

Catholic Schools

Faith In Every Child

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FACULTY AND STAFF RESPONSIBILITIES

- To provide students with a Catholic education of the highest quality
- To model a life of authentic Christian discipleship
- To treat all students fairly and impartially
- To respect the dignity of every human person
- To strive to create a loving, caring, and inclusive environment
- To ensure a safe environment for all students
- To model respect for all school rules and those in positions of authority to discipline students with loving firmness and consistency
- To communicate with parents regularly about the progress of their Child/children, and to make an effort to understand the perspective of parents and student.
- To model a lifelong love for learning
- All employees, volunteers, substitutes, bus drivers and anyone assisting with our children must be in compliance with our safety policy by taking the training offered by the Diocese of Amarillo and by satisfying the requirements of a background check.

STUDENT RESPONSIBILITIES

- To attend school daily, except when ill, and to be on time for all classes.
- To obey all school rules, including wearing the required uniform each day except a no-uniform day..
- To be prepared for class and to carefully complete all assignments
- To develop good study habits
- To participate fully in the learning process
- To be kind to and accepting of all students
- To show respect for all adults, including teachers, staff, and volunteers
- To avoid the use of profanity, threatening words, or hurtful speech
- To avoid all forms of disruptive behavior

PARENT RESPONSIBILITIES

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. Ideas 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 (K-6), 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.

Parent as Partner

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; and
- 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 (including 30 minutes of reading/teacher required); and
- Has a nutritional lunch every day.

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

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 treat teachers with respect and courtesy in discussing student problems

ST. ANTHONY OF PADUA CATHOLIC SCHOOL DIOCESE OF AMARILLO

The Bishop, as chief representative of the Church's teaching authority, is the head of the schools within the Diocese. He shares his regulatory responsibilities, including policymaking, with the Diocesan School Board and his administrative and supervisory responsibilities with the Superintendent of Schools.

St. Anthony of Padua Catholic School is a ministry of St. Anthony of Padua Catholic Church. The Pastor assigned by the Bishop as the care of souls and the administration of the parish, is the head of the parish and school. He delegates the day-by-day operations of the school to the Principal. He maintains an active role in collaboration with the Principal and the School Board with the ultimate authority and responsibility for the well-being of the school community.

THE MISSION

The ministry of Catholic education at St. Anthony's is the fulfillment of 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's 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's 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.

Mission Statement: 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 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, 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 Word by bearing witness to it.

THE HISTORY

In 1930, Bishop Rudolph A. Gerkin purchased the present church land near the new Catholic hospital. In 1948, two buildings were purchased from Dalhart's Army Airfield. On June 13, 1949, Bishop Fitzsimon dedicated St. Anthony's 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's 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 reading program. The textbooks are up-to-date, as are the supplemental materials.

The school offers a central library; a state-of-the-art computer lab with internet access and networked to each classroom, with a laser printer in every classroom, and each having access to a colored printer also. Currently the school is strengthening its Accelerated Reader program.

Students at St. Anthony's 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's is carried out within an environment of Christian values.

THE GOALS FOR CATHOLIC EDUCATION

(Adapted from the TCCED
Goals for Catholic Education in Texas)

- I. The Catholic school promotes a community of believers, learners and active doers in the spirit of Jesus Christ, as experienced in the Catholic Church, and lived out as active citizens in today's society. The school fosters:
 - A. A Catholic identity through which the religious atmosphere permeate the total instructional program
 - B. A faith community expressed through religious experiences that include formal classes for teaching Catholic doctrine according to Vatican II and the religious spirit of the diocese, programs for personal spiritual formation, opportunities for worship, expression of beliefs through service to others, appropriate sacramental catechesis, the sponsoring of adult programs, and active participation of students in their parish community. Specifically:
 1. To adapt our policies to the spirit of our Bishop's "Five Year Educational Plan for the Diocese of Amarillo".
 2. To develop children's liturgies using the Children Lectionary and the Eucharistic Prayer.
 3. To participate in service projects for the school community and the world.
 - C. Active interaction between the school and parish family.
 - D. Knowledge and skills that lead to the development of Christian attitudes towards life, human sexuality and the family.
 - E. The formation of students to set goals and find ways to attain them, to see persons as equals and worthwhile individuals, to be self-disciplined and determined, to be responsible, responsive, compassionate and empathetic to the feelings and needs of others, to recognize and build on personal strengths and to respect the individual differences present in others.
- II. The Catholic school provides instructional leadership and maintains an up-to-date program of studies.
 - A. To communicate on a regular basis regarding school activities and general accomplishments.
 - B. That an annual report be made available to parishioners, parents and local community regarding finances and positive accomplishments during the year.
 - C. To provide systematic reports to parents regarding student progress.
 - D. To communicate expectations for student academic performance to parents and students.
 - E. To provide a safe and orderly environment with a clear discipline code.
 - F. To inform its constituency of school policies and regulations with specific attention given to rights and responsibilities of staff, students, and parents, grievance policies, discipline code, school policies, grading system, and compliance with local state, federal laws and regulations.
 - G. To provide school facilities which project a positive and future-oriented image (future of this life and the next).
 - H. To ensure that religion texts remain in conformity with the Roman Catholic Church and its Magisterial.
 - I. To ensure that our religious texts are appealing to maintain student interest in such an important topic.
 - J. To continue updating our current technological program, in order to prepare our students to deal with the high technological expectations of the modern world.
 - K. To update in compliance with the Five Year Plan and keep current with educational techniques and trends through in-service and professional reading.
 - L. Provide programs of instruction to meet students' diverse learning needs, specifically to obtain current library resources which enhance instruction for the gifted and talented, as well as the slower learners.
 - M. To develop excellence in education through compliance with the policies and standards of the Texas Catholic Conference Education Department.

- III. The purpose, design, and implementation of the curriculum represents the school's mission, which is understood as well as shared by teachers, students and parents. All students should:
- N. Develop a knowledge and understanding of the Catholic faith and a personal relationship with God as evidenced by attitude and practice.
 - O. Develop a proficiency in the fundamentals of language arts and mathematics in the lower grades, followed by studies in advanced mathematics, technology, science, social studies, fine arts, English, and foreign language.
 - P. Develop higher level thinking skills of research, analysis, evaluation and problem solving.
 - Q. Develop a proficiency in the use of basic communication skills and technology, as well as the ability to recognize propaganda in their lives.
 - R. Develop problem solving skills by which to integrate information, and to form a framework within which to sort out the diverse values present today.
 - S. Acquire knowledge and appreciation of the culture of the ethnic groups that make up our American heritage.
 - T. Acquire an understanding of the importance of physical and mental health in one's life by developing healthy attitudes regarding human sexuality, nutrition and chemical substances, as well as the development of health maintenance skills.

ABSENCES

Frequent absences often impede a child's learning process. Excessive absence (40) days or the equivalent of (40) days can be cause for a student to be retained in the current grade for another year.

Absences shall be classified into:

1. Excused absences:

A student may be excused for temporary absence resulting from personal illness, sickness or death in the family, weather or road condition, or any other cause if accepted by the principal. The reason for an absence must be stated in writing and signed by the parent/guardian.

2. Unexcused absence:

occurs with the knowledge and approval of parents or guardians, but for reasons which are not acceptable to the school. If there is serious reason to doubt the validity of absences, the parent will be notified and a conference with the principal and teacher will be arranged.

Taking a child out for vacations should be very rare. If this must be done, arrangements are to be made previously with the principal and the classroom teacher, and the student is to make up all worked missed. Students have a day for each day of absence to make-up his/her school work.

No child may leave the school grounds without permission of a teacher or the principal. The principal is legally responsible for the child's safety at school during school hours. If a child must leave school during the day for a doctor or dental appointment, he/she must bring a note to the office. The student may not wait outside the school building.

ACCREDITATION

St. Anthony of Padua Catholic School is accredited through the Accreditation Commission of the Texas Catholic Conference.

ADDRESS -CHANGE

We ask that you report a change of address or telephone number as soon as possible.

ADMISSION -AGE REQUIREMENT AND PROCEDURES

Parents wishing to enroll their children in St. Anthony's for the first time can apply for admission by coming personally to the school office.

To be admitted to Kindergarten, a child must have completed his/her fifth birthday on or before September 1. To be admitted to first grade, a child must have completed his/her sixth birthday on or before September 1. An exception can be made for students where the sending school is outside the state of Texas, with an age limit after September 1, and the school provides evidence that the child has successfully completed the grade or portion thereof in the respective school.

These will be reviewed to determine whether the program at St. Anthony of Padua School will meet the educational needs of the student. An interview with the student is part of the admission process.

At registration, or when entering St. Anthony's, the following documents must be presented:

1. A Baptismal Certificate
2. A Birth Certificate
3. Those transferring from other schools must also present the last report card from the previous school.
4. Immunization and Vaccination Certificates. (These certificates are copied and returned immediately).
5. Social Security Number
6. Proof of Insurance

Students are admitted into the school according to the following priorities:

1. Families whose children are presently attending St. Anthony's
2. Parishioner families.
3. Non-parishioner families

ADOPT-A-STUDENT PROGRAM

The Adopt-A-Student program is aimed at aiding those students who would be deprived of a Catholic education for purely monetary reasons. To join, one commits to pay tuition for a year. Members will be remembered in the children's prayers and in a Mass offered each month for the benefactors of St. Anthony's School. The student adopted attends St. Anthony of Padua Catholic School without the stigmatism of others knowing whom they are.

ATTENDANCE

Since school attendance is required by state law, accurate and complete attendance records must be kept for each child.

After returning to school, the student must submit a written note from the parent or guardian stating the reason for the student's absence. The student's absence will be considered unexcused if a note is not received from a parent or guardian or medical professional.

Students may be required to complete missed class or homework assignments as deemed appropriate by the teacher.

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

BLOGS

Engagement in online blogs off campus such as, but not limited to, MySpace.com, Xanga, Friendster, etc. may result in disciplinary actions if the content of the student'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's.

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

CHILD ABUSE LAW

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.

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 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, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, cell phones, laser lights, palm pilots, CDs, iPods or other mp3 players, or anything that will detract from a learning situation are not allowed at school at any time.

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 parents(s)/guardian(s) on the last day of the school year.

OFF-CAMPUS CONDUCT

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.

CHEATING

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

DETENTION

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

SUSPENSION

Students who are given an in-school suspension will be required to report to school. A substitute teacher will be provided. The substitute will be paid \$40.00 by the parent of the suspended student. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Both types of suspension require all class work for the day be completed.

EXPULSION

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to other 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.

St. Anthony of Padua Catholic School provides 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.

CONFERENCES

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

There are at least two formal parent-teacher conferences each year: One after the first reporting period and the other when the ITBS Test results are in.

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.

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 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, receive appropriate consequences (loss of privileges) and will be sent home at the end of day with a notice that must be signed and returned to the Principal's office within two school days
- The second time the student goes to the Principal's office for any offence 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. The parent will be warned that at the next infraction, the child will be suspended from school for one day.
- The third time a student goes to the Principal's office, for any offence the Principal will immediately call the parent/guardian. The parent/guardian must pick up the child from school at that time. If the student is sent to the office after 12:30, the child will be picked up that day and will miss the following day of school.
- If a child is sent to the office for a fourth time for any offence, the child will call the parent immediately who will pick the child up. In addition, the child will be suspended from school for a period no shorter than three days. During the suspension, the student will be responsible for all class work and homework.
- After four office referral the student will be subject to expulsion per the expulsion policy in the parent and student handbook.

The above procedures are a general guideline. Infractions such as fighting, cheating, 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 a very serious matter. The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

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. If for illness or any other reason a student is sent home, the parent or guardian must be informed by the principal or secretary before the student leaves the school.

St. Anthony's faculty and Staff are required to attend faculty meetings, the dates of which are published in the annual calendar. Parents are requested to pick up their children promptly so that the meetings can begin on time. .

DRESS CODE

Students of St. Anthony's 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.

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.

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 must be in compliance with the regular uniform dress code.

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

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 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.

Crisis Plan

St. Anthony of Padua Catholic School has implemented a "crisis plan" in case of an 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 one of two secure designated locations:

1. St. Anthony of Padua Parish Hall
2. St. Anthony of Padua Church

Weather Emergencies

If it should be necessary to close the school because of weather conditions, refer to your local television stations. We have informed the stations that St. Anthony of Padua Catholic School will comply to what our local Public Schools do concerning weather.

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

GRADING - - REPORT CARDS

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's is as follows:

A	93 to 100
B	85 to 92
C	77 to 84
D	70 to 76
F	69 or below

There are four nine-week grading periods. Progress Reports will be given out 4 ½ 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 notified of the student's opportunity to correct his/her assignment as well as 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's 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.

A parent may request a hearing with the School Board. He/she must submit their request in writing two weeks prior to the Board's next meeting. The issues appearance on the agenda, however, is subject to the approval of the School Board president, the Principal, and the Pastor.

HALLS

Students are not allowed to run or be noisy in the halls. During fair weather, students are asked to remain outside after school until their ride comes. During bad weather, students are asked to remain inside the front entrance after school until their ride arrives.

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 MEETINGS

St. Anthony's 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 7:00 in the Parish Hall. The children are asked to sit with their parents during the meeting.

Our HSA Officers are;

- Adam Bowers-President
- Scanlon Daniels-Vice President
- Stephanie Gaines-Secretary
- Paulina Espinel-Historian
- Jenny McDaniel-Treasurer

HONOR ROLL

St. Anthony's 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's Policy #3)

LEAVING CAMPUS

A written request (dated and signed by a parent or guardian) or a verbal request by the parent is required if a student is to leave the school premises prior to dismissal time. If for illness or any other reason a student is sent home, the parent or guardian must be informed before the student leaves the school. This must be done with the principal's knowledge. Students must be signed out of the school by a parent or guardian. The sign out sheet is located on the school secretary's desk.

LIBRARY

Each class has a library period once a week. Fines will be charged for materials overdue. Students must pay for lost or damaged books.

LUNCHROOM

Lunchroom Supervision for volunteers

Hour: 12:00-12:45

Days: Arranged by Lead Volunteer

Description of the Duties:

- Arrive at 11:45 A.M.
- Greet the children as they arrive/introduce yourself as often as needed.
- 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 spill or any other situation requiring an adult.
- "NO CARBONATED BEVERAGES"
- If you are unable to be here on your assigned day, please try to find a substitute. If you are unable to do this, please call the Lead Volunteer as soon as possible, we depend on you.
- Please keep circulating through the room and do not spend your time visiting.
- Direct questions to Lead Volunteer or the teacher on duty.
- When a major infraction occurs tell the teacher on duty. Should the teacher be unavailable pull the child to one side out of hearing from the others.

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 Parish Hall. The students are to walk to their assigned tables.
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. As the students finish their lunch, they are to raise their hand and ask permission to leave. Supervisors check to see if they ate the essentials of their lunch and if their place is clean.

4. When most of the children are finished, one of the supervisors takes the group to the playground.
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 on the school steps or by the side of the hall 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 to bring them inside.

MAKE-UP WORK

Students will be required to make up work missed due to both excused and unexcused absences. Please keep in mind that it is impossible for a student to regain full benefit of regular classes missed regardless of why a child was absent. It is the responsibility of the student to check with the teacher to determine the work needed for make-up, and to arrange specific dates for completing the work or taking tests. Failure to carry out the terms of the arrangement made with the teacher will result in forfeiture of rights to make up work. Report cards will be withheld until the required work for the period is completed. (See St. Anthony's Policy #4: Excused Absences by Prior Arrangement.)

MASS – SACRAMENT OF RECONCILIATION – PRAYER

Three days a week, the students of St. Anthony's have an opportunity to assist at Mass. The children participate as lectors, servers, gift bearers, and intention readers.

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.

MEDICATION / ILLNESS

Children must not be brought to school if they are ill. Parents will be notified to pick up children immediately if signs of illness occur during the day.

Medication of any kind will not be administered to any student without the written authorization of physician and parent. If a physician states in writing that a pupil should have a certain medication during school hours, he/she should describe the type of preparation—pill, tablet, capsule or liquid—color of preparation, and the quantity and frequency of administration. This should be accompanied by written permission from the parent/guardian to give the medication.

All medications are kept in the office. The medication must be administered by an authorized person and recorded properly in the Medication Log in the office.

MILK PROGRAM

St. Anthony's has a milk program. Children may purchase milk.

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, admissions policies, or other school-administered programs.

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.
2. Teeter-Totters: Students are not to stand on the teeter-totters or sit in the middle of them. Only two may teeter-totter at one time.
3. Ropes: Ropes will be allowed for jumping only. There will be no exceptions.
4. Rocks and sand are never to be thrown or dropped down the slide.
5. Skateboards or rollerblades are not to be brought to school.
6. Soccer and other kickball games are to be played in the southwest corner of the playground, away from screens and windows.
7. Students are NEVER to climb a fence. If a ball goes outside the fence, the faculty/staff member will open the gate; the key hangs inside the door to the playground.
8. Students are not to play near any of the air-conditioners or near the rectory or garage.
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.

PARTIES

The two class parties for the children are Halloween and Valentine's Day (If Valentines falls after Lent begins, then it will be a "Mardi Gras" party.) They are prepared by the parent volunteers of the Home and School Association.

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 serve 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. Arrangements for after-school visits with friends should be made at home.

RELIGIOUS INSTRUCTION

St. Anthony's Catholic School provides a religious education program containing Catholic doctrine and basic Christian principles. Students are required to be present at religion class and any activities of a religious nature taking place during school hours.

S.A.I.N.T. CLUB

To become a member of the Saint Anthony's Investment in Tomorrow (S.A.I.N.T.) we ask you to pledge \$1,000.00 to St. Anthony's 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 – CURRICULUM

The curriculum of St. Anthony's School corresponds to its philosophy, with stress on the personal worth of each child, who has the potential to become a successful person.

The following subjects are taught at each grade level: Religion, mathematics, language arts, (reading, english, spelling, penmanship), science, social studies, Spanish, art, music, and physical education.

Constant emphasis is placed on phonics, reading and math. Much emphasis is placed on the Accelerated Reader Program. The school has a state of the art Computer Lab. The Accelerated Reader Program is firmly in place, with a wealth of AR books and computer tests. The library itself has over 4,000 volumes. St. Anthony's has structured physical education classes and an annual Christmas play in which all grades participate.

SCHOOL – 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.

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.

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

SCHOOL VISITORS

School Visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons check in with the front office.

STUDENT'S DAY

The school day begins at 7:50 a.m. and ends at 3:30 p.m. The school is opened at 7:30 a.m. Mass will be attended three days out of the week.

The noon lunch break is from 12:00 to 12:45. Children are not permitted to leave the school campus for lunch unless their parents take them.

Parents are asked to pick up their children promptly at 3:30 p.m.

TARDINESS

A student is tardy if he/she is not present in the classroom for opening exercises in both the forenoon and the afternoon sessions.

Students who are tardy must report to their teachers. Parents should call or send a note stating the cause of the tardiness. Tardiness will only be tolerated twice during each nine week period. Should tardiness occur frequently, parents should be asked to arrange for a conference in order to discuss a possible solution. Excessive tardiness may result in detention, suspension, or expulsion.

TESTING

St. Anthony's participates in the testing program of the diocese. General Ability Tests and Achievement Tests are given in grades kindergarten through six.

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 US shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under activity receiving federal financial assistance."

TUITION

Tuition rates per year at St. Anthony's are as follows:

Active Parishioners.....	\$1632.00 one child
	\$2719.00 two children
	\$3470.00 three children
	\$4221.00 four children
Inactive Parishioners and Non-Catholics.....	\$2378.00 one child
	\$3795.00 two children
	\$4756.00 three children
	\$5717.00 four children

Monthly payments are expected to be made before the tenth of the month. Financial Assistance Forms are available in the front office.

VOLUNTEERS

All individuals who volunteer in the school must complete the Safe-Environment Training and satisfy the requirements of a mandated background check.

**Revised August 1, 2009
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.