Printed)</u>	<u>Student Signature</u>	<u>Date</u>

## School Uniforms 2016-2017

Uniforms must be purchased through **Parker Uniform Company**: [www.parkersu.com](http://www.parkersu.com)

**Located at: 3425 FM 2920, Suite 700, Spring, Texas 77388. Phone: 281-528-6203**

### BOYS

*\*Indicates required mass uniform pieces*

- Socks: navy blue, black or white  
must cover the ankle

#### Grades PreK – 3:

- \*White Oxford shirt, long or short sleeved
- \*Navy pant
- Navy short
- \*Navy vest
- White or Dark Green polo
- \*Black or brown belt (PreK – 1: if wearing elastic waist pants then no belt)

#### Grades 4 – 5:

- \*White Oxford shirt, long or short sleeved
- \*Navy pant
- Navy short
- \*Navy vest
- White or Dark Green polo
- \*Navy tie
- \*Black or brown belt

#### Grades 6 – 8:

- \*Light blue Oxford shirt, long or short sleeved
- \*Khaki pant
- Khaki short
- \*Navy vest
- Navy, white, or dark green polo
- \*Navy tie
- \*Black or brown belt

### GIRLS

*\*Indicates required mass uniform pieces*

- Socks: navy blue, black or white  
must cover the ankle

#### Grades PreK – 3:

- \*White Peter Pan collar shirt, long or short sleeved
- \*Dropped waist plaid jumper
- White or green polo
- Plaid skirt with double kick pleat
- Navy pants
- Plaid shorts

#### Grades 4 – 5:

- \*White Oxford shirt, long or short sleeved
- White fitted overblouse  $\frac{3}{4}$  sleeve
- \*Plaid skirt with multiple pleats
- Plaid skirt with double pleat
- White or dark green polo
- Navy pants (must wear black or brown belt)
- Plaid short
- \*Navy vest

#### Grades 6 – 8:

- \*White Oxford shirt, long or short sleeved
- White fitted overblouse  $\frac{3}{4}$  sleeve
- \*Plaid skirt with multiple pleats or bias waist skirt with 3 stitched down pleats
- Plaid skirt with double pleat
- Navy, white or dark green polo
- Navy pants (must wear black or brown belt)
- Plaid short
- \*Red vest

## Saint Anne Catholic School - 2017-18 Calendar Dates

Mon-Fri	August 7-11	Teacher inservice and training days
Friday	August 11	Back-to-School event – classrooms open – town meeting in gym at 6:00 PM
Tuesday	August 15	First Day of Classes PreK-8 – Mass at 8:30am – Feast of the Assumption
Monday	September 4	Labor Day Holiday – no classes
Wednesday	September 6	School Pictures
Mon-Fri	September 25-29	Book Fair
Tuesday	September 26	Progress Reports
Thursday	September 28	Grandparents Day
Thu-Fri	October 5-6	Parent-Teacher Conferences – <i>noon dismissal both days</i>
Monday	October 9	CSO Inservice – no classes
Sunday	October 22	SAINT ANNE BAZAAR
Monday	October 23	Bazaar Holiday – no classes
Wednesday	November 1	Feast of All Saints - Mass
Thursday	November 9	End of Trimester 1 – (60 days)
Friday	November 10	Veterans Day – Mass and reception
Mon-Fri	November 20-24	Thanksgiving Holidays – no classes
Friday	December 8	Feast of the Immaculate Conception - Mass
Thursday	December 14	Christmas Program – grades 1-5
Thursday	December 21	Christmas Program PreK-K – noon dismissal
Fri-Fri	Dec 22-Jan 5	Christmas vacation – no classes
Monday	January 8	Return from Christmas vacation
Friday	January 12	Progress Reports
Monday	January 15	MLK Holiday – no classes – <i>teacher inservice day</i>
Tue-Fri	Jan 16-19	Camp Kappe
Friday	January 19	Parent-Teacher Conferences – <i>noon dismissal</i>
Sun-Sat	Jan 28-Feb 3	Catholic Schools Week
Wednesday	January 31	OPEN HOUSE
Wednesday	February 14	Ash Wednesday - Mass
Saturday	February 17	STEPS-4-STUDENTS
Monday	February 19	CSO Inservice – no classes
Tuesday	February 27	End of Trimester 2 – (120 days)
Mon-Fri	March 12-16	Spring Break – no classes
Thursday	March 29	Holy Thursday – noon dismissal
Friday	March 30	Good Friday – no classes
Monday	April 2	Easter Monday – no classes
Mon-Fri	April 16-20	ITBS Testing – make-ups and CoGat on Monday 4-23
Thursday	April 19	Progress Reports
Friday	April 27	Parent-Teacher Conferences – <i>noon dismissal</i>
Friday	May 18	Field Day
Friday	May 25	Graduation
Monday	May 28	Memorial Day Holiday – no classes
Friday	June 1	Last day of classes – noon dismissal – (180 days)
Mon-Tue	June 4-5	CSO teacher inservice
Wednesday	June 6	Faculty Check-out
Monday	June 11	Report Cards go home – begin summer office hours

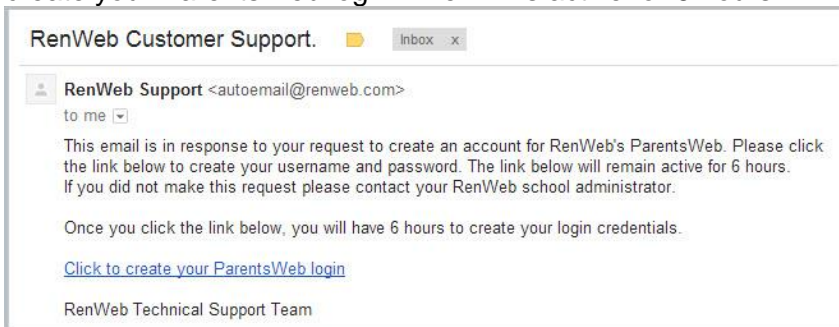
## Accessing Parents Web

**RenWeb School Management Software** gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet!

**RenWeb's ParentsWeb** is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You may view your child's grades, attendance, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer.

Here's how to access our easy-to-use **RenWeb ParentsWeb**:

- Make sure that the school has your email address in RenWeb.
- In Internet Explorer, Firefox, or Safari, go to [www.renweb.com](http://www.renweb.com) and click **Logins**.
- Type the school's **District Code SAT-TX**
- Click **Create New ParentsWeb Account**.
- Type your email address and click **Create Account**. An email will be sent which includes a link to create your ParentsWeb login. The link is active for 6 hours.



- Select the **Click to Create your ParentsWeb login** link.
- A web browser displays your **Name** and RenWeb **Person ID**.
- Type a **User Name**, **Password**, and **Confirm** the password.

Change/Create Password				
Name	Person ID	User Name	Password	Confirm
Callie Johnston	11519	<input type="text" value="cjohnston"/>	<input type="password" value="*****"/>	<input type="password" value="*****"/>
<input type="button" value="Save User Name and/or Password"/>				

- Click **Save User Name and/or Password**.  
A message displays at the top of the browser, "**User Name/Password successfully updated.**"

<b>User Name/Password successfully updated.</b>				
Change/Create Password				
Name	Person ID	User Name	Password	Confirm
Callie Johnston	11519	<input type="text" value="cjohnston"/>	<input type="password" value="*****"/>	<input type="text"/>
<input type="button" value="Save User Name and/or Password"/>				

- You may now log in to ParentsWeb using your new User Name and Password.

ParentsWeb allows you to access: Student attendance, daily grades, progress reports and reports cards