



Parent Student Handbook

2018-2019

St. Anthony Catholic School
Established 1916

203 Dunne Street
Robstown, TX 78380
361/387-3814
anthonyschoolsaint@yahoo.ca



Celebrating 100 Years
1916-2016

"Where Jesus is our Teacher."

Dear Parents/Guardians:

May the name of the Lord be praised now and forever!

I would like to express my thanks for entrusting your children to us despite the cost of education. We know that you are motivated to send your children to St. Anthony School because you believe that this school is an authority in Christian values formation being a Christ-centered community of faith and knowledge for the formation of the whole person and inspires action in service to others.

This Handbook has been formulated to serve as your guide to strengthen the bridge between the HOME and the SCHOOL. We, then strongly encourage you to use it, understand it and abide by it and assist the school to function effectively and efficiently.

While we can hardly capture in a set of policies, guidelines, rules and regulations the real essence of Catholic Education, we also bear in mind that our creative efforts are guided by our diocesan convictions, values and principles. Hopefully this Handbook serves its purpose of bridging the gap/strengthening the bond between the home and the school.

Again, thank you and God bless you for choosing St. Anthony School for the education of your children.

Sincerely yours,

Mrs. Norma Castaneda

Mission Statement

St. Anthony School is a Christ-centered community of faith and knowledge for the formation of the whole person and inspires action in service to others.

School Philosophy

St. Anthony School, together with family and community, strives to instill a life-long Catholic philosophy by educating the whole child.

General Information

School Hours

The school office is open daily from 7:40 a.m. to 5:00 p.m. Prayer assembly starts at 7:45 a.m. in the school patio. Classes begin at 8:00 a.m. Students will be marked tardy at 7:45 a.m. All students are dismissed after 3:30 p.m. prayer from Mother Julia Hall.

Parents are to drop off their children at the gate outside of Mother Julia Hall in the morning. At the end of the day, all-parents must pick-up their child/ren promptly from the pick-up area, while following the designated route. St. Anthony School cannot take responsibility for any child who is on the campus before 7:00 a.m. or after 3:45 p.m.

Breakfast is served from 7:00 a.m. to 7:30 a.m.

Tutorial Program

The school provides an after-school tutorial program for students who need more one-on-one study time with a teacher. This program is offered from 3:45-4:30 p.m., Tuesday through Thursday. However, to prevent this program from becoming used as an after-school program, only those students recommended by their teachers are allowed to participate.

Non-Custodial Parents

It is critical for parents to provide the school with a copy of any and all current court orders or other legal documents pertaining to their child at the time of enrollment or within 30 days of a CHANGE IN A CUSTODY ORDER. Absent of such orders, school administrators will assume that each parent of a student has EQUAL RIGHTS TO THAT STUDENT.

Family Custodial Policy

***See back of the handbook for the complete Policy

Parents/ Visitors on Campus

For the safety of our students, all parents/guardians, volunteers, and visitors are required to sign in at the school office. All visitors must sign in and submit an unexpired, government-issued form of identification to obtain a visitor's pass/ escort before going elsewhere on campus. When leaving the campus, visitors will return the Visitor's Pass to the school office and receive their form of identification.

- Emergency messages to a student will be taken and delivered by the office staff.
- Parent messages to a teacher will be taken and delivered by the office staff.

All visitors are expected to demonstrate the highest standards of courtesy and conduct.

The front gate closest to Tex Mex Avenue is the gate that should be used to enter the school. It will remain unlocked during the day until 2:45 p.m. You may not use the gate on Indiana Street at any time during the school day to enter the campus. All school personnel/teachers do not know all the parents, therefore, it is impossible to determine if an adult on campus is a parent or a stranger. Your child's safety is our first priority.

All parents/visitors **MUST** report to the school office upon entry into the campus. Forgotten items dropped off (lunches, assignments, projects, messages, etc.) are to be left in the school office and we will ensure its proper delivery. Teachers and students are not to be disturbed during the school day. Parents should not disturb the teachers and students by going to the classroom directly.

Teachers have many duties before, during, and after the school day, and must care for all students. Please do not accompany your child/ren to their classrooms. If you need to meet with your child's teacher, please send a note in with your child to arrange an appointment, or leave a message at the school office. Parents who volunteer to serve lunch or who volunteer in another capacity in the school **may not drop in to a classroom to see their child nor linger inside a classroom for a period of time during the day.** This is an interruption to the teacher and to the educational process.

Visits to classrooms during instructional time are only permitted with prior approval from both the principal and the teacher, since it may interfere with the delivery of instruction and disrupt the normal school environment.

Parent-Teacher Conferences:

Parents or students should first contact the teacher or school representative directly responsible for the class or activity being questioned. In order to maximize instruction time and minimize classroom distraction, we ask that these conferences, if at all possible, be held after normal school hours. If the parent or student is not satisfied with the result of this communication, the school's Dean of Students should be contacted in order to schedule a meeting to discuss the matter with all involved parties. In case the matter is still not resolved to the parent's satisfaction, recourse should be made to the school principal. *Please do not approach the principal directly, unless the above procedures have been followed.*

Student Information

Admission

St. Anthony School exists in order to help the Church accomplish her mission to proclaim the Gospel and evangelize all peoples. The school serves the parishioners of St. Anthony Parish, as well as students from other Catholic parishes and from other religious denominations that choose a Catholic education for their children. Therefore, St. Anthony School does not discriminate on the basis of sex, race, religion, social level or ethnic origin in the administration of its admission of policies, educational policies, and scholarship policies.

The age of admission for a child entering Kinder 3 is that the child must have turned 3 on or before September 1st. This policy, which is mandated by the Diocese, also pertains to Kinder 4. The child must have turned 4 on or before September 1st. The Kindergarten child must be 5 on or before September 1st. Students entering First Grade must be 6 on or before September 1st.

Prior to enrollment in the Early Childhood Program, all children **must be toilet-trained.*

For admission to all grade levels, a student will present an official certification to the school office. This includes the following documents:

- Birth certificate
- Baptismal certificate
- Updated Immunization record
- Social Security #
- Report Card
- Transfer record
- Registration form (*all returning students must turn in updated registration forms*)

Along with these documents, a registration payment is required so your child may begin school at St. Anthony (with the Principal's approval)

New, Transfer and Re-Enrolled Students

All New, Transfer and Re-Enrolled students will be admitted on a **probationary basis**. This probationary period will be a duration of up to 4 weeks, but no shorter than 2 weeks, in order to allow the monitoring of the student's schoolwork and classroom behavior. During this probationary period, a student experiencing difficulty will have his/her parents contacted for discussion of the situation and to reach a consensus for the future direction of the student. At the end of the probationary period, the teacher, the student's parent(s), and the school principal will meet to discuss whether or not the child may continue his/her educational process at St. Anthony. If no consensus is reached by all parties, the student will be withdrawn from the school.

Admission of Home – Schooled Children

In the case of children who have been home-schooled and who are seeking admission into a Catholic school, proper documentation must be submitted to the school for the purposes of evaluation and placement, including but not limited:

- Portfolio of student's work
- Report cards
- Recommendation from previous schools
- Home School Curriculum used with the child.

Immunization Policy

Every student enrolled in Catholic schools in the Diocese of Corpus Christi shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services.

A student who fails to present the required evidence **shall not be accepted for enrollment.** The only exception to the foregoing requirements is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas.

Students whose parents/guardians choose not to adhere to this policy will not be allowed to enroll or continue to be enrolled in a Catholic school in the Diocese of Corpus Christi.

Registration

To enroll your child in St. Anthony School, the parent/guardian must turn in a completed registration form with the registration fee of \$250 per student enrolled. This Registration fee allows our school to purchase workbooks, test materials and accident insurance for every student. **The registration fee is non-refundable and non-transferable.**

School Attendance

Absences

According to House Bill 5, all Texas students are required to be in attendance 90% of the school year. Diocesan policy states that 18 or more excused and/or unexcused absences per school year will result in retention.

To obtain an excused absence, the parent/guardian is requested to call the school office by 9 a.m. each day that their child is absent. When a student returns to school following an absence, we must have a note from the parent stating the reason for the absence. Students who are absent longer than three days will require a Dr.'s excuse upon return to school. **Parents will have three days to provide this documentation for an excused absence.** Otherwise, the absence will be unexcused.

Excused absences allow the student to make up any assignments and tests missed. Students will have one day, for each absent day, to make up the work. Students who have an unexcused absence are still responsible for the information, but are not permitted to make up the missed work.

Any student who exceeds 5 absences within a 9-week grading period will be required to attend a Mandatory Saturday School for that grading period from the hours of 8am-12pm at a daily rate of \$30. The mandatory Saturday will be scheduled on the first Saturday of the next 9-week grading period. Parents will be required to sign a contract with the terms for the Saturday School.

Routine dental and medical appointments should **not** be made during school hours. The absences are recorded as a regular absence or partial day absence.

Parents are asked to schedule family trips during fall break, spring break, or during regular school holidays. Students removed from school for vacations are illegally absent from school. Parents are required to notify the school of the vacation, in writing, at least one week in advance. Teachers are not required to prepare work for a student prior to illegal absences. The family assumes responsibility for the educational needs of the child while on vacation. It is not recommended that students be taken out of school for vacation purposes.

*Any student who is out of campus on school functions will **not** be counted absent and will still be eligible for an attendance award.

Tardies

Arriving to school on time will greatly benefit your child's promptness in the future. Chronic tardiness will lead to parent notification and appropriate disciplinary action.

All students should be in their homeroom line in the school patio and prepared for the school day at 7:45 a.m. Students arriving after the 7:45 a.m. bell will be counted tardy by the homeroom teacher. Six tardies count as one unexcused absence. As a result of this tardy-to-absence conversion, any student who exceeds 15 tardies within a 9-week grading period will be required to attend the Mandatory Saturday School as described in the aforementioned Absences section.

Morning Assembly Schedule:

7:45 a.m. Morning Prayer begins.

8:00 a.m. Students walk to the classrooms to start instruction.
(Instructional day begins).

After the Morning Prayer, students will proceed to the Church for weekly Mass:

Wednesdays: Kinder 3 through 3rd grade

Fridays: Grades 4, 5, 6, 7, and 8

Clarification of Times

If a student arrives after 10:00 a.m., s/he will be counted absent for the entire day. If a student leaves school before 10:00, s/he will be counted absent for the entire day, if s/he does not return on the same day. A student is absent for one whole day when s/he has not been in school for at least two hours in the morning and two hours in the afternoon. A student present at the time of daily attendance, but who is picked up from school for part of a day for more than 15 minutes is considered missing part of a school day and will be counted as a partial day absence.

Any Middle School students who leave school before the instructional day is over will have their absence counted per subject. All students will be required to attend mandatory tutoring on the next available tutoring day of their teacher.

Any early dismissals will be allowed up to 2:45 p.m. This dismissal will be recorded as a half-day afternoon absence. After 2:45 p.m., your child must remain with their class until after 3:30 p.m. prayer.

*Any student leaving early or arriving late is not eligible for the Perfect Attendance Award.

*As per Texas standards, a student may be retained or asked to leave St. Anthony School for absences of 18 days (actual absences or absences accumulated from tardies) or more within a school year.

Dress Code and Grooming

The purpose of the school uniform is to encourage dignity in personal appearance and foster pride in St. Anthony School. Other purposes of the school uniform are to eliminate peer pressure, self-consciousness, or elitism. A student must be in complete uniform **every day**.

All St. Anthony School faculty and staff will enforce the dress code. They will dress in a professional manner, in order to set a positive example for our students.

Students who are not in compliance will be given an opportunity to correct the problem with a phone call to a parent/guardian to bring the proper uniform items. Parents are requested to bring the necessary pieces of clothing in a timely manner. If not corrected, the student will be issued a Dress Code referral form for non-compliance. 5 Referral Forms will result in a Mandatory Afterschool Detention.

Persistent and defiant violations will result in an in-school suspension. The principal or designee has the authority to exclude any items of clothing or jewelry deemed inappropriate or distracting to the educational process.

The Principal/Designee has the authority to make a ruling on any controversial dress code issue in question.

Hairstyles

Students' hair shall be clean, neat, and well-groomed in appearance. Hair styles which disrupt or distract from instruction are prohibited. Hair styles that are considered disruptive include Mohawks, spikes, unusual colors/streaks/highlights, or any fad hairstyles.

- Boys' hair must not extend over the shirt collar. Boys with facial hair must shave. Excessive hair spray or styling mousse is not permitted. Hair may not be worn past the eye brows.
- Girls' hair should always be tied back into a ponytail. Girls are not permitted to wear large decorative bows and bands in their hair (bows cannot be larger than 3"). Only small navy **blue/white or school plaid** hair accessories are allowed. Excessive hair spray or styling mousse is not permitted. Hair may not be worn past the eyebrows.
- The overriding rule is: BE TRADITIONAL AND CONSERVATIVE.

Jewelry

- Boys and girls may only wear a small cross or crucifix on a simple chain or a scapular and a simple wristwatch.
- Girls are only allowed to wear stud earrings or hoops no larger than dime size, (the measurement is: a child's finger should not be able to fit through the hoop).
- Boys may not wear earrings.
- Rings are not allowed for boys and girls.
- No Fad Jewelry is allowed (e.g. plastic bracelets, friendship bracelets, etc.)
- The school is not responsible for the loss, damage or theft of any jewelry.

Make-up

- Make-up, colored nail polish and long nails, are not appropriate for Elementary and Middle School students and are therefore NOT permitted.

Contact Lenses and Sunglasses

- Contact lenses must be clear. Colored contact lenses that change or mock natural eye color are not allowed. Sunglasses are not to be worn during the school day unless it has been permitted by the principal.

St. Anthony School Uniform

Boys:

K3 - K5:

Weekly Dress Code:

Navy blue dressy shorts/navy blue pants (or school mesh shorts with school logo), Navy School T-shirt with a school logo or royal blue polo with school logo(optional), white or black crew socks, and solid black tennis shoes.

Wednesdays, First Friday of each Month, and other designated Mass days:

White oxford shirt with a school logo, navy blue pants, white crew socks, black belt, and solid black leather shoes and navy tie.

1st – 3rd Grade:

Weekly Dress Code: Royal blue polo with school logo, navy pants, black belt, white/black crew socks, solid black tennis shoes.

Wednesdays, First Friday of each Month, and other designated Mass days:

White oxford shirt with school logo, navy pants, white/black crew socks, black belt, solid black leather shoes, and **Navy tie.**

4th & 5th:

Weekly Dress Code: Royal blue polo with school logo, navy pants, black belt, white/black crew socks, black leather shoes.

Fridays, and other designated Mass days:

White oxford shirt with school logo, navy pants, white/black crew socks, black belt, solid black leather dress shoes, and **Navy tie.**

6th – 8th Grade:

Weekly Dress Code: Royal blue polo with school logo, navy pants, black belt, white/black crew socks, black leather shoes.

Fridays, and other designated Mass days:

White oxford shirt with school logo, navy pants, white/black crew socks, black belt, solid black leather dress shoes, and **plaid tie.**

****No flair or Cargo pants**

****No baggy pants**

- Underclothing should never be seen through or extend beyond the uniform. Only white undershirts are permitted.
- Commercial logos are NOT permitted.

Girls:

K3 – K5:

Weekly Dress Code:

Navy blue dressy shorts/navy blue pants (or school mesh shorts with school logo), Navy School T-shirt with a school logo or royal blue polo with school logo(optional),, white or black crew socks, and solid black tennis shoes.

Wednesdays, First Friday of each Month, and other designated Mass days:

White Peter Pan oxford blouse, Navy crisscross jumper with a school logo, Navy knee high socks, black leather Mary Jane shoes.

1st - 5th Grade:

Monday – Friday

White Peter-Pan oxford blouse, crisscross jumper with a school logo, navy knee-high socks, solid black tennis shoes (grades 1st-3rd), black leather Mary Jane shoes (4th & 5th)

6th – 8th Grade:

Weekly Dress Code: Royal blue polo with school logo, plaid skirt (knee length), navy knee-high socks, black leather Mary Jane shoes.

Fridays, and other designated Mass days:

White Peter Pan oxford blouse, plaid skirt (knee length), navy knee-high socks, black leather Mary Jane shoes, and plaid cross tie.

- Undergarments should never be seen through or extend beyond the uniform. Only white undergarments are permitted.
- Commercial logos are NOT permitted.
- Skirts and jumpers should be no more than 2" above the knee.
- School mesh shorts with the school logo must be worn underneath all skirts and jumpers.

All backpacks must be solid navy blue or black.

All hooded sweatshirts, sweaters coats, and jackets must be solid navy blue or black.

Winter (November through January):

- Boys/girls may wear white turtlenecks underneath their uniform shirt/blouse.
- Girls may wear navy leggings or tights only, underneath their uniform skirt or jumper.
- St. Anthony Uniform Warm-ups are ONLY allowed for daily uniform use by students in grades K-3 through K-5; School T-shirts MUST be worn underneath the sweatshirts. Students in any other grade level may purchase the warm-ups for use during P.E. classes.

Dress Code for Free Dress and Spirit Days

- Students must still wear attire that maintains Christian modesty and show respect for themselves and others around them. Students in violation may forfeit this privilege and be required to wear their regular school uniform on all future Free Dress and Spirit days.
- A student's regular school uniform must be worn if a student does not want to participate in Free Dress or Spirit days or when their privilege has been forfeited.
- The required P.E. uniform, must still be worn by 4th-8th grade students during P.E. class, to receive full credit for the day.

All Girls

Spirit Day Shirts: Approved St. Anthony School Spirit T-Shirt

Free Dress Day Shirts: Must have sleeves and fit properly. May not be tight, baggy, sloppy, ragged, or revealing. NO LOWCUT BLOUSES. NO STRAPLESS. NO TANK TOPS. NO TUBE TOPS. NO SPAGHETTI STRAPS. NO SHIRTS HANGING OFF THE SHOULDER(S). NO KEYHOLE SLEEVES. NO HALTER TOPS. Midriffs, cleavage, and undergarments should not be visible.

Pants/Jeans: Must be regular fit and worn at the waist with a belt. May not be baggy, tight, hip-huggers, low-rise, torn, or ripped. NO SHORTS. NO SKINNY JEANS. NO LEGGINGS. NO JEGGINGS.

Skirt: Must not be more than 2" above the knee.

Shoes: Athletic shoes or closed-toe shoes. Socks must be worn. NO SANDALS. NO FLIP-FLOPS. NO BOOTS.

All Boys

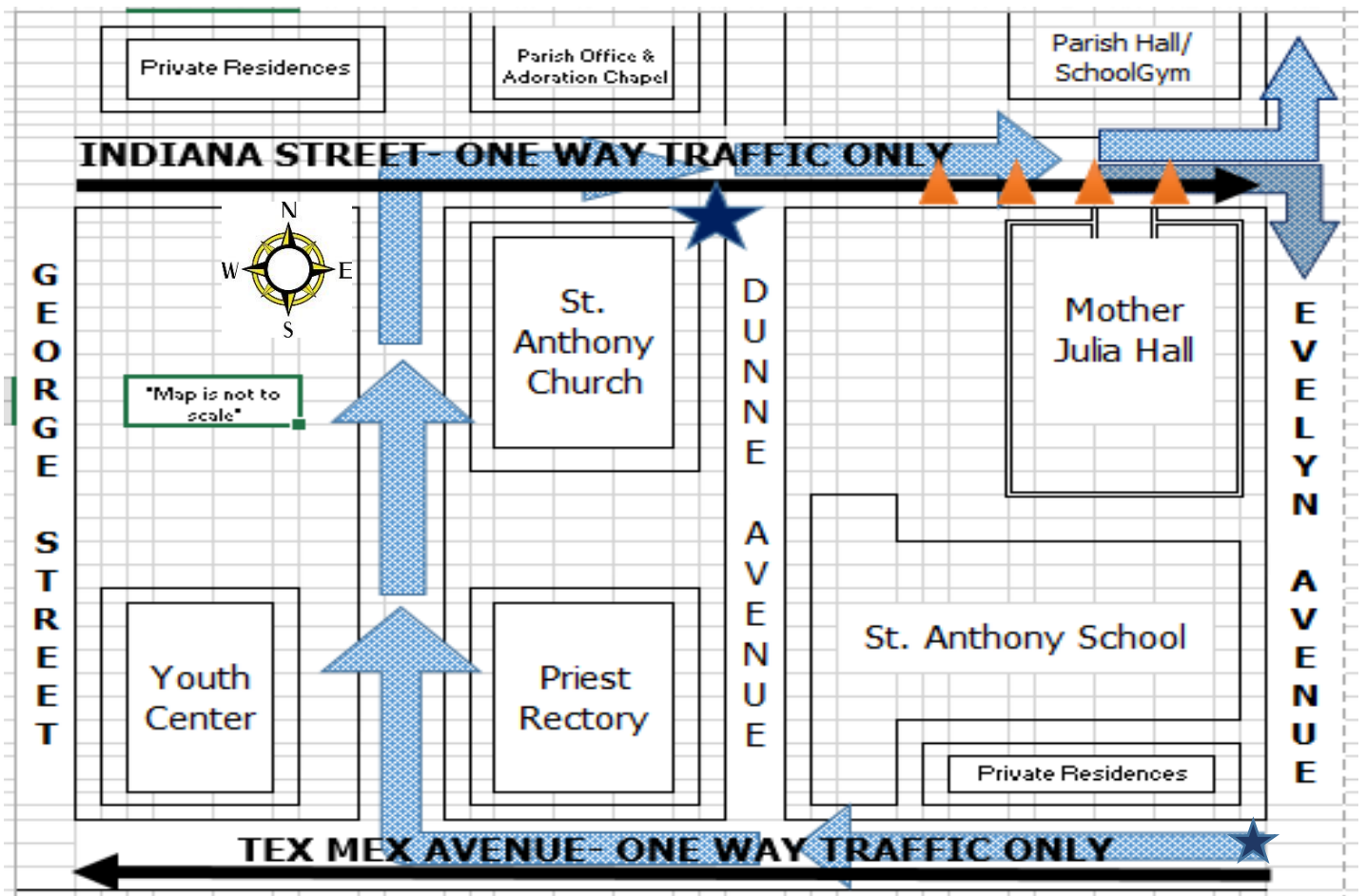
Spirit Day Shirts: Approved St. Anthony School Spirit T-Shirt

Free Dress Day Shirts: Must have sleeves and fit properly. May not be tight, baggy, sloppy, ragged, or revealing. NO TANK TOPS. Undergarments should not be visible.

Pants/Jeans: Must be regular fit and worn at the waist with a belt. May not be baggy, tight, hip-huggers, low-rise, torn, or ripped. NO SHORTS. NO SKINNY JEANS.

Shoes: Athletic shoes or closed-toe shoes. Socks must be worn. NO SANDALS. NO FLIP-FLOPS. NO BOOTS.



Student Drop Off and Pick Up



Morning Drop Off

- Students must be dropped off with the teacher on duty at the school gate on the Indiana Street side of Mother Julia Hall between 7:00 a.m. and 7:40 a.m. One faculty member and a couple of Middle School students will be on duty to monitor the children.
- Students who are in booster and car seats should have those seats on the right, passenger side of the vehicle to expedite drop off.
- Any students arriving after 7:45 a.m. must be dropped off at the corner of Indiana Street and Dunne Avenue and will enter the school through the gate on Dunne Avenue for Morning Prayer in the school patio. These students are considered tardy and these tardiest will be tracked by their homeroom teacher.
- A barrier will be placed on Indiana Street/Dunne Avenue between 7:40 a.m. and 7:45 a.m. by a faculty member on duty, who will remain at this corner until 7:55 a.m. ****DO NOT PARK ON TEX MEX AVENUE FOR ANY STUDENT DROP-OFFS.****

Afternoon Pick Up

- All students will be dismissed from Mother Julia Hall after 3:30 p.m. prayer to those parents who are waiting in line at the pick-up route.
- Vehicles may begin lining up in single-file order on Indiana Street, in the parking lot between the rear side of St. Anthony Church and the Youth Center, and around Tex Mex Avenue. Please review the arrows on the map above  to follow the correct traffic flow.
- Please avoid parking in the designated Disabled Parking spaces on Indiana Street next to the church, unless you have a placard. Robstown P.D. will enforce all traffic rules.
-  Teachers will be stationed at each of the four cones to ensure the safety of the students coming out and direct them to the correct vehicle. Please move vehicles as far forward as possible, when asked to do so.
- If child needs assistance in buckling up, please pull over to the left hand side of Indiana Street, in between the cone area and Evelyn Avenue. Once the child is buckled, vehicle may merge back into the flow of traffic. ** Teachers are not allowed to buckle the child's seatbelt. **
- Parents who walk to the school to pick up their children or park at the Parish Hall parking lot or parking spaces surrounding the school and walk up to Mother Julia Hall, will be requested to wait until the very end of the pick-up route, after all vehicles have picked up the students who have waited. **NO EXCEPTIONS.**

Classroom Procedures

St. Anthony School has determined certain procedures to be used in the classroom, and these are the guidelines to be followed:

- It is the student's responsibility to attend classes with the proper materials (a list of these materials can be obtained from the school office).
- Students will abide by the rules set up by their classroom teacher.
- If a student is having problems, the student and his/her parents will discuss the matter with the teacher involved.
- An appointment should be made so the discussion can be private.
- Students remain in class until dismissed by the teacher, and an orderly exit from the classroom is expected at all times.
- A teacher may remove a student from class in order to maintain effective discipline in the classroom. Students will be sent to the Office with a referral.

Curriculum, Homework & Books

St. Anthony School strives for high standards of Catholic education by following the curriculum guidelines of the Diocese of Corpus Christi and the guidelines and directives proposed by the Texas Commission of Catholic Education. The school curriculum includes: Religion, Math, Language Arts including English, Reading, Spelling, Writing, Penmanship, Vocabulary, Science, Health, Social Studies, Spanish, Art, Music, Physical Education, Technology and Computer Applications. All students are required to work on or above grade level.

Religion is an essential part of St. Anthony School, and is presented as a lived experience, rather than just another academic subject. Families of St. Anthony Students are encouraged to attend a special Mass celebrated in the parish church every second Sunday of the month at 10:30am. Students begin and end each day with a prayer. They are also encouraged to spend some time with Jesus in Eucharistic Adoration, go to Confession, and participate in the weekly morning Mass and other Holy Days of Obligation. Preparation for the reception of the sacraments of Eucharist and Reconciliation require the parents' participation in an adult religious formation program.

In the **Early Childhood Program**, creativity and self-expression are encouraged through art, music, literature, and dramatic play. Problem solving and investigation skills are developed through experiences in science and math activities. Physical skills are encouraged through the use of manipulative games, blocks, and outdoor play. Language skills are developed through books, storytelling, puppets, and opportunities for conversation and oral expression.

Catholic Faith, Gospel Values, Catholic Social Teachings, and the Beatitudes are integrated into the school day.

Homework is given by the teachers to reinforce concepts and skills taught in class and to foster habits of independent study. Homework is assigned daily from Monday through Thursday, with some long-term projects requiring Friday and weekend work. It is important, therefore, that homework be done by all students and returned the next day, or whenever the teacher specifies.

All students are required to have a homework notebook/folder. Students are to copy daily assignments given in class. If a student forgets an assignment at home, the student has to accept responsibility for his/her action and take the consequences. This is part of character formation, a vital part of their learning and growth. There is no minimum or maximum length of time per evening, as each student has different academic needs.

Each student is responsible for his/her textbook, workbooks and library books. Students are recommended to have a book bag to carry books and supplies to and from school every day. Textbooks and workbooks are to have book covers for their protection as indicated by the teacher.

Lost textbook must be paid for in full in order for report cards to be released to parents.

The school has the right to withhold records or report cards for those students who have not paid for lost textbooks. If a student damages a book, he/she will be required to purchase a new textbook as a replacement.

Grading, Reporting, and Awards

Report cards are issued after the completion of each grading period (term) this will be the written notice to parents of the student's progress in each subject area. The school year is comprised of four (4) nine week grading periods.

Progress reports will be sent home at the mid-point of each term. These reports are to be signed and returned to the school.

The following items are considered in grading a student in the various academic areas:

- Class work/homework is neat, complete, and submitted on time.
- Class participation and cooperation in the various activities conducted in the classroom.
- Appropriate achievement in all the tests and projects assigned by the teacher.

The conduct grade is based on behavior and attitude during class time and outside the classroom.

Students will be recognized at the end of each grading period for academic achievement as well as for good conduct. A student can earn awards for the following:

- The “A” Honor Roll
- The “A” & “B” Roll
- Perfect Attendance throughout the nine-week period
- “Christ-like” behavior in relationship to others

In order to receive any of the above awards, a student needs to have a satisfactory marking in “Conduct” and throughout the “Attitude” section of the report card. Being in compliance of wearing the school uniform is also considered part of the conduct grade.

If a student academically has an “A” or “A-B” average, they may not receive the Honor Roll for that term for the following reasons:

- Poor conduct
- Non-Uniform Compliance

Testing

Tests created and administered by the teacher are frequently given and are a large part of the student’s grade. The Diocese-mandated standardized test for all subjects is the **Iowa Test of Basic Skill** and is administered in the spring semester to all students from K5 – 8th Grade.

Promotion / Retention

Students will be promoted on the basis of academic achievement. Only in “special” circumstances, with the expressed approval of both Pastor and Principal, will a student be granted a “social” promotion. This is the exception. To be promoted from one grade level to the next, a student must attain an average of 70 or above in both Language Arts and Mathematics. In addition, a student must attain an overall yearly average of 70 or above to be derived by averaging the final numerical grade for Language Arts, Mathematics, Social Studies, and Science.

The importance of Religion is also to be recognized as an integral part of the curriculum and a requirement in St. Anthony School. Any student failing Religion must make up for the failure prior to the beginning of the subsequent grading period or the school year following a growth plan approved by his/her teacher.

Middle School Service Projects

In addition to the academic requirements, all 6th, 7th, and 8th grade students are required to complete 30 hours of service before promotion to the next grade level. There are many service opportunities provided during the course of the academic year. If unforeseen circumstances arise and a student is lacking some hours for completion, he/she may be eligible to obtain permission from the principal to complete any remaining service hours during the summer immediately following the current school year, under the principal's supervision. This is the exception and all attempts must be made by the student to complete their 30 hours of service by April 30th. Extra hours may not roll over into the following year.

K5 Promotion Ceremony

K5 students enjoy a beautiful promotion ceremony at the end of the scholastic year. The class performs a review for their parents, capturing the success and progress of the year in recitation and songs. There is a graduation fee that covers the cost of certificates, awards, and gifts for the end of the year ceremonies. All financial obligations must be met before a student is allowed to participate in the promotion ceremony.

8th Grade Graduation Requirements

To graduate from St. Anthony School, a student must meet the requirements of the promotion policy.

1. Academic Requirements: Students passing all subjects with at least a 70% are eligible for a diploma, contingent upon the other requirements. Students, who score below a 70% in one subject, will receive a diploma case noting the need for summer school; once the completion of summer school and a passing grade has been obtained, proof must be submitted to receive the diploma.
2. Financial requirements: This includes all tuition payments, fundraising commitments, lost or missing library books, damaged or lost books, cafeteria, graduation fee, service hour requirements, and any other outstanding debt. Graduation gowns will not be given and students will not participate in the public ceremony nor receive the diploma until all financial obligations are met.
3. Service Requirements: All eighth grade students are required to complete Service Learning Projects totaling **90 hours** of service, 30 hours per year in middle school.

Extra – Curricular Activities

In keeping with the guidelines of St. Anthony philosophy to prepare well-rounded individuals, St. Anthony offers:

- Student Council
- Chess Club
- Journalism
- Choir
- Piano
- Cheerleading
- National Jr. Honor Society
- White Army

*St. Therese

Parochial Sports League

The Parochial Sports League of the Diocese of Corpus Christi has been constituted to provide the opportunity for students in all Catholic elementary and middle schools to engage in sports competitions in an atmosphere where the Christian values of fairness, cooperation, honesty, integrity, and sportsmanship are fostered and modeled by the coaching staff.

Parents/Guardians of students participating in sports competitions sponsored by the Parochial Sports League are expected to be supportive of the activities sponsored by the League and of the decisions referees and other officials. Parents/Guardians of students participating in sports competitions when attending any sports events sponsored by the Parochial Sports League are expected to conduct themselves in a manner that exemplifies Christian values and virtues.

League Fees

Each student will be responsible for a \$15 fee per sport at the beginning of each season. We offer:

- Volleyball: 4th – 6th Grade boys and girls, 7th& 8th grade girls
- Basketball: 4th – 6th Grade boys and girls, 7th& 8th grade boys and girls
- Track: 4th-6th grade boys and girls

Athletic Booster Club

The purpose of our Athletic Booster Club is to assist with fundraising opportunities, promote attendance and spirit at athletic events, provide parent-oriented assistance to school sports, advocate for St. Anthony School sports in the community and provide a forum for discussions about athletic programs and related issues.

School – Wide Rules

Discipline

An important goal at St. Anthony School is to train students in the area of self-discipline. This will vary in expectation of the student based on age. While this does not appear in the curriculum as an area of study, self-discipline is the foundation for the whole educational process and develops a Christian character, personal study habits, orderliness and efficiency as a pattern for life. It is the key to moral development, good conduct, and consideration and respect for other people. Nevertheless, the responsibility of the school for developing self-discipline is secondary to that of the home and family. For this reason, at times inappropriate behavior by a student may necessitate a phone call to parents in order to set up a meeting with his/her teacher to discuss the problem.

Any one of the following disciplinary actions may be deemed necessary by the school to deal with the inappropriate behavior:

- Student conference
- Parent conference
- Removal from the classroom
- Detention after school
- Removal from extracurricular activities
- Suspension (not to exceed 6 days per semester)
- Expulsion

Students are expected to conduct themselves in an orderly manner at all times and in all places when in school or at school functions.

Students will comply with rules of conduct established by teachers to maintain discipline and order in their classrooms. Each teacher informs his/her class of discipline policies at the beginning of the year. Parents must accept the responsibility for helping their children develop self-control and assist by cooperating fully with school policies and supporting the administration and faculty in this educative task.

Third Strike Rule

Any student sent to the principal's office for at third time within a period of two weeks for discipline problems will be sent home that very day and not allowed to return the next school day. After that brief suspension, the child may be allowed to return to school.

Items Not Allowed at School

Weapons of any kind or any object thought to be or resembling a weapon (guns, knives, chains, etc.), lighters, cigars and matches, regular toys (except those provided by the teacher for Show-and-tell), trading and game cards are prohibited on and around campus. When a weapon is discovered the police will be notified and the student(s) will be immediately suspended and possibly expelled at the discretion of the administration.

Cameras, I-pods, video games, and any other electronic devices are not permitted. Cellular phones must be turned into the homeroom teachers at the beginning of morning assembly and will be returned at the end of the day. Students are not allowed to use cell phones within the school premises, including the gym. The Office has a telephone that students may use in time of emergency.

Students caught with cell phones or electronic devices will face the following consequences:

- *1st offense* – held for 1 week
- *2nd offense* – held for 1 month
- *3rd offense* – held until the end of the school year

Student Discipline Code

Disciplinary Actions will be taken for the following, but not limited to:

Suspension

A student may be suspended for any of the following reasons (but not limited to these):

- Use of disrespectful, profane or abusive language directed towards staff, student or a parent of another student is not acceptable.
- Use of gang signs or language.
- Threats (verbal or action) made toward a staff member, another student or parent, or adult on campus.
- Severe disruptive or disrespectful behavior in the classroom, on campus, or on a school related field trip.
- Incidents of gross misbehavior such as fighting
- Willful damage to school property.
- Use of vulgar language
- Leaving campus without permission
- Bullying
- Stealing
- Cheating on class work/tests
- Forging parents' or guardians' signatures on school documents

There is a limit of two suspensions per year. If there is cause for a third suspension, the parents will be asked to withdraw their child from the school.

Expulsion

The following offenses (but not limited to these) committed by a student while under the jurisdiction of the school are reasons for expulsion:

- Actions gravely detrimental to the moral and spiritual welfare of the students.
- Continued willful disobedience.
- Open, persistent insubordination towards a teacher, substitute, or the Principal
- Habitual profanity or vulgarity
- Use, sale, or possession of narcotics or alcohol.
- Willfully cutting, defacing, or damaging any property belonging to the school, whether temporary or permanent.
- Stealing
- Habitual truancy
- Assault or battery, or any threat of force or violence directed towards any school personnel or students.
- Threats made by a student's parent/guardian toward any staff member, student or another parent.
- Possession and/or use of dangerous or hazardous items such as matches, lighters, chains, knives, guns, or gang-related weapons.

Expulsion is a very serious matter and will be invoked only in extreme cases or as a last resort. A student may be expelled for a single grave offense or a series of offenses that indicate that the student has a hostile attitude or is in continuous violation of the school's rules.

When a serious case arises, the following procedures will generally be followed:

- A conference with Principal, the teacher, the parents, and the student.
- Suspension of the student for a definite period of time if the problem cannot be resolved through a conference.
- Expulsion following readmission from the suspension, if it becomes clear that there has been no change in attitude.

However, depending on the nature of the offense, the principal reserves the right to enact an immediate expulsion of a student, particularly in (but not limited to) cases of threats by students or parents and the possession or items that can be used as weapons.

Substance Abuse and Gang – Related Activities, Self-Mutilation (cutting)

As for the procedure dealing with substance abuse, students who possess, use, or transmit illegal drugs or an alcoholic beverage, either during the school day or at a school-sponsored activity after hours, will be dealt with in the following manner:

- *First offense:* suspended until the student and his/her family have enrolled in professional counseling. On-going spiritual counseling/guidance will be available.
- *Second offense:* Expelled immediately in accordance with the established Diocesan policy.

Youth gangs or gang-related activity will be dealt with the same procedure as drug and alcohol abuse. A gang is defined as any non-school sponsored group, usually secret and exclusive in membership, whose purpose includes unlawful or anti-social behavior, or an action that threatens the welfare of others.

Field Trip Policy

Field trips are a privilege afforded to students, and as with any privilege, students may be denied participation if they fail to meet academic and/or behavioral requirements or their fees are not current. Parents/guardians who are drivers are expected to sign the permission form that releases the school from liability. Parents/guardians who offer to transport children on a field trip are to provide their full name, driver's license number, and proof of insurance to the school office, so that they may be placed on the school's driver's insurance policy. The school currently pays for a policy that covers all school parents/guardians who have submitted this information. All drivers must have a copy of their CMSE blue card on file in the school office.

Cafeteria Schedule

Monthly calendar with the St. Anthony School cafeteria menu will be sent home. Breakfast will be served from 7:00 a.m. to 7:30 a.m. After 7:40 a.m., students will not be allowed to eat breakfast in the cafeteria and at this time the doors to the food area will be closed.

School lunches brought from home should be carried in by each student in the beginning of the school day, so that unnecessary phone calls are not made requesting drop-offs during their lunch time. A student without a lunch will then be required to take a lunch tray from the cafeteria if the lunch brought from home is not dropped off within fifteen minutes of your student's lunch start time. Please note that no fast food or carbonated drinks are allowed during lunchtime.

Middle School students will be the only ones allowed to use the microwave oven to reheat foods brought from home. Students with food allergies must provide a written notification from a doctor describing the food allergy; also specify the name, grade, and homeroom of the child. Turn this notice to the Health Coordinator at the clinic. A copy will be sent to the Cafeteria, to the homeroom teacher, and the original will be put in the student's health file.

Birthdays

Please notify the teacher at least one day in advance if birthday treats will be sent to school. The treats are not to interrupt the academic schedule. Treats should be prepared so that they can be individually distributed. Treats should be dropped off at the office and will be passed out after 2:00 p.m.

In order to comply with Texas Health Standards and the Diocesan Wellness Policy, treats should meet nutrition requirements established by local, state, and federal statutes and regulations, such as a variety of fruits, and vegetables. Birthday party invitations will ONLY be distributed if they are for the entire class or for all girls/boys.

Texas Healthy Snacks

***If Birthday treats are food, they should be selected from the items below:

NO NUTS OF ANY KIND

- Oranges slices or other fruit
- Baby carrots or other cut up raw vegetables
- Rice cakes
- Bagel w/low fat cream cheese
- Fat-free pudding
- Lower fat cookies, such as Fig Newtons
- Vanilla wafers, and pretzels
- Fresh juice and vegetable juice
- Ready-to-eat low-sugar cereal
- Low-fat or skim milk
- Snack mixes of cereal & dried fruit with a small amount of seeds
- Graham crackers
- Dried fruit
- Whole grain toast w/jelly or honey
- Low fat cottage cheese or yogurt
- Canned fruit
- Fresh fruit (e.g. apples and oranges)
- Bread products (e.g. bread sticks, rolls, pita bread)

Parent – School Interaction and Communication

The cooperation of parents represents one of the major factors in the success of the students and teachers at St. Anthony School. More specifically, a positive and supportive attitude on the part of the parents toward the policies, instructional programs, faculty, staff, and administration is necessary for the accomplishment of the school's objectives. St. Anthony School has high expectations for its students. Towards this goal, continuous positive parent-teacher communication is necessary. It is the responsibility of the parents to make an appointment with the teacher of their child to address any questions or concerns. If after meeting with the teacher to discuss the concern, if no resolution is found, a conference may be requested with the principal.

Grievance Policy

St. Anthony School recognizes the right of parents to appeal school decisions affecting their children. When such an appeal is necessary, a grievance procedure will be followed. Before initiating a formal appeal, parents are encouraged to dialogue with the person against whom they hold a grievance.

Should a parent want to file a formal grievance against an employee, a copy of the Grievance Procedure Policy may be obtained from the principal. The process for grievance must be followed as specified in the policy.

Summary of Grievance policy:

1. Speak with the teacher
2. Follow-up with the teacher
3. Appeal to the principal (if appealing to the teacher procedures have no results)
4. Follow-up with the principal
5. Appeal to the Pastor
6. Follow-up with Pastor
7. Appeal to the Diocesan Superintendent

Financial Responsibility

Financial clearance from the office is required to receive report cards for each 9 week – period. Only students who have been cleared by the financial office will take the final exams. Clearance in the financial office will include, but will not be limited to: tuition payments, library book/ overdue fines, cafeteria balance, and any other outstanding debts.

Tuition and Other Fees

Tuition is an annual fee paid in ten equal installments starting in August and ending in May. Tuition is the primary source of income for maintaining and supporting St. Anthony School. It is the responsibility of the parents to pay monthly tuition and other fees on time.

Tuition fee is due on the 1st of each month. If tuition is not paid by the 10th of the month, a \$25.00 late fee will be assessed. Furthermore, any family who has two (2) returned checks (NSF) will be requested to be on a cash only status. If a family's tuition account is in arrears by 20 days, the family will be required to meet with the principal in order to make arrangements to become current with tuition payments. To avoid a late fee of \$25.00 for payments not made on time, please call the principal to make financial arrangements. Delinquency of tuition payments for two months will result in the expulsion of a student from the school, unless an arrangement has been made with the principal.

Current tuition fee rate is available at the office of the secretary or at the front desk. St. Anthony School offers tuition discounts to families with two or more children.

Returned Checks

Returned checks (NSF) will not be automatically re-deposited. Cash or money order must be submitted to cover the returned check; a \$30 NSF fee will be added to all returned checks. Parents are liable for any bank fees that are incurred.

Re-registration

Re-registration of the current student body normally occurs in February, upon which a fee of \$250 is charged per student. This fee is non-refundable and cannot be transferred to another student. It must be paid in full before the first day of instruction of the following school year. All financial obligations and volunteer service requirements for the school year must be current in order to re-register.

For those families who qualify, the Kennedy Grant Tuition Assistance, as well as the Diocese of Corpus Christi, offers partial tuition grants. In order to have a chance at receiving this tuition assistance, applications need to be filled out completely and accurately. The yearly applications for these grants are issued in February.

While education at St. Anthony School is a ministry, it is also a non-profit business with expenses and financial obligations. In order to match the rising cost-of-living, tuition fees will be raised 4 or 5% higher to cover the cost-of-living increases.

The school has the right to withhold records or report cards for those students who owe money to the school until the debt is paid in full.

Fundraiser Info

St. Anthony School coordinates several mandatory fundraisers during the year, since tuition alone cannot cover the costs incurred in educating our students. The total cost for each family is \$1,000. You may choose to pay this amount, in full, by August 31st of the current school year, or you will be required to participate in each raffle ticket fundraiser and/or complete the required 15 hours of mandatory volunteer service per year for St. Anthony School.

Mandatory Parental Service Hours (Non-Tuition Assistance)

Parental Service Hours may be worked by a parent (or other designated adult) in service to the school, or by donating items with a value of \$50, ***with a receipt***, for each non-worked hour. There is a Parent Community Day and three (3) mandatory fundraisers during the school year:

- Fall Raffle- each family receives \$300 worth of tickets
- Golf Tournament- each family will sell \$100 worth of ads.
- Parish/School Event & Raffle- each family receives \$300 worth of tickets and is expected to physically participate at the venue for four (4) hours;
- Spring Event & Raffle- each family receives \$300 worth of tickets and is expected to physically participate at the venue for four (4) hours;
- Our Parent Community Day is a required Spiritual Formation Day for all parents. It is a time of Praise and Worship, Adoration, and fellowship for our school family. This will count as four (4) hours.

All raffle tickets will be passed out to families in a timely manner and each family MUST turn in all money raised at the end of each raffle event on the date specified. Any family who sells goes over the amount of ticket sales originally received will be allowed to apply the dollar amount sold towards their monthly tuition bill. The total amount of unsold tickets will be added to the tuition fee of the next month, unless the equivalent number of volunteer service hours has been met. Families who have volunteer service hours that have not been met by the second calendar month after the event date, will be invoiced a project fine of \$50.00 “times” the number of hours not completed. The total amount assessed will be added to the tuition fee for that second calendar month after the event date.

Tuition Assistance Service Hours

All families receiving tuition assistance will be required to physically participate in completing an additional 20 hours of volunteer service per year at St. Anthony. The 20 hours may be worked by the parent (or other designated adult) during the course of the school year, half of which must be completed by the last day of the 2nd 9-week Reporting Period. Hours that are not completed will incur a fine of \$15.00 per hour. Tuition Assistance for the following semester will not be granted if the service hours are not completed. No hours may be carried over to the following school year.

Parent – Involvement Organization

St. Anthony's Parent Involvement Organization (P.I.) works to bring a closer relationship and strengthen the communication between the Home and School, so that parents and teachers may cooperate in the education of the children. Fundraising, parent education, and building community are goals of this organization.

Parent Involvement Coordinator

The Parent Involvement Coordinator is the head of our Parent Involvement Organization and is hired by Robstown Independent School District. The role of the P.I. Coordinator is to:

- Serve as a liaison between St. Anthony School and its parents.
- Foster good communication between parents/guardians and school personnel.
- Provide and recruit assistance for school and classroom projects and field trips.

Parents who volunteer their services must complete a volunteer application. As per Diocesan directives, all school volunteers must undergo a Criminal Background Check and attend a Creating and Maintaining a Safe Environment class. All volunteers must have a copy of the CMSE blue card on file in the school office.

As a volunteer at St. Anthony School, the individual must enter the school and comply with the procedures as a Visitor on Campus. Please check in at the school's front office, provide the required identification, obtain a Visitor's Pass, and sign-in using the appropriate Sign-In sheet, prior to going to the Parent Involvement Room or other designated area.

Volunteer hours worked for P.I. are separate from the Mandatory Parental Service hours required for St. Anthony School. All volunteers are expected to dress appropriately. Clothing must be modest and neat. The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **siblings and other pre-school aged children are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, or to decorate bulletin boards.** Additionally, in order to avoid disruption during the school day, please do not linger nor have a continuous conversation with your student while he or she is with their class.

Each classroom may have a designated Classroom Representative (Room Mom or Room Dad) whose parental involvement may vary depending on the needs of the teacher. The P.I. Coordinator will meet with the Classroom to plan various projects and activities for P.I. Volunteers are always needed for special activities: such as Grandparents Day, Catholic Schools Week, Field Day, and Teacher Appreciation Week.

If picking up a student, volunteers must follow the Afternoon Pick Up Route when school children are dismissed at 3:30pm. Volunteers may not wait on campus until the 3:30pm dismissal time to pick up their child/ren from Mother Julia Hall. Those who do so will be requested to wait until all vehicles have gone through the intended route before picking up their child/ren.

School Advisory Committee

The St. Anthony School Advisory Committee exists to serve the school and support the principal in policies and decisions. It is a consultative council, without juridical authority, that voices concerns and ideas to help foster improvements in the school and bridge the gap between the school community and local parish community.

The council is comprised of both Parent and Parish representatives as well as the Pastor, Principal, Staff Representative and P.I. Coordinator.

Health Care

Illness/Accident

A child will be removed from the classroom in case of any illness or accident. She or he will remain in the school office until the parents have been notified. In order not to spread a child's illness among his/her classmates, a child should not be at school unless he/she is free of the symptoms of the illness.

Examples of symptoms include, but are not limited to the following:

- Elevated temperature
- Diarrhea
- Vomiting

A child should not be returned to school until 24 hours have elapsed after the illness or symptoms of the illness have disappeared. Furthermore, if recovery of an illness requires that he/she not participate in physical education classes or any type of strenuous activity, please bring a document from the physician, which indicates this fact.

Vision and Hearing Screening

Students in grades K4, K5, 1st, 3rd, 5th and 7th are screened annually by Texas Department of Health certified screeners and are referred for further professional evaluation.

Spinal Screening

Students in grades 4th and 6th are screened annually by Texas Department of Health certified screeners and are referred for further professional evaluation.

Emergency Treatment for Serious Injury or Illness

In the event of serious injury or illness, parents are required to sign an emergency card authorizing the principal or a staff member to obtain the appropriate medical care. Parents will be contacted immediately. However, if parents are unreachable and the illness or injury requires immediate medical attention, the student's medical card will be used for the authorized treatment.

Communicable Diseases

A doctor's release is required for a child to re-enter school after having a communicable disease. Precautions are necessary to protect the health of the entire student body; therefore, the school needs to be notified of any communicable disease a child or immediate family member has contracted, such as "pink eye," chicken pox, etc.

Medication at School

The administration, faculty, and staff are prohibited from administering medication unless it is an extreme case determined by the principal. Parents will administer medication to their children either before school, after school, or at scheduled times during the school day. Parents should contact the school office to set up the time at which they will come in to administer prescription or non-prescription medication to their child.

In those cases in which the Principal determines that a child may be administered medication by a school employee, a Diocesan release form must first be signed by the parent, Principal, and Health Coordinator of the Diocese and School determining the type of medication to be administered, the dosage, time, and possible side effects as specified by the student's physician.

Counseling and Child Abuse Policy:

Students and families of St. Anthony School have a limited access to counseling services through RISD. Information about these services can be obtained directly through RISD or through the Principal. Counseling services are confidential and students may voluntarily seek counseling services. Parents may or may not be contacted if their child is seeing a counselor. Parental permission is not required for students to see a counselor or a priest for spiritual guidance.

The Diocesan Department of Schools of Corpus Christi is committed to the physical, emotional, spiritual, intellectual, and social well-being of students. Thus, the policy of St. Anthony School is to pursue all reasonable measures to assist maltreated children:

- Cooperating with official Child Protective Agencies in identification and reporting of suspected child abuse and neglect (the school is not required to contact a parent if a CPS agent comes to the school to speak with their child. The CPS agent is required to contact the family within 24 hours of having spoken with a child.
- Providing child abuse awareness in-service training, including legal requirements, for all school personnel.
- Encouraging inclusion of appropriate child abuse awareness education in the classrooms at all grade levels.

School's Right to Amend

The school retains the right to amend the handbook for just cause. While every effort is made to ensure the accuracy of information contained in this handbook, St. Anthony School reserves the right to make changes at any time without prior notice.

Summary

If you have any questions regarding school policy, please feel free to contact the Principal. We, the St. Anthony School staff, are here to serve you and your children for the greater glory of God and the salvation of souls.

God Bless You!

FAMILY/CUSTODIAL SITUATIONS AND THE SCHOOL

An increasing number of families are experiencing transitions in parental custodial relationships. It has become necessary to clarify the procedures to be followed by the school administration in dealing with parents in such situations.

In two parent families, it is assumed that both parents are living at the same address, unless the school is otherwise notified. School personnel will, therefore, send home notices, communications, etc., with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes, but is not limited to, conference appointments, mid-quarter reports, report cards, discussions with school personnel, and tuition statements.

In families experiencing separation of parents or pending divorce, the above information will be sent to the home of the parent with whom the child has residence. It is assumed that this information is shared by and between the parents. Since a separation or pending divorce frequently impacts a child's achievement and interactions in school, parents should inform the Principal of this fact, so that appropriate support can be given to the child.

In cases of an actual divorce decree involving clear custody by one parent, the Principal is to be informed of this fact by the custodial parent. A certified copy of the divorce decree bearing the case number and style, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the Principal. Unless the divorce decree indicates otherwise, school communications will be sent to the home of the custodial parent.

RIGHTS OF CUSTODIAL AND NON-CUSTODIAL PARENTS:

The law holds that parents do not cease to be parents when they no longer have legal custody of the child. Schools must abide by the provisions of the 1975 Family Educational Rights and Privacy Act with respect to the rights of non-custodial parents.

Access to Records:

In the absence of a court order to the contrary, school authorities, upon written request to that effect, will provide the non-custodial parent with access to the records regarding their child. (Refer to policy 4050 in this manual.) If there is a court order specifying that there is to be no information given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

"Records" as used above includes official transcripts, report cards, health records, attendance records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily classwork and papers, or routine communications sent through the child to the home of residence. In these cases, the custodial parent should be asked to cooperate with the school and share this information directly with the non-custodial parent.

In cases of joint custody, entitling both parents to access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared by and between the parents. If separate copies are requested, an additional fee may be charged by the school for such service.

Parent Conferences:

Regarding parent conferences, it is preferred and will be the general procedure that one conference appointment be scheduled jointly. It is assumed that parents are able to set aside their differences and meet together on behalf of their child. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstanding and misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the Principal, subject to the approval of both parents, and further reviewed by the school's legal counsel.

In-School Visitation:

Unless restricted by a divorce decree or court order, a non-custodial parent has the right to attend any school activity of their child. This includes sports activities and class programs.

The right of the non-custodial parent to have physical access to the child, including in-school visitation, is determined by the courts. In cases of an actual divorce decree involving clear custody by one parent, the Principal is to be informed of this fact by the custodial parent.

Release of Student:

In this context, "release" means only during school hours. It does not mean at school dismissal time. At school dismissal, it is the duty and responsibility of the child's parent/legal guardian to pick up the child. It must be understood that the school is not a guarantor of the whereabouts of a child after school hours are over.

The school should not release a child to a non-custodial parent unless otherwise specified by the divorce decree or court order. The school may release a child to a non-custodial parent if written authorization is given to the Principal by the custodial parent.

When a divorce decree or court order grants the non-custodial parent visitation rights, visitation should generally begin at the home of one of the parents, not at the school. Teachers will be instructed not to release a child to a non-custodial parent, unless authorization has been given by the Principal.

Other relatives have no right of access to a student, unless that right of access is granted by the custodial parent/guardian.

When a person attempts to change the rights of release involving a custodial parent, the Principal shall take the following actions:

1. Ask the person requesting the change to produce a certified copy of the court order authorizing such a change. A copy of the document should be placed in the student's file.
2. Notify the person presumed to be the legal custodian of the attempted change.

Principals receiving requests for such changes shall explain Diocesan procedures to the person(s) making the request.

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Celebrating 102 Years

1916-2018

"Where Jesus is our Teacher."

St. Anthony School Library Policy & Procedures

St. Anthony School Library provides materials to promote the love of reading and to support the curriculum and the school's model of academic standards. The library will provide resources for students and staff in order to complete the assignments, explore ideas, and find a wide variety of recreational reading on many levels and topics, so that students will become lovers of reading, independent library users, informed users of information, and life-long learners.

Hours

St. Anthony School Library is open from 7:30 a.m. until 4:00 p.m. Monday through Friday.

Circulation

Any staff member may borrow materials. Students visit the library on a scheduled and as needed basis for book checkout. Students and parents will sign a library agreement before a student may borrow a book. The agreement outlines the school's Book Borrowing and Overdue/Lost Book policies. Students may borrow one book per week, unless a teacher requests additional books for research projects and assignments. Students with overdue books **MAY NOT** check out another book until the overdue books are returned.

Renewal Option: Books may be renewed up to two additional times. **The book must be present to be renewed.**

Magazines/ Periodicals: Magazines/periodicals are not available for checkout to students. They are used for instructional purposes inside the library only.

Reference Materials: All reference materials are restricted to the library. Teachers may check out referenced materials for classroom use.

Book Checkout: All books must be checked out at the circulation desk before being taken from the library. Students are responsible for all library materials checked out in their name.



Celebrating 102 Years

1916-2018

"Where Jesus is our Teacher."

Library Rules

- Respect others by cooperating and sharing.
- Respect our time by coming in quickly and quietly and starting and stopping on time. No running in the school library.
- Respect school equipment by caring for the books and using the shelf markers.
- Be a responsible learner by listening, following directions, and participating.
- **NO FOODS or DRINKS** are allowed in the library- students coming in from break must consume all snack and food items before entering the library.
- A quiet, courteous atmosphere must be maintained.

Fines and Fees

- The overdue book fine is \$.25 per day per book
- Any books beyond 30 days overdue will be considered lost and are subject to the Replacement Book Policy.
- Any books returned damaged beyond repair will be subject to the Replacement Book Policy.

Replacement Book Policy: Any book needing to be replaced will be done so at the current price of the book and with any processing costs. This book replacement fee will be determined by the School Librarian or Library Manager. The student cannot bring a book from home to replace the book.

The next page contains the Library Agreement for your child/ren for the current school year. Please read the agreement, explain its importance to your child/ren, and return it to school. The completed agreement requires a signature from both the student and the parent/guardian and is necessary in order for your child/ren to begin borrowing books from the library.



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Library Agreement

(Please initial)

_____ I understand that I am responsible for all books that I borrow from St. Anthony School's library.

_____ I understand that library books are loaned for one (1) week at a time.

_____ I understand the Replacement Book Policy.

_____ I will **NOT** be permitted to attend any school related field trips if I have an overdue book or owe a library fine.

_____ I will **NOT** receive my final report card until all library fines are cleared.

_____ I will **NOT** be allowed to borrow books for the current year until last year's fine is cleared.

Student's Name _____

Grade: _____

Student's Signature _____

Date: _____

Student's Name _____

Grade: _____

Student's Signature _____

Date: _____

Student's Name _____

Grade: _____

Student's Signature _____

Date: _____

Student's Name _____

Grade: _____

Student's Signature _____

Date: _____

Parent's Signature _____

Date: _____



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St. Anthony School News Media Permission Form

At times during the school year, St. Anthony School invites the news media to take pictures for the Caller Times Newspaper, the Record Star, and various television stations. We also submit pictures of events to the South Texas Catholic Newspaper. We are requesting your permission to post your child's photos that may occasionally be included at some time, probably in a group. Some of these pictures list the children's names. Some do not. Please indicate your preferences below, initial and sign the form, and return it to school. The same form may be used for all children in the same immediate family.

(Please initial)

- _____ My child/ren's picture may be used in the Caller Times, South Texas Catholic, and Record Star Newspapers.
- _____ My child/ren's picture may appear on the local television stations for various school events.
- _____ My child/ren's picture may be used for publication purposes. I understand that s/he will not be identified by name.
- _____ My child/ren's picture may be used for publication purposes.
- _____ My child/ren's picture MAY NOT be used anywhere on any news media.

Student Name(s) and Grade(s)

Parent's Name (Please print) _____



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St. Anthony School Technology Appropriate Usage Policy

The following is an agreement between the student, parent, guardian, and St. Anthony School regarding computer passwords and the appropriate usage of technology/electronic resources available at the school. Please read this agreement carefully. Computer resources and technology/electronic services are available for students, faculty, and staff Monday through Friday during regular school hours.

Computer Usage

Use of computer facilities by students must be in support of education and research and must be consistent with the goals, mission, philosophy, and criteria of St. Anthony School.

Every student enrolled at St. Anthony School automatically receives access to the school's computers. Students may use flash drives for storage of school assignments, projects, etc. Individual passwords are issued to students by the school. A student shall not use a password(s) that has been issued to any other student. In addition, a student shall not change his/her password without written permission from the teacher or system administrator. St. Anthony School does not warrant that the technological functions of the system will meet any specific requirements a student may have, or that the system will be error free or uninterrupted. The school will not be liable for any direct or indirect, incidental, or consequential damages a student may experience when using technology, such as lost data sustained or incurred in connection with the use, operation, and inability to use the system.

To protect the integrity of St. Anthony School, students with access to the school's computer system must agree to the following:

- The student will not intentionally destroy computer hardware or software or attempt to exceed or modify the parameters of the school's computer system. This includes, but is not limited to: changing screen savers, monitor backgrounds, or any other default setting implemented by the system administrator.
- The student will agree to use only the password assigned for his/her use and not to implement password protection of any kind while using the school computers.
- The student shall not load any files from outside sources (i.e. programs downloaded from the internet or e-mail from home or a friend, etc.) onto any computer in the school. This includes music, games, and other such software. Use of CDs from a location outside of the school must have written approval from the teacher or system administrator.
- The student shall not delete any files from any computer at any time. Only the teacher or system administrator has the authority to delete or remove files.

- The student shall not use the school's computer to record, write, send, draw, broadcast, or otherwise transmit profanity or derogatory/defamatory words, pictures, or any other form of communication.
- The student shall not download or upload any copyrighted software on the school computers.
- The student shall not plagiarize works attained from the internet or any other software of technology system.
- The student shall not access e-mail accounts or websites, unless authorization is given by the teacher or school administrator.
- The student shall not gain unauthorized access to the internet, another person's e-mail, account, or files.
- The student shall not download or upload onto the school's computers material that contains inappropriate language, inappropriate text files, files that advocate violence or discrimination towards people, or files dangerous to the integrity of the school's network.
- The student shall not enter his/her name or other personal information onto any website.
- The student shall not access chat lines or any other websites that would allow communication with a stranger or any other person.
- Use of online chats is allowed only with permission from and under the supervision of the teacher or system administrator.
- The student may download information only with the permission of the teacher or system administrator.
- The student understands that St. Anthony School reserves the right to view, review, edit, or remove any material stored in the student's file which the teacher or system administrator determines is not relevant to the educational program.
- The student will report any violation of this policy by any user to the teacher or system administrator.

Internet Usage

Research conducted and information obtained from the internet must be consistent with the goals, mission, philosophy, and criteria of St. Anthony School. Resources used for research must be obtained from valid, formally recognized sites. Validity of such sources or sites is determined by the teacher or the system administrator. If the student is unsure of the validity of the source or site, s/he must obtain approval for the use of the source/site from the teacher or system administrator. The school reserves the right to place restrictions on the material students' access or post through the system.

In order to gain access to the internet, the student must agree to the following:

- Receive instruction on how to properly use this resource by the teacher or system administrator and must have a signed copy of this Technology Appropriate Usage Policy form on file in the Principal's Office.
- Understands that s/he may access the internet only if permission is given by the teacher or system administrator and is under the supervision of the teacher or system administrator.
- Understands that transmission of any material in violation of local, state, and/or federal law, including but not limited to copyrighted material; threatening, harassing, pornographic, or obscene material; material that is defamatory or derogatory in any way; or material protected by trade secret is prohibited.
- Respect the rights of copyright owners and will not violate the copyright law.

The student will report any violation of this policy by any user to the teacher or system administrator immediately.

In consideration for the use of St. Anthony School's computer system and in consideration for having access to the information contained on the internet, St. Anthony School, its operators, and any institution with which the school is affiliated are hereby released from any and all claims of any nature arising from the content of any materials viewed by, obtained by, or transmitted by any student. Any violation of this school's Technology Appropriate Usage Policy will be reviewed with the student by the principal. Students who violate this policy are subject to disciplinary action, including but not limited to suspension of technology usage, privileges, out of school suspension, financial retribution, or any other disciplinary action deemed appropriate by the principal, up to and including expulsion from the school.

Social Media

Social Media Acceptable Use Guidelines St. Anthony School recognizes that access to technology in school gives students, parents and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, these Acceptable Use Guidelines outline the guidelines and behaviors that users are expected to follow when using school technologies on the school campus and off campus for school-related purposes.

- Students, parents, and teachers are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of social media can result in disciplinary action.
- St. Anthony School makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of social media technologies.

We encourage teachers, students, staff, and other school community members to use social networking/media (Twitter, Facebook, etc.) as a way to connect with others, share educational resources, create and curate educational content, and enhance the classroom experience. While social networking is fun and valuable, there are some risks you should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal or professional. We've created these social networking/media guidelines for you to follow when representing the school in the virtual world.

Please do the following: Use good judgment

- We expect you to use good judgment in all situations.
- You must know and follow the school's Code of Conduct and Privacy Policy.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

Be respectful

- Always treat others in a respectful, positive and considerate manner. Be responsible and ethical
- If you are approved to represent the school, you are required to only speak/present the approved information given by school administration.

Be a good listener

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly and to share feedback.
- Be responsive to others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.
 - Always be doing at least as much listening and responding as you do talking. Don't share the following: Confidential information
 - Do not publish, post, or release information that is considered confidential or not public. If it seems confidential, it probably is. Online conversations are never private. Do not use your birth date, address, and cell phone number on any public website. Private and personal information
 - To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations.
 - NEVER give out or transmit personal information of students, parents, or school staff
 - Don't take information you may receive through social networking (such as e-mail/Gmail addresses, customer names or telephone numbers) and assume it's the most up-to-date or correct.
- Always respect the privacy of the school community members. Please be cautious with respect to:
 - Respect brand, trademark, copyright information and/or images of the school
 - It is not acceptable to post pictures of students without the expressed written consent of their parents.
 - Do not post pictures of others (co-workers, etc.) without their permission.

Other sites

- A significant part of the interaction on blogs, Twitter, Facebook and other social networks involves passing on interesting content or linking to helpful resources. However, the school is ultimately responsible for any content that is shared. Don't blindly repost a link without looking at the content first.
- Pay attention to the security warnings that pop up on your computer before clicking on unfamiliar links. They actually serve a purpose and protect you and the school.
- When using Twitter, Facebook and other tools, be sure to follow their printed terms and conditions. And if you don't get it right...
- Be sure to correct any mistake you make immediately, and make it clear what you've done to fix it.
- Apologize for the mistake if the situation warrants it.
- If it's a MAJOR mistake (e.g., exposing private information or reporting confidential information), please let school administration know immediately so the school can take the proper steps to help minimize the impact it may have.

Netiquette

- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Users should also recognize that among the valuable content online, there is also unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.
- Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended. Personal Safety If you see a

message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention to your teacher or school administration immediately

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.

Cyberbullying

• Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

• Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained by others.

Examples of Acceptable Use I will:

- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat social media carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Be cautious to protect the safety of myself and others.
- This is not intended to be an exhaustive list. Users should use their own good judgment when using social media.

Examples of Unacceptable Use I will not:

- Use social media in a way that could be personally or physically harmful to myself or others
- Engage in cyberbullying, harassment, or disrespectful conduct toward others—staff or students.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use language online that would be unacceptable in the classroom

Limitation of Liability

St. Anthony School will not be responsible for damage or harm to persons, files, data, or hardware. Violations of these Acceptable Use Guidelines Violations of this policy may have **disciplinary repercussions, including:**

- Suspension of volunteer privileges
- Removal from positions of leadership within St. Anthony School.
- Removal of student from St. Anthony School.
- Additional consequences determined by administration.



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Technology Appropriate Usage Policy

We have read this **Technology Appropriate Usage Policy** and agree to abide by and adhere to its contract.

Student's Name _____ Grade: _____

Student's Signature _____ Date: _____

Student's Name _____ Grade: _____

Student's Signature _____ Date: _____

Student's Name _____ Grade: _____

Student's Signature _____ Date: _____

Student's Name _____ Grade: _____

Student's Signature _____ Date: _____

Parent's Name (Please print) _____

Parent's Signature: _____ Date _____



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St. Anthony School Parent/Student Policies Agreement Form

Please initial the sections below and sign off on the next page. Please return the two pages to your child's Homeroom Teacher and keep the handbook for your own future reference.

I/We, _____ / _____, have
Printed name(s)
read the Parent/Student Handbook and am/are aware of and agree to abide by the policies and regulations of St. Anthony School.

Furthermore, I/we understand that certain responsibilities require our continuous support if the school is to achieve its goals. I/We agree to:

(Please initial)

- _____ Participate at the Sunday Liturgy each week and to participate in all parish and school activities so that our children may have a sense of the importance of their faith commitment in their early lives.
- _____ Participate in the religion program and related activities in order to make teaching of religion a reality in the lives of our children.
- _____ Provide a positive learning environment (space and time) for our children suitable for home study.
- _____ Abide by all school and diocesan policies and regulations and to positively accept all disciplinary actions, including withdrawal of our child/ren, for non-compliance of these policies and procedures.
- _____ Communicate respectfully with all personnel at all times and to communicate to our child/ren our support of school personnel and policies.
- _____ Participate in school events, which include fundraisers and other related school activities.

I/We understand that tuition and fees cover only a part of the total cost of educating my/our child/ren. Therefore, I/we agree to:

- _____ Make regular and prompt payment of tuition/fees; pay late payment fees, if applicable; and accept that my child/ren may be excluded from school at any point that tuition becomes two months in arrears.
- _____ Fulfill service obligations and participate in all school and parish fundraising programs.



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ST. ANTHONY SCHOOL FUNDRAISING CONTRACT 2018-2019

St. Anthony School, in partnership with parents, is a Christ centered community of faith and knowledge for the formation of the whole person and inspires action in service to others.

We greatly appreciate your financial commitment to the school with sharing your time and talents. Throughout the year there are parents, parishioners and community members who donate their time and efforts in helping our students and staff. The school has been blessed for 100 years to have such an amazing parent community. Our parents form long-life friendships while working as a team to provide the best Catholic education possible. Our students benefit from these gifts. **Thank you for your commitment!**

The 2018-2019 fundraising commitment to the school is approximately \$120,000 which is allocated to the school's operating budget. Each school family is responsible for \$1,000 toward this commitment. The school offers two options for parents to complete their portion.

Please choose one option and sign below.

- ☐ Option 1: We will participate in the school fundraisers and will raise
- \$300 in the Fall Raffle
 - \$100 in Golf Tournament Ads
 - \$300 in the School/Parish Raffle
 - \$300 in the Spring Raffle
- ☐ Option 2: We choose not to participate in the school fundraisers and we will submit payment of \$1,000 by August 31, 2018. We understand this represents our monetary fundraising commitment and that we are still responsible to fulfill our volunteer hours. We may participate in any school fundraiser at our discretion.
- ☐ Option 3: _____ We choose not to participate in the school fundraisers and we will submit a payment of \$500 dollars by August 31, 2018 and \$500 by January 31, 2019. ***(If payment is not made on these dates fundraising tickets will be issued. NO EXCEPTIONS.)*** We understand that we are still responsible to fulfill our volunteer hours. We may participate in any school fundraiser at our discretion.

OR

_____ We choose not to participate in the school fundraisers and we will Add \$100 to our tuition for 10 months. ***(Failure to pay tuition with the additional \$100 at any given month, will void this option and fundraising tickets will be issued. NO EXCEPTIONS.)*** We understand that we are still responsible to fulfill our volunteer hours. We may participate in any school fundraiser at our discretion.

In addition to the option selected above, any sells exceeding the obligated amount per fundraiser will be applied to the following month’s tuition. Please take advantage of this opportunity.

We also understand that we are responsible to complete the required parent volunteer hours.

We agree to pay for any unfulfilled obligations, including volunteer hours, at a rate determined by the pastor and principal. If during the school year, we experience difficulty fulfilling the obligations by the May 15th deadline, we will communicate in a timely manner with the principal and pastor.

Parent/Guardian _____ Date_____

Parent/Guardian _____ Date_____



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ACCEPTANCE

Our family has received and read the 2017-2018 St. Anthony School Parent/Student Handbook. We are aware of, understand, and agree to abide by the policies, procedures, and regulations under this agreement. Our signatures below indicate our commitment to fulfill our obligations according to this agreement.

Father's Signature: _____

Date: _____

Mother's Signature: _____

Date: _____

Print student's name(s) and grade(s):

Student's Name _____

Grade: _____

Student's Name _____

Grade: _____

Student's Name _____

Grade: _____

Student's Name _____

Grade: _____

Student's Name _____

Grade: _____

Student's Name _____

Grade: _____