

# Parent Student Handbook 2016-2017



*"They will soar on wings as eagles"*

Isaiah 40:31

# Saint Anthony Catholic School Parent-Student Handbook

## TABLE OF CONTENTS

Section I: Saint Anthony Catholic School	
School History	6
School Motto	6
Mission Statement	7
Philosophy	7
Dedicated to a Vision	7
Objectives	10
Accreditation	10
Non-Discrimination Policy	10
School Organization	10
School Advisory Council	11
Section II: Admission Policy	
Admissions of Students from Other Denominations	12
Enrollment after the Beginning of the School Year	12
Enrollment Block	12
Probationary Period	13
Section III: Registration, Tuition and Cafeteria Policies	
Registration	13
Tuition and Fees	13
Credit Card/Debit Card Charges	14
Tuition Assistance	14
Cafeteria Services	15
Section IV: Attendance Policy	
General Information	15
Perfect Attendance	15
Reporting an Absence	15

Absences	16
Excused and Unexcused Absences	16
Early Dismissal and Half Days	16
Extracurricular Participation of Days of Absences	16
Make up Work	16
Section V: Tardy Policy	
Tardies	17
Mass Days	17
Section VI: Academic Policies	
Academic Integrity	17
Academic Failure	18
Academic Probation	18
Athletic Program and Eligibility	18
Homework due to Illness	18
Homework due to Vacation/Planned Absences	19
Honor Roll	20
Physical Education	20
Progress Reports	20
Religion Program	20
Report Cards	21
Retention	21
Technology Acceptable Use Policy	21
Testing	22
Valedictorian and Salutatorian	22
Section VII: Dress Code and Grooming Regulations	
Dress Code	23
Girls Uniform	23
Boys Uniform	24
Uniform Accessories	24

Tennis shoes	25
Dress shoes	25
Socks	25
P.E. Uniforms grades 4-8	25
Accessories	25
Grooming	26
Spirit Day	26
Section VIII: General Regulation	
Discipline and Code of Conduct	27
Anti-Bullying Policy	28
Alcohol, Drugs and Tobacco	28
Arrival and Dismissal	29
Daily School Hours	29
Basics Rules of Courtesy	29
Cellular Phones and other Electronic Devices	30
Child Abuse Laws	30
Disciplinary Action	30
Educational Outings	31
Extended Day Program	31
Faculty Meetings	31
Fighting and Physical Assaults	31
Fire Drills	32
Grievance Procedures	32
Harassment	32
Injuries	35
Library	35
Lockers	35
Lost and Found	35
Medication	35

Non-Custodial Parent	36
Notification of Asbestos	36
Obscenity	36
Parent-Teacher Conferences	37
Parties	37
Public Displays of Affection	37
Release of Records	37
Suspension from Athletic Teams	38
Telephone Calls	38
Textbooks	38
Vandalism	38
Visitors and Volunteers	38
Weapons	39
Weather-Related School Closing	39
Section VIII: Student Organizations	
Clubs and Organizations	39
Ethical Code of Conduct at Athletic Competitions	40
Appendixes	
Parent-Student Handbook Contract	
2016-2017 School Calendar	

## **Section I: Introduction Saint Anthony Catholic School**

### **SCHOOL HISTORY**

Realizing the pressing need for a parochial school, every effort was made by the pastor, Rev. A. J. Ordner, and his parishioners to raise sufficient funds for such an undertaking. The site was blessed on July 22, 1945; actual construction was begun shortly thereafter. At its completion in May 1946, the school contained five classrooms with a seating capacity of two hundred students. The cost of the brick and tile was approximately \$45,000.00. A foundation sufficiently strong to support a second story was laid with a view to including a high school eventually. Dedication services for the new school were held on the evening of September 2, 1946, with His Excellency Most Reverend Bishop M.S. Garriga officiating.

Classes began the following day with an enrollment of 114 students from grades one to seven. A kindergarten was established in 1958. With the opening of an Air Force Base in Harlingen, the addition of more classrooms became imperative; therefore, the former Episcopal Church building was purchased by the parish and dedicated to the exclusive use of the primary department. Five new classrooms were constructed during the period between June 1960 and November 1960 on Van Buren Street across from the rectory. On November 4<sup>th</sup>, the kindergarten, first and second grades were moved to this building and their classrooms were then occupied by the third and fourth graders.

Enrollment continued to grow until it reached a peak of 476 in 1961-1962. Due to the closing of the air base, enrollment began to decline. Eighth grade was discontinued in 1967- 1968 and the seventh grade was discontinued the following year. This was due to decreased enrollment and the hardship involved in meeting Texas Education Agency Accreditation Standards when the Catholic Dioceses of Texas decided to seek blanket accreditation in 1969.

From 1968 to 1985, Saint Anthony Catholic School included kindergarten through sixth grades. In 1984, an Extended Day Program was added, and in 1985 a pre-kindergarten was added, both of which are still in operation today. During the fall of 2003, Saint Anthony Catholic School opened a Middle School in conjunction with Immaculate Heart of Mary Church. In the summer of 2005, Saint Anthony Catholic School at Immaculate Heart of Mary moved back to the main campus. Saint Anthony Catholic School now provides a quality Catholic education for pre-kindergarten through eighth grade students in the Harlingen area.

### **SCHOOL MOTTO**

**—*They will soar on wings as eagles.* || Isaiah 40:31**

## **MISSION STATEMENT**

*Saint Anthony Catholic School provides academic excellence in a Christian setting faithful to the values and teachings of the Catholic Church. We challenge our children to become tomorrow's leaders, today.*

## **PHILOSOPHY**

We believe that every child has the right to receive the best possible education, the opportunity to succeed to the best of his/her abilities in a safe nurturing environment.

The task of education- since it is a lifelong process- defies simple analysis. At root, learning involves a free response to natural curiosity. However, to produce meaningful results, a person must develop qualities of patience, discipline, and responsibility. True education awakens the student to the potential of the human mind, body, and spirit, promoting a critical awareness by which to think, judge, and act.

We relate these general educational goals to the teaching of Jesus. Education in St. Anthony School, thus, has a unique purpose and function, since it makes spirituality the cornerstone of the educational process. Our students, faculty, and community must share our mission, our willingness to go the extra mile, to make sacrifices, and shoulder extra responsibilities.

Our teachers are called not merely to instruct but to witness Christ's love in the classroom, at church, on the playing field, and in the streets. We are aware that accepting the leadership responsibility of shaping young minds takes enormous dedication and sensitivity. However, the rewards of channeling youthful energy into constructive outlets make any inconveniences seem insignificant. Helping a student learn, grow and mature is a privilege. St. Anthony Catholic School, then, aims to place learning into a moral Christian framework so that knowledge may be used wisely and beneficially.

The students in our school are taught to balance creativity with discipline, individuality with the spirit of cooperation, competition with sense of fair play. The ideal student is not necessarily the class valedictorian, the star athlete, or the most likely to succeed; we believe that the ideal student is the most committed to use his/her talents to serve Christ and the global community throughout life.

## **DEDICATED TO A VISION**

The fundamental purpose of Saint Anthony Catholic School is to proclaim the Good News of Jesus Christ. His news is one of challenge, love and unity. His spirit is caught in the lives of students. Affirming that parents are the primary educators and partners of education, we prepare students to share the spirit of Jesus through community building, Christian acts of service, and word of worship. We commit to provide inspiring, active learning and high quality education, so that all students share the spirit of Catholic education.

The vision and statement calls forth beliefs that affirm the missionary dynamics of all Catholic schools as we move into the Third Christian Millennium.

**Foster a Catholic Identity**

*We prepare students to encounter the Gospel of Jesus Christ and to bring Catholic teachings and values into their lives and the global world.*

**Invest in Community Building**

*We are committed to building a communal spirit that is the heart and reality of Christian formation.*

**Provide a Quality Education**

*We teach knowledge and critical skills so that students function fully as citizens within a changing technological and multicultural society.*

**Encourage a Moral Foundation**

*We lead by example in teaching moral values that encourage respect and responsibility.*

**Appreciate Families**

*We recognize the family as the basic faith community in which all members share as active participants of the parish community.*

**Support Parish Life**

*We believe that the school contributes to the parish through the formation of students as active participants of the parish community.*

**Share Governance**

*We seek support and participation from those who share a common vision, mission and philosophy.*

**Seek Equitable Distribution**

*We are challenged to establish just distribution of resources to ensure quality and affordability to families and our church.*



The **Parent-Student Handbook** is published for Saint Anthony Catholic School students and their parents or guardians. Parental and support of our school's policies is essential, as is parental cooperation with the total school program.

While Saint Anthony Catholic School values and respects the primary role of parents in the child's education, parents are expected to:

- **See that the student arrives at school and is picked up on time at the end of the day**
- **See that the student is dressed according to the school uniform dress code**
- **See that the student completes class assignments and projects on time**
- **Actively participate in all school activities such as parent-teacher conferences, and fund raising projects**
- **See that the student pays for any damage to school books or school property due to carelessness, abuse, or neglect on the part of the student**
- **Notify the school office of any changes of address or important phone numbers**
- **Meet all financial obligations to the school on time and on a monthly basis**
- **Inform the school of any special situations regarding the student's well-being, safety and health**
- **Promptly complete and return to school any requested information**
- **Read school notes, school and teacher web pages, newsletters and to show interest in the student's total education**
- **Support the religious and educational goals of the school**
- **Support and cooperate with the behavioral management policy of the school**
- **Treat staff and faculty with respect and courtesy in discussing student concerns**

\*The Principal reserves the right to amend any part of the *Parent-Student Handbook* without prior notification. Parents will be notified in writing of any changes and will be posted on the school web site for the remainder of the school year: [www.saintanthonyeagles.com](http://www.saintanthonyeagles.com)

## **OBJECTIVES**

In the practical application of this philosophy, we the teachers of Saint Anthony Catholic School, working with the home and the Church, endeavor to provide children with experiences which will develop a character equal to the responsibilities of fundamental Christian living in the American democratic society. We shall attempt to accomplish this ideal objective by:

- Providing the child with the firm foundation in the truth of his/her faith and appreciation of the dignity of the human being, so that he/she may become a worthy citizen of this world.
- Creating in the child a desire to excel mentally, morally, and physically according to his/her potential.
- Preparing the child academically and spiritually for a successful future.

## **ACCREDITATION**

St. Anthony Catholic School is fully accredited by the Texas Catholic Conference Education Department (TCCED) under the direction and standards established by the Texas Education Agency (TEA). The Texas Education Agency, due to its ever-increasing load in the accreditation of public schools in Texas has recognized the Texas Catholic Conference as one of its official extensions in the accreditation of private schools in Texas. The Texas Catholic Conference is a federation of all Roman Catholic dioceses with cities located in the state of Texas. The TCCED coordinates and supervises the accreditation of all Catholic schools on the State of Texas by the Texas Catholic Conference Accreditation Commission.

## **NON-DISCRIMINATION**

Saint Anthony Catholic School admits students of any sex, race, color, nationality, ethnic origin and religion to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of sex, race, color, nationality, ethnic origin, or religion in admission policies, the administration of its educational policies, financial aid assistance, and other school administered programs.

## **SCHOOL ORGANIZATION**

**Pastor:** The pastor, as appointed director of the parish, is responsible to the Bishop and has the final authority in school matters.

**Principal:** The principal administers policies made by the Diocesan School Office and the accrediting agencies. Supervision of teachers and instruction, curriculum development, and professional development of the staff through in-service programs are among the principal's duties. The principal is available for conferences and consultations with parents by appointment. Faculty and staff report to the principal.

**Teachers:** The teachers are responsible for the academic instruction of the students, the evaluation and grading of scholastic achievement, and the maintenance of discipline under the guidance of the principal and in accordance with the requirements of the school's accreditation agencies, the Diocesan School Superintendent's Office, and the policies of Saint Anthony Catholic School.

### **SCHOOL ADVISORY COUNCIL**

The Saint Anthony Catholic School Advisory Council serves as an advisory body with limited jurisdiction. Responsibilities include the following:

1. **Planning**-- establish a mission statement and a strategic plan
2. **Policy Formation/Enactment**—give general direction for principal action
3. **Finances** -- develop plans and means to finance ongoing educational programs including setting tuition, negotiating parish investment (subsidy), and developing the annual budget
4. **Selection/Appointment of the Principal** – participate according to the policies of the Diocese in the selection process of new principal
5. **Development, Public Relations, and Marketing** – understand the school's mission, the commitment to a vision, the involvement of people, the formulation of a plan, the development and presentation of a case statement to the public, and finally the acquisition of funds to bring the plan to fruition
6. **Evaluation** – determine whether the goals and plans are being met and the council's own effectiveness

NOTE: For items in the agenda of School Advisory Council meetings, they must be submitted in writing to the Principal or School Advisory Council President two (2) weeks prior to the meeting.

## **Section II: Admission Policy**

- A child must be three (3) years of age on or before September 1 for admission to the Pre-K 3 program.
- A child must be five (5) years of age on or before September 1 for admission to the Kindergarten program.
- A child must be six (6) years of age on or before September 1 for admission to the first grade. Exception may be granted to children who satisfactorily completed Kindergarten in a different state where the entering age is lower.
- Certificates of birth and baptism, current immunization records, and Social Security Number must be presented at the time of admission.

### **Admissions of Students from Other Denominations**

The non-Catholic applicant should understand, accept, and be willing to comply with the following:

- Actively support the philosophy and goals of the school
- Comply with the religion curriculum set by the school
- Attend and participate in religion classes
- Attend and participate in school liturgies
- Participate in programs of service sponsored by the school

### **Enrollment after Beginning of School Year**

Parents who wish to enroll children after the school year begins must meet with the school principal and be willing to provide information of the student's records from the previous school.

### **Enrollment Block**

The school reserves the right to deny re-enrollment to students or parent(s)/guardian(s) who engage in repeated, and or serious violations of this handbook.

### **Probationary Policy**

Since Saint Anthony Catholic School is a mainstream school, there are neither special education teachers nor the resources that are necessary to meet the needs of students with special educational or behavioral needs. Such students may be accepted on a probationary basis. At the end of a nine-week probation period, the student's progress will be evaluated to determine if needs are being met and if he/she is adjusting to our school environment. Should action be warranted earlier, re-evaluation would be done before the nine-week period is over.

## **Section III: Registration, Tuition and Cafeteria Policies**

### **Registration**

Registration takes place during the month of February for the following year. Parents are informed of the exact dates for registration via school website, monthly newsletters or Friday Folders. Registration is confirmed only by making payment of the required fees. A late fee of \$50.00 for returning families after March 1<sup>st</sup> will apply. Accounts must be current before a student is allowed to register for the following year.

### **Tuition and Fees per Student 2016-2017**

- \***Registration Fee (non-refundable):** \$250.00 due at the time of registration
- \***Books, Technology, Testing and Licensing Fee:** \$150.00 due in July 1st
- \* **Tuition - Montessori:** \$4,650.00 distributed monthly from July 1st-April 1st
- \* **Tuition - 1st-5th:** \$4,450.00 distributed monthly from July 1st-April 1st
- \* **Tuition - 6th-8th:** \$4,650.00 distributed monthly from July 1st-April 1st
- \***Clubs/Elective Fees** vary depending on club or elective chosen—advance notice of fee is sent home before student is placed in club and/or elective.

Parent Commitment Obligation: TWO MAJOR FUNDRAISERS

Registration, book/technology/testing and licensing fees are non-refundable and non-transferable. Tuition is payable over a period of ten (10) months (July 1<sup>st</sup> through April 1<sup>st</sup>). A \$50 late fee for returning families after March 1st will be applied.

Late Registration—Registration, books, technology, testing and licensing fees are due at the time of registration, after the academic has begun.

The first tuition payment is due July 1<sup>st</sup>. The school office will be open to receive payments all summer from 9:00 am to 3:00 pm. Payments may be made in cash, money order, check,

MasterCard, Visa, or Discover Card. **Post-dated checks will not be accepted.** Tuition payments may be made in advance.

**Tuition is due** on the 1st day of each month. After the 10th day, a late fee charge of \$50.00 per family will be assessed on any account balances over \$50.00. Accounts not cleared by the 10th of the month are delinquent. A delinquency notice will be sent by certified mail to the parents specifying that payment is to be received by the 20th or the student(s) will not be admitted to class until payment is received in full. An additional administrative fee of \$15 will be charged for accounts that receive a certified letter or other collection methods.

Families paying the full tuition amount by October 1<sup>st</sup> will receive a 5% discount. Payments can be made at the office or can be mailed to the address below:

***Saint Anthony Catholic School***  
***Attention: Finance Office***

***1015 East Harrison***

***Harlingen, Texas 78550***

After two (2) returned checks, personal checks will not be accepted. This applies to all checks made payable to the school, not just tuition. All student records and grades will be withheld from students withdrawing from Saint Anthony Catholic School with an outstanding balance until all accounts are paid in full.

The annual tuition will be prorated for students enrolled for a period of less than the 180-day school year. A refund of prepaid tuition will be issued to students who cancel their registration, but registration, book, technology, and supply fees are non-refundable.

A refund for tuition will be issued to parents who cancel their registration according to the following schedule:

Prior to July 1 <sup>st</sup>	100%
July 2-15 <sup>th</sup>	50%
After July 15 <sup>th</sup>	No refunds

#### Credit Card/Debit Card Charge

A \$5.00 credit card convenience fee will be charged for each over the phone or recurring monthly credit/debit transaction performed by the school.

#### **Tuition Assistance**

Each year the amount of tuition assistance awarded to each family will be determined by the tuition assistance committee and the Pastor of the school depending on funds available from the Diocese. Parents unable to pay the full tuition may apply for a partial reduction in tuition by filling out a Financial Aid Form and submitting it with a copy of their income tax return to the principal by April 1st. The tuition assistance committee will evaluate the applications to determine if the applicant qualifies for the reduction in tuition. Qualified applicants will be

notified in writing of the amount of tuition assistance they will receive and their financial responsibilities associated with this form of assistance.

### **Cafeteria Service**

The students must indicate if they are buying a meal from the school at the time lunch count is taken. The cost of a lunch is \$3.35 per meal. Students have the option of bringing a lunch from home or buying a meal from the school cafeteria. Students must place their hot lunch order in the morning before 8:00 a.m. Students may switch from cafeteria to lunch box but must inform their teacher before 8:00 a.m. After that time, students who switch from cafeteria to lunch box will still be charged for the meal. **If student will be tardy, call school office @423-2486 no later than 8:30 a.m. to order lunch. Fast food meals are not permitted.** Microwaves are not available for student use; please plan accordingly. No child is permitted to leave campus for lunch. ***Please note: All cafeteria balances are due at the end of each month.*** **In the case of a delinquent lunch account, the student will not be permitted to order meals until account is up to date. In case of an emergency, a simple lunch will be provided by the school.**

## **Section IV: Attendance Policy**

### **General Information**

**Texas State Law grants only the following as legitimate reasons for school absence: sickness, death in the family, health treatment, religious observance, and required court appearance.**

In addition to fulfilling the statutory requirements of Texas Law, regular attendance is essential to guaranteeing a continuous, uninterrupted program of instruction as a basis for academic success. Therefore, Saint Anthony Catholic School cannot condone or approve absences from school for vacations or other reasons not listed above. It is also the duty for St. Anthony School to report excessive absences to Child Protective Services.

Absences and tardies become a part of a student's permanent record.

In order to be promoted to the next grade level, students must be present for 90% of the school year (**no more than 18 absences**).

### **Perfect Attendance**

A student is considered having perfect attendance if he/she has no absences and less than 3 tardies on a grading period.

### **Reporting an Absence**

When a student is absent the parent or guardian must call the school at 956-423-2486 before 10:00 a.m. on the first day of the absence. When the length of the absence is known and reported (two days, three days, etc.), no further calls are necessary. If the length of the absence

cannot be definitively reported on the first day, a call must be made by the parent or guardian on each day the student is absent.

### **Absences**

When a student is absent the parent or guardian must notify the school by 10:00 a.m. The school will make two attempts to reach the parent or guardian if notification of the absence is not received by 10:00 a.m. If notification is not received by 11:00 a.m., the student will be considered truant. Current telephone numbers must be on file in the school office at all times. A written excuse upon returning to school is required for all absences excused and unexcused.

### **Excused and Unexcused Absences**

All students are required to be in school for at least four (4) hours to be considered present for a full day. Students should present a written excuse to the teacher upon returning to class after an absence. An excused absence is one granted by Texas Law or one approved by the principal. For excused absences, students are allowed to make up class work and tests missed. For unexcused absences, students are not allowed to make up class work and tests missed. As stipulated by the Texas Education Agency, students may not be given credit for a class if they have more than five days of unexcused absences during a semester.

### **Early Dismissal and Half Days**

Early Dismissal of a student is granted by the principal only when absolutely necessary. A request for early dismissal must be made by a parent or guardian and presented to the office before 10:00 a.m. to allow teachers to prepare schoolwork that is to be sent home with the student. On the days scheduled as half days, students are required to remain in school until 12:00 p.m. ***Any students released before 12:00 p.m. will be counted absent for that day.***

### **Extracurricular Participation on Days of Absence**

Students who are absent or who are sent home sick may not attend or participate on the same day any after school or evening activity sponsored by the school. Students who fail to adhere to this policy may jeopardize the future participation of extra-curricular activities.

### **Make Up Work**

It is the responsibility of the student/or parent in grades first through eighth to arrange with the teacher the time and place for makeup work. Make-up work must be completed within three days' time. Work that is missed during an out-of-school suspension will receive a failing grade. Students who are absent for more than two days, must contact the office or the teacher to obtain the missed assignments.



## **Section V: Tardy Policy**

### **Tardies**

- A student is tardy after the 8:00 a.m. bell. All classroom doors will be closed and gates locked.
- Excessive tardies impact perfect attendance record and may be subject to lunch or afterschool detention.
- Every third tardy is equivalent to one absence.
- All students who are tardy must go directly to the office for a tardy slip before being permitted into the classroom.
- Any child who arrives after 8:00 a.m. will not be allowed to enter the classroom until prayer and announcements are over; they will remain with a staff member and then will be escorted to their respective classrooms.

**Mass Days:** Any child who enters after Mass has started (8:30 a.m.) will be considered tardy and will sit in the back with a staff member for the duration of the Mass. Do not attempt to take your child to his/her class.

In order to provide an environment that is both spiritually and academically enriching, students and parents must adhere to the above procedures. Each day faculty, staff and students begin and end the day with prayer and reflection. Therefore, excessive tardies and early dismissals interfere with our school philosophy and mission.

## **Section VI: Academic Policies**

### **Academic Integrity**

In accepting the privilege of a high quality Catholic education, students bear the responsibility to use this opportunity with care, submitting themselves to the rigors of intellectual discipline. This responsibility also involves certain ethical demands regarding academic integrity. All of the following activities are considered serious violations of academic integrity and are grounds for both academic and disciplinary penalties:

- Copying homework or other assignments from another student
- Allowing another student to copy homework or assignments
- Using —cheat sheets or other unauthorized aids during a test
- Copying answers from other students during a test, with or without the student's' knowledge
- Giving unauthorized assistance to other students during a test

- Plagiarizing: representing in writing the thoughts or ideas of another as if they were one's own, without giving credit to the original author; the wholesale copying of an author's work into one's own thought citation
- Stealing tests or other teacher materials
- Distributing stolen tests or teacher material

By accepting enrollment at Saint Anthony Catholic School, each student promises as a matter of personal honor to act at all times in accordance with these standards of academic integrity.

### **Academic Failure**

A student who demonstrates instances of consistently poor performance during the school year—as reflected, for example, in quarterly grades—and little indication of probable improvement, may, in the student's best interest, be asked to withdraw from Saint Anthony Catholic School.

### **Academic Probation**

If a student fails a subject over the course of the year, that student will be placed on academic probation for that subject for the first grading period of the next school year.

During the summer, it is the parent's responsibility to secure a professional tutor to assist the student. Documentation of tutoring is required. If the student does not show improvement, the student will be asked to withdraw from Saint Anthony Catholic School.

### **Athletic Programs Eligibility and Participation**

All students in grades 1-8 are eligible to tryout and participate in interscholastic sports programs offered by the school. Scholastic grades received prior to the beginning of a sports season will not be a condition for the student's eligibility to try out for a sport. Students participating in the school sports program will be evaluated at each marking period and progress reporting period for academic progress in each class. The procedure for evaluation is as follows:

1. Students will present their progress report and report card to the coach in order to validate eligibility to play.
2. Each student participant must receive a passing grade in all classes, including electives and must have no U's in conduct.
3. Student athlete failing a core subject is ineligible to participate for two (2) weeks to allow for grades to improve.
4. Student athlete may participate at end of two week suspension if passing in all core subjects.

### **Homework Policy due to Illness**

- A parent may call the School Office before 9:30am to request homework assignments.
- Homework assignments may be picked up at the school office between 3:00pm and 3:30pm.

- Students may make arrangement with classmates regarding assignment or check RenWeb.
- Students may also receive missed assignments from their teacher(s) when they return to school.
- Students will be allowed one day for each day of absence due to illness. For example, a student who has been absent for three days will be given three day to complete the missed work.
- Arrangements for classroom test missed because of an absence are to be made with the individual teachers. Should absence for any reason other than for illness seem imperative, parents are requested to consult with the principal with a written reason for the absence.

Homework is an important part of the student’s educational experience to reinforce skills taught in class. Assignments are expected to be neatly written and completed on time. Students who continuously neglect homework will be referred to the office for a disciplinary action.

### **Homework due to Vacations/Planned Absences**

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outing during these times so as to eliminate the need to interrupt a child’s learning process.

**Late Homework Policy: Elementary (Grades 1<sup>st</sup> -5<sup>th</sup>)** A student will be deducted 10 points per day for any homework that is not turned in when due. After 3 days from due date, the homework will receive a failing grade.

**Middle School (6<sup>th</sup> -8<sup>th</sup>)** A student will receive a 70 % maximum if homework not turned in on due date. The student will have the opportunity to turn in the late homework three days from the due date. If a student does not have his/her assignment by the third day, a failing grade will be recorded.

Suggested times for homework:

#### Early Childhood level:

Montessori- at the teacher's' discretion

#### Elementary Level:

1<sup>st</sup> grade- 30 minutes daily

2<sup>nd</sup> grade- 30 minutes daily

3<sup>rd</sup> grade- 40 minutes daily

4<sup>th</sup> grade- 40 minutes daily

5<sup>th</sup> grade- 50 minutes daily

### Middle School level:

6<sup>th</sup> grade- 60 minutes daily

7<sup>th</sup> grade- 70 minutes daily

8<sup>th</sup> grade- 80 minutes daily

### Honor Roll

Academic recognition will be given to students in **third through eighth grades** and is defined in the following manner:

- **A Honor Roll:** Academic grades must be 94 or above for core subjects, Religion, Math, Reading, Language Arts, Social Studies, Spanish and Science, with no unsatisfactory marks for effort or conduct.
- **A/B Honor Roll:** Academic grades must be between 86-100 in all core subjects with no unsatisfactory marks for effort or conduct.

Honor Roll Certificates will be awarded by the Principal at the end of each quarter.

### Physical Education

All students are required to participate in physical education classes unless a written note from the student's physician is presented stating the duration of the exemption. Students may be asked to complete an alternative assignment. Students in grades 4th-8th are required to dress out.

### Progress Reports

Progress reports are issued five weeks into each marking period to all students in 1<sup>st</sup> through 8<sup>th</sup> grades. It is the responsibility of the parent to ask the child for the report. Parents must sign and return progress reports to their child's homeroom teacher after reviewing it with their child.

### Religion Program

The religion program at Saint Anthony Catholic School offers faith experience, sharing and worship through liturgy and prayer, opportunities of service, and formal instruction within the context of the Catholic faith. The process of catechesis leads both teacher and student to a deepening discovery to God. Knowledge of religion and living out of one's faith is ongoing.

What is begun here will take a lifetime to complete. The doctrine taught, the rituals celebrated and the faith witnessed will lay the foundations for growth into adulthood with a mature, enlivened faith. —Catechesis is meant to help at each stage of human development and lead ultimately to full identification with Jesus. (NCD, 174)

All Saint Anthony students receive daily Catholic religious instruction and participate in daily prayer. The students are involved in weekly Children's Mass and special seasonal celebrations. Once a month, students serve as readers at the parish's Saturday/Sunday Mass.

Our Montessori Program for three, four, and five year olds provides the opportunity to learn about the important objects and terminology used in the Eucharistic celebration through the Catechesis of the Good Shepherd Program.

Students in the second grade will be prepared for the Sacrament of Reconciliation and third grade will prepare for the Eucharist. Parents of these students are required to attend three (3) meetings over the course of the year in regards to their child's preparation.

### **Report Cards**

Report cards are issued at the end of every quarter in 1<sup>st</sup> through 8<sup>th</sup> grades with the following numerical scale:

A = 94-100    B = 86-93    C = 75-85    D = 70-74    F = 69 and below

PK3 and PK4 Montessori students receive report cards at the end of each semester.

PK5 Montessori students receive report cards at the end of each marking period with the following markings:

- I-Introduced
- D-Developing
- S-Satisfactory
- M-Mastered
- NI-Needs Improvement.

For students who enroll during the course of a grading term must be present at least five (5) weeks for grades to be issued for that term.

Report cards must be signed by a parent or legal guardian and returned to the student's homeroom teacher.

### **Retention**

Students with grades below 70 on two or more core subjects will not be promoted.

Conditional: For each major subject below 70 the student must attend summer school or receive services from a professional tutor (approved by the principal) in order to be considered for promotion. At the end of the prescribed summer session or tutoring period, the student will be assessed by a designated member of the faculty to determine the student's grade status.

### **Technology Acceptable Use Policy**

Saint Anthony Catholic School's Technology curriculum provides excellent opportunities to explore and use a various educational resources, such as computer programs, CDs, and access

to the Internet. We recognize that the Internet poses a hazard. Some Internet sites contain materials that are contrary to our educational mission. In addition to providing supervision wherever computers are in use, Saint Anthony Catholic School uses a firewall or filter to limit access to inappropriate websites. However, these filters are not one hundred percent effective. **We place primary responsibility on the students to use our computer equipment appropriately. If a student brings own personal A.V. equipment to use for class lessons, parents must sign release form and all Technology Acceptable Use Policies apply.**

Specific expectations of students who use or access Saint Anthony Catholic School's computers or personal devices on school property:

- No person will deliberately or willfully cause damage to computer equipment or software or assist others in doing the same.
- No person will deliberately access inappropriate materials or show others how to do the same.
- No person will use computer facilities to engage in —chat sessions, email, or Instant Messaging of any kind.
- No person will use computer equipment to play non-educational games.
- Each person will respect the rights of others to the privacy of the files they store on a computer or a disk and not view those files without the owner's permission or alter or damage such files.
- Each person will respect and uphold copyright laws.
- Each person will follow any regulations posted in the computer facility he/she is using.
- Each person will follow the directions of the adult in charge of the computer facility. Failure to meet any of these expectations may result in revocation of the student's permission to use the school's computers and/or other disciplinary action.

To be granted permission to use the school's computers, the student must:

- Sign the Technology Use Agreement for the Use of Computers and Telecommunications.
- Obtain his/her parent's or guardian's signature on the parental consent form.
- Submit both forms to the school office.

### **Testing**

Saint Anthony Catholic School administers the *Iowa Assessments (IA) in the Fall* to grades 1-8 as required by the Diocesan School Office. Achievement test results are used by the teachers to monitor the student's academic progress and are used for the academic planning of the current school year. The test results are reported to the parents upon receipt from the testing office. Benchmark testing is administered in the Spring. Student results are released to parents upon request. Kinder testing is also administered in the Spring.

### **Valedictorian and Salutatorian**

The average of core subjects from sixth to eighth grade will be used to determine the valedictorian and salutatorian of the 8<sup>th</sup> grade graduating class. A minimum of one academic year

is needed for eligibility for Students transferring to Saint Anthony Catholic School. Only grades from Saint Anthony Catholic School will be used to compute the averages.

## **Section VII: Dress Code and Grooming Regulations**

### **Dress Code**

In an effort to teach our children about Catholic identity, Saint Anthony Catholic School requires all students to wear the prescribed uniform from Parker School Uniforms. **The uniform policy is strictly enforced. Students in grades 4-8 must wear PE uniform on designated PE days.** The prescribed uniforms are as follows:

### **Girls Uniform**

#### ***Daily Uniform for Montessori-3<sup>rd</sup> Grade***

- Culottes-plaid
- White Sailor Top
- Plaid tie
- White Turtleneck
- Navy blue dress pants
- Navy blue shorts
- Solid black tennis shoes or black dress shoes
- Solid white ankle or knee high socks- no show socks **NOT** allowed

#### ***Daily Uniform for 4<sup>th</sup>-8<sup>th</sup> Grade***

- Navy skirt
- Navy slacks
- Navy walking shorts
- Blue & white striped/blue oxford shirt w/logo
- Solid black tennis shoes or black dress shoes
- White Turtleneck
- Solid white ankle or knee high socks- no show socks **NOT** allowed

#### **Mass Uniform for Montessori-3<sup>rd</sup> Grade**

- Jumper

- Sailor Top with tie

#### Mass Uniform for 4<sup>th</sup>-8<sup>th</sup> Grade

- Navy Skirt
- White Oxford shirt w/SAS logo Navy tie
- Knee-length white socks
- Solid black dress shoes (maximum one-inch heels)

Skirts and shorts may not be shorter than one inch above the knee.

#### **Boys Uniform**

##### ***Daily Uniform for Montessori – 3<sup>rd</sup> Grade***

- Red polo shirt
- Navy walking shorts (Montessori recommended pull-on style)
- Navy pants (Montessori recommended pull-on style)
- White Turtleneck
- Black belt (except for Montessori students)
- Solid black tennis shoes
- Solid white crew or ankle socks-no show socks **NOT** allowed

##### ***Daily Uniform for 4<sup>th</sup> – 8<sup>th</sup> Grade***

- Navy blue slacks or shorts
- Blue & white striped/blue oxford white w/logo
- White Turtleneck
- Solid black tennis shoes
- Solid white crew or ankle socks-no show socks **NOT** allowed
- Black belt

##### ***Mass Uniform for all grades***

- White oxford shirt, long or short sleeve, with logo Navy blue tie
- Navy dress slacks (no shorts)
- Black belt (for pants with belt loops)
- Solid black dress shoes
- Black dress socks.

#### **Uniform Accessories**



- **Modesty shorts-** All jumpers and skirts must be worn with modesty shorts.

**Tennis Shoes:**

- Boys and Girls-Solid Black **Only**

**Dress Shoes:**

- Boys-Solid Black Dress Shoes
- Girls- Solid Black Dress Shoes

**Socks:**

- Boys-White only crew or ankle.
- Black socks on Mass Days
- Girls- White only knee, ankle or crew.
- *No show* socks **NOT** allowed

**PE Uniform grades 4-8**

- Navy shorts purchased in school store
- Grey PE shirt with school logo purchased in school store

**Accessories:**

**Belts-**Black Only

**Tights-** Plain white (no patterns or logos) can be worn.

**T-Shirts-** only plain white T-shirts may be worn under uniform shirts or blouses.

**Hats-** Caps and hats cannot be worn inside the school buildings. If weather dictates, students may wear hats during outdoor activities.

**Hair Bows- Must be school colors only.**

**Jackets-** Only navy cardigan may be worn inside school buildings. Other outerwear is permitted only for outdoor activities.

**Sweatshirts-**A navy blue sweatshirt with the SAS logo may be purchased at Parker Uniform Store.

Students who are out of uniform in any capacity will receive a notice to be sent home and signed by the parent and returned to school. Three (3) violations of the same issue within a semester will result in a referral. (8) Dress code violations of any kind will result in a referral.

**It will be at the school's discretion to address any uniform issues which come into question and are not listed in this handbook.**

### **Grooming**

Students must keep a neat appearance at all times.

- Ripped, torn, dirty or faded jeans, pants or jeans that are oversized and/or worn on the hips are inappropriate in school.
- Lace-type shoes are to be kept tied and all shoes are to be polished (if applicable).
- Hair should not pass the collar or ears. Haircuts that involve shaving all or part of the head, wedges, pigtail, signs, symbols, lines, or words cut into the hair are not allowed. This haircut regulation is for all male students.
- Boys' hair may not be bleached, tinted, highlighted, or dyed.
- Girls' hair styles are to be kept simple. Barrettes, bows, combs, and braiding (except corn rows) may be used to keep the hair controlled. Styles that involve shaving all or part of the head are not permitted. Hair must be styled in a non-distracting and controlled manner.
- Girls' hair may not be bleached, tinted, highlighted, or dyed.
- Both boys and girls hair may not hang below eyebrows.
- Earrings that reach up to one (1) inch in length or width may be worn by female students with pierced ears.
- Ear cuffs may not be worn.
- Earrings are not allowed for male students.
- One ring, one bracelet, one watch may be worn
- No big neck chains or spiked bracelets are allowed.
- One chain or a chain with a medal or cross may be worn.
- Girls may wear simple barrettes; red, blue or white ribbons; or red, blue or white ponytail holders.
- Hair sprays may not be brought to school. These will be confiscated.
- No artificial nails and only clear nail polish may be worn.
- **No Makeup, eye-shadows, mascara, or eyeliner may be worn. All makeup should be left at home.**
- Clear lip gloss may be worn (Middle School ONLY)
- Solid deodorant – no liquid or spray

**It will be at the school's discretion to address any grooming issues which come into question and are not listed in this handbook.**

### **Spirit Day**

Every Thursday is Spirit Day. Students may wear denim jeans or denim jean walking shorts and the school designated spirit polo shirt. Torn or ripped jeans or jean shorts are not permitted. Spirit day shirts must be tucked in and a black belt must be worn. Khaki or colored pants or shorts are not permitted. School or Parish Spirit T-Shirts may be worn on announced days ONLY.

## **Section VIII: General Regulations**

### **Discipline and Code of Conduct**

The essence of Christian discipline is self-discipline. Rules and regulations pertaining to the management of student behavior are necessary for the development and maintenance of an orderly, safe, Christian school environment. Because student behavior needs to reflect the Catholic values of St. Anthony Catholic School, the following Code of Conduct has been established. It can be applicable at any time that a student's behavior would reflect upon the school or parish community, whether the action takes place on or off school property.

### **Code of Conduct**

#### **Student Responsibilities**

1. Because students respectfully comply with request of those in authority, students will not defy school authorities and/or challenge school rules and policies, or be rude towards adults.
2. Because students understand and accept the consequences of their behavior, students will not refuse to accept discipline and the consequences of their behavior.
3. Because students respect themselves, other students, and adults, students will not disrupt any school activity.
4. Because students respect themselves, other students, and adults, students will not endanger the wellbeing of themselves or others and avoid all forms of assault or violence and will not bring to school or have in their possession any article or object judged to be harmful to themselves or others or the good order of the school.
5. Because students respect themselves and other students, any expressions of affection between/among students will be simple and appropriate to the school situation.
6. Because students refrain from profanity, abusive language, and/or actions, students will not use profane, vulgar, disrespectful, or hurtful language.
7. Because students accept and respect individual differences and attempt to resolve conflicts of opinion in a self-controlled manner, students will not tease, bully, harass, and/or coerce others.
8. Because students show respect for their own property, the property of others as well as school property, students will not damage, destroy, or deface any property and will be required to make restitution as directed.

9. Because students show respect for their own property, the property of others as well as school property, students will not chew gum or have or consume any unauthorized snacks, food, or beverages on school property.
10. Because students follow school discipline policies and rules, students will not possess, sell, use, transmit, or abuse any drugs or look-alike drugs, alcohol, tobacco, or any illegal substance and will participate in the education and prevention programs provided or recommended by the school.
11. Because students follow school discipline policies and rules, students will not violate the Specific Policies of this Code of Conduct.
12. Because students follow school discipline policies and rules, students will not use personal cell phones, pagers, electronic games, beepers, recording/listening devices, or unauthorized software on the school grounds.
13. Because students follow school discipline policies and rules, students will follow all school policies for arrival and dismissal and will not leave the school premises or assigned classes without authorized permission during the school day.
14. Because students will complete assignments using their own answers, writings, and ideas, they will be truthful and honest and not engage in any form of cheating or dishonesty.
15. Because students take pride in their appearance and their school, they will follow the school uniform dress code regulations.
16. Because students follow school discipline policies and rules, students will participate in Mass with singing and praying and not talk during the Mass.
17. Students should also be respectful to the Catholic faith.

### **Anti-Bullying Policy**

St. Anthony Catholic School prohibits acts of harassment or bullying including such acts via text messaging or any other type of social media—Facebook, Instagram, snapchat, etc. School administrators may hold students accountable for off-campus behavior if that conduct adversely affects the learning environment of the school. In no way, however, does this disciplinary position imply that St. Anthony Catholic School takes the responsibility for supervising and taking disciplinary action for all off campus behavior. The administration and staff of St. Anthony Catholic School believe that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate in a safe environment. Demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, parents and volunteers to provide positive examples for student behavior.

### **Alcohol, Drugs, and Tobacco**

Policy Goals: In the service of the safety of all Saint Anthony Catholic School students, the goals of our policies regarding drugs, alcohol, and tobacco are to:

1. maintain a drug free campus
2. support our students in choosing to be drug free

Definition of Drugs: The term drugs as used in these policies includes, but is not limited to, controlled substances and controlled substance analogues as defined by Section 481 *et.esq.* of the Texas Health and Safety Code, and any glue or aerosol paint that may be used as drugs as defined by Section 485.001, *et.esq.*, of the Texas Health and Safety Code.

The use, possession, and/or distribution of alcohol, marijuana, or other drugs on school grounds, transportation, or at school-sponsored activities (on or off campus) or prior to attending school are forbidden. Infractions against this regulation are considered grievous in themselves and a danger to other students. **Students violating this regulation will be immediately suspended pending more serious disciplinary action.**

As a deterrent to the distribution, possession, and use of alcohol, drugs, and tobacco by Saint Anthony Catholic School students, the following measures can and will be employed by the school:

Unannounced inspections of students, lockers, school bags, and school facilities with and without the use of trained drug-detection dogs

- Drug testing of any student with probable cause (as determined by the principal) at the student's expense

By enrolling at Saint Anthony Catholic School, parents and students agree to submit to these deterrent measures.

Notice: Upon admission to Saint Anthony Catholic School and as a condition of matriculation, students and parents will give written consent and approval to the school's policies regarding drugs, alcohol, and tobacco.

### **Arrival and Dismissal**

The school is not responsible for students who arrive before 7:30 a.m. unless they are registered in the before school program. During regular school days, the office will be open from 7:30 a.m. to 4:00 p.m.

Use of cell phone by driver during arrival or dismissal drop off is prohibited.

### **Daily School Hours:**

7:30 a.m. Students may enter the gym

8:00 a.m. Tardy bell –Instructional day begins

3:30 p.m. Dismissal

3:30-6:00 After School program is open for registered students and will be held at the Montessori campus.

Students may not go home with other students unless written permission from a parent or guardian has been given to the school. Phone calls will not be permitted as a substitute for written permission unless approved by the principal.

### **Basic Rules of Courtesy**

Students are encouraged to practice basic rules of courtesy such as:

- Address all members of the faculty and all adults with a title such as Mr., Mrs., Miss, Sir, Ma'am, Sister, Father, etc., as appropriate
- Knock on doors and wait to hear —Come in prior to entering any office or classroom
- Use —please, —thank you, and —excuse me

Disrespectful behavior from students or their parent/guardians will not be tolerated. Such conduct may result in dismissal from St. Anthony Catholic School.

### **Cellular Phones and Other Electronic Devices**

Students may bring cellular phones to school; however, students must have cell phones turned off between 7:30 a.m. through 4:00 p.m. and cannot be visible for **any** reason. Two or more repeated infractions will result in the confiscation of the device. Device will only be released to parent or guardian. **A \$25.00 fee will be assessed for the release of the cell phone and/or the electronic device.**

### **Child Abuse Laws**

Saint Anthony Catholic School abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

### **Disciplinary Action**

Student disciplinary action is primarily a function of the Principal. However, enforcement of rules and regulations is the function of all school personnel. Disciplinary action may consist of the following:

- Verbal reprimand-A verbal admonition for actions unacceptable in a school community.
- Loss of privileges-Privileges given to a group of students or to an individual student may be withdrawn for actions unacceptable in a school community.
- Detention-Students will serve detention during lunch. Three detentions equal one referral.
- Written reprimand- A disciplinary referral form which makes any incident, or behavior, or misconduct a matter of record. Three discipline referrals to the office

will result in a one day in school suspension. Parent/Teacher/Administrator conference

- In-School Suspension-Separation of the student from classes.
- Out-of-School Suspension-Separation of the student from Saint Anthony Catholic School for a definite period of time. (Each consecutive discipline referral thereafter will result in an additional day of suspension.) Homework must be made up during suspensions, but will not receive a grade higher than a 70%. Missed tests result in a failing grade.
- Expulsion-Separation of the student from Saint Anthony Catholic School where by the student is not eligible for re-admission to the school. After three (3) consecutive days of suspension, the next may result in expulsion.

### **Educational Outings**

Educational outings are initiated by the teacher and pre-arranged with the principal. Since these activities are a privilege students with extreme inappropriate class behavior may be excluded from participating. All educational outings must support an academic lesson or some aspect of the curriculum. Student participating in these educational outings are expected to comply with the following guidelines:

- **Permission Slips:** Written permission slips must be signed by the parent and returned to the teacher/sponsor before the day of the trip. Verbal permission is not acceptable.
- **Expenses:** Any required fees must be paid to the teacher/sponsor in advance.
- **Transportation:** Adult drivers must have the required insurance for their vehicles in accordance with Diocesan Policy.
- **Conduct:** Students and volunteers are expected to comply with all school rules and policies. Alcohol is never permitted on school related field trips.
- **Out-Of-Town Trips:** Same guidelines as above

Students and volunteers are expected to contribute to the overall success and enjoyment of the trip, mainly through their actions. Any conduct contrary to this may jeopardize future trips. The school is not responsible for any lost or stolen items while in participation of educational outings.

### **Extended Day Program**

According to TCCED standards, only children registered and in regular attendance may stay in the Extended Day Program. Each family with registered students in the Extended Day Program will receive and sign for an Extended Day Program Booklet with the guidelines of the program.

**Late Pick Up: Students not picked up by 3:30 will be taken to A/S Care and a Late fee of \$5.00 will be assessed for every 15 min. of late pick up. Parents will be called immediately. Prior arrangements should be made if your child will not be picked up on time (3:30 p.m.)**

### **Faculty Meetings**

No club meetings or tutorials should be scheduled for the first Monday of each month. Faculty meetings will be held the first Monday of each month from 3:30-5:00 p.m.

### **Fighting and Physical Assaults**

Students involved in fighting are subject to suspension. Students found to have physically assaulted another student or a member of the faculty or staff, or to have threatened such persons with physical assault, will be subject to immediate expulsion.

### **Fire Drills/Lock Downs**

Fire Drills are conducted monthly and Lock Downs per semester with and without prior notice. At the sound of the fire alarm/ announcement, all work immediately stops. Students are to move silently throughout the fire drill or lockdown procedure quickly, but without running. Violation of these fire drill procedures can constitute a serious hazard to the safety of others. Each classroom has two designated routes for leaving the classroom and lining up during fire drills.

### **Grievance Procedures**

A grievance is a complaint based on an alleged violation, inequitable application of policy, a dispute over the meaning or interpretation of the terms contained in this handbook. It is a procedure intended to resolve a conflict informally at the lowest possible administrative level in a Christian atmosphere.

The following levels for submitting and resolving a grievance are:

**Informal Action:** Resolution/Conciliation Level

- **Level One**-Presentation to the Teacher
- **Level Two**-Presentation to Principal

If a satisfactory resolution is not reached at the resolution/conciliation level, the complainant shall state his or her complaint in writing (on a form to be provided by the principal), setting forth the nature of the complaint, all relevant details and the remedy sought. This form should be submitted to the pastor within ten (10) working days following the meeting with the principal.



**Formal Action:**

- **Level Three**-Presentation to the Pastor
- **Level Four**-Presentation to the Superintendent

**Harassment**

Saint Anthony Catholic School is committed to maintaining an academic atmosphere that is free from violence, personal abuse, or any form of harassment, where faculty, staff, and students can work and study together comfortably. Saint Anthony Catholic School will not tolerate any form of harassment, violence, or intimidation occurring in the school, outside the school, or at school-sponsored events. Harassment as described in this policy, consists of unwelcome conduct, whether verbal, written, physical, and/or visual, that is based on a person's gender, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, or citizenship status. Harassment can originate from a person of either sex against a person of the same or opposite sex, and from students or employees. Threats of violence and other abusive expressions, physical harassment, use of inappropriate sexual words, actions or innuendos, comments directed at a person's gender are all inappropriate. Saint Anthony Catholic School will not tolerate harassing conduct that creates an intimidating, offensive, or hostile environment. Violations to this policy will be treated as a significant disciplinary matter.

Sexual harassment deserves special attention and is prohibited by Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. Unwelcome sexual advances, requests for sexual favors, sexual motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature constitute sexual harassment when any of these conditions exist:

1. Submission to such conduct is made by either explicitly or implicitly a term or condition of an individual's employment or education.
2. Submission to or rejection of such conduct by an individual is used as the basis of employment decisions or awarding of a grade.
3. Any conduct of a sexual nature is committed between an employee and a student.
4. Such conduct has the purpose or effect of unreasonably interfering with the individual's work or educational performance or creating an intimidating, hostile, or offensive work environment.

Some examples of such behavior include (but are not limited to):

- **Written contact** – Sexually suggestive or obscene letters, notes, invitations, drawings, or computer messages.
- **Verbal contact** – Sexually suggestive or obscene comments, threats, jokes (including jokes about racial and gender specific traits), foul or obscene language or gestures, any

sexual propositions, sexual innuendo, comments about another's body, or sexual characteristics which may be construed as embarrassing to another.

- **Physical contact** – Any intentional patting, squeezing, touching, pinching, and brushing up against another's body, assault, blocking movement, or coercing sexual intercourse.
- **Visual contact** – Suggestive looks, staring at another's body, gesturing, displaying sexually explicit or suggestive or obscene objects, pictures, magazines, printed, or visual material.
- **Sexual blackmail** – Sexual misbehavior to control another person's actions.

Saint Anthony Catholic School will quickly investigate all complaints, including formal or informal, verbal or written, of sexual harassment and will discipline any student or employee who is found guilty of sexual harassment. To the fullest extent practicable, complaints, investigations, and terms of their resolution will be kept confidential unless evidence indicates that a criminal investigation is warranted. In this case, information will be forwarded to the proper authorities. Any person who reports in good faith any behavior that he/she perceives as sexual harassment will be protected from retaliation of any type.

Reporting procedures – Any person, who believes that he/she has been the victim of sexual harassment or sexual violence by a member of the Saint Anthony Catholic School community, or any person with knowledge or belief of such conduct, should report alleged acts, either orally or in writing immediately to the Principal. If the Principal is the individual who is believed to be harassing the employee/student the employee/student should notify the Pastor who will conduct the investigation.

The school shall promptly convene a review panel of administrators and professional consultants to conduct an investigation to be completed as soon as practical. During this process, investigators will gather and document all relevant specific information, such as dates, times, places, witnesses (if any), and nature of misconduct, by:

- Interviewing the student(s) involved
- Interviewing the suspected employee (if applicable) Interviewing any witness(es)
- Preparing or obtaining signed statements from the parties involved collecting and maintaining any relevant physical evidence, such as photographs, letters, e-mail correspondence, diary or journal entries, or presents
- Referring the victimized student(s) for medical treatment or counseling when necessary
- Coordinating investigation with law enforcement officials when necessary

During the investigation, the investigators will make every attempt to keep the names of the parties involved and the nature of the investigation confidential.

The investigators shall draft a report describing the steps of the investigation and summarizing the information gathered. This report shall be filed with the Principal within fifteen (15) days of the investigation's completion. The results of the investigation of each report filed under this policy will be reported to the student(s) involved and/or parents, and the school employee in question, if applicable, by the Principal.

If, after the investigation is complete, the Principal with the School Attorney's assistance and advice determines that the suspected sexual misconduct constitutes child abuse, he/she shall report that conduct to the appropriate law enforcement officials, as required by state law. If the Principal has already notified the appropriate officials about child abuse, he/she shall report any additional information the investigation uncovers.

Saint Anthony Catholic School considers acts of sexual harassment to be contrary to the Church's teaching on the dignity of the human person. Consequently, the school will investigate all complaints promptly and aggressively. Where acts of sexual harassment are found, appropriate disciplinary action will be taken which may include warnings, parents conferences, suspension, or expulsion.

*False charges* – Each person has the right to his/her good reputation. Anyone who purposefully does anything to damage the good reputation of another has committed a serious, moral wrong. False and malicious complaints of sexual harassment (as opposed to complaints which, even if erroneous, are made in good faith,) will result in appropriate discipline, up to and including, expulsion.

### **Injuries**

All injuries sustained on campus at any time, or at school-sponsored events off-campus, should be reported immediately to the main office. Injuries attended by a member of the staff are reported to the office in an Injury Report Form.

### **Library**

Students regularly visit the library to check out books and to receive instruction. While in the library, they are under the supervision of the librarian and/or teacher.

A fine of ten (10) cents per day will be assessed for overdue books. Students with overdue books or unpaid fines will be restricted from checking out books until all books are returned and fines have been paid.

Lost or damaged books while in the care of a student will be required to be replaced or paid for by the student. Penalties assessed for lost or damaged books help replace lost books and other library materials.

## **Lockers**

Since school lockers are the property of Saint Anthony Catholic School, the school retains the right to open and inspect any locker at any time. School lockers may be locked only with a school-issued lock. Other locks will be removed. In making use of a school locker, the student assumes responsibility for maintaining its security by preventing others access to the lock combination and by ensuring the locker is locked at all times.

The school will not accept responsibility for personal items, books, etc. that are lost, stolen, or vandalized in a school locker.

The student will be charged \$25.00 if the lock is damaged.

## **Lost and Found**

Students who find lost items must immediately turn them into the office. Items will be kept in the Lost and Found for thirty (30) days, after the 30 days they will be donated to charity.

## **Medication**

Texas State Law forbids the dispensing of medications by school employees without the written request of the parent or legal guardian. If your child requires medication during school hours, this medicine must be sent to the school office with a note containing the following information:

- Name of student Name of medication
- The prescribed dosage of the medication
- The time(s) of administration of medication
- The EXACT dates of the medication is to be given
- In the case of prescription drugs, the full name of the prescribing doctor must be on the prescription.
- The signature of the parent or legal guardian.
- Texas State Law also requires that the medicine be sent in the ORIGINAL PHARMACY CONTAINER (prescription or nonprescription), labeled with the student's name.

All medicines will be kept in the nurse's station and will be dispensed by the assigned person in charge. All medicines will be sent home daily except for long-term medications. Students requiring long term medication (six weeks or longer) must present a permission form completed by the physician prescribing the medication. These forms may be obtained from the school office.

For the safety of all students, no child should be sent to school with a fever (temperature of one hundred degrees or above). The student should remain at home until he/she has been fever free for twenty-four (24) hours.

No child is to be left at school once he/she has become ill or injured. An ill or injured child will be made as comfortable as possible until the parent or legal guardian, or someone designated by a parent/guardian takes the student home.

### **Non-Custodial Parent**

Saint Anthony Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. **In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the** academic records and to other school-related information regarding the child. It is the responsibility of the custodial parent to provide the school with an official copy of the court order specifying that no information should be given to the non-custodial parent.

### **Notification of Asbestos**

In compliance with the U.S. Environmental Protection Agency (EPA) and Asbestos Hazard Emergency Response Act (AHERA), Saint Anthony Catholic School was required to have an inspection of building materials. All catholic school buildings of the Diocese of Brownsville were inspected by a licensed accredited consultant from Ambiotec Environmental Consultants, Inc. The Inspection Management plan is on file in our administrative office. This management plan assures that students and personnel are free from any exposure to asbestos containing materials. The plan is available for review upon request of the principal at any time during normal school hours.

### **Obscenity**

Obscenity is defined as materials that a reasonable person would find offensive. Students involved in obscenities are subject to serious disciplinary action.

### **Parent-Teacher Conferences**

The purpose of these periodic meetings between parents and teachers is to discuss the child's progress and personal development. They are professional, confidential and are held at the end of each Report Card Quarter. Conferences are formally scheduled at the end of the each academic quarter of the year. Conferences may be scheduled before school, after school, or during the teacher's planning period, but never during class time. Over the phone conferences are discouraged.

### **Parties**

Classroom parties/celebrations will be organized by the teacher with the assistance of classroom parents and/or individual parents. Guidelines set by the school administration must be followed.

- Students may not distribute private birthday invitations at school unless the entire class is invited
- Flowers, balloons, etc. are a disruption and a distraction, to the learning process therefore they are prohibited and will be sent back to the distributor.

- For birthday celebrations, parents may arrange to bring a simple treat such as cupcakes and juice boxes during lunch which can be easily distributed. Avoid peanut butter products.

Montessori “Celebration of Life” is arranged with the individual teacher. Treats must remain simple within stated guidelines above.

### **Public Displays of Affection**

Hand-holding, kissing, clinging, and other displays of romantic affection are not appropriate to the academic setting and are subject to immediate disciplinary action.

### **Release of Records**

- Copies of permanent records and health records can only be released to a receiving school when that school directly requests them to Saint Anthony Catholic School.
- School records can be released to a receiving school without an on-site parent’s signature on file.
- To release special education or psychological test results to a receiving school a parent’s release form must be on file.

### **Suspension from Athletic Teams**

Suspension from a Saint Anthony Catholic School athletic team will occur in the following instances:

- Misconduct directly associated with the student’s participation in the sport.
- As a goal-oriented, temporary inducement to correct the student’s failing grades in the classroom.

Suspension includes the student’s active participation in practices, scrimmages and games. The length of the suspension will be until that time when the student has raised his/her grade average to the level of passing. The coach will notify the principal of all suspensions from the school sports.

### **Telephone Calls**

School office phones are to be used for official business only and extreme emergencies. No personal calls will be permitted during school hours.

### **Textbooks**

All hardback student textbooks must be covered at all times. Students who lose or misplace a textbook or workbook will be required to replace it at their own expense. The replacement cost of a hardback book is seventy-five dollars (\$75.00); workbook is twenty-five dollars **(\$25.00)**. This cost of a textbook will not be refunded if the original lost book is found.

### **Vandalism**

Destroying, damaging, or defacing school grounds or property is a criminal act, is an extreme form of disrespect, and results in unnecessary financial loss to all the families at Saint Anthony Catholic School. Vandalism of the property of any faculty or staff member is an equally grievous offense. Students found to have committed vandalism will be subject to severe disciplinary action and made to cover the expenses of the vandalized property.

### **Visitors and Volunteers**

To maintain a safe environment, all parents, volunteers, visitors and guests must report to the school office before entering campus. All volunteers working directly with students must pay for a criminal background check and take the Protecting God's Children workshop. Volunteers are asked to sign-in, request a volunteer badge and indicate where they will be assisting. This procedure helps the office staff to locate volunteers quickly in case of emergencies. Volunteer badges must be returned to the school office upon departing the school. Visitors are not permitted in the classrooms without the approval from the administration.

### **Weapons**

Students who are found in possession of any type of firearms, any type of knife, any weapon, or any items that can be used to injure or kill, will be immediately suspended from school and will be reported to the proper authorities. After a thorough investigation of the matter completed within forty-eight (48) hours, the principal shall respond by employing appropriate disciplinary consequences.

### **Weather-Related School Closing**

In case of school's closing because of severe weather conditions, the school will broadcast in the radio/TV closing and re-opening. Generally, Saint Anthony Catholic School follows the plan of Harlingen School District.

## **Section IX: Student Organizations**

Enrichment of student life at Saint Anthony Catholic School is offered through a variety of activities. Student clubs, organizations, and athletic teams are offered to provide for the particular interests or talents. Clubs, organizations and athletic teams may establish their own code of conduct in addition to the code of conduct established by the school.

To be eligible to participate as a member of student organization the student must:

- Be in good standing academically – 70 and above in all classes
- Possess good citizenship qualities – Satisfactorily in conduct Current on all tuition and fee obligations

### **Clubs and Organizations** (subject to change depending on interest)

1. Student Council- Eligibility: students in grades 4-8.

2. National Junior Honor Society (NJHS) Eligibility: students in grades 6, 7, and 8
3. Private Schools Interscholastic Association (PSIA) Students in grades 1-8
4. Liturgical Choir – Eligibility: students in grades 4 - 8
5. Piano, Voice and Guitar Lessons: Students may take piano, voice and guitar lessons after school at an extra charge.
6. Sports – A variety of sports at various grade levels
7. Band
8. Green Club
9. Yearbook
10. Chess Club
11. Art Club
12. Boys and Girl Scouts

\*Some clubs and programs meet after school

### **Ethical Code of Conduct at Athletic Competition**

Both participants and spectators, including parents, will abide by the following rules:

- Decisions of the official must be respected.
- Respect must be shown for coaches and players of both teams.
- Stand for prayer
- Any image or model of a school mascot should be displayed before the home fans only. It should not be paraded in front of the opposing team or their spectators.
- Signs may be displayed for identification or for developing school spirit.
- No one will display a derogatory sign at any athletic event





# Saint Anthony Catholic School Parent–Student Handbook

## 2016-2017

**I have read the St. Anthony Catholic School Parent-Student Handbook and agree to accept the policies and regulations.** I agree to discuss appropriate areas with my child(ren). I further understand that the Technology Acceptable Use Agreement regarding Internet and general computer access at St. Anthony Catholic School located within this handbook is designed for educational purposes, and that use of this system by my child, must be in accord with the educational and religious goals of SAS. I further understand that for any violation of the Technology Acceptable Use Policy access privileges must be revoked and school disciplinary action take. My signature below indicates that I understand and agree to abide by all policies of the school.

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Signature of Parent/Legal Guardian

Date

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Signature of Student (Grades 1-8)

Date

**A Parent-Student Handbook must be signed for each child enrolled at Saint Anthony Catholic School.**

**Please sign and return the St. Anthony Catholic School Parent-Student Handbook to the homeroom teacher no later than August 28, 2016**

**This agreement must be in your child’s permanent record file to continue their enrollment at Saint Anthony Catholic School.**

THE ADMINISTRATOR AND/OR PASTOR OF SAINT ANTHONY CATHOLIC SCHOOL MAY AMEND THE POLICIES AND PROCEDURES FOUND IN THIS HANDBOOK AT ANY TIME. PARENTS WILL BE NOTIFIED OF ANY CHANGES, ADDITIONS OR DELETIONS THROUGH THE SCHOOL OFFICE.