



# **ST. ANN'S**

## **CATHOLIC SCHOOL**

**FAITH, KNOWLEDGE  
AND CHARACTER**

# **PARENT-STUDENT HANDBOOK**

## **2026-2027**

St. Ann's Catholic School joins with families to form students'  
faith, knowledge, and character.

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## Contents

|                                                             |    |
|-------------------------------------------------------------|----|
| PRINCIPAL'S LETTER.....                                     | 4  |
| DESCRIPTION OF ST. ANN'S CATHOLIC SCHOOL .....              | 5  |
| GENERAL SCHOOL INFORMATION .....                            | 6  |
| ADMISSION PROCEDURES/REQUIREMENTS.....                      | 6  |
| AFTER SCHOOL PROGRAM .....                                  | 6  |
| AFTER SCHOOL CHARGES.....                                   | 7  |
| ATTENDANCE .....                                            | 7  |
| MISSING ASSIGNMENTS .....                                   | 8  |
| TARDIES .....                                               | 8  |
| EARLY PICKUP.....                                           | 8  |
| EMERGENCY SCHOOL CLOSING .....                              | 8  |
| BIRTHDAYS .....                                             | 8  |
| COMMUNICATION .....                                         | 9  |
| FAMILY SERVICE HOURS.....                                   | 9  |
| PRIVACY POLICY .....                                        | 10 |
| PERSONAL ELECTRONIC DEVICES .....                           | 10 |
| SCHOOL TUITION.....                                         | 11 |
| GRADUATION - 8 <sup>TH</sup> GRADE .....                    | 11 |
| GRIEVANCE POLICY – DIOCESE OF SAN ANGELO.....               | 13 |
| HEALTH SERVICES .....                                       | 14 |
| MEDICATION .....                                            | 14 |
| INFECTIOUS OR CONTAGIOUS ILLNESS .....                      | 14 |
| IMMUNIZATION POLICY .....                                   | 14 |
| HEALTH SCREENINGS .....                                     | 15 |
| LOCKERS .....                                               | 15 |
| PHONE USE – MAIN OFFICE .....                               | 15 |
| RELEASE OF RECORDS.....                                     | 15 |
| PARENT-TEACHER ORGANIZATION (P.T.O.) .....                  | 16 |
| TESTING PROGRAM .....                                       | 16 |
| UNIFORM GUIDELINES .....                                    | 16 |
| PARENT/VOLUNTEER DRESS CODE.....                            | 19 |
| INSTRUCTIONAL PROGRAM .....                                 | 19 |
| ASSIGNMENT PLANNERS.....                                    | 19 |
| CURRICULUM.....                                             | 19 |
| RELIGIOUS EDUCATION.....                                    | 20 |
| COMPUTER ETHICS.....                                        | 20 |
| DRUG EDUCATION .....                                        | 20 |
| ELIGIBILITY - ATHLETICS AND EXTRACURRICULAR ACTIVITIES..... | 20 |
| FIELD TRIPS .....                                           | 21 |
| HOMEWORK ASSIGNMENTS .....                                  | 21 |
| HOMEWORK - LATE WORK .....                                  | 21 |

|                                                                            |    |
|----------------------------------------------------------------------------|----|
| HOUSE SYSTEM-MIDDLE SCHOOL.....                                            | 22 |
| LIBRARY .....                                                              | 22 |
| PHYSICAL EDUCATION .....                                                   | 22 |
| PROMOTION AND RETENTION.....                                               | 22 |
| SAFE ENVIRONMENT .....                                                     | 23 |
| THEOLOGY OF THE BODY .....                                                 | 23 |
| REPORT CARD .....                                                          | 23 |
| GRADING SCALE.....                                                         | 24 |
| PROGRESS REPORTING .....                                                   | 24 |
| PARENT-TEACHER CONFERENCES .....                                           | 24 |
| HONOR ROLL .....                                                           | 24 |
| HIGH SCHOOL CREDIT .....                                                   | 24 |
| TEXTBOOKS.....                                                             | 25 |
| CONDUCT.....                                                               | 25 |
| BEHAVIORAL EXPECTATIONS .....                                              | 25 |
| DRUGS/ALCOHOL/TOBACCO/E-CIGARETTES .....                                   | 25 |
| INFRACTIONS/RULES .....                                                    | 26 |
| INFRACTIONS AGAINST PEOPLE .....                                           | 26 |
| THREATS .....                                                              | 26 |
| PROCEDURE FOR CLASSROOM DISCIPLINE.....                                    | 27 |
| MIDDLE SCHOOL CONDUCT.....                                                 | 27 |
| SUSPENSION AND EXPULSION .....                                             | 27 |
| POLICIES ON ETHICS AND INTEGRITY IN MINISTRY - DIOCESE OF SAN ANGELO ..... | 28 |
| CHILDREN / YOUTH BEHAVIOR .....                                            | 28 |
| STUDENT AND SPECIAL SERVICES.....                                          | 29 |
| COUNSELOR .....                                                            | 29 |
| EXTRA-CURRICULAR ACTIVITIES.....                                           | 29 |
| FIRE /TORNADO/LOCKDOWN/LOCKOUT /DRILLS .....                               | 29 |
| LUNCH SERVICES .....                                                       | 29 |
| WEAPONS ON CAMPUS.....                                                     | 30 |
| UNWRITTEN REGULATIONS/RIGHT TO AMEND.....                                  | 30 |
| TECHNOLOGY ACCEPTABLE USE AGREEMENT .....                                  | 30 |
| Working Together: A Code of Cooperation for the School Community .....     | 32 |
| COMMUNITY AGREEMENT – REQUIRED.....                                        | 32 |
| PARENT-STUDENT HANDBOOK AGREEMENT - REQUIRED .....                         | 32 |
| PHOTO-VIDEO RELEASE - REQUIRED .....                                       | 32 |

Note: Anywhere in this handbook that the word parent appears, the word means parents or guardians, those who have custody of a minor child.

## **PRINCIPAL'S LETTER**

Dear Parents and Students,

Welcome to a new school year at St. Ann's Catholic School! It is a joy to begin this journey with you, and we are truly grateful for the opportunity to partner with your family in forming students in faith, knowledge, and character. Since 1950, St. Ann's has been a ministry of St. Ann's Catholic Church, faithfully providing a Catholic education that nurtures both the hearts and minds of children.

At the heart of our mission is our Catholic identity. Along with a strong academic foundation, we remain committed to forming students who grow in virtue, curiosity, and confidence. Each child is uniquely gifted, and we consider it a privilege to walk alongside them as those gifts unfold in a supportive and joyful learning environment.

We believe that strong home-school communication is key to a successful and thriving school community. Your trust in us to guide your child's faith and learning journey is an honor we do not take lightly. When we work together—families and educators—we provide students with a firm foundation that prepares them not only for the classroom, but for life.

This handbook is intended to support that partnership. It outlines important expectations and routines that help our school run smoothly and reflect the values we hold dear. We encourage you to review its contents and discuss relevant sections with your child.

As we begin the year ahead, we ask for your continued prayers. Our faculty and staff are ready to greet each day with enthusiasm, dedication, and faith. May we be guided by God's wisdom and strengthened by His grace in all we do.

Thank you again for being part of the St. Ann's family and for entrusting your child's education to us.

Sincerely in Christ,

Tracy Owen, Principal  
St. Ann's Catholic School

## **DESCRIPTION OF ST. ANN'S CATHOLIC SCHOOL**

St. Ann's Catholic School, a mission of St. Ann's Catholic Church, celebrates 75 years of history in 2025. Established in August 1950, the school serves students in grades pre-kindergarten - eight. When dedicating St. Ann's Catholic School, most Reverend John L. Morkovsky, Bishop of Amarillo, called the school a, "... a monument to the Catholic faith in Midland... and a blessing for generations to come." St. Ann's Catholic School welcomes students from every local parish and remains committed to providing Catholic education to the children of Midland.

### **ACCREDITATION OF ST. ANN'S CATHOLIC SCHOOL**

St. Ann's Catholic School applies for and complies with standards for accreditation by the Texas Catholic Conference of Bishops Accreditation Commission and the Texas Private School Accreditation Commission (TEPSAC) recognizes the school's accreditation. The relationship of TEPSAC with the State Commissioner of Education allows for the following activities related to accredited non-public schools:

- Transferability of student credits earned in accredited non-public schools to Texas public schools.
- Service in accredited non-public schools for salary increment purposes in Texas public schools.
- Recognition of private schools as state-accredited for public and private grant purposes.

### **ST. ANN'S CATHOLIC SCHOOL'S VISION**

Lead all souls to heaven.

### **ST. ANN'S CATHOLIC SCHOOL'S MISSION**

St. Ann's Catholic School joins with families to form students' faith, knowledge, and character.

### **ST. ANN'S CATHOLIC SCHOOL CORE VALUES**

St. Ann's Catholic School fosters spiritual, intellectual, personal, social, and physical development by focusing on the core values explained below, beginning with Catholic Identity which is thread connecting all that we do and defining what we are and intend to remain.

#### **CATHOLIC IDENTITY**

St. Ann's Catholic School fosters spiritual development by engaging learners as members of the family of Jesus Christ in multiple ways:

- by using regular religious instruction,
- by integrating Catholic identity into curriculum and service experiences,
- by active participation and attendance at weekly mass.

#### **INTELLECTUAL CHALLENGE**

St. Ann's Catholic School promotes intellectual development by engaging students in challenging curricula requiring the application of critical thinking and problem-solving skills and integrating a Catholic worldview.

#### **PERSONAL DEVELOPMENT**

St. Ann's Catholic School directs each child's personal development through communication and collaboration with parents, and through inclusion of a counseling program.

#### **CHARACTER DEVELOPMENT**

St. Ann's Catholic School promotes the social development of each child by teaching and modelling Christian values consistent with the teachings of the Catholic Church, and by offering opportunities for leadership and service that include the social justice mission of the Catholic church.

#### **PHYSICAL DEVELOPMENT**

St. Ann's Catholic School provides a program of health and physical education centered on Christian values promoting fitness, sportsmanship, and healthy choices.

## **GENERAL SCHOOL INFORMATION**

### **ADMISSION PROCEDURES/REQUIREMENTS**

- Yearly, on dates announced through school and parish communications, registration begins with online re-enrollment of current families.
- Registration of new families begins next.
- Students entering 3 or 4-year-old Preschool must be three or four years old on or before September 1 and fully potty trained to apply.
- Students entering Kindergarten must be five years old on or before September 1 to apply.
- Students entering Grade 1 – Grade 8 must have successfully completed the previous year.
- Parents of prospective students send applications online and include the following scanned documents:
  - ❖ baptismal certificate (if applicable)
  - ❖ official birth certificate
  - ❖ current immunization record
  - ❖ recent report card and test records

Once St. Ann's Catholic School admits a child to its program, parents:

- complete the online enrollment packet,
- submit a non-refundable \$350 enrollment fee,
- sign the financial agreement,
- activate FACTS tuition account,
- sign the parent/student handbook forms,
- visit with the principal upon request.

St. Ann's Catholic School does not discriminate based on race, color, national origin, or ethnicity. St. Ann's Catholic School gives preference to enrollment of Catholic children.

### **AFTER SCHOOL PROGRAM**

St. Ann's After School Program serves children in Kindergarten – Grade 8 who need supervision between 3:30 p.m. and 5:30 p.m. There is an added charge for St. Ann's After School Program. In age-appropriate groups participants receive:

- homework support,
- craft or computer time,
- gym/play time,
- snack time.

If a parent or guardian arrives before 5:30 p.m. to pick up a child, they must enter the building to sign the child out. Parents may pick up children who stay until 5:30 p.m. by the cafeteria side door. The program does not operate on holidays or early dismissal days listed on the school calendar. Staff works to make the program a positive experience for children, and the school offers the program as a convenience for parents. Children are subject to school rules during the program. Students are expected to follow all school rules and behavioral expectations while participating in the program. When necessary, disciplinary concerns will be referred to School Administration. Students who demonstrate persistent misconduct, fail to comply with program expectations, or engage in behavior that compromises the safety or well-being of others may be suspended or dismissed from the program at the discretion of School Administration.

## **AFTER SCHOOL CHARGES**

Parents may make payments for St. Ann's After School Program weekly or monthly in the school office and the school includes monthly statements in the Tuesday folder.

### **RATES PER CHILD**

|                       |         |
|-----------------------|---------|
| 3:45 p.m. - 3:59 p.m. | \$1.00  |
| 4:00 p.m. - 5:30 p.m. | \$10.00 |

- Staff deliver children not picked up by 3:45 p.m. to the After School program and the After School Program bills parents for after school supervision.
- Staff accompany children remaining at school for tutoring or after school activities, if not picked up by the agreed upon time, to the After School program and the After School Program bills parents for supervision.
- Parents must pick up All After School students by 5:30 p.m. After 5:30 p.m., the After School Program charges parents \$1.00 per minute per child.

## **ATTENDANCE**

Good attendance habits support successful school performance. Absences and tardies interfere with student progress.

### **ATTENDANCE EXPECTATIONS**

- The instructional day begins at 7:55 a.m. and ends at 3:30 p.m.
- Students arriving after 10:00 a.m. will be marked absent for the entire day.
- For grade level promotion, students must attend at least 90% of the school year, which is approximately 162 days present.
- Students with more than 18 absences in a school year will not be eligible for promotion, unless approved by administration under exceptional circumstances with proper documentation (e.g., extended illness, severe injury, family emergency, physician's note).
- A consistent pattern of unexcused absences and/or tardies may result in ineligibility for reenrollment the following school year.
- The only way to regain attendance credit for promotion is by completing mandatory Credit Recovery courses during the summer break.

**EXCUSED ABSENCES** – The School may excuse absences for illness, family emergencies, medical appointments, school-sponsored activities, or other circumstances approved by School Administration.

- Parents/guardians must notify the School by submitting a written request or by calling the Front Office to request that an absence be excused.
- A physician's note is required for absences exceeding three consecutive school days. If the required documentation is not provided, the absences beyond the third day may be recorded as unexcused unless otherwise approved by School Administration.

**UNEXCUSED ABSENCES** – The School does not excuse absences for family vacations or other discretionary reasons.

- Teachers are not expected to schedule assignments, quizzes, or tests in advance to accommodate planned absences.
- Makeup work will be provided upon the student's return to school in accordance with school policy.
- The Principal has final authority to determine whether an absence is recorded as excused or unexcused.

## **MISSING ASSIGNMENTS**

Students must complete assignments missed due to absences.

- If a parent e-mails a teacher before 9:00 a.m. on the day of the absence, and if practicable, work will be available to pick up in the office by the end of the school day.
- Teachers may provide make-up work when the student returns to school.
- To receive credit, a student must complete makeup work within the same number of days as the absence from school.
- The student will not receive credit for makeup work resulting from an unexcused absence.

## **TARDIES**

Students arriving after 8:00 a.m. are considered tardy and must report to the Front Office to obtain a tardy slip. The Front Office will record a tardy as excused when appropriate documentation, such as a physician's note, is provided. Tardies without appropriate documentation will be recorded as unexcused.

Elementary students who accumulate six (6) unexcused tardies in a semester will receive one (1) unexcused absence and may be subject to disciplinary action, including a parent conference with the Principal, Associate Principal, or Vice Principal, and student detention.

Middle School students who accumulate six (6) unexcused tardies in a semester will receive one (1) unexcused absence and may be subject to disciplinary action, including a parent conference with the Principal, Associate Principal, or Vice Principal, and assignment to In-School Suspension (ISS). The School records all unexcused tardies, including tardies between classes.

## **EARLY PICKUP**

If a student leaves before regular dismissal at 3:30 p.m., a parent must notify the school in writing or by phone.

- To avoid carpool conflicts, parents must sign out and pick up any student leaving early at the office by 2:45 p.m.
- The school counts any students picked up earlier than 1:00 p.m. as absent for the day and the school may count the absence as excused or unexcused.
- Please make every effort to schedule medical and dental appointments after school, on school holidays or during vacations.

## **EMERGENCY SCHOOL CLOSING**

St. Ann's Catholic School may close or delay opening for emergency reasons such as inclement weather. The school sends announcements about school closure or delayed opening through RenWeb (parent communication system) and shares announcements with local media outlets. In case of an unscheduled early dismissal, the school notifies parents using RenWeb.

## **BIRTHDAYS**

With prior notice and the agreement of the teacher, parents may send a treat for the class on a child's birthday.

- The teacher will distribute treats, if pre-cut and divided, during lunch.
- The teacher will distribute birthday party invitations at school if everyone in the class receives an invitation.
- If everyone in the class will not receive an invitation, parents must distribute birthday party invitations outside of school using family contact information available through RenWeb SIS.



- To minimize classroom disruptions, the School will not accept or deliver gifts, gift baskets, flowers, balloons, or other celebratory items for students during the school day. Families are encouraged to make arrangements to celebrate with their child outside of school hours.

## COMMUNICATION

St. Ann's Catholic School uses a variety of means to foster effective home/school communication:

- **TUESDAY FOLDER**

Teachers send home "Tuesday Folders" on Tuesday of every week.

- ❖ Folders hold general and class specific announcements and reminders, permission slips, menus, monthly classroom agendas, and weekly assignments.
- ❖ Parents must sign and return Tuesday Folders Wednesday.
- ❖ St. Ann's Catholic School provides each student a Tuesday Folder.

- **WEEKLY UPDATE NEWSLETTER**

St. Ann's Catholic School e-mails a weekly update each Friday including items of interest to students and parents.

- **RENWEB SIS (SCHOOL INFORMATION SYSTEM)**

St. Ann's Catholic School utilizes RenWeb, a school notification system to send texts, emails, weather advisories, lunch balance notifications, emergency alerts, and other important parent communications.

- **WEBSITE/FACEBOOK/INSTAGRAM**

St. Ann's Catholic School posts authorized resources, activities, and photographs to accounts on the following media outlets:

- ❖ St. Ann's Catholic School website - [www.stanns.us](http://www.stanns.us)
- ❖ St. Ann's Catholic School Facebook page  
<https://www.facebook.com/StAnnsMidlandTx>
- ❖ St. Ann's Catholic School Instagram account - [@stannscatholicschool](https://www.instagram.com/stannscatholicschool)

- **EMAIL**

The School encourages parents/guardians to communicate with teachers by email.

- ❖ Teachers respond to emails after the close of the instructional day.
- ❖ Teachers will make every effort to respond to emails within one (1) business day.

- **DIRECTORY**

School families may access the RenWeb SIS directory. Only families who have elected to be included in the directory through their RenWeb SIS privacy settings will have their contact information displayed. Directory information is provided solely for school-related communication and may not be used for business solicitation or any unauthorized purpose.

- **CLASS DOJO**

School families will receive both classroom and school-wide communications through ClassDojo.

## FAMILY SERVICE HOURS

Families with students in Kindergarten through 8th grade are required to complete 20 Family Service Hours each school year in support of St. Ann's Catholic School. A minimum of 10 hours must be completed by December 25, with all remaining hours due by May 31. Unfulfilled service hours will be billed through FACTS at a rate of \$50 per hour following each deadline (December 25 and May 31).

Volunteer opportunities and instructions for recording service hours are provided throughout the year in the Weekly Family Update. Families who do not fulfill the Family Service Hour requirement are not eligible for school scholarships or tuition assistance.

### **PRIVACY POLICY**

Parents, students, and employees must respect the privacy of children, families, and employees of St. Ann's Catholic School. Any member of the school community may report anything distracting from the spirit, education, philosophy, dignity, or Catholic identity of St. Ann's Catholic School to the principal, associate principal, vice principal or pastor. The school's administration or the pastor investigate and address reports as appropriate.

### **DROP OFF/PICK UP/PARKING POLICY**

Procedures for arrival and dismissal are established to protect the safety of every student. All families are expected to follow the School's designated arrival and dismissal procedures.

- Parents/guardians must make requests to deviate from standard arrival or dismissal procedures in advance and in writing to School Administration.
- Students walking to or from school must use sidewalks and the designated crosswalk staffed by the School crossing guard.
- Parents must drop students off using the designated carpool lane at the front entrance on Texas Street no earlier than 7:30 a.m., when staff supervision begins.
- If you arrive before 7:30 a.m., please park and wait in the lot at the corner of Texas Street and "N" Street, as supervision is not available before that time.
- For afternoon dismissal, families should either remain in the designated carpool lane or park in the lot at the corner of Texas Street and "N" Street and walk to pick up their children.
- The church parking lot is not a designated student drop-off or pick-up area and is not supervised by School personnel. Parents should not drop students off in the church parking lot or allow students to walk unattended to the crosswalk.
- Parents should not drop students off along the street or curb across from the main school building. Students should not walk unaccompanied to the crosswalk from these locations.
- Families must use the designated crosswalk staffed by the School crossing guard during arrival and dismissal. Crossing at locations without a crossing guard creates unnecessary traffic congestion and increases the risk of injury.
- Do not park in the lot between the School and Church Office, as this area is reserved for church business.
- School supervision is provided only in designated arrival and dismissal areas during established supervision times. Parents who choose to use non-designated drop-off, pick-up, or crossing locations do so outside the School's supervised procedures.
- Families who do not follow these procedures may be contacted by School Administration and required to comply with the School's arrival and dismissal expectations. Continued failure to follow these procedures may result in additional administrative action.

### **PERSONAL ELECTRONIC DEVICES**

St. Ann's Catholic School recognizes that personal electronic devices have the potential to interfere with the educational process and the safety of students. Consequently, during the school day, students may not use personal electronic devices, including but not limited to cell phones, iPads, smartwatches with communication capabilities, laptops, or similar devices.

- All student cell phones and personal electronic devices must be turned off before entering the main school building each morning.

- Students must turn off cell phones and other personal electronic devices and turn them in at the beginning of the school day to their classroom teacher (Elementary) or homeroom teacher (Middle School).
- Personal electronic devices must remain turned off until the student has left campus at the end of the school day.
- Unauthorized possession or use of a personal electronic device on campus before, during, or after school may result in the device being confiscated by School personnel and turned over to the Vice Principal.
- A parent or legal guardian must retrieve any confiscated personal electronic device from the School Office. The following consequences will apply for each confiscation:
  - **First Offense:** A parent or legal guardian must retrieve the confiscated device.
  - **Second Offense:** A parent or legal guardian must retrieve the confiscated device, and the student will be assigned detention.
  - **Third Offense:** A parent or legal guardian must retrieve the confiscated device, the student will be assigned In-School Suspension (ISS), and the student will lose the privilege of bringing a personal electronic device to school for the remainder of the school year.
  - If a student brings a personal electronic device to school after losing this privilege, the device will be confiscated, the student will be assigned Out-of-School Suspension (OSS), and a conference with the Principal, Associate Principal, or Vice Principal will be required before the student may return to school.
- St. Ann's Catholic School assumes no responsibility for lost, stolen, or damaged personal electronic devices.
- In the event of an emergency, parents/guardians should contact the Main Office. Students may not send or receive messages on personal electronic devices during the school day.

St. Ann's Catholic School is committed to protecting the privacy of its students, families, and employees through the consistent enforcement of this policy.

## SCHOOL TUITION

The current tuition schedule can be located in the Main Office or on the school's website. The St. Ann's School Board and the Pastor review and approve the tuition schedule as part of the budget process each year and it is subject to change.

## PAYMENT OPTIONS

- The school discounts tuition paid in full by June 15<sup>th</sup> through the FACTS Tuition Management Program at a rate of \$100 per student.
- Using the FACTS Tuition Management Program, parents may pay tuition semi-annually (Sept. 1 and Jan. 1) or in nine monthly payments (beginning Sept. 1 and ending May 1).

## GRADUATION - 8<sup>TH</sup> GRADE

St. Ann's Catholic School celebrates eighth grade students at a graduation mass and reception. The school presents the following awards at this mass.

- **PRESIDENT'S AWARD FOR EDUCATIONAL ACHIEVEMENT** recognizes outstanding educational growth, improvement, commitment to intellectual development, and acknowledges students who work hard and give their best effort in school.

- **THE PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE** *recognizes* outstanding academic success and the school gives this award to students who earn a grade of 94 percent on a traditional grading scale and also demonstrate motivation, initiative, integrity, intellectual depth, and leadership qualities.
- **ST. CARLO ACUTIS AWARD FOR EXCELLENCE IN ROBOTICS** – The School gives this award to a robotics student showing the following:
  - ❖ effort and cooperation,
  - ❖ academic achievement,
  - ❖ interest in robotics, engineering, and technology,
  - ❖ creativity, innovation, and problem-solving,
  - ❖ active participation in robotics activities and competitions,
  - ❖ Catholic values,
  - ❖ initiative beyond the expected curriculum.
- **ST. CATHERINE OF BOLOGNA FOR EXCELLENCE IN ART** – The school gives this award to an art student showing the following:
  - ❖ effort and cooperation,
  - ❖ academic achievement,
  - ❖ true love for art and learning,
  - ❖ active participation in class and art programs,
  - ❖ Catholic values,
  - ❖ Initiative beyond the expected curriculum.
- **ST. CECILIA AWARD FOR EXCELLENCE IN MUSIC** – The school gives this award to a music student showing the following:
  - ❖ effort and cooperation,
  - ❖ academic achievement,
  - ❖ true love for music performance and learning,
  - ❖ active participation in musical programs,
  - ❖ Catholic values,
  - ❖ Initiative beyond the expected curriculum.
- **ST. SEBASTIAN AWARD FOR EXCELLENCE IN PHYSICAL EDUCATION** – The school gives this award to a physical education student showing the following:
  - ❖ effort and cooperation,
  - ❖ academic achievement,
  - ❖ interest in applied physical education,
  - ❖ active participation,
  - ❖ Catholic values,
  - ❖ initiative beyond the expected curriculum.
- **ST. VERONICA AWARD FOR EXCELLENCE IN PHOTOJOURNALISM** – The School gives this award to a photojournalism student showing the following:
  - ❖ effort and cooperation,
  - ❖ academic achievement,
  - ❖ interest in photography, storytelling, and journalism,
  - ❖ active participation in documenting school life and events,
  - ❖ Catholic values,
  - ❖ initiative beyond the expected curriculum.

- **OUR LADY OF GUADALUPE AWARD FOR EXCELLENCE IN SPANISH** – The school gives this award to a Spanish student showing the following:
  - ❖ effort and cooperation,
  - ❖ academic achievement,
  - ❖ interest in the Spanish language and culture,
  - ❖ active participation,
  - ❖ Catholic values,
  - ❖ initiative beyond the expected curriculum.
- **SPIRIT OF ST. ANN'S AWARD** – The School gives this award to a student who goes beyond expectations and models the spirit of a Catholic education, including:
  - ❖ reverence in worship,
  - ❖ persistent academic effort and achievement,
  - ❖ appropriate conduct,
  - ❖ respect for others,
  - ❖ integrity in interpersonal relationships,
  - ❖ service and a willingness to help,
  - ❖ initiative and leadership.

## **GRIEVANCE POLICY – DIOCESE OF SAN ANGELO**

The Bishop of the Diocese of San Angelo approves a grievance procedure to use in resolving claims by parents or students “of misapplication or misinterpretation of enforcement of discipline, of established policies and/or regulations at the local level.” The procedure reflects the commitment of our Catholic community to remain open to solutions that serve the best interest of students, families, the school, and the parish. A summary of the grievance procedure follows.

At the “informal level,” parties to a grievance first make every effort to resolve the issue amicably and equitably, exercising principles of mutual respect, and engaging in mediation which may include a mutually agreed upon third party.

At the “formal level,” the principal implements specific steps, with the process kept in strict confidence. The “formal level” can occur in two stages:

### **Level One – Appeal to the Principal**

- Parents file grievances for students.
- Parents send formal grievances to the principal, signed and in writing.
  - ❖ A written statement must include the details.
  - ❖ A written statement must include a suggested remedy.
- If the grievance relates to the behavior of the principal, the process skips to Level Two, if not it continues as written.
- The principal schedules a hearing to discuss the parent’s suggested remedy.
- Parents and students are participants.
- All relevant school personnel are participants.
- The principal provides a written decision to the grievant.

### **Level Two – Appeal to the Pastor**

- The parent submits a written appeal of the principal’s decision to the pastor.
- The pastor consults with another pastor, a school board member, and an educator.
- The pastor notifies the grievant of his decision within five working days of receipt.
- The pastor’s decision is final.

Parents may obtain the complete written policy, including required timelines, from the Main Office or from the Superintendent of Schools for the Diocese of San Angelo.

## HEALTH SERVICES

Good health promotes learning and serves to protect everyone in the school community, children, parents, and employees. St. Ann's Catholic School employs a full-time school nurse. Parents must play an active role in supporting the nurse and for the good of the school community.

- If a child is sick, and until a child is free of fever or active symptoms for 24 hours or until a medical professional has released the child in writing, the parent should not send the child to school.
- If the nurse calls a parent to report a child as ill or injured, parents must make every effort to arrive promptly, sign the child out, and take them home. The nurse has the authority to make this request on behalf of the school.

## MEDICATION

The school administers medication prescribed by a medical professional and dispensed by a licensed pharmacist to children at school.

- A parent must deliver medicine to school in the original container, labeled with the child's name, directions, and expiration date.
- The school does not administer expired medication to children.
- The school does not administer over-the-counter medication, including cough drops, to children and parents should not send over-the-counter medication to school.

## INFECTIOUS OR CONTAGIOUS ILLNESS

The school excludes students with any of the following symptoms from school attendance and participation in school related activities until symptoms resolve or a medical professional has released the child in writing.

- Fever: fever free without any medication to relieve symptoms for 24 hours before returning to school.
- Diarrhea/Vomiting: symptom free without any medication to relieve symptoms for 24 hours before returning to school.
- Strep Throat: 24 hours after antibiotic treatment begins and fever free for 24 hours without any use of medication before returning to school.
- Conjunctivitis (pink eye): 24 hours after treatment begins and eyes free of discharge.
- Communicable Diseases: influenza, chickenpox, measles, mumps, pertussis, meningitis, mononucleosis, or COVID-19 – A medical professional must treat the student and clear them in writing before they may return to school.
- Contagious Skin Infections: impetigo or ringworm - A medical professional must treat the student and clear them in writing before they may return to school.
- Head Lice: The student may return to school when treated and cleared by the school nurse.

## IMMUNIZATION POLICY

The Diocese of San Angelo requires students to **be fully vaccinated** as required by Texas State law. Parents must send updated immunization records to the school. The nurse notifies parents when immunization records are not up to date and excludes students from classes and extracurricular activities until parents have submitted updated records.

The Diocese of San Angelo does permit vaccination exemptions for medical reasons under the following conditions:

- Parents must submit requests for medical exemptions annually.
- Requests for medical exemptions must include a signed and dated letter from the student's Texas-licensed, treating physician (M.D. or D.O.)
- Medical exemption requests must certify required vaccines as medically contraindicated or posing significant risk to the health/well-being of the child or a family member.

## **HEALTH SCREENINGS**

The school conducts the following health screenings and makes a referral to parents when screening results indicate the child should follow up with a medical professional:

- hearing and vision screenings in grades PK4, K, 1, 3, 5 and 7,
- scoliosis spinal screenings for girls, age 10 and 12, and for boys, age 14.
- Acanthosis Nigricans screening in grades 1, 3, 5, and 7.

## **LOCKERS**

The school issues each student a locker at the beginning of the school year. The following rules apply to locker use:

- Students may not put locks on lockers.
- Lockers are not private property and school authorities may open and search lockers.
- Students must keep lockers neat and free from clutter, especially food.
- The school charges parents for damaged lockers.
- Students leave valuables in lockers at their own risk.

With special permission, the school allows students to leave valuables or cash in the school office for safekeeping.

## **PHONE USE – MAIN OFFICE**

Students may not use the office phone without permission and only under emergency circumstances. Phoning home for homework or making personal plans for social or athletic events are not emergencies.

## **RELEASE OF RECORDS**

The school keeps a permanent record for each student. The following applies to permanent records:

- The school releases permanent records with written consent from parents.
- With 24-hour written notice, a parent may request an appointment to review a student's permanent record with the principal, associate principal, or vice principal.
- The school abides by the provisions of the Buckley Amendment, and in the absence of a court order, the school provides non-custodial parents access to academic records and other school-related information.
- If a parent provides a court-certified order specifying that a non-custodial parent may not access student records, the school complies.
- If a student seeks enrollment at a different school, that school will send a signed Records Release Form to St. Ann's Catholic School. The school will mail/email or fax the records directly to the new school.
- The school releases records when the family's obligations to the school have been satisfied.
  - ❖ return all materials on loan to the student in good condition,
  - ❖ satisfy all outstanding financial obligations to the school.

## **PARENT-TEACHER ORGANIZATION (P.T.O.)**

P.T.O. plans activities for the school community and all school families are members of P.T.O. The P.T.O. Board meets monthly and is open to all parents and teachers. P.T.O. meeting dates, times, locations, and agendas can be located on the calendar and in the newsletter.

## **TESTING PROGRAM**

St. Ann's Catholic School administers standardized achievement tests to students in grade 1 through grade 8. The school notifies parents about test schedules and reports results to parents.

## **UNIFORM GUIDELINES**

All students must wear the official St. Ann's Catholic School uniform each school day, unless otherwise directed by the administration. The uniform fosters a spirit of unity and clearly identifies students as members of the St. Ann's community.

All uniform items (excluding shoes and Preschool attire) must be purchased directly from Land's End. The school reserves the right to amend the uniform policy with parent notification.

Administration is the final authority on all uniform matters.

### **UNIFORM POLICY ENFORCEMENT**

A student in violation of dress code or grooming policies receives the following consequences:

- 1st Offense: Verbal warning
- 2nd Offense: Written warning for parent signature
- 3rd Offense: Student sent to the office; parent contacted to bring proper attire
- Persistent violations may result in further consequences, up to suspension or dismissal

### **UNIFORM CLOSET**

The school maintains a closet with gently used Land's End uniforms. Families may check out a key from the front office to donate or retrieve items. Donated items must be clean, and the closet should be left organized after use.

### **UNIFORM PROVIDER**

Land's End is the sole provider of K-8 uniforms at St. Ann's Catholic School. Parents must purchase all uniform clothing pieces (excluding shoes) through the Land's End website.

Website: [landsend.com/shop/school](https://landsend.com/shop/school)

St. Ann's School ID: 900030487

Phone: 1-800-469-2222

*Note: Preschool clothing may be purchased elsewhere (see below).*

## **UNIFORM REQUIREMENTS**

### Preschool (PK3-PK4)

Preschool students are not required to wear Land's End uniforms but must follow these guidelines:

- Simple clothing children can manage independently
- Girls must wear shorts under skirts or dresses
- Velcro shoes only (no sandals, flip-flops, or open-toe shoes)

### **UNIFORM PAIRING GUIDELINES FOR K-8**

To ensure consistency and a sharp appearance across grade levels:

- Navy polos may not be worn with navy pants, shorts, or skirts
- Navy polos may only be paired with khaki bottoms or plaid jumpers/skirts
- White polos may be worn with navy or khaki bottoms or plaid
- Plaid jumpers and skirts coordinate with both white and navy polos



**Boys (K–8) – Sourced through Land’s End**

- Navy or white Rapid Dry polo shirt with St. Ann’s monogram
- Navy or khaki Iron Knee Active Performance chino pants or shorts
- Solid black, brown, or navy belt (required with any item with belt loops)
- Solid black, navy, or white socks (ankle or knee-length)

**Girls (K–8) – Sourced through Land’s End**

- Navy or white Rapid Dry polo shirt with St. Ann’s monogram
- K–3 only: Optional white Peter Pan ruffle collar polo with monogram
- K–3 only: Top-of-knee plaid jumper
- 4–8 only: Plaid box pleat skirt (top-of-knee)
- Navy or khaki chino pants, skort, or shorts
- Solid black, brown, or navy belt (required with any item with belt loops)
- Solid black, navy, or white socks (ankle or knee-length)
- Navy or white tights only (no leggings or footless tights)

**Outerwear (K–8) – Land’s End Required for In-School Wear**

All outerwear worn inside the school building must be from Land’s End and include the school monogram:

- Cotton Modal V-neck Sweater
- Button-Front Cardigan (girls only)
- Full-Zip Active Performance Jacket
- Insulated Jacket
- Quarter-Zip Pullover

Non-uniform jackets may be worn outside but must be removed once inside the school building.

**Mass Uniform (K–8) – Land’s End Required**

All items worn on Mass days must be purchased from Land’s End.

Boys:

- Light blue Oxford dress shirt with St. Ann’s monogram
- Navy or khaki chino pants
- Plaid tie

Girls:

- K–3: Plaid jumper (pants may be allowed in extreme weather with admin approval)
- 4–8: Plaid skirt (pants may be allowed in extreme weather with admin approval)
- Mandatory for Middle School: Navy Hopsack blazer with St. Ann’s monogram
- Approved Outerwear for Mass:
- Cotton modal sweater vest (navy with monogram)
- V-neck sweater or button cardigan
- Note: Performance jackets, insulated jackets, and quarter-zips are not permitted during Mass.

**GROOMING AND ACCESSORIES**Boys:

- Hair must be neat, above the collar, off the ears and eyebrows
- No shaved designs, mohawks, ponytails, braids, facial hair, or dyed hair

Girls:

- Hair must be neat and worn away from the face
- No extreme coloring, bleaching, or fad styles
- Hair accessories must be in uniform colors
- Undergarments must not be visible through clothing

## Nails

- For girls only, nail polish and artificial nails must be moderate and worn in good taste to avoid distractions in the classroom. Boys are not allowed to wear polish or artificial nails.
- Nails should be clean, short, and neatly trimmed, maintaining a natural length without extensions.

### Permitted Nail Polish:

- Clear, light, or natural shades (such as nude or pale pink) may be allowed.

### Not Permitted:

- Bold, neon, or bright-colored polish, as well as embellished nails (glitter, rhinestones, designs, etc.), are not permitted.
- Students wearing disallowed polish may be asked to remove it at school.

All decisions regarding nail appearance are at the discretion of the administration.

## Jewelry and Accessories:

- Jewelry should be minimal; the school is not responsible for lost items
- Permitted: Small religious necklace (e.g., cross), traditional watch
- Smart watches and wearable tech are not allowed
- Girls: Only stud/post earrings (one per earlobe)
- Boys: No earrings
- No hats, caps, or unapproved accessories
- Rubber or colored bracelets only if school-sanctioned

## **OUT-OF-UNIFORM / SPECIAL DRESS DAYS**

### Hot Dog Day:

- St. Ann's Spirit shirt or uniform top
- Jeans or denim skirts (must be below 2 inches above the knee, no holes or fraying)
- Only uniform shorts allowed (no denim shorts)
- Uniform shoes required

### Free Dress Days:

- Uniform shorts only
- Jeans, capris, or slacks allowed (must be clean and hole-free)
- No tank tops, sleeveless shirts, crop tops, or see-through clothing
- No visible undergarments
- T-shirts must be school-appropriate (no alcohol, tobacco, or inappropriate content)
- Outerwear must follow same rules
- Free dress passes are not allowed on Mass days
- Certain days may be excluded (noted on coupons or communicated)

### **Team and Organization Spirit Days:**

- Game shirts for school teams/organizations may be worn on designated days
- Scouts may wear uniforms on meeting days
- Uniform shoes only

## **Hoodie Policy**

Hooded sweatshirts (hoodies) are not permitted at any time during the school day. This includes spirit wear, athletic team hoodies, or any hoodie regardless of color, brand, or logo. Violations of this policy are subject to the same Uniform Policy Enforcement procedures outlined at the beginning of the Uniform Guidelines.

- **Consistency:** Hoodies vary widely in style and branding, making it difficult to maintain a uniform appearance.

- **Minimized Distraction:** Hoods can obscure faces or be worn over the head during class, which disrupts focus and engagement.
- **Student Safety:** In crowded or emergency situations, it's important that students remain clearly visible and easily identifiable to staff.

## **PARENT/VOLUNTEER DRESS CODE**

St. Ann's Catholic School appreciates the positive impact that volunteers make. Because both employees and parents model appropriate choices for students, St. Ann's Catholic School parent volunteers must dress in keeping with standards for a school environment and in attire suited to the specific activity. Clothing choices should be tasteful and modest; shorts, skirts, and dresses should be of appropriate length.

## **VISITORS**

With prior notification to the principal of the time and number of expected visitors, parents may visit the school or classroom to view special programs or projects. Parents must sign the visitor's book in the office and obtain a "VISITOR" badge before proceeding to any activity. An employee will escort anyone not wearing a visitor's badge back to the school's head office to secure one.

## **VOLUNTEERS**

Volunteers play a significant role in the school program. St. Ann's Catholic School and the Diocese of San Angelo are committed to providing each child a safe and secure school environment. As part of this initiative, approved volunteers at St. Ann's Catholic School must meet two requirements:

- complete a criminal history background check,
- complete an Ethics & Integrity in Ministry workshop.

## **INSTRUCTIONAL PROGRAM**

### **ASSIGNMENT PLANNERS**

St. Ann's Catholic School provides elementary students assignment planners, and:

- students use planners to record assignments and homework,
- teachers may record grades for completing the planner,
- students must not alter the cover of the planner,
- parents must review and sign the planner according to classroom requirements.

## **CURRICULUM**

The Texas Catholic Conference of Bishops Education Department (TCCB-ED) accredits St. Ann's Catholic School. Parents may find the scope and sequence for the School's curriculum on the School's website. The curriculum includes the essential elements consistent with the curriculum approved by the State of Texas while also integrating the teachings and values of our Catholic faith. The School's curriculum includes Religion, Language Arts, Mathematics, Social Studies, Science, Safe Environment, Health, Spanish, Academic Strategies, Computer Science, Physical Education, Music, and Art.

Middle School students participate in two daily elective courses. Students select one elective from each of the following pathways:

- Elective Pathway 1: Band, Robotics, or Worship Ensemble
- Elective Pathway 2: Art, Photojournalism, or Spanish

Enrichment programs, educational field trips, service-learning opportunities, and hands-on laboratory experiences supplement the required curriculum. The School Library provides additional resources to support student learning and academic success.

## **RELIGIOUS EDUCATION**

Religious education represents the centerpiece of St. Ann's Catholic School's curriculum. Religious education plays a critical role in maintaining the Catholic identity of the school. Learning experiences in every subject promote a Catholic worldview.

St. Ann's Catholic School provides all students instruction in the Catholic faith, a well-organized presentation of doctrine and opportunity to:

- gain a deeper knowledge of Jesus Christ,
- develop a greater understanding of the Bible,
- learn about the lives of Saints and servants,
- participate in prayer services and mass,
- complete sacramental preparation.

St. Ann's Catholic School coordinates sacramental preparation with the Parish School of Religion and encourages family members to participate through attendance at school-wide mass services each Friday.

## **COMPUTER ETHICS**

St. Ann's Catholic School requires ethical and legal use of the internet and related technologies by all employees, students, parents, volunteers, patrons, and guests. Please note that access to the internet and related technologies are a privilege and,

- the school may revoke access privileges,
- the school takes disciplinary action for violations of policy,
- appropriate legal action can result from violations that constitute a criminal offense.
- parents and students must sign the Technology Acceptable Use Policy.

## **DRUG EDUCATION**

St. Ann's Catholic School incorporates age-appropriate drug awareness programs into the school's science and health curriculum and, with advance notice to parents, participates in national drug prevention initiatives.

## **ELIGIBILITY - ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

To be in good standing and eligible to participate in all school-sponsored athletic and extracurricular activities, students must meet the following requirements each week:

- Maintain a minimum average of 70 in all core academic content areas.
- Maintain a minimum conduct average of 70.
- Have no more than three (3) zeros in any content area.
- Have no more than three (3) conduct marks during the week.
- Have not been assigned to In-School Suspension (ISS) or Out-of-School Suspension (OSS) during the week.

By 12:00 p.m. each Friday, the Athletic Coordinators and sponsors, in consultation with School Administration, will conduct an eligibility review and certify student eligibility for participation during the following week.

- This eligibility policy applies to all school-sponsored athletic teams and extracurricular activities, including, but not limited to, sports teams, Robotics, Chess, Science Fair Club, Spirit Squad, Twirling, and any other school-sponsored competitions, tournaments, performances, or events.

- Parents, sponsors, and coaches will be notified of student eligibility on Friday.
- Parents are encouraged to monitor student grades and conduct through RenWeb SIS throughout the week.

## **FIELD TRIPS**

Field trips provide opportunities to access community and regional resources and enhance the instructional program.

- The Principal must approve all field trips.
- Students must submit a permission slip signed by a parent/guardian for each field trip. Some field trips may require a participation fee.
- Students are expected to remain in good academic and disciplinary standing to participate in field trips.
- Students who earn a conduct average below 70 during any grading period may be denied participation in field trips at the discretion of School Administration.
- School Administration reserves the right to deny participation in a field trip for any student whose conduct, safety, attendance, or academic performance indicates that participation is not in the best interest of the student, other students, or the School.

## **HOMEWORK ASSIGNMENTS**

Homework extends and provides practice for learning that takes place at school. Homework serves to offer a student opportunity:

- to develop independent study habits,
- for practice and drill to reinforces classroom learning,
- for independent study, research, and creative thinking.

St. Ann's Catholic School recognizes homework as an integral part of the teaching and learning process. We ask parents help in this process by:

- encouraging students to adhere to deadlines,
- by providing a quiet environment where a student can work at home,
- by helping the child as needed and resisting the temptation to do the work.

St. Ann's Catholic School also recognizes students need time for work, time for play, and time for family activities, including worship. We encourage teachers to follow standards listed below for homework time:

- Kindergarten      No more than 20 minutes
- First-2<sup>nd</sup> Grade      20-30 minutes
- Third-5<sup>th</sup> Grades      30-45 minutes
- Sixth-8<sup>th</sup> Grades      45-75 minutes

## **HOMEWORK - LATE WORK**

St. Ann's Catholic School faculty may deduct points for late assignments. For a teacher to consider full credit for an assignment, a student must complete the assignment and hand it in on time.

- The parent or student must request allowances due to exceptional circumstances in writing prior to the due date.
- Parents or students must not request allowances for extracurricular or athletic activities.

Teachers may deduct points for late or incomplete assignments as follows:

- elementary grades - standards set up by each grade level and approved by administration,
- middle school – penalties for late and incomplete assignments,
  - ❖ 1 day – 10 points
  - ❖ 2 days – 20 points
  - ❖ 3 days – 30 points
  - ❖ After 3 days – no credit

### **HOUSE SYSTEM-MIDDLE SCHOOL**

The Saint Ann’s Catholic School House System, a long-standing Middle School tradition, works to build each student’s relationship with Christ and promote lasting friendships among Middle School students. The school groups Middle School students into “houses” and in these working groups they:

- complete service projects to give back to the parish and local community,
- develop a sense of trust and accountability for collaborative effort,
- gain respect and demonstrate responsibility,
- grow in awareness of oneself and others.

### **LIBRARY**

St. Ann’s Catholic School recognizes the library as an integral part of the instructional program.

- Kindergarten – Grade 5 classes make weekly visits to the library.
- The classroom teacher sets middle school library visits.
- Library staff opens the library each day for materials check in/out, research, or quiet reading.
- Library staff checks books out for a week, but they may be rechecked.
- The school charges parents for lost or damaged books at the original price of the book.

### **PHYSICAL EDUCATION**

St. Ann’s Catholic School requires written notification from a parent if illness or injury prevents a student from participating in physical education and a doctor’s note to excuse participation for more than two days.

### **PROMOTION AND RETENTION**

**PROMOTION** - St. Ann’s Catholic School recommends grade promotion when a student shows successful progress in the following areas:

- attendance history,
- academic progress,
- physical development,
- social maturity,
- emotional growth.

### **RETENTION - Kindergarten – Grade 1**

The principal, in consultation with the teacher and the student's parents, considers the following criteria for recommending retention:

- unsatisfactory or limited progress,
- indifference or lack of effort on the student's part,
- physical or social immaturity,
- excessive absences.

### **RETENTION - Grades 2 – Grade 8**

The principal, in consultation with teachers and the student's parents, considers the following criteria for recommending retention:

- failure in two core subjects,
- indifference or lack of effort on the student's part,
- physical or social immaturity,
- excessive absences.

The principal has final authority to approve promotion or retention and makes decisions based on the best interest of the student and the school. If parents do not agree with the principal's decision, they may withdraw their student from St. Ann's School without penalty.

## **SAFE ENVIRONMENT**

### **VIRTUS: Protecting God's Children**

The Diocese of San Angelo developed a comprehensive Safe Environment Curriculum for use in parishes and schools. St. Ann's Catholic School uses ***VIRTUS: Protecting God's Children***, a component of that curriculum, to teach children to be safer by knowing how to:

- recognize boundary violations that precede abuse,
- remove themselves from uncomfortable situations,
- tell a trusted adult when someone has crossed a boundary.

St. Ann's Catholic School recognizes children are not solely responsible for their own safety. However, by using ***VIRTUS: Protecting God's Children***, we empower children to play an active role in keeping themselves, their friends, and their activities safe. Parents may review copies of ***VIRTUS: Protecting God's Children*** curriculum available in the office.

## **THEOLOGY OF THE BODY**

At St. Ann's Catholic School, we use "The Body Matters," an educational program based on Pope St. John Paul II's Theology of the Body. This teaching emphasizes that every person is created in God's image and that our bodies reveal deep truths about our identity and purpose. It highlights the dignity of human sexuality and the call to live it in a way that reflects God's design. "The Body Matters" helps students understand the dignity and meaning of the human body, sexuality, and relationships, integrating Catholic faith with lessons on virtues, character, and healthy relationships. Parents may review copies available in the office.

## **STUDENT PROGRESS**

**REPORT CARD** - St. Ann's Catholic Schools issues report cards six times each year.

## GRADING SCALE

| ECC              | Kindergarten - Grade 1 |                        | Grades 2-5 |                         | Grades 6-8 |                         |
|------------------|------------------------|------------------------|------------|-------------------------|------------|-------------------------|
| Growth Inventory | M                      | Extending              | 94-100     | Outstanding Progress    | 94-100     | Outstanding Progress    |
|                  | P                      | Achieving              | 85-93      | Good Progress           | 85-93      | Good Progress           |
|                  | B                      | Beginning              | 77-84      | Acceptable Progress     | 77-84      | Acceptable Progress     |
|                  | Y                      | Skills not yet evident | 70-76      | Limited Progress        | 70-76      | Limited Progress        |
|                  | *                      | Modifications given    | 69         | Unsatisfactory Progress | 69         | Unsatisfactory Progress |

## PROGRESS REPORTING

Parents can check student progress in a variety of ways:

- For all students, check work in the Tuesday folder.
- For students in grades 2 - 8, check weekly progress online through RenWeb SIS.
- For students in grades 2 – 8, the school issues progress reports for grades below 77.
  - ❖ The school mails or e-mails progress reports and reports show reasons for low grades.
  - ❖ The teacher may send progress reports to show student improvement.

## PARENT-TEACHER CONFERENCES

St. Ann's Catholic School schedules official Parent-Teacher Conferences each fall and spring. Parents may, at any time, make an appointment to conference with teachers.

## HONOR ROLL

St. Ann's Catholic School recognizes student performance on HONOR ROLL as follows:

- Grade 1 students recognized on the CONDUCT HONOR ROLL.
- Grade 2 – 8 – HONOR ROLL recognition for students earning AC (acceptable) or above or earning eighty-five or above in all subject areas including conduct.
- Middle School – HIGH HONOR ROLL recognition for students earning ninety-four or above in all subjects.

## HIGH SCHOOL CREDIT

Meeting specific criteria, a student may earn public high school credit for Spanish I and Algebra I.

- To earn high school credit for Spanish I, a student must complete the complete middle school course and receive a final average of ninety.
- To earn high school credit for Algebra I, a student must receive a final average of eighty five.
- A student can earn High Honors credit (MISD) in Spanish I or Algebra I for a grade of ninety-four or above.
- A student can earn Honors credit (MISD) in Spanish I or Algebra I for a grade between 85-93.



## **TEXTBOOKS**

St. Ann's Catholic School purchases and issues all textbooks to the student for their use. Students must care for their textbooks, use protective covers, and keep the books free of ink marks.

The school bills parents for textbooks lost or damaged beyond reasonable wear as follows:

- New-1 year old - 100% of replacement cost,
- 2-3 years old - 80% of replacement cost,
- 4-5 years old - 60% of replacement cost,
- 6 or more years old - 40% of replacement cost.

The parent must pay book replacement costs before St. Ann's Catholic School issues the final report card.

## **CONDUCT**

### **BEHAVIORAL EXPECTATIONS**

St. Ann's Catholic School expects parents and students to abide by the school's standards, rules, and regulations. This commitment represents an important compact between the home and the school that helps all students develop:

- self-control and self-management,
- orderly and efficient work habits,
- character in keeping with Church teaching about authority.

The school's standards, rules, and regulations serve to promote:

- an orderly and productive learning environment,
- a safe and secure environment,
- a kind and courteous environment,
- a fair and just environment,
- a respectful environment.

St. Ann's Catholic School appreciates and recognizes the significant role parents play in reinforcing good behavior, and encourages parents to share these reminders with their students:

- Remember to enter and leave the building in a quiet and orderly manner.
- Remember to stay in sight of the person supervising your group at all times.
- Remember to use your best manners and a quiet voice in the cafeteria.
- Remember to bring your supplies and be ready to work.

These are simple reminders, but they reinforce how behavior and courtesy relate to safety and readiness to work.

### **DRUGS/ALCOHOL/TOBACCO/E-CIGARETTES**

St. Ann's Catholic School explicitly forbids students to possess, sell, and/or use alcohol, drugs, tobacco, electronic or E-Cigarettes or any other controlled substance on the school campus or at school activities. Profound consequences result for violations, including suspension and/or expulsion and a report to law enforcement if warranted.

## **INFRACTIONS/RULES**

St. Ann's Catholic School holds all students accountable for discipline infractions, and reserves the right to:

- suspend, expel, or assign a student to ISS (In School Suspension).
- search lockers, backpacks, phones, or any other "personal" property brought to school, including social media outlets on personal devices.
- assign consequences in keeping with the seriousness of the infraction.
- require restitution as appropriate.

St. Ann's Catholic School holds all students accountable and subject to consequences for the following infractions:

### **INFRACTIONS AGAINST PEOPLE**

- behavior that causes harm to the student or to others,
- threats to people, verbal physical or expressed in any way,
- harassment/bullying in any form, verbal or electronic, physical, or psychological,
- initiating or participating in a fight,
- demeaning or disrespect others, name-calling, or hazing,
- defiant behavior directed at school employees,
- sexual gestures, drawings, behavior, or suggestions directed at others,
- vulgar or inappropriate language or hand gestures,
- public displays of affection, kissing, touching, fondling,

#### **INFRACTIONS VIOLATING SAFETY PROTOCOLS**

- possession/use of firearms, explosive devices, lasers, lighters, knives, or sharp instruments,
- possession/use/or under the influence of illegal drugs, alcohol, or chemicals,
- disruptive behavior in the classroom, rest rooms, hallways, or any assembly,
- leaving class or the school campus without permission,

#### **INFRACTIONS VIOLATING ETHICAL STANDARDS**

- forging notes or official signatures,
- defacing or destruction of school, Church, or personal property (vandalism),
- cheating or copying,
- lying or stealing,
- violations of the dress code,
- social media posts that violate Church teachings.

St. Ann's Catholic School reserves the right to impose consequences for infractions not included on this list, but which violate our commitment to the dignity, good order, and Catholic identity of the school.

## **THREATS**

St. Ann's Catholic School takes all threats of targeted violence seriously and responds proactively. Targeted violence includes a threat of harm to self, others, or property. The school activates specific safety protocols to prevent targeted violence. The school can, as needed, activate a THREAT ASSESSMENT TEAM to analyze facts and evidence of behavior in a given situation. The TEAM acts unilaterally or in conjunction with law enforcement and takes all necessary actions to ensure school safety and to safeguard the confidentiality of students and families.

## **PROCEDURE FOR CLASSROOM DISCIPLINE**

St. Ann's Catholic School teachers keep order and discipline in classrooms using rules and procedures to help students learn that:

- All choices have consequences.
- The school holds students accountable for their choices.

Teachers use professional judgment to determine appropriate action based on seriousness and frequency of the offense, student age, ability and functional level, attitude, and the effect on the school environment. Teachers may take any of the following actions:

- assign a logical consequence, clean-up, restitution, or withdrawal of privileges,
- notify parents,
- assign lunch detention,
- refer to administration to recommend In School Suspension

If the problem persists, and with proper documentation of behaviors and consequences previously assigned, the following occurs:

- student, parent, teacher, and/or administrator conferences,
- the vice principal, associate principal or principal may assign out-of-school suspension,
- the principal may expel a student.

The principal, in consultation with the pastor, has sole and final authority in all matters of discipline.

## **MIDDLE SCHOOL CONDUCT**

Every six weeks, Middle School students receive a grade on their Report Card for their conduct.

Infractions include, but are not limited to, the following:

- disrespect to a teacher or student,
- dishonesty, lying or cheating,
- disruptions in the classroom or hallway,
- school uniform policies.

Poor conduct grades recorded for violations have consequences:

- Honor Roll and High Honor Roll standing require acceptable conduct grades,
- eligibility for athletics and extracurricular activities requires acceptable conduct grades,
- persistent violations or major offenses result in-school or out-of-school suspension,
- the school may bill parents for the cost of supervision for in-school suspension,
- students must complete all daily assignments while suspended,
- test credit during suspension is subject to the approval of administration.
- students assigned in-school suspension or out-of-school suspension may not participate in any school activity for the duration of the suspension.

## **SUSPENSION AND EXPULSION**

### **SUSPENSION**

The principal, associate principal, and vice principal have authority to suspend a student for serious violations to discipline rules and standards.

### **IN-SCHOOL SUSPENSION (ISS)**

- The student attends school, isolated from classmates.
- The student devotes time to assigned class work and reflection.
- The teacher may grade assignments but take grade deductions.
- The school may bill parents for the cost of a substitute to supervise the student.
- The teacher accepts assignments made prior to the suspension and due during the suspension, treats those assignments as late assignments with penalty points deducted.

### **OUT OF SCHOOL SUSPENSION (OSS)**

- The student does not attend school.
- The parent is responsible for supervision of the student.
- The teacher may grade assignments done during OSS but take grade deductions.
- The teacher accepts assignments made prior to the suspension and due during the suspension, treats assignments as late assignments with penalty points deducted.

### **EXPULSION**

- Expulsion is the permanent dismissal of a student from St. Ann's Catholic School.
- The principal considers expulsion for:
  - ❖ delinquency, immorality, or behavior against the teachings of the Church,
  - ❖ an act constituting a definite threat to other pupils or school personnel.
  - ❖ chronic and incorrigible misbehavior that undermines classroom discipline and impedes the academic process for the class.
- Expulsion requires the principal to:
  - ❖ give oral and/or written notice to parents/student that suspension represents an option,
  - ❖ give the student an opportunity to share his/her version of the incident,
  - ❖ suspend the student pending a final decision,
  - ❖ gather relevant information, evidence, or documentation,
  - ❖ consult with the pastor and evaluate the information, evidence, and documentation,
  - ❖ prior to making a final decision, offer parents or guardians opportunity for a conference,
  - ❖ file records of the proceedings in the head office and notify the pastor.

## **POLICIES ON ETHICS AND INTEGRITY IN MINISTRY - DIOCESE OF SAN ANGELO**

### **CHILDREN / YOUTH BEHAVIOR**

(Catholic Schools, Religious Education, Other Youth Programs)

Manual of Diocesan Policies of San Angelo (Policy #5141.1)

*Church personnel strive to ensure children/youth model behavior that maintains a safe environment for themselves and others (children, youth, adults) and witnesses in word and deed their discipleship in Jesus Christ. (Adapted from NFCYM Policy for Protecting Youth People.) Christian behavior expectations integrate throughout the curricula of the Catholic School/Religious Education Program. The school makes parents and students aware of expected behavior at the beginning of the year and reinforces the learning throughout the year. Use of the Diocesan Guidelines for Student Behavior and the Diocesan Safe Environment Program (Appendix L) work toward accomplishing this goal.*

### **STANDARDS OF BEHAVIOR**

Catholic Schools must report any serious violations involving minors (one that sexually, physically, verbally, or psychologically harms another) to the pastor, Superintendent of Schools, Diocesan Safe Environment Coordinator, and Bishop as appropriate.

- For reporting serious incidents Catholic Schools use the appropriate report form in the Manual of School Policies of the Diocese of San Angelo.
- Catholic school administrator's are expected to make a full and complete report, one considering all available information and evidence, including evidence collected from teachers, students, witnesses, and parents.
- Catholic School administrators must keep parents apprised of any pending actions.
- At the appropriate level of authority, work for healing with youth and families involved or affected by serious incidents, providing professional counseling, spiritual guidance, and other assistance as appropriate.
- Hold parents of children or youth who have caused injury to another child or youth liable for any costs incurred for medical care or counseling attributable to the incident.

## **STUDENT AND SPECIAL SERVICES**

### **COUNSELOR**

St. Ann's Catholic School employs a full-time counselor to work with administration and faculty to develop, select and implement a mission driven guidance program. The guidance program provides lessons that build social and emotional skills, encourage positive relationships, and develop healthy character traits that contribute to success in school and beyond. The principal consults with the counselor about every aspect of the program and shares a commitment to develop the program in ways consistent with the Catholic identity of the school.

### **EXTRA-CURRICULAR ACTIVITIES**

St. Ann's Catholic School offers an array of extra-curricular activities, including options in athletics and fine arts. Participants in extra-curricular activities must have parent permission, meet eligibility requirements for the unique activity, sign all relevant forms, pay all related fees, and have a current physical if applicable.

### **FIRE /TORNADO/LOCKDOWN/LOCKOUT /DRILLS**

St. Ann's Catholic School makes school safety a priority. The school has detailed procedures in place and regularly practices emergency drills for emergency situations.

- **FIRE DRILLS** – Maps and procedures posted inside each classroom by the door and drills practiced a minimum of three times each year.
- **LOCKDOWN DRILLS** – The school posts maps and procedures inside each classroom by the door and practices drills every year. The school activates Lockdown Procedures for a report of an intruder in the building and notifies parents when this occurs.
- **LOCKOUT DRILLS** – The school posts maps and procedures inside by each classroom by the door and practices drills every year. The school activates Lockout Procedures for a report of danger outside the school building and notifies parents when this occurs.

### **LUNCH SERVICES**

St. Ann's Catholic School offers a Hot Lunch Program catered by the Sanchez Family. Students may also buy milk, juice or water and bring a sack lunch from home. Hot Dog Day is a monthly PTO tradition, and parents pay the PTO directly for this event.

- Parents must order and pay for hot lunches or drinks through the FACTS online system.
- Lunch accounts must be satisfied before the school will accept registration for the next year or release school records.

- If a parent brings lunch to school, they must arrive five minutes before lunch starts or remain and eat with their student.
- If a student forgets their lunch, the student receives a hot lunch, and the parents are billed through FACTS.
- The school sends home weekly menus in the Tuesday Folder and in the Weekly Update.
- If a student persists in not eating, the teacher will make a referral to the nurse, and the nurse will contact the parent.

## **WEAPONS ON CAMPUS**

Texas Penal Code 46.03(a)(1) *prohibits the intentional, knowing, or reckless possession of a firearm, location-restricted knife, club, or prohibited weapon in certain places:*

- *On the physical premises of a school or educational institution*
- *On any grounds or building where a school-sponsored activity is taking place*
- *On or near a passenger transportation vehicle belonging to a school or educational institution*

These places can include areas not considered "premises", such as streets, sidewalks, parking lots, and driveways. Persons performing official duties as a member of the armed forces, national guard, or court officers are exempt.

## **UNWRITTEN REGULATIONS/RIGHT TO AMEND**

St. Ann's Catholic School reserves the right to address any issue not covered in this handbook that undermines the spirit, education, philosophy, dignity, or Catholic identity of the school.

St. Ann's Catholic School reserves the right to amend rules and regulations included in this handbook or to add or to delete rules and regulations included in this handbook. The school notifies parents and students if and when any change to the handbook becomes necessary.

## **TECHNOLOGY ACCEPTABLE USE AGREEMENT**

As a computer user, I agree to follow the rules and code of ethics in all work completed with computers or online while in attendance at St. Ann's Catholic School:

- I recognize all users have the same right to use the equipment; therefore, I will:
  - ❖ not use computer resources for non-academic purposes,
  - ❖ not waste or take supplies, paper, toner cartridges, or school provided discs,
  - ❖ not eat or drink in the computer lab and keep my work area clean,
  - ❖ talk softly and work so as not to disturb others.
- I recognize that copyright laws protect software use; therefore, I will:
  - ❖ not make unauthorized copies of software.
  - ❖ not give, lend, or sell copies of software to others,
  - ❖ not bring software applications, games, or CDs from home to use on school equipment without proof of licensure and prior approval of appropriate school personnel.
- I recognize the work of all users is valuable; therefore, I will:
  - ❖ not use anyone else's password or share my password,
  - ❖ not copy, change, read, or use files from another user without prior permission,
  - ❖ not attempt to gain unauthorized access to system programs,
  - ❖ not use any school equipment or access to disturb or harass others,
  - ❖ not use inappropriate language in my communications,
  - ❖ honor my school's procedures for storage of information,

- ❖ recognize, with notice, the school may delete files to protect the integrity of the network or to recover storage space on a computer's hard drive.
- I recognize each student given Internet access to the school's network will:
  - ❖ receive instruction on acceptable network use,
  - ❖ use network access and resources for school assigned work and research,
  - ❖ comply with the acceptable use of the network and resources,
  - ❖ not use bulletin boards nor chat lines for personal use,
  - ❖ not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members,
  - ❖ not transmit any material in violation of any U.S. or state regulation, including, but not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret,
  - ❖ not use school computers or network resources for commercial activity, product advertisement or political lobbying.
- Potential exists, in spite of active monitoring, for students accessing the Internet to encounter inappropriate material, such as vulgar jokes or statements of belief considered immoral by Catholic teaching. The school holds students accountable for pursuing inappropriate or offensive material.
- St. Ann's Catholic School recognizes technology access of any kind as a privilege, not a right. Parents and students understand inappropriate use results in cancellation of privileges and may result in disciplinary action.
- St. Ann's Catholic School cancels technology access for vandalism or intentional modification of system settings, and the school reserves the right to seek financial restitution for any damage caused by a student or other user.
- The system administrator has final authority to deem use or content as appropriate or inappropriate.
- Administration, faculty, or staff may request the system administrator to deny, revoke, or suspend specific user privileges.
- St. Ann's Catholic School considers any violations of the rules and code of ethics for technology use as serious and responds accordingly.

### **Working Together: A Code of Cooperation for the School Community**

St. Ann's Catholic School recognizes a partnership between the school and the home as essential to the success of students and the school. Core values including fairness, respect, integrity, and responsibility, if demonstrated as we work together, reinforce the Catholic identity of the school.

St. Ann's Catholic School asks families to stand with us as we work to:

- be honest, trustworthy, and accountable,
- ensure fairness for all members of the school community,
- be courteous and positive when dealing with others,
- maintain professional relationships with one another,
- collaborate to achieve common goals,
- develop a safe and supportive environment free from aggression, prejudice, injustice, harassment, bullying, intimidation, or dishonesty,
- avoid discrimination on the grounds of gender, race, religion, and culture.

St. Ann's Catholic School encourages parents to make appointments faculty or administration when conflicts or problems arise at school. The school commits to collaboration, mediation, and problem-solving to resolve issues. The school requests parents avoid:

- discussions of friendships or behavior problems with other people's children,
- use of offensive or vulgar language on the school campus or at school sponsored activities,
- gossiping, spreading stories, making derogatory comments, or sharing negative opinions about students, other parents, or school staff,
- posting derogatory comments of any kind to social media about the school or members of the school community,

### **COMMUNITY AGREEMENT – REQUIRED**

*St. Ann's Catholic School joins with families to form students' faith, knowledge, and character.*

Because we are committed to realizing this mission, we ask that each member of the community choose words and actions based on Gospel values, and if failure to do so endangers the Catholic identity of the school or any member of the school community, the school may withdraw a family from membership.

### **PARENT-STUDENT HANDBOOK AGREEMENT - REQUIRED**

An understanding of standards, rules, and procedures included in the St. Ann's School Parent/Student handbook, helps families and students to benefit from the school experience and to make positive contributions to the school community. We ask that parents read the handbook carefully and share standards, rules, and procedures with their student as age appropriate. **As a condition of enrollment, use the St. Ann's School portal to acknowledge your understanding of and your agreement to standards, rules, and procedures included in the handbook on the St. Ann's School portal.**

### **PHOTO-VIDEO RELEASE - REQUIRED**

St. Ann's Catholic School publishes photographs/videos of school activities in the newspaper, in magazines, on the school's website, on Facebook, or through other media outlets. Publication of photograph/videos allows the school to advertise information about the programs, curriculum, or achievements of our students. **Please use the St. Ann's School portal to give the school permission to share photographs/videos containing pictures of your child. Without your permission, we will not share photographs/videos containing pictures of your child.**