



*Welcome New Families*  
*Quick Tips 2019-20*

## **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.*

***FAITH, SERVICE, and COMMUNITY***

## **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.

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# WELCOME!

We are so happy to welcome you, our new families, to the St. Anne Catholic School community.

There are approximately 400 families that make up our school community. All of us were, at one time, new to the rules, policies, traditions, and history that are St. Anne Catholic School. We hope that by reading this book and referring to it during the year, you will feel more “at home” and comfortable about knowing what to do, where to go, whom to see, and more.

This book was originally conceived and written by parents for parents and is a combination of contributions from members of the school faculty and staff, parents who have been with the school for a number of years, and parents who were new in the past year or two. We have tried to address the questions that are most prevalent to new families but ask you to join with us in improving the next edition by letting us know if there are questions still unanswered. Please refer to the end of this book for a page which you can tear out and return with your comments or suggestions.

**Please take special notice that this book is not a replacement for the *Parent/Student Handbook*, which you are given at the beginning of the school year. The *Parent/Student Handbook* is the official guidebook containing rules, policies, and information. *Quick Tips* is an additional tool to help you become more familiar with the history, tradition, and practices at St. Anne.**

## **About St. Anne Catholic School's History**

On Monday, September 13, 1937, the Sisters of St. Mary of Namur rang the school bell as St. Anne School began its first day as the parish school for St. Anne Catholic Church. The four classrooms in which those first one hundred four students began school are still in use today. This small school built on the outskirts of town offered these children a level of education and learning far surpassing most schools already in operation. Early statistics show that most of the children in the parish attended the school and indicate that St. Anne School was, from its inception, the heart of the parish. This devotion to educational excellence in a Catholic setting has continued for more than seventy years.

In 1978, St. Anne Parish was divided, and the student body of 450 students then belonged to two different parishes. The pastor started buying additional property on the block on which the school sat. As enrollment began to grow steadily, old buildings on this new property were utilized, and temporary metal buildings were purchased or built. St. Anne School became known throughout the community as a significant elementary school, and children from other parishes and from other faiths began attending the school. St. Anne School has even become a selling point for persons wishing to relocate to Beaumont. St. Anne School serves St. Anne Parish and children from other parishes, counties, religions, and cultures. St. Anne School has become a truly multi-faith, multi-ethnic, multi-cultural environment.

Today St. Anne School offers the traditional eleven years of schooling associated with a Catholic elementary school – pre-kindergarten through grade eight. There are three homerooms per grade level beginning with kindergarten. The tradition of St. Anne School is a rich one. Students attend weekly Mass in the original church building and participate annually in the May Crowning of Mary. The school's major fundraiser, the Halloween Carnival, continues a tradition begun in the 1940's. As one returning alumnus commented recently, "While adding the best of the new, you've kept the best of the old."

St. Anne strives to be a community with a sense of family. Parents, students and faculty find many occasions to come together and share in the fulfillment of the mission of the school. Service projects that take students, parents, and faculty off campus and out into the larger public community have become a way of life at St. Anne. Also, teachers and parents work together in setting educational goals. Twice a year, mandatory parent-student-teacher conferences are held for a joint discussion of students' progress.

St. Anne School offers each student the richness of its history and traditions, the educational excellence that continues today, and the exciting promise of the future. 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.

## Getting Started

Two of our most important school organizations at St. Anne are our School Board and our Home and School Association (see pages 29 and 30 for specific information about these organizations.) Each of these groups would like to welcome you to our school. Members and their families serve as *Buddy Families* to help those new to the school acclimate to St. Anne. Buddy families are selected based on the grade level(s) of your child or children and will be able to provide you with helpful information you might need that is more special to your family's upcoming experiences.

You will have an opportunity to meet new families and to become more familiar with our school policies and practices at the Meet-the-teacher Day. During this time we will share general information, answer specific questions, and provide you with an opportunity to purchase items such as school t-shirts. The Home and School leadership will be present to recruit your help with volunteer activities.

You will find that we plan many events throughout the year that ensure opportunities for families to gather. For example, our annual Halloween Carnival is one event you will not want to miss! In addition, our school directory is a very useful tool to help you connect with others. Feel free to call on your buddy family or any of us at school to help you with any questions or concerns.

Our website address is **[www.sasbmt.com](http://www.sasbmt.com)**. You will find this to be an excellent and always-available resource. Our school calendar is kept up to date and lists important activities and events. You will also find a directory of employees there so you can contact your child's teacher or a member of our staff. Go to the website frequently to stay current with St. Anne news and information. Also, be sure to "like" us on Facebook: **[facebook.com/stannebeaumont.com](https://facebook.com/stannebeaumont.com)**

## About the Campus

### **Q. Where do I find the Clinic? Extended Day? The library? Others?**

**A.** What a good question! When you are new anywhere, it is very difficult to find your way around.

The Pre-k 3 Building is located between the gym and the secondary building.

Pre-k 4, kindergarten, and grades 1 – 4 occupy the original permanent structure, which is referred to as the Primary Building. The assistant principal's office and the nurse's clinic are located in the Primary Building as well.

The Secondary Building houses the administrative offices, library, computer lab, science laboratory, and classrooms for fifth, sixth, seventh, and eighth grades.

Extended Day is held in the cafeteria from 3:00 until 5:30 pm. Students are given a snack, may complete homework, are allowed to play games, and do arts and crafts -- all in a supervised setting. Extended Day is closed on parent/teacher/student conference days, early dismissal days preceding a holiday and all school holidays.

### **Q. What do I need to do when I come to school to visit?**

**A.** Parents are welcome anytime that they wish to visit the school; however, it is not appropriate to go directly to any classroom as it would cause a disturbance to the class and the teaching taking place at that time. **Parents are asked to go directly to the receptionist's office in the Secondary Building to sign in and receive a visitor pass – this include lunch visits.**

Parents are encouraged to attend daily Mass with their children. A visitor pass is not necessary to go directly to the church.

For the safety of our children, all doors are locked at all times. If you need to have something delivered to your child, let the receptionist know; and she will see that it is taken to him or her.

## **About Carpool & Parking**

**Q. Where do I drop off my child in the morning? Where do I pick up my child in the afternoons?**

**A.** The back of this book contains a diagram showing the carpool routes and how to drop off and pick up your child and/or carpool. It is diagrammed clearly and shows exactly how the traffic pattern has been designed. However, if you have questions, please ask because it is most important for the safety of everyone – students and drivers. Please do not drop students off in the staff parking lot at the corner of Liberty and 11<sup>th</sup> streets just in front of the Secondary Building or park in and drop students off in the church parking lot. Parents are asked to please not walk up to carpool areas to pick up their children.

Currently there are two drop-off and pick-up locations. One is located at the secondary area and the other is at the main building porch. **PLEASE DO NOT LEAVE VEHICLES UNATTENDED IN THE PICK-UP/DROP-OFF LINES.**

Please remember one thing about the traffic patterns and the information that is given to you: it has been designed to accommodate the hundreds of cars that must flow through the campus both in the mornings and afternoons at a quick pace and with safety as a priority.

**Q. Is there any other way to pick up my child than to get in the carpool line?**

**A.** Unfortunately there is not, parents must refrain from parking and walking to get your child at the end of the day.

**Q. Where do I park on campus?**

**A.** You will find parking spaces along the Gilbert park fence. Enter from Thirteenth Street as you usually would to pick up your child and drive up to the main building area. You will notice orange flags or cones marking the walkways for the children. Part of the parking lot is roped off for a playground area, and “no parking” places and parking spots for school personnel are designated. Please do not park in the faculty/staff parking lot located in front of the Secondary Building.

**Q. What happens if I’m late (after 3:30) picking up my child?**

**A.** Students not picked up on time will be sent to Extended Day and charged according to how long students remain there. All students will be enrolled in the Extended Day program at the beginning of the year in order for us to have emergency names and numbers on file in the event that we need to send your child there for supervision. Parents will pay the enrollment fee if the service is used and any charges incurred.



## About Dress Code & Uniforms

**Q. Can my child wear logo designs and labels on shoes and shirts? Boots?**

**A. Shoes.** Your child may wear any style, brand, or color of shoe with or without a logo. Remember that it must be a closed shoe (toe and heel), with no platform. Of course, we encourage students to wear some type of athletic shoe which is most comfortable for a day full of walking and activities. Boots may be worn on jeans days. Girls may tuck their jeans into their UGG style boots. Boots may not be worn with uniforms.

**Shirts.** Only shirts available through Mills Uniforms and sweatshirts and fleece jackets with the St. Anne logo are allowed. Other logo designs/monograms are not permitted on shirts or skorts, skirts, shorts and slacks.

**Outerwear.** The only outerwear that may be worn in buildings is St. Anne fleece jackets or sweatshirts or Mills Uniforms sweaters or fleece jackets. Simple name/initials monograms are allowed on jackets. Non-St. Anne coats and jackets must be removed during class time.

**Q. What are special dress-up days?**

**A.** Non-uniform or dress-up days occur throughout the year. Holiday themed shirts, Sunday dress day, color shirt day, Go Texas day are just a few examples that we will observe. Please check the website calendar often for special days. Individual school picture day and class picture day is a uniform day.

**Q. How do I get the school spirit shirts, t-shirts and/or sweatshirts?**

**A.** An order form is included in the Back-to-school Packet. You may also visit the receptionist's desk where there are some items on hand for immediate sale. If she does not have what you need, you may fill out an order form. Once you place your order and pay for the item(s), your purchase will be delivered to your child very quickly.

**Q. What do I do with uniforms that my child has outgrown?**

**A.** The Home and School Association has developed a great uniform exchange program over the years. You are welcome to donate uniforms or take uniforms as you need.

HSA holds an exchange on campus once or twice during the year. Uniforms are given away. There is no cost for uniform exchange.

**Q. When do the children wear the spirit or carnival t-shirts?**

**A.** Students may wear a St. Anne t-shirt on designated early dismissal days or on spirit days as announced throughout the school year. Students are allowed to wear blue jeans or uniform shorts, skorts, skirts, or pants with a St. Anne t-shirt. On Spirit days, any St. Anne spirit t-shirt may be worn.

Carnival t-shirts are worn on Fridays during the months of September and October with jeans or uniform pants. You will be given a list of dates that are approved to wear Carnival t-shirts. Past carnival t-shirt designs may also be worn.

**Q. On “jeans day,” may students wear denim shorts or black jeans?**

**A.** Only Blue jeans are allowed, no other colors. Denim shorts are not allowed. Jeans with patterns, patches, holes or decorations of any kind are not permitted.

**Q. There are so many choices and combinations of uniforms. In what grades do students wear jumpers, skirts, skorts, and shorts?**

**A.** Girls in pre-k through 5th grades may wear plaid jumpers, plaid or navy skorts, plaid or navy shorts, and navy long pants. Girls may wear blouses or the monogrammed polo in red or white.

Girls in 6<sup>th</sup> through 8<sup>th</sup> grades may wear plaid or navy skirts, plaid or navy skorts, and plaid or navy shorts as well as navy long pants.

Boys in pre-k through eighth grades may wear navy shorts or pants with a red or white monogrammed polo-style shirt, which is purchased from Mills School Uniforms. Girls in pre-k through eighth grades may wear these polo-style shirts as well.

**Q. When will my child need to “dress out” for P.E.?**

**A.** P. E. uniforms or clothes are not needed until the seventh grade. Seventh and eighth graders “dress out” for physical education classes. The students will need to wear royal blue athletic shorts and a t-shirt in either gold or white (plain/no slogans or emblems).

## About Lunch & the Cafeteria

Dear St. Anne Parents and Students:

Welcome to the Cat Café where healthy, tasty food is served every day! We invite you to experience a delightful lunch with us anytime. Our parents are provided a special table where they may sit with their child and enjoy our happy atmosphere. The only requirements are that you come hungry and, of course, no outside vendor food is allowed. But this should not matter because we serve the BEST!



Connie Prewitt, the Cat Café nutritionist, welcomes any suggestions to the students' already pleasing menu. If you really want to have fun, join the Cat Café team of dedicated volunteers. It is lots of fun and the students love having you serve them.

Please plan to “do lunch” with us at the Cat Café soon.

See you at the hottest diner in town!

-Cat Café Team

## USING THE ST. ANNE CATHOLIC SCHOOL SALES CENTER

The Sales Center is a convenient way for our families to order breakfasts/ lunches/snacks on-line. Ordering on-line also provides parents with the option of using credit cards to complete their purchase and print receipts from home. If a credit card is not used, you may send a check to school to complete your purchase. When sending a check, please make checks payable to St. Anne Catholic School and in the memo line, note “Cat Café”, so we can credit your account accurately. Once the account is updated the meal tickets may be printed from home.

To help the Cat Café prepare the right amount of food for our hungry Wildcats, we ask that you make your lunch purchases no later than Sunday at midnight. The Cat Café menu is posted one month at a time, so some parents find it easier to sit with their child/children and make their purchases for the entire month.

Once you have paid for your lunches, you may print “tickets” in the My Orders section. Tickets are then presented in the lunch line to aid in the distribution of lunches. If a student does not have a ticket, she/he will be politely asked to step to the back of the line. A list of all purchased lunches is available to “look up” those students who do not have tickets.

**No Lunch Policy:** No student will be denied a lunch. If a student does not have a lunch, a lunch will be offered and a note sent home with amount owed. At the end of each nine weeks, all account balances must be zero.

### **For New Families**

If you are a new family to the school, we invite you to begin the process by setting up your account now. Please go to the website at <http://www.sasbmt.com> and click on the Cat Cafe link on the top right hand side of the screen. In the middle of the Cat Cafe page, you will find an icon of a Wildcat in a chef's hat, designating the Sales Center. Click on the icon to go to the St. Anne Sales Center where parents make lunch purchases. This will take you to the parent login page that you will see each time you enter the Sales Center. Because this is your initial enrollment into the system, you will need to click on the link below the Login button that says "New User?" which will take you to the profile screen for setting up your account. You will be able to add your parent information and set up a password. Once your parent profile is complete, you will be prompted to login using your email and password. Click on Add Student to add each student. Continue adding students until you are finished. Once teacher assignments have been mailed, you will be able to update your child's homeroom teacher under the Profile tab.

Feel free to contact Connie Prewitt (409) 832-5939 with questions.

*We are looking forward to doing lunch with your children in the Cat Café!*

**Q. When will my child be eating lunch?**

**A.** The children eat lunch with all the classes in their grade. You will receive your child's lunch time at Meet-the-teacher Day.

**Q. How do I purchase lunch for my child?**

**A.** Lunch ordering is done online. The monthly menu will be posted and you may select the days you wish to purchase a lunch and order. You may choose different sizes (regular lunches are \$3 and extra entrée sizes are \$4) and other options like an extra drink or water bottle and the ever-popular ice cream treat on Friday. After ordering, you can pay online with a credit or debit card, or you also have the option of sending a check (**payable to St. Anne**) for the amount of the total order. Please put in an envelope and write "lunches" in the memo line.

**Q. May sodas be included in the lunch bag or box?**

**A.** While it is not encouraged, carbonated drinks may be packed in the child's lunch. **No glass bottles** of any sort should be sent to school.

- Q. My child wants to buy an ice cream every day. Can he do that? Is this by ticket or cash?**
- A.** Ice cream is sold in the cafeteria only on Friday of each week. Like ordering lunches, ice cream can be ordered and paid for in advance. Ice cream is \$1.00 and can also be bought with cash on Fridays.
- Q. May I come eat lunch with my child?**
- A.** Parents are always welcome to eat with their child. Remember, you need to sign in at the front office and receive a visitor's pass before going to the cafeteria. There is a special set of tables at the stage-end of the cafeteria for the parents to join their child. Sit at these special tables rather than with your child at the tables for the class. Only **your child** may join you at these "family" tables; other friends are not allowed to leave their assigned tables.
- Q. Occasionally, my child asks me to bring him/her lunch from a local fast food place. Is that allowed?**
- A.** Students are allowed to bring a delicious lunch from home or enjoy a lunch from The 'Cat Café. No lunches from outside eating establishments are allowed in the Cat Cafe.
- Q. What if my child gets to the cafeteria and does not have a ticket?**
- A.** A list with the students who have purchased lunch is printed every day. Students without tickets are asked to look through the list to find their name. If their name is not on the list, the student is offered a lunch and a note sent home with amount owed.
- Q. How do the tables get cleaned with so many students coming and going?**
- A.** On a rotating basis, students in grades 3-8 clean the tables as their classmates are leaving the cafeteria. They spray and wipe them. All students must pick up after themselves and throw out their own trash. Not only does this procedure help us to accommodate so many students through the facility in a short time, we feel it also teaches the students responsibility and respect for the school property. The school provides custodial help to sweep and clean the floors.
- Q. What happens if my child is absent and we ordered lunch for the week?**
- A.** Your lunch money order will be refunded. Same goes for unused drink and ice cream tickets. You may contact Connie Prewitt

**Q. Can my child change their lunch choice the day of?**

**A.** If your child changes their mind when they find out what's on the menu that day – Please tell Ms. Connie in the morning before the first bell.

## About Communication

**Q. What is the *Wildcat Weekly*? How does it work?**

**A.** The *Wildcat Weekly* is a convenient way of receiving communication from the school on a regular basis. The *Wildcat Weekly* is an on-line, electronic news service. Parents are emailed the *Wildcat Weekly* directly to the email address that we have on file. Please keep your email address current and accurate with the school office to assure that you will be up-to-date with the latest changes.

The *Wildcat Weekly* can also be read directly from the website, [www.sasbmt.com](http://www.sasbmt.com), under the “News” tab. At that site you will find all on-line newsletters posted by date for easy reading and availability for reference.

**Q. When will I speak with my child's teacher for a parent conference?**

**A.** Twice a year, after the first and third grading periods, there are scheduled Parent-Teacher Conference days. These are required attendance days during which the child will be counted absent if parent and child do not attend. At this time, you will have the teacher's undivided attention to discuss your child's progress and ways that all three of you (parent, teacher, and child) can work together to improve academic performance.

**Q. Other than the two conference days, how can I talk with the teacher?**

**A.** Any other time that you need to talk to your child's teacher, you should send an e-mail or jot a note to him/her and ask that he or she phone you to set up a time for a conference. The teacher will tell you at the start of the year the time of day that will be her/his usual conference time. However, in case that has changed, you will want to confirm a day and time for your visit. If you prefer not to send a note to the school, you may email the teacher or call and ask that the teacher be given a message to call you. The receptionist will see that he/she gets your message. Calling or emailing a teacher at home for school business is discouraged.

**Q. How do I get listed in the school telephone directory? How do I purchase one?**

**A.** The telephone directory is a major player in communication. No one should be left out and no home should be without one - or two! At Meet-the-teacher day, you should sign a form to include your family in the telephone directory. This form must be submitted EACH year to be included in the book as it represents your permission for release of this information. If the form is not filled out that day, your family will be left out of the publication, and you don't want that to happen!

Complimentary school telephone directories will be distributed one per child. Extra copies may be ordered at the front desk for \$5.

**Q. Does the school have a yearbook? How do we get one?**

**A.** Yes we do! A yearbook is certainly something you want to consider as a gift for your child to enjoy for many years to come. Be sure to order at the time the forms are sent out so you do not miss getting a copy.

**Q. What is the Rediker gradebook component? What is the benefit?**

**A.** Parents can access their own student/students' grades during the school year on the internet. Teachers have posted calendars for their class activities, assignments, and special projects. Junior High teachers post all their assignments on Rediker. You will receive more information about this program and your personal code to activate your account.

## **About Religious Education & Programs**

**Q. Will my child be attending Mass regularly? When?**

**A.** Yes, the classes are scheduled to attend Mass on a weekly basis. (Sometimes the schedule has to be altered during one week, but a return to the regular schedule can be anticipated for the following week. )

The answer to "when" depends on what grade your child is in. You will receive the mass days from your child's homeroom teacher. All daily Masses start at 8:15 a.m.

**Q. Does the entire school attend Mass together? What is done to honor Holy Days?**

**A.** Absolutely. The real joy of celebrating Mass together as an entire school takes place on every holy day and other special days such as before Christmas, at the end of the first semester and at the close of the school year. All-school Masses are at 9:30 a.m. except the closing Mass (the last day of school), which begins at 8:15.

**Q. May I attend Mass with my child? Where do I sit?**

**A.** We love to have parents attending and celebrating the Mass with us! Your child will love seeing you there any day, but most especially if he or she is actively involved in the celebration of the Mass. The second to eighth grade students are involved as readers, gift bearers, and choir members. Usually the teacher will send a note home to let you know when your child will be a reader in order for you to practice with him/her and attend the Mass if you like.

**Please never take pictures of your child during Mass, especially while the child is reading.** You can stay afterwards and visit with your child and pose any pictures you would like to take.

During daily Mass, parents are invited to sit with his or her child. During all-school Masses, such as those on holy days, the church is incredibly crowded with students and teachers. Parents are invited to attend but finding a place to sit is sometimes difficult. There are usually some seats on the side and in the very rear of the church, or in the balcony or cry room.

**Q. How are students chosen to participate during Mass?**

**A.** The answer to this question probably varies from teacher to teacher. Some select, some draw names, some ask the students if they would like to take part in a particular way. The teachers do try to include all the children in the class on a rotating basis in some part of the Mass - the readings, the petitions, the offertory, the choir, etc. If your child would like to have a particular role in the celebration of Eucharist, he or she should express that to the teacher.

**Q. When is May Crowning? Who participates?**

**A.** We come together as a school community to pray the rosary and crown the statue of Mary. Usually held on the first Monday of the month of May, this event is traditionally held in many schools and churches to honor our Blessed Mother Mary. The eighth grade students are allowed privileges of special processional and seating, and second grade children wear their First Communion apparel. Parents should bring chairs (and umbrellas on some occasions) as well as a rosary.

**Q. What is a Living Rosary?**

**A.** When you attend the Living Rosary, conducted by third grade students, you will truly see the rosary come to life and experience the prayers. Your personal faith can be affirmed, and your belief in Catholic education confirmed as you see our students living their faith in this way. Parents and grandparents are welcomed; bring your rosary and join us at this October event.

**Q. How do the children observe Holy Week and celebrate Easter?**

**A.** Holy Week is the most important week in the Church year! It is a time when we celebrate in a special way the life, death and resurrection of Jesus. We remember his actions, reflect on his messages, and recommit to living as his disciples in the world today. Therefore, there are no Easter parties or celebrations before Easter.

The sixth grade students pray the Way of the Cross, bringing the Stations of the Cross to life for us. Everyone is invited, and you will surely be moved by the students' efforts in this act of faith.



Tuesday of Holy Week includes an all-school Mass to commemorate the washing of the feet, led by second grade.

Parties and celebrations for kindergarten and grades 1 and 2 are held **after** Easter Sunday. Kindergarten and their 8<sup>th</sup> grade buddies will celebrate with an egg hunt.

**Q. How do the children celebrate Advent and Christmas?**

**A.** The children and teachers spend time in spiritual preparation for the coming of Jesus Christ at Christmas. Celebrating Advent typically involves a season of prayer, fasting and repentance, followed by anticipation, hope and joy. In anticipation, parties are held for each class the week before the holiday. The homeroom parents work together to plan appropriate activities and refreshments. Since this is Christ's birthday, most have birthday cake or cupcakes and other treats.

**Q. What is "Rainbow Mass?"**

**A.** During Catholic Schools Week, the "Rainbow Mass" is a very special event which our 7<sup>th</sup> and 8<sup>th</sup> grade students attend. Instituted by the Most Reverend Bishop Guillory, all the Catholic schools of the Diocese of Beaumont gather to celebrate the Mass together. It is a wonderful occasion to see and feel the Word and share in the Supper with other school children, teachers, and parents.

## **About Academic Programs & Activities**

**Q. Is our school accredited?**

**A.** Yes, St. Anne is accredited by the Texas Catholic Conference Education Department, which is recognized by the Texas Education Agency.

**Q. What type of curriculum do we use? Who chooses this curriculum?**

**A.** St. Anne Catholic School has a comprehensive and current superior preparatory school curriculum that is geared to meet the standards of academic excellence that is defined by National Catholic Education Association. We also supplement our curriculum with many technology-based educational tools such as Brain Pop, Renaissance Learning Programs, SmartBoards, Apple TV, iPads, and more. Core curriculum is reviewed and selected on a four-year rotational cycle so as to be current and up-to-date.

**Q. What is the Accelerated Reader program? When does my child start? How does it work?**

**A.** The Accelerated Reader program is a great program of encouraging children to read for pleasure, content, and comprehension. Students select a book, and after reading it, take a computer-generated test over the book's content. Based upon

the number of questions they answer correctly, the student earns a score and a certain number of points.

Students begin selecting “AR” books and take tests during the first grade. At this grade, participation is for practice and gives the children a good start toward understanding and becoming comfortable with the system. From third through eighth grades, the student is **required** to earn a certain number of points based on teacher/student set goals. Those achieving certain AR point goals are rewarded with a treat of candy or an afternoon of fun bowling. Failure to earn the number of points required will adversely affect the student’s reading grade.

**Q. Does St. Anne offer special assistance for children that require more attention and help through a special program?**

**A.** Students who may need individualized attention and help are identified by the teacher. All teachers have received training to assist students with special needs. A special program team of teachers is on staff and works with small groups of students. Students who have a Student Strategy Plan also receive accommodations as well as enrichment opportunities as specified in this plan.

**Q. How do electives work?**

**A.** St. Anne Catholic School offers a variety of electives to students at all grade levels. Grades pre-k 3 through 5 enjoy computer, music, art, and Spanish classes on a rotating and alternating basis according to the schedule. In grade 6 students are divided into groups. On a rotating quarterly basis, each group has the opportunity to experience computer, music, art, and Spanish.

Starting in grade 6, students may take band as a year-long class, replacing the other electives.

Within the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades, students are required to take three semesters of computer and physical education. Other electives offered to 7<sup>th</sup> and 8<sup>th</sup> grade students may be art, band, Spanish, computer, leadership, theatre, study skills, and yearbook.

**Q. When does my child start to be recognized as an Honor Roll student?**

**A.** Recognition in the form of Honor Roll begins in the fourth grade. He or she will receive a certificate at the end of each grading period when an all A or the A - B Honor Roll is achieved. At the end of the year, special recognition at an award ceremony comes for those achieving the Honor Roll and “Outstanding Conduct” for the year.

**Q. How does a child earn recognition in the National Junior Honor Society?**

**A.** A student becomes eligible for the National Junior Honor Society either at the conclusion of the first semester of the seventh grade or the eighth grade if he or she has attended St. Anne for at least one semester. If he or she has a cumulative scholastic average of at least “93” in core courses, an application will be

submitted by the student to a faculty council for consideration based on scholarship, character, leadership, service and citizenship. If selected, the student attends an induction ceremony to become officially initiated into the group. The NJHS is very active and involved in student-life activities.

**Q. What is Science Fair? Who participates in it?**

**A.** Students in the 7<sup>th</sup> & 8<sup>th</sup> grades participate annually in the Science Fair, individually or in groups to pursue the exploration of the scientific method and a hypothesis of their choice. The students develop their work to the final product of a research paper and a display board or project. Along with a grade from the teacher, the student work is judged and winning projects go on to participate at the Diocesan Science Fair.

**Q. Do we take the STAAR or is this for public schools only?**

**A.** No, St. Anne students do not take the STARR test to assess academic progress. We will administer the Iowa Test of Basic Skills (ITBS) test each spring semester, and the children and parents receive results as soon as results are received at school.

Results of achievement tests are not used to “promote or hold-back” a student. They can be a help to the teachers and parents in working with the child toward greater accomplishments. The teachers find the results extremely helpful as they set goals for the year.

**Q. What happens if my child loses a library book or turns a book in late?**

**A.** A fine of five cents per day is charged for a book not turned in on time. If a student loses a book, he or she must pay for it. Students with overdue library books for fines owed will not receive report cards until the library record is cleared. If a book is returned in damaged condition, then the student must pay for the replacement of the book.

**Q. When may my child go to the library?**

**A.** The library is open during the school day from 7:30 am until 3:30 pm. Teachers also schedule library times for their classes on a weekly basis.

**Q. What is PSIA?**

**A.** PSIA has become a very familiar acronym at St. Anne School for students in grades 1-8. In the spring of each year, the Private Schools Interscholastic Association sponsors competition for students in private schools in various areas of study such as creative writing, ready writing, art, mathematics, number sense, spelling, storytelling, dictionary skills, listening, maps/charts/graphs, calculator applications, science, prose/poetry interpretation, visual arts, modern oratory, and impromptu speaking. Teachers and parent coaches begin working with students in the fall. At a district level, St. Anne students compete against other students and those placing first or second in their contest, go on to participate in state

competition. Students are selected by the teachers to participate in the PSIA competition, and they practice and prepare prior to participating.

In this and other competitions, we have found that our students can successfully compete academically and rank among the top ten large private schools in the state.

## About Pre-kindergarten

**Q. Does St. Anne Catholic School have pre-kindergarten?**

**A.** St. Anne has a 3- and a 4-year old pre-kindergarten class. Students must be three or four by September 1, respectively. Pre-k 3 is a half-time or full-time program. Pre-k 4 is a full-time program. Pre-k 3 and Pre-k 4 students arrive the same time everyone else does and are picked up along with everyone else as well.

## About Kindergarten

**Q. Starting kindergarten is such a big step. I don't know where to start to ask a question!**

**A.** We all understand what you are going through. Remember, we all walked in your shoes at one time, too. This book is one way we hope to help you through this exciting and challenging time.

Additionally, the kindergarten teachers have a special book just for kindergarten parents to help answer your questions. Read it, too, and keep it for ready-reference. These teachers are accustomed to helping new families make this transition and are happy to help you with answers to your questions whenever they can.

**Q. What are 8<sup>th</sup> grade buddies? And why do we have them?**

**A.** Kindergarten students are each assigned a "Buddy" who is an eighth grader. This special friend is with them when they attend Mass at the beginning of school. They sit together, and the eighth grader is there to remind the kindergartner of good behavior and what to do during the celebration of Mass.

There are other occasions during the year when the two Buddies get together for fun. They have traditionally celebrated Easter together with an egg hunt and party. You might also see this special friendship demonstrated all through the year with hugs, waves, and smiles around the school.

*Pre-Kindergarten and Kindergarten also have an additional handbook of information pertaining just to those two grade levels. Please refer to it for more detailed information.*

## About Extracurricular Learning & Activities

**Q. My child wants to play sports. How do I learn about tryouts?**

**A.** St. Anne participates in a number of sports for both boys and girls in the 6<sup>th</sup>-8<sup>th</sup> grades. Refer to the *Parent/Student Handbook* for the sports and grade levels involved as it varies from sport to sport.

Tryouts are announced by the coaches, and students learn the dates and times of tryouts by listening to the school announcements. Students must have a physical exam by a physician, and parents must complete a consent statement before the student will be allowed to try out. When selected to play team sports, an athletic fee is assessed.

**Q. What is the St. Anne's Spirit Club or Booster Club?**

**A.** The Spirit Club or Booster Club is a supportive body for the Athletic Department and all sport teams. Spirit Club parents are involved and assist with gate admission, concessions, travel, equipment – and every aspect of the program except coaching!

**Q. When can my child start playing in the band? When is the class?**

**A.** The band program was started in 1998 and has grown by leaps and bounds. Students may first join band in the sixth grade and continue through eighth grade. Actually, there are two bands: one for 6<sup>th</sup> grade students called Beginner Band; and the Concert Band is for 7<sup>th</sup> and 8<sup>th</sup> graders. The classes are held as one of the student's electives, and are scheduled in the morning. Parents should expect that band students will be required to attend some evening performances, such as Christmas, an end-of-year program, an HSA meeting and sometimes athletic events.

There is an additional cost involved for a student to be in the band. It is approximately \$45, and it is paid at the start of the school year.

**Q. When are cheerleader tryouts? How does my child get involved in cheerleading?**

**A.** We do not really have tryouts for our cheerleading squad. Girls in eighth grade who have met the grade requirements are eligible to become a cheerleader. Once a girl is a cheerleader, there are a number of requirements to be met. The student must attend practices, meetings, and cheerleader camp, usually held in June. Girls must attend a 5-day practice session preceding the summer cheer camp. Practices and meetings are also held after school and on occasional weekends during the school year. Of course, attendance at assigned games (all home and some away games) is important and required.

Refer to the *Parent/Student Handbook* for specific requirements.

**Q. What is the Student Council? When does my child get involved in it?**

**A.** Student Council is a group of students, grades five through eight, who are elected by their peers to represent them in this body. They work with the school administration to promote school activities and carry out many programs and projects. Each homeroom of fifth, sixth, seventh, and eighth grades holds an election during the month of September to select a representative and an alternate to this group. Holding office is reserved for eighth graders who run in the election held in the spring of the seventh grade. Members and officers are required to maintain good grades and meet attendance requirements as stated in the *Handbook*. Students in 5<sup>th</sup>-8<sup>th</sup> grades may choose to be involved and be part of the organizations.

**Q. My child wants to be in scouting? How do we join?**

**A.** St. Anne can boast of many students involved in the scouting program. From kindergarten age on up, there are opportunities for both boys and girls in the various levels of the scouting program.

There will be sign-up for those who might want to learn more about getting involved. Additionally, there will be information sent home about informational meetings for parents.

## About School Events & Organizations

**Q. What and when is “Meet-the-teacher Day”?**

**A.** The first day of school is considered “Meet-the-teacher Day.” Depending upon grade level, students and parents come to school to meet the teacher(s) and get the year off to a great start. Parents come at staggered times for class meetings to learn about procedures and practices for the new school year and the grade their son or daughter is beginning.

**Q. When are school dances? Who attends? Who chaperones?**

**A.** Several times a year the school sponsors a dance. These are for seventh and eighth grade students only. They are held on campus, in the cafeteria, with class parents and the faculty as adult chaperones. Usually there is a charge for admission.

**Q. What is BINGO Dinner Night?**

**A.** BINGO Night is an annual event for the entire family held in conjunction with the Halloween Carnival. A casual dinner is served and then everyone plays bingo for monetary prizes. It is usually held the Thursday before the Carnival. Watch for a confirmation of the date and how to purchase tickets. You don’t want to miss out on this!

**Q. When are “early dismissal days”? Why do we have them?**

**A.** Early dismissal days are normally a day before a major holiday, such as the Friday before Thanksgiving will be an early or noon dismissal. As always, watch the school calendar ([www.sasbmt.com](http://www.sasbmt.com)) and read the online news.

**Q. What is the Carnival all about? Who receives the proceeds from it? Who puts it on?**

The profits from the Carnival, along with that of other Home and School fundraising efforts, are combined to become a large gift presented to the school on an annual basis for the general operating budget. These funds are transferred into the next year’s operating budget. The amount of tuition charged does not cover the full cost of a child’s education. No matter the level of tuition being paid on the sliding scale that we use, the costs still exceed the tuition. Therefore, it is imperative that we have fundraisers like the Carnival to make the budget balance.

**Everyone** gets involved in the Carnival effort in some way or another. **In fact, it is expected that each student will have a parent work at least one hour on the day of the event.** Parents are expected to work one hour per child enrolled at St. Anne, but if you want to spend some time with your kids at the carnival, and you

have more than two children enrolled, we would love it if you could work two hours, and they don't have to be consecutive or at the same booth.

Watch for information in the e-newsletter *Wildcat Weekly* and the Carnival information that is sent out about a month before the event. Your participation in any way is needed and very much appreciated.

**Q. When is Catholic Schools Week, and what takes place during it?**

**A.** Catholic Schools Week is a great celebration of all the Catholic schools in the United States and held the last week of January and/or the first week of February. Each school sets up some of its own celebrations during the week. Others, like Rainbow Mass (see separate question/answer), are a Diocesan-wide celebration. During this week, St. Anne includes a day to celebrate Teacher Appreciation, Student Appreciation, and more. We always want to involve our parents and grandparents, too. Watch the *Wildcat Weekly* for a list of activities and events and how your student and your family can be involved.

**Q. Why do we have book fairs? Do parents go to them?**

**A.** Book fairs are a great way to not only encourage the students to read more outside their class assignments but hold a fundraiser for the school. Parents are encouraged to come by the fairs and shop for some special titles for your child or for gift items. The proceeds from the sales directly help the library to acquire additional books.

**Q. Is there a special day for grandparents?**

**A.** During Catholic Schools Week, we plan a special day for grandparents to come and enjoy visiting a grandson or granddaughter's classroom to see a book report presentation or another special assignment.

Additionally, during the week of the book fair, the library sponsors a special day when grandparents are invited to some do a little shopping with their favorite students, eat lunch with their grandchildren, and visit the classrooms.

**Q. What is Field Day?**

**A.** Everyone will agree that the end of the school year deserves a celebration, and that is what Field Day is all about. On a day near the end of May, the classes celebrate the end of a successful school year with a picnic and day of fun in Gilbert Park, adjacent to campus. Field Day was a tradition-of-old at St. Anne School, revived as a "new" tradition in 1998.

This is another time when parents can become involved with their child's class. Parents are needed to help in many aspects from setting-up to working various fun events and activities during the day. Even if you cannot help, parents are invited to come have lunch with their child and enjoy the celebration. Try to come and have fun!



**Q. Do the students take school pictures?**

**A.** Yes, each fall, usually in September, a photographer comes to campus to take students' individual photos. Students wear uniforms. The school is provided a copy of the photo for inclusion in the school yearbook.

During the spring, we have another "picture day." The students wear uniforms and we take class photos, and students may purchase these.

**Q. What is the Home and School Association? When do they meet?**

**A.** The Home and School Association (HSA) is the organization that many people at other schools would call their PTA. The purpose of the HSA is to aid the school in all aspects of its work, to be a forum for discussions, to provide informational programs, to raise money, and to create a deeper appreciation for Catholic education, especially at St. Anne Catholic School.

Every parent and/or guardian of a child in attendance at the school is a member of the HSA. The organization functions with a council of officers who handle daily and routine matters. A calendar of scheduled meeting dates will be provided to all parents at the beginning of the year.

**Q. Do we have pep rallies? If so, when and where? Who may attend?**

**A.** On several occasions during the year the cheerleaders plan pep rallies to lead the student body's support for an upcoming athletic season, sport, or a particular game. They are held in the gymnasium on a date and at a time announced to the students and posted on our calendar. All grades attend and parents are encouraged to attend.

**Q. Who makes up the school board? What do they do? When and where do they meet?**

**A.** People just like you make up the school board! In 2007, NCEA awarded our school board the prestigious honor of "Outstanding School Board," recognizing participation and contributions of our Board members throughout the years.

Those interested in serving in this capacity are invited to attend "discernment." The responsibilities and functions of the board are explained thoroughly and the new members are discerned for a two-year term.

The school board is responsible for developing and adopting policies for the school, approving the annual budget for the operation of the school, and consulting on the hiring of a school principal when that becomes necessary. Additionally, the board is actively involved in some aspects of the school's activities.

The school board is not charged with handling disputes or disagreements between administration, parents, and/or teachers. Those matters are handled on a personal basis by the administration and should be addressed there for resolution.

## About Financial Matters

**Q. How do I pay my tuition to the school? What is FACTS?**

**A.** FACTS is a tuition management system, managed not by the school, but by a corporation which handles our tuition payments. All families must have a FACTS tuition management account. FACTS accounts may be accessed through our website. If payments are late, a late fee is assessed.

**Q. I am confused about making payments to the school for things other than tuition, like book orders and donations. How do I do this?**

**A.** This is difficult to answer in general terms because there are so many variables.

There are other times when you need to send money to the school and the information sent with the request will tell you specifically how to make out your check. For example, the information about taking pictures will tell you to make your check out to the photographer (like Provine Studios). A teacher may give you the opportunity to purchase books from a book order form. S/he will tell you to make the check to the company (like Scholastic or Troll). On the other hand, donations to the Carnival or fees for a field trip are to be sent and made out to St. Anne Catholic School.

The best answer to your question is to tell you to carefully read the information that comes with the request. If you still have a question, call the school and ask.

**Q. What is the Annual Appeal? Why is the Annual Appeal necessary?**

**A.** The Annual Appeal is an effort to boost our annual fund which is necessary to adequately meet the immediate needs of the school in that budget year. In other words, the Annual Appeal helps to “make the ends meet” when talking about the income versus expenses of the year. All gifts, large or small, are graciously accepted.

Tuition income is not adequate to meet the expenses of the school, and the “gifts and donations” category of the budget is fluid. The amount of tuition charged to parents/guardians is far less than the actual cost of educating the student. Our tuition scale gives all certified Catholic families in categories some discount.

When the budget is prepared in February of one year, it is impossible to foresee the urgent and unexpected repairs that arise during the year or the other factors that affect either the anticipated income or expenses. The addition of an Annual Appeal gives us the ability to meet the budgetary needs of the school as well as continuing the progress and success that has been a part of St. Anne history.

**Q. Does St. Anne provide financial assistance?**

**A.** The tuition scale provides assistance by providing some discount to families. It may be possible to gain additional assistance in some circumstances.

Any request for tuition discounts beyond what is provided for by the published tuition rate for a respective family shall be made in writing to the Financial Aid Review Committee. The Financial Aid Committee may provide for additional tuition discounts if they feel the applying family's personal or financial situation warrant such.

Any such request shall only be made after fully completing the FACTS Grant & Aid Application. Any such request must be in writing and fully explain the circumstances that warrant such additional aid. The committee may waive these requirements when the family's specific circumstances are known to the committee members (E.g. the death of a supporting parent). The request for additional aid must be made annually.

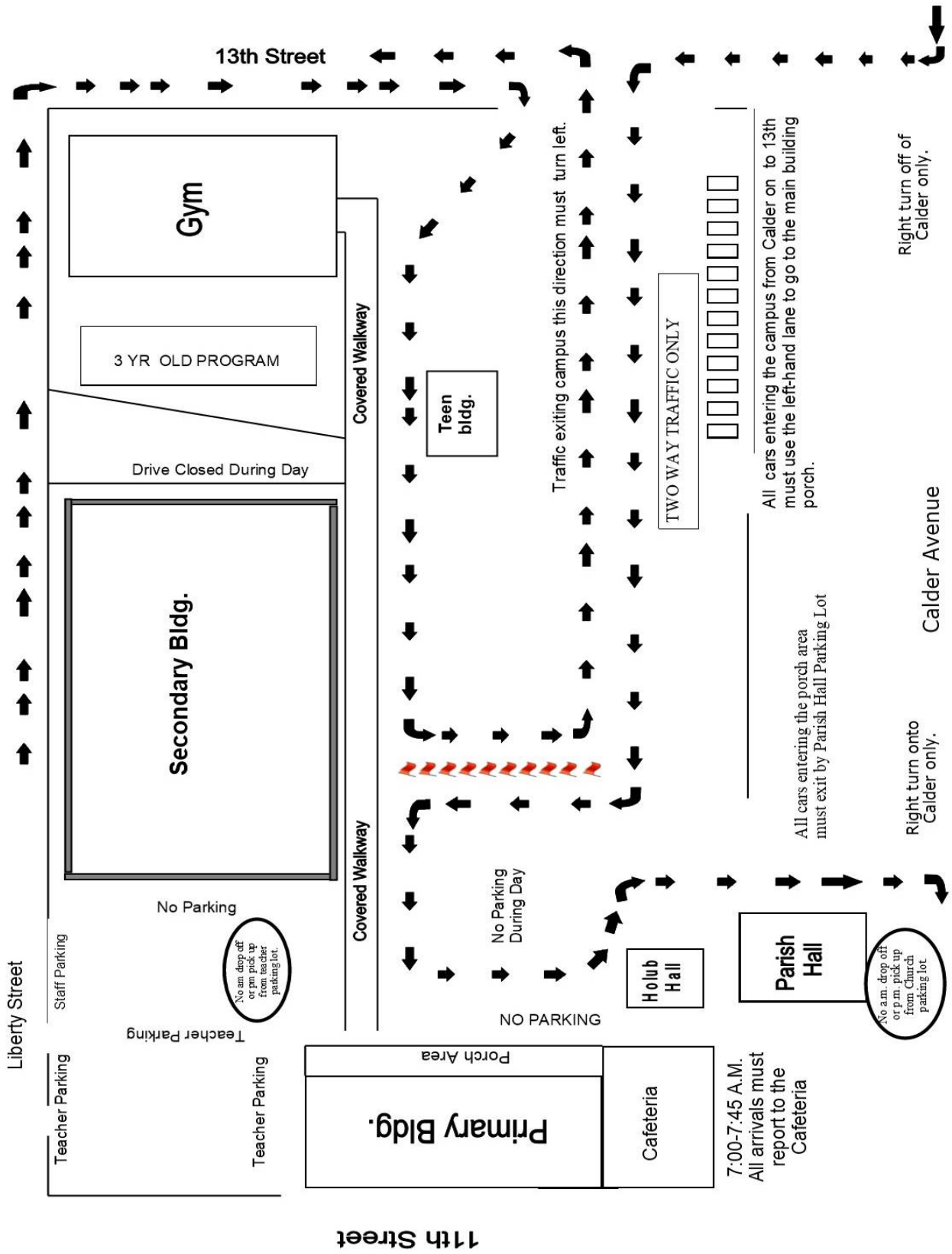
The grant of an additional tuition discount shall be conditioned upon such grant being kept confidential by the receiving family.

**Q. What other fees are charged?**

**A.** Each family pays a one-time new family fee of \$300. Additionally, there is a yearly registration fee per child plus a curriculum fee. Band and athletics have a minimal fee charged at the beginning of each school year when student participation is determined.



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