ST. ANNE CATHOLIC SCHOOL

PARENT/STUDENT HANDBOOK

2026-2027

375 N. 11th Street
Beaumont, TX 77702-1834

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For the Catholic school mutual respect means service to the person of Christ. Cooperation is between brothers and sisters in Christ. A policy of working for the common good is undertaken seriously as working for the building up of the Kingdom of God. – The Sacred Congregation for Catholic Education 1977

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MISSION STATEMENT

St. Anne Catholic School serves the families of the Diocese of Beaumont, the city of Beaumont, and the surrounding communities. The school provides a superior standard of academic excellence preparing students to succeed in a rigorous secondary education and to be faithful, lifelong Catholics. Students excel in a nurturing, safe, and traditional Catholic school climate that celebrates faith, diversity, leadership, and service to others.

OUR PHILOSOPHY

St. Anne Catholic School is called to be a beacon in the Catholic school system of the Diocese of Beaumont, Texas. St. Anne serves children both Catholic and non-Catholic and integrates elements of faith with the learning process.

Children at St. Anne School are educated using Catholic instruction appropriate to grade-level understanding with numerous opportunities for worship and service to the community.

St. Anne School ultimately strives to educate the whole child by providing a safe learning environment with attention to spiritual and physical health and discipline in the areas of behavior and dress, while encouraging involvement of parents and family members creating a strong sense of belonging among its students, staff, and families.

St. Anne Catholic School Colors:	Blue and Gold
Mascot:	Wildcat
School Fight Song:	Cheers to ole' St. Anne Great is her name Her loyal sons are out to fight and win another game. See her colors flying High above the rest The blue and gold of S . . . A . . . S!

VISION STATEMENT

St. Anne Catholic School will be the school of choice for families who value a superior educational setting that develops students intellectually, spiritually, and morally to become leaders who are engaged through their faith and service as global citizens of today's diverse world.

PROFILE OF AN 8th GRADE GRADUATE

St. Anne Catholic School fosters an environment that nurtures the development of the following characteristics in graduates:

- A disciple of Christ—faith-filled and centered in gospel values, with an active prayer life and knowledgeable about the Catholic faith and traditions.
- A Christian leader—a person of integrity who is committed to justice, a community builder, respectful of others and a steward of the environment.
- A well-rounded, responsible student who is open to growth, possessing the qualities of self-confidence and discipline.
- A loving person who is kind, forgiving, and welcoming; appreciative of diversity; compassionate and peace-filled.
- A lifelong learner in whom the skills of creativity, technological literacy, academic and spiritual proficiency, critical thinking, and problem-solving are initiated and nurtured.

COMMUNITY OF TRADITION

St. Anne School was founded in 1937 as the parish school for St. Anne Catholic Church. Reverend E. A. Holub was the founding pastor and the Sisters of St. Mary of Namur originally staffed the school. Today, St. Anne School continues to fulfill its mission of providing a quality Catholic education rooted in moral and religious values and fostered by commitment and service.

St. Anne offers eleven years of schooling associated with a Catholic elementary school: pre-kindergarten 3 through grade eight. The campus reflects a blending of the old and new. The original and new buildings are designed in the graceful architectural style of the Franciscan missions.

Students attend weekly Mass in the original church building and participate annually in the May Crowning of Mary. The annual Halloween Carnival is an ever-popular event for the school and community.

THE ROLE OF THE BISHOP

The Second Vatican Council redefined the role of the bishops in the Dogmatic Constitution on the Church and the Decree on the Bishop's Pastoral Office in the Church. Both documents clarify the Bishops' roles as a true and authentic teacher of the faith. In this function as teacher, the Most Reverend Bishop is the director of the Catholic schools in the Diocese.

SUPERINTENDENT OF SCHOOLS

The Superintendent provides overall leadership, direction, and support to those engaged in the ministry of Catholic school education through consultation and cooperation with the Office of the Administration, through the identification of strengths and needs of Catholic schools, and through the development of programs and services to foster quality and excellent Catholic education.

The Superintendent is responsible for the formation, promulgation, and interpretation of policies pertaining to the operation of Catholic schools and overseeing school/parish compliance with established policies including compliance with federal, state, and local regulations applying to nonpublic schools.

ACCREDITATION

In accordance with the decision of the Roman Catholic Bishops of the State of Texas, our school is recognized by our Bishop as a Catholic school accredited by the Texas Catholic Conference of Bishops Education Department (TCCB-ED). As well we are a member in good standing of the National Catholic Education Association.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

This act gives parents, custodial and non-custodial, and students the right to access the student's records. Records will not be released to third parties without parental knowledge or consent.

Code of Ethics

The St. Anne student:

- **is trustworthy and seeks justice.**
- **respects all of God's creations.**
- **acts responsibly, having the courage to choose to make the right choices even when those choices are not popular.**
- **accepts the challenge to reach his or her potential physically, spiritually, emotionally, and intellectually.**
- **is generous with his or her time, talent, and resources, understanding that our call is to serve others.**

THE STUDENT

Responsibilities of the Student

1. Show respect to all school personnel, visitors, parents, and students.
2. Be reverent in all religious activities.
3. Cooperate with all school authorities in all school regulations.
4. Develop self-control and, in doing so, help promote a positive school environment.
5. Arrive at school well-groomed and properly dressed in uniform.
6. Respect the property and reputation of others.
7. Cooperate in school and class enterprises.
8. Attend school prepared, punctually, and with all necessary supplies and assignments.

9. Respect the school, priests, teachers, school employees, and students in all aspects of life including all forms of social media, i.e. *Facebook, Twitter, Instagram, etc*.

THE PARENTS

Parents have chosen to enter into a partnership with St. Anne Catholic School who trusts that parents will be loyal to this commitment. During these formative years (Pre-k 3 - 8) students need constant support from both parents and faculty in order to develop moral, intellectual, social, cultural, and physical endowment.

Responsibilities of Parents

1. Provide a Christian home.
2. Get assistance from the Catholic school in establishing the religious and moral training of children.
3. Necessitate regular school attendance, and send the children on time each morning.
4. Respect the school, priests, teachers, school employees, and students in all aspects of life including all forms of contact and social media, i.e. *Facebook, Twitter, Instagram, etc*.

   Under normal circumstances, a student will not be deprived of a Catholic education at St. Anne Catholic School on grounds relating to the attitude or behavior of parent(s) or guardian(s). **Nevertheless, it is recognized that a situation could arise in which the uncooperative and/or disruptive attitude or behavior of a parent/guardian might so diminish the effectiveness of the school in acting in its capacity of *in loco parentis* (in place of the parent) that the continuation of the student's enrollment could be deemed untenable. In such a situation, at the discretion of the principal, the student may lose the privilege of attending St. Anne Catholic School.**
5. Uphold the policies and procedures of the school.
6. Participate in school activities by attending school-sponsored events and by providing volunteer hours to support school events.
7. Confer at times with the teacher on the status and progress of the child.

GRIEVANCE PROCEDURE

Reconciliation Board

In the ongoing effort to respond to the needs of the St. Anne Catholic School community, a Reconciliation Board MAY be formed to hear the concerns of its members. The process being implemented is modeled after the teachings of Jesus where in St. Matthew 18:15-17, He speaks to this issue:

> ***"If your brother sins [against you], go and tell him his fault between you and him alone. If he listens to you, you have won over your brother. If he does not listen, take one or two others along with you, so that every fact may be established on the testimony of two or three witnesses. If he refuses to listen to them, tell the church. If he refuses to listen even to the church, then treat him as you would a Gentile or a tax collector."***

Based on this teaching, the steps for reconciliation will be as follows:

INITIALLY:

The individual(s) presenting the issue shall meet with the person who is the subject of the complaint and discuss the issue(s). If the complainant is not satisfied with the outcome of the conference, the process will proceed to *Level One*.

LEVEL ONE

If the individual(s) presenting the issue is not satisfied with the outcome of the conference initially, the person bringing the complaint, as well as the one to whom the complaint is addressed, shall present his/her understanding of the situation in writing to the principal within five working days from the initial meeting.

LEVEL TWO

The principal, after reviewing the written statements, will meet together with the parties involved within three days after receiving the grievance to seek a solution.

LEVEL THREE

When the outcome of the conference at *Level Two* does not accomplish a resolution, either party may request a conference with the Reconciliation Committee within five days following the meeting with the principal. The written request to meet with the Reconciliation Committee should be sent to the Superintendent of Catholic Schools. A written grievance should accompany the request.

LEVEL FOUR

If an equitable solution is not achieved with the Reconciliation Committee, the individual(s) may request a conference with the Superintendent of Catholic Schools in an effort to achieve resolution and present his grievance in writing.

I. ADMISSION POLICIES

St. Anne Catholic School adheres to the Admissions Policies stipulated in the *School Regulations Manual*, Diocese of Beaumont.

Non-Discrimination [Diocesan Policy]

Schools in the Diocese of Beaumont do not discriminate on the basis of race, sex, or national origin in accepting applications of school personnel and students.

All students entering school must turn:

- 3 years-old for Pre-k3
- 4 years-old for Pre-k4
- 5 years-old for kindergarten
- 6 years-old for 1st grade

on or before September 1.

ORDER OF ACCEPTANCE

1. Siblings of Catholic and non-Catholic students who are currently enrolled and children of teachers.
2. Reserve Roll
3. Open Enrollment

PROCESS OF ACCEPTANCE

Admission of New Students [Diocesan Policy]
From out-of-state
Children seeking admission to Pre-K, K or grade 1 who are under age according to admission requirements, may not be admitted to the respective grade unless:

- The student has moved from a state where the age requirement differs from that listed above.
- The student has successfully completed the respective grade in that out-of-state Catholic or accredited school.

New Students

Families wishing to enroll at St. Anne must meet with the Director of Admissions **in person** prior to final acceptance into the school.

All students are put on a waiting list until the academic and conduct records from the previous school have been requested and received by the principal. Records brought by the registering students are not acceptable. Copies of official (i.e. state health department) birth certificate and baptismal certificate, if Catholic, as well as immunization records in keeping with TCCBED policies, must be submitted with registration papers.

Upon receipt of the cumulative records and results of a recent standardized test and placement test, the principal makes a decision regarding the acceptance and grade placement of the new student. Students whose academic and discipline records that are not aligned with the admission and academic standards of the school will be denied acceptance.

Students in all schools in Diocese of Beaumont are on probation until all school and immunization records have been received.

The director of admissions is the person responsible to see that only students with proper credentials are admitted.

SPECIAL NEEDS, DIOCESAN VISION STATEMENT

The Diocese of Beaumont promotes a model of inclusion for children with mild learning disabilities/differences in our schools. We believe that children with mild learning differences can be successful within the regular classroom setting when strategic teaching methods are utilized and appropriate planning are implemented. This philosophy is based on the understanding that parents are active partners with the school and play a critical role in their child's success.

Unlike the public school system, Catholic schools do not receive state and federal monies to fund special education programs. Therefore, we do not write or accept Individualized Education Plans as public schools are mandated to do. A plan may be written at each school for those students who are experiencing learning or behavioral differences. Each school will designate the proper personnel to collaborate on this plan with the parents. The plan's content is dependent on each school's ability to make reasonable accommodations to assist a student or to provide personnel who may participate in the plan. Parents are unable to dictate accommodations to be provided to the student.

Parents are expected to provide copies of all assessment information to schools in order that an appropriate student intervention plan can be written. **Failure to do so will result in a delay of services being provided**. If an assessment has not taken place, the school may require that an assessment is necessary to determine the student's strengths and weaknesses. This assessment can be done by a local ISD at no charge to the parents. Contact the principal for information.

In some cases it may become evident the severity of the *learning* or *behavioral* disability/difference exceeds the level of accommodations the school may be able to offer the student. The question of what will best benefit the student's success may indicate that a different educational placement is necessary. This decision will be based on knowledge of the resources of the school and the severity of the problem. In all cases, the decision will be based on Christian compassion.

SPECIAL PROGRAMS DEPARTMENT

St. Anne School's Special Programs Department consists of a school counselor, two PK4-4th grade interventionists, provider of dyslexia instruction, a 5th-8th grade math interventionist, ELA-Reading interventionist, as well as instructional support teachers. In order for your child to receive Special Programs support after 1st grade, it is necessary for a student to have outside diagnostic evaluation. Once testing is completed, it is the responsibility of the parents to submit the results to the counselor or the principal. If your child qualifies to receive Special Programs assistance and the school is able to meet these needs, a support plan will be developed, approved by all parties through a Strategy Plan Conference, and implemented.

II. REGISTRATION PROCEDURES

Registration fees must be paid in the spring at the time of registration for the following year or at the time a new student is registered. Such fees are non-refundable. Registration for next school year will not be complete until the tuition and fees for the current year are paid.

FACTS Tuition Management Service handles all tuition payments. Tuition is payable from July through April only by bank draft. Parents may make a one-time lump-sum payment by August 5.

All families must register with FACTS Tuition Management regardless of method of payment for tuition processing.

All families must complete a *Grant & Aid* application and submit all the necessary supporting documentation to FACTS *Grant & Aid Assessment* at www.factstuitionaid.com no later than June 1. Your registration is not complete until all forms and registration fees are received at St. Anne Catholic School and you have fully enrolled in FACTS.

Tuition and Fees Schedule: Available on school website.

III. RELIGIOUS INSTRUCTION

Daily prayer and instruction in the Catholic faith will be provided for all students. Parents should keep in mind that they are the primary religious educators of their children. Daily instruction in the teachings and beliefs of the Catholic faith is an integral part of our school curriculum. All teachers of religion are certified to teach or are working toward certification according to the Diocese of Beaumont Office of Religious Education.

K-8 classes attend Mass on a weekly basis at St. Anne Catholic Church. The Masses are at 8:15 a.m. and are on the following days:

Tuesday	2nd 3rd & 4th
Wednesday	K, 7th & 8h
Thursday	1st 5th & 6th

Pre-k 4 will begin attending weekly mass on Wednesdays after Christmas.

Regularly scheduled weekly Mass:

We welcome parents to join us in faith formation at weekly mass. Students must remain with their class at weekly mass. Parents in attendance may sit with their child's class.

All School Masses

All students must sit with their class in their assigned area of the church. Parents are not to sit with their children during these masses as this creates an issue with space. Please find seating behind all school grades and possibly in the balcony All-School Masses are scheduled throughout the school year and are usually held at 9:30 a.m. **Please refrain from the use of flash photography *during* Masses.**

IV. ACADEMIC POLICIES

GRADING SCALES FOR REPORTING PURPOSES

Grading Scale 1st – 8th

A	90-100	D 70-74
B	80-89	F Below 70
C	75-79	

Pre-K Reporting System

E	Consistently performs well above expectations
S	Doing very well and making satisfactory progress
N	Needs to improve skills
U	Progress lacking or inconsistent
NA	Not measured at this time

Kindergarten Grading

At the end of the first 9 weeks, progress of kindergarten students is discussed at parent-teacher conferences. The Kindergarten grading scale is as follows:

E	Exceeds Expectations
S+	Proficient
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

First Grade Grading System

A - F	*E, S, N, U*
Reading/Phonics/ Language Arts	Religion
	Handwriting
Math	Science/Soc. Studies
Spelling	Conduct/Work Habits

Second Grade Grading System

A - F	*E, S, N, U*
Reading/Phonics	Religion
Math	
Language Arts/Spelling	Conduct/Work Habits
Science	
Social Studies	

Third & Fourth Grades Grading System

A - F
Reading
Grammar/Writing/Spelling Math
Religion
Science Social Studies
Conduct/Work Habits

Grade Weighting Policy 4th – 5th

Grades are weighted according to the following:

Formal Assessments	40%
Classwork/Daily	50%
Homework	10%

Grade Weighting Policy 6th– 8th

Grades are weighted according to the following:

Formal Assessments	50%
Classwork/Daily	40%
Homework	10%

Honor Rolls - 3th - 8th Grades

High Honor Roll (All-A Honor Roll): a student must have an average of 90 or above in each subject and in conduct.

Honor Roll (A-B Honor Roll): a student must have an average of 80 or above in each subject and conduct.

Outstanding Conduct: a student must have a 99-100 conduct grade at the end of each quarter. Students in 3rd – 5th grade receive an overall conduct grade. Students in 6th – 8th grade receive a conduct grade associated with each subject from that course's teacher as well as a homeroom conduct grade.

Honor Roll Certificates will be issued with the report cards at the end of each 9 weeks. The following courses are used in determining honor roll placement: math, science, social studies/history, religion, English, reading/literature, technology (gr. 6-8 only), and Spanish (gr. 8 only).

Honor Roll Awards for 3rd -8th end of year will be based on the student's "Final Average" in each class. Outstanding Conduct Awards for 3rd -5th grades are based on overall end of year conduct, while 6th-8th grades awards will be based on the student's conduct "Final Average" in each class.

MATH PLACEMENT CRITERIA

St. Anne Catholic School is committed to placing each student in the math course that best supports their academic success, growth, and preparation for future mathematics courses. **All students will take the math placement assessments in April and May each year, beginning in 5th grade and continuing through 7th grade**.

Placement decisions are based on a comprehensive rubric that considers multiple measures of student performance:

- MAP assessment performance and growth
- Final Math Average for the current year
- Math skills assessments
- Math fact fluency assessments
- Mathematical vocabulary

Placement is determined by the student's overall performance on the rubric rather than any single score, grade, or assessment.

Math placement is reviewed annually. Placement in an accelerated math course one year does not guarantee accelerated placement the following year. Likewise, placement in a regular math course does not prevent a student from qualifying for accelerated math in a future year. Every student has the opportunity to qualify for the course that best matches their demonstrated skills and readiness each year.

Accelerated math courses move at a faster pace and require students to demonstrate strong foundational skills, independence, and consistent academic performance. Students enrolled in accelerated math are expected to maintain at least an 80% average each quarter. Student progress is monitored throughout the school year, and placement may be adjusted when necessary to support student success.

To ensure consistency and appropriate academic placement for every student, mathematics placement is determined by the established placement rubric and is considered the school's final placement decision. The goal of the placement process is to ensure that each student develops a strong mathematical foundation while being appropriately challenged and prepared for continued success in high school mathematics

HOMEWORK POLICY

Homework is used to enrich or reinforce topics introduced and taught in class and should be used as practice of skills, extension of concepts, or preparation for classroom work. The teacher is responsible for assigning effective, well-planned homework assignments that aid the student in the mastery of course objectives. Homework should be assigned after successful guided practice has occurred in the classroom. The amount of time required to complete homework will vary according to the age and capabilities of each student.

In case of illness, parents must check St. Anne's updated web parent portal (assignments and grades are listed here) or make arrangements to obtain assignments and get books from their student's locker or classroom after 3:15 p.m.

Homework is due the day after it is assigned unless the teacher has determined a special advance date for an assignment. For grades 6-8, if homework is one day late, **30 points** will be deducted from the student's grade. If the child does not turn in homework after the second day it is due, **20 additional points** will be deducted.
The assignment will be counted as a zero on the third day.. *Please refer to each grade level policies for the specific homework policy.*

PROGRESS REPORTS

"Progress Reports" should be viewed by the parents through Parent Portal at the mid-point of each nine-week period. The purpose of these reports is to inform the parents of the student's progress or lack of progress in each academic subject as well as in conduct. It is the responsibility of the parent to log in and view student progress. **Parents of students with a grade below 75 will receive an email communication from the teacher notifying the parent of "At-Risk status**. The dates for progress reports are listed on the monthly school calendar. However, the dates are subject to change.

REPORT CARDS

Report cards are issued at the end of each nine-week grading period.

Parent Conferences will be held to discuss progress at the end of the 1st quarter grading & by parent/teacher request as needed.

For the second and third quarters, two copies of the report card will be sent home with the students. One copy will be signed and returned to school.

Report cards and other school records are withheld when financial responsibilities to the school have not been met.

PROMOTION AND RETENTION

The principal shall be responsible for the establishment, implementation, and publication annually in the parent-student handbook of any regulations governing promotion and retention of students of the local school. These regulations shall be made within the parameters established by the Texas Catholic Conference Education Department and the Office of Catholic Schools:

Early Childhood In the pre-k 4 and kindergarten grades, formal assessments and observations are methods used to determine student growth and

progress. Assessments occur frequently and are valid indicators of the child's rapidly changing level of learning. Assessment of student progress includes input from teacher, administration, and parent/guardian. Retention may be warranted if student social and educational growth have not reached expectations.

Elementary Grades In the elementary grades, to be promoted from one grade level to the next, a student shall perform as follows:

- In grades one through three, the student shall attain an overall average of seventy (70) or above for the year in reading, language arts, and mathematics.
- In fourth and fifth grades, the student shall attain an overall average of seventy (70) or above for the year in reading, language arts, and mathematics, science, and social studies.
- A student who fails more than two major subjects is not promoted to the next grade level. For each major subject below "70," a student must make up the work in an approved summer school program.

Middle School Grades In the middle school grades (6-8), to be promoted from one grade level to the next, a student shall perform as follows:

- A student shall attain an average of seventy (70) or above in five of the following subjects: religion, literature, English, mathematics, social studies, and science.
- A student who fails more than two major subjects is not promoted. For each major subject below "70," a student must make- up the work in an approved summer school program.

TESTING [Diocesan Policy]

St Anne currently administers:

- MAP (Measures of Academic Progress) Testing 3 times a year in grades 1-8 in math and language arts
- ARK (Assessment of Religious Knowledge) testing in grades 2-8
- CoGat (Cognitive Abilities Test) in grades 1, 3, and 5.

The particular achievement tests to be administered are to be determined by the superintendent in consultation with a committee of principals.

Please view the Diocesan calendar each year for the testing dates for that academic year.

PARENT-TEACHER CONFERENCES/VISITS

Two formal conferences are scheduled during the school year—one after the first reporting period and one following the third reporting periods.

If you require an additional conference, please contact your child's teacher. All conferences held during the school day should be during a teacher's conference period so as not to interrupt instruction and MUST be scheduled. No walk in conferences will be held. We welcome in-person conferences to keep communication open between parents and teachers.

IV. DISCIPLINE POLICIES AND PROCEDURES

When enrolling a child at St. Anne Catholic School, the parent agrees to and is supportive of the rules and regulations that we deem critical in the spiritual, academic, and behavioral growth of your son or daughter.

The administrator handles such matters in a variety of ways depending on the severity of the incident. All decisions regarding detention, suspension, and expulsion will be determined by the school principal or Dean of Students.

Parents who have a question, complaint, or concern should attempt to resolve it at the most appropriate and immediate level.

First, the parent is to discuss the matter with the teacher concerned. Administration will not discuss matters of discipline until the parent has first met with or communicated with the teacher. If further consultation is necessary, then the parent, teacher, and student will meet with the administration as appropriate. Parents are reminded of their obligation to uphold the school disciplinary policy and to foster respect for the faculty and staff of the school by their words and actions in the presence of their children.

We are partners with parents in their children's education. We notify parents of concerns about student life or behavior, even when off campus. Teachers, parents, and staff are to take seriously conversation or information about potentially harmful activities or behaviors and report information to an administrator.
Administrators will then contact parents when concerned about students' behavior.

DISCIPLINE PROCESS AND CONFLICT RESOLUTION

Every effort will be made to deal with disruptive student behavior in a manner that is consistent with Christian dignity and with respect for all persons involved. Additionally, every effort should be made to solve problems immediately and at the appropriate level. There is no substitute for open and honest communication whenever a question or problem arises. A teacher might include other teachers or administrators in conferencing or counseling with students, if a situation so warrants.

The normal process for consultation would be as follows:

1. Teacher – student
2. Teacher - parent contact (may include a telephone conference, an e-mail, or a written note)
3. Administrative team - teacher - parent conference
4. Principal or Dean of Students- parent conference (Steps 1 -3 must occur first).

IN THE CLASSROOM

All teachers take actions to create an environment that supports and facilities both academic and social-emotional learning. Teachers discipline students directly for any minor classroom disruptions. If a student continues to disrupt the class, the teacher may send the student to an administrator.

EARLY CHILDHOOD

Pre-k 3, Pre-k 4, kindergarten, and first grade classrooms use age-appropriate discipline and grade-specific conduct guidelines to assess their behavior. Each grade-level will address the behavioral guidelines and expectations of their students.

CONDUCT GRADES

Conduct Grading System 1st – 2nd

E - Excellent
S - Satisfactory
N - Needs Improvement U
- Unsatisfactory

Elementary Conduct Categories- Grades 1- 2
• Socialization/Talking • Listens attentively and follows directions • Preparedness, organization, and supplies • Appropriate and courteous behavior • Returns signature documents • Proper uniform attire

In 1st and 2nd grades classroom teachers will document when students earn infraction marks in the above conduct categories. If a student is reported in this book frequently, a notice will be sent home to communicate these behaviors to the parents.
Students will receive a conduct grade in each conduct category based on the number of infractions incurred at progress report (mid-quarter) and at the end of the nine-week grading period. These two grades are averaged together to determine students' quarterly report card conduct grades in each category.

Conduct Grades		
Number of infractions	Grade	Representation
0-1	E	Excellent
2-4	S	Satisfactory
5-9	N	Needs Improvement
10+	U	Unsatisfactory

Conduct Grading Scale 3rd – 8th

A 90-100
B 80-89
C 75-79
D 70-74
F Below 70

For 3rd through 8th grade, please refer to each grade level's policies and conduct contracts that were signed by parents and students at the beginning of the school year.
Students in 3rd – 5th grade receive an overall conduct grade. Students in 6th – 8th grade receive a conduct grade associated with each subject from that course's teacher as well as a homeroom conduct grade.

SCHOOL-WIDE POLICIES

Conduct grades are based upon the following school-wide rules:

1. Showing reverence to God.
2. Follow all "Classroom Rules" assigned by classroom teachers.
3. Refraining from damaging property of another student, faculty, or the school.
4. No Cheating.

   Cheating includes copying or talking during a test or quiz and copying, allowing copying of or sharing homework, classwork, quiz or test information. Students may not use artificial intelligence (See AI Plagiarism in appendix). Any student will receive a zero on a quiz, test, or homework if he/she is found to be cheating. In addition, the student will receive a referral form to be signed by parents and returned to school.
5. Items not used directly in the educational process are not to be brought to school unless prior permission has been granted. These objects/toys may possibly be confiscated and not returned until the end of the school year.
6. Students must follow the Student Cell Phone Policy (see next page).
7. Students must follow all guidelines pertaining to Internet Agreement (see appendix).
8. Students must follow all guidelines pertaining to the Electronic Device Policy (see appendix).

Field Trips are a privilege afforded to students not absolute rights. After two In- School Suspensions or one Out-of-School Suspension, students can be denied participation in a field trip. The principal may also require a parent to accompany his/her child on a field trip.

STUDENT CELL PHONE POLICY

Cell phones must be turned off and kept in the student's locker or backpack once students exit their cars on campus each morning and not turned back on until students are in their cars each afternoon. **Secondary Building school students (grades 5-8) MUST place his/her cell phone in his assigned pocket in homeroom each morning, where it will remain until the end of the day. Discovered cell phone not turned-in during homeroom will be confiscated by faculty/staff and returned to a parent only.**

Any cell seen or heard by the teacher or staff will be confiscated. Students may not use their cell phones at any time once they arrive on campus grounds each morning.

Failure to follow the above policies will result in the following consequences:

a. The first offense will result in confiscation of the phone, and loss of conduct points. A parent or guardian must pick up the phone at the end of the day
b. The second offense will result in detention. The phone will be released to the parent. The phone may not be brought back to school.

If the above policies are not followed and the phone is picked up again, the student will receive Out-of- School Suspension. **All students 4th – 8th must sign the cell phone acknowledgment agreement.**

INTERNET AND CLASSROOM COMPUTERS

The *Internet and Classroom Computer Acceptable Use Policy* is included as an Appendix to this book. Students and parents will be required to sign a statement about proper use of the Internet and classroom computers at school. Failure to use properly could result in loss of privileges and other disciplinary consequences.

iPADS/CHROMEBOOKS

The *iPAD/Chromebook Responsible Use Policy* is included as an Appendix to this book. Students and parents will be required to sign a statement about the expectations and proper use of these school-owned devices at school. Failure to use properly could result in loss of privileges and other disciplinary consequences.

5th-8th Grade students and parents receive and sign Chromebook Responsible Use Policy for 1:1 Initiative.

PERSONAL ELECTRONIC DEVICES

The *Personal Electronic Device Policy* is included as an Appendix to this book. Students and parents will be required to sign a statement regarding the use of personal electronic devices at school. **AirPods or similar headphones are not allowed at school**. Failure to adhere to these guidelines are clearly stated in the policy.

CONSEQUENCES

Teachers and administrators may use the following consequences:

1. Receive infraction mark per incident and/or loss of recess time.
2. Student may be required to serve a detention.
3. Detention may be assigned with a minimum of one day's notice. A child who is late to detention will not be able to serve detention. Failure to attend detention or serve the entire time will result in an additional detention. **Detention can be given during recess, or on Thursdays from 3:30 to 4:30 p.m.** Detention takes precedence over appointments (except medical), practices, lessons, games, etc.

   After two missed detentions for inappropriate conduct, a student will be automatically assigned to one day of In-School Suspension.
4. If behavior does not improve after detentions, In-School Suspension will be assigned by the school administration.

   Students who are given an In-School Suspension will be required to report to school to do their work. **They will be given credit for their work, but the conduct grades will be lowered a letter grade for that quarter.**

   In-School Suspension (1 day or more): *Parents will be notified of the date of In-School Suspension. Students must bring their lunches on the day(s) designated by the school to report for In-School Suspension. Students will be given their assignments. Occasionally, it may be necessary to place a student in In- School Suspension immediately for his/her own well-being.* ***Students will not participate in any extracurricular activities for 5 school days from the date of incident.***

Students may also be assigned Out-of-School Suspension given the severity of the offense. Students given an Out-of-School Suspension by the school administration should still do the work but will receive lessened credit for the work, and conduct grades will be lowered a letter grade **for that quarter.**

Out-of-school suspension (1 day or more): *Students who are suspended will be allowed to makeup assignments or tests at campus upon return, but may not receive a grade above 70.* ***Students will not participate in any extracurricular activities for 5 school days from the date of incident.***

5. **If a conduct infraction is severe enough, the school administration has the right to issue an immediate In-School Suspension, Out-of-School Suspension, expulsion, or special disciplinary contract.**

The following severe infractions could result in immediate referral to the office:

1. Possession of any drugs, tobacco or vaping products, alcohol, weapons of any kind, pornography.
2. **Flagrant disrespect such as fighting/wrestling, harassment of peers or staff, name-calling (even in jest), bullying, or making racial or religious slurs.**

   St. Anne School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well- being of any individual will be taken seriously. Students making such threats (**seriously or in jest**), suspension, and/or expulsion.

   Harassment of any type, verbal or written (including texts or Internet-based) will not be tolerated. The administration will investigate all complaints of harassment. Students involved in harassing behavior face suspension, and/or expulsion.
3. Profanity/obscene gestures
4. Cheating
5. Plagiarism

6. Theft, vandalism/destruction of school property
7. Deliberately pulling the fire alarm switch
8. Truancy/cutting a class
9. Misbehavior of any kind with a substitute teacher will be referred to the office and the appropriate conduct points removed.
10. Engaging in dangerous activities.
11. Violation of the Internet Agreement
12. Violation of the Electronic Device Agreement
13. Not adhering to cell phone policy
14. Threatening the health and safety of oneself or others in any way.

DIVERSITY SENSITIVITY POLICY

If a student is found to, verbally, in writing or in gesture, negatively reference a student's race, religion, ethnicity or culture, he/she will face the following disciplinary action:

1. First offense-3 day in-school suspension with administration.
2. Second offense-3 day out of school suspension at home with parents.
3. Third offense-expulsion from St. Anne.

THREAT TO MENTAL HEALTH OF SELF AND OTHERS POLICY

School Procedures for Addressing Suicidal Thoughts

1. **Immediate Reporting**: Any staff member who becomes aware of a student expressing suicidal thoughts will report the situation immediately to the school counselor, principal or academic dean.
2. **Assessment Process and Parent Notification**: The school counselor will contact the parent. Parents will be notified to pick- up the student and have the student assessed to evaluate the level of risk and the best course of action. The school will inform the student's parents or guardians about the situation, ensuring they are involved in the support process.
3. **Developing a Safety Plan**: In collaboration with the student and parents the counselor will create a personalized safety plan to ensure the student's safety at school.
4. **Regular Follow-Ups**: The counselor will schedule follow-up meetings with the student and their parents to monitor progress and provide ongoing support.

SCHOOL PROCEDURES FOR ADDRESSING THREATS TO OTHER STUDENTS

1. Immediate Reporting: Any staff member who becomes aware of a student threatening to harm another student will report the situation immediately to the school counselor, principal, or academic dean.

2. Assessment Process and Parent Notification: The School Counselor and Dean of Students will contact the parent. Parents will be notified to pick up the student. The school will inform the student's parents or guardians about the situation, ensuring they are involved in the support process.

3. Mandatory Counseling (LPC) Session: The student is required to participate in assessment and counseling with a Licensed Professional Counselor (LPC). A letter from the LPC must be provided to the school counselor stating that the student was seen and is not considered a threat to himself/herself or others within 10 days of the incident.

4. Disciplinary Consequences Based on Grade Level:

PK3-1st Grade:

First Isolated Incident – Restorative Discipline:

The student will participate in restorative discipline appropriate to the student's age and developmental level. Restorative discipline may include counseling, reflection, parent involvement, restorative conversations, and other appropriate interventions determined by school administration.

Second Incident – LPC Assessment and Counseling Session:

The student will be required to participate in an assessment and counseling session with a Licensed Professional Counselor (LPC). Prior to returning to school a letter from the LPC must be provided, to the school counselor, stating that the student was

seen and is not considered a threat to himself/herself or others.

Repeated Incidents – Suspension and LPC:

Repeated incidents or a pattern of threatening behavior will result in suspension as determined by school administration. The student will also be required to participate in an assessment and counseling session with a Licensed Professional Counselor (LPC). Prior to returning to school, a letter from the LPC must be provided stating that the student was seen and is not considered a threat to himself/herself or others.

2nd–4th Grade:

First Isolated Incident- The student will be suspended for a minimum of two (2) full school days. The student must complete the required LPC assessment and counseling session within ten (10) days of the incident. Within that same ten (10) day period, a letter from the LPC must be provided to the school counselor confirming that the student was seen and is not considered a threat to himself/herself or others.

Repeated Incidents – Suspension and LPC:

Repeated incidents or a pattern of threatening behavior will result in suspension as determined by school administration. The student will also be required to participate in an assessment and counseling session with a Licensed Professional Counselor (LPC). Prior to returning to school, a letter from the LPC must be provided stating that the student was seen and is not considered a threat to himself/herself or others.

5th–8th Grade:

The student will be suspended for a minimum of two (3) full school days. The student must complete the required LPC assessment and counseling session within ten (10) days of the incident. Within that same ten (10) day period, a letter from the LPC must be provided to the school counselor confirming that the student was seen and is not considered a threat to himself/herself or others.

Repeated Incidents – Suspension and LPC:

Repeated incidents or a pattern of threatening behavior will result in suspension as determined by school administration. The student will also be required to participate in an assessment and counseling session with a Licensed Professional Counselor (LPC). Prior to returning to school, a letter from the LPC must be provided stating that the student was seen and is not considered a threat to himself/herself or others.

5. School Counselor Follow-Up: The school counselor will follow up with the LPC to ensure the nature of the threat has been addressed and assessed in the counseling session.

6. Developing a Safety Plan: The school will implement necessary safety measures, which may include increased supervision, temporary removal of the threatening student, a safety plan for the affected student, or permanent removal of the student from the school.

7. Support Services: Counseling and support services will be provided for any affected students to help them cope with any emotional distress caused by the incident.

8. Repeated incidents will result in further disciplinary action, up to and possibly including expulsion from St. Anne Catholic School.

WITHDRAWAL/EXPULSION

When a student's conduct causes the order of the school to be obstructed; the health or safety of the students is imperiled; or the moral well-being and good name of either the teachers, students, or the school is jeopardized, the student forfeits the privilege of attending St. Anne Catholic School.
This may include students who are persistently disruptive and who do not meet behavioral goals. The expulsion of a student will constitute forfeitures of all tuition and fees.

DIOCESAN POLICIES

SUBSTANCE ABUSE POLICY [Diocesan Policy]

Each school shall initiate a program of substance abuse prevention to include information designed to reduce the likelihood that students or employees will harm themselves or others through the misuse and abuse of chemical substances.

Regulations

Each school will have a local policy governing the matter of substance abuse and subsequent rehabilitation of students and employees. The principal or her designee will coordinate a substance abuse program. A student or employee who possesses, distributes, or ingests any mood-altering chemical or illegal drug on school property or at a school function is liable for immediate intervention, assessment, and follow- through according to the school's policy.

Students are to refrain from the following:

1. Using or possessing marijuana, narcotics, hallucinatory or sedative drugs not prescribed by a physician, or any chemical, alcohol, depressant, or stimulant, as defined under the Penal Code of the state of Texas.
2. Smoking, vaping or having tobacco on school premises or during school-related activities.
3. Bringing handguns, knives, or explosive items onto the campus.

The consequence of any of the above-mentioned is **immediate referral** to the principal's office. Offenders are subject to expulsion, the usual penalty for such acts.

SEXUAL HARASSMENT POLICY [Diocesan Policy]

Students shall not engage in conduct constituting sexual harassment towards their peers, faculty, employees, or other members of the school community. Sexual harassment can result in disciplinary action or dismissal.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other sexual conduct, either verbal or physical, or any conduct or other offensive unequal treatment that would not occur but for the sex of the person when the conduct, advances, or requests have the effect of creating an intimidating, hostile, or otherwise offensive environment or of interfering with the performance or promotion of the individual.

CORPORAL PUNISHMENT [Diocesan Policy]

Corporal punishment is not permitted in the Catholic Schools of the Diocese of Beaumont.

VI. ATTENDANCE

The strict legal requirements for the number of days school must be in session are made for the purpose of assuring that each student has sufficient days of instruction to fulfill all of the requirements of each course/class taken. The Texas Catholic Conference Education Department has determined that students should be in school for 180 days of instruction. St. Anne Catholic School encourages every student to be in school every day and strongly discourages frequent, excessive, and/or extended absences from school. Frequent and extended absences are detrimental to the student's progress. Therefore, after ten unexcused absences or four consecutive unexcused absences, a parent-administrator conference will be required. If a student fails to attend 90% of each quarter, he/she may not be promoted or receive credit for a class.

Because of this, St. Anne is not in favor of requests to excuse students for extended periods of time, **particularly** for vacations, while school is in session. For these absences, which are unexcused, students must obtain a form from the homeroom teacher to be initialed by each teacher and signed by the parents. A student will be considered in attendance if his or her absence is due to participation at an outside event as a representative of St. Anne School.

Excessive absences will be reviewed by a committee comprised of the nurse and administration.

GUIDELINES FOR ABSENCES

Absences are defined as missing a major portion of any single subject area. There are three kinds of absences:

1. **EXCUSED ABSENCES** - has the permission of both the parents and the school. Excused absences are considered absences and students are no longer eligible for perfect attendance. Excused absences include personal illness, serious illness in the family, death in the family, and emergencies (decision on what constitutes an emergency rests with the school and the persons involved in each case). Recitals, musical performances, etc. are excused but count as absences. Special events may be excused at the discretion of the principal.

   a. Short Term (1-3 days) - Upon return to school, the student is expected to make up

missed work *within* a period of three school days.

b. Long Term (4 or more days) – STUDENTS MUST RETURN WITH A DOCTORS NOTE AND RELEASE. Upon return to school, the student is expected to make up missed work within one week. The time given to make up the work may be altered at the discretion of the teacher and governed by the circumstances of the absence.

c. Grading - Student work made up after an excused absence is eligible for full credit depending on the quality, completeness, correctness, and neatness of the work. If the work does not meet the standards and criteria expected or, if the student fails to do the work at all, the grade for the assignment will be a zero.

2. **UNEXCUSED ABSENCE –** Unexcused absences include, but are not limited to vacations, business trips, hunting/fishing trips, family reunions, etc. **A vacation form must be filled out and turned in to the teachers, nurse and principal.**

Parents are requested to give written notice, ***three days in advance***, of any pre-planned **UNEXCUSED** absence for their child. The written notice will be delivered to the school office for processing. If this procedure is not followed, work/tests will not be *allowed to be made up.* After notifying the student's teachers, parents should complete the Vacation Form at the end of this packet, which documents understanding of the school's policy on unexcused absences, and return it to school before the first day of the anticipated absence.

Students are responsible for requesting, completing and returning, all missed assignments in accordance with the above guidelines. Make-up work following an **UNEXCUSED** absence is evaluated on the quality, completeness, correctness, and neatness of the work. If the work does not meet the standards and criteria expected, or if the student fails to do the work at all, the grade for the assignment is given in accordance with the homework policies.

LEAVING THE CAMPUS DURING THE SCHOOL DAY

1. No student may leave the school premises during the school day without approval from the principal's office. Normally, such approval is granted upon written request by the student's parent or guardian. The vast majority of off-campus approvals are given for medical or dental appointments.

2. When a student is leaving the campus for any reason during the day, a written request from his/her parents must be brought to the homeroom teacher who sends him/her to the receptionist's office for an "Early Dismissal Slip." This slip is to be shown to the appropriate teacher at the time of departure.

The student is then to bring the slip to the receptionist's office. Students leaving school early are to be picked up at the receptionist's office. Parents must sign students out at the desk. Children will be released only to those who are listed on the emergency forms.

No student is allowed off campus at any time between the time he/she is dropped off and the time he/she is picked up. **See Truancy**.

3. If you are picking up your student not in carpool line, you must pick them up before 2:45 PM.at the front office.

TRUANCY – Leaving the school grounds without permission at any time during the school day is considered truancy, even if the student returns to school that day. A student is considered truant if his/her parent/guardian does not follow the school's checkout procedure in the office. *The student shall not receive credit for work/test missed while truant.* A truancy will result in disciplinary action and possible dismissal from St. Anne.

ABSENCE PROCEDURES

1. When a student has been absent, a written excuse from the parent or guardian stating the reason for the absence and the date of the absence must be presented to the home room teacher upon the student's return to school.
2. If the student should forget to bring a signed excuse, one additional school day will be allowed in which to bring the excuse to the office. If there is no note provided within one school day, the absence will be unexcused.
3. Parents are to phone the school office (409-832-5939) beginning at 8:00 a.m. to report an absence. Please give the name, grade, and reason for the absence. Also, state if the illness will be prolonged beyond one day. This will alert the school as to communicable illnesses as well as save the time of calling the parents.
4. **Please note that even though a phone call is made, a signed excuse is still required for school records.**

5. A student must be present three hours, excluding lunch, to be counted present 1/2 day. A student must be present **five** hours, excluding lunch, to be counted present a whole day.
6. Children who are home ill may not come to the library to take an AR test or participate in after school programs, school dances or practice.
7. **St. Anne School does not provide a homebound teacher for students absent due to lengthy illnesses.**

TARDINESS

School Hours are 7:45 am – 3:10 pm

It is the duty of all students to be on time for school. It is the responsibility of the parents to see that they do arrive on time. Students who arrive after 7:45 a.m. miss important instructional time. Late arrivals disrupt the learning environment for all students and do not develop positive work habits for the student who is late.

1. For an excused tardy, upon arrival at school students must present a doctor's or dentist's note of verification of appointment. All other tardies will be considered unexcused.

2. **On the third unexcused tardy per quarter, the student will be assigned detention in grades 5-8.**

3. Students in grades K-4, who have exceeded 6 unexcused tardies, will serve a recess detention. For every 6 tardies, a student's conduct will be lowered a letter grade the week the detention is served and a parent conference will be required.

4. Should tardies become habitual and excessive, the student may be placed on probation and may lose the privilege of attending St. Anne Catholic School.

ARRIVAL SCHEDULE

Remain in your car when dropping students at designated drop-off points. Unless a conference has been scheduled, **do not park** and walk students to class. **DO NOT park in the church parking lot and walk your students to the Cat Café.**

Students are not allowed on campus unsupervised before 7:15 a.m. Supervision is provided beginning at 7:15 a.m. in the Pre-K3 classrooms and Cat Café for grades Pre-K4-8.

Students and parents should not go into the hallways or classrooms before or after school for any reason. **Students may not enter the library until 7:30 a.m.** They should report directly to the homeroom. The school bell rings at 7:45 a.m. **All St. Anne students arriving after 7:45 are** counted tardy and go to the receptionist's office for a pass to class.

DISMISSAL SCHEDULE

School is dismissed at 12:15 pm for Pre-K 3 half day students and at 3:10 pm for Pre-K3 full day and grades Pre-K4 -- 8. Students should not be released from class until the dismissal bell rings and for those who ride in carpool, not until they are called. It is required that students leave school immediately after dismissal except for those engaged in supervised after-school activities. Students may not play on the playground or any other area unattended after school. **Parents of Pre-K 3 students left after 12:15 pm will be charged accordingly. Students left after 3:35 pm must be enrolled in and will be charged a drop-in fee through the Extended Day (afterschool care) Program.**

Parents may not park at the church or any other area and walk over to pick up children. All students must be picked-up through the carpool line.

Parents or anyone picking up a student must have a carpool card in the window of the car to assist school personnel in placing students in their assigned cars to help ensure the safety of all children.

All students should stay in their classrooms and remain seated until their names are called. Parents must remain in cars to pick up children. Parents may not walk up to pick up children. Children must be loaded into cars from the patio or secondary walkway at dismissal. For the safety of all students, REMAIN IN YOUR CAR.

CARPOOL LINES

Pre-kindergarten, 3 year Carpool
PK3 students ONLY are eligible for pick up in this line. Carpools with older students should proceed to the appropriate carpool line depending on the age of the students.

Secondary Carpool

Students eligible for pick up in the secondary carpool line:

- **Secondary students, 5th through 8th grade**
- **Siblings of secondary students who are in 2nd grade, 3rd grade, or 4th grade**
- **Students in PK4, kindergarten, and first grade are NOT allowed to walk over to secondary.**

Primary Carpool
Students eligible for pick up in the primary carpool line:

- **Primary students, PK4 through 4th grade**
- **Secondary siblings of students in PK4, kindergarten, and first grade**

Students in 5th-8th grades with siblings in PK-1st grades must walk over to the Primary Carpool area for afternoon carpool.

No family, other than families with PK3 students, should pick up in two carpool lines. No student other than PK3 students are allowed to be picked up in the PK3 line.

EXTENDED DAY PROGRAM (*AFTER SCHOOL CARE)*

When parents are unable to pick up students after school in a timely manner, the child(ren) will be sent to Extended Day. The Daily Rate for Extended Day will be charged. The Extended Day Program is open to all students of St. Anne School. The Extended Day Program is open on regular school days from 3:30 to 5:30 p.m.

Extended Day Program is closed on Parent-Teacher Conference Days, teacher in- service days, early dismissal and all school holidays.

Students in Extended Day will have a snack, complete homework, play games/outdoors, or do arts and crafts. **All school rules and discipline policies/ consequences apply to the Extended Day Program. As well as the Extended Day specific behavior contract.** Continued participation in this program requires proper behavior. Cell phones are not allowed to be used in Extended Day.

VII. ACTIVITIES

Only students who are enrolled in a Diocesan school during the current year may participate in extracurricular activities at St. Anne.

BAND

Students in grades 5-8 are eligible to participate in band. All students partaking in extracurricular band activities must have a cumulative average of at least a "70" in each subject and an acceptable conduct record.

STUDENT COUNCIL

Purpose: The Constitution of St. Anne Student Council defines the purpose of student government as follows:

". . . to develop attitudes of, and practice in, good citizenship; promote harmonious relations throughout the entire school; promote an orderly direction of school activities; and promote the general welfare of the school."

Membership consists of six officers: President, Vice-President, Secretary, Treasurer, Parliamentarian, and Historian, elected in April/May for the following year. In addition, representatives are elected in sixth grade through eighth grade at the beginning of the school year.

Policies: **Students who wish to run for an officer position for their 8th grade year must have been an active member of student council in their 6th and/or 7th grade year.** Students seeking an elected office must be 7th graders at the time of election. In order to run for any office, a student must have a cumulative average of "80" or above in core subjects and **90** or above in conduct through and including the 3rd quarter grading period. Members of the student council should maintain an "80" average in all subjects and **90** in conduct. Grades are checked at report card time. If a student fails to maintain the grades academically or behaviorally, he or she must remain inactive until the next progress report. If at the next report card time the student again fails to maintain the necessary grades, then he or she is dismissed permanently. Also, **any suspension, in-school or external, results in suspension from StuCo for the semester of the incident.** A member will also be dismissed from office if he/she misses three consecutive regular meetings without revealing the cause for such absences to the president or to the sponsor. Officers are required to chair major events sponsored by the

student council.

NATIONAL JUNIOR HONOR SOCIETY

Eligibility is determined at the end of a student's first semester grading report in 7th and 8th grades. Student must have attended St. Anne School, or another Diocesan school, at least one semester to be considered. Candidates must have a cumulative scholastic average of at least "93" in the core courses of religion, math, history, English, literature, and science, and no conduct grade below **90**. Faculty members and the principal will evaluate and make final selection of prospective members in the areas of scholarship, character, leadership, service and citizenship. No prospective candidates will be considered if they receive more than two "below averages" in any area. Also, **any in-school or external suspension results in permanent suspension and possible dismissal from the National Junior Honor Society.**

ATHLETICS

Students at St. Anne compete in

Boys - Football, cross country, basketball, soccer, track, tennis, golf

Girls - Volleyball, cross country, basketball, softball, soccer, track, tennis, golf

All students participating in the St Anne sports and cheer program must sign and adhere to the Athletic Behavior/Grades Contract. Sports awards will be given at a special ceremony at the end of the athletic season.

Cross-Country

Cross country is open to any interested 6th, 7th and 8th grade boy or girl. All students fulfilling the requirements will be allowed to participate.

Football

Football is open to any interested 6th, 7th, and 8th grade boy. There will be two teams provided there are enough participants. All equipment will be furnished except for shoes, socks, practice shorts, and under-pad shirts. All students fulfilling the requirements will be allowed to participate.

Boys' Basketball

Boys in 6th, 7th, and 8th grades may try out for the A and B basketball teams. Tryouts are held to determine participation.

Soccer

Soccer will be open to 6th through 8th grade boys and girls. Tryouts will be held to determine participation. One team of boys and girls together will be formed.

Girls' Volleyball

Girls in 6th, 7th, and 8th grades may try out for the A and B volleyball teams. Tryouts are held to determine participation.

Girls' Basketball

Girls in 6th, 7th, and 8th grades may try out for the A and B basketball teams. Tryouts are held to determine participation.

Track

We strongly encourage all students in 7th through 8th grades to try out for track. Because of the variety of track and field events, most students will find an area of interest. Students will participate in the annual diocesan track meet held each spring.

Tennis

Boys and girls in grades 6-8 may try out for the tennis team. Tryouts are held to determine participation. Participation is limited, and selection for the team is based on ability.

Golf

Same as for tennis. Those selected will participate in all tournaments as long as attendance and progress remain satisfactory.

Softball

Girls in 6th, 7th, and 8th grades may try out for the one softball team. Tryouts are held to determine participation.

SCHOOL ELIGIBILITY PROCEDURE

***Written Consent*:** Each student who wishes to participate in any sport must provide a complete statement of consent signed by a parent/guardian.

***Physical Examination*:** Each student who wishes to participate in an interscholastic athletic competition must provide evidence of having been given a physical examination by a physician.

Athletic Insurance: All students competing in interscholastic sports must provide evidence that they are covered by primary health insurance that

covers accidents.

ACADEMIC REQUIREMENTS FOR ALL SPORTS PROGRAMS: BOYS AND GIRLS

In an effort to increase motivation and maintain academic success, all students whose last semester average is 70 or above will be allowed to participate in tryouts. The parent of a student participating in sports must be diligent about monitoring his/her child's progress on the parent portal. If it appears a student is at risk of losing eligibility, arrangements should be made for tutoring and/or a conference should be requested with the teacher and coach.

Eligibility at Progress Report Time
Grades will be checked at report card time.

- Students may become eligible at progress report time if they were ineligible at report card time. Students must have a 70 or better in all subjects and **minimum of an 80 for each conduct grade.**
- Progress reports serve as a warning that a student needs to work harder if he/she is to be eligible at report card time. Parents and coaches will closely monitor progress reports.

Eligibility at Report Card Time

Students must have an average of 70 or better in each subject and **minimum of an 80 for each conduct grade.** If a student does not meet these requirements, the following procedures apply:

- The student may practice but not play a sport providing the student made the team.
- Students may not be allowed to dress out with the team or be on the sidelines.

  Grades will be reassessed at progress report time. If the grade is a 70 or better at progress report time, then the student becomes eligible to play. If other grades drop below a 70 at this time, the student still remains eligible; however, again this progress report serves as a warning. At report card time, all grades in academics must be 70 better in each subject and satisfactory conduct in all categories, minimum of one N to continue eligibility. If the student is ineligible a second time in that sport, he/she loses the privilege of participation.
- Students become ineligible on the date of report cards.
- The student may resume participation once progress becomes satisfactory at the next progress report or nine-week report card.
- Students who are identified for modifications may be allowed special provisions.

CHEERLEADING AND MASCOT

The following is a list of the guidelines and responsibilities for St. Anne Cheerleaders. Failure to follow written or verbal guidelines can result in dismissal from the squad/team.

A. Eligibility for selection:

1. A student must have an average of 70 in each core course and **minimum of an 80 for each conduct grade,** including the 3rd quarter of 7th grade.
2. Students must be available for practices, meetings, and cheerleading camp during the summer. Cheerleaders must be available to practice one week prior to summer camp. Sponsors do not receive summer camp information until March.
3. Students must be registered for the next school year. All tuition and fees must be current with no outstanding balances. Tuition must be kept up-to-date.

B. Cheerleader Eligibility Policies

1. Grades will be checked at report card time for eligibility and conduct will be checked weekly. A student must have an average of "70" in each core course and **minimum of an 80 for each conduct grade.**

2. Students who have been ineligible at report card time could become eligible at progress report time as long as the student has a "70" in all other subjects.
3. If a student receives any school suspension, then she may not participate in any extracurricular activities (including practice) for one week from the date of the incident (5 **school** days).

If it appears a student is at risk of losing eligibility, arrangements should be made for tutoring and/or a conference should be requested with the teacher and coach.

ATHLETE/CHEERLEADER PARTICIPATION*

Students who are home ill or who go home ill during the school day, may not participate in after school programs or practice.

Any athlete or cheerleader found to be smoking, drinking alcoholic beverages, or using any substance classified as an illegal drug on or off campus will be subject to serious disciplinary action which may include expulsion from school.

These same policies apply to all students in respect to any after school extra-curricular activities, i.e. banquets, school dances, club events, etc.

Code of Participation for Players and Spectators

As members of the *Diocese of Beaumont Sports League*, we believe that every league activity must teach our players and spectators the following:

- Become a responsible and contributing member of our school in the attainment of a common goal.
- Overcome all barriers in achieving full potential and excellence in performance.
- Earn the respect and appreciation of others be they teammates, opponents, officials, coaches, or spectators by the manner in which we participate.
- Keep these competitive activities in proper perspective.

Athletics are an integral part of our educational program. The purpose of competition is directly related to developing our own talents rather than degrading the talents of others.

We expect our students to respect the campus of the opposing schools. Students guilty of vandalism, either during or after the athletic contest, are liable to expulsion.

Signs and posters used for athletic events must reflect good sportsmanship and must be approved by the cheerleader sponsor. Students are to refrain from booing a penalty or directing abusive remarks to individual players, teams, or officials. They are to remain quiet during free throws and are to respect the name, colors, and insignia of the other team.

Noisemakers are not permitted at basketball games nor any other athletic events. This includes whistles, horns, etc.

Students are to use the following guidelines when attending athletic events:

1. Remember at all times that they represent St. Anne Catholic School as much as the team does; the name of the school depends on each student's behavior as well as on the behavior of the team and coaches.
2. Respond with enthusiasm to the efforts of the cheerleaders. Student support is always a major factor in a team's desire to win.
3. Be considerate of the injured on both sides. Express appreciation for exhibitions of fine play or sportsmanship by players from either team.
4. Join in singing the school song.

VIII. CLINIC

The clinic is located in the Primary Building and is available during the school day to students who are ill or taking medication**.** If a student is too ill to remain in school, the person in charge of the clinic will call the student's parent to pick up the student and take him/her home**. All students MUST have a completed and updated Emergency Form on record in the clinic and front office.**

Immunization Policy
Texas Catholic Conference

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 yearly medical **exemption** signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas.*

*See *Dignitas Personae* from the Congregation for the Doctrine of the Faith

All students are required to be current on immunizations according to the requirements of the Texas Department of State Health Services - Immunization Branch and the Diocese of Beaumont**.**

The Catholic Schools of the Diocese of Beaumont are not required to accept for

enrollment a child who has received an exemption from the immunizations required by the Texas Health and Safety Code.

Students may be allowed to enroll provisionally for 30 days during which time immunizations records can be sent to the school.

An additional provisions enrollment may be granted to students "in progress." This refers to those students who have had at least one dose of the age appropriate vaccine require by the TDH rules.

Illness

In order to insure a safe and healthy atmosphere for your child in school, we request the following rules be observed:

1. Children with the following symptoms should remain at home for observation and treatment:
    - Elevated temperature (100º fever)
    - Discharge from nose and eyes
    - Cough or sore throat
    - Earaches or toothaches
    - Rashes or infected sores
    - Diarrhea or upset stomach

    Remember that cold symptoms can be a forerunner of communicable diseases. **Children must remain at home until fever free, without medication, for 24 hours.**
2. Chronic illness such as asthma, diabetes, heart disease, allergic reactions, epilepsy, etc., should be discussed in detail with the child's teacher, principal, and school nurse.
3. Children who are ill cannot come to school to make up work or take tests.
4. **All pupils returning from any illness must check with the school nurse before entering class.**

Medications

Students will not be permitted to carry medication of any kind during the school day. All medication is to be stored in the school's main office or clinic.

Only medication which is necessary for a child to remain in school will be made available during school hours. Authorized school personnel will make available only medication prescribed by a licensed physician or dentist and labeled by a licensed pharmacist with proper directions.

Over-the-counter@ medication will not be made available unless prescribed by a licensed physician or dentist. Properly labeled medication will be made available only when it is accompanied by signed permission from the parent or legal guardian.

Each student's medication must be in a properly labeled container with the following information.

- Student's name
- Physician/Dentist's name
- Date of prescription
- Name of medication
- Dosage
- Directions for administration
- Duration medication is to be given

When the course of a medication is completed, the parent or legal guardian is to pick up any unused portion of the medication and its container within five school days. Failure to pick up the unused medication or container will result in the school destroying the medication and disposing of the container.

Health Screenings

Hearing and vision screenings are given each year. If a child's response is unsatisfactory, further testing by a physician will be recommended. These screenings are usually done in October. Current year screenings are asked to be completed by each student's pediatrician.

Additional health programs during the year will include determining each student's height, weight, dental inspection, scoliosis test for grades 5-8, and head lice screening.

Accidents

If an accident occurs during the school day:

1. The teacher or person supervising will send for the nurse.
2. The nurse will determine if the child can be moved to the clinic.
3. The nurse will call the parent. If the parent can't be reached quickly, the persons on the emergency forms will be called.
4. If the injury requires a doctor's attention, the school should be notified as to the extent of the injury. All accidents that warrant a doctor's visit

will be reported on an accident form and filed in the nurse's office.

Please note: If an accident is of a serious nature, 911 will be called immediately. The school will then call the parent to advise them.

Lice

Head lice (Pediculosis) are transmitted through close, personal contact. Through the use of common brushes, combs, curlers, and hair ornaments, and the sharing of hats, headbands, or other head apparel, the insects can be transferred from person-to-person.

A student suspected of having head lice will be sent home immediately and cannot return to school without being checked by the school nurse.

IX. GENERAL SCHOOL MATTERS

ALCOHOLIC BEVERAGES

Alcoholic beverages are prohibited at all school-sponsored events where students are present.

ATHLETIC FIELDS

The school is not responsible for any injury that might occur when students are using the athletic fields at times when school staff supervision is not provided.

CAT CAFÉ

The following rules are an effort to provide an orderly eating environment:

1. Sit at assigned homeroom table daily.
2. Speak softly and **remain seated** while you eat. Students must raise their hands for permission to get out of their seats for any reason.
3. The class will be dismissed by the lunchroom monitor after he/she has approved the conditions of the table and floor.
4. Table cleaners will be appointed by the teacher and will assist in cleaning the table.
5. Students will be courteous to **all cafeteria staff and adult supervisors.**
6. No outside food, other than homemade lunches, may be brought into the cafeteria. **Students are not allowed to meet parents in the parking lot**.
7. Failure to follow cafeteria rules will affect the student's conduct grade.
8. Ice cream will be sold on Friday of each week. If Friday is a holiday, ice cream may be sold on Thursday at the discretion of the cafeteria manager.

School personnel will be on duty in the cafeteria to assist the children with any needs or problems.

CLASS ACTIVITIES

The homeroom parents and home room teachers will work in conjunction to plan extracurricular activities and dates. Together they plan a suitable event for the respective grade level to ensure that all sections of the same grade level have the same celebration (refreshments, favors, etc.)

Birthday Parties

Birthday parties will not be held at school. Parents in pre-k - 8 must arrange with the teacher for a special snack or treat to be brought in during lunch for that child's class. At this time, parents may drop off special birthday treats to the office ONLY, not directly to the cafeteria. Office staff will make certain the treats are delivered to the student/class celebrating a birthday. **Private party invitations will *not* be given out at school or school functions unless the entire class, or all girls to a girl's party, or all boys to a boy's party are invited.** All party invitations will be given to the teacher to be passed out. Neither parents nor students may hand out invitations at school for private parties. **Birthday party favors will not be passed out. Balloons, flowers, etc. will not be delivered to classes during the day.**

ELECTIVES

Pre-Kindergarten 3, 4, Kindergarten, Grades 1, 2, and 3

Students will attend the following electives on a rotating basis:

PE, Spanish, Art, Computer, Music/Theatre, Sign Language

Grades 4-6: Students will attend the following

electives on a rotating basis:

PE, Spanish, Art, Computer, Music/Theatre, Sign Language

5th & 6th Grade students may elect to attend Band rather than follow the elective rotation.

Middle School Electives, Grades 7-8

Student Elective Placement
In April, students in sixth and seventh grade are emailed the elective selection form for the following year. This includes a brief description of the electives and a Student Elective Course Request form. This form is submitted by April 30th with the student's top elective choices. Students are then placed into available electives for the next year on a first come, first served basis.

Students in middle school have two electives each day (A Block and B Block). Within the three years that students are in 6th, 7th, and 8th grades, they are required to complete three semesters of P.E. As students take P.E. for the entire year in 6th grade, then they would only be required to take one semester of P.E. during the 7th or 8th grades. Students may enroll in a daily instrumental band program. One semester of computer literacy is required during the 7th or 8th grades.

Elective choices that <u>may</u> be offered are:

P. E. (A Block only)	Tech I
*Athletic P. E. (B Block only)	Tech II
Art (A and B Block)	Band (Full Year)
*Spanish I (8th only- Full year)	Intro to Spanish
*Study Skills (A Block only)	Sign Language
Theater (B Block only)	

***<u>Athletic PE classes require placement by the coaches.</u>**

***<u>Study Skills class requires being part of special programs in order to be eligible.</u>**

LIBRARY

The library is open during the school day. Books must be checked out before they are taken from the library. A fine of five cents per book per school day is charged for overdue library books in grades 4 - 8. If a child loses a book, then he/she must pay for the book. If a book is returned in a damaged condition, then the student must pay for the replacement of the book. **Students with overdue library books or fines owed will not receive report cards until the library record is clear.**

LOCKERS

Each student in grades 5-8 is assigned a locker. Lockers are to be kept neat and locked. Administrators and teachers may access lockers at any time without student permission or presence.

FIELD TRIPS

The St. Anne School Board and Administration have adopted a policy regarding field trips and transportation.

Field trips are a privilege afforded to students. Students can be denied participation if they fail to meet academic or behavior requirements.

St. Anne School Field Trip and Transportation Policy

A field trip is defined as any activity, including sporting events or practices, in which students would be transported off campus.

All field trip <u>details</u> have to be submitted to, and approved by, the administration.
Suitable transportation is defined by the following restrictions:

- All students must be transported on school buses from a fully licensed and insured commercial charter company or on buses provided by an Independent School District such as Beaumont ISD.
- Buses must have seat belts for all passengers.
- All passengers will be required to wear seat belts at all times while on the bus.
- Standard commercial (tall) and passenger vans are not acceptable.

The principal or principal's designee is responsible for reviewing and verifying that these policies have been followed.

All travel is subject to cancellation if buses with seat belts are not available. Parents are encouraged to confirm the arrival of buses with seat belts before leaving their children at the school for a field trip.

Written permission from the parents or guardian on the school field trip form is required.

Any parent or guardian who volunteers to drive a small

group must provide copies of his/her valid driver's license and current insurance coverage, complete a "Volunteer Driver Agreement" and a "Volunteer Background Agreement," and be approved through the Diocese of Beaumont as a driver. Parents need to allow ample time for these requests for approval to be processed.

Diocese of Beaumont
Office of Catholic
Schools Transportation
Field Trips/Athletic & Academic Events

Transportation Policy
Notes Rationale:
Research indicates that the safest mode of transportation is the school bus. For trips over 100 miles, comfort becomes a factor. Stewardship and availability of resources may necessitate the use of private or rented vehicles for sporting events or small groups of students traveling to both academic and athletic competitions.

- For trips with groups of 15 or more traveling over 100 miles, a charter bus may be used.
- For large groups of 15 or more, school buses will be used.
- For small groups traveling out of town, the school may rent a vehicle. The vehicle may be driven by a teacher, coach, or qualified volunteer driver who has been pre-approved with the Diocese of Beaumont.
- Only drivers pre-approved by the Diocese of Beaumont may drive students to sponsored events within the diocese.
- Use of 10-15 passenger vans is prohibited per diocesan policy.
- Students who require booster seats (under age 4 or under 40 pounds) are to be driven by their parents or guardians only.

Additional notes:
- All drivers of private or rented cars must be on the diocesan approved driver list.
- In order to reduce liability, principals should consider using buses if more than five cars are needed to transport students regardless of the event being in town or within the diocese.
- All vendor contracts for transportation services must be approved through the diocese and insurance certificates must be on file.
- Refer to the diocesan **Temporalities Manual**, exhibit J-q, p. J 53, for the **Driver Information Sheet.**
- Refer to Appendix J-III (page J-19） in the **Temporalities Manual** for more information from the diocese on this topic.

SAFE SCHOOLS

St. Anne Catholic School follows the diocesan crisis plan handbook.

St. Anne Catholic School maintains a smoke-free environment for the well-being of our community.

Disaster Drills

Disaster drills, which include tornado or severe weather drills, are conducted several times a year. Students should quickly move to assigned areas and sit and face the wall with their heads covered with their arms.

Disaster route and area map for each classroom should be posted where it is readily visible.

Disaster drills and fire drills will be conducted in the After School Care Program.

Fire Drills

Fire drills are conducted once a month at unannounced and varied times. All persons must leave the buildings in a quick and orderly fashion. Evacuation route diagrams should be posted in each room where they are readily visible.

Shelter in Place

Should a situation prevail in which students must remain in the classroom, a "shelter in place" will be called. The teacher locks the classroom, turns off the lights, and moves students to an area in the room away from view as much as possible.

SECONDARY BUILDING

1. Students will enter the building from the side door and proceed up the stairwell in the front of the building. When climbing the stairs, students should behave responsibly and safely.
2. No one will be allowed to use the elevator unless he/she has permission from school personnel.
3. The third floor is off limits to students at all times.

STAFF FACILITIES

The following areas are off limits to students at all times: teachers' lounges, teachers' work rooms, library work room, CCD offices, rectory, the walkway between the religious education building and the church, and the front of the school building and church.

TEACHER REQUESTS

As a staff, our commitment is to provide a quality education to every child in this school. There are many factors that go into placing children in classrooms. We feel our teaching staff is one of the best in the area and all equally qualified to provide an excellent education to students. **Therefore, we do not accept teacher requests for student placements or requests to group your student with any particular students.** If there are special factors about your child that need to be taken into consideration when assigning a teacher to your child, you are welcome to fill out a form in the front office for that purpose only. The principal will make the final determination on placement.

UNIFORM CODE

The purpose of the dress code is the presentation of a neat and pleasing appearance of the entire student body. **Uniforms are an outward sign that indicates your pride and respect for your school.** The overall appearance of the students at St. Anne must be modest and, at all times, reflect respect for the uniform which they wear.

No exceptions in school uniform will be allowed except for special "out-of-uniform" days or "T-Shirt" days. Boys' and girls' uniform items should be purchased from **Flynn O'Hara Uniform Company**

Shirt tails must be tucked in at all times while on the school grounds. Students who are not in compliance with the Uniform Dress Code will be subject to conduct and school event participation consequences.

Administrators or teachers may determine that a student's dress is a distraction and parents will be called.

The complete scout uniform must be worn or otherwise the student is to wear the proper school uniform. Girl Scout uniforms must be modest, to the knee.

St. Anne t-shirts are allowed for t-shirt days and may be worn with uniform shorts or slacks or blue jeans.

No hats, caps, or headgear may be worn inside the buildings unless it is a designated hat/cap day.

School uniforms are worn for fall individual pictures, group and class pictures. Depending on the destination of the field trip, school t-shirts and blue jeans may be worn.

Shorts shorter than walking-short length are not to be worn on "out-of-uniform" days.

Monogramming on uniform shirts, bottoms, Spirit shirts, Carnival shirts or Giving Field shirts is not allowed. St. Anne fleece jackets may be monogrammed, preferably on the back of the jacket, to assist with identification of jackets.

GIRLS UNIFORMS: **Must be purchased from Flynn O'Hara Uniform Company:**

Prek3 & 4-Red polo-style monogrammed dresses

Pre-K - 5th plaid jumpers, navy or plaid skorts, navy or plaid walking shorts, and slacks; white, navy, or red polo-style shirts, SS or LS, with monograms

6th – 8th navy or plaid skirts, navy or plaid skorts, navy or plaid walking shorts, and slacks; white, navy or red polo-style shirts, SS or LS, with monograms

Girls' skirt length must be no shorter than 2" above the top of the knee. Girls will be issued a warning and ample time to adhere to this policy and then will result in discipline consequences for failure to comply.

Other uniform items which are available for purchase from Flynn O'Hara:

White SS or LS oxford blouses, white over blouses

White blouses with red or navy trim, or solid white

Fleece monogrammed jackets and pullovers Shorts must be worn under jumpers and skirts.

White socks, white knee- socks, or white socks with blue, red or plaid piping must be worn.

Red, navy blue, or white tights or leggings are permitted.

School approved and sold monogrammed sweatshirts may be worn but must be worn with

collared red or white St Anne polo beneath.

Girls' hair and hair ornaments

Neither hair style nor hair ornaments should be distracting. All hair accessories must be a school color and conservative in look. **No hair tinsel is allowed.**

Hair color should be one natural color and not distracting.

Hair may not cover eyes.

Jewelry

Only one small pair of earrings, **studs only,** that fit on the earlobe may be worn. **No hoops or dangling earrings.** One small cross or religious medal may be worn. They should be on gold or silver plain chains (no leather, beads, etc.) and must be worn inside blouses. **No watches or any device with calculating, messaging, email, or phone capabilities may be worn**. No other type of jewelry (i.e. rings, necklaces, bracelets) may be worn.

Cosmetic policy (Grades 7 & 8)

1. Foundation, mascara and light lip gloss are allowed.
2. No eye shadow or eyeliner is allowed.
3. Only clear fingernail polish or **French manicure** may be worn. **No glitter, adornment, or color of any kind may be worn on nails.**
4. False fingernails or tips are not permitted.

Cosmetic policy (grades PK to 6)

1. No makeup is allowed.
2. No fingernail polish, glitter, adornment or false fingernails are permitted.

Purse Policy (grades 6 – 8)

Girls in grades 6-8 may bring a purse to school but it must be kept in the locker and not brought into class. The purse may be carried to lunch but must be put back in the locker before returning to class.

BOYS UNIFORMS: Must be purchased from Flynn O'Hara Uniform Company:

Pre-K - 8th

Navy shorts and pants/slacks

Navy *pull-on* shorts and pants, pre-k through grade 2 only

(Pre-K through grade 2 may wear pull-up pants without belts. If pants have belt loops, then a belt must be worn.)

White or red polo-style shirts, SS or LS, with monograms ***for Pre-K through 8th***

White socks must be worn.

Fleece monogrammed jackets

Boys' shorts must be no shorter than 2" above the top of the knee and should be appropriate for school in tightness. Boys will be issued a warning and ample time to adhere to this policy and then will result in discipline consequences for failure to comply.

Boys Jewelry

No watches or any device with calculating, messaging, email, or phone capabilities may be worn. One small cross or a small religious medal may be worn but must be under shirts. These must be worn on gold or silver colored plain chains or thin leather straps. No other type of jewelry is acceptable. **Boys may not wear piercings of any kind.**

Boys Hair

Hair should be neat and trimmed so that it is no longer than the top of the ear on the sides, to the top of the collar in the back, and short enough in front so that it does not fall into eyes. There should be no shaved designs, nor beaded hairdos. Facial hair is prohibited. Sideburns may be no longer than the earlobe.

Boys will be allowed one week to get a proper haircut when needed. Failure to do so will result in disciplinary action and short term suspension from extracurricular activities.

Please note the following uniform regulations for all students: Uniforms should be clean with no rips, tears, or stains. Faded and discolored shorts or pants are not acceptable.

All shirts should be buttoned at all times.

Shirt tails are to be tucked in at all times from arrival to dismissal (school-wide rule).

Long sleeve shirts of any kind, including turtlenecks may **not** be worn under short sleeve shirts at any time. Uniform sweatshirts, fleece jackets, and sweaters are available for cold weather**. No hoodies are permitted**.

No permanent or temporary tattoos are allowed.

Pants must be worn at **waist** level.

Shoes

Any style or color, closed toed and closed, flat heeled, sport or leather shoe may be worn. Open-toed or open-backed shoes are not permitted. Boots may be worn **on days students are allowed to wear jeans only**. This includes PK3 & PK4 students. High platform shoes, shoes with built-in wheels, flashing lights and sandals are not permitted.

Outerwear

The only outerwear which may be worn in St. Anne buildings are St. Anne sweatshirts, St. Anne fleece jackets, pullovers, St. Anne sweaters, or St. Anne sweater vests.
Hoodies are not permitted.

Logos

Shirts are not to bear any type of logo except the St. Anne monogram. Plain white crew or v-neck t- shirts with no prints, slogans, or pictures may be worn under the uniform shirt. Undershirt sleeves/thermal underwear should not show.

Out-of-Uniform or T-Shirt Days for both boys and girls

On "out-of-uniform" days or "t-shirt" days, all uniform rules apply as to shoes (no sandals), socks or stockings, jewelry, and hair. No frayed, torn, or low-rider blue jeans may be worn. Colored jeans may not be worn. Skirts, dresses, and shorts must be to the knee; no slits may be above the knee. Sun dresses may be worn only with t- shirts with sleeves or an outer jacket or sweater with sleeves. Belts must be worn in belt loops, and no fingernail polish may be worn. A modest appearance dictates that no part of the torso will be exposed, and the neckline should be appropriately high.

Spirit T-Shirt Days

Students will be allowed to wear a St. Anne t-shirt or a St. Anne athletic t-shirt with blue jeans in compliance with the uniform code on designated pep rally or early dismissal days. All shirts must be tucked in at all times. Athletes will wear jerseys over a St. Anne polo shirt only once a week as determined by the coach and sports team t-shirts are only allowed on Fridays for 6th-8th grade athletes during that season of play.

No monograms are permitted on Spirit shirts

Other teams/organizations may wear their team shirt as designated by their coach, sponsors, or teachers.

Failure to comply with the dress code will result in disciplinary action and short term suspension from extracurricular activities. Girls must wear shirts under athletic sweatshirts. Girls may not wear colored sports bras that are visible under any uniform top.

Physical Education

P.E. uniforms are required in grades 7-8, as assigned by coaches. No uniforms are required in pre-k - 6.

VISITORS

Visitors must report to the receptionist's office for a badge. All staff will direct visitors they encounter during the school day to comply with this regulation for the safety of our children.

Any items brought to a student during the school day should be taken to the receptionist's office. Classroom interruptions will be kept to a minimum for optimum teaching purposes. Volunteers will be allowed on campus for designated purposes only. Please join your child for lunch in the Cat Café any Friday that your schedule permits.

ORGANIZATIONS

SCHOOL BOARD

This organization is advisory only and shall be called the St. Anne Catholic School Board. It shall consist of representatives of any of the Catholic schools.

The Board's function and responsibilities are as follows:

1. To develop and adopt policies necessary to govern St. Anne Catholic School and maintain its Christian integrity.
2. To develop and implement the annual budget for the operation of the school including, but not limited to, establishing and reviewing tuition policy, salary ranges for administrators and teachers, and determining sources of funding.
3. To consult with the Diocesan School Superintendent in the hiring of the school principal.

HOME AND SCHOOL ASSOCIATION

***Purpose*:** The purpose of the St. Anne Home and School Association is to aid our school, its governing bodies,

the administration, the teachers and the parents by providing a forum for dialogue in an effort to promote and enhance the quality of Catholic education at St. Anne Catholic School.

***Objectives*:**

1. To foster dialogue and interaction between the parents and teachers so that instructional efforts of the home and school are coordinated and that through this cooperation, the quality of Catholic education at St. Anne Catholic School will be enhanced.

2. To create a deeper appreciation for and involvement in Catholic education at St. Anne Catholic School.

To provide informational programs for both the parents and the staff as a means for the coordination of educational roles of the home and school.

3. To function as an organization to raise monies which will be used to enhance the quality of Catholic education at St. Anne Catholic School.

4. ***Composition*:** Membership in the H.S.A. is open to parents and guardians of all children who attend St. Anne Catholic School. In addition, the administrators, teachers, and staff, and any other adult who is interested in the objectives of the association may become members.

***Meetings*:** At the beginning of the school year, the Executive Committee will publish a list of meeting dates for the year. Reminders and other announcements will be sent to parents as well.

Policy on Concerning Gender and Human Dignity

1. PREFACE

"Every human person possesses an infinite dignity, inalienably grounded in his or her very being, which prevails in and beyond every circumstance, state, or situation the person may ever encounter. This principle, which is fully recognizable even by reason alone, underlies the primacy of the human person and the protection of human rights."

"Let us love one another because love is from God." Christ's words to his disciples call Christians in every age to embrace the truth of who we are as children of God, for only in embracing this truth can we be set free. This is Christ's promise to which Catholics assent with mind and heart, and this promise is the foundation of the Church's moral teachings.

The Second Vatican Council stated that, "inspired by no earthly ambition, the Church seeks but a solitary goal: to carry forward the work of Christ under the lead of the befriending Spirit. And Christ entered this world to give witness to the truth, to rescue and not to sit in judgment, to serve and not to be served. To carry out such a task, the Church has always had the duty of scrutinizing the signs of the times and of interpreting them in the light of the Gospel. Thus, in language intelligible to each generation, she can respond to the perennial questions which men ask about this present life and the life to come, and about the relationship of the one to the other. We must therefore recognize and understand the world in which we live, its explanations, its longings, and its often-dramatic characteristics."

Each generation presents moral challenges to which the Church must respond as mother and as teacher. It is ever the duty of the Church both to listen patiently to the struggles of her children and also to instruct them clearly on the path to the fullness of life and freedom. As St. Paul VI writes, "It is an outstanding manifestation of charity toward souls to omit nothing from the saving doctrine of Christ." In the past decade, there has been increased attention paid to gender dysphoria and gender discordance, especially among young children and adolescents, coupled with the widespread notion that the solution to such dysphoria is to affirm one's "experienced gender" over and against one's biological sex. This prompts the Church to provide catechesis and policy for all the faithful, and especially for Church employees, personnel, our students, teachers, and all others who work in parishes, organizations, and institutions of the Catholic Church in the Diocese of Beaumont.

2. CATECHESIS

2.1 The Church teaches that the human person, created in the image and likeness of God, is a "unified creature composed of body and soul." The soul is the spiritual principle of each human person and the "subject of human consciousness and freedom." Yet only when "body and soul are intimately united." is the person their truest self. The human person is not a soul or a mind that has a body merely as a biological accessory. Rather, the human person is a body formed by a soul. Human life and love are "always lived out in body and spirit," and thus the body is a "vital expression of our whole being." So integral, in fact, is the body to who we are as human beings that the body and soul together are fashioned and "destined to live forever." The creed expresses our belief in the "resurrection of the body," or the belief that all persons will "rise again with their own bodies which they now bear." The body which will one day rise is the very body which each person received as a gift and in which each person lives out his or her vocation to holiness.

2.2 Our biological sex, expressed by our body, is a gift from God and is unchangeable. A person's biological sex is expressed in and through the body. It cannot be changed because it is bestowed by God as a gift and as a calling, and "the gifts and the call of God are irrevocable." Biological sex is a gift because in the very act of creation, God bestows upon each human person a gender—"Male and female he created them" — two sexes that are different, equal, and complementary. It is a calling because we work out our salvation via our masculinity or femininity. In other words, human persons do not experience the freedom and joy of salvation despite their biological sex, but only in it and through it.

2.3 Christian anthropology teaches that we are made in the image and likeness of God. Our dignity and creation in the image and likeness of God, Christian anthropology, a proper understanding of human sexuality, and the essential importance of our sexuality and sexual identity as assigned by God are authoritatively and definitively revealed in Sacred Scripture and the teachings of the Catholic Church. (see Genesis 1:27; see Male and Female; see Catechism of the Catholic Church ("CCC"), #355-373, 2331-2372). As all entities of the Catholic Church are for the purpose of furthering the saving mission of Jesus Christ, they must operate in accord with the truth revealed by God in both natural law and divine revelation. In particular, our Catholic schools and parish catechetical programs must remain in the fullness of the truth and charity in order to carry out their proper mission:

Since true education must strive for complete formation of the human person that looks to his or her final end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life. (Code of Canon Law, c. 795).

2.4 A person's "gender" is inseparable from biological sex. The Catechism states that "Sexuality affects all aspects of the human person in the unity of his body and soul." Therefore, biological sex and "gender can never be separated. Should someone experience a tension between biological sex and "gender," he or she should know that this interior conflict is not sinful in itself but rather reflects "the broader disharmony caused by original sin" and often results from the residue of social ills and cultural distortions of what constitutes "masculinity" and "femininity." Such persons should be treated with respect and with charity, and "no one should suffer bullying, violence, insults, or unjust discrimination" based on such experiences. However, charity "needs to be understood, confirmed, and practiced in the light of truth," and thus each such persons should be encouraged to seek harmony between his or her biological sex and "gender" – i.e., not through a rejection of one or the other, but through turning to Christ and to all that the Church provides. "Regarding gender theory, whose scientific coherence is the subject of considerable debate among experts, the Church recalls that human life in all its dimensions, both physical and spiritual, is a gift from God. This gift is to be accepted with gratitude and placed at the service of the good. Desiring a personal self-determination, as gender theory

prescribes, apart from this fundamental truth that human life is a gift, amounts to a concession to the age-old temptation to make oneself God, entering into competition with the true God of love revealed to us in the Gospel." "Only by turning to Christ can one acknowledge and accept one's sexual identity in every aspect—physical, moral, social, and spiritual —and only through such an acceptance can the human person in turn experience the freedom promised by Christ."

2.5 Respect for creation is also a respect for one's biological sex. As Pope Francis writes, "It is enough to recognize that our body itself establishes us in a direct relationship with the environment and with other living beings. The acceptance of our bodies as God's gift is vital for welcoming and accepting the entire world as a gift from the Father and our common home, whereas thinking that we enjoy absolute power over our own bodies turns, often subtly, into thinking that we enjoy absolute power over creation. Learning to accept our body, to care for it and to respect its fullest meaning, is an essential element of any genuine human ecology. Also, valuing one's own body in its femininity or masculinity is necessary if I am going to be able to recognize myself in an encounter with someone who is different. In this way we can joyfully accept the specific gifts of another man or woman, the work of God the Creator, and find mutual enrichment. It is not a healthy attitude which would seek to cancel out sexual difference because it no longer knows how to confront it".

2.6 These teachings of the Church are not mere antiquated notions. In fact, Pope Francis has repeatedly stressed the importance of a proper understanding of our sexuality, warning of the challenge posed by "the various forms of an ideology of gender that denies the difference and reciprocity in nature of a man and a woman and envisages a society without sexual differences (Amoris Laetitia ("AL"), #56). Pope Francis further notes that "biological sex and the sociocultural role of sex (gender) can be distinguished but not separated," and that although we must always be "understanding of human weakness and the complexities of life," that does not require us to "accept ideologies that attempt to sunder what are inseparable aspects of reality" (Ibid.). Ultimately, "we are creatures, and not omnipotent," and we must accept and respect our humanity "as it was created" (Ibid.; see also Gen. 1:27, Matthew 19:4, and Mark 10:6). Pope Francis then stresses that "the young need to be helped to accept their own body as it was created," so that "we can joyfully accept the specific gifts of another man or woman, the work of God the Creator" (AL, #285).

As Pope Francis notes, we must always respect the sacred dignity of each individual person, which means that the Church cannot and must not accept the confused notions of gender ideology. We must not demean or deny the sincerity and struggle of those who experience same-sex attraction or who feel their true gender identity is different from their biological sex. Rather, we seek to accompany and to lead them on their journey of life, offering them the light of the Gospel as they try to find their way forward. These truths are not merely faith-based; rather, such realities are also knowable through the use of properly functioning senses and right reason (Pope St. John Paul II, Fides et Ratio, #22). We do not serve anyone's greater good by denying or falsifying the truth, for it is only the truth that frees us for the full life that God offers to each of us. Thus, when a person experiences either same-sex attraction or some form of gender dysphoria, such struggles do not change the biological fact of how God immutably created that person. It would be untruthful for the Catholic Church or our Catholic schools to think or pretend otherwise and would contradict Church teaching on reason and the nature of the human person, as well as key tenets of the faith (see National Catholic Bioethics Center, Brief Statement on Transgenderism). Therefore, the policies of our Catholic schools and Catholic diocesan institutions must respectfully uphold these fundamental truths.

3. POLICY

The following policy seeks to provide guidance in applying the Church's moral teachings regarding the challenges presented by "gender theory." This policy is put forth for parishes, organizations, and institutions of the Catholic Church in the Diocese of Beaumont.

As a general rule, in all interactions and policies, parishes, organizations, and institutions are to recognize only a person's biological sex. This policy applies, but is not limited to, all Church employees, personnel, students, volunteers, and those entrusted to the care of the Church, including all contracted vendors when they are on-site and may have contact with those entrusted to the care of the Church.

3.1 Designations and Pronouns. Any parochial, organizational, or institutional documentation which requires the designation of a person's sex is to reflect that person's biological sex. No person may designate a "preferred pronoun" in speech or in writing, nor are parishes, organizations, or institutions to permit such a designation. Permitting the designation of a preferred pronoun, while often intended as an act of charity, instead promotes an acceptance of the separability of biological sex and "gender" and thus opposes the truth of our sexual unity.

3.2 Bathrooms and Locker Rooms. All persons must use the bathroom or locker room which matches their biological sex. Diocesan parishes, schools, organizations, and institutions are permitted but not required to have individual-use bathrooms which are available for all members of the respective community.

3.3 Attire. All persons are to present themselves in a manner consistent with their God-given dignity i.e., in accordance with their biological sex. Where a dress code or uniform exists, all persons are to follow the dress code or uniform that accords with their biological sex (including but not limited to quinceañera, School dances, Parish weddings, etc.).

3.4 Athletics and Extra-Curriculars. Participation in parish and school single sex athletics (including but not limited to extra-curricular activities) is restricted to persons of the designated biological sex. Some sports and activities may be open to the participation of individuals of both sexes, and in such cases must follow the general rule of recognizing only the biological sex of each person.

3.5 Single Sex buildings, areas, Programs and Institutions. Admission to single sex programs, including but not limited to single sex schools, camps, and retreats, is restricted to persons of the designated biological sex. Dormitories or other single-sex buildings are restricted to persons of the designated biological sex.

3.6 Public Displays of Affection. Romantic displays of affection between students, are not permitted at Church/school or Church/school- sponsored events.

3.7 Medication. No person is permitted on parish or school property, or at any parish or school function occurring away from parish or school property, to possess, distribute, or promote the use of any form of any medication, including but not limited to "puberty blockers," for the purpose of potential or actual "gender reassignment." Also, students and those entrusted to the care of the Church are not permitted to take "puberty blockers," even if self-administered, on parish or school property, with the purpose of a potential or actual "gender reassignment."

3.8 Protecting the Vulnerable. Those entrusted to the care of the Church who express a tension between their biological sex and their "gender" and others directly affected by this tension (parents, guardians, etc.) should be directed to appropriate ministers and counselors who will help the person in a manner that is in accord with the directives and teachings of the Church. Parishes, schools, and other Catholic institutions or organizations should take the necessary precautions, in accord with the policies of this document to avoid bullying and to protect the integrity of those who may express tension or concerns about their biological gender.

4. RESOURCES AND PASTORAL IMPLEMENTATION

A few examples of resources include:

Instructional Videos

This page (https://canavox.com/dear-katy/category/transgender/) includes a series of brief videos that can be useful instructional videos for staff, faculty, and parents on how to approach conversations about gender identity and transgenderism with both sensitivity and clarity. These may be used directly as resource for parents, or for help in training and preparing for conversations with others.

Male and Female He Created Them

This document, referenced above, was produced by the Congregation for Catholic Education in Rome: http://www.educatio.va/content/dam/cec/Documenti/19_0997_INGLESE.pdf .

Transgender Children: Crisis in Care

This study (Transgender Children: Crisis in Care – Youtube), referenced above, is based on interviews with several psychologists who previously worked in the UK's Gender Identity Development Service. It highlights concerns and dangers of the trend toward accelerating gender dysphoria patients toward invasive transgender procedures.

In prudently implementing this policy, the circumstances of a case could be so particular that it may demand the advice of experts. Some specific cases may not find an answer in this document. This is why a list of resources is offered:

a) For questions regarding the contents of this policy and Catholic morality, please contact the Very Reverend M. Shane Baxter, Vicar General, at 409-924-4303.

b) For questions regarding Canon Law, please contact Very Reverend Ernie Carpio, Chancellor at 409-924-4303.

c) For questions regarding the implementation of this policy in a Catholic school, please contact the Catholic School Office at 409-924-4322.

d) For an updated list of Catholic therapists and other behavioral resources within the Diocese of Beaumont, please contact Catholic Charities of Southeast Texas at 409-924-4400.

5. GLOSSARY

5.1. Biological sex: The sex with which a person is born, regardless of acceptance or perceived identity.

5.2 Gender: As understood by the Church, gender is the socio-cultural role of sex and particularly how it informs one's psychological identity.

5.3. Gender dysphoria: the state in which a person claims to experience an incongruity between psychological identity and biological sex.

5.4 Gender Ideology/Theory: An ideology or theory that denies the difference and reciprocity in nature of a man and a woman, and envisages a society without gender differences, thereby eliminating the anthropological basis of the family. Thus, "Gender Ideology" or "Gender Theory" promote a personal identity and emotional intimacy radically separated from the biological difference between male and female. Consequently, human identity becomes a choice of the individual, one which can also change over time. Ideologies of this sort, which seek to respond to what are at times understandable aspirations, manage to assert themselves as absolute and unquestionable, even dictating how children should be raised. It needs to be emphasized that biological sex and the socio-cultural role of gender can be distinguished but not separated.

Dicastery for the Doctrine of the Faith, 2 April 2024, Declaration "Dignitatis Infinita" on Human Dignity, 1.

John 4:7-12.

Gaudium et spes, 3-4.

St. John XXIII, Mater et magistra, 1.

St. John Paul II, Veritatis splendor, 4; Congregation for Catholic Education, "'Male and Female He Created Them': Towards a Path of Dialogue on the Question of Gender Theory in Education" (Vatican City, 2019), 30.

St. Paul VI, Humanae vitae, 29.

Glossary of the United States Conference of Catholic Bishops—Libreria Editrice Vaticana English translation of the Catechism of the Catholic Church (Vatican: Libreria Editrice Vaticana, 2000).

Pope Benedict XVI, Deus caritas est, 5.

St. Thomas Aquinas, Summa theologiae, I, q. 76; St. John Paul II, General Audience of October 24, 1979; CCC, 365.

Pope Francis, Lumen fidei, 34.

Pope Benedict XVI, Deus caritas est, 5.

St. John Paul II, Message to Health Workers, Phoenix, Arizona, 1987.

Fourth Lateran Council (1215), DS, 801.

St. Irenaeus, Adversus haereses 5.13.1. International Theological Commission, Some 14 Current Questions in Eschatology (1992), 1.2.5.

Romans 11:29.

Genesis 1:27.

CCC, 355, 369.

CCC, 2332.

Fourteenth Ordinary General Assembly of the Synod of Bishops, Relatio finalis (24 October 2015), 58; Pope Francis, Amoris laetitia, 56.

In Catholic moral theology, the term "disordered" has a particular meaning which may not be identical with how the term is used by psychologists and medical professionals. According to the Catholic moral tradition, every inclination, desire, and action is ordered to some particular purpose or end (i.e., consuming medicine is ordered toward health; sexual relations are ordered toward unity between spouses and procreation; etc.). Any inclination, desire, or action which impedes this purpose is considered "disordered" (i.e., the inclination to take medicine in order to commit suicide; or engaging in contraceptive sexual relations). Since the purpose of the body (as given by God) and the soul is to be united forever in the presence of God, an inclination which disrupts this unity—such as an experienced tension between natal sex and "gender"—would be considered "disordered." Note well that it is the inclination, desire, or action that is disordered, not the inherent dignity of the person. On the relationship between the concept of "disorder" and the dignity of the person, see CCC, 2358 and the Sacred Congregation for the Doctrine of the Faith, Persona Humana: Declaration on Certain Questions Concerning Sexual Ethics.

Catholic Diocese of Arlington, "A Catechesis on the Human Person & Gender Ideology" (12 August 2021).

Congregation for Catholic Education, "'Male and Female He Created Them': Towards a Path of Dialogue on the Question of Gender Theory in Education" (Vatican City, 2019), 16.

Pope Benedict XVI, Caritas in veritate, 2.

Dignitatis Infinita, 57.

CCC, 2333.

Pope Francis, Laudato si, 155.

Relatio finalis, 24 October 2015, 8, 58.

Pope Francis, Amoris laetitia, 56.

The principal may amend this handbook for just cause at any time.

www.sasbmt.com

www.dioceseofbeaumont.org

ST. ANNE CATHOLIC SCHOOL
CRISIS PLAN

St. Anne Catholic School provides a quality Catholic education in a caring and safe environment. School safety, comfort, and security are of the utmost importance as our students, faculty, parents, visitors, and staff move about our campus. When a crisis arises, we will respond with the gospel value of compassion to those who are in need of support spiritually, psychologically, as well as emotionally. We will be proactive in our approach to crisis prevention.

INTRODUCTION

School personnel are responsible for protecting the children in their care and keeping the community, particularly parents of students, informed of emergency procedures and decisions to safeguard children and staff in times of emergency. This is a charge all personnel – teachers, aids, custodians, maintenance personnel, cafeteria workers and administrators – share equally and hold supremely important. Parents, however, must assume full responsibility for their child's supervision and protection after the child leaves supervised school activities or before activities begin each day.

School personnel may assist in any way in the line of Emergency Management in any other area or capacity, as long as their activities do not interfere with their assigned regular or emergency duties.

GENERAL DIRECTIVES

Identification badges are provided for visitors, staff, volunteers, and any adult on campus. Our students are made aware that anyone on campus should be wearing an identification badge; therefore, this represents that they are "safe" people who could be of assistance if a child needed help.

Visitors must report to the receptionist's office for a badge if they are remaining in the building or on the school grounds. All staff must insist visitors whom they encounter during the school day comply with this regulation for the safety of our children.

Signs are displayed throughout the building and grounds asking visitors to report to the office. All visitors are to sign in and out at the receptionist's office even if you are only staying for lunch.

Teachers and staff must have verification of identity of those individuals picking up children during the school day and after school. Students must be signed out by the parent, guardian, or designated person in the receptionist's office. Anyone signing out a student, other than the parents, must be listed on the emergency card. We reserve the right to ask for identification under any circumstance.

PLANT SECURITY

Visitors, including parents, have been directed to report to the receptionist's office during the school day. Parents must refrain from entering classrooms directly during the day and take all messages, materials, etc. to the office to be sent to the classrooms.

All doors on St. Anne Catholic School are kept locked at all times. Parents should use the receptionist's office as their only entry to the buildings. Teachers are to keep their doors locked when they leave their classrooms.

Teachers supervise student pass times throughout the school day.

Flashlights with batteries are provided for every classroom.

All fire extinguishers, smoke detectors, emergency lighting, and other safety equipment are inspected annually and are in good working order.

The office monitors a weather station radio when inclement weather warrants.

SCHOOL AND COMMUNITY RESOURCES

Faculty and staff are in-serviced concerning early warning signs of anger, violence, or depression in students. A counselor is on staff and provides ongoing instruction to students concerning emotional and social issues. An open line of communication has been developed with parents, teachers, administration, and the counselor when difficulties arise. A team meeting is held, issues are discussed, and a plan is developed.

The St. Anne community is a close-knit community. Because of this, an event occurring even in the personal life of one of the students could affect the lives of many children. During any crisis situation, the school's main focus must
be on the students: those who have been involved in the incident, those who were not involved but have heard what happened, and those who are wondering what all of the commotion is about.

Teachers should tally the number of students requesting counseling and seek help for them. Any crisis situation will involve a loss whether it be a death,

injury, divorce, changes in body image, a change in geographical location, witness to an act of violence, or abuse. Because all such events involve a loss, all students should be provided with an opportunity to grieve. To facilitate this grief reaction effectively, the school crisis team, which includes counselors, doctors, nurses, and school personnel, will be called together to plan the response.

PROCEDURE FOR CRISIS MANAGEMENT

SCHOOL CRISIS TEAM MEMBERS
-Local physicians and counselors as needed.

Telephone Numbers for Resources in Community

-ADT Security:	1-800-238-2727
-Police District:	911 Emergency or 832-1234
-Fire Department:	880-3901

Definitions

Disaster can strike any area at any time. Generally speaking, disasters fall into two broad categories – natural disasters and those engineered, either intentionally or accidentally, by human beings.

Natural disasters:
Disasters such as floods, severe windstorms, tornadoes, hurricanes, and fires are potential destroyers of both life and property. Any of these can occur in the St. Anne area with little or no warning.

Accidental disasters:
The possibility of chemical accidents, industrial explosions, traffic accidents involving students and accidents in transporting hazardous materials cannot be overlooked. The potential for major accidents increase as people and/or businesses locate more densely in a given area.

Terrorism or other intentional disasters:
In dealing with the safety of students during school hours, administrators are sometimes confronted with such crisis situations as arson, bombs or bomb threats, assaults or active shooter on campus, riotous civil disturbances, looting and/or vandalism.

Personal or family:
These are crises which directly and profoundly affect the school community, such as death of a parent, student or teacher, suicide attempt at school, cluster suicides, and community epidemics.

Planning Policies

Policy 1
All students are required to participate in all disaster preparedness drills held on their campuses. St. Anne safety education programs include the training of students to develop alertness and obedience to emergency drills. The more these drills become a matter of routine for students, the less students are apt to panic if or when a disaster occurs.

Policy 2
Students are to be held at school during an emergency situation until the superintendent or principal or the emergency official issues clearance for their dismissal.

Policy 3
One goal of school personnel shall be to prevent panic and confusion by letting parents know where their children are, that they are supervised, and that precautions will be taken for their safety and protection. Children have designated areas in Gilbert Park if an evacuation is deemed necessary.

Policy 4
In an emergency situation or disaster, school personnel will release students only to their parents or legal guardians. Children will be transported to a local hospital of choice if a serious injury occurs. School personnel will accompany them. Parents will be notified and incident reports will be sent to the Diocesan Office.

Emergency Plan I
School Not in Session

When a disaster or emergency occurs when school is not in session, and the emergency prevents the normal operation of school, the following steps will be taken:

Announcement of closing of school:

- The superintendent will make the decision to close school(s) by 6:30 a.m., if possible. The fire department has authority to close and keep schools closed when deemed necessary for the safety and well-being of students and/or patrons. Designated spokesperson for the media will be Diocesan Office of Catholic Schools. Please direct all media inquiries to the Office of Catholic Schools @ 409- 924-4322. Teachers and staff should not give out any information.

- Key personnel of the schools will be notified by telephone. The personnel phone chain will be activated.
- The superintendent or his/her designate shall notify the media. All other school employees, students, and parents will be notified of the closing through local radio and television broadcasts (Channels 4, 6 and 12) or through School Reach.
- The principal is in charge and will exercise control over the school in an emergency, but will yield as required to the authority of officials on the scene. The school will cooperate with the Red Cross or Emergency Management regarding the use of facilities and personnel for community care. The principal shall designate an alternate to take charge in his/her absence.

Emergency Plan II
School in Session
Duties of Key Personnel

This plan includes a description of the warning system, the general duties of key personnel and an emergency action plan for each type of disaster. In an emergency, all key personnel will be contacted. The Office of Catholic Schools will be notified.

Drills and Special Precautions

Fire Drills:

- The principal is required to conduct a fire drill once each month. Dean of Students will schedule & execute all drills.
- All occupants, including students, teachers, administrators, classified employees, and students must leave the building during a fire drill.

Flood:

- Special warning signals: none.
- If prompt evacuation is required, use fire signals unless directed otherwise from school administration.

Severe Weather:

- Duck and cover drill, intermittent siren.
- Students in the gym must duck and cover in the gym's locker rooms.
- Students must leave the building in an orderly and rapid manner.
- Teachers are required to check all laboratories, workrooms, bathrooms, and closets to ascertain that no students remain in the building and to make arrangements to assist any handicapped student evacuating the building.
- Students, upon leaving the building, shall remain under the direct supervision of a teacher.
- Teachers should remove their class rolls and gradebooks from the building when they depart so that a rapid check of all students may be conducted.
- Fire Alarm – long, continuous siren
  - Evacuation to designated park area immediately.
  - Teachers check roll with class list. Report headcount via the grade level radios provided on channel one.
  - Return when authorized over the grade level radios.

Bomb Threat:

- Same procedure as fire drill; evacuation of all personnel.
  - Fire officials will search the building.

Civil disturbance (threatened or actual:)

- Information and instructions will be relayed orally, unless evacuation is needed, in which case fire drill will be executed.

Explosion or Chemical Accident:

- Within school: same as fire signal if determined necessary.
- Near school: same as fire (evacuation) or weather (duck and cover).
- Shelter in place: Chemical releases – contact fire department.

- Students in the Pre K -3 building will be brought promptly to first floor of Secondary Building.

Active shooter or immediate threat:

- Students would remain secured in their classrooms.
- Signal: Principal or designee would announce: "Lockdown, Lockdown, Lockdown!" Students remain in their

rooms until announcement is made to return to normal activity.

Teachers

Teachers will be responsible for the supervision of students in their charge. In discharging this responsibility, they will be governed by the general instructions of this manual and by school district guidelines and directives of their school principal.

Pre-Emergency

The teacher shall

- Know and understand the hazards of different disasters and survival techniques for each.
- Provide instruction and practice for pupils in the techniques of survival and in the emergency procedures to be followed.
- Keep personal data on each pupil readily accessible at all times.
- Have planned activities (music, games, lessons, etc.) for use during periods of confinement and to lessen the tension of a disaster situation.

Disaster and Post-Emergency

The teacher shall

- Direct evacuation of children under supervision to inside or outside assembly areas in accordance with signals, warning, written or verbal orders.
- Remain with and safeguard pupils until relieved by authority of school principal.
- Take roll call when class relocates in an outside or inside assembly area or at another location, or as soon as a condition of order or safety is sufficiently re-established to permit such action.
- Render first aid, restore order, and assist other teachers and children as needed.
- If not on classroom duty with pupils, report at once to pre-assigned station or to school principal.

Appendix I

Tornado Safety Procedures for Children

Administration

- Warning of a possible tornado (tornado watch) or impending tornado (tornado alert) is usually received via radio, television, or Emergency Management officials.
- Prime attention should be directed toward sky conditions to the south and southwest.
- Audible signals or verbal alarm will notify children and staff, and they should be assembled inside the building.

Staff and Children

- Number one job – get students near an interior wall and away from windows.
- **Telephone lines should be kept operative as much as possible.** Parents should not call in, so lines are open for emergency personnel.
- Children should usually sit with heads between knees; or lie prone, face down.
- Avoid enclosures with long roof spans, such as auditoriums and gymnasiums.
- Immediate action usually calls for taking cover under desks or suitable heavy furniture.
- **Doors should be opened to equalize pressure.** Flashlights should be available.
- **Children should be released only to their parents** (signed permission might be arranged for others). However, parents should take cover themselves as children are safer in school than outside.
- **Roll should be taken** and each child accounted for.
- All school personnel should be aware of their particular responsibilities. Calm, firm, positive action on the part of every adult is essential.

Before and after school

- **Walkers in an open area should take cover** and lie flat in the nearest depression such as a ditch, culvert, excavation, or ravine.
- Buses should usually head away from the tornado's path, at a right angle to it, or occupants should abandon the vehicle and take cover, as should walkers.

TORNADO
Safety Rules

Knowing what to do when a tornado is approaching may mean the difference between life and death!

If you are near a tornado cellar or underground area:
When time permits, go to a tornado cellar, cave, or underground excavation, which should have an air outlet to help equalize the air pressure. It should be kept fit for use, free from water, gas or debris; and preferably equipped with pick and shovel. *There is no universal protection against tornadoes except underground excavations.*

If you are in open country:

- Move at right angles to the tornado's path. Tornadoes usually move ahead at about 25 to 40 mph.
- If there is no time to escape, lie flat in the nearest depression, such as a ditch or ravine.

If you are in a city or town:

- Seek inside shelter, preferably in a strongly reinforced building. STAY AWAY FROM WINDOWS!
- In homes: The corner of the basement toward the tornado usually offers greatest safety, particularly in frame homes. People in houses without basements can sometimes be protected by taking cover under heavy furniture against inside walls. Doors and windows on the sides of the house away from the tornado may be opened to help reduce damage to the building.
- Standing against the inside wall on a lower floor of an office building offers some protection.

If in a school:

If school building is of strongly reinforced construction, stay inside, away from windows, remain near an inside wall on the lower floors when possible. AVOID AUDITORIUMS AND GYMNASIUMS with large, poorly supported roofs!

Keep calm.
It will not help to get excited. People have been killed by running out into streets and by turning back into the path of a tornado. Even though a warning is issued, chances of a tornado striking one's home or location are very slight. Tornadoes cover such a small zone, as a rule, that relatively only a few places in the warning area are directly affected. You should know about tornadoes, though, "just in case."

Tune in.
Keep turned to your radio or television station for the latest advisory information. Do not call the Weather Bureau, except to report a tornado, as your individual request may tie up telephone lines urgently needed to receive special reports or to relay advisories to radio and television stations for dissemination to thousands in the critical area.

TEXAS DEPARTMENT OF PUBLIC SAFETY
DIVISION OF DISASTER EMERGENCY PROCEDURES

TORNADO WARNING
Safety Procedures

Do not panic – remain calm and think! Listen carefully to all directions given either over the PA system or by those in charge.

Go to a safe area.

Crouch on the floor facing the wall. Bend over with your hands on the back of your neck.

Keep away from the glass doors, windows and large rooms like the gym.

If you are outside during PE, return to the inside of the building immediately and seek shelter in a safe area.

2026-2027

Dear Parent or Guardian:

This letter will clarify the policy of this school regarding absence from regular classes for the purpose of a family vacation.

School personnel do not have the legal authority to give students permission to be absent during school hours for the purpose of taking vacations during the school year. This is a decision that can only be made by a parent/guardian.

It is the policy of this school that students who take vacations during school hours do so with the full understanding that they are responsible for the course work covered during their absence and that the absences incurred during a vacation will be counted as unexcused. Since part of a student's evaluation may include daily contribution and mini-tests, absence from school has a direct effect upon this learning and its subsequent evaluation. Due to the nature of some course work, it is not possible to "make up" the material; students will receive their assignments when they return. We are concerned that vacations during class time will affect your son's/daughter's progress. **Please note that students should request their assignments when they return from absences.**

Please complete the information below and sign the form. Your child is to discuss the upcoming absence with each subject teacher and find out if any steps can be taken to minimize the effect of the absence. After each teacher has initialed this form, it should be returned to the school nurse to be recorded and filed.

Sincerely,

Alison Kiker, Principal

Teachers: Please record your awareness of this absence by initialing the appropriate space.

Classroom Teacher K - 3 _____ Math _____ Science_____ Religion _____

Social Studies_____English _____ Reading/Lit _____ Elective _____ PE _____

PARENTAL PERMISSION

I understand the policy of the school with regard to student attendance and evaluation.
My son/daughter,_____, has my permission to be absent from school for the purpose of a family vacation on the following dates: from_____to_____, inclusive.

_____ _____

Date Parent/Guardian Signature

ST. ANNE CATHOLIC SCHOOL INTERNET AND CLASSROOM COMPUTER ACCEPTABLE USE POLICY

Please read this document carefully.
Parents and students will be asked to sign a statement of understanding and consent.

Internet - Terms and Conditions

1) Students are responsible for good behavior on the school computer networks just as they are in a classroom or a school hallway. General school rules for behavior and communications apply in all areas of internet use including social media.

2) The network is provided to students for educational purposes. Access to network services is given to students who agree to act in a considerate and responsible manner.

   Access is a privilege - not a right. That access entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges. The system administrators will deem what is inappropriate use and their decision is final.

3) Users are expected to abide by their generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online.

4) Users are not permitted to use the computing resources for commercial purposes, product advertising, political lobbying, or political campaigning.

5) Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.

6) Physical or electronic tampering with computer resources is not permitted. Damaging computers, computer systems, or computer networks intentionally will result in cancellation of privileges.

7) Users must respect all copyright laws that protect software owners, artists and writers. Plagiarism in any form will not be tolerated.

8) Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem in the school's computers, network, or Internet connection, you must notify a system administrator. Do not demonstrate the problem to others. Using someone else's password or trespassing in other's folders, work, or files without written permission is prohibited. Attempts to log on to the Internet as anyone but oneself may result in cancellation of user privileges.

9) St. Anne Catholic School makes no warranties of any kind, whether expressed or implied, for the service it is providing. We assume no responsibility or liability for any phone charges, line costs or usage fees, nor for any damages may a user suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. We specifically deny any responsibility for the accuracy or quality of information obtained through its services.

10) All communication and information accessible via the computer resources shall be regarded as private property. However, people who operate the system may review files and messages to maintain system integrity and insure that users are using the system responsibly. Messages relating to or in support of illegal activities may be reported to the authorities.

Any violations may result in a loss of computer access, as well as other disciplinary or legal action. Users are considered subject to all local, state, and federal laws.

ST. ANNE CATHOLIC SCHOOL iPAD AND CHROMEBOOK RESPONSIBLE USE POLICY

At St. Anne Catholic School, iPads and Chromebooks are provided to enhance the learning experience for our students. The iPad and Chromebooks are the property of St. Anne Catholic School and any inappropriate use may result in the loss of privileged of the iPad/Chromebook and/or further disciplinary actions.

We recognize that there are guidelines for students to use new technologies in a meaningful, safe, and responsible way. But with these new opportunities come new responsibilities. We want students to embrace the following principles so they may become responsible digital citizens.

In accepting this agreement, students acknowledge the following rules and conditions:

- I will use technology in a meaningful, safe and responsible way.
- I understand that I represent St. Anne Catholic School in all my online activities.
- I understand that what I do or comment on websites should not reflect negatively on my fellow students, teachers, or on the school.
- I will use technology resources productively, appropriately, and primarily for school related purposes.
- I will avoid using any technology resource in such a way that would disrupt the activities of other users.
- I will not make and/or post photo, audio, or video recordings of another student or St. Anne employee/volunteer without specific permission from the individual being recorded and the supervising teacher. The use of any device's camera or any other camera in restrooms or the locker room is strictly prohibited.
- I will use email and other means of communications (e.g. blogs, wikis, podcasting, chat, instant-messaging, discussion boards, virtual learning environments, etc.) responsibly.
- I will not download "apps, extensions, add-ons" or the like without permission from a teacher or St. Anne administrator.
- I will not use iMessaging or a like feature on iPads or Chromebooks.
- I will not delete, copy, modify, or forge other users' names, emails, files, or data; disguise my identity; impersonate other users; or send anonymous email.
- I will not use the network or Internet on a device in any manner that violates any school policy.
- I understand that all school equipment, the school network, and my school device account are property of St. Anne Catholic School and anything that I do can and will be monitored.
- I understand that St. Anne administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

I will use technology in accordance with the laws of the United States and the State of Texas:

- Criminal acts - These include, but are not limited to, "hacking", or attempting to access computer systems without authorization, harassing email, cyberbullying, cyber stalking, child pornography, vandalism, and/or unauthorized tampering with computer systems.
- Libel laws - Publicly defaming people through the published material on the Internet, email, etc.
- Copyright violations - Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

A.I. Plagiarism

A.I. Plagiarism This policy aims to guide students in the ethical and responsible terms of their academic work. Students are expected to uphold the Catholic school’s dedication to truth, intellectual honesty and the shaping of their God-given capacities. It addresses the use of AI in the context of plagiarism. All submitted work must genuinely reflect the student's own understanding and effort. Below are examples of unacceptable use of AI on a student's work. • Submitting content generated by an AI tool (e.g., ChatGPT, Bard, other language models) as original work without proper citation or permission from the instructor. • Using AI tools to paraphrase or rephrase existing content without understanding the material or giving credit to the original source. • Employing AI to complete assignments that require original thought, analysis, or synthesis, thereby circumventing the learning process. Violations of this policy will be treated as serious breaches of academic integrity, subject to disciplinary actions as outlined in the school handbook. Consequences may include, but are not limited to, a failing grade on the assignment, suspension, or expulsion, depending on the severity and frequency of the offense.

ST. ANNE CATHOLIC SCHOOL
PERSONAL ELECTRONIC DEVICE POLICY FOR STUDENTS

When bringing a personal electronic device to school for any purpose, a student will agree to NOT:

- Access or display any media that is deemed inappropriate for school. (*i.e. if you cannot wear it to school on a shirt, you may not display or access it on your device.*)
- Use electronic devices/technology to cheat on assignments or assessments.
- Use electronic devices/technology and/or media to bully, threaten, or abuse another person.
- Use electronic devices/technology to record, in any media format, another person without their knowledge and permission.
- Use electronic devices/technology to communicate /e-mail/chat/instant message other students regarding non-academic topics, or topics unrelated to the content of the class.
- Connect to or access any other computer/server/wireless network or electronic device/technology on the St. Anne Catholic School network. (*i.e. you may not log-on the St. Anne wireless network, or use a teacher's iPad as a hotspot to run your device.*)
- Connect personal devices to the St. Anne Catholic School <u>wired</u> network. (*i.e. you may not plug your device into a computer in the computer lab.*)
- Use during the school day or Extended Day without prior permission from administration

❖ First misuse of technology/device, the device will be confiscated and returned to the parent, the student will lose conduct points.

❖ Second misuse of technology/device, the device will be confiscated and returned to the parent, the student will serve detention, and not he/she will not be allowed to bring the device to school.

Third misuse of technology/device, the student will serve In-School Suspension

Please note, the St. Anne Catholic School Parent/Student Handbook required signature pages are in a separate document.