



PARENT/STUDENT HANDBOOK

2011-2012

St. Anthony of Padua Catholic School

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St. Anthony of Padua Catholic Church
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Dear Parents and Students,

***“What greater work is there than training the mind and
forming the habits of the young?”
St. John Chrysostom***

Welcome to St. Anthony of Padua Catholic School! In choosing St. Anthony School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Anthony School for the 2011-2012 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Anthony School during the 2011-2012 school year.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Mrs. Karen Graff
Interim Administrator

St. Anthony Catholic School

St. Anthony School on the campus of St. Anthony of Padua Catholic Church in Dalhart is a pre-Kindergarten through 6th grade Catholic Elementary School under the Diocese of Amarillo Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Texts approved by the United States Catholic Conference of Bishops are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. Anthony, we are attempting to "teach as Jesus did."

History

In 1930, Bishop Rudolph A. Gerken purchased the present church land near the new Catholic hospital. In 1948, two buildings were purchased from Dalhart Army Airfield. On June 13, 1949, Bishop Fitzsimon dedicated St. Anthony Church and School—the renovated Army buildings. The school did not open until five years later. In the interim, the parish sought the commitment of an order of Sisters to teach. In early 1954, Father James Fitzgerald was successful in bringing the School Sisters of St. Francis, who had just recently established headquarters in Panhandle, to teach in the school for the upcoming 1954-1955 school year. Property across the street from the school was purchased and a new convent built. St. Anthony School continues to be staffed by the School Sisters of St. Francis in combination with a dedicated lay staff, which offers the unique advantage of integrating religious truths and values with instruction in knowledge and basic skills. Students are provided the opportunity for frequent Mass, daily prayer, Benediction on first Fridays, and regular reception of the Sacrament of Reconciliation.

The school has a strong basic curriculum with a phonetically based advanced reading program. The textbooks are up-to-date, as are the supplemental materials.

The school offers the latest technological advances in learning with a central library; a state-of-the-art computer lab; internet access networked to each classroom; printers in every classroom; and “smart boards”.

Students at St. Anthony are dedicated to following in Christ’s footsteps. Each student is actively involved in a service ministry. All students, faculty and staff participate in annual projects shared not only with the parish, but also with the community. Thus the educational program at St. Anthony is carried out within an environment of Christian values.

Diocesan Schools Mission Statement

The mission of the schools in the Diocese of Amarillo is to engage our school communities in creating a quality education within a Catholic environment that fosters the current and future development of the whole child.

Mission Statement of St. Anthony of Padua Catholic School

To love each other; to learn to live our Catholic faith and principles; and to become moral people that bear witness to the Word of God.

The Mission

The ministry of Catholic education at St. Anthony is founded on the educational mission of the Catholic Church which has as its primary goal the continuous formation of the Christian person and the world with a global perspective for a peaceful and sustainable future.

St. Anthony School is a unique environment in which students can experience the presence of the Holy Spirit. Its focus is on the individual person's spiritual, moral, intellectual, social, cultural, and physical development. In St. Anthony School, students and teachers are drawn to proclaim the Gospel message, to unite in worship, to respond to the needs of the community through fellowship and social justice, and to serve all people through the sharing of their spiritual gifts and temporal goods.

Intellectually, students are challenged to work to the best of their abilities. In a world of diversity and absolutes, students need to be free to appreciate and understand the living organism called earth and the peoples and cultures that inhabit it, and to develop global perspectives by which to form their lives and consciences. Students are provided opportunities to develop basic academic and physical skills, pursue knowledge, and critically study and analyze the world in which they live.

The effective Catholic school must call its students to the conviction that people are more important than success; that love is more important than esteem; and that collaboration unites while competition divides. The truly successful Catholic school student is not necessarily one who is successful in every endeavor, but one who accepts Christian responsibility for fulfillment of personal potential and shares these gifts with others.

Philosophy

We believe in the inherent dignity and intrinsic worth of each individual child from the moment of his/her existence until the moment they are called home to the Father. At no time in their lives are they more in need of our concern and supportive, loving guidance than during their early educational years.

We believe that only in an atmosphere of love and acceptance can each child grow and develop into their divinely-ordained potential. It will be our aim to give these children entrusted to our care the kind of love and education that takes no shortcuts when striving to provide all that is for the genuine good of each individual child.

We will make it our specific aim to pass on to the children all the treasures of our Roman Catholic faith and heritage. For those children who are not of our faith tradition, we will endeavor to develop in them a strong sense of Christian morals and an open-ness to the concept of loving Christian service.

With the parents who are the first teachers of their children, we will try to send into the future young people with a solid, well-rounded educational background, strong morals, a genuine appreciation of the family structure, and—most of all—students who can preach the Good News by bearing witness to it.

Absence

When a student is absent from school, a parent should call the office by 9:30 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the students.

In cases of illness, **students should be fever free for 24 hours before returning to school.** Students who are sent home during the school day with a fever, vomiting, or with diarrhea will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Should an absence for any reason other than illness seem imperative, parents are requested to consult with the principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Taking a child out for vacations should be very rare. Please keep in mind that it is impossible for a student to regain the full benefits of regular classes missed regardless of why a child was absent.

Parents are encouraged to schedule appointments for their children with their doctors or dentists at times other than school hours.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work. Missed assignments are the student's responsibility.

When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:30 PM – 4:00 PM. Students may also receive missed assignments from their teacher when they return to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Excessive absence (20) days or the equivalent of 20 days including tardies can be cause for a student to be retained in the current grade for another year.

After 20 absences the parents will meet with the classroom teacher, principal, and pastor. During this meeting it may be determined that the student be withdrawn from St. Anthony School.

Three (3) tardies, whether in the morning or afternoon, or three (3) early withdrawals is considered a one-half day absence. Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade.

Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence.

Academic Information

Accreditation

St. Anthony of Padua Catholic School is accredited through the Accreditation Commission of the Texas Catholic Conference which is recognized by the State Commissioner of Education. www.texasatholicaccreditation.com

Curriculum

St. Anthony of Padua Catholic School offers students opportunities for growth in the following major subjects:

Religion

St. Anthony School provides a religious education program containing Bible study, Catholic doctrine and tradition, Social Justice, as well as preparation for the reception of the Sacraments of Reconciliation and Eucharist.

Students attend the Wednesday, Thursday, and Friday morning parish Masses. During the Lenten season, the children participate in the Stations of the Cross. During the month of May, special devotions honoring the Blessed Mother are conducted. Liturgical services are held on the First Friday of each month for the entire school community.

Students in grades kindergarten through sixth are taught from the Blest Are We text books.

Pre-Kindergarteners develop their understanding of God through the Catechesis of the Good Shepherd materials.

Students in Grades 5 take the ACRE (Assessment of Catechesis of Religious Education) Test in April.

Students are required to be present at religion class and any activities of a religious nature taking place during school hours.

Computer Literacy

The school has a state of the art computer lab which integrates curricular subjects. Computer skills on grade level are taught to students in kindergarten through sixth.

Fine Arts

Music, visual arts, and performing arts are taught to all students in Pre-Kindergarten through sixth.

Handwriting

Students in grades kindergarten through second learn to print in legible manuscript. Students in grades third through sixth are expected to submit all handwritten work in cursive. Students in grades kindergarten through sixth use the Zaner-Bloser handwriting method.

Language Arts

Students in grades kindergarten through sixth are taught reading, English, spelling, phonics, vocabulary, composition, library skills, and appreciation of literature using the SRA Open Court text books and materials.

Mathematics

Students in grades kindergarten through sixth are taught mathematics skills using the SRA Real Math text books, computers and manipulations.

Physical Education

The physical fitness program is appropriate for each grade, kindergarten through sixth. Health is taught once a week using the Health & Fitness text books during the scheduled P.E. times.

Science

Students in kindergarten through sixth grades are taught general sciences with science experiments using the newly updated Harcourt science text books and computers.

Social Studies

Students are taught history, geography, economics, Texas history, and current events using Harcourt Horizons social studies text books, computers and other supplemental materials.

Spanish

Students in grades first through sixth are taught Spanish vocabulary, common expressions, grammar, conversation, and culture.

Montessori

Pre-Kindergarten students are taught the following subjects using the Montessori method: cognitive skills; language development; pre-reading skills; small motor skills; large motor skills; self help skills; social/emotional skills; and spirituality.

Admission Information

Nondiscriminatory Policy

St. Anthony of Padua Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies or admissions policies.

As openings become available, the following priorities will be used to accept students to St. Anthony of Padua Catholic School:

1. Active members of St. Anthony Parish and non-Catholic students with siblings already enrolled at St. Anthony School
2. Active Catholic families
3. Non-active Catholic families
4. Non-Catholic families

Children entering Pre-K must be three (3) years of age by August 31st and must be “potty trained”.

Children entering Kindergarten must be five (5) years of age by August 31st.

At the time of registration the parent(s) must provide:

- Health Records
- Immunization Records
- Original Birth Certificate (a copy will be made and returned)
- Baptismal Certificate (Catholic applicants only)
- Report Card (if coming from another school)
- Completed Volunteer Sign-up Sheet
- Signed Volunteer Pledge

Financial Obligations

TUITION SCHEDULE SCHOOL YEAR – 2011-2012

PRE-KINDERGARTEN - GRADE SIX

- Montessori Pre-K – all day rate per year - \$3,000. per child
- Montessori Pre-K – half day rate per year - \$2,010. per child
- Active parishioner K through 6: 1st and 2nd child - \$2,181./each per year
- Active parishioner K through 6: 3rd and 4th child - \$1,681./each per year
- Active parishioner K through 6: 5th and 6th child - \$1,181./each per year
- Non-active Catholic/non-parishioner K through 6: 1st and 2nd child - \$2,950./each per year
- Non-active Catholic/non-parishioner K through 6: 3rd and 4th child - \$2,450./each per year

- Non-active Catholic/non-parishioner K through 6: 5th and 6th child - \$1,950./each per year
- Registration fee: \$75. for one child, \$125. For 2 or more children – nonrefundable due April 30, 2011
- Technology fee: \$50. per child due in August
- Book fee: \$50. per child due in February

Covers registration materials, rental of hard-cover textbooks, consumable workbooks, classroom supplies, assignments books, art materials, physical education equipment (playground balls, jump ropes, etc. for use by classrooms during recess times), and science lab fees for consumable materials. Please note that these fees do NOT COVER FIELD TRIPS.

Active parishioners are expected to make up the difference in the tuition rates by participating in the spirituality of stewardship: the generous offering of one's time, talent and treasure with the parish, e.g. using offering envelopes at the weekend Masses.

All tuition and fees for the 2011-2012 school year must be paid in full before registering for the 2012-2013 school year.

Withdrawal Policy

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15th are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15th are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

Allergy Policy

St. Anthony School recognizes that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma.

This school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff

and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with asthma are provided with training on asthma. Training is updated as needed.

1. Asthma Medication

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.

2. Record Keeping

At the beginning of each school year, or when a child joins St. Anthony Catholic School, parents are asked to submit a child's medical record. From this information the school keeps its asthma register which is available for all school staff. If medication changes in between times, parents are asked to inform the school.

3. The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

4. Food Allergy Policy

St. Anthony School recognizes that life-threatening food allergies is a medical condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Anthony School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life-threatening allergy.

5. Training

In order to minimize the incidence of life-threatening allergic reactions, St. Anthony School will provide training and education for all St. Anthony School staff. In conjunction with the student's parent/guardian and primary care provider and/or allergist the school will maintain an Emergency Action Plan for any student identified with a potentially life-threatening allergy.

The training will be provided to ALL school employees and will include (but not be limited to):

A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.

The signs and symptoms of anaphylaxis.

The correct use of an epinephrine auto-injector (EpiPen).

Specific steps to follow in the event of an emergency.

Activating Emergency Medical Response - Dial 911.

Location of emergency EpiPen.

Policy and procedure will be reviewed at the beginning of every school year.

6. Notifications

The school secretary will be responsible for notifying classroom teachers about the nature of the life-threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

7. Classrooms

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school secretary will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

The classrooms have easy communication with the school secretary.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, lunch monitors, substitutes or other responsible adults.

All teachers, lunch monitors, and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

8. School Field Trips

Protocols for field trips will include timely notification of the secretary.

Medications including an EpiPen® and a copy of the student's Emergency Health Care Plan must accompany the student.

A cell phone or other communication device must be available on the trip for emergency calls.

The adult carrying the EpiPen® will be identified and introduced to the student as well as the other chaperones.

Birthday Observances

Students in Grades Pre-K through grade six may come to school dressed out-of-uniform on their birthday or half-birthday if their birthday falls during summer vacation. Students whose birthdays fall on a weekend or school holiday may celebrate their birthday on the closest school day of their birthday. In addition, birthday treats may be brought to school for students in Grades Pre-K through sixth.

Blogs

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish or expresses attitudes not consistent with the values and expected conduct of students of St. Anthony. Faculty may not be "friends" with any minors on blogs.

Bullying and Cyber-bullying

St. Anthony of Padua Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the

physical or emotional well-being of any individual are taken very seriously. Students making such threats seriously or in jest, online, at school, or off campus, face detention, suspension, and/or expulsion.

Bus Rules

- Ride relatively quietly
- Remain seated while bus is in motion
- Leave the bus in an orderly fashion starting from the front
- Obey Teacher/Volunteer/Bus Driver commands
- No food or drink (including gum and candy) unless otherwise allowed by Teacher/Volunteer/Bus Driver

Cell Phones

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to the office upon arrival in the morning and place the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or in his/her possession. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade or detention or expulsion.

Child Abuse Laws

St. Anthony of Padua Catholic School abides by the Child Abuse laws of the State of Texas. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

Community Relations

Community is at the heart of the Catholic School. It is, in fact, what the Council Fathers of Vatican II point out as the distinctive character of a Catholic

school; that is, its attempt to generate in the school a community climate that is permeated by the Gospel spirit of freedom and love.

In reality, this community is a special extension of the larger community of the Church, and, as such, shares significantly in its mission. Communicating the importance of the school's participation in this mission is a basic responsibility of the school. The more effectively its public relations efforts address its philosophy, goals, objectives, and programs as expressions of the educational mission of the church, the more it can expect to receive the support of the Christian community. These efforts are all the more urgent in light of the present milieu of declining births and the greater options parents exercise in the choice of schools for their children.

Nor are these efforts to be limited to Church members. Rather, it is incumbent on the school to enlarge its community of supporters through effective school-community relations. Principals and teachers should be alert to the opportunities of bringing their activities to the attention of the public. Moreover, schools are urged to use community resources and assistance in furthering the educational programs of the school.

Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The principal or acting assistant principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, white-out, Sharpie® markers, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, cell phones, laser lights, palm pilots, CDs, iPods or other mp3 players, cameras, or anything that will detract from a learning situation are not allowed at school at any time. Key chains and toys may not be attached to student backpacks.

The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.

Conduct: Off-Campus

The administration of St. Anthony of Padua Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day when participating in activities representing St. Anthony of Padua Catholic School.

Conferences

Parents and teachers have the opportunity to discuss individual child's needs on the basis of an appointment made with the teacher.

There is at least one formal parent-teacher conferences each year which takes place after the first reporting period. If a problem arises, it is advisable to first contact the teacher. If you are not completely satisfied, you may want to speak to the principal. The principal is available for conference by appointment. Only with open lines of communication can difficulties be studied and resolved.

Parents should not come to the classrooms and talk with a teacher when classes are in session; nor should a teacher accept or make calls to parents during times when his/her students are having classes.

Parents should not have a conference during HSA meetings or Open House. Instead, parents may ask to schedule a conference during a more private time.

Crisis Plan

St. Anthony School has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to a secure designated location.

Discipline

In guiding the student's growth in Christian attitudes, values, and behavior, it is well to emphasize the positive rather than the negative. The essence of Christian discipline is self-discipline. To teach and support this goal, the Honorable Character system is encouraged and taught at St. Anthony of Padua Catholic School.

The student should be helped to see clearly the consequences of various behaviors and to realize that choosing certain ones means accepting the responsibility for the consequences of these behaviors. The student is directed to

choose one form of behavior over another and to take upon himself/herself the consequences of that chosen behavior. The consequences should always be logical and appropriate to the behavior.

The classroom teacher, as the person who has the greatest contact with the student each day, will have the primary role in regular discipline of the child. If a student makes poor choices during the day, the teacher will attempt to re-direct the student's behavior and may notify the parent or guardian of the behavior by phone or by written note that must be signed and returned to the teacher. It is expected that the parent/guardian will assess an appropriate consequence at home. In addition, the teacher may choose to remove privileges at school such as recess or other activities.

In the event that a behavior does not change as a result of parent and teacher cooperation, the principal will become involved. In situations such as fighting, classroom outbursts, or other offences, the principal may be notified immediately. When the principal becomes involved in any disciplinary situation, the following guidelines will be followed:

- The first time to the principal's office the child will be counseled about the infraction.
- The second time the student goes to the principal's office for any offense the student will receive appropriate consequences (loss of privileges) and will be sent home at the end of the day with a notice that must be signed and returned to the principal's office within two school days.
- The third time a student goes to the principal's office for any offense the principal will contact the parent/guardian on the phone at that time if possible. The principal will explain to the parent what the child has done. It is expected that the parent enforce consequences at home in addition to the loss of privileges at school.
- If a child is sent to the office for a fourth time for any offense, the principal will immediately call the parent/guardian. The child will have one day of in-school suspension. A substitute teacher will be provided. The substitute will be paid \$40.00 by the parent of the suspended student.
- If the child is sent to the office for the fifth time for any offence, the principal will call the parent/guardian and the child will have three days of in-school suspension and a substitute teacher will be provided. The substitute will be paid \$120.00 by the parent of the suspended student.
- The sixth time the child is sent to the office for any offence, the principal will call the parent/guardian and that parent/guardian must pick up the child from school at that time. If the student is sent to the office after 12:00, the child will be picked up that day and will miss the following day of school. During the out-of-school suspension, the child will be

responsible for all class work and home work. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension.

- The seventh time a child is sent to the office for any offence, the principal will call the parent/guardian and that parent/guardian must pick up the child from school. If the student is sent to the office after 12:00, the child will be picked up that day and will miss the following three days of school. During the out-of-school suspension, the student will be responsible for all class work and homework.
- After seven office referrals the principal and pastor will meet to determine if that child will be expelled. In case of expulsion, the superintendent will immediately be informed.

The above procedures are a general guideline. Infractions such as fighting, stealing, and other major offenses may necessitate the principal to suspend or expel a student without prior offenses. In such case, the principal will consult with the pastor and/or superintendent.

The expulsion of a student is such a serious penalty that it is invoked rarely, and then only as a last result. The principal, pastor, and/or superintendent reserve the right to determine the appropriateness of an action if any doubt arises.

Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the principal. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

Suspension

Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$40.00) by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Anthony of Padua Catholic School. Students who have been expelled will not be allowed to return to the school without prior permission from the principal.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from St. Anthony School.

Dismissal-Early

A written request, dated and signed by the parent or guardian, is required if a student is to leave the school premises prior to dismissal time.

All school days with scheduled early dismissal is 12:00. Parents are requested to pick up their children promptly so that the teachers and staff have a chance to eat lunch before attending workshops/meetings/conferences.

St. Anthony faculty and staff are required to attend monthly faculty meetings. Parents are requested to pick up their children promptly so that the meetings can begin on time.

Dress Code

Students of St. Anthony School are expected to attend school dressed appropriately. Points will be deducted from their conduct grade when not in **full compliance** with the dress code.

Boys are to wear navy blue slacks or navy blue knee length walking shorts and a white polo shirt. On Fridays they are to wear navy blue slacks, a white Oxford shirt with long or short sleeves, a blue tie and, from November through March, a navy blue cardigan. Boys are to wear all white socks which should be at least 3 to 4 inches above the shoe. No ankle-length or no-rise socks are permitted. They must wear a standard belt, which may be navy blue, black or brown, with a standard belt buckle

Girls are to wear navy blue slacks or navy blue knee length walking shorts with a white polo shirt. On Fridays they are to wear a plaid jumper or a plaid skirt with a white blouse with a navy blue cross tie, and from November through March, a navy blue cardigan. Girls are to wear all white socks, which should be at least 3 to 4 inches above the shoe. They may wear navy blue or white tights or hose. No ankle-length or no-rise socks are permitted. They must wear a standard belt, which may be navy blue, black or brown, with a standard belt buckle.

Shoes should be comfortable keeping in mind that the students will be on the playground for recess and P.E. Flip-flops and high heels are not permitted.

Hair is to be neat, clean and well groomed. Boys' hair should not be longer than collar length. Student hair should not be "decorated" with distracting or attention-calling accessories.

Jewelry should be kept to a minimum; dangling earrings; expensive jewelry and excessive amounts of necklaces and bracelets are not permitted.

Coats, hats and gloves are to be worn as needed during cold weather since the children will be going outside for recesses.

On occasions of out-of-uniform, the students' short length or dress length and tops (covering upper arms) must be in compliance with the regular uniform dress code.

Good Rule: If you think you shouldn't wear it, you shouldn't.

This dress code applies to Pre-K with the exception of Friday dress uniforms; instead Pre-K students will wear the Monday through Thursday uniform. Pre-K students are not required to wear a belt.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND ACTING ASSISTANT PRINCIPAL.

Drop-off and Pick-up

All cars must have a last name clearly displayed in the front windshield. The name cards are provided by the school. Students will be called to the appropriate pick-up area by their name.

The morning drop-off and afternoon pick-up for first through sixth grade is off the street in front of the main entrance of the school. Pre-K will be dropped off in front of their classroom door which is off the street near the main entrance of the school, they will be picked-up at the same place as grades first through sixth.

Parents are asked to remain in their cars and to proceed through the regular carpool process.

Parents are asked to pay close attention during the carpool process. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the teachers on duty.

It is the responsibility of the parent to contact car pool members and after school care agencies when a child is absent, leaves school early, or needs other arrangements to be made.

Homeroom teachers should be advised in writing if a child is to go home in a different car pool or by a different means on a given day.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

Emergency Drills

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of two's, facing away from the building;
5. Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given.

Emergency File

An emergency file is kept for each student. It contains the statement below, the name, address and telephone number of the parent, as well as the name, address, and telephone number of two other people who can be notified in case of emergency. Parents are to keep current the names of other adults to contact in the event a parent cannot be reached.

In case of accident or serious illness, I request that the school contact me. If the school is unable to reach me, I hereby authorize the school to call the physician indicated below and to follow his instructions. If it is impossible to contact this doctor, the school may make whatever arrangements with another doctor that seem necessary.

This file is located in a convenient place, easily accessible to all the faculty members.

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. **Note:** a FAX does not take the place of an original signature.
10. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will not attend school and will be marked absent for the day.
12. All monies collected for the field trip are **non-refundable**.
13. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
14. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
15. All chaperones must be 25 years of age or older.

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade or to all the boys or all the girls in the classroom.

Grading Scale

Grading will be based on daily work, periodic tests, and sincere effort made in doing the work assigned. The Grading Scale used at St. Anthony is as follows:

A = 93 – 100

B = 85 – 92

C = 77 – 84

D = 70 – 76

F = 69 or below

There are six, six-week grading periods. Progress Reports will be given out three weeks into each grading period.

In an effort for students to achieve mastery, any student K – 6 will be given the opportunity to correct an assignment, quiz, or test in which the student earned a 76 or below. Students will be encouraged to correct his/her paper to increase his/her grade to a maximum of 84 on the corrected assignment. This process not only allows the student a second chance to increase their grade, but also relearn the concept being evaluated. Parents will be required to sign and return the corrected assignment. Students will have 3 school days to correct the assignment from the day in which the assignment was sent home for correction.

Grievance Procedure

Parents are asked to support St. Anthony School by their positive attitude and willingness to help. If at any time a problem arises, parents should first speak with the teacher or staff member involved, then the principal, and lastly to the pastor. The students pick up non-supportive attitudes from their parents and unhealthy learning situation can result.

Gum

Students should not chew gum at school at any time that they are at school. This includes before school, during school, and after school. Disciplinary action will occur for students chewing gum during the course of the school day.

Hall

Students are not allowed to run or be noisy in the halls. During pick-up time students are asked to remain inside the front entrance after school until their ride arrives.

Harassment

Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Head Lice

1. If a child is found (either by parents or by the school) to have head lice, they may not attend classes until the problem is treated.
2. All family members should be carefully checked to see that the problem has not already spread.
3. There are sprays available for use on pillows, upholstered furniture and cushions. We highly recommended that you also include treatment of these items with products available over-the-counter. Bed sheets should be washed in the hottest water possible with Clorox or a similar product.

Home and School Association

HSA works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization.

St. Anthony Home and School Association meets, as a general rule, four times a year. The times are to be announced in the monthly calendar. The meeting starts at 6:00 in the Parish Life Center. The children are asked to sit with their parents during the meeting.

Our HSA Officers are;

- Adam Bowers-President
- Scanlon Daniels-Vice President
- Krista Skiles-Secretary
- Stephanie Gaines-Historian
- Sayra Schartz-Treasurer

Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework may be assigned to students Monday through Thursday. Homework will **not** be assigned to students on Friday evening. **No tests or quizzes will be given on Mondays or the first day of school of the week. No projects will be due on Monday or the first day of school of the week.**

Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Please keep in mind that it is impossible for a student to regain full benefit of regular classes missed regardless of why a child is absent.

Teachers are not required to give make-up tests or assignments for absences due to vacations longer than one day. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception.

Homework Policy Due to Illness

When a student is absent for three or more days, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:45 PM – 4:00 PM.

For short absences, students should make arrangements with classmates regarding assignments. Students may also, receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

Honor Roll

St. Anthony Honor Roll is based on the following criteria:
In order to qualify, a student must have an A average (93) in each academic subject (including religion). P.E., Art, Music, and Handwriting must be satisfactory in the opinion of the respective teacher.

Insurance

Student accident insurance covering students during school hours, when going to and from school, and on all school-sponsored activities is required. (See St. Anthony Policy #3)

Leaving Campus

A written request (dated and signed by a parent or guardian) is required if a student is to leave the school premises prior to dismissal time. The sign out sheet is located on the outside window of the school secretary's desk.

Library

The school has a well-equipped automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. A fine of one canned good per day is required for overdue books with a maximum fine of ten cans. (Canned goods are donated to local food banks). Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or report cards until their account is cleared.

Lockers

Each student is assigned a locker or shelf space with hooks in which to store clothing and a backpack. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers and shelves only at specified times. The school reserves the right to inspect lockers and backpacks any time. Lockers may not be decorated inside or out.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school secretary to be placed in the Lost and Found basket. Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity or to the school uniform exchange department.

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Lunchroom

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

Lunchroom Supervision for volunteers:

Hour: 12:00-12:45

Days: Arranged by Lead Volunteer

Description of the Duties:

- Arrive at 11:45 A.M. in the lunch room.
- There must be two adults on the playground and two adults in the lunchroom at all times.
- During bad weather days the Life Center will be used instead of the playground.
- Greet the children as they arrive/introduce yourself as often as needed.
- Kindergarten through 3rd grade will eat first, while 4th through 6th grade will go out for recess.
- Remind children to speak in normal voices.
- As necessary, assist in wiping off tables and chairs after each class leaves.
- Walk around the tables making sure that children eat their lunch sitting in a chair, that they clean their area when finished, and assist with spills or any other situation requiring an adult.
- NO CARBONATED BEVERAGES

- Please keep circulating through the room and do not spend your time visiting.
- Direct questions to the aid on duty.
- When a major infraction occurs tell the aid on duty. Should the aid on duty and the Lead Volunteer be unavailable pull the child to one side out of hearing distance from the other students.

Good manners and behavior are expected at all times in the lunchroom.

Some points and procedures for the Lunchroom Supervisors are:

1. After the bell at 11:55 children are taken by the teachers to the St. Francis Lunch Room. Kindergarten through third grade are to walk to their assigned tables. Fourth through six grades will go to the playground with two adults. (See playground rules.)
2. The children may talk quietly during lunch. Those who yell or disturb others during lunch should be isolated until they finish their lunch.
3. Students are to throw away their trash and put their lunch box in their class container.
4. At 12:20 Kindergarten through 3rd grade will line up and walk outside while grades 4th through 6th will line up outside and enter the lunchroom.
5. Supervisors are to see that the playground rules are followed. Children who do not obey the rules or listen to the supervisors on duty are asked to sit by the wall for the remainder of the playground period.
6. When the bell rings at 12:45, the children line-up according to grade level and wait for their teacher.
7. Pre-K will eat in the Youth Room at 12:00-12:20 with two supervisors and will have their recess time at 1:00. Only parents of Pre-K students will supervise Pre- K and parents of Pre-K students will not be expected to supervise students in first through six grades unless a parent has children in both groups.

Medication

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the school office in the container received from the pharmacy and must have on its label the following information:

- a. Child's name
- b. Name of doctor prescribing the child's medication
- c. Frequency

- d. Dose
- e. Date

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the school office with the following information:

- a. Child's name
- b. Frequency
- c. Dose
- d. Date

Medication of any kind will not be administered to any student without the written authorization of the parent and/or physician.

Milk

St. Anthony has a milk program. Children may purchase milk for \$.40 per carton.

Off-Campus Conduct

The administration of St. Anthony School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Out of Uniform Guidelines

On days, such as students' birthdays, when students may wear clothing other than the school uniform, they may not wear the following:

- *tank tops
- *T-shirts with inappropriate writing

- *tennis shoes that convert to roller skates
- *biker shorts
- *pajama pants
- *make-up
- *low cut blouses/tops
- *clothing that is extremely tight
- *hats
- *skirts, dresses, or shorts that are two inches or more above the knee

Good Rule: If you think you shouldn't wear it, you shouldn't.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND ACTING ASSISTANT PRINCIPAL.

Parents As Partners

As partners in the educational process at St. Anthony of Padua Catholic School, we ask parents :

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has a nutritional lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To attend Mass and teach the Catholic faith by word and example (if Catholic);
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems;
- To attend all HSA meetings.

Parent's Role in Education

We, at St. Anthony of Padua Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life--- physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Anthony of Padua Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Anthony of Padua Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 6 grade) your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If

there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Parties

The two class parties for the children are Halloween and Valentine's Day. (If Valentine's Day falls after Lent begins, then it will be a Mardi Gras party.) They are prepared by the parent volunteers under the direction of the HSA. They begin at 2:30 in the common areas of the school. The decorations and refreshments are to be kept simple, keeping in mind that the students will have just eaten lunch two hours before the parties begin. The main focus of the parties should be on well planned activities and games.

Room parents or teachers may request permission of the principal to bring treats for special events, to be passed out at recess or at the end of the day.

Private party invitations, given out at school, must include all class members, or all the boys or all the girls.

Phone Calls – Messages

Class interruptions are to be kept at a minimum. Interruptions not only disturb the student's class work, but it serves as a disruption for the teacher and the whole class. Only messages of importance will be relayed to the students during class time, and only in case of emergency should parents ask for students to be called out of class. If a parent comes to give a message to his/her child, the parent is asked to do so through the school office.

Permission to use the telephone must be obtained from the school secretary or principal. The office phone is a business phone and students are permitted to use it only in case of an emergency. Permission for after-school visits with friends,

forgotten homework, etc. is not considered an emergency. All arrangements for after-school visits with friends should be made at home and parents must notify the school if their child will leave the school building with someone other than their regular ride.

PLAYGROUND – GENERAL RULES

We hope that all these “rules” do not seem too lengthy or trivial. We are concerned with the safety and care of your child.

1. Swings: Students are not to twist in the swings or wrap swings around the poles. Students are not to run under a child who is in a swing, nor should they run in front of or behind anyone who is swinging. Only one child to a swing.
2. No jumping off the playground units.
3. Ropes: Ropes will be allowed for jumping only. There will be no exceptions.
4. One at a time on the balance beam.
5. Skateboards or rollerblades are not to be brought to school.
6. Balls should be thrown or kicked away from the windows.
7. Students are NEVER to climb a fence. If a ball goes outside the fence, the volunteer will open the gate.
8. Students are not to play near any of the air-conditioners.
9. Children should not bring toys or trading cards from home.
10. Students who violate playground rules may be asked to serve a time-out at the playground supervisor’s discretion.

Parking

Cars are to pull up to the curb on 13th street dropping off or picking up children. Children may not go out into the street alone to get into their cars. Students must enter or exit vehicle on the curbside only.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Anthony of Padua Catholic School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

S.A.I.N.T. CLUB

To become a member of the Saint Anthony Investment in Tomorrow (S.A.I.N.T.) we ask you to pledge \$1,000.00 to St. Anthony Church and School Trust. This is to be paid out in \$100.00 a year for ten years, or \$10.00 a month for ten months for ten years. This money will be kept in the trust and the interest given to the school each year for their programs and needs. The purpose of the trust is to aid us in lessening the parish subsidies to the school and make it self-sustaining. S.A.I.N.T member are remembered each day in the prayers of the children as benefactors of their school and a Holy Mass is offered for them each school month.

Gifts to the S.A.I.N.T fund are fitting tributes to the memory of those no longer with us or in honor of a living loved one. Your gift helps to further the Christian Education of our youth of today.

There are cards to make your memorial gifts available in the church and school offices. To join the S.A.I.N.T. club, please contact Erma Skalsky, Dalhart, Texas or phone 244-2269.

School Hours

The school day begins for students in grades Pre-K through sixth at 8:00 AM and ends at 3:30 PM. (Half-day Pre-K students end their school day at 12:00 noon.) Students not in their homeroom at 8:00 AM are considered tardy.

At St. Anthony of Padua Catholic School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

The school doors are opened for students at 7:45 AM. Students arriving at that time will go to the lunchroom until they are dismissed to their classrooms at 8:00 AM. The noon lunch break is from 12:00 – 12:45. Students are not permitted to leave the school campus for lunch unless their parent signs them out and take them. Students are to return to school no later than 12:45. If they arrive after 12:45 they will be marked as tardy.

Prayer and packing backpacks begin at 3:15 PM each day. Dismissal immediately follows. Please check the school calendar and school letters for early dismissal dates.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time.

Three (3) tardies or three (3) early withdrawals is considered a one-half day absence. Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade.

School Office Hours

The school office is open on all school days from 7:45 AM – 4:00 PM.

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before the final report card is presented.

School Safety

St. Anthony of Padua Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

School Visitors

For safety and security reasons all school visitors (volunteers, parents, grandparents, etc.) must sign in at the school office when he/she enters the building for any reason and sign out at the time of departure.

Snacks

Designated parents of Pre-K and kindergarten students will purchase teacher approved snacks and all parents of these students will pay a fee for the snacks.

Student Directory

Within the first month of the school year, each family will receive a Student Directory listing students' and parents' names, addresses, and home telephone numbers.

The Student Directory should be used to acquaint parents with the names of their children's classmates and parents. These directories should not be **used** or **sold** for other purposes.

Student Records

St. Anthony of Padua Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. Anthony of Padua Catholic School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

Testing

St. Anthony participates in the testing program of the Diocese of Amarillo. The Iowa Test of Basic Skills is given in grades second through sixth, the Cognitive Abilities Test is given in grades third and fifth and the Assessment of Catechesis of Religious Education is given to the fifth grade.

It must be remembered that standardized testing provides only an instrument for assessing a child's ability and achievement. These test scores must not be looked at as being absolute, but should be used as a diagnostic tool to further the strengths and overcome the weaknesses of the individual student.

Title IX

St. Anthony of Padua Catholic School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Transfer of Students

Notice of withdrawal of a student should be made by the parent in writing to the principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

Tuition

See *Financial Obligations* p. 10

Virtual Reality Sites:

Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com® pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

Volunteers

A Volunteer Handbook is available at the school office. All individuals who volunteer in the school must fill out the Volunteer Sign-Up sheet and sign the Volunteer Pledge. All volunteers will be asked to complete the Safe-Environment Training and satisfy the requirements of the Diocesan mandated background check.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

Weather Emergencies

If it should be necessary to close the school because of weather conditions, refer to your local television stations and/or the KXIT radio station. We have informed the stations that St. Anthony of Padua Catholic School will comply to what the local public schools do concerning weather.

Revised June 27, 2011
Policies are filed in the office

****Right to Amend**

St. Anthony of Padua Catholic School reserves the right to amend this Handbook. Notice of Amendments will be sent home with students or presented in the next year's handbook.

St. Anthony of Padua Catholic School
410 E. 13th St. (P.O. Box 1329)
Dalhart, TX 79022
(806)244-4811 FAX (806) 244-0462

FIELD TRIP PERMISSION FORM

Field Trips are privileges afforded to students; no student has the absolute right to a field trip. Students may be denied participation if they fail to meet academic or behavioral requirements. **The following Field Trip Permission Form MUST be signed by the parent or guardian and given to their homeroom teacher.** Students who fail to bring in this form will not be allowed to participate in the field trip. Telephone calls or any other written note are not acceptable – please refer to the School Handbook.

I/WE, the parent(s)/guardian(s) of _____ **request that the school allow my/our son/daughter to participate in a field trip to** _____.

Educational Purpose: _____

Date of Field Trip: _____

Departure from School: _____

Arrival back to School: _____

Other Information:

Administrator’s Signature **Teacher’s Signature**

We hereby release and save harmless the school of St. Anthony of Padua Catholic School and any and all of its employees from any and all liability for any and all harm arising to my/our son/daughter as a result of this trip. In case of emergency, I give permission for _____ to be taken to a physician or hospital by either a parent in charge or by school personnel. I understand that every effort will be made to contact me.

Parent/Guardian Signature: _____

MEDICAL RELEASE FORM

Student’s Name: _____

Medical Insurance Information:

Group/Company Insurance Company: _____

Policy Number: _____

Known Allergies/Allergic Reactions: _____

Other Pertinent Medical Information _____

Current Medication(s): _____

Mother’s Daytime #: _____ **Father’s Daytime #:** _____

Mother’s Cell Phone #: _____ **Father’s Cell Phone #:** _____

(Keep for emergency purposes.)

TELECOMMUNICATIONS USE AGREEMENT

Telecommunications Use Agreement

Adapted from NCEA's From the Chalkboard to the Chatroom.

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Anthony of Padua Catholic School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.

As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.
6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the

system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

PHOTO-VIDEO RELEASE

To whom it may concern:

I hereby give permission for my son(s)/daughter(s)

to be photographed or videotaped at St. Anthony of Padua Catholic School. I realize that the photo may be published in the newspaper, a magazine, the school website, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at St. Anthony of Padua Catholic School.

OR

I do **not** want my son(s)/daughter(s)

to be photographed or videotaped at St. Anthony of Padua Catholic School.

Signed: _____

Date: _____

Return to Mrs. Karen Graff
by September 1, 2011

Parent/Student Signature Page

I have read the 2011/2012 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Family Name _____

Parent signature

Date

Parent signature

Date

Student signature

Date

Student signature

Date

Student signature

Date

Student signature

Date

***Parents and students must both sign.**

SIGNED FORM DUE TO Mrs. Karen Graff Sept. 1, 2011.