



# **FAMILY HANDBOOK**

## **2019-2020**

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*“Go, therefore, and make disciples of all nations”*  
Matthew 28:19

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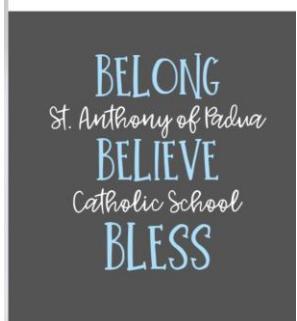
**Established 2001**  
**Archdiocese of Galveston-Houston**

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2012 National Blue Ribbon School of Excellence



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[www.staopcs.org](http://www.staopcs.org)



The Family Handbook is provided to inform students and parents of the procedures and policies of St. Anthony of Padua Catholic School. We ask parents to carefully read the handbook and review the appropriate sections with their child(ren).

St. Anthony of Padua Catholic School operates in accordance with the Archdiocesan Board of Education policy number 621 that reads:

*"A school within the boundaries of the Archdiocese of Galveston-Houston that will be known as a Catholic School shall follow the regulations as set forth by the Catholic School Office."*

St. Anthony of Padua Catholic School adheres to the guidelines established by the Texas Catholic Conference Bishops Education Department, which is recognized by the Texas Education Agency. We hold membership in the National Catholic Education Association.

Catholic schools in the Archdiocese of Galveston-Houston admit all students to the rights, privileges, programs, and activities made available to the student body. Catholic schools do not discriminate on the basis of race, color, age, or national or ethnic origin in the administration of its admission, loan, athletic or scholarship programs.

St. Anthony of Padua Catholic School and administration retain the right to amend the Family Handbook for just cause. By no means is this handbook considered all-inclusive. Families will be given notification, if changes are made.

The enrollment of a child(ren) in St. Anthony of Padua Catholic School is considered to be an agreement on the part of the student and parents/guardians that they will comply with school procedures, regulations, and policies including, but not limited to those in this handbook. Administration and staff will exercise professional judgment and discretion to address situations fairly and consistently.

After reviewing the handbook with your child(ren), acknowledge your review by completing the Family Handbook Acknowledgement as part of Back to School Forms.

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**NOTE:** Additions and revisions to the Family Handbook for 2019-2020 are highlighted in yellow. Additions and revisions made during the school year are highlighted in green.



## St. Anthony of Padua Catholic School

*Nurturing Souls. Enriching Minds.*



Dear School Families,

Welcome to the 2019-2020 school year! We want to congratulate you on making this important decision in your lives to send your child to St. Anthony of Padua Catholic School. Thank you for your determination and commitment in making a Catholic education a priority in the life of your child.

Perhaps your decision to promise your child a Catholic education was based on the knowledge that our school stands for excellence. Our faculty and staff work diligently to develop in our students the skills and knowledge which are the basis of a strong academic program. In addition, we offer experiences and opportunities to grow spiritually, mentally and emotionally in a caring, supportive Christian environment. We enjoy working with all our students and are committed to providing them an excellent education that will truly prepare them for high school and the future.

We hope this handbook will explain “everything you ever wanted and needed to know” about St. Anthony of Catholic School. Please use it as a source of reference throughout the school year. It will answer questions you may have regarding school policies, procedures and regulations.

Again, we thank you and congratulate you on the choice you have made to place your child in our school. We sincerely appreciate the support our families have given St. Anthony of Padua Catholic School. Together, we share the responsibility and the joy of preparing your child for the future a future in which we keep Christ in the center of our family, our education and our lives.

We are looking forward to working with you and your child this school year as we introduce our new theme: **“Belong. Believe. Bless”** with this year’s focus on Belongingness. We hope this year will be an exciting and inspiring year for each of us. May God bless you and your family as our year begins.

Sincerely in Christ,

*Rev. Tom Rafferty*  
**Pastor**

*Veronica Tucker, M.A., M.S.*  
**Principal**

*Susan Leddy, M.Ed.*  
**Assistant Principal**

*Kendall Shamas, M.Ed.*  
**Assistant Principal**

## **MISSION STATEMENT**



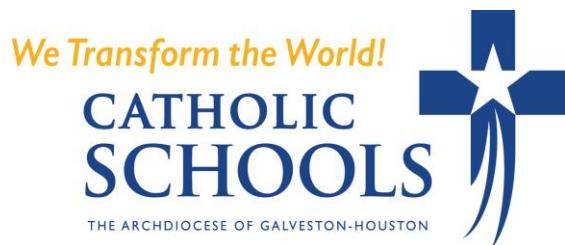
The mission of St. Anthony of Padua Catholic School is to:  
Instill Roman Catholic identity, reverence for the sacraments  
and a lifelong commitment to joyful discipleship;  
Enrich students by fostering academic excellence  
and providing opportunities that nurture and challenge  
all to reach their full potential;  
Develop, with parents, the moral compass that guides students  
to serve with Jesus Christ as their model.

## **VISION STATEMENT**

The vision of St. Anthony of Padua Catholic School is to guide the  
mind, body, and spirit of the next generation of Catholic leaders to  
live the Gospel of Jesus Christ as beacons of light to the world.

## **PHILOSOPHY**

St. Anthony of Padua Catholic School, in partnership with parents, is focused on the continuous formation of the whole Christian person. Our learner-centered curriculum maintains high academic standards and nurtures the development of a life-long love of learning. Students are actively engaged through the use of a variety of instructional methods and emerging technologies that promote collaboration and higher-level thinking skills. Within a welcoming, Christ-centered environment, students are made aware of their role as members of the Christian community through the teaching of Catholic doctrine, participation in liturgy and worship, preparation for the sacraments and involvement in service projects. Members of our school community are encouraged to live as Disciples of Christ, serving all people by sharing the gifts and talents received from God.





**2019-2020 NATIONAL CATHOLIC  
SCHOOLS' WEEK THEME**

*Catholic Schools – Learn. Serve. Lead. Succeed.*

**SCHOOL IMPROVEMENT GOALS, 2019-2020**

- ➔ Committed to continuous improvement STAOPCS identifies annual school improvement goals that are drawn from our long-range strategic plan, the Archdiocesan strategic plan and include local, Archdiocesan and accreditation initiatives. In '19-'20 we will: Strengthen our Catholic Identity by placing a strong emphasis on prayer with quiet during prayer and prayer to open classes and meetings.
- ➔ Strengthen curriculum & instruction by continuing to revise the foreign language program to prepare students to interact in a culturally diverse global society; implement new English Language Arts curriculum; implement new Ignite Enrichment Program.
- ➔ Implement enrollment management and retention initiative from the Archdiocese; increase participation from the community in various school activities; increase family participation and engagement in school life through the Paduan Parents organization.
- ➔ Assess current school communications and seek ways to improve the exchange of information throughout the community with a focus on building relationships.
- ➔ Strengthen technology resources by refurbishing technology lab and acquiring additional software to enhance instruction; innovative instruction and upgrade campus resources and programs to include Robotics and coding.
- ➔ Focus staff professional development on systemic professional learning communities, gifted & talented education emphasizing differentiated instruction, learning differences, data decision making and the Second Step SEL program.
- ➔ Focus parent education on student academic and social success through topics such as student spiritual formation, high school prep, standardized testing and the Second Step SEL program.
- ➔ Increase coverage of school outreach, unique events and accolades in media.
- ➔ Create policy and procedure manuals for major school and fundraising events.
- ➔ Continue to publish financial reports created by fundraising events.
- ➔ Continue to explore, identify, and implement means to provide additional revenue growth for the school.

## **STAOPCS STRATEGIC PLANNING GOALS**

*(Completed April 2015)*

### **Catholic Identity**

- STAOPCS will increase understanding and demonstration of its mission, vision and philosophy.
- STAOPCS will increase understanding and appreciation of our Catholic heritage, faith traditions and Gospel values throughout the school community.

### **Enrollment**

- STAOPCS will develop and implement a recruitment and retention program aimed at maintaining maximum enrollment levels, while positioning the school for potential future growth.

### **Marketing, Public Relations, and Development**

- STAOPCS's Marketing and Development Subcommittee will address the school's marketing, public relations and development needs.
- STAOPCS will enhance the school's reputation in the community with positive public relations efforts.

### **Educational Programs**

- STAOPCS will further develop its strong learner-centered instructional program, which challenges students and supports the school's mission, vision and philosophy.
- STAOPCS will comply with regulations from the Texas Catholic Conference Education Department (TCCED), AdvancED® and Archdiocese of Galveston-Houston.
- STAOPCS will address the personal and social development of students through its guidance and counseling programs.

### **Staffing**

- STAOPCS will recruit, develop and retain qualified personnel committed to the mission, vision and philosophy of the school.

### **Finances**

- STAOPCS will maintain a balanced budget that will provide financial support for the school's short and long-term operations and reserves.
- STAOPCS will ensure transparency and accountability of finances.

### **Facilities**

- STAOPCS will seek innovative ways to make the best use of the existing space available in the school facilities.
- STAOPCS will enhance school security to make the campus as safe as possible.
- STAOPCS will work with the parish on the Parish Master Plan and future improvements.

### **Community Relations**

- STAOPCS will foster partnership between school and home.
- STAOPCS will implement a cohesive volunteer program to enhance academic, extracurricular, fundraising and enrichment programs.
- STAOPCS will strengthen the relationship between the school and church.
- STAOPCS will continue involvement within the local community.

### **Technology**

- STAOPCS will provide opportunities for academic excellence by enriching and enhancing the curriculum through the integration of innovative technology.



## GENERAL INFORMATION

### Administration & Office Staff

Veronica Tucker, Principal & Parish Director of Education  
Susan Leddy, Assistant Principal Pre-K - 5th  
Kendall Shamas, Assistant Principal 6th - 8th & Auxiliary  
Katie Tressel, Advancement Coordinator  
Janay O'Connor, Counselor  
Olga Wunch, Learning Advisor  
Leslie Pavlock, Nurse  
Nestor Cayanan, Religion Coordinator  
Margaret Blouin, Assistant Religion Coordinator  
Arlene Failde, Information Systems Coordinator  
Dale Quicke, Athletic Coordinator  
Heather Koett, Assistant Athletic Coordinator & Event Coordinator  
Cathy Russell, Admissions & Office Manager  
Colette Carson, Business Manager  
Mary Cunningham, Administrative Services & Support Assistant  
Emily Booth, Administrative Services & Support Assistant  
Emily Domingo, Administrative & Communications Assistant & Advancement Assistant

### Early Childhood Department

Laura Foy, Pre-K3  
Mona Rodriguez, Pre-K3 Assistant  
Vanessa Wilson, Pre-K4  
Cindy Bierbaum, Pre-K4 Assistant  
Ann-Marie Dalton, Pre-K4  
Patricia Tamez, Pre-K4 Assistant  
Abby Smith, Kindergarten  
Prudence Osman, Kindergarten Assistant  
Kari Golden, Kindergarten  
Linda Dueitt, Kindergarten Assistant

### Elementary Department

Kristy Doyle, 1st Grade  
Lexie Lyons, 1st Grade  
Therese Abib, 2nd Grade  
Lincy Jacob, 2nd Grade  
Monique Loyo, 3rd Grade  
Meghan Preuss, 3rd Grade

Mikayla Gambertoglio, 4th Grade

Katherine Naeher, 4th Grade

Michelle Daniels, 5th Grade

Kathy Graff, 5th Grade

Ellen Pavlich, Learning Support Teacher

### Middle School Department

Robert Barnes, 6th Advisor & Social Studies  
Jill Gregory, 6th Advisor & Math  
Kelly Sturgeon, 7th Advisor & Science  
Sarah Turner, 7th Advisor & English Language Arts  
Kristine Parks, 8th Advisor & English Language Arts  
Nestor Cayanan, 8th Advisor & Religion  
Lisa Biagi, Math  
Margaret Blouin, Learning Support Teacher

### Auxiliary Department

Joseph Scale, Band & Percussion Ensemble  
Silvia Gonzalez, World Language & Spanish  
Elizabeth Curtin, Theatre & Middle School Electives & EC Music and Motor  
Suzanne Ettman, Art  
Keith Burton, Music 1st-8th & Liturgical Mass Choir  
Caitlyn Surkein, Music Pre-K-K  
Heather Koett, EC World Languages & PE  
Silvia Gonzalez, PE-Angels & Middle School Electives  
Dale Quicke, PE & Health  
Kendall Shamas, Broadcast Media  
Margaret Blouin – Middle School Elective

### Technology/Library Media Center

Arlene Failde, Technology & Middle School Electives  
Cristofer Mattern, Library & Middle School Electives

### Beyond the Bell (BtB)

Susan Leddy, Coordinator  
Charlotte Aldrich, Manager  
Ellen Pavlich, Staff  
Joseph Scale, Staff  
Thelma Sanchez, Staff  
Yvette Flot, Staff  
Maria Balderas, Staff

*Faculty & staff maintain Safe Environment compliance through the Archdiocese.*

## CALENDAR 2019-2020

### August 2019

- 1** School Leadership Team Retreat
- 1** New Faculty & Staff Orientation
- 5-9, 12** Staff Development Days
- 12** Meet the Teacher
- 13** First Day of School / Noon Dismissal
- 22** Parent Information Night, PreK-5
- 29** Parent Information Night, 6-8

### September 2019

- 2** Labor Day Holiday

### October 2019

- 11** Conferences
- 11** End of the First Quarter
- 14** Staff Development
- 31** Halloween Science Day

### November 2019

- 11** Staff Development
- 13** Dolphin Donor Day
- 22** Grandparents Day / Noon Dismissal
- 25-29** Thanksgiving Holiday

### December 2019

- 13,16,17** Middle School Exams
- 19** End of the Second Quarter  
Early Release
- 20-31** Christmas Holiday

### January 2020

- 1-3** Christmas Holiday
- 6** Staff Development Day
- 20** Martin Luther King, Jr. Holiday
- 27** National Catholic Schools Week  
Begins

### February 2020

- 1** National Catholic Schools Week Ends
- STEPS for Students
- 15** Staff Development Day

### March 2020

- 6** End of 3rd Quarter / Noon Dismissal
- 9-13** Spring Break

### April 2020

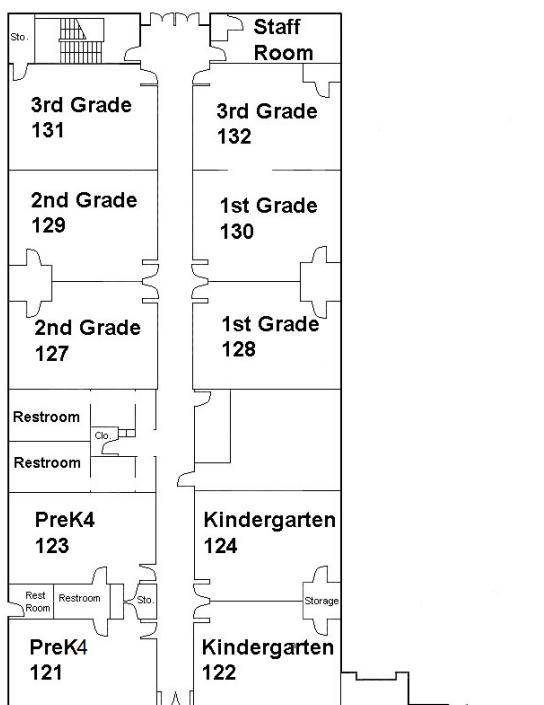
- 3** Earth Day / Noon Dismissal
- 9** Holy Thursday / Noon Dismissal
- 10-14** Easter Break
- 18** Auction Gala
- 20** Standardized Testing Begins

### May 2020

- 8, 11, 12** 8th Grade Exams
- 12,13,14** 6th and 7th Grade Exams
- 15** 8th Grade Graduation
- 18** Field Day / Noon Dismissal
- 21** End of Fourth Quarter  
Last Day of School, Pre-K - 7th  
Noon Dismissal
- 22** Staff Development Day

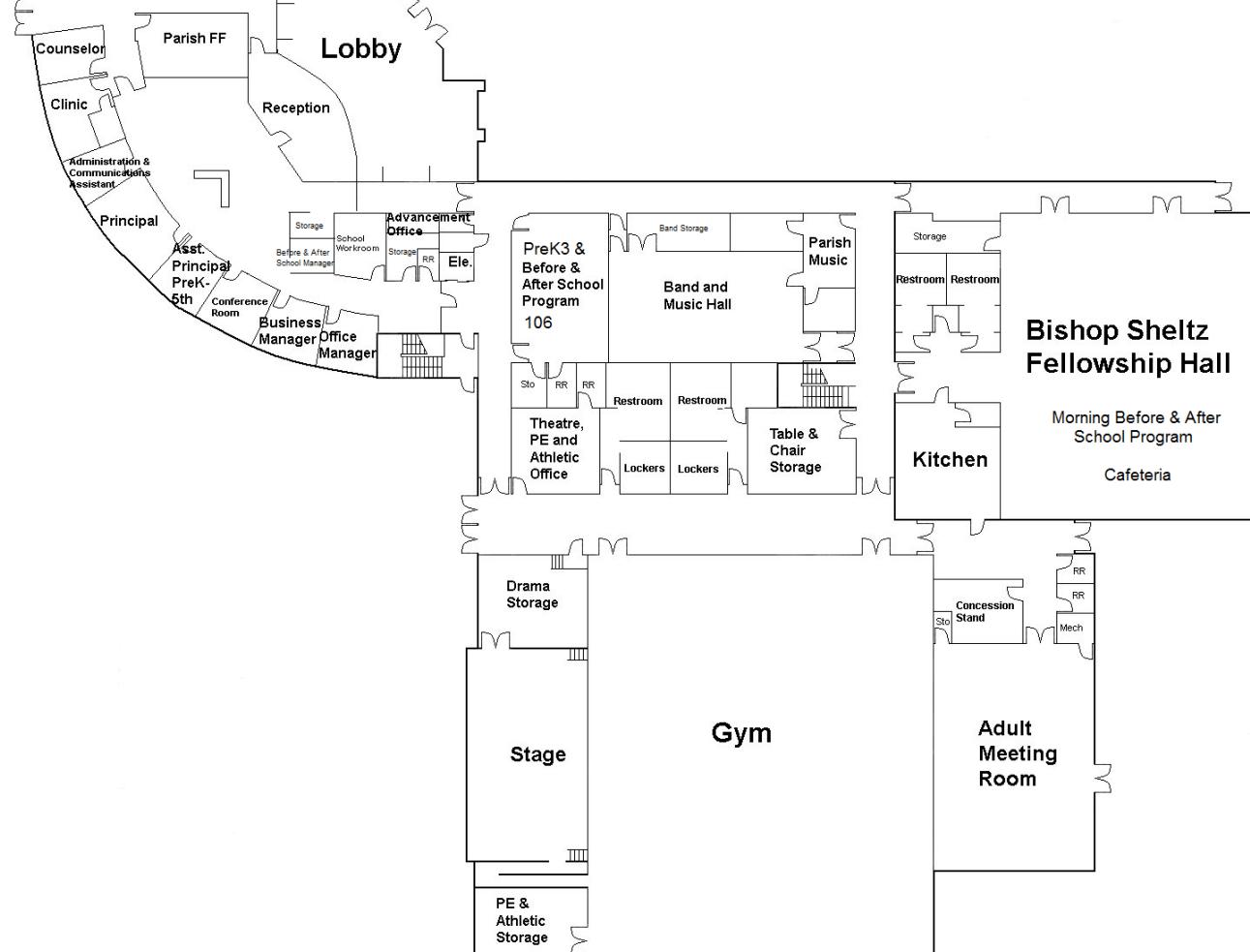
**Note:** Schools in the Archdiocese of Galveston-Houston may dismiss early once a week for staff development. Planned early release days for the year are noted in the calendar.

**CAMPUS LAYOUT – 1ST FLOOR**

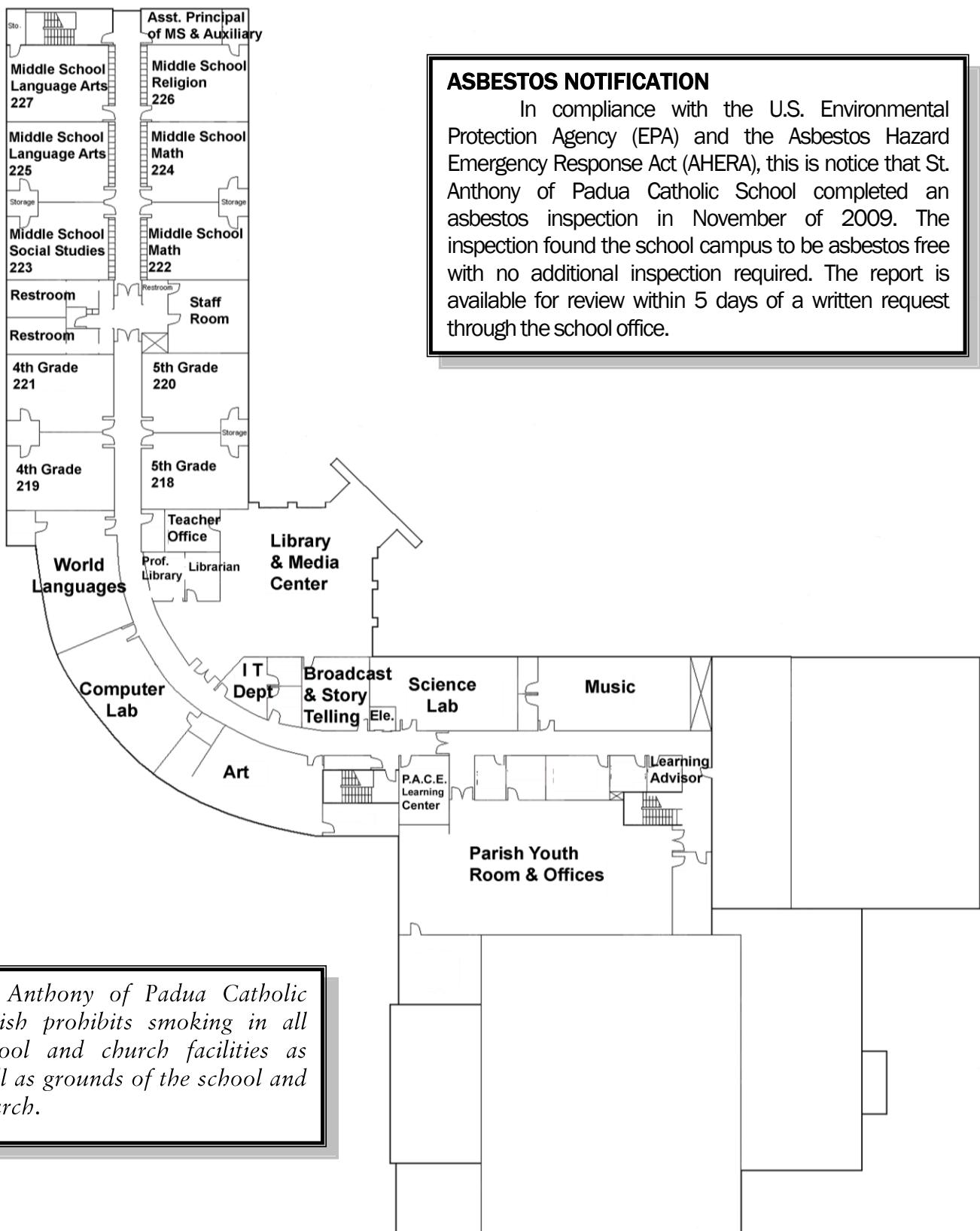


**BUILDING SECURITY**

Access into the school building during school hours is through the main entrance. Other entrances including those into the Bishop Sheltz Fellowship Hall are locked for the safety and security of our students, staff and visitors. Public access to the school building is restricted to the office lobby. The office staff provides necessary assistance to visitors. All visitors, including school parents are required to check in through the school office and **show valid picture identification**. Visitors approved to enter the building are issued nametags that must be worn while on campus including Bishop Sheltz Fellowship Hall for lunch. Visitors approved to enter the building will be buzzed through a second set of secured doors. Administration reserves the right to deny access to unauthorized visitors. Security cameras cover building entrances, interior hallways and stairwells providing 24-hour recording surveillance.



**CAMPUS LAYOUT – 2<sup>ND</sup> FLOOR**



**DAILY SCHEDULE**

6:30 AM Beyond the Bell (BtB) opens  
 7:40 AM Students may enter building  
 Supervision of students begins  
 8:00 AM Instructional Day begins – students must be in their classroom  
 or they will be marked tardy  
 Announcements & Prayer

10:40 AM	Lunch – 1 <sup>st</sup>
10:45 AM	Lunch – K
10:55 AM	Lunch – Pre-K3
11:00 AM	Lunch – Pre-K4
<b>11:10 AM</b>	<b>Lunch – 2<sup>nd</sup></b>
11:40 AM	Lunch – 6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup>
12:20 PM	Lunch – 3 <sup>rd</sup>
12:30 PM	Lunch – 5 <sup>th</sup>
<b>12:45 PM</b>	<b>Lunch – 4<sup>th</sup></b>

3:20 PM Announcements and prayer  
 3:30 PM Dismissal for Pre-K -8<sup>th</sup>  
 6:30 PM Beyond the Bell (BtB) closes

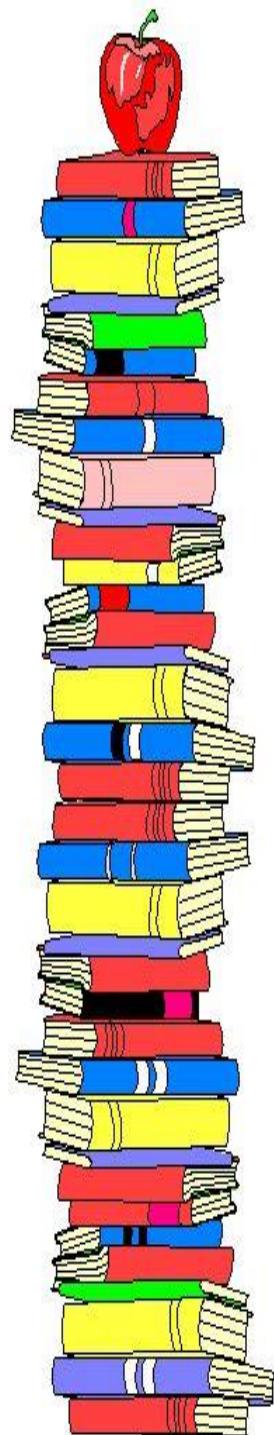
**ADVANCEMENT**

The school's Advancement Office supports the school's mission, vision and strategic plan with primary responsibilities in following areas – communication/marketing, fundraising, volunteerism and enrollment/retention. The Advancement Office acts as an administrative liaison with school staff, students, parent and alumni organizations, fundraising committees, STAOPCS Parish and the public.

The Advancement Office works to ensure that needs of the school's constituents are addressed, advancement projects and activities are coordinated, legal requirements are met, and that fundraising and charitable activities insure both the ethical generation and administration of funds as well as the ethical nature of any associated activities. Members of the school community are asked to adhere to the following procedures and requirements.

**Communication, Advertising, Marketing, & Branding**

- The Advancement Office works closely with parent champions ensuring the success of activities and events as well as creating a seamless timeline for all activities. Volunteers should refer to the school's Volunteer Handbook for procedures for:
  - Weekly Newsletter, Email Blasts, Social Media, etc.;
  - School Marquees & Rolling Outdoor Signs;
  - School Office Information Kiosk & Display Areas;
  - Other Advertising, Promotions, or Marketing Efforts; or
  - Displays on Parish Property
- School Directory – The School Directory contains family contact information. It is posted in a secured location in FACTS© for family use. However, contact information should not be used



to promote personal business ventures, to send chain emails, share personal beliefs, or for personal gain.

- **Branding** - The school's logos and images (current and past) are protected under trademark laws. By no means is anything allowed to be printed, manufactured, or otherwise produced that contains any STAOPCS name, logo, or image, or any other item associated with the school, without prior written consent from the Advancement Office. Items produced without approval may be removed and/or destroyed at administration's discretion. This includes but is not limited to spirit wear and apparel, photo slide shows, etc. Anyone who wishes to mass produce an item that contains the school's name, uniform, student images, faculty images, building and grounds images, etc., must submit a proposal in writing to the Advancement Office. The Advancement Coordinator and/or administration will review the proposal. If approval is given, the project will be under the direction of the Advancement Office.

## **Events**

- Administration and the Advancement Office approve fundraising events and projects. All events are coordinated through the Advancement Office. Volunteers for Paduan Parents, student programs and class activities (e.g., 8<sup>th</sup> grade graduation and May Crowning) should connect with the Advancement Office at the beginning of the year.

## **Fundraising**

- STAOPCS acknowledges its responsibilities as a Disciple of Christ, to contribute to the common good through service, whether involving contributions of time, talent or treasure. All aspects of fundraising and charitable activities, whether on behalf of an approved organization, group or individual, or the school community itself, shall be consistent with the teachings and tradition of the Roman Catholic Church and the Mission of STAOPCS.
- The goal of fundraising is to enhance the educational and extracurricular programs of our school as well as keep tuition rates at the lowest level possible. The Advancement Office oversees fundraising and strives to keep fundraising manageable for families and the school.
- All families are expected to participate in major fundraising efforts of the school.
- The time and effort required of students in fundraising and charitable activities must be reasonable and not interfere with academic performance.
- Funds solicited for and collected on behalf of STAOPCS are used for the sole purpose of supporting the school by defraying the costs and expenses associated with school functions and activities. Funds collected for school functions and activities may never be distributed to individual(s) as this jeopardizes the school's tax-exempt status as a non-profit organization. Any funds collected in excess of legitimate costs and expenses will be available for expenses associated with future years' operations.
- Definitions:
  - **Charitable Campaign** - activity with the objective of raising money/goods and awareness on behalf of a charitable organization (e.g. St. Anthony's Bread, Humane Society, STAOPCS Blue Jean Days) and/or in response to an immediate local, national or international need (e.g. natural disaster, hurricane).
  - **School Campaign** - activity with the objective of raising money to support the school's operating budget closing the gap between tuition and total cost of educating each child or enhance and enrich instruction and programs. Major school campaigns (fundraisers) include, but are not limited to the following:
    - **Fund for St. Anthony** – supports tuition assistance and the school's operating expenses (e.g., wish list items identified by teachers and staff to

enhance instruction or operations, enrichment activities such as Halloween Science Day, Go Texan Day, International Day, Earth Day, STREAM activities, assemblies, traveling theatre productions, etc.)

- Auction Gala – supports the school's operating expenses (e.g., classroom, lab and curriculum resources, religion resources, counseling resources and programs, salaries and benefits, professional development, field trips, library resources, janitorial services, technology, etc.)
- STEPS for Students (Archdiocesan Sponsored Event) – supports the school's operating expenses (e.g., auxiliary and elective programs, health services, fine arts, athletics, etc.)

## Photography

- Photo Releases – A Media & Communication Release Form is on file for each student in the office. STAOPCS is bound by legal and moral issues to uphold the privacy of those who request that photos of their family members are not released.
- Publication of Media - STAOPCS holds all rights for official publication of all media. This includes, but is not limited to: press releases, social media, videos, class projects, any “for profit” item, etc.
- Social Media Use - Taken directly from the Archdiocesan Social Media Policy: "All users are to safeguard the privacy interests of others. In particular, personally identifiable information (that is, name, phone number, address or email address), should not be disclosed without the prior consent of the person identified. Photographs of children are not posted without a signed Media Release Form.
- Classroom or Campus Photography - Parents and family who take pictures of students, events, and activities are encouraged to submit their best images to the school for possible inclusion in school yearbook, newsletter and social media. Pictures can be submitted to the Advancement Office via a thumb drive, or in the case of 5 or less photos, may be sent by email to [advancement@staopcs.org](mailto:advancement@staopcs.org). Pictures taken for personal use on campus and at school events are not the property of STAOPCS and are not allowed to bear the STAOPCS name and/or affiliation. Taking pictures or videos for personal use should not distract from the learning environment, program or activity in progress.
- Church Photography - **Flash photography is NOT permitted during liturgy.** The taking of photographs must never distract from the prayerful dignity of the Liturgy. Photographers are requested to revere the holiness of the church. Respect must be made to the Tabernacle, the presence of Our Lord, and the “sacred space” that is intrinsic within the Catholic Faith. Personal photography and videography may be taken only from the photographer’s pew. Anyone distracting from the liturgical celebrations in any way may be asked to stop taking photos or videos.
- Special Mass Celebrations (May Crowning, 8<sup>th</sup> Grade Graduation, etc.) - Parish policy permits only two people conducting photography at Mass and, when needed, one person videoing. Official photographers will be assigned by the Advancement Office and may include a professional photographer. Official school photographers will be clearly identified at major events. Those wishing to serve as official school photographers should email the Advancement Office at [advancement@staopcs.org](mailto:advancement@staopcs.org). Official school photographers have clearance to move beyond pews in order to take photos during Liturgy.

## BIRTHDAYS

- ❖ Students may participate in School Birthday Package and Library Book Birthday Programs.
- ❖ Parents may bring their child lunch for their birthday and join them for lunch. Safe Environment compliance is not required to join students for their birthday lunches.
- ❖ Students may choose to share birthday treats that have been purchased or prepared at an establishment meeting county health requirements. Distribution is limited to snack or lunchtime for early childhood and elementary. Distribution for middle school is during lunchtime. Cookies, cupcakes, ice cream bars, candy bars, yogurt, pudding cups, Jell-o cups, etc. make great treats that are easy to serve as well as easy for students to eat. In middle school treats should be provided for the entire grade level. Pre-K - 8th grade parents are asked to contact your child's teacher in advance to make arrangements and discuss food allergies that must be considered. Decorations or party favors are not permitted.



## DISTRIBUTION OF LITERATURE OR MATERIALS

Any literature, printed documents, or materials which a student, individual, or organization wishes to distribute must first be submitted to the school office for approval. The school reserves the right to deny approval if distribution could disrupt school operations, interfere with school activities, be offensive or damaging in nature, promote a commercial establishment/enterprise, or endorse political candidates or ballot measures. School-owned equipment or materials may not be used in the preparation or publishing of non-school sponsored publications.

## DONATED ITEMS

Items for donation to the school should be directed through the Advancement Office. Administration and the Advancement Office will review the proposed donation to ensure it best fits the needs of the students, families, and faculty and falls within the realistic abilities of the school to utilize or manage.

## FORGOTTEN ITEMS, MESSAGES, DELIVERIES & TELEPHONE USE

An important part of building responsibility in children is allowing them to experience logical and natural consequences. **We ask that you not bring forgotten academic items to school (homework, projects, etc.). If an academic item is brought to a student, the student will have the same consequence as if submitting a late assignment.** If a lunch is forgotten and a parent is able to bring a lunch, it may be placed on the drop off table. **The parent is then asked to notify the homeroom teacher via e-mail.** Otherwise, a lunch will be provided for students who forget to bring their lunch to school. Fast food may be brought in as a treat for birthdays, but not on a regular basis in place of forgotten lunches. Students are not allowed to use campus telephones or student cell phones to call or text for forgotten items nor are they allowed to re-enter classrooms after dismissal to get forgotten items.

Deliveries of items, such as flowers, for students are not accepted. Students may use the school phone only in an emergency. Classrooms will not be interrupted to deliver messages or items to students unless it is an emergency. **The office staff is not responsible for calling classrooms, emailing teachers, or delivering forgotten lunches or other items.** Students may check the drop off counter near the front office to see if something has been left for them. Your cooperation in efforts to build responsibility in our students is appreciated.

## GRADUATION

Graduation for 8<sup>th</sup> grade students is scheduled not more than five instructional days before the completion of the TCCBED required number of school days. St. Anthony of Padua celebrates 8<sup>th</sup> grade

graduation through an awards breakfast and a graduation Mass. The events are held during the school day. Students are given information on the appropriate attire for graduation. Other activities planned by parents are held off campus. Should a student in 8<sup>th</sup> grade fail a subject, or end the school year with an incomplete he/she will participate in graduation activities. A completion certificate and transcript for the student will be issued only after successful completion of the course requirements to remove the incomplete or receiving a passing grade in summer school. In the event of non-payment of tuition and/or fees, overdue or lost items such as library books, textbooks, athletic uniforms, etc. a student will not be allowed to participate in graduation activities. Report cards, completion certificates and other academic records will be held until accounts are settled. All students are required to attend graduation practice in order to participate in the graduation ceremony. **In the case of a severe violation of the school's policies, a student may lose the privilege of participating in graduation activities.**

### **INVITATIONS, GIFTS, ETC.**

Party invitations may not be given out at school unless all students in the class or all students of the same gender in the class are included. Favors and gifts are not distributed at school.

### **LOCKERS**

Lockers are assigned to middle school students to keep belongings in during the school day. **Locker combinations should not be shared.** Students are held responsible for any damages to their locker. Students may only use magnetized items for locker décor. Tape and adhesives are prohibited. Students should not open or use lockers other than their own.

Students are expected to keep belongings in their lockers when not in use. Books, backpacks, etc. are not permitted on hallway floors. Items found in the halls are confiscated. Lockers are cleaned out the last week of school. Items left in lockers are held in the Assistant Principal's office and are discarded if not picked up by the 5<sup>th</sup> day after the last day of school.

### **LOST AND FOUND**

**Clothing, lunch boxes, and backpacks should be labeled with the first initial and last name of the student.** "Lost and found" items are kept on the Lost & Found table. At the end of each week, items remaining in "lost & found" will be donated or discarded.

### **OFFICE HOURS**



Office hours are 7:40 AM to 3:45 PM on days when school is in session. The office is closed during All School Masses and on school holidays. Summer office hours are announced in May.

### **PERSONAL PROPERTY**

- **Toys, CD players, laser pens, handheld computer games, iPods, iPads, electronic games, other electronic gadgets, etc. should not be brought to school.** Inline skates, skateboards, and shoes with concealed inline wheels are prohibited on school property. The school is not responsible for damage, breakage, lost items, or liability for injury. If school personnel see students with personal property that should not be at school, items are confiscated and held until the end of the school day. Repeated incidents may require parents to come to school to retrieve the items from the teacher or administration.
- **Use of student cell phones to send or receive phone calls or text messages, access the Internet, take photographs or access any other application for which the phone is capable is prohibited during the school day.** Cell phones must be turned off and not visible during the school day. Cell phones should be kept in backpacks or lockers. The use of cell phones in locker rooms and restroom areas at any time while at school is prohibited. The school is not responsible for cell phones that are damaged, lost or

stolen. If school personnel see students with a cell phone, it is confiscated and given to administration. On the first incident students are required to meet with administration at the end of the day to retrieve their cell phone. The second incident requires that parents come to school to retrieve the cell phone from administration. Additional incidents and/or serious violations of cell phone regulations may result in a student losing the privilege of having a cell phone on campus. If administration suspects that a cell phone has been used in violation of guidelines, photos, call history, text messages, etc. may be viewed.

- **Smartwatches are not allowed on campus unless necessary for medical reasons. A smartwatch is defined as any watch that can send/receive calls, texts or date and/or access the Internet.** Smartwatches must be turned off and not visible during the school day. Smartwatches should be kept in backpacks or lockers. The use of smartwatches in locker rooms and restroom areas at any time while at school is prohibited. The school is not responsible for watches that are damaged, lost or stolen. If school personnel sees students with a smartwatch, it is confiscated and given to administration. On the first incident students are required to meet with administration at the end of the day to retrieve their smartwatch. The second incident requires that parents come to school to retrieve the smartwatch from administration. Additional incidents and/or serious violations of smartwatch regulations may result in a student losing the privilege of having a smartwatch on campus. If administration suspects that a smartwatch has been used in violation of guidelines, photos, call history, text messages, etc. may be viewed.
- **Animals should not be brought on campus without prior approval of administration and the classroom teacher since they can pose health and safety issues for students and staff especially to those who have allergies or may have a fear of animals.** This includes before and after school activities, athletic events and personal pickup during dismissal. Visiting animals must be on a leash or in a cage and supervised at all times by an adult.



## **PROBLEM RESOLUTION**

School personnel are committed to working with students, parents/guardians to resolve problems and concerns that are school related. Parents/guardians are entrusted to handle off campus behaviors or issues unless they affect the school's reputation negatively, are of a serious nature, or are illegal. Before allowing differences to become formalized grievances, both parties shall make efforts to resolve problems through open communication and dialogue modeling our Christian faith. Every effort should be made to resolve situations and conflicts at the lowest level so that the education process is not interrupted.

Christian charity and respect shall be observed in verbal and nonverbal communication at all levels within our school community. The following are not acceptable actions in a Christian community and may jeopardize a family's continued enrollment in the school: public criticism of school personnel, policies or procedures; threats of any nature toward personnel or families; verbal/nonverbal acts of aggression including yelling, screaming, pushing, etc.; public discussion of student and/or family matters based upon confidential information obtained as a result of volunteer duties, etc. If a parent seeks resolution of a situation relating to a student, these steps are taken:

1. The matter should first be addressed with the child's teacher or the person with whom the problem or conflict exists. Teachers and staff members cannot address an issue or concern if the student or parent/guardian does not communicate it.
2. If the matter cannot be satisfactorily resolved at that level, the parent may then discuss the issue with:
  - PreK-5<sup>th</sup> – Mrs. Leddy
  - 6<sup>th</sup>-8<sup>th</sup> & Auxiliary – Mrs. Shamas

In most cases parents will be referred back to the teacher or staff member if Step 1 has not been taken.

3. If the matter cannot be satisfactorily resolved, the parent may then discuss the issue with Mrs. Tucker. In most cases parents will be referred back to the teacher or administrative staff member if Steps 1 and/or 2 have not been taken.
4. If, after discussion with both parties, Mrs. Tucker cannot settle the problem or conflict, the complainant may present the complaint in accordance with the Archdiocesan Student-Parent Complaint Process.

The education of a child in a Catholic school is a partnership between parents and the school. Sometimes, however, the partnership simply does not work. If administration deems the partnership is irretrievably broken, parents may be asked to withdraw a student from the school.

### **Archdiocesan Student-Parent Complaint Process**

Although the Archdiocese endeavors to establish a harmonious Christian atmosphere within its schools, misunderstandings or differences of opinion sometimes occur. Therefore, an Archdiocesan Student-Parent Complaint Process is in place to provide students and parents/guardians of students enrolled in any school within the Archdiocese of Galveston-Houston with an orderly procedure for the equitable and prompt resolution of complaints. This process is intended to resolve disputes at the lowest possible level in a cooperative, conciliatory Christian atmosphere. The process is not intended to be adversarial in nature and neither party to the complaint shall be represented by legal counsel during any phase of the process. No person shall be discriminated against because of filing or participating in this complaint process; and no reprisals of any kind shall be taken against any person because of participation in this complaint process. A copy of the Archdiocesan Student-Parent Complaint Process is available upon request through the school office.



## **REGISTRATION**

### **Admission**

St. Anthony of Padua Catholic School is dedicated to integrating faith and knowledge in the rich tradition of Catholic education. We serve students in PreK3 through the 8<sup>th</sup> grade. The school is affiliated with the parish Little Saints Early Childhood Program which serves students from 18 months through 4 years of age. A transition class for students who are of age to begin kindergarten, but are not socially or emotionally ready may be offered through the Little Saints Early Childhood Program, if enrollment numbers are met.

The school adheres to the policies stipulated by the Archdiocese of Galveston-Houston and the Texas Catholic Conference Bishops Education Department. Texas state guidelines are followed regarding age requirements. Special education, gifted and ESL/bilingual classes are not available at St. Anthony of Padua Catholic School. Admission to St. Anthony of Padua Catholic School is based on an individual review of each applicant. Little Saints Early Childhood Program is licensed by the State of Texas Child Care licensing division. Texas state guidelines utilizing September 1<sup>st</sup> age requirements are used by both programs. Catholic schools in the Archdiocese of Galveston-Houston and their affiliates afford equal opportunity to all applicants and do not discriminate on the basis of race, color, national or ethnic origin. The following policies have been formulated in relation to student admission:

1. New student admission is conducted in conjunction with the Little Saints Early Childhood Program with applications received in the spring semester for the following school year. New student applications are also received for the current year based on openings. Applications are submitted online and accompanied by a non-refundable application fee. New student applications must contain all required documents before a student is considered for admission.

Once classes are filled those wishing to be considered for vacancies are placed on a waiting list. New student applications for 8<sup>th</sup> grade are limited to siblings and applicants transferring from another Catholic school or moving into the area.

2. Admission to St. Anthony of Padua Catholic School for new students considers the developmental, scholastic, and behavioral qualifications of the applicant as well as the available openings in each grade level, the overall composition of the class, and the resources available to meet the student's needs. Applicants must show readiness to benefit from and contribute to the group learning environment present in our classrooms. Applicants must be English speaking in 1<sup>st</sup> grade and above. Students entering Pre-Kindergarten must be toilet trained.
3. New applicants are required to participate in admissions screenings determined by school administration. Screenings are conducted to place students appropriately within the school's program and to assure that the needs of the student can be met through available resources. Admissions screenings include the following:

<b>Grade</b>	<b>Requirements</b>
PreK, K & 1 <sup>st</sup> Grade	developmental readiness checklist observational visit/interview
2 <sup>nd</sup> -8 <sup>th</sup> Grades	standardized tests in language arts and math writing sample observational visit/interview

4. Age Requirements:

3K Pre-Kindergarten:	3 years of age on or before September 1
4K Pre-Kindergarten:	4 years of age on or before September 1
Kindergarten:	5 years of age on or before September 1
1 <sup>st</sup> Grade:	6 years of age on or before September 1
2 <sup>nd</sup> -8 <sup>th</sup> :	Successful completion of the previous grade
5. Elementary and middle school applicants must meet the following criteria:
  - a. Average of "C", 78% or better, in all academic subject areas
  - b. Standardized test scores appropriate to the grade level
  - c. Behavior ratings of satisfactory or better
6. Admission will be based on the following priorities:
  - a. Currently enrolled students
  - b. Siblings of currently enrolled students
  - c. St. Anthony of Padua Parishioners – Higher priority will be given to parishioners currently enrolled in Little Saints. Families will be considered for admission using the earliest date of parish registration.
  - d. Families in other Catholic parishes and/or Catholic schools - Higher priority will be given to families currently enrolled in Little Saints.
  - e. Open registration - Higher priority will be given to families who are currently enrolled in Little Saints.
7. All new students are admitted on a probationary basis according to Archdiocesan policy.
8. Once accepted new students must complete the enrollment process online. The process includes providing additional data, required documents, forms and signatures by published

deadlines. A non-refundable and non-transferable registration fee as well as additional fees applicable to the student must be paid in order to secure the student's classroom placement.

9. Currently enrolled students must re-enroll each year completing the re-enrollment process online. The re-enrollment process includes updating demographic data and completing required documents and forms along with providing required signatures. A non-refundable and non-transferable registration fee as well as additional fees applicable to the student must be paid in order to secure the student's classroom placement. Families enrolling new siblings are directed to complete the new student admissions process.

### **Tuition and Fees**



Upon recommendation of the School Committee after a review of the annual operating budget, the St. Anthony of Padua Education Council sets tuition and fees prior to student enrollment for the new school year. St Anthony of Padua Catholic School expects all families who have student(s) enrolled in the school will satisfy their tuition and fees obligation when due. Parents are required to sign a Tuition Payment Agreement ("Agreement") to complete each student's enrollment. Tuition and fees are payable online.

St. Anthony recognizes that a student's withdrawal could be due to a hardship, thereby enabling the School Finance Subcommittee's reconsideration of the Agreement's terms and conditions. Examples of such hardships might include financial difficulty due to loss of employment, serious illness, relocation out of the area, or other relevant FACTS©. Withdrawal of a student due to enable the student to attend another school is not considered a hardship. It is the responsibility of the family to promptly notify the principal in writing of a potential hardship to avoid adversely impacting the student's continued enrollment. When hardship cases are reported to the principal, alternate methods for payment of fees and tuition may be arranged at the sole discretion of the principal.

The following policy applies to the payment of tuition and fees:

1. **Application Fee** is a fee per student due when a new student application is submitted. The Application Fee is non-refundable and non-transferable.
2. **Registration Fee** is a fee per student due when returning students re-enroll or when new students are accepted and complete the enrollment process. The Registration Fee is non-refundable and non-transferable.
3. **Tuition** is a per student charge. Upon enrollment the full year's tuition becomes due and nonrefundable, regardless of the payment option selected. Parents choose from the following three options for payment of tuition:
  - a. Annual payment option-payment due June 1 for the upcoming school year
  - b. Two equal payment option-payments due June 1 for the upcoming school year and January 1 of the school year
  - c. Eight equal payments option-payments due monthly beginning June 1 for the upcoming school year through January 1 of the school year

Tuition is due on the first of the month for all payment options. A service fee is added to the two and eight payment options. A late fee will be assessed for payments received after the published due date.

Failure to keep accounts up to date or to make arrangements through the principal for alternate methods of payment may jeopardize a student's enrollment status. Families with delinquent accounts may not be offered re-enrollment for the next school year. In the event of non-payment of tuition and/or fees, the school reserves all of its rights to settle the account. Notice of withdrawal of a student shall be made by a parent or guardian in writing to the principal in advance of the student's withdrawal date. No student records will be released until the student's account has been settled.

Notice of withdrawal of a student shall be made by a parent or guardian in writing to the principal in advance of a student's withdrawal date. No student records will be released until a student's account has been settled.

4. **Athletic Fee** is a charge per student per sport and is non-refundable. The fee is due prior to the beginning of the sport's season.
5. **Martial Arts** is a middle school P.E. option. For this course, there is a \$300 annual fee. \$150 is charged to the student FACTS© account each semester.
6. **Angels** is a middle school cheer/dance P.E. option. There is a \$200 annual fee which is charged to the student FACTS© account. Other fees also apply.
7. **Screening Fees and postage fees** may apply when a student is screening for a transfer to an out-of-area, out-of-state or out-of-country school. Please contact administration for more information.
8. **Technology Fee** is a non-refundable and non-transferable middle school charge per student subject to the terms and conditions of the relevant technology program. The fee is due when returning students complete the re-enroll process or when new students are accepted and complete the enrollment process.
9. **Beyond the Bell Fees** are charged for before and after school care. A non-refundable registration fee is charged per child to reserve space in the program. The registration fee is due when returning students complete the re-enroll process or when new students are accepted and complete the enrollment process. Families must pre-plan for attendance submitting calendars by published due dates. Attendance on days not submitted through monthly calendars will be subject to an additional fee. Fees for Beyond the Bell are invoiced through FACTS© Tuition Management on the first and fifteenth of the month. A late fee will be assessed for payments received after the published due date. Prepaid days of attendance are not refundable for any reason. Families can choose to enroll their children for the "A la Carte" or the "Full – Time" programs.

**Daily Rate (A la Carte Program):** Families can choose the number of days of attendance submitting calendars by published due dates each month. No annual commitment is required.

**Full-Time Annual Rate (Annual Commitment Required):** Families must commit to using Beyond the Bell for four or five days per week from August to May in order to qualify for this rate. The Full-Time Annual Rate reflects a savings from the Daily Rate

for students, who attend on a regular basis. The Full-Time Annual Rate is paid in ten equal payments from August through May.

10. **Parent Organizations Fee** is a non-refundable fee per family dedicated to the Parents organization. The fee is due when returning students complete the re-enroll process or when new students are accepted and complete the enrollment process.
11. **NSF (Non-Sufficient Funds) Fee** is assessed for each returned payment.
12. **Late Pickup Fee** is charged for students not picked up at the announced closing times of the school including school activities such as athletics, detention, club meetings and Beyond the Bell. Late pickup fees are non-refundable. The fee is assessed 15 minutes after the dismissal bell or one minute past the release time from school activities or Beyond the Bell closing time.
13. **In-School Suspension Fee** is charged to families when a full-day sub is needed to supervise a student in in-school suspension. The \$100 fee and will be billed to the student's FACTS© account.

### Tuition Grant Program



St. Anthony of Padua Catholic School exists primarily to serve children of active and supportive parishioners. We have established a tuition grant program to provide financial assistance to St. Anthony of Padua parish families as well as school and parish staff members whose children might otherwise be unable to afford a Catholic education. We award these tuition grants based on need rather than academic excellence. Only students in Kindergarten through 8<sup>th</sup> grade are eligible for tuition grants. Non-parishioners are not eligible and will not be considered.

Families seeking tuition grants apply online through FACTS© Grant and Aid Assessment as part of the enrollment process. Families are responsible for the processing fee that is assessed by FACTS©.

The outside agency will review and process the Student Aid Application and supporting documentation. The agency will send a report to the school showing the amount the family can reasonably be expected to pay toward tuition. The sole purpose of this report will be to determine the amount, if any, of a tuition grant. This and all other documents related to tuition grants will be held in strictest confidence.

From the limited funds available, the Tuition Grant Committee including the principal and pastor will award tuition grants taking into consideration each family's need as presented in their respective report. **Tuition grants will be limited to a portion of the total tuition.**

There is no actual transfer of funds to the family once assistance is allocated. Instead the funds will be credited to the family's tuition account in the school office. Families will be responsible for the balance of tuition to be paid in accordance with the tuition and fees policy.

A family receiving a tuition grant must provide volunteer services to the school in support of various school activities, programs and events. Families receiving tuition grants are required to document volunteer activities at mid-year and, if applicable, as part of the application process for the following school year.

In the genuine spirit of Christian sharing, if during the school year covered by the tuition grant, a family receiving a grant becomes financially able to attend school without financial assistance, that family is expected to pay the remaining tuition, thus allowing aid to be extended to another family in need.

Unplanned financial hardships may occur including but not limited to job loss, separation or death of a spouse, unusual medical expenses, etc., resulting in a need for emergency assistance. **When such special circumstances occur, families should contact the school concerning emergency tuition grant application procedures.** Emergency tuition grant assistance applies only to the current school year. If such hardship continues and a desire to remain at St. Anthony of Padua the following year exists, families must complete the customary tuition grant application process.

## **STUDENT RECORDS**

STAOPCS makes efforts to ensure the privacy of student records. Parents/guardians are given access to records directly related to their student. This includes duplicate report cards, transcripts and health records. Parents or guardians wishing to view student records should make a request 24 hours in advance. Student records are not released to an outside agency or school without the written consent of a student's parent or guardian.



Non-Custodial Parents/Separated & Divorced - Catholic schools in the Archdiocese of Galveston-Houston conform to appropriate Court Orders governing rights and duties of parents in regard to their child(ren). Divorced and/or separated parents are required to file with the school certified copies of the most recent Court Orders together with all amendments, modifications, and supplements. Parents are to insure that the school has a complete and unaltered set of certified copies of the applicable Court Orders. Failure to follow this policy may result in the involuntary withdrawal of the child(ren) from the school.

When parents choose to litigate their disputes in Court both the Catholic Schools Office and the Archdiocesan Legal Department will work to minimize the involvement of the school, its teachers and personnel. Ordinarily the school will endeavor not to take sides in disputes between parents in recognition of the crucial role of both parents in the lives of their child(ren). Continued strife between parents may be harmful to a child and does not set a good example. It is expected that separated and divorced parents will treat one another with Christian charity and will display a spirit of forgiveness. Ongoing parental disputes can be counterproductive to the mission of the school and in some cases it may result in the involuntary withdrawal of the child(ren) from the school.

## **SCHOOL SUPPORT SYSTEMS**

### **SCHOOL ADVISORY COMMITTEE (SAC)**

The mission of the SAC is to further the advancement of quality Catholic education for students of STAOPCS by providing leadership, direction and support to the Pastor and Principal. The SAC adheres to policies of the Archdiocese and Texas Catholic Conference Bishops Education Department in fulfilling its responsibilities to the school. The areas in which the SAC advises include: planning, financial, policy development, advancement, spiritual & academic development, extracurricular activities and facilities.

The SAC meets twice a semester from August through June. Meeting dates, time and place are publicized. Additional meetings may be called at any time by the Pastor, Principal or Chair. The SAC has three standing subcommittees that conduct business including the Executive Subcommittee, Finance Subcommittee and Advancement Subcommittee. In addition, the SAC may appoint *Ad Hoc* Subcommittees, as needed.

Those wanting to address the SAC must submit a written request at least 2 weeks prior to a scheduled meeting, stating the subject of the presentation and providing materials to be reviewed. Questions of clarification may be asked. The SAC gives no response during the meeting. The SAC, in closed session, discusses the presentation and formulates a response that is sent in writing to the person making the presentation. Per Archdiocesan protocol, the SAC does not address personnel,

curriculum, discipline, or grievance issues. Formal grievances are handled through the Archdiocesan Student-Parent Complaint Process.

SAC membership consists of registered members of the parish and/or parents of a child attending the school. Recruitment of members is an ongoing process. Current members of the SAC or a nominating committee along with administration continually seek individuals whose philosophy, talents and experiences make them ideal members in carrying out the mission, vision and philosophy of the school. Persons interested should submit a Letter of Interest to the Pastor through the Principal. Letters of interest will be reviewed by the Pastor and Principal. In consultation with the Principal, the Pastor makes appointments as needed each year. New members are appointed to serve 3-year terms.

### **PADUAN PARENTS**

Paduan Parents is our parent organization. All parents or guardians of students are members of the organization with the support of the pastor, school administration, faculty and staff.

**Mission:** Paduan Parents will strive to enhance the school environment by supporting the educational, spiritual, social and extracurricular experiences of students, staff and families of STAOPCS; encouraging communication, volunteerism, fundraising and fellowship.



### **USE OF SCHOOL GROUNDS AND FACILITIES**

School grounds and facilities are supervised from 7:40 AM to 3:40 PM by school personnel on days when school is in session. Supervision for athletic practices, extracurricular programs, and other activities, such as parish-sponsored programs are the responsibility of the heads of these programs or organizations. Students are not allowed on school grounds or in school facilities unsupervised. Students found on school property outside of authorized periods are subject to disciplinary action. Non-student trespassers will be asked to leave the campus. If trespassers do not leave, local police may be called to remove them. Before or after school use of school grounds and facilities requires approval of school administration and the parish facilities department.

### **VISITORS ON CAMPUS**

Parents and visitors are welcome on campus and encouraged to be active participants in our school community. For the safety of our students and staff, during school hours, campus visitors are checked in at the school office upon arrival and signed out at the school office when leaving. Valid picture identification is required for first-time campus visitors. Nametags are issued for identification purposes. Other procedures may be used for larger gatherings such as liturgies, assemblies, daytime performances, classroom celebrations, and community events as well as activities that occur before and after school hours such as athletic games, Beyond the Bell Program, etc. Alternate arrangements for younger siblings should be made when visiting for activities and presentations that occur in the classroom, unless otherwise notified.



Alumni are invited to attend liturgies, events, assemblies, athletic games, etc. Attendance by alumni at events that occur during the school day requires prior approval. Alumni and former students may visit with faculty and friends during scheduled lunch times with prior approval.

We are dedicated to providing quality instruction with limited interruption of classroom routines. Classrooms and the cafeteria are closed to visitors during August and May with the exception of birthdays. Visitors interested in our school are given campus tours by school staff. Office personnel gladly assist visitors with questions and provide information.

## VOLUNTEERS

Volunteers are valued members of our school community whose investment of time and talent is crucial to the success of our school. We welcome and encourage their engagement in school activities and programs. Volunteers are parents, grandparents, parishioners of St. Anthony or members of the local community. Volunteering at STAOPCS involves reaching out and ministering to others. In offering to volunteer in our schools, parents and community members provide students with real life models of service.

Volunteers represent the church and school and as such, should show support for the school, staff and policies at all times. Volunteers are entrusted with keeping matters concerning students, families or staff members confidential. Volunteers must be dressed appropriately for a Catholic school environment when participating in campus activities as all adults act as role models for our students. **All volunteers are required to be current with the Archdiocese of Galveston-Houston Safe Environment program. As a community of faith it is our moral responsibility to safeguard children, the most important gifts God entrusts to us. Visit <https://www.archgh.org/offices-ministries/office-of-child-and-youth-protection/> for the most current information or to enroll for online classes.**

The chart below assists families in distinguishing between activities and events that require Safe Environment compliance for participation and those that do not. It is a guide and may not include all activities, events and programs. If you have a question about whether Safe Environment training is required for participation, please call the school and we will be happy to help you.

ARCHDIOCESAN SAFE ENVIRONMENT TRAINING REQUIRED (VOLUNTEER OPPORTUNITIES)	ARCHDIOCESAN SAFE ENVIRONMENT TRAINING NOT REQUIRED (VISITOR OPPORTUNITIES)
Volunteers who assist in any area or capacity such as chaperones, room parents, library, carline, cafeteria, clinic, classrooms, office, enrichment days (Pumpkin Day, Halloween Science Day, Earth Day, International Day, Go Texan Day, Fun Field Day), concession stand, coaches, etc.	Visitors are welcome to attend Mass, living rosary, May crowning, Saints Gallery, 8 <sup>th</sup> grade breakfast & graduation, assemblies, academic competitions (Saints Bee, Spelling Bee, Geo Bee), pep rallies, homecoming, plays/musical programs, concerts, athletic events, orientation day, open houses, book fairs, Mardi Gras parade, pastries with parents, grandparents' day, club installations & inductions, classroom presentations, Mission Matters & Paduan Parents meetings, etc.

Each family is asked to donate time, talent and treasure to our school each year. **Families are asked to earn a minimum of 20 family points throughout the school year through participation in volunteering, committee memberships and/or fundraising.** Volunteer opportunities will be assigned point values. For each volunteer shift, activity or fundraising donation, families will enter their participation in FACTS©. Details on the family point system can be found on the school website. If you have suggestions for other ways to earn points, the Advancement Office will take those into consideration. Our goal is 100% participation from our families during the school year. Working together we can make it happen!

Volunteer activities are coordinated through the Advancement Office. **All Volunteers must check in at the school office and receive a nametag before reporting to their volunteer assignment.** If you cannot be at school during scheduled volunteer times, please arrange for a substitute or let the Advancement Office know. **Upon completion of work, volunteers should check out in the school office so that we know you have left campus.** At-home tasks are available for parents of young children or working parents who cannot volunteer on campus.

Volunteers are encouraged to ask for assistance, as needed. **Please make alternate arrangements for younger siblings, as due to safety and liability concerns they may not be with you while you volunteer in classrooms, library, lunch, office or other areas of the school campus where you could come in contact with students and staff.**

Volunteers who have opportunities to access the school's technology resources as part of their duties are given a copy of the Technology and Telecommunications Acceptable Use Policy for Volunteers.

After reading the policy volunteers must sign and return the Technology User Agreement in order to continue service to the school.

School Administration is responsible for volunteer activities and may terminate services of a volunteer who fails to uphold policies and procedures of the school, parish or Archdiocese.

## RELIGION PROGRAM

*“For where two or three are gathered together in my name,  
there am I in the midst of them.”*

**Matthew 18:20**

### CATHOLIC IDENTITY

Catholic Schools have as their central goal the formation of disciples providing students, parents, and staff with opportunities to learn and live their Catholic faith. Catholic Identity is what sets us apart



from other schools. The foundation for our Catholic Identity comes from the command of Jesus. "Go, therefore, and make disciples of all nations". (Matthew 23:19) We recognize Christ as the unseen but ever present teacher in our classrooms. With Him as our model, we work together to provide students with experiences and opportunities to know and feel God as a real presence each day.

All members of our school community are encouraged and expected to live as Jesus taught us to live accepting the responsibility for serving others by sharing the gifts and talents received from God. We follow the teaching and example of Jesus and seek to have others do the same as Disciples of Christ. To encourage moral, social and spiritual growth, students are immersed in their religion throughout the school day. Prayer and reflection begin, permeate, and end our daily routine. Classroom prayer tables, crucifixes, and religious bulletin boards are reminders that Christ is here with us. The teachings of Jesus are taught by example and built into all areas of the curriculum, as well as our discipline program. Students deepen their knowledge of our Catholic faith through programs such as Saints Trivia Bee. Students serve one another as altar servers, cantors, choir members, lectors and members of multi grade groups called Paduan Pods, who meet quarterly to share in a religious activity. They serve others through stewardship projects that reach the local, area, and global communities. Students participate in Catholic traditions such as feast days, Living Rosary, Stations of the Cross, and May Crowning.

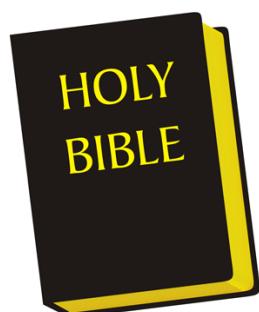
Continuing to build the Catholic identity of STAOPCS is a goal for our faculty/staff. Therefore opportunities are provided through the staff Faith Alive Committee or the Archdiocese so that they can grow spiritually through prayer, retreats, and religious in-services. Teachers/staff are required to complete the Archdiocesan Catechist Certification Program. A Religion Coordinator guides our religious programs and activities as well as represents our school on the Archdiocesan level.

### INSTRUCTION

All students attending St. Anthony of Padua Catholic School participate in religion classes as appropriate for their age and grade level. Religion is taught on a daily basis and is integrated into other subject areas, school activities, as well as guidance and discipline programs. Our religion permeates all that we do.

A religion curriculum guide, developed by the Archdiocesan Continuing Christian Education Office, is used in planning religious instruction. Textbooks and resources are selected from a list of Archdiocesan approved materials. The Archdiocese of Galveston-Houston requires that parishes and schools provide instruction in family life issues, social justice and sexuality catechesis. Sexuality catechesis is conducted as a partnership between home and school during the school year for grades K-8.

The Archdiocese works in collaboration with schools to increase the faith knowledge of both students and faculty/staff. In order to monitor the faith knowledge, the Catholic Schools Office chose the NCEA ACRE© survey for students and the IFG© survey for adults. During the '15-'16 school year full-time



employees took the IFG© survey as a baseline with additional testing to occur in future years. Students in 5<sup>th</sup> and 8<sup>th</sup> grades take the ACRE© survey annually.

## LITURGY AND WORSHIP

Students attend Mass and other religious services as deemed appropriate by the pastor, principal and/or school staff. In general, students in grades K-8 attend Mass weekly. An All School Mass is scheduled in most months. Pre-K3 class begins attending All School Masses in January. Pre-K4 attends All School Masses beginning in September and moves to weekly attendance in the second or third quarter based on student readiness.



Feast days and commemorations of special events or liturgical seasons may be planned and celebrated. Students in 2<sup>nd</sup>-8<sup>th</sup> grades are given opportunities to participate in the sacrament of reconciliation during the school year. Daily prayer is included as part of the religion program.

The *Eucharisticum Mysterium*, a document published by the Sacred Congregation of Rites states that great care should be taken to ensure that liturgical celebrations, especially the Mass, are not disturbed or interrupted by the taking of photographs. Where there is a good reason for taking them, the greatest discretion should be used. We have adapted parish policies on photography for school use during liturgies and para-liturgies. See the Advancement section of this handbook for guidelines.

Liturgy and worship schedules are announced in school newsletters and memos. Official school uniforms are worn for Masses and Prayer Services unless other directions are given. Parents, family members, friends and parishioners are invited to worship with us.

## SACRAMENTAL PREPARATION

We recognize that sacramental preparation is the primary responsibility of a child's parents. Sacramental study is an integral part of the second grade religion curriculum at St. Anthony of Padua Catholic School and serves to support the family in this preparation. Students ready to receive the sacraments of first Reconciliation and first Eucharist must register in their home parish's sacramental preparation program. At St. Anthony of Padua this program is family based.

If your child is older than second grade and has not received the sacraments your family may participate in the family based sacramental preparation program as well. The reception of the sacraments is with the larger parish community. If you have questions about the sacramental preparation program, please contact the parish Office of Faith Formation.



## STEWARSHIP

We are all called to serve humankind with Christ as our model. To be of service to others, we are called to put our love for God into action as disciples, to help "the least of our brothers", to act as Christ has enjoined us to when he said "Love one another as I love you" (John 15: 12). Members of our school

community are encouraged to live as Jesus taught us to live and accept our responsibility as disciples for serving all people by sharing the gifts and talents received from God.

Stewardship is a key component to our religion program allowing members of our school community to experience the grace and joy of giving, to be reminded of our mission to serve, and to utilize the resources God provides for His Glory and betterment of His creation. We join with schools across the Archdiocese in continuing



the ministry of Jesus Christ through Works of Mercy, which are charitable actions that aid our neighbors in their spiritual and bodily needs.

Corporal Works of Mercy	Spiritual Works of Mercy
Feed the hungry	Counsel the doubtful
Give drink to the thirsty	Instruct the ignorant
Shelter the homeless	Admonish the sinner
Clothe the naked	Comfort the sorrowful
Visit the sick	Forgive injuries
Visit the prisoners	Bear wrongs patiently
Bury the dead	Pray for the living and the dead

The Works of Mercy allow families, students, and staff to participate in a variety of stewardship projects throughout the year. Stewardship projects are planned to be age and grade level appropriate. These projects may be school wide, by grade level or by an individual classroom. Upper grade levels may plan off campus stewardship projects in the local and surrounding area. Hands on projects are encouraged. Efforts are made to find ways that the school can participate in stewardship projects sponsored by the Parish Outreach Committee. We seek ways that we can serve our school and parish as well as the community and world we live in. Quarterly school wide projects are planned and coordinated through the religion department. Monthly Blue Jean Days are conducted to raise funds for various causes through the school year. In addition, each grade level participates in an outreach project that brings them into direct contact with members of various ministries of our parish. They learn about the ministry and how they serve. A goal of the program is to expose students to a wide variety of ministries over their years at STAOPCS. Stewardship projects are approved by the religion coordinator, administration and the pastor.

Responding to our Baptismal commitment to serve others, we have incorporated a service requirement into religion class in Middle School. **The service hour requirements are: 6<sup>th</sup> grade, 10 hours; 7<sup>th</sup> grade, 12 hours; 8<sup>th</sup> grade, 14 hours.** Students complete their service hours through the school year. They are given a log in which they record the date, service performed, the number of hours, and signature of the supervisor. The completed log is turned in to the religion teacher at the end of the school year and is a major religion grade for the fourth quarter.

## SCHOOL PRAYER

(Written by Becki Kinch, 2004)

*Come St. Anthony of Padua.  
Guide us in our youth.  
Strengthen us in faith.  
Enlighten us in truth.  
As we are united in the Eucharist,  
Enriched in sacraments of love,  
Through honor, integrity, and excellence,  
May we bring glory to God above.*



## SCHOOL SONG

(Written by Lisa Serice)

*We will sing a song of love.  
We will sing of God's own grace.  
We will sing a joyful song of how  
we learn in this holy place.*

*Oh, we pray to dear St. Anthony  
To guide us on our way  
To heaven's gates eternally  
As we learn to love and pray.  
St. Anthony of Padua  
Our school we love so true  
May we grow through faith and works each day  
We will always remember you.*

*Through Jesus in the Eucharist  
Our food to grow and live  
We will read and write and play and sing  
And all the thanks to God we'll give.*

## INSTRUCTION AND COMMUNICATION

*"Hold fast to instruction, never let her go; keep her, for she is your life."*

**Proverbs 4:13**

### CURRICULUM AND INSTRUCTION

The curriculum of Catholic Schools in the Galveston-Houston Archdiocese involves a total, Christ-centered environment. This allows members of our school community to live and model their Christian Catholic values. Catholic Schools in the Archdiocese of Galveston-Houston plan according to the diocesan curriculum guides in academic areas. The curriculum guides incorporate the State of Texas Essential Knowledge and Skills (TEKS) with Christian values and Catholic doctrine. A set of curriculum guides is maintained in the school office for review.



Pre-kindergarten and kindergarten programs recognize that development in young children is a continuous process. Although children move through the same sequence or patterns of development, they do not develop at the same rate. The major emphasis of the early childhood program is the enhancement of language, communication and math skills. It is through exposure to many varied experiences and through positive interaction with adults that both language and thought expand. The Archdiocese does not require that children read at the Pre-K or Kindergarten levels, but that they are provided with a variety of activities to base their readiness for first grade.

Catholic schools provide many guidance opportunities for students: value-oriented lessons, individual attention, meaningful liturgical celebrations, sacraments and the consistent application of Christian principles. The guidance process is continuous and developmental helping students develop wholesome self-concepts, self-discipline and skills to choose a safe and drug-free life.

Textbooks are selected from the State of Texas Adopted Textbook List or from other publishers with Archdiocesan approval. Supplementary material is used to enrich and expand the curriculum. Textbooks are provided on a rental basis and are distributed to students at the beginning of the school year. Students may be fined for damages beyond the normal wear or may be asked to pay full replacement cost for books lost.

### Field Trips

Field trips enrich our instructional program by accomplishing one or more educational objectives. Participation in field trips is a privilege and not a right. School rules, expectations for instruction and conduct apply on field trips. A child who receives an N or U as a quarterly conduct grade may not participate in field trips during the school year. A student receiving a Level 2 or Level 3 infraction while on an overnight field trip may lose the privilege of participating in future overnight field trips. Property damage caused by a student on a field trip is the responsibility of the student's family. Supervision for students not participating in a field trip will be provided at school. Official uniforms are worn for field trips unless the teacher or principal gives other instructions.

Permission slips must be signed and returned before the field trip so that students can participate. **Permission cannot be given over the telephone for field trip participation.** Field trips for Pre-K are limited due to their age. Fifth grade students attend Camp Kappe, the Archdiocesan School of Environmental Education for a week each year. Middle school students may be given the opportunity to participate in extended and/or overnight field trips. Students who choose not to participate in an overnight field trip are expected to attend school each day of the field trip completing assignments designated by the teacher(s).



Students and chaperones travel with the group according to the plans made by the school. Caravans of additional vehicles are considered an unsafe practice. Students may not be driven by parents/guardians to field trip destinations separate from the school group. Parents other than official chaperones may not join in on field trip activities or visit students while on field trips. Students must travel with the school group both to and from field trips unless there is an emergency. Students may not leave overnight field trips early or join the group late unless there is an emergency.

Part of the school's activity fund is designated for field trips. The funds are used to cover admissions and transportation costs for at least one class field trip per year for K-8<sup>th</sup> grade students. However, in some cases costs exceed available funds. Additional costs for local and overnight field trips will be the responsibility of the parent. Parents are responsible for a larger portion of the cost of extended and/or overnight field trips for older students. Costs of items such as lunch, souvenirs, etc. are the responsibility of parents.

Teachers coordinate field trip plans and arrange for parent chaperones as needed. Chaperones are given specific details and duties prior to the field trip. Parent chaperones may not bring siblings, other family members or friends on a field trip. Teachers and chaperones have responsibility for the safety and supervision of students while on the field trip. ***Chaperones must be in compliance with Archdiocesan Safe Environment Training requirements.***

Buses are the preferred mode of travel for field trips. In most cases field trip buses do not have seatbelts. Due to liability issues trips in private vehicles are discouraged and are limited to local destinations. Chaperones driving private vehicles for field trips are required to have a copy of their valid driver's license, proof of insurance, and a Motor Vehicle Report filed in the school office prior to the trip.

Students on one day elementary field trips may not bring cell phones. Students attending middle school overnight field trips may bring cell phones. ***Families are asked to place parental controls or filters on student cell phones.*** However, provisions will be made so that cell phones are collected and secured for the larger portion of the day. Cell phones will be distributed to students at a designated time for a specific amount of time allowing them to communicate with parents and guardians.

***All medicines to be administered during field trips (prescription and over the counter) require Archdiocesan forms to be submitted. These must be signed by a physician. Forms can be accessed through School Resources on FACTS®.***

### **Grading and Reporting**

The school year is divided into four nine-week quarters. As much as possible, every grade or assessment given, both academic and conduct, are the result of an honest, careful evaluation of all phases of a student's work, effort and development.

### **Pre-Kindergarten and Kindergarten**

Student progress is reported in terms of individual development and learning. Numerical grades are not used at these levels. Information shared with parents on the report card is derived from observations, samples of student work and classroom activities. Reports for Pre-kindergarten students are issued at the end of the 2<sup>nd</sup> and 4<sup>th</sup> quarter. Kindergarten students receive reports beginning with the second quarter. Progress for the first quarter in Kindergarten is discussed verbally at the fall conference.

### **Elementary and Middle School**

Students in 1<sup>st</sup>-8<sup>th</sup> grades receive report cards at the end of each quarter. Report cards are distributed through FACTS©.

- In 5<sup>th</sup>-8<sup>th</sup> grades major subjects are weighted. Quarterly averages are calculated based on the following:
  - Major grades (chapter tests, projects, & math homework) equal 60%
  - Minor grades (quizzes, other homework completion, daily grades) equal 40%
- Middle school students are given semester & final exams in major subject areas.
  - Semester grades are calculated based on the following:
    - First quarter grade equals 40%
    - Second quarter grade equals 40%
    - Semester exam equals 20%
- Grades for papers without names are reduced by a maximum of 5 points.
- Students in 4<sup>th</sup> – 8<sup>th</sup> grade begin the nine-week quarter with a grade of 100 for homework completion in academic areas. A student's homework completion grade is reduced by 5 points each time homework is not completed or returned to school on time. After 5 school days, the student earns a grade of 0 but must still complete and submit all work to demonstrate mastery and understanding of material. An "I" remains in the grade book until homework is turned into the teacher. Math homework is a major grade.
- In elementary and middle school students receive an "I" in the teacher's grade book when classroom assignments, projects, etc. are not complete. In 1<sup>st</sup>- 3<sup>rd</sup> grades, late assignments are reduced by 5 points for each day that they are not received by the teacher. After 5 school days, the student earns a grade of 0 but must still complete and submit all work to demonstrate mastery and understanding of material. An "I" remains in the grade book until assignments are complete and turned in.

### **Z.A.P. (Zeros Aren't Pretty) PROGRAM**

Recognizing that all students at STAOPCS are capable of doing grade-level work and that we expect them to use their God-given gifts to reach their potential, the Z.A.P. (Zeros Aren't Pretty) program was developed to encourage students to complete and turn in work in a timely manner. Rather than students earning a zero for incomplete or late work which is counter-productive for motivation and life-blocking, students are given an "I" for incomplete. Incompletes are recorded in teacher gradebooks and appear in weekly online grade reports to parents. Z.A.P. holds students responsible and accountable while imposing logical consequences for not completing and turning in the work on time.

The following Z.A.P. procedures have been established to encourage students to demonstrate their understanding of concepts taught:

#### **1<sup>st</sup>-5<sup>th</sup> Grades**

- Classroom teachers will assign Z.A.P. time when a student fails to complete and/or turn in class work, homework, projects, or long-term assignments.
- Class Work & Homework - If class work is not completed during the class period, it may be sent home as part of homework for that evening. If a student returns to school the next day and it remains incomplete, they will be assigned Z.A.P. time. If nightly homework is not completed and turned in on time, the student will be

assigned Z.A.P time. The classroom teacher works with students during recess, lunch, and/or independent work time to complete the work.

- Projects & Long-Term Assignments – Completion of these projects should be done at home with parent supervision. Classroom teachers will notify parents of Z.A.P. time needed for completion of projects and assignments.
- Parent conferences may be necessary to discuss support for a student's work habits if students receive more than five (5) Z.A.P. referrals in a quarter. Additional strategies and consequences may be implemented.
- Students with an "I" at the end of the year will not be promoted to the next grade level or re-enrolled for the next year until the work is completed and turned in.

#### **6<sup>th</sup>-8<sup>th</sup> Grades**

- Teachers will assign a Z.A.P. referral when a student fails to complete and/or turn in class work, homework, projects or long-term assignments.
- The on staff Z.A.P. teacher works with students during recess, social time, and/or lunch to complete the work, however, the Z.A.P. teacher does not provide tutorial assistance. The student is responsible for turning completed work in to the teacher.
- Class Work - If class work is not completed during the class period, it may be sent home as part of homework for that evening. If a student returns to school the next day and it is incomplete, they will be given a Z.A.P. referral.
- Homework - If homework is not completed and turned in on time, the student is given a Z.A.P referral.
- Parent conferences may be necessary to discuss support for a student's work habits if students receive more than five (5) Z.A.P. referrals in a quarter. Additional strategies and consequences may be implemented.
- Students with an "I" on mid-term progress reports/report cards are placed on probation and not allowed to participate in athletic games or other after-school extra-curricular activities for two (2) weeks. Probation is removed if work is turned in.
- Students with an "I" at the end of the year will not be promoted to the next grade level or re-enrolled for the next year until the work is completed and turned in.

□ Violations of the Honor Code involving cheating and/or plagiarism result in a level 3 infraction and an appropriate consequence. The student will receive a zero on the assignment/assessment. Parents will be notified by the teacher. Future incidents that involve cheating and/or plagiarism will jeopardize the student's continued enrollment. More information on the Honor Code and violations of the Honor Code can be found in the Discipline - A Call to Responsibility section of this handbook (page 73). Academic and conduct grades may affect a student's eligibility for awards and participation in athletics, and extracurricular activities including field trips. Students with a Level 3 infraction will not be eligible for certain privileges including but not limited to: awards, NJHS, Student Council, CMLT, etc.

- Report cards may be withheld at year's end when financial responsibilities to the school have not been met.
- The following designations are used for **major subjects**:

<b>Outstanding</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Failure</b>
A+	99-100	B+	91-92	C+
A	95-98	B	88-90	84-85
A-	93-95	B-	86-87	D+
<b>Major Subjects 1<sup>st</sup>-3<sup>rd</sup>:</b>		Religion, Reading, English, Spelling, & Math		
<b>Major Subjects 4<sup>th</sup>-5<sup>th</sup>:</b>		Religion, Reading, English, Spelling, Math, Science & Social Studies		
<b>Major Subjects 6<sup>th</sup>-8<sup>th</sup>:</b>		Religion, Reading, English, Literature, Math, Science & Social Studies		

- The following designations are used for **other subjects** and **conduct**:

<b>Excellent</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>
E 90-100	S 80-89	N 70-79	U Below 70
<b>Other Subjects 1<sup>st</sup>-3<sup>rd</sup>:</b>		Science, Social Studies, Handwriting, Art, Music, World Languages	
<b>Other Subjects 4<sup>th</sup>-5<sup>th</sup>:</b>		Handwriting, Art, Music, World Languages, Physical Education, Keyboarding, & Conduct	
<b>Other Subjects 6<sup>th</sup>-8<sup>th</sup> &amp; Conduct grades:</b>		Elective Classes & Conduct	

- Early Childhood, Pre-K & K - Conduct for Pre-K & K students reflects a student's progress related to social development, social behavior, and work habits. The grading scale used for Pre-K & K conduct is:

<b>Goal Achieved</b>	<b>Progress Made</b>	<b>Needs Attention</b>
G	P	N
<b>Elementary</b> - Students in 1 <sup>st</sup> -5 <sup>th</sup> grade receive a single conduct grade each quarter. The quarter grade is an average of weekly conduct grades. A tracking sheet for each student travels with the class through auxiliary and core classes. If a student has an infraction, the teacher marks the infraction on the student's tracking sheet. Infractions fall into levels with each level having an assigned value. The value for the infraction is deducted from the student's weekly conduct grade. The tracking sheet is photocopied for students that fall below an E and sent home in the weekly folder for parent signature.		

*A child who receives an N or U as a quarterly conduct grade may not participate in field trips during the school year.* A student receiving a Level 2 or Level 3 infraction while on an overnight field trip may lose the privilege of participating in future overnight field trips. **Students receiving a Level 3 infraction during the quarter are not eligible for Honor Roll or Citizenship awards.** All level 3 infractions result in a 0 in conduct for the week. Level 1 and 2 infractions are logged into FACTS© by the teacher. Level 3 infractions are logged into FACTS© by Administration. In 4<sup>th</sup> – 5<sup>th</sup> grade, level 2 infractions may result in a **detention**. A child with an N or U as a final grade in conduct for the year will be placed on disciplinary probation for the first quarter of the following year.

- Middle School - Students in 6<sup>th</sup>-8<sup>th</sup> grades receive a single conduct grade each quarter. The quarter grade is an average of weekly conduct grades. Students are issued a conduct card each week. The card travels with the student to all classes. If a student has an infraction, the teacher marks the infraction on the student's conduct card. Infractions fall into levels with each level having an assigned value. The value for the infraction is deducted from the student's weekly conduct grade. The student's conduct card is sent home in the weekly folder for parent signature. 8<sup>th</sup> grade students who earned a 100 in conduct are not required to get parent signatures; however, conduct cards must be returned to school the next day. Lost conduct cards result in a grade of 0 in conduct for that week. Failure to return the conduct card or to get a parent signature results in an infraction.  
*A child who receives an N or U as a quarterly conduct grade will not participate in field trips during the school year.* A student receiving a Level 2 or Level 3 infraction while on an overnight field trip may lose the privilege of participating in future overnight field trips. *Students receiving a Level 3 infraction during the quarter are not eligible for Honor Rolls and Citizenship awards.* All level 3 infractions result in a 0 in conduct for the week. Level 1 and 2 infractions are logged into FACTS© by the teacher. Level 3 infractions are logged into FACTS© by Administration. In 6<sup>th</sup> – 8<sup>th</sup> grade, level 2 infractions may result in a detention. A child with an N or U as a final grade for the year in conduct will be put on disciplinary probation for the first quarter of the following year.
- Posting Grades - Grades are available under the Student Information tab in FACTS© for student and parent access in 1<sup>st</sup>-8<sup>th</sup>. Access to grades will be closed each quarter so that progress reports or report cards can be issued.
- Additional time may be needed for teachers to grade longer assignments and/or projects. Efforts will be made to report student grades in a timely fashion.

## Homework

It is well documented in research that one of the characteristics of an outstanding school is that these schools assign meaningful homework each night. Homework assignments reinforce skills previously taught, foster habits of independent study and develop responsibility in students.

Blue homework folders or assignment notebooks are used to help parents monitor student assignments and help students build responsibility. In addition, homework is posted on FACTS© and/or Google Classroom©. See Communication section in this handbook for more information.

The following times reflect the average time frame for homework at each grade level. Note that times are based on average students - some students finish faster and some students may require additional time to complete homework assignments. If your child consistently experiences difficulties completing assignments within reasonable time frames, contact your child's teacher.

Pre-Kindergarten	15 minutes	Grade 3	30-45 minutes
Kindergarten	15 minutes	Grades 4-5	45-60 minutes
Grades 1-2	30 minutes	Grades 6-8	45-75 minutes

Middle school mid-term and final exam weeks along with IOWA© testing weeks will be “Dead Weeks.” These weeks will be used solely for studying for exams.

Parents can help children with homework by establishing a specific time and place to complete homework. It is also important for parents to support the school and teacher by reinforcing the value of homework and learning. We ask that parents monitor homework time by encouraging students and checking homework once complete. However, we also ask that parents refrain from completing homework for students.



Daily homework may be graded periodically. Students may also be given a grade reflecting their consistency and responsibility in completing homework assignments. In elementary grades homework is not usually given on Fridays or over holidays except for long-term projects. In 5<sup>th</sup>-8<sup>th</sup> grades math homework is considered a major grade.

Long-term projects such as book reports may require parent guidance, but should remain student work. Long-term projects may be graded. We encourage students to be resourceful keeping project costs minimal. Homework and projects may be given in middle school subjects including electives.

### **Participation in Physical Education**

Students are expected to participate in motor development or physical education classes unless injury or illness prohibits. A note from a parent/guardian must be sent to the PE teacher in order to be excused from participation. If a child cannot participate for more than one week, a doctor's excuse is required. If a student-athlete is unable to participate in physical education class due to sickness/injury, coaches will be notified that the student will not be able to participate in school athletics (practices or games) that afternoon or evening. Students in 6<sup>th</sup>-8<sup>th</sup> grade are required to wear the school PE uniform and appropriate athletic/tennis shoes during classes. Since appropriate footwear is important for safety, students in PreK-5th grades are highly encouraged to wear appropriate tennis shoes on motor development or PE days. **In rare circumstances, middle school students may earn credit for off-site Physical Education. Please see administration for more information.**

### **Promotion and Retention**

A student is promoted to the next grade upon satisfactory completion of the current grade. This may include accomplishing the required essential curriculum elements as well as progress made in social, emotional, and physical growth.

If a student receives a grade below 70, the child fails the subject. A student failing one subject is placed on academic probation for the next school year. If the student is in 6-8 grades, successful completion of the course in summer school is required so that the student can be given credit for completion and remains on track for graduation in 8<sup>th</sup> grade. Should a student in 8<sup>th</sup> grade fail a subject, he/she will participate in graduation activities however a diploma and transcript for the student will be issued only after successful completion of the course in summer school. If two major subjects are failed, a student is recommended for retention. If parents of a student recommended for retention do not agree with the recommendation of the school, they have the option of withdrawing their student and placing him/her in another school. Grades of "I" at the end of the school year will affect student promotion, issuance of middle school credits, and/or reenrollment for the following year. If a student receives a final grade in conduct of N or U, the student will be placed on behavioral probation for the next school year.

If parent(s) have not acted on the school's recommendations for a child including diagnostic evaluation if or a student's progress in academics or behavior is not sufficient, the administration may request that a parent withdraw the student if currently enrolled or refuse admittance for the next school year.

## **Student Success - P.A.C.E. (Potential Achieved in Catholic Education)**

Consistent with the Church document, *To Teach as Jesus Did*, and the Pastoral Statement of the U.S. Bishops, *Persons with Disabilities*, the Archdiocese seeks to include students with special needs in our schools to the extent that the need of such students can be met within the scope of the programs and resources offered. The Catholic Schools Office is aware that it is unrealistic to serve all categories of special needs students. However, STAOPCS and other Catholic schools are cognizant of the fact that admission of special needs students must be considered and reviewed on an individual basis.

The Individuals with Disabilities Education Act (IDEA) requires that local school districts locate, identify and evaluate all private school students suspected of having a disability (for STAOPCS, the local district is Conroe ISD). This "Child Find" process must be conducted in consultation with private schools representatives to ensure equitable access for private school students. In IDEA, these children are often referred to as "parentally placed private school children with disabilities," and the benefits available to them differ from the benefits for children with disabilities enrolled in public schools.

The Rehabilitation Act of 1973, Section 504 educational section (frequently called "Section 504"), provides that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the needs of all those who seek a Catholic education. Within our resources, STAOPCS and other Catholic schools will offer services to eligible students with special needs, when possible. However, private schools are not required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with special needs. Private educational institutions are only required to make minor adjustments to accommodate eligible students.

STAOPCS serves a range of academic abilities within the student population with the goal of all students reaching their full potential in Catholic education. We continue to grow in our ability to address needs as resources allow. Our ability depends on the extent of adjustments that can be made to the instructional process and the resources available. P.A.C.E. is the umbrella under which we address the needs of students. It is based on an inclusion model allowing students to be in regular classrooms with support provided as needed. Our P.A.C.E. team includes a Learning Advisor, a full-time Learning Support Teacher for elementary and a part-time Learning Support Teacher for middle school. In addition, professional development is conducted annually related to classroom enrichment and learning differences.



## **Classroom Enrichment**

Students performing at high academic levels, achieving high scores on standardized tests or those who demonstrate gifted and talented traits may benefit from classroom enrichment. While all students must complete the standard curriculum, methods and instructional strategies may be incorporated to extend their learning. Enrichment occurs in the regular classroom setting. The assistant principals are responsible for curriculum and instruction and serve as primary resources for teachers in meeting the needs of gifted and talented students in the classroom.

## **Ignite Program**

6<sup>th</sup> – 8<sup>th</sup> grade students scoring at the 90<sup>th</sup> percentile or above on all three subtests of the CogAT will be eligible to be a part of the STAOPCS Ignite Program. This elective will be taught by our Enrichment Specialist. In class, these students will be pushed to extend their thinking and engage in deep research as they are pushed to reach their full academic potential. Eligible students will be

determined each year based on CogAT scores. An e-mailed letter will be sent to parents each spring to notify of eligibility.

### **Learning Differences**

While all students enrolled must be able to meet the requirements for promotion, students with a range of mild learning differences can be served. The ability of students with learning differences to be academically or behaviorally successful depends on factors such as the degree of the student need, previous educational and/or remediation efforts by the family and the level of cooperation and partnership between parents and the school.

School success is best accomplished when focused on the goal of early intervention followed by needed tutoring, therapy and/or support. *Note - Archdiocesan policy does not allow students to be dismissed for off campus tutoring or therapy during school hours.* Available school resources will be used to promote school success for all students. STAOPCS will strive to keep lines of communication open working with parents to achieve success for their child. However, if it is determined that the school's resources cannot meet the needs of a student, or if parents fail to act on the school's recommendations for remediation or diagnostic evaluation, the administration may request withdrawal of the student or deny admission for the next year.

Accommodations may be implemented for students with learning differences to provide instruction according to a student's special needs. Accommodations refer to the teaching support, services/skills and techniques that the student may require to successfully demonstrate grade level learning. Accommodations do not change the curriculum expectations. Therefore, students continue to use grade level materials (textbooks, novels, spelling lists, etc.). Accommodations cannot be made without a diagnosis through the public school system or a licensed professional.

**New Student Applicants** - Administration and Learning Support personnel make a determination regarding the admittance of a new applicant with learning differences, after reviewing a child's ability to meet the academic, behavioral, emotional and physical expectations of the school. The completed admission application including current academic, social, medical and psychological evaluations by licensed professionals and results of student screenings are reviewed. A decision on admission is made based on the student's learning difference compared to the accommodations that the school can to provide. Consideration is given to the following:

- student's demonstrated ability to meet grade level requirements;
- record of student's ability to follow school rules and regulations; and
- student's ability to meet the physical requirements of attendance.

If accommodations can be made to the educational program of a student and the student meets the other admissions requirements, the student is admitted on a probationary basis in accordance with Archdiocesan policy. The Principal or Assistant Principal and Learning Advisor work together to develop a *Catholic School Accommodation Plan* for the new student.

**Currently Enrolled Students** - Concerns about a student's academic, behavioral or emotional progress should be addressed first by the classroom teacher and parent. The Learning Advisor, grade level Assistant Principal, and Counselor are available to assist teachers and parents with additional information and with referrals for testing, etc. When the need for testing or evaluation is established, forms to be completed by school personnel should be turned in to the Learning Advisor well in advance of deadlines or appointments. The Learning Advisor works with teachers and administration to insure that forms are completed and sent to outside agencies in a timely manner. Parents are expected to disclose any pertinent information that may already exist and can assist the school in educating the student such as previous assessments from the public school system or licensed

professionals. The school reserves the right to have an educational specialist or consultant, observe and make recommendations for student success.

If a child is evaluated by the public school district or a licensed professional, parents are required to provide a copy of the report to the Learning Advisor. Any educational diagnosis will be used to determine if accommodations can be made to the educational program of the student. The Principal or Assistant Principal and Learning Advisor work together to develop a *Catholic School Accommodation Plan* for the student.

The Learning Advisor and Learning Support Teachers work with teachers to implement student accommodations and provide support for students experiencing academic difficulty in the classroom. Middle school students with accommodations and those experiencing academic difficulty benefits from the Skill Builder elective, which provides support for students by addressing organizational and study skills.

### **Special Needs Learners and Referrals**

#### *Introductory Statement*

Consistent with the Church document, *To Teach as Jesus Did*, and the Pastoral Statement of the U.S. Bishops, *Persons with Disabilities*, the Archdiocese of Galveston-Houston seeks to include students with special needs in our schools to the extent that the needs of such students can be met within the scope of the programs and available resources. The Catholic Schools Office is aware that it is unrealistic to serve all categories of special needs students. However, St. Anthony of Padua Catholic School and the other Catholic Schools understand of the fact that admission of students with special needs must be considered and reviewed on an individual basis.

#### *Legal References to Special Services*

The Individuals with Disabilities Education Act (IDEA) requires that local school districts locate, identify, and evaluate all private school students suspected of having a disability. For St. Anthony of Padua Catholic School, the local district is the Conroe Independent School District (CISD). The “Child Find” process must be conducted in consultation with private schools’ representatives to ensure equitable access for private school students. In IDEA, these children are often referred to as “parentally placed private school children with disabilities,” and the benefits available to them differ significantly from the benefits for children with disabilities enrolled in public schools.

*The Rehabilitation Act of 1973, Section 504 educational section* (frequently called “Section 504”), provides that no otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in any program receiving federal assistance. Catholic educators are committed to recognizing and addressing the needs of all those who seek a Catholic education. Within our resources, St. Anthony of Padua and other Catholic schools will offer services to eligible students with special needs, when possible. Private schools are not required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with special needs. Private educational institutions are only required to make minor adjustments to accommodate eligible students.

#### *Records for Special Needs Learners*

All psychological and educational evaluations or reports regarding testing of special needs students, received from local public schools, persons, or agencies, are forwarded to St. Anthony of Padua Catholic School, upon request. These records are kept on file at the school

for a period of seven (7) years after the exit of the student. These records are kept in a secure file and area accessible only to the principal and any other appropriate personnel working with the student. Parents may view their child's record any time. These records may not be forwarded to any other individual or agency.

*Criteria for Acceptance of Students with Special Needs*

In making a determination regarding the admittance of a particular student, St. Anthony of Padua Catholic School will review the child's ability to meet the school's academic, behavioral, social and physical qualifications. Each Catholic school determines its ability to meet the need of the student applicant. Consideration will be given to the following:

- The student's demonstrated ability to meet grade level requirements;
- The record of student's ability to follow school rules and regulations;
- The student's ability to meet socially acceptable behaviors; and
- The student's ability to meet the physical requirements of attendance.

**St. Anthony of Padua' Services for Learners with Special Needs**

*New Students* – When the Admission Office or principal is notified that an incoming student may have special learning needs, the principal and other appropriate school staff will review current academic, social, medical, and psychological evaluations to determine if the applicant is qualified to enroll, with or without his or her disability. If the applicant is qualified for enrollment, the principal and Learning Advisor will then determine if reasonable adjustments can be made to the educational program which will accommodate the student's needs. If an admission is determined the school will begin the procedures with parents to discuss a *Catholic Accommodation Plan*.

**Special Services Records**

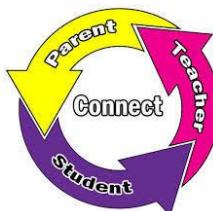
All psychological and educational evaluations/reports regarding special needs testing of students received from local public schools, persons or agencies are forwarded to STAOPCS, upon request. These records are kept for a period of seven (7) years after the exit of the student. These records are kept in a secure file and area accessible only to the administration, P.A.C.E. team, counselor and other appropriate staff members working with the students. Parents may view their child's record at any time. These records are not forwarded to any other individual, agency or school.

**Standardized Testing**

Standardized assessments are one of several means of evaluating student performance. All students participate in the Archdiocese standardized assessment program. Students with learning difference identified through IDEA may qualify for assessment accommodations. Accommodations should be in place and already provided on a weekly basis in the classroom. Any adjustment made on standardized assessment must be reviewed and approved by the Catholic Schools Office.

**COMMUNICATION**

Communication is the link between school and home. Therefore, we work to keep lines of communication open. Parents can contact faculty and staff by phone, fax, written notes or email. The following guidelines safeguard confidentiality and foster communication:



- Teachers and staff try to respond to phone calls, notes and or email messages **within 24 hours of receipt**. At times it is necessary to prioritize responses to communications based on the importance of the issue rather than the order of receipt. Communications should be signed, as anonymous communications will not be acted upon.
- **Teachers, staff and administration schedule their own meetings and conferences based on the time available in their instructional day.**
- Due to the nature of technology involved, STAOPCS cannot guarantee the confidentiality of email. Therefore, email is appropriate for quick, uncomplicated messages when time and/or confidentiality are not critical factors. **Time sensitive messages are best communicated through written notes or phone calls and will be handled as priority. Examples include carpool changes, academic progress and behavioral concerns.**
- We respect faculty and staff members' family time and in most cases do not require them to reply to communications at night, on weekends or during school holidays. Communications related to the school should be sent through school systems rather than contacting them through personal phone/cell numbers, email addresses, etc.

Parent Alert© notification system enables the school to inform parents by phone, email and text of emergencies, school closings, **severe weather dismissals**, cancellation of athletic practices or games, early release reminders, meeting notifications, distribution of important information and reminders, etc. Through the website and ParentsWeb© calendars, weekly newsletters, forms, etc. are posted to inform the school community of programs and activities. Administration posts grades weekly for students in 1<sup>st</sup>-8<sup>th</sup>. Teachers post curriculum information, classroom happenings, homework, etc. on FACTS© and/or Google Classroom©. Additional information includes:

### **Blue Homework Folders and Assignment Notebooks**

Depending on the grade level of a student, each child brings home a blue folder or assignment notebook daily. It may contain homework assignments, reading logs, teacher communication, and/or daily work. We ask that you take time each evening to go over this with your child. Refer to the list below for parental signature requirements.

Preschool & Kindergarten:	Sign report in blue folders daily
1 <sup>st</sup> -2 <sup>nd</sup> Grade:	Sign homework daily
3 <sup>rd</sup> Grade:	Sign assignment notebook daily
4 <sup>th</sup> -5 <sup>th</sup> Grade:	Daily signatures are not required unless a student experiences difficulties during the school year with organization, homework, etc.

### **Electronic Communication**

Electronic communication between parents and/or students and school faculty or staff members is permitted only through the school's phone system, email system or school/teacher web pages. Email communication should be for school related purposes only. Please identify the purpose of an email in the subject line of the message. In general, emails sent by school faculty or staff members are intended for the addressee only and should not be disseminated to others without the sender being aware. The confidentiality of email cannot be guaranteed and therefore, should be used for quick, uncomplicated messages when time and/or confidentiality are not critical factors.



### **Green Friday Folders**

Students at all grade levels bring home a green folder on Friday of each week. The folder contains weekly reports on academic progress and/or conduct. Please review the weekly reports with your child. Parents are required to provide a signature as acknowledgment at all grade levels. **Copying of tests, quizzes, etc. with the intent of sharing the content with another student or a sibling in later years is a violation of the school's Honor Code.** Folders may also include communication from the office such as order forms, which may not be available on FACTS©.

### **Formal Conferences**

Parent/teacher/student conferences are held twice a year, close to the end of the quarter. Conference signups are electronic. In the fall, conferences are with homeroom teachers/advisors. Students in 6th-8th grades conference with one core teacher of their choice. Auxiliary teachers are available for conferences in the fall and spring as well.

### **Informal Conferences**

Teachers are available to discuss issues during the regular school day by appointment. Middle school advisors serve as advocates for their students and may be included in conferences regarding their students. Parents may contact the school office to leave a message for a teacher, send a note with their child or send an email to request a phone conference or a time to meet.

### **Intervention Conferences**

Parents of students, who experience ongoing academic, social, and/or behavioral difficulty are asked to meet with the classroom teacher or advisor. The administration, counselor, learning advisor, and other teachers who work with the student may be included in the conference. Working together, concerns can be identified, potential causes discussed, and recommendations made to insure success.

### **Progress Reports**

A student's academic progress can be monitored weekly by reviewing grades under the Student Information tab in FACTS©. In addition, progress reports are generated through FACTS© at the midpoint of the quarter for all students.

## **EXTRACURRICULAR ACTIVITIES**



St. Anthony of Padua offers a wide range of extracurricular programs and activities to meet the interests of students. Attendance at school is required on the day of an extracurricular activity in order to participate. Competitions such as Spelling Bee, Geography Bee, Saints Trivia Bee, and the Houston Livestock Show & Rodeo Art Contest challenge students. Students can serve the school community through activities such as Altar Servers. Cultural celebrations such as Go Texan Day, International Day, and on campus performances are student favorites. Students share their musical and theatre abilities through activities such as the Christmas Program, Spring Program, band program and as choir, cantors or instrumentalists at Mass. Students can participate in activities such as Bluebonnet Reading Program, and Accelerated Reader© Program. **1<sup>st</sup> through 8<sup>th</sup> grade students may participate in Chess Club and Running Club.** Middle School students can participate in activities and programs such as Student Council©, National Junior Honor Society©, Jr. International Thespian Society©, band, Angels Drill/Cheer team, newspaper, yearbook, etc. Students in 6<sup>th</sup>-8<sup>th</sup> grade may participate in the athletic program. Extracurricular activities can be offered before, during, or after the school day. Additional programs and activities are added as interests develop and resources become available.

## ATHLETICS

STAOPCS belongs to the GHCAA (Galveston-Houston Catholic Athletic Association). The GHCAA is a competitive league. Coaches are employed by STAOPCS and must be VIRTUS© certified. The school has adopted the “Play Like a Champion Today” program from the University of Notre Dame. Participation in a sport requires a serious commitment. Academic and behavior requirements must be met for eligibility. Attendance at school is required on the day of an extracurricular activity in order to participate. Parents are responsible for transportation to and from games and some off campus practices. A fee is charged per student per sport for participation. The Athletics Program is under the direction of the school’s Athletic Coordinator. A separate Athletics Handbook is provided to all athletes.



## SCHOOL FIGHT SONG

(Written by Becki Kinch)

*Hail to the Blue and the Green  
Dolphin pride is here to be seen.  
Led by the Spirit to our goal  
Victory will be ours to hold.*

*Out on the court and out on the field,  
We'll raise our banner, you'll hear us cheer.*

*Hail St. Anthony of Padua  
Dolphin pride is number one!*



## HONORS, AWARDS, & RECOGNITION

### Academic Awards

#### Honor Roll

Grade 5: 

- A's with no more than one B in Religion, Reading, English, Spelling, Math, Science, & Social Studies
- E's or S's in other Subjects
- E's or S's in Conduct in all classes

#### St. Anthony Honor Roll

Grades 6-8: 

- A's in Religion, Reading, English, Math, Science, & Social Studies
- E's or S's in Elective or Exploratory classes
- E's or S's in Conduct in all classes

#### Paduan Honor Roll

Grades 6-8: 

- A's with no more than one B in Religion, Reading, English, Math, Science, & Social Studies
- E's or S's in Elective or Exploratory classes
- E's or S's in Conduct in all classes

### **Administrative Programs**

During the school year administration and the counselor implements programs that acknowledge students in grades 1-8 for their efforts in...

- developing character traits and social skills

- developing writing skills
- modeling aspects of our school discipline plan
- bringing up grades

Administration meets with students in Pre-K and Kindergarten quarterly encouraging good choices, good classroom behavior and character development. Additional programs and activities may be implemented to promote student performance and achievement.

### **Citizenship Awards**

#### **Paduan Pride Award**

The Paduan Pride Award is given quarterly in grades 1-8. One or two students from each homeroom are chosen by their teacher based on overall conduct, leadership, citizenship, and behavior. Conduct grades on report cards are S or above.

#### **Christian Spirit Award**

The Christian Spirit Award is given quarterly in grades 1-8. One or two students from each homeroom are chosen by their teacher based on their demonstration of Christian values, character traits, and behavior. Conduct grades on report cards are S or above.

#### **Beacon of Light Award**

The Beacon of Light Award is given quarterly in grades 1-8. One or two students from each homeroom are chosen by their teacher based on overall improvement and/or effort during the quarter. They serve as role models or “beacons of light” for others.

### **Other Awards**

Opportunities to earn additional awards may be given to students as appropriate for age and grade levels. Additional awards programs are announced during the school year. Examples include: Library Reading Awards, Spelling Bee, Geography Bee, Saints Trivia Bee, Houston Livestock Show & Rodeo Art Show, science fair, academic rally, etc.

### **Kindness Jars**

This program recognizes those individual students who go above and beyond to walk in the footsteps of Christ. Through extraordinary acts of kindness, they model the expectations of a student of St. Anthony of Padua Catholic School. Each teacher is asked to put “tickets” in the jar when a student does something that really stands out. The student’s name, class and good deed should be written on the ticket. These will be pulled the first Friday of each month of DNN and the student will receive a Free Dress Pass for the following Monday.

### **PUBLIC RECOGNITION OF STUDENT ACHIEVEMENT**

Parents are asked to notify the school in writing if they do not want their child to receive public recognition for student achievements including academic honor rolls, citizenship awards, and other awards as part of written publications, or the school website.

### **MIDDLE SCHOOL**

The goal of our middle school is to prepare students for the challenges that await them in high school by addressing the spiritual, intellectual, emotional, and physical developmental needs of young adolescents. As a transition from elementary to high school, the curriculum is challenging, integrative, and exploratory. In middle school, academics are of primary importance, as well as providing a place for students to explore interests, to define talents, and to refine life skills. Participation in different activities and programs, not competition, is a focus of middle school.



Middle school offers new opportunities for adolescents to accept positions of leadership, as well as responsibilities for themselves and their actions. All adults in an adolescent's life should share high expectations regarding their character, behavior, and caliber of work. This consistency proves to the student that parents and teachers work together to provide for their needs during this time of growth and maturity.

Moving on to high school is a huge milestone in the lives of our students. We recognize that they will be going on to many varied educational environments from Catholic to private and public. Many of their high school choices will require an application process along with recommendations from teacher and administration. Recommendation forms or requests should be submitted to the assistant principal assigned to middle school well in advance of deadlines so that teachers and administration have adequate time to complete them. The assistant principal will distribute the forms to appropriate school personnel, collect the completed forms, and mail or fax them directly to the requesting school. Copies of recommendation forms are not retained in school records and are not provided for parent review due to their confidential nature.

In addition to the Family Handbook, the middle school department develops a Middle School Student Handbook with topics such as test schedules, attendance, tardies, bell schedule, discipline, etc. that is distributed to students and discussed at Parent Information Night.

### **STANDARDIZED TESTING**

Standardized testing is one of several means of assessing pupil performance. Catholic schools in the Archdiocese of Galveston-Houston participate in standardized testing in the spring of the year. Catholic schools in the state of Texas administer the Iowa Assessments (IOWA©) and Cognitive Abilities Test (CogAT©). Students in 1<sup>st</sup>-8<sup>th</sup> grade will be tested using the IOWA© and 1<sup>st</sup>-7<sup>th</sup> will be tested using the CogAT© in the spring of the school year. **Standardized testing is used for a variety of things including but not limited to: class placement, participation in DECATS, Ignite program placement, etc.**

## STUDENT SERVICES & ACTIVITIES

*“Serve the Lord with gladness.”*

**Psalm 100:2**

### ASSEMBLIES AND PERFORMANCES

Educational assemblies may be held during the school year for the whole school or individual departments or grade levels. Pep rallies are held at the end of the fall, winter and spring athletic seasons. An end of the year assembly is held on the last day of school to celebrate the achievements and successes of the school year. School performances, such as the Christmas and Spring Programs are a great way for students to share their gifts and talents with the community. We encourage all students to participate in programs and performances. Attendance at school is required on the day of an assembly, performance or activity in order to participate.

Assemblies, pep rallies and performances are open to parents, family members, friends, members of the parish and larger community. Dates, times and places are announced in school newsletters and calendars. Parents are responsible for the supervision of their children, regardless of age, during assemblies, pep rallies and performances. Parents of younger children are asked to remove them from the area if they become a distraction.

### ATTENDANCE



Daily attendance is the only effective way to assure continued academic progress. In compliance with Texas Catholic Conference Education Department schools are in session 180 days each year. Parents/guardians are expected to honor the published school calendar. School absences are defined as: Family Emergency including death and or serious prolonged illness; and Absence Due to Illness including dental and doctor appointments. If it is absolutely necessary for parents to remove a child from classes for reasons other than family emergencies, or illness, a written request should be submitted to the Principal or Assistant Principal indicating the reason for the absence and the number of days the student will be absent. A student not physically present at school or participating in a school-sponsored field trip or activity is marked absent.

Regular school attendance is necessary for every student. The Archdiocese of Galveston-Houston uses the compulsory attendance laws for Texas schools as a guide. Students are required to be in attendance for at least 90% of the days classes are in session in order to receive credit for the class/course. Excessive absences of 18 days or more in the school year may affect student promotion, issuance of middle school credits, and/or re-enrollment for the following year. These cases of excessive absences must be reported to the Superintendent of the Archdiocese of Galveston-Houston to be reviewed for eligibility for promotion to the next grade or graduation.

Parents are required to contact the school office at [attendance@staopcs.org](mailto:attendance@staopcs.org) by 8:30 AM on the day of an absence or in advance, if known. Calls made by students are not acceptable. If a student's absence is not confirmed by 8:30 AM, the school office attempts to contact the parent to verify the student's whereabouts. When a pupil is absent from school for any reason, a written excuse signed by the parent or guardian stating why the child was absent, must be sent to the child's teacher. Please indicate the date(s) of absence(s), student name, and reason. When a student's absence for illness exceeds five (5) cumulative days, a statement from a physician verifying the illness or condition requiring the student's extended absence from school is needed. If a student has established a questionable pattern of absences, a physician's statement may be required after a single day's absence to clarify the absence as one for which there are extenuating circumstances.

A student arriving at school after 10:00 AM or leaving before 1:00 PM is considered absent for a half day even if the reason is a medical appointment.

Students are expected to make-up assignments and tests from absences. Students are given one day for each day absent to complete make-up work. In most cases students are given make-up assignments upon their return to school. Middle school students are responsible for obtaining missed assignments and class work. Make up exams in middle school can be given before or after school. Middle schools students should make arrangements with their teacher. Class work or assignments may not be available prior to a planned absence. Please call the school office before 10:00 AM of the day that work will be picked up. Work should be ready for pickup in the office by 3:00 PM. Families are discouraged from scheduling vacations during middle school midterm or final exams. Exams are not given early. Missed middle school midterms and finals must be scheduled through administration.

### **Tardiness**



Teaching children to be on time starts early in life. When they arrive on time children are learning a life-long skill. In addition, instruction begins when a student walks through the classroom door. Habitual tardiness seriously affects school performance. Tardies are removed if a student brings in a note from a health care provider (doctor, dentist, etc.). Consideration is given for inclement weather days and emergencies. Students are marked tardy if not present in the classroom by 8:00 AM. Parents must accompany tardy students to the office and sign them in. They will be given an admit slip to give to the teacher. Habitual tardiness in 1<sup>st</sup>-8<sup>th</sup> grades is handled as follows:

- On the 3<sup>rd</sup> tardy in a 9-week period – an email is automatically sent to the parent through FACTS©
- On the 6<sup>th</sup> tardy in a 9-week period – an email is automatically sent to the parent through FACTS© notifying them of the \$10 fee for excessive tardies. The accumulation of 6 additional tardies in the same 9-week period will result in the student earning a 1 day absence. An email is automatically sent to the parent through FACTS© notifying them.
- In addition, excessive tardies of 18 days or more during the school year may affect student promotion and/or re-enrollment for the following year. Cases are reviewed on an individual basis.

### **Withdrawal**

Notify the office at least 48 hours in advance of a student's withdrawal date to facilitate record processing. Report cards are issued after all records have been cleared. All financial obligations including Beyond the Bell tuition must be met prior to report cards being issued. Records will be forwarded to the next school at their request. A permanent record card is kept on file noting the school the student transferred to and date of withdrawal.

## **ARRIVAL AND DISMISSAL**

The carline system provides safe access for student arrival and dismissal. It is important that procedures, traffic flow patterns and reduced speeds on campus be followed. Directions and requests from staff members or parent volunteers on duty should be followed in a calm and courteous manner.



Students enrolled in Beyond the Bell should refer to the Beyond the Bell section for procedures. It is important that traffic *ENTER* and *EXIT* from designated drives. Vehicles must remain in single file. Vehicles should be placed in "park" while unloading or loading students. Students should remain in vehicles until the vehicle comes to a complete stop. Students should exit or enter vehicles from the passenger side. At no time should students, their body parts or belongings be protruding outside vehicle windows or sunroofs. Be alert for walkers, bike riders and other pedestrian traffic on campus. Dogs or other animals should remain in vehicles. Per state law, please refrain from cell phone use on campus and adhere to regulations for use of seat belts and car seats.

### **Morning Carline (Pre-K 3-8<sup>th</sup> Grade)**

- Carline begins at 7:40 AM.
- In the interest of safety, please DO NOT drop off students or allow them to exit your vehicle before 7:40. Our Beyond the Bell program opens at 6:30 AM for families who need before school care. Please call the school office at 281-296-0300 for Beyond the Bell registration information. In the interest of safety, students dropped off before 7:40 AM will be registered for the Beyond the Bell program. Consequent charges will be billed through FACTS©.
- All carline vehicles enter via the **lower Kuykendahl drive**, forming a **single-file line** and proceeding to the crosswalk near the playground.
- After dropping off your child, remain in single file until your vehicle exits the parking lot.
- The playground crosswalk is the first student drop-off point.
- Please be sure your child is unbuckled and ready to exit the vehicle when you reach the unloading zone.
- Carline volunteers will be stationed along the unloading zone sidewalk.
- Students in grades Pre K 3–3<sup>rd</sup> walk up the sidewalk and enter the building via the entrance closest to the playground, next to the school counselor's office.
- Students in grades 4-8 will be directed to walk up the sidewalk and along the covered walkway entering the building via the gym entrance.
- After carline drop-off, vehicles exit onto **Bay Branch** using the **St. Teresa Center driveway or the staff parking lot drive**.
- For the safety of our students and staff, **please avoid the parking area directly in front of the school (morning Park & Walk lot)**.
- Students arriving after 8:00 AM will enter through the main school entrance and be signed in tardy.

### **Morning Park & Walk**

- Parents who wish to walk students into the building in the morning **park in the lot directly in front of the school main entrance**.
- **Park & Walk vehicles** enter and exit campus via the **main entry drive off Bay Branch**.
- Remember, the first bell rings and the school doors open at 7:40 AM. Please do not leave children unattended before 7:40.

### **Walkers/Bike Riders**

- Walkers and Bike Riders enter through the school main office.

### **PM Dismissal**

ALL students (Pre-K 3–8<sup>th</sup>) will dismiss at 3:30 PM\*\* The options for afternoon dismissal are **Carline Pick Up, Personal Pick Up, or Middle School Park & Walk**.

- Please **choose one dismissal option** that will serve as the “default” option for your family and notify the homeroom teacher of that choice.
- Any changes from the default dismissal option should be communicated to the classroom teacher and to [attendance@staopcs.org](mailto:attendance@staopcs.org) as early in the school day as possible. This allows teachers time to check email and direct your student to the correct dismissal line. Please try to keep dismissal changes to a minimum.

- Students will only be released to designees with a current year's carline sign or designated as an Emergency Contact in FACTS©. Additional carline signs can be purchased through the front office for \$2.

### Afternoon Carline

- Carline begins at 3:30 PM.
- All carline vehicles enter via the **lower Kuykendahl drive**, forming a **single-file line** and proceeding to the crosswalk near the playground.
- The playground crosswalk is the first student loading point.
- After picking up your child, remain in single file until you exit the parking lot.
- Please pull into the St. Teresa Center lot to buckle in your child.
- School staff will be stationed along the loading zone sidewalk.
- All carline riders will be dismissed through the exit doors closest to the playground, next to the school counselor's office.
- After carline pick-up, vehicles **exit** onto Bay Branch via the **St. Teresa drive or the staff parking lot drive**.
- Cars **may not** use the upper Kuykendahl drive to exit because of Middle School Park & Walk traffic.

### Middle School Park & Walk

- Middle School Park & Walk vehicles **enter** the lot through the **upper Kuykendahl drive**.
- They **exit** via the **upper Kuykendahl drive or the main entry drive**.
- Middle School students will be dismissed through the doors by the AMR and Sheltz Hall.
- They then proceed to the Middle School Park & Walk lot using the marked crosswalk (with a current year permission form signed by parent and returned to school office).
- Students may pick up younger siblings in Sheltz Hall (with a current year permission form signed by parent and returned to school office).

### Personal Pick-Up

- Students who will be picked up through Personal Pick-Up will wait in the Sheltz Hall
- **Personal Pick-Up** vehicles **enter and exit via the main entry drive**.
- Parents who use **Personal Pick-Up** will **park in the lot directly in front of the school office** and proceed down the sidewalk to the Personal Pick-Up line in the Piazza

### **Additional Dismissal Policies**

- Students are not allowed to leave with anyone other than their assigned Carpool/Personal Pickup without parent/guardian permission. If a change is needed, send a note to your child's teacher. **Due to the size of the student body, phone calls to the office for changes should be of an emergency nature and not regular routine.** Any changes should be communicated to the classroom teacher and to [attendance@staopcs.org](mailto:attendance@staopcs.org) as early in the school day as possible.
- Students will only be released to designees with a current year carline sign or designated as an Emergency Contact in FACTS©. Additional carline signs can be purchased through the front office for \$2.
- Students will not be released to a parent, guardian, or parent designee if school personnel believes the person to be impaired (such as inebriated) and, therefore, unable to care for the child. Another person from the student's emergency contact list will be called.

- **Students leaving after 3:00 PM dismiss through Carpool, Personal Pickup, or Park & Walk unless there is an emergency.** We ask that you keep this in mind when planning after school schedules. Our goal is to have students on their way as soon as possible.
- The first space(s) in carline and personal pickup were purchased at Auction Gala 2019.
- The following options facilitate student dismissal:
  - **Bike Riders & Walkers** – Elementary students riding bikes or walking home are released through the **school main office**. Middle school students are released through the Park and Walk exit. Students show their ID tag to staff members for release. Parents should wait for students on the piazza, at the bicycle rack, or in the Park & Walk parking lot.
  - **Carline** – Colored cones mark six loading spaces. Vehicles display official numbered carpool signs provided by the school. For the security of our students, handmade carpool signs are not permitted. Additional official carpool signs can be purchased through the school office. Enter the carpool line from the rear. Do not change rows or pull in front of other vehicles, as this will delay our ability to load vehicles that are out of number order. Remain in vehicles as students are assisted into vehicles. Students in elementary and middle school load into vehicles without assistance.
  - **Personal Pickup** - Parents using Personal Pickup should park **on the back lot next to the church in the lot in front of the school main entrance** and walk to the Bishop Sheltz Fellowship Hall entrance. Have carpool key tags or signs for ID. If you do not have your carpool key tag or sign, you may be asked for ID if the staff member on duty does not recognize you. **Please refrain from conferencing with teachers and staff during this time.** Once students are picked up through Personal Pickup they need to be directly supervised by a parent or adult.
  - **Park & Walk – This option is available for Middle School students only.** Middle School students can be dismissed through Park & Walk to meet parents in the Park & Walk parking area. You must complete the Arrival & Dismissal Permission Form and turn it in to the school office. The Park & Walk exit is located next to the Adult Meeting Room. Students will be issued an ID tag to present to school staff for release. Lost ID tags are replaced through the front office for \$5. Middle School students may pick up siblings through Personal Pickup with a current year Permission Form signed by parent and returned to the school office. Extra caution is needed when vehicles enter and exit Park and Walk due to pedestrian traffic.
  - **Day Care Pickup** - Students in PreK-5<sup>th</sup> who are being picked up by a daycare or after school program are escorted by a staff member out to the vehicle. Students in 6<sup>th</sup>-8<sup>th</sup> who are being picked up by a daycare or after school program need to go directly to the vehicle at dismissal. Day Care and after school program vehicles park in front of the Parish Life Building near the cones and barrels that mark the middle school cross walk.
  - A late charge of \$1 per minute may be billed to parents when students are not picked up on time. In general, one warning is given before charges begin.



#### Weather Related Arrival and Dismissal

In the event of severe weather (heavy rain/downpours), lightning or heat advisories (temperatures over 95 degrees or heat index over 100 degrees), the following changes may be made. During severe weather the safety of our students, staff and members of our school community is our primary concern and takes precedence over convenience.



### Arrival

- In cases of extreme weather, a text alert will be sent. Parents may park in any available parking spot on campus. Parents are asked to escort students into building.

### Dismissal

Efforts will be made to notify parents through text if dismissal changes are made due to the weather.

- Parents are asked to sign students out from classrooms in PK3 – 3<sup>rd</sup> grade. 4<sup>th</sup> – 8<sup>th</sup> grade students will be in the gym to be signed out.
- In extreme weather or lightning, students & staff will not leave the building. We must be free of lightning in the area for 20 minutes before loading vehicles can begin or resume.
- Walkers, bike riders, and students normally dismissed through Park & Walk will not be dismissed in heavy rain, downpours or lightning. They must be picked up. Please have a “rainy day” plan for your child.

### Bicycle Riding to School

Students riding bicycles to school must wear a helmet. Students should walk bikes on campus and in parking lots. Students should not ride through carpool lines. If your child will be a bike rider at any time during the school year, complete the Arrival & Dismissal Permission Form and turn it in to the school office. A form must be completed for each family who will have a bike rider, walker or middle school student leaving through Park & Walk. The form is available online and at Orientation. Contact the office if you have questions. Bike riders enter the building through the carline entry doorways. At dismissal, elementary students are dismissed through front office. Middle school students are released through Middle School Park & Walk. Bike riders will be issued an ID tag to present to school staff at dismissal for release. Students will not be dismissed to ride home if it is raining and/or there is lightning in the area.

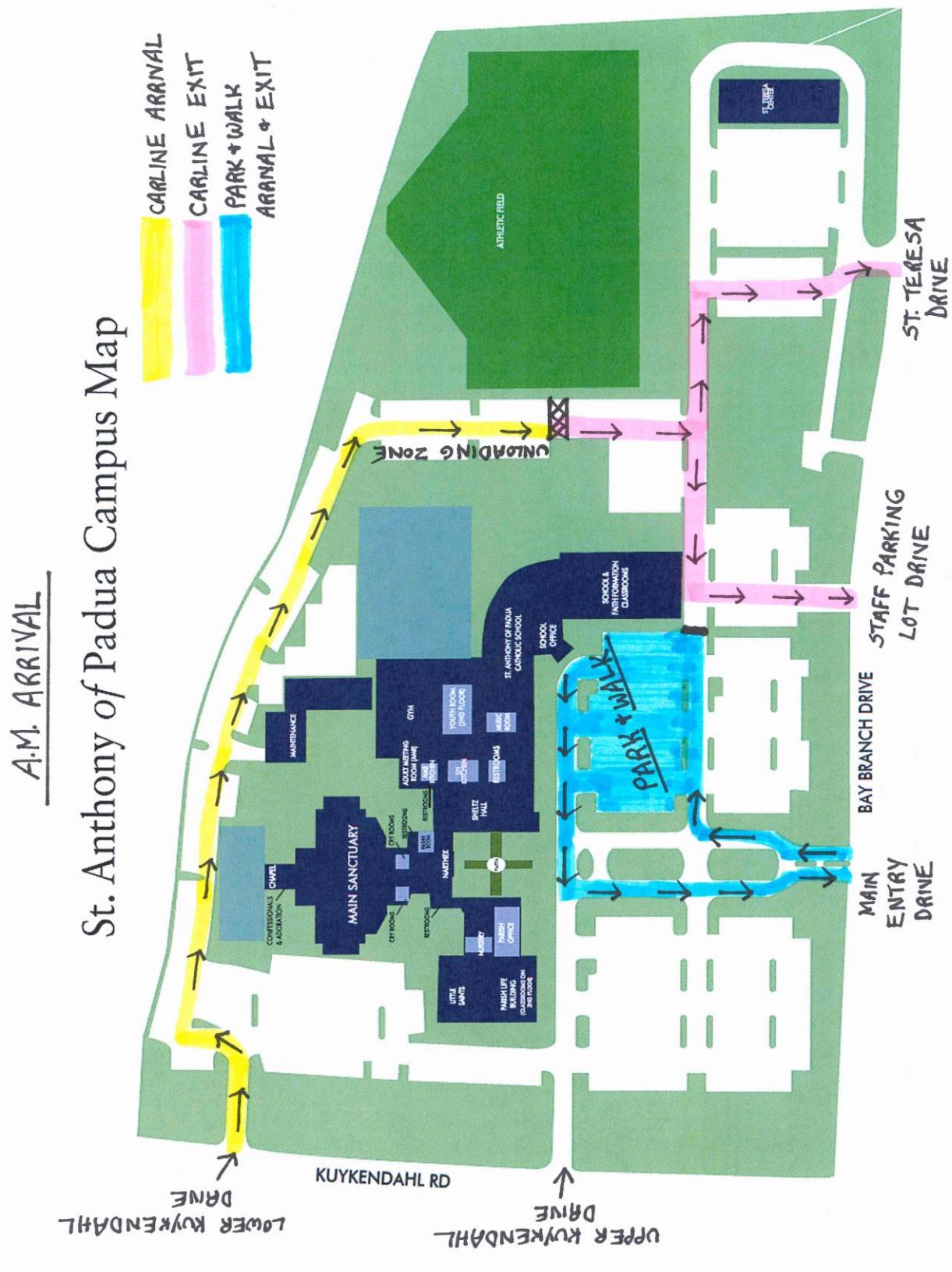


### Walking to School

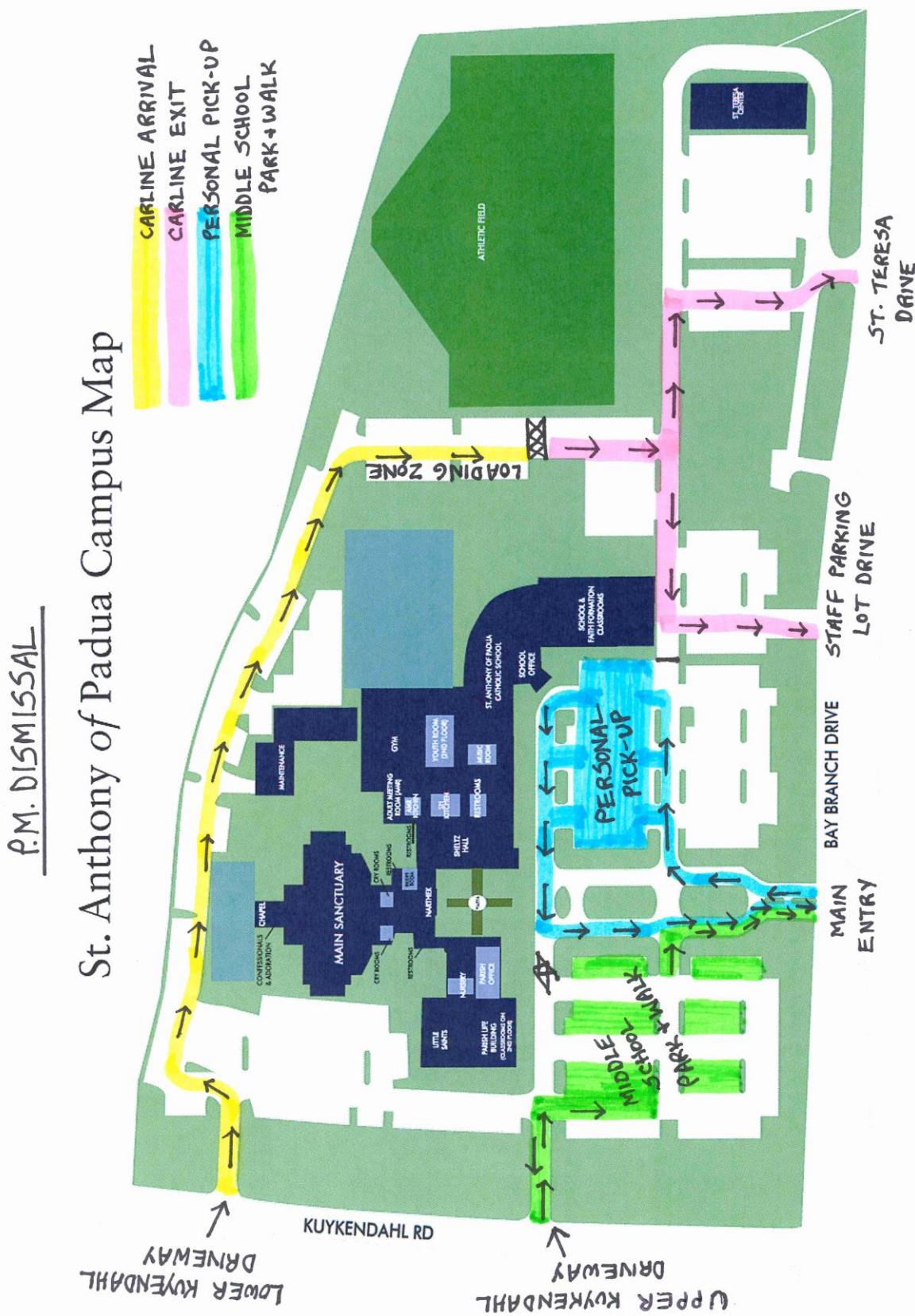
Students living near the school are allowed to walk to and from campus. Do not drop off or pick up students along Bay Branch Drive, Kuykendahl or remote areas of campus. If your child will be a walker at any time during the school year, complete the Arrival & Dismissal Permission Form and turn it in to the school office. A form must be completed for each family who will have a bike rider, walker or middle school student leaving through Park & Walk. The form is available online and at Orientation. Contact the office if you have questions. Walkers enter the building through the main entrance. At dismissal, they will be released through carline. Walkers will be issued an ID tag to present to school staff at dismissal for release. Students will not be dismissed to walk home if it is raining and/or there is lightning in the area.



## Campus Traffic Flow - Arrival



## Campus Traffic Flow – Dismissal



## Leaving School Early

*Early dismissal of students is discouraged and should be kept to a minimum in order to maximize instructional time.* Instruction continues until 3:25 for all students. Please make efforts to schedule medical and dental appointments after school hours or during school holidays. **These dismissals should occur before 3:00 PM.**

When necessary, students may be picked up early through the school office.

Parents should e-mail the homeroom teacher and copy [attendance@staopcs.org](mailto:attendance@staopcs.org) stating the time they wish to pick up their child. When a student arrives at school with a note, the student should give it to the school office personnel. An early release sticker will be issued. The student will be sent to the office by the teacher at the time stated on the early release sticker. Students waiting for longer than 15 minutes to be picked up will be sent back to the classroom for instruction. Parents/guardians must come to the office to sign the child out of school. Students who return to school the same day must be signed back in through the school office.

In keeping with Archdiocesan policy, the start time of weekly or regular after school activities must be scheduled so that students are present for the entire instructional day. This includes after school tutoring and speech therapy. The earliest a student can be dismissed for activities such as these is following announcements at 3:25.

All other student pick-up after 3:00 PM is through carpool or personal pickup only.

A child will not be released to a parent, guardian, or parent designee if the school personnel believes the person to be impaired (such as inebriated) and, therefore, unable to care for the child. Another person from the student's emergency contact list will be called.

## CAMPUS SECURITY

The safety and security of our campus is always a priority. Access into the school building during school hours is through the main entrance which is monitored. Other entrances including those into the Bishop Sheltz Fellowship Hall are locked for the safety and security of our students, staff and visitors. Public access to the school building is restricted to the office lobby. The office staff provides necessary assistance to visitors. All visitors, including school parents are required to check in through the school office and **show valid picture identification**. Visitors approved to enter the building are issued nametags that must be worn while on campus including Bishop Sheltz Fellowship Hall for lunch. Administration reserves the right to deny access to unauthorized visitors. Security cameras cover building entrances, interior hallways and stairwells providing 24 hour recording surveillance. School and parish administrative personnel have access to the recorded information. The playground is reserved for school and the Beyond the Bell program use during hours of operation from 6:30 AM to 6:30 PM. A comprehensive Crisis Management Plan is in place to handle campus security issues and emergencies.



## Emergency School Closing

STAOPCS closes due to inclement weather or road conditions when the Conroe Independent School District closes. For announcements, tune to: KPRC Channel 2, KHOU Channel 11, KTRH Channel 13 or KTRH Radio 740. When it becomes necessary to close due to other circumstances, the telephone broadcast system and social media are used to communicate decisions as soon as they are made. Exceptions may be made in cases of natural disasters such as hurricanes. In cases such as these, classes for STAOPCS may reopen before CISD depending on damage, readiness, etc.

### **Parent Alert© Notification System**

The system enables the school to notify faculty, staff and parents by phone, email or text of emergencies, cancellation of athletic practices or games, important events, etc. When needed, the principal or other designated person initiates notification through Parent Alert©. Parent Alert© allows for the creation of dynamic distribution lists to send alerts quickly and easily. A Parent Alert© App allows administration to send alerts anytime, anywhere - even when electricity, internet and landline phones are unavailable.

### **Fire, Weather and Shelter in Place Drills**

A comprehensive *Crisis Management Plan* is in place for our school. Fire, weather and sheltering in place drills are conducted regularly to insure a safe environment. Students are made aware of safe and orderly procedures. All persons on the school campus must vacate buildings during a fire drill or follow proper procedures during weather or sheltering in place drills. Sheltering in place is initiated when dangers such as acts of terrorism, intruders on campus, chemical spills, etc. are believed to exist. Should our campus "Shelter in Place" classrooms and entrances are locked until an all clear for the situation is given. Should it become necessary to evacuate our campus, *The Children's Courtyard* on Kuykendahl will serve as our temporary shelter.

### **CHILD ABUSE**

Catholic schools in the Archdiocese of Galveston-Houston comply with Texas Law in regards to reporting child abuse and neglect and cooperate with officials in investigations. Texas Law requires anyone suspecting the abuse or neglect of a child to report the suspected abuse, to the child Protective Services Child Abuse Hotline at 1-800-252-5400 or at their website: [http://www.dfps.state.tx.us/contact\\_us/report\\_abuse.asp](http://www.dfps.state.tx.us/contact_us/report_abuse.asp). This hotline is staffed 24 hours a day, seven days a week. Texas Law specifically requires that a person make a report to Child Protective Services or to a local law enforcement agency immediately, no later than 48 hours after first suspecting a child has been abused or neglected. All reports of suspected child abuse or neglect are confidential. If the report is made in good faith, reporters are immune from civil or criminal liability.

### **GUIDANCE & COUNSELING PROGRAM**

Understanding that each child is unique, our school's guidance and counseling program provides a comprehensive developmental program that addresses the academic, personal, and social development of all students in a Christ-centered environment. The school's guidance & counseling program is designed and modeled in accordance with the American School Counseling Association's standards and meets the requirements of the Texas Catholic Conference Bishops Education Department (TCCBED).

The school counselor provides a program of diverse services for the school community. Coordinating the implementation of a classroom based guidance program and school wide Character Counts program are responsibilities of the counselor. Conducting parent education programs such as Love & Logic© parenting, interpreting standardized test data for teachers and parents, participating in parent conferences, and coordinating special programs for students that address drug use prevention, Internet safety, career awareness, and anti-bullying are important roles of the counselor. The student ambassador program which supports new students in their transition to our school is under the counselor's direction. The counselor also plays a vital role in working with teachers to ensure that the needs of students are being met.

The counselor is available to all students at STAOPCS. A student may be referred by a teacher, staff member, or parent. A child may also ask to talk to the counselor. Typically, the counselor works with students individually, in small groups and in classrooms to address their educational, personal, and emotional needs. Some of the issues addressed in school counseling include but are not limited to classroom performance, conflict resolution, social skills, family issues, behavior, peer relations, anxiety,

stress, and learning differences. When working with students the counselor is the student's advocate and avoids the role of disciplinarian.

Once a referral is made, a student will be seen by the counselor for an initial assessment. **Parent permission is not required for the counselor to meet with a student. If the counselor determines that it is warranted, parents will be contacted to discuss the situation. Parental consent is needed for ongoing counseling services.** At times, the counselor may suggest that parents seek therapy outside of school. In this case, referrals for counseling agencies and therapists will be given. It is important to note that school counselors work with school related issues and are not therapists. However, the school counselor will make every effort to maintain communication with parents and outside therapists in order to provide support for students in the school setting.

A strong guidance and counseling program promotes school success. At STAOPCS we strive to build a welcoming and supportive school environment where everyone is valued and respected. The school counselor is an important resource in the school community working to help students develop wholesome self-concepts, self-discipline and skills to choose safe and healthy lifestyles.

## HEALTH PROGRAM



STAOPCS strives to maintain a high level of wellness among our students and staff. Please assist us by monitoring your child's health. If your child has any of the symptoms listed below in the morning before coming to school, please keep them at home. It is a parent's responsibility to report cases of communicable diseases to the school as soon as possible. **A STUDENT MAY NOT RETURN TO SCHOOL UNTIL FREE FROM FEVER FOR 24 HOURS WITHOUT FEVER REDUCING MEDICATION.**

If your child is sent to the school office because of serious illness or injury, you or the person you name on the emergency card is notified. It is your responsibility to get medical attention unless the emergency is so great that your child must be taken immediately from school for treatment. If called to pick up a sick child from school, please come promptly.

A student requiring the use of the elevator for health-related reasons should see the Nurse. If needed, an elevator pass will be issued to the student. A physician's note may be required for students with injuries or conditions that are not visibly apparent. If a student is observed abusing the privilege or misusing the elevator, disciplinary action may be taken.

For the protection of all students, the following guidelines have been set up and are followed at all times. A child having one or more of the following symptoms is sent home:

1. Fever of 100 degrees or higher	4. Diarrhea – after three (3) episodes
2. Suspected contagious disease	5. General Malaise; feels too badly to
3. Vomiting	remain at school

Our school health program is governed by Texas laws, Texas Education Agency policies and Texas Catholic Conference Accreditation Commission policies. All students must meet state health requirements before attending classes.

### Immunizations

Every student enrolled in a Catholic school in the state of Texas must be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. The only exception to the requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas.

Required immunizations must be documented in your child's health file at school. Parents are encouraged to keep current on booster immunizations and comply with any changes in the immunization requirements. The school sends out notices to those students requiring an update of their immunization

records. Failure to comply with the requirements set by the Texas Health Department may result in the school no longer being able to admit a student into class. Current immunization requirements include:

<b>POLIO:</b>	Three doses, one on or after the 4 <sup>th</sup> birthday
<b>DPT:</b>	Four doses, one on or after the 4 <sup>th</sup> birthday; booster required for 7 <sup>th</sup> & up
<b>MEASLES:</b>	Two doses on or after the first birthday with 1 <sup>st</sup> dose after 1 <sup>st</sup> birthday
<b>MUMPS:</b>	One dose on or after the first birthday with 1 <sup>st</sup> dose after 1 <sup>st</sup> birthday
<b>RUBELLA:</b>	One dose on or after the first birthday with 1 <sup>st</sup> dose after 1 <sup>st</sup> birthday
<b>HEPATITIS A:</b>	Two doses separated by 6 to 18 months required for students entering PreK3- 3 <sup>rd</sup> grades with first dose after 1 <sup>st</sup> birthday. Requirement will be phased in by grades through 2021.
<b>HEPATITIS B:</b>	Three doses for children born on or after September 2, 1992
<b>VARICELLA:</b>	One dose or record of having the disease on or after 1 <sup>st</sup> birthday Kindergarten- 3 <sup>rd</sup> and 7 <sup>th</sup> -8 <sup>th</sup> grade students must have two doses.
<b>HIB:</b>	One dose on or after 15 months unless a primary series and a booster was completed prior to or at 15 months. No proof required for children 5 years and older.
<b>PCV7:</b>	One dose for children 2 months through 59 months of age
<b>TB:</b>	One required for new students within 1 year prior to entry into the school
<b>Meningococcal:</b>	One dose for students in 7 <sup>th</sup> -8 <sup>th</sup> grades.



### Health Screenings

Vision and hearing screenings are conducted annually as mandated by the State of Texas. Referrals may be made by the school for further examination by a child's physician. If a child is referred, the necessary form with the results and the doctor's signature must be returned to the school and placed in the student's health file.

Screenings are conducted as follows:

Vision Screening – Grades PreK4, K, 1, 3, 5, 7, & any new student

Hearing Screening – Grades PreK4, K, 1, 3, 5, 7, & any new student

Spinal Screening – Grade 6

Acanthosis Nigricans Screening – Grades 1, 3, 5, & 7

Other areas, which may be screened are growth and development (*height and weight*), dental and pediculosis (*head lice*).

### Communicable Disease Control Measures

The following are common communicable diseases and infections. The requirements for readmission to school are detailed.

**CHICKEN POX:** May return to school 7 days after appearance of eruptions only if all blisters have crusted over.

**CONJUNCTIVITIS:** Readmit after a physician's certificate or health permit is obtained.

**DIPHTHERIA:** Readmit after a physician's certificate or health permit is obtained.

**FEVER:** Readmit after free of fever for 24 hours without fever reducing medication.

**GASTROENTERITIS:** Readmit when diarrhea subsides for 24 hours.

**HEAD LICE (PEDICULOSIS):** Readmit when one medicated shampoo or lotion treatment has been given and all nits have been removed. Second shampoo or lotion in 7-10 days recommended.

**HEPATITIS, VIRAL TYPE A:** Readmit after 1 week from onset of illness. If more than one occurs in a school, immune globulin should be considered for all students and parents involved.

**IMPETIGO:** Readmit after treatment has begun.

**INFLUENZA:** Readmit when fever subsides for 24 hours.

**MEASLES:** Readmit after 4 days from rash onset.

**MENINGITIS, BACTERIAL:** Readmit after a physician's certificate or health permit is obtained.

**MUMPS:** Readmit after 9 days from the onset of swelling.

**PERTUSSIS (WHOOPING COUGH):** Readmit after 5 days of antibiotic therapy.

**POLIOMYELITIS:** Readmit with a physician's certificate or health permit is obtained.

**RINGWORM OF THE SCALP:** Readmit when treatment has begun.

**RUBELLA:** Readmit 7 days from onset of rash.

**SALMONELLOSIS:** Readmit when diarrhea subsides for 24 hours.

**STREPTOCOCCAL SORE THROAT OR SCARLET FEVER:** Readmit after 24 hours from the initial antibiotic treatment.

**TUBERCULOSIS, PULMONARY:** Readmit after antibiotic treatment has begun, and a physician's certificate or health permit is obtained.

**INFECTIONS (WOUNDS, SKIN & SOFT TISSUE):** Re-admit after drainage from wounds or skin and soft tissue infections is contained and maintained in a clean dry bandage; restrict from situations that could result in the infected area becoming exposed, wet, soiled or otherwise compromised.

## Medication

Archdiocesan Catholic Schools adhere to Texas Education Code 21.914 on the administering of medication by school employees.

1. Parents and guardians are encouraged to schedule the administration of student medicine in such a manner that medication brought to school is kept to a minimum.
2. Medication (prescription and non-prescription) may be administered to students only upon written request by the parent/guardian AND physician. A copy of the form for Scheduled & "As Needed" (PRN) Medication Permission is online. Duplicates can be made. The form MUST include signatures of the parent/guardian and physician.
3. All medication, prescription or non-prescription, must be in original containers properly labeled in English. A properly labeled prescription has a pharmacy label stating the student's name, name of the medication and date prescription was filled. Non-prescription medication must have original directions for use and be labeled with the student's name.
4. **Parents/guardians or designated adults must deliver and pick up medicine to be administered. Medication must be delivered to the school office.**
5. If there is a medication discrepancy that might be injurious to the student, the school has the responsibility to question the discrepancy or refuse to give the medication.
6. Medications are administered through the clinic. This includes aspirin, Tylenol, etc. All medications are kept in a locked cabinet unless refrigeration is needed. A student may carry emergency medications for life-threatening diseases if there is a written permission from the physician and parent, with notice to the clinic. Emergency medication may include inhalers for asthma, and epinephrine in the form of an "Epipen" for severe allergic reaction. A daily log is maintained on each student taking medication at school. At the end of the school year all



medication is returned to the parent or destroyed. Teachers are responsible for dispensing medications to students while on field trips.

7. Students are allowed to bring cough drops. Please send students with no more than the recommended daily dosage. Students should not bring bags of cough drops to school and should not share cough drops with others. Cough drops should not be treated as candy. Cough drops will not be stored in the clinic.
8. **All medicines to be administered during field trips (prescription and over the counter) require Archdiocesan forms to be submitted. These must be signed by a physician. Forms can be accessed through School Resources on FACTS©.**

## **INSURANCE**

A limited insurance program is provided for all students of St. Anthony School. Information on the program is sent home at the beginning of the school year. This is not a primary insurance.

## **LIBRARY/MEDIA CENTER USE**

The Library/Media Center (LMC) is central to the school's total educational mission. It is fully integrated into the curriculum serving the school's educational goals and objectives. The LMC strives to ensure that students and staff are effective users of ideas and information, develop a love and enthusiasm for reading, and become effective researchers. The LMC staff collaborates with school staff to encourage students to be independent lifelong users of ideas and information. Reading is promoted as a means for learning and enjoyment. Instruction provided encompasses multiple literacies including information, digital, visual and technology. Our students become independent library users, informed users of information, and life-long learners and readers.



Many different types of resources that promote the love of reading and support the curriculum of the school are provided for students and staff including print and non-print material, research materials and electronic resources. The LMC staff and teachers collaborate in lesson planning and curriculum development. The LMC supports the staff and students in many ways including library time for research, projects, book exchange, information skills, puppet shows, story time, etc. LMC resources are used by students to complete assignments, to explore ideas and to select from a wide range of recreational reading on many topics. The LMC sponsors reading incentive programs and book fairs during the school year that promote literacy. The LMC houses separate professional and parent libraries that are available during LMC hours for staff and parent use.

Flexible scheduling is used as much as possible to provide opportunities for students and teachers to visit the LMC. Students may come at any time to check out a book or research information. All classes utilize the library, not just language arts classes. **The library is open from 7:30-3:30 daily.** Computers located in the library allow access to the automated card catalog as well as the Internet. iPads and other various technologies are used to enhance the LMC as well.

Students are responsible for the materials they check out. Responsibilities include:

- Students in Kindergarten and 1<sup>st</sup> grade may check out one book at a time. Books are due one week from check out and may be renewed two times.
- Students in 2<sup>nd</sup> and 3<sup>rd</sup> grade may check out two books at a time. Books are due two weeks from check out and may be renewed two times.
- Students in 4<sup>th</sup>-8<sup>th</sup> grades may check out three books at a time. Books are due two weeks from checkout and may be renewed two times. Students may have their limit extended for a project or an assignment.
- Students are responsible for bringing LMC materials back on time. Students may not check out any LMC materials if they have overdue books.

- Lost or damaged materials should be reported to the LMC. If a book is lost or damaged beyond use, the student will pay the cost of the book plus a \$5 handling charge so that it may be replaced in the LMC.
- Report cards may be held for overdue LMC materials.

## SCHOOL NUTRITION PROGRAM

The link between nutrition and learning is well documented. Healthy eating habits are essential for students to achieve their full academic potential, full physical and mental growth as well as lifelong health and well being. In an effort to promote a healthier environment in schools, the Texas Department of Agriculture issued the Texas Public School Nutrition Policy in March of 2004. Although we are not required to comply with the policy, we have adopted many of the policy recommendations as part of our lunch & snack program.

The recommendations pertain mainly to the fat and sugar content of foods, and foods of minimal nutritional value (certain candy, sodas, water ices, etc.). Only reduced fat milk will be served as part of the lunch program. Students allergic to milk will be offered an alternative. More fruit and vegetables will be included in lunch menus. Frying will not be used as a method of preparation of foods. **Note: The kitchen on campus is a catering kitchen and does not support a full service meal program and may limit some of the meal options offered to students and staff.** School staff do not routinely give candy to students as a reward or treat. The recommendations do not apply to food on field trips, food used in the classroom for instructional purposes, food needed to accommodate students with special health needs, or food used by school nurses to provide health care to individual students. The USDA recommendations for portion sizes will be used as a guideline for school lunches.

### Snacks

Students are encouraged to bring a healthy snack to school each day. Please help your child pack snacks low in fat, sodium, caffeine, sugar, and dyes. Due to food allergies students are not permitted to share or exchange food during snack.

### Lunch

Students may bring their lunch from home or purchase a lunch from the school's lunch vendor. Students bringing lunch from home may purchase milk to go with their meal. Parents preorder and prepay for lunches through the lunch vendor's web site. The lunch vendor sets prices for meals.



Students who bring their lunch do not have access to cold storage or heating appliances. Large cooler type lunchboxes are not permitted due to the limited space in classrooms for storage. Students bringing lunch and snacks must furnish utensils and condiments. Please help your child pack lunches low in fat, sodium, caffeine, sugar, and dyes.

Students should bring no more than one sweet each day. Carbonated drinks and gum are prohibited. For safety purposes glass containers should not be used to pack lunches or drinks. Due to food allergies students are not permitted to share or exchange food during snack or lunch times.

A lunch will be provided for students who forget to bring their lunch to school. Parents will be billed by the lunch vendor. **Fast food may be brought in as a treat for birthdays, but not on a regular basis in place of forgotten lunches.**

Parents/guardians, siblings (not current students) and other family members are welcome to join students for lunch during scheduled lunch times. Siblings must remain with parents/guardians at all times. With the exception of birthday lunches, we ask that lunch visits not occur during August. **When you join us for lunch please sign in at the school office to receive a nametag prior to going to Bishop Sheltz Fellowship Hall.** Safe Environment compliance is not

required to join students for birthday lunches or for out of town family members who will be here for a single visit. Visitors and students enjoy lunch together at designated guest tables. Other students remain with their classes. **Visitors check out through the school office after lunch.** We ask that you assist us by following procedures and implementing cafeteria expectations below while in the cafeteria and at guest tables. Visitors should refrain from interacting with or redirecting students other than their own, unless requested by school personnel.

Be Respectful	Be Responsible	Be Safe
<ul style="list-style-type: none"> <li>• Include others</li> <li>• Use quiet voices</li> <li>• Use good table manners</li> <li>• Respect cafeteria staff</li> <li>• Respect others' food &amp; space</li> <li>• Follow adult directions</li> <li>• Take turns &amp; wait patiently</li> </ul>	<ul style="list-style-type: none"> <li>• Eat your own food</li> <li>• Sit in assigned area</li> <li>• Use signals to leave seat</li> <li>• Use your time wisely</li> <li>• Clean your area, table &amp; floor</li> <li>• Throw trash away when told to by an adult</li> </ul>	<ul style="list-style-type: none"> <li>• Walk at all times</li> <li>• Stay in line with hands, feet &amp; objects to self</li> <li>• Report &amp; clean up spills &amp; messes</li> <li>• Lights off - voices off</li> </ul>

Lunchtime is an opportunity for students to develop friendships and independence. Our goal is to create a situation where children can socialize and enjoy their meal in an orderly environment.

## SCHOOL CELEBRATIONS

Classroom celebrations are held for Christmas. Room Parents coordinate celebrations with classroom teachers. Parties are planned so that students are treated equally and expenses kept to a minimum. Refreshments, favors, paper goods, etc. are provided by the school. Unless requested, please refrain from sending additional food or favors as these items may not be distributed. Decorations and entertainment are not permitted. Any other party-like activities require the prior approval of the teacher and administration. **Siblings may not attend classroom celebrations due to space and safety considerations.** Parents/guardians are invited to join us for classroom celebrations. Safe Environment compliance is not required to participate.

## SCHOOL SUPPLIES

School supplies are included as part of the application fee. Students, who use supplies in excess, may be asked to purchase additional supplies during the school year. Liquid paper may not be used. Backpacks must be large enough to hold textbooks and a 9 1/2" x 11" folder but small enough to fit into a student's classroom cubbie or middle school locker. We highly encourage PreK & K students to have non-rolling backpacks due to safety concerns. Lunch boxes must be manageable in size as classroom storage space is minimal. Please label backpacks, and lunch boxes with your child's name.

Certain grade levels may require that students purchase a binder of their choice. This will be communicated through the homeroom teacher.

## UNIFORM REGULATIONS AND DRESS CODE

**NOTE – Patches and monograms must have the new logo. A color chart to help with purchases is available for reference on the school web page.**

Students of St. Anthony of Padua Catholic School wear uniforms. Parents and students are responsible for seeing that garments worn are properly fitted and comply with the uniform regulations. The school reserves the right to determine if a student's grooming and dress meet the standards of St. Anthony of Padua Catholic School. Faculty members share the responsibility of enforcing the regulations and dress code. **If students come to school out of uniform or inappropriately dressed for the day parents may be called to bring the appropriate garments.** If parents cannot be reached, an attempt to provide the student

with the appropriate garments is made through lost and found and/or clinic uniform supplies. **A student's conduct grade is reduced for uniform and dress code violations.**

Risse Brothers is the official supplier for uniform items with the exception of spirit t-shirts, sweatshirts, and footwear. Uniform garments must have the required school emblems, monograms, or embroidery. Spirit t-shirts and sweatshirts are sold through the school office. Footwear including shoes, socks, and tights are purchased in local retail stores. **Effective in the 2019-2020 school year, all students PreK3-7<sup>th</sup> grade, should be wearing the Risse Brothers uniform.**

All garments should be labeled with the student's name. Official uniforms must be worn for Mass, prayer services, some field trips, and other special occasions. Students, who are members of national organizations such as Boy Scouts, Girl Scouts, American Heritage Girls, may wear the national adopted uniform on meeting days. In most cases, the last Friday of the month is **Blue Jean and T-shirt Day**. Students may wear their school spirit t-shirt (current year is preferred) with blue jeans, blue jean capris, long blue jean shorts uniform shorts, skorts or slacks and must follow the regular policy for shoes. Students are required to be in appropriate attire for designated **Non-Uniform/Free Dress Days, School Sponsored Events, or anytime they are on campus**. Clothing must be modest and appropriate for wear in the Catholic school setting. The length of skirts and dresses should be no shorter than 2" above the knee. Tank tops, halter-tops, midriff shirts, shorts shorter than fingertip length, or any garments exposing an inappropriate amount of a student's body are not permitted. Clothing should not be too tight or revealing. Garments with advertisements for cigarettes, alcohol, or music groups may not be worn. Garments with offensive or inappropriate language, graphics, or symbols may not be worn. Garments such as sweatshirts and t-shirts with appropriate references to collegiate or sports teams are acceptable on non-uniform days. Hats/caps are not indoor wear and not allowed in the classroom. When blue jeans are worn, they may not be frayed, tattered, too tight, too baggy, or too low. Boots with heels no higher than one (1) inch are permitted on free dress days. On **Free Shoe Days** students are allowed to wear appropriate school shoes in the color of their choice.

Shoes should be mainly black, brown, navy, gray, tan or white with rubber soles. Details on shoes should be minimal and colors are limited to those reflected above or in the school plaid. Fluorescent or neon colors are not permitted for shoes or laces. Shoes should fit well and provide good support and traction for kids on the go. Athletic or tennis shoes are acceptable. Shoelaces should match the color of the shoe, be free of charms or other decoration, and be tied. Velcro fasteners on shoes are acceptable. **Sandals, crocs, flip-flops, clogs, high top, or light up tennis shoes, shoes with a concealed incline wheel, platform shoes or heels higher than one (1) inch are not permitted.**

Shirts should be tucked in. Layering of additional garments such as turtlenecks is prohibited. Modesty shorts in solid navy are required under jumpers and skirts for PreK-5<sup>th</sup> grade girls. Undergarments that can be seen through white oxford shirts should be white and free of graphics and advertising. Non-uniform coats and jackets with zippered or buttoned fronts can be worn outdoors in colder weather and are hung in student cubbies or lockers during the day. The school sweater, school sweatshirt, or school jackets are the only articles allowed indoors as covering over the school uniform. Students may wear non-uniform coats and jackets when traveling from the school building to the church for Mass in colder weather. If students are on the altar, the only acceptable outerwear is the school cardigan sweater. Ties should remain on (not loosened or removed) until students have returned to their lockers upstairs.

Students are expected to be neat, clean, and well groomed. Hair should be worn neatly and not interfere with vision. Extreme or exaggerated haircuts or styles including shaved styles, bleached, or dyed hair in colors that do not occur in nature are not permitted. Boys' hair must be cut above the ears and shirt collar in back. Boys may not wear ponytails or braids. Girls may wear hair bows, scrunchies, barrettes, headbands, etc. in solid school colors or the school plaid. Fluorescent or neon colors and bandanas are not permitted.

Jewelry should be minimal. Watches that do not beep or chime may be worn. Religious medals or crosses may be worn under uniform shirts or blouses. Girls may wear a small ring, and stud earrings. Body piercing is prohibited with the exception of a single ear piercing on the lower ear lobes for girls. Additional jewelry, wristbands make-up, nail polish, false nails, hair extensions, and tattoos are not worn.

Beginning in 2019-2020, parents and students have the option to purchase items through our online Spirit Store at <https://teamlocker.squadlocker.com/#/lockers/st-anthony-of-padua-catholic-school-spirit-store>. Students may wear outerwear (sweatshirts/jackets) either from Risse Brothers or Squad Locker during the school day. These are the only items that may be worn over the official school uniform while indoors.

### **GIRLS PRE-K–3RD GRADES**

Official Uniform	Options
-Plaid jumper with emblem (no shorter than 1 inch above knee)	-Navy walking shorts (no shorter than fingertip length) or slacks
-White blouse with navy piping	-Brown braided belt (required with shorts/slacks in 1 <sup>st</sup> -3 <sup>rd</sup> grades)
-Navy snap tie	-Green knit shirt worn with shorts or slacks only
-Modesty shorts in solid navy	-Blue knit shirt worn with shorts or slacks only
-Solid white or navy socks or tights	-Navy cardigan with monogram, school sweatshirt or school jacket
-Black, brown, navy, gray, tan or white shoes	-School t-shirt worn on designated t-shirt days only

### **GIRLS 4TH–5TH GRADES**

Official Uniform	Options
-Plaid skirt (no shorter than 1 inch above knee)	-Navy walking shorts (no shorter than fingertip length) or slacks
-White oxford blouse with monogram	-Brown braided belt (required with shorts/slacks in 4 <sup>th</sup> -5 <sup>th</sup> grades)
-Navy snap tie	-Green knit shirt worn with shorts or slacks only
-Modesty shorts in solid navy	-Blue knit shirt worn with shorts or slacks only
-Solid white or navy socks or tights	-Navy cardigan with monogram, school sweatshirt or school jacket
-Black, brown, navy, gray, tan or white shoes	-School t-shirt worn on designated t-shirt days only

### **GIRLS 6TH–8TH GRADES**

Official Uniform	Options
-Navy kilt skirt (no shorter than 1 inch above knee)	-Navy or khaki culotte skort (no shorter than fingertip length)
-White oxford with monogram	-Navy or Khaki slacks
-Navy snap tie	-Navy knit shirt worn with skorts or slacks only
-Solid navy socks (knee-hi)	-Green knit shirt worn with skorts or slacks only
-Black, brown, navy, gray, tan or white shoes	-Yellow knit shirt worn with skorts or slacks only
-Topsiders or dress shoes are worn for Mass with the official uniform	-Navy cardigan with monogram, school sweatshirt or school jacket
	-School t-shirt worn on designated t-shirt days only
	-Solid navy or white socks or tights

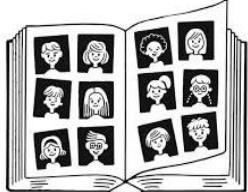
### **BOYS PRE-K–5TH GRADES**

Official Uniform	Options
-Navy shorts (no shorter than fingertip length) or slacks	-Green knit shirt
-Plaid button down shirt with emblem	-Blue knit shirt
-Brown braided belt (1 <sup>st</sup> -5 <sup>th</sup> grades)	-Navy cardigan with monogram, school sweatshirt or school jacket
-Solid white or navy socks	-School t-shirt worn on designated t-shirt days only
-Black, brown, navy, gray, tan or white shoes	

## BOYS 6TH–8TH GRADES

Official Uniform	Options
-Navy slacks	-Navy or Khaki shorts (no shorter than fingertip length) or slacks
-White oxford shirt with monogram	-Green knit shirt
-Navy & Khaki tie	-Navy knit shirt
-Brown braided belt	-Yellow knit shirt
-Navy or black socks (no ankle socks)	-White socks
-Black, brown, navy, gray, tan or white shoes	-Navy cardigan with monogram, school sweatshirt or school jacket
-Topsiders or dress shoes are worn for Mass with the official uniform	-School t-shirt worn on designated t-shirt days only

## YEARBOOK AND SCHOOL PICTURES



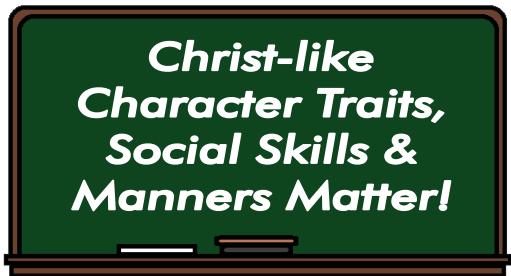
School and class pictures are taken in the fall of the school year. Official uniforms are required for these pictures. All students are photographed for the yearbook. An individual picture day may be scheduled for the spring for casual photos. Parents have the option of purchasing pictures as well as the yearbook.

## DISCIPLINE - A CALL TO RESPONSIBILITY

*"I have set before you life and death...Choose life that you and your descendants may live, by loving the Lord, your God, heeding his voice, and holding fast to him. For that will mean life for you."*

**Deuteronomy 30:19-20**

### DISCIPLINE AND DISCIPLESHIP



St. Anthony of Padua Catholic School sets high expectations for appropriate behavior of its students. Emphasis is placed on discipline through discipleship, helping students to recognize the voice of God, understanding the message, and acting upon it freely without external motivation. Growing in discipleship encourages students to make life-giving choices, to demonstrate respect and dignity for all, to build community, and to accept responsibility for words and actions fostering self-discipline and self-esteem.

The Ten Commandments are the foundation from which scripture is derived and tells us what God expects from us. Therefore, scripture is an important component for our discipline program. We fulfill a key component of our mission statement when parents and teachers partner to develop the moral compass that guides students with Christ as their model.

Our approach to discipline respects each student's uniqueness and the common good of the school. With Christ as our model we strive for a positive, non-disruptive environment in which the rights, belongings, and dignity of all persons is respected. We recognize students as persons of free will. We hold them responsible for their choices, helping them to develop a personal code of conduct and to learn cause and effect. Key to building responsibility is allowing students to experience logical and natural consequences. We strive for conversion verses compliance. Therefore, misbehavior is considered an opportunity to turn a poor choice into an experience of growth. Key to this is moral dialogue between a student and an adult that is focused on the four Rs - reflection, response, restitution, and reconciliation. We expect students to restore or replace what they damage and reconcile with those they hurt. As Jesus offers redemption, so must we offer new chances, renewed trust and forgiveness.

Key beliefs of our discipline program include:

- Our call to discipleship complements the foundations of Love & Logic® built upon the view that the relationship between the teacher and the student is the most critical component of discipline. Teachers spend time getting to know their students so that positive relationships can be created.
- We include the teaching of appropriate behaviors, character traits and social skills as part of our guidance curriculum. Developing these virtues and skills are important for students as they learn to function as part of a classroom, family, community, and society.
- Structure and limits provide security for children. Children should be allowed to make mistakes in a safe environment when the cost of learning about the real world is small since the cost factor only increases as they grow older. Students are given opportunities to make decisions and live with the consequences of their choices, be they good or bad.
- When consequences and correction are necessary, they are carried out in a firm, fair, caring, and consistent way. School problems are handled by school personnel. Criminal activity will be referred to the proper authorities.
- The discipline program at St. Anthony of Padua is a combined approach using theory, and practice from many discipline and educational programs including, but not limited to Love & Logic®, FISH Philosophy®, Assertive Discipline®, and Boys' Town Education Model®. All efforts are aimed at formation and the cultivation of discipleship and Christian character.

## **HONOR CODE**

The honor code at St. Anthony of Padua helps our students and members of our community to strengthen their ability to make good decisions about basic matters of right and wrong. As part of our commitment to the moral and spiritual development of our students, we strive to develop the students' understanding of the honor code and their responsibilities to it. All students, parents and staff members are expected to make a personal commitment to the school's honor code. To foster honor throughout the school community, it is expected that students will abide by the Honor Pledge:

*"On my honor, I will not lie, cheat, or steal, and I agree to conduct myself responsibly and honorably in all activities at St. Anthony of Padua. I will conduct myself in such a manner that as a follower of Christ, my mind is drawn to wisdom, my heart to courage, and my soul to God."*

### **Definitions:**

**Lying** - Students are expected to be completely truthful in all of their communications with the school. Lying includes but is not limited to:

- Knowingly telling an untruth
- Intentionally withholding a truth/information
- Presenting an incomplete accounting of oneself or a situation

**Cheating** - Cheating is intentionally presenting another's work, research, or conclusions as his/her own without teacher approval. Cheating is, but is not limited to:

- Copying or giving an assignment to another student.
- Forgery of signatures.
- Use of unauthorized reference materials (cheat notes) on tests or exams
- Using any source without giving proper credit
- Copying or taking ideas from the writing of another person and passing them off as if they were the student's own, which is known as plagiarism.
- Unauthorized possession of test or exam information.
- Student knowingly looking at another student's exam or sharing an answer and/or sharing the content of a test or exam with another student and/or sibling.

**Stealing** - Stealing is taking, possessing, using or borrowing someone else's property or the school's property without permission. **Vandalism** is the willful destruction of another's or school's property and is a form of stealing.

## **PUBLIC DISPLAY OF AFFECTION (PDA)**

Catholic schools promote friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing, touching, or embracing that suggest more than simple friendships are not permitted on campus or at school sponsored events and will result in disciplinary action.

## **CHARACTER TRAITS, SOCIAL SKILLS, & MANNERS**

Crucial to the development of a culture of discipleship is reverence for the dignity of each person. Development of Christ-like character traits, social skills, and manners lead students to becoming true disciples of Christ who act in love, respectful of themselves and all they meet. St. Anthony of Padua is dedicated to partnering with parents to teach Christ-like character traits, social skills, and manners. These are taught through example and direct instruction. Modeling and acknowledging others' use



of them are important as well. Therefore we include in our curriculum the teaching of Christ-like character traits and social skills, including manners. A list of Christ-like character traits and social skills taught and reinforced at St. Anthony of Padua include the following.

### **CHRIST-LIKE CHARACTER TRAITS - “What Would Jesus Do?”**

#### **REVERENCE (Self-Discipline & Sincerity)**

- is showing honor or respect, especially to something or someone sacred or holy.

#### **RESPECT (Courtesy & Golden Rule)**

- is treating others, as you would like to be treated.
- is being considerate of other people's feelings.
- is showing high regard for authority, people, and yourself.

#### **RESPONSIBILITY (Dependability & Trustworthiness)**

- is being dependable and accountable for your words and actions.
- is doing your best and never blaming others for your mistakes.

#### **KINDNESS (Compassion & Generosity)**

- is being caring, compassionate, loving and considerate.
- is showing concern for the feelings of others and being helpful and generous
- is doing good without thought of a reward or getting something in return

#### **HONESTY (Integrity & Truthfulness)**

- is telling the truth and admitting wrong doing.
- is never cheating, stealing, or plagiarizing.

#### **PERSONAL BEST (Maturity & Initiative)**

- is giving 100% to everything that you do.
- is not giving up even when it is difficult.

#### **COOPERATION (Teamwork & Helping)**

- is working with others to accomplish a common purpose.
- is interacting with people in a respectful way that helps everyone to succeed.

#### **PERSEVERANCE (Patience & Determination)**

- is working to accomplish something with determination and hard work.
- is continuing to try to do something in spite of obstacles, difficulties, or failure.

#### **CITIZENSHIP (Stewardship & Sportsmanship)**

- is being involved in service to school, community, and country.
- is obeying rules, respecting authority, and using good manners.
- is accepting responsibility for actions.

#### **FAIRNESS (Justice & Acceptance)**

- is practicing justice by doing what is right to make sure others are not treated badly.
- is practicing equity and equality.
- is cooperating with one another and valuing differences.

### **SOCIAL SKILLS - “What Would Jesus Do?”**

#### **HOW TO GREET OTHERS AND INTRODUCE YOURSELF**

1. Look at the person and smile
2. Use a pleasant voice.
3. If greeting someone, make a verbal greeting.
4. If introducing yourself, shake the person's hand, say your own name, and make a friendly statement.

#### **HOW TO FOLLOW DIRECTIONS**

1. Look at the person who is talking.
2. Show that you understand.
3. Do what you have been asked right away.
4. Check back.

#### **HOW TO ACTIVELY LISTEN**

1. Look at the person who is talking.
2. Sit or stand quietly.
3. Listen with your ears, eyes, and heart.
4. Wait until the person is finished talking.
5. Show that you understand.

#### **HOW TO APOLOGIZE**

1. Look at the person.
2. Use a calm voice.
3. Say specifically what you are sorry about.
4. Explain how you plan to do better in the future.
5. Ask the person to accept your apology.

**HOW TO ACCEPT DECISIONS, CORRECTIONS,  
AND CONSEQUENCES FROM AUTHORITY AND  
HOW TO DISAGREE APPROPRIATELY**

1. Look at the person who is talking.
2. Remain calm and quiet.
3. Show that you understand.

4. Respect the adult by not arguing, pouting, or getting angry.
5. If you disagree, ask to talk about it later.

**SCHOOL WIDE AND CLASSROOM DISCIPLINE PLANS**

Students are expected to maintain appropriate behavior while at school. St. Anthony of Padua has a **school wide discipline** plan that provides for a safe and orderly environment where students can learn and teachers can teach. Since the behavior of students in school wide settings can affect the overall climate of the school and have an impact on classroom behavior, expectations for conduct in areas such as hallways, restrooms, playground, cafeteria, and church are taught, modeled, and practiced. We believe that all students can work towards, and attain good conduct with Christ as their model. The school wide plan revolves around four (4) beliefs that students and staff strive to model each day. The following chart details the school wide expectations for behavior in relation to the four school beliefs.

**St. Anthony of Padua Catholic  
School staff and students work  
to...**

- ✓ **BE *Respectful***
- ✓ **BE *Responsible***
- ✓ **BE *Safe &***
- ✓ **BE *Christ-like in all  
that we do.***

## St. Anthony of Padua Catholic School

EXPECTATIONS <i>Mighty Dolphins will...</i>	Be Respectful	Be Responsible	Be Safe
ALL SETTINGS & COMMON AREAS (Before, During & After School, including athletic & fine arts events)	<ul style="list-style-type: none"> <li>• Use appropriate voice levels</li> <li>• Use kind words, actions &amp; manners</li> <li>• Follow adult directions</li> <li>• Be inclusive</li> <li>• Respect others, their space &amp; property</li> <li>• Treat others the way you want to be treated</li> </ul>	<ul style="list-style-type: none"> <li>• Care for personal &amp; SAOP property</li> <li>• Wear full &amp; proper uniform daily &amp; follow free dress guidelines</li> <li>• Obey Honor Code</li> <li>• Stand up for what you know is right</li> <li>• Take responsibility for your choices &amp; attitudes</li> <li>• Leave inappropriate items such as gum, toys, etc. at home</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet &amp; objects to self</li> <li>• Settle conflicts with kind words</li> <li>• Walk unless participating in PE, recess or athletics</li> <li>• Use materials &amp; equipment safely</li> <li>• Report unsafe conditions &amp; actions</li> <li>• Stay where adults can see you at all times</li> </ul>
ARRIVAL	<ul style="list-style-type: none"> <li>• Greet others appropriately</li> <li>• Use quiet voices</li> <li>• Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive on time</li> <li>• Go directly to classroom</li> <li>• Be ready to learn by 8:00 AM</li> </ul>	<ul style="list-style-type: none"> <li>• Exit vehicles onto sidewalk</li> <li>• Walk on sidewalk to building</li> <li>• Enter through front doors only</li> <li>• Follow hallway expectations</li> </ul>
HALLWAYS, STAIRWAYS, & SIDEWALKS	<ul style="list-style-type: none"> <li>• Respect Quiet Zones</li> <li>• Respond appropriately to adults</li> <li>• Hold doors for others</li> <li>• Respect other people's space</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands &amp; feet to self &amp; away from walls &amp; windows</li> <li>• Go directly &amp; promptly to your destination</li> <li>• Keep areas clean</li> <li>• Report unsafe conditions or actions</li> </ul>	<ul style="list-style-type: none"> <li>• Walk to the right</li> <li>• Walk facing forward &amp; in line</li> <li>• Step on every step &amp; hold handrail</li> </ul>
OFFICE	<ul style="list-style-type: none"> <li>• Respect Quiet Zones</li> <li>• Use kind words, actions &amp; manners</li> <li>• Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>• Return to your classroom promptly</li> <li>• Get permission to use a phone</li> </ul>	<ul style="list-style-type: none"> <li>• Stay inside building</li> <li>• Walk at all times</li> </ul>
CAFETERIA	<ul style="list-style-type: none"> <li>• Include others</li> <li>• Use quiet voices</li> <li>• Use good table manners</li> <li>• Respect cafeteria staff</li> <li>• Respect others' food &amp; space</li> <li>• Follow adult directions</li> <li>• Take turns &amp; wait patiently</li> </ul>	<ul style="list-style-type: none"> <li>• Eat your own food</li> <li>• Sit in assigned area</li> <li>• Use signals to leave seat</li> <li>• Use your time wisely</li> <li>• Clean your area, table &amp; floor</li> <li>• Throw trash away when told to by an adult</li> </ul>	<ul style="list-style-type: none"> <li>• Walk at all times</li> <li>• Stay in line with hands, feet &amp; objects to self</li> <li>• Report &amp; clean up spills &amp; messes</li> <li>• Lights off - voices off</li> </ul>
PLAYGROUND & ATHLETIC FIELDS & SOCIAL AREAS	<ul style="list-style-type: none"> <li>• Include others</li> <li>• Use kind words &amp; actions</li> <li>• Use appropriate physical contact</li> <li>• Role model good sportsmanship</li> <li>• Play fairly &amp; follow game rules</li> </ul>	<ul style="list-style-type: none"> <li>• Use play equipment for intended purpose</li> <li>• Return equipment to proper place</li> <li>• Line up at first signal</li> <li>• Keep outdoor areas clean</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in approved areas</li> <li>• Keep nature on the ground</li> <li>• Report unsafe conditions &amp; actions</li> <li>• Play games such as football &amp; soccer only on grassy areas</li> </ul>
ASSEMBLIES	<ul style="list-style-type: none"> <li>• Respond to quiet signals</li> <li>• Be active listeners</li> <li>• Use applause only</li> </ul>	<ul style="list-style-type: none"> <li>• Ask appropriate questions</li> <li>• Give appropriate answers</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet &amp; objects to self</li> <li>• Enter &amp; exit in orderly manner</li> <li>• Sit in assigned areas</li> </ul>
CHURCH & WORSHIP SPACES	<ul style="list-style-type: none"> <li>• Be reverent</li> <li>• Follow lead of the cantor</li> <li>• Enter &amp; exit prayerfully &amp; silently</li> </ul>	<ul style="list-style-type: none"> <li>• Participate actively &amp; appropriately</li> <li>• Wear official uniform</li> </ul>	<ul style="list-style-type: none"> <li>• Lower kneelers &amp; replace books quietly</li> </ul>
RESTROOMS & WATER FOUNTAINS	<ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• Give others privacy</li> <li>• Take turns &amp; wait patiently</li> <li>• Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• Keep clean</li> <li>• Use water fountains only for drinking - 5 second rule</li> <li>• Flush toilet after use</li> <li>• Wash hands when done</li> <li>• Return to class promptly</li> <li>• Report unsafe conditions or actions</li> </ul>	<ul style="list-style-type: none"> <li>• Keep feet on floor</li> <li>• Avoid loitering or horseplay</li> <li>• Keep water in sinks, toilets or water fountains</li> <li>• Use materials &amp; equipment the right way</li> </ul>
LOCKER ROOM	<ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• Give others privacy</li> <li>• Respect property of others</li> <li>• Take turns &amp; wait patiently</li> <li>• Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• Store items in assigned lockers</li> <li>• Dress quickly &amp; exit to hallway or gym promptly</li> <li>• Report unsafe conditions or actions</li> </ul>	<ul style="list-style-type: none"> <li>• Keep floors clear</li> <li>• Avoid loitering or horseplay</li> <li>• Exit with shoes on &amp; tied</li> <li>• Use roll on or stick deodorant only</li> </ul>
DISMISSAL	<ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• Listen &amp; follow directions</li> <li>• Exit quietly</li> <li>• Respect piazza as holy ground</li> </ul>	<ul style="list-style-type: none"> <li>• Take care of belongings</li> <li>• Keep belongings in backpack</li> <li>• Keep food &amp; drink put away</li> </ul>	<ul style="list-style-type: none"> <li>• Remain seated until called</li> <li>• Face forward in single line</li> <li>• Stay with parent/guardian</li> <li>• Enter vehicles on passenger side</li> </ul>

Each classroom and the library defines their expectations for being RESPECTFUL, RESPONSIBLE, and SAFE. Students at St. Anthony of Padua abide by the school's HONOR CODE.

Students are expected to conduct themselves in a Christ-like manner, whether inside or outside school, or at sponsored activities. A Christ-like manner compliments the philosophy, expected behaviors, and reputation of a Catholic school. When behavior jeopardizes the safe environment of the school, or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including expulsion.

Each teacher has a **classroom discipline plan**. The plan clarifies behaviors expected from students and what they can expect from the teacher in return. Classroom discipline plans are developed using the school wide discipline plan as the base. The goal is to have a fair and consistent way to establish a safe, orderly, positive classroom environment in which teachers can teach and students can learn. The discipline plan is based on expectations for behavior, positive reinforcement for appropriate behavior, and natural or logical consequences for children who have difficulty maintaining acceptable behavior. Emphasis is placed on discipleship allowing students to demonstrate respect and dignity for all, to build community, to accept responsibility for words and actions and ultimately developing self-discipline and self-control. Classroom discipline plans are sent home in writing at the beginning of the school year for parent review and acknowledgment by signature. Parents are kept informed on a regular basis of a student's behavior.

**Positive reinforcement** plays a key role in discipline. Children develop self-discipline by recognizing that positive reinforcement is a result of behavior demonstrating the development of life-long Christ-like character traits and values rather than just complying with teacher preferences. This allows students to grow in self-confidence and self-responsibility. At STAOPCS positive reinforcement occurs from the classroom to administration, for individuals or groups of students. Examples of positive reinforcement that can be used include: verbal encouragement, stamps, stickers, notes/calls home, privileges, merits and citizenship awards. As students grow, our goal is that they become less dependent on external reinforcements and rely more on their own internal reinforcement. Our expectation is that students learn to control their own behavior, rather than relying on teacher control. This leads students to maturity and a healthy self-esteem.

**Consequences or correction** are used when students have difficulty maintaining appropriate behavior. They hold students responsible for their choices and allow them to learn from experiences. Knowing that the goal of discipleship is conversion verses compliance, we recognize that misbehavior provides an opportunity to turn a poor choice into an experience of growth. Correction focuses on four Rs - reflection, response, restitution, and reconciliation leading to formation of Christ-like character. Teachers strive to implement consequences when needed that are logical and natural for the action, as well as appropriate for the age of the student. Consistency is crucial to the successful implementation of consequences or correction. Consistency at St. Anthony of Padua means that staff members do not ignore misbehavior and that they deal with misbehaving students in a manner that seems appropriate, given the aspects of the situation. Consistency does not mean that all staff members will react in the same way nor does it mean that "same" is always "fair" or "equal".

Teachers and administration react to misbehavior considering the precipitating events, the child's intention, the personality of the child, what actually happened, the damage or hurt caused by the misbehavior, grade level of the child, and age appropriateness. The student is given reasonable opportunity to explain his/her actions. At that point, the teacher or administrator determines whether more information is needed and may explore further or assign an appropriate consequence for the action. If a student feels that the result was not fair, they are encouraged to ask the teacher for time to discuss the situation further. Teachers and administrators have the option of staying with the original consequence or changing it based on the conversation.

Infractions are violations of school expectations. Infractions are not consequences for inappropriate behavior. They are used to track student behavior and determine a student's weekly conduct grade. Infractions and grades are communicated weekly. The school has grouped infractions into three levels. The following table details the levels, point values and how infractions are handled. Consequences, which change behavior, may include: conferencing with the student (moral dialogue), loss of privileges, time out, recovery settings, contracts, notes home, calls to parents, separation from other students or other appropriate responses. In more serious behavioral situations detention or referral to administration may be warranted. Infractions impact a student's weekly conduct grade.

**CONDUCT CHART**

<b>Work Study Traits</b> - These are handled by the classroom teacher and are not part of the conduct grade. They are reported on weekly progress reports, conduct cards, and report cards as improvement needed.	<b>Level 2 Infractions</b> - These are handled by the classroom teacher and / or administrator. Weekly conduct grades are deducted <b>12 points</b> .	<b>Level 3 Infractions</b> - These are automatic office referrals. Weekly conduct grades are deducted <b>31 points</b> resulting in an automatic U for the weekly conduct grade.
<ol style="list-style-type: none"> <li>1. Working independently</li> <li>2. Completing assignments on time</li> <li>3. Being organized</li> <li>4. Being prepared for class</li> <li>5. Participating in class</li> <li>6. Being attentive in class</li> <li>7. Using time &amp; resources wisely</li> <li>8. Having orderly &amp; neat habits</li> <li>9. Working well in groups</li> <li>10. Following routines &amp; procedures</li> <li>11. Being responsible for personal items &amp; property</li> <li>12. Having consistent homework habits</li> <li>13. Getting required signatures</li> <li>14. Turning signed items in on time</li> </ol> <p><b>Level 1 Infractions</b> - These are handled by the classroom teacher. Weekly conduct grades are calculated based on a deduction of <b>6 points</b>.</p> <ol style="list-style-type: none"> <li>1. Irreverence</li> <li>2. Gum/candy</li> <li>3. Inappropriate hallway behavior</li> <li>4. Talking</li> <li>5. Tardy between classes</li> <li>6. Writing or passing notes</li> <li>7. Difficulty staying in seat</li> <li>8. Interfering with the learning of others</li> <li>9. Loitering</li> <li>10. Lack of self-control</li> <li>11. Not following directions</li> <li>12. Defiant</li> <li>13. Inappropriate behavior at dismissal</li> <li>14. Violation of cafeteria rules and procedures</li> <li>15. Not sitting properly</li> <li>16. Unkind or unchristian words or actions</li> <li>17. School uniform violation</li> <li>18. Any other inappropriate behavior (verbal or nonverbal) considered inappropriate by the school</li> </ol>	<ol style="list-style-type: none"> <li>1. Disruption to the classroom environment</li> <li>2. Inappropriate or disrespectful behavior (verbal or nonverbal) towards peers or adults</li> <li>3. Abusive or profane language</li> <li>4. Conspiracy: encouraging, assisting or covering up another student's inappropriate behavior.</li> <li>5. Inappropriate physical contact</li> <li>6. Use of cell phones during the school day to send or receive calls or text messages, access the Internet, take photographs or access any other application which the phone is capable; use of cell phones in locker rooms and restrooms at any time on campus</li> <li>7. Use or possession of any electronic devices including but not limited to: eReaders, iPods, CD players, tape recorders, pagers, laser pens, gaming devices, Palm pilots, or MP3 players</li> <li>8. Thoughtless acts that could endanger one's self or others (poking, using projectiles, walking on furniture, pushing, shoving, etc.)</li> <li>9. Vandalism that does <b>not</b> have a permanent damaging effect, or does not create an excessive mess (which can include but not limited to throwing wet paper towels against a wall or unauthorized writing in a textbook)</li> <li>10. Being in an area of the campus without permission</li> <li>11. Lying (Honor Code)</li> <li>12. Any other conduct (verbal or nonverbal) considered unacceptable by the school</li> </ol>	<ol style="list-style-type: none"> <li>1. Stealing, cheating or plagiarism (Honor Code)</li> <li>2. Physically or emotionally injuring another person</li> <li>3. Fighting</li> <li>4. Leaving campus without permission</li> <li>5. Participation in disruptive group activities such as gangs</li> <li>6. Possession, distribution, or use of a controlled substance</li> <li>7. Possession, distribution, or use of weapon/perceived weapon</li> <li>8. Harassment as defined in this handbook.</li> <li>9. Defiance shown to any staff member after a reasonable request has been made</li> <li>10. Vandalism that has a permanent effect, creates an excessive mess, or is unacceptable in nature</li> <li>11. Creation, possession or distribution of sexually explicit material and/or pornographic images in any form or media</li> <li>12. Behavior that would endanger one's self or others at school functions on or off campus</li> <li>13. Violation of the Technology Acceptable Use Policy to include text/images on social media/network sites or in the creation of any web presence; use of school logo, name, or acronym or school images for private use or profit without prior approval</li> <li>14. Any other conduct (verbal or nonverbal) deemed of a serious nature and/or that dishonors or defames the reputation of St. Anthony of Padua Catholic School, Parish, and the Catholic Church including, but not limited to, unlawful civil or criminal actions</li> </ol>

**Notes:**

- **Infractions** - All infractions will be logged and communicated via RenWeb. Level 1 and 2 infractions are logged by teachers. Level 3 infractions are logged by Administration.
- **Detentions in 4<sup>th</sup> – 8<sup>th</sup> Grades** - Repeated or multiple Level 1 Infractions may result in a detention. Level 2 Infractions result in an automatic detention. **Level 3 Infractions result in a weekly conduct grade of 0**. Level 3 infractions may result in a detention as determined by administration. Failure of a

middle school student to serve a detention results in an additional detention requiring the student to serve two detentions.

- Cheating/Plagiarism – Students will receive a level 3 infraction, a weekly conduct grade of zero and a zero on the assignment. The student may retake the test or quiz using a different format. If it is a project, research paper, etc., they may have to complete another one at home. Future incidents that involve cheating will jeopardize their continued enrollment.
- Violations of the Honor Code may affect a student's membership in clubs, national organizations, etc. based on the groups by-laws.
- A student who receives an N or U as a quarterly conduct grade will not participate in field trips during the school year.
- **Conduct grades may affect athletic eligibility.**
- Students receiving a Level 3 infraction during the quarter are not eligible for Honor Roll or Citizenship awards.

A **Referral to Administration** occurs if a student does not respond to repeated efforts by the teacher to encourage appropriate behavior; a student's behavior disrupts learning of others or when a serious offense occurs. A referral to administration is made at the teacher's discretion for Level 2 infractions and automatically with a Level 3 infraction. Administration will meet with the student to discuss the incident or behavior. **If needed, administration may explore the situation further and discuss the incident with possible witnesses or other participants without parent permission.** At the administrator's discretion, the student's consequences or disciplinary actions may include: conferencing with the student, loss of privileges, recovery settings, contracts, notes home, calls to parents, separation from other students, silent lunch, behavioral report, detention, service, suspension, expulsion, or other appropriate responses. Administration takes into consideration the seriousness of the offense, age of the student, frequency of misconduct, attitude of the student and degree of cooperation when deciding which action will be taken and the level of the infraction. Administration works with students to resolve problems on the school level. If administration determines a need, parents will be contacted and brought into the process. Once administration has determined that a Level 3 infraction is warranted, the infraction is entered into the discipline module of FACTS© by administration. This will be visible to parents however; discipline records are never forwarded to other schools in the future. **Note that the Archdiocese of Galveston-Houston forbids the use of corporal punishment.**

St. Anthony of Padua Catholic School sets high standards of conduct for its students. When behavioral and/or social problems persist beyond this point the following methods or procedures may be initiated: referral for testing or evaluation, home study program, in-school suspension, out-of-school suspension, or expulsion. Administration takes into consideration the seriousness of the offense, age of the student, frequency of misconduct, attitude of the student and degree of cooperation are considered in determining which action is to be taken.

- **Evaluation** by an outside agency may be recommended when a student repeatedly fails to respond to efforts made to correct behavior that is unacceptable or that interferes with the learning environment.
- **Extended Student Leave** may be appropriate when a student has been accused of a serious wrong. Placing a student on a home study program allows students to be removed immediately from the situation until the school has had time explore the allegations, or legal proceedings against the student are resolved. Home study programs serve as a vehicle of fair treatment and due process. A Home Study Program may also be utilized when determined to be medically necessary.
- **Suspension** is appropriate for serious situations, including but not limited to, conduct unbecoming a Christian (lying, cheating, using profanity and harassing other students), incorrigible or persistent behavior which interrupts the learning environment, or when interventions have been implemented and unacceptable behavior continues. Suspension, removes the student from the classroom

temporarily in order to preserve school values, climate, and/or safety. Suspension provides the opportunity for students to reflect on the cause and effect of their choices and encourages restitution and reconciliation. Suspensions are usually for one to five days. A suspension of longer than five (5) school days must be approved by the Superintendent of Schools. Suspensions may be either in-school or out-of-school. Administration provides verbal and written notification to the parents/guardians. If in-school, the student reports directly to the school office and is isolated from other students for the day. An In-School Suspension Fee is charged to families when a full-day sub is needed to supervise a student in an in-school suspension. The \$100 fee will be billed to the student's FACTS© account. The student is responsible for completing class work assigned. Completed work must be neat, organized, and easy to read. The student is also responsible for completing homework missed and tests given during the suspension. Parents must pick up the student in the school office at the end of the suspension day. If out-of-school, the student is required to remain away from school for the duration of the suspension. Class work will be given and parental supervision required for the length of the suspension. The student is also responsible for homework assignments and tests given during the suspension. In both in-school and out-of-school suspensions a student will be given full credit for assigned work assuming it is completed in a timely fashion. Students may not participate in school activities such as athletic practices, athletic games, field trips, assemblies, field days, etc. on the day of a suspension. A letter from a doctor, licensed professional, or counselor may be required for a student to return from a suspension based on the circumstances of the suspension. Letters must be approved by administration.

- **Expulsion** is considered an extremely serious matter and every other possible solution should be explored before it is implemented. The Principal consults with the Pastor and Superintendent in cases of expulsion. Parents are given written notice of the expulsion. A copy of the written notice of dismissal is placed in the student's file and a copy sent to the Superintendent. Immediate expulsion can take place when a student:
  - Participates in disruptive activities by a group such as gangs
  - Possesses, uses, or delivers narcotics, dangerous drugs or alcohol on school campus or at school sponsored activities
  - Smokes or uses a tobacco product on school property or at school related activities
  - Possesses, uses or conceals a weapon or any item construed to be a weapon (any instrument which may produce bodily harm or death) on school property or at school related activities
  - Threatens bodily injury or harm to a student or staff member
  - Assaults a student or staff member with resulting serious physical injury
  - Vandalizes school property or the property of others
  - Possesses an unapproved electronic devise that is disruptive to instruction
  - Engages in chronic or repeated misbehavior which disrupts the learning environment
  - Disruptive, threatening, or illegal behavior of a parent or guardian may result in the expulsion of a student

Attending St. Anthony of Padua Catholic School is a privilege and not a right. administration and staff exercise professional judgment and discretion to address each situation fairly and consistently. However, when interventions have been implemented and unacceptable behavior continues, it may be necessary to remove a student from STAOPCS in order to preserve school values, climate, and/or safety. Prayerful support as well as practical help will be offered to families in moving the student to another school.

## **HARASSMENT**

The Archdiocese considers harassment, including bullying, as a severe infraction. ***As a result, any reports or claims of harassment brought to the attention of teachers, school counselor or administration will be explored.*** A ***referral to administration*** occurs when a student engages in harassment. Consequences up to and including expulsion, may be taken against a student who engages in any type of harassment. Harassment includes, but is not necessarily limited to, the following behaviors:

- Unwelcome repeated or persistent behavior that makes a person feel threatened, humiliated, uncomfortable, or unsafe including bullying in all forms – physical, verbal, relational, etc.
- Cyber-bullying defined as the use of the internet, cell phone or other electronic device to send or post messages or visual images intended to hurt or embarrass another person. Cyber-bullying includes, but is not limited to the following:
  - sending cruel instant messaging or threatening emails
  - sending mean, repeated cell phone text messages
  - creating websites for the purpose of mocking students or school personnel
  - posting humiliating or digitally modified images of students or school personnel
  - forwarding private photos or videos to others
  - pretending to be someone else by using their online screen
- Verbal conduct such as the use of racial slurs, vulgar or obscene language, derogatory jokes or comments, social ostracization, and/or personally damaging statements about others.
- Behavior that is sexual or lewd in nature, including sexual advances, physical contact, and other verbal, physical or visual conduct of a sexual nature.
- Behavior that is intimidating, including but not limited to threatening gestures, assault, unwanted touching, and blocking of normal movement that interferes with another student's work, study, or play. Retaliation or intimidation for having reported or threatened to report harassment, or for assisting the school in the investigations, is strictly prohibited. Acts of retaliation will result in disciplinary action.

Students experiencing or witnessing any type of harassment need to report this to school personnel directly. Reporting is the first step in getting help with any type of harassment. When harassment is reported, the school handles the report by working through the following procedures.

**Level I - Conflict Resolution** - Incidents of harassment should be brought to the attention of the counselor or the grade level assistant principal. They explore the situation. Bystanders and witnesses may be brought in to gather information. Each student involved in the situation is met with to gather information. Parent permission is not required for school personnel to meet with students. If appropriate, both parties are brought together to discuss the incident and let them know about future consequences should the behavior continue. The counselor and/or assistant principal works with students to resolve conflicts on the school level. If the counselor and/or assistant principal determines a need, parents will be contacted and brought into the process.

**Level II - Referral to Administration** - If a second incident of harassment is reported to the grade level assistant principal, the process in level I is followed in consultation with the principal. Parents are contacted for a conference and written acknowledgement is provided to parents noting further consequences should the behavior continue.

**Level III – Consultation with Pastor and/or Catholic Schools Office** - If a third incident of harassment is reported, administration investigates the situation and consults with the pastor and/or Catholic Schools Office. Consequences of a third incident of harassment can include, but is not limited to, counseling, in or out of school suspension or expulsion.

## **SEARCH AND SEIZURE**

St. Anthony of Padua strives to provide an environment for students and staff that is free of drugs, weapons, or any other item or substance that may impair or impact the school's ability to implement its

policies, procedures, and/or programs. The school is co-tenant of individual student lockers and desks. Without prior notification of students or parents, upon cause deemed reasonable by administration, the administrator or a representative of the administrator, may conduct a search and inspection of any area of the school and all personal effects, lockers, baggage, and/or other student property. The administrator or representative of the administrator may seize and retain any illegal or unauthorized item discovered on school premises or in the possession of a student, whether discovered as a result of the search and inspection or otherwise. Any substances of items confiscated by the school may be turned over to the proper authorities.

### **SMOKING**

St. Anthony of Padua Catholic Parish prohibits smoking in all school and church facilities as well as grounds of the school and church.

### **POSSESSION OR USE OF CONTROLLED SUBSTANCES**

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. If a student is suspected of using illegal or unauthorized drugs, the administration may request that parents/guardians have the student tested at the family's expense. If warranted, a sobriety test may be used to determine if a student has consumed alcohol. A student is subject to removal from class which may result in suspension, expulsion or referral for prosecution if he/she:

- Posses, uses, sells or dispenses illegal drugs or narcotics including hard or soft drugs, alcohol, inhalers, marijuana, or other controlled substances
- Acts under the influence of an illegal drug or other controlled substance
- Misuses or overdoses on prescription or over-the-counter medication

Upon discovery of a drug-related situation, the administration reports the incident to the pastor and superintendent, and notifies the parents/guardians requesting an immediate conference. Prayerful support will be offered along with the recommendation for evaluation and possible treatment for the student. In the spirit of justice, redemption, restitution, and reconciliation the student may be allowed to return to school under the care of a licensed counselor/therapist upon completing a drug treatment program.

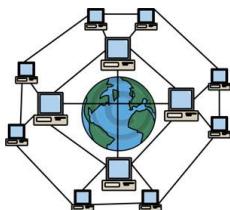
The school promotes the choice of a safe and drug-free life through the guidance program. The program is continuing and developmental allowing students to develop wholesome self-concepts and self-discipline. It includes age-appropriate classroom instruction on living drug-free.

## TECHNOLOGY AND TELECOMMUNICATIONS

*"Apply your heart to instruction and your ears to words of knowledge."*

**Proverbs 23:12**

### ACCEPTABLE USE POLICY



STAOPCS offers students access to technology and electronic resources for educational purposes, which may include but is not limited to computer hardware and software licensed to the school. To gain access to technology resources, each year all students must obtain parental permission on the appropriate form(s). Should a parent prefer that a student not have e-mail and Internet access, use of the computer is still possible for more traditional purposes such as word processing.

#### What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth below. The use of technology resources is a privilege, not a right, and may be revoked if abused. Students are personally responsible for their actions in accessing and utilizing the school's technology resources. The students are expected never to access, keep, or send anything that they would not want their parents or teachers to see.

As a representative of STAOPCS, students are also expected to adhere to the technology and telecommunication expectations while using the Internet outside of school. Unauthorized use of the school's name, name(s) of school personnel, and/or name(s) of other students in any way that is detrimental to the school, faculty or students is strictly prohibited. Any threats, defamatory statements, or conduct on the Internet that is not reflective of Christian values will be considered in violation of the school's technology and telecommunications policy.

#### Internet & E-mail

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet outweigh the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to allow for access to the Internet.

#### What are the rules?

- **Electronic Communication and Social Media** – Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values the student can be subject to the full range of disciplinary consequences including the expulsion of the student. This policy applies to all forms of electronic communications or depictions whether they occur through the school's equipment or connectivity resources or through private communication.
- **Personal Safety and Personal Privacy**: Students will not post personal contact information about themselves or others including full names, addresses, telephone numbers, school address, etc. This information may not be provided to an individual, organization, or company, including web sites that

solicit personal information. Technology should not be used to harm other people or their work. Students should respect the rights of others and not trespass in another person's folders, work or files.

➤ **Social Networking:** Accessing social networking websites, blogs, video sites (e.g. Myspace, Facebook, YouTube, Friendster, Tagged, etc. except those used for educational purposes) are off-limits on school property. The use of circumventors to get around school network security is prohibited.

➤ **Illegal Copying/Downloading:** Students should never download or install any commercial software, shareware, or freeware onto network drives, external devices or cloud based storage. Students should not copy other people's work or intrude into other people's files. The download/upload of any material in violation of any US, State, Board, Archdiocesan, or school policy is prohibited. This includes, but is not limited to, copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret. Accessing or downloading games and music from the Internet is prohibited unless directed by a teacher.

➤ **Inappropriate Material or Language:** No profane, abusive, slanderous, bullying, or impolite language or images should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. Use of technology resources for anything other than educational purposes is prohibited. A good rule to follow is never view, send or access materials or images, which you would not want your teachers or parents to see. Should students encounter such material by accident, they should report it to their teacher immediately. Use of any electronic device to transmit unacceptable language and/or images that are harmful to self, other students, and/or to other people is prohibited.

**Students should follow the guidelines below to prevent the loss of technology privileges at school.**

1. Do not use technology to harm self, other people or their work.
2. Do not damage the network or any technology resource in any way.
3. Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.
4. Do not violate copyright laws.
5. Do not view, send, distribute or display offensive or bullying messages or pictures.
6. Do not share your passwords and personal information or in any way obtain another person's password and personal information.
7. Do not waste technology resources such as storage space or printing supplies.
8. Do not trespass in another's folders, work or files.
9. Do notify an adult immediately, if by accident, you encounter materials, which violate the Rules of Appropriate Use.
10. Do not attempt to circumvent network filters or security in any way.
11. Be prepared to be held accountable for your actions and for the loss of privileges if the Acceptable Use Policy is violated.



## Appendix A BEYOND THE BELL PROGRAM

*“I will bless you and keep you.”*  
**Numbers 6:24**

The mission of Beyond the Bell (BtB), the school's before & after school program in the Archdiocese, is to provide a safe, caring environment where respect for Christian values is evident before and after regular school hours. BtB provides care, supervision and recreation for students. The well-being of students is a priority. BtB serves working families who desire both a parochial school education and supplementary care for their child(ren) in a Christian environment. BtB seeks to provide for student needs for relaxation, recreation, and the opportunity to complete homework or required reading through a structured format. Students enrolled in St. Anthony School are the only students eligible for enrollment in BtB. The program is an extension of the school day and is governed by all procedures and policies of St. Anthony of Padua Catholic School detailed in the Family Handbook.

The Coordinator may terminate the services of BtB after consultation with administration and the pastor for reasons listed below. One week's written notice of termination is issued to families.

- ❖ Abuse of program hours resulting in continual late pick-up
- ❖ Abuse of drop-in policy for emergency situations
- ❖ Non-payment of fees
- ❖ Failure of a student to maintain appropriate behavior

### BREAKFAST AND SNACK

Students arriving before school hours are encouraged to have breakfast at home. However, students arriving before 7:15 AM may bring a nutritious breakfast from home. Breakfast must be completed by 7:30 AM. Nutritious snacks are served in the after school session. If preferred, students may bring their own snacks.

### CHILD CARE & TAX IDENTIFICATION NUMBERS (TIN)

Schools do not have to provide their Tax Identification Number (TIN) in order for people to claim the child care credit on their Federal Tax Returns. They may fill out a Form W-10, which can be found on the Internal Revenue (IRS) website. This form has specific instructions for 501(c)3 organizations. In the right-hand column under tax-exempt dependent care provider it state to write “tax exempt” in place of a TIN.

If filing a Form 1040A, the taxpayer will need to fill out a Form 1040A, Schedule 2. The instructions state to write “tax-exempt” if the provider is tax-exempt. If filing a Form 1040, the taxpayer will need to fill out a Form 2441 using the same procedure.

### COMMUNICATION



The BtB Manager emails reminders and calendars each month. Calendars should be completed electronically and emailed back to [caldrich@staopcs.org](mailto:caldrich@staopcs.org). Charges are posted on the 1<sup>st</sup> and 15<sup>th</sup> of the month to family FACTS© accounts.

If your child is at school, we assume they will be present in BtB that day. If plans change and your child will not be there on a scheduled day, please notify staff members at [baasp@staopcs.org](mailto:baasp@staopcs.org) or call the school office. Parents can reach the BTB staff before 7:40 AM or after 3:30 PM at 832-326-9193.

In the absence of a court order to the contrary, the BtB staff cannot release a student to his/her non-custodial parent. If there is a court order stipulating visitation rights/custody, it is the responsibility of the custodial parent to provide the BtB Coordinator with a copy of the court order and/or a copy of the custody section of the divorce decree.

#### **DRESS CODE**

Students follow the school dress code. Students are allowed to change for extra-curricular activities 15 minutes before their scheduled time to leave.

#### **DROP OFF AND PICK UP**

Pre-K-5<sup>th</sup> students are required to be signed in by an adult. Middle School students may walk in without parents and sign themselves in. During the hours of 6:30 to 7:40 AM, the program is located in Bishop Sheltz Fellowship Hall. After school, Pre-K-Kindergarten students have access to Room 106, gym or playground. After school, older students have access to either the Bishop Sheltz Fellowship Hall, gym, art classroom, adult meeting room for their activities as well as the playground. All students should be signed out when leaving for the day.

The BtB staff will not release a child to someone other than the parent or authorized adult listed as an emergency contact unless prior authorization is given to the school office or to a program staff member. ***It is important that parents notify both the BtB staff and the classroom teacher in writing should a child's daily schedule change with regards to carpool, pick up or attendance.***

Students should be picked up no later than 6:30 PM daily. In the event that a student is not picked up by this time, the following steps are taken:

- ❖ Telephone calls are placed to both parents at work and at home. The staff also attempts to reach parents through pagers and/or cell phones.
- ❖ If parents cannot be reached, the emergency contacts are called for pick up.
- ❖ If parents and emergency contacts are not reached the staff member contacts the BtB Coordinator, administration, and/or pastor.
- ❖ Families are charged a late fee of \$1 per minute for late pick up. Charges begin after 6:30 PM. Late pick up charges are paid by check or cash to the staff person on duty at the time of pick up. Consideration is given to unavoidable freeway and weather delays so long as abuse of the policy does not become evident.

#### **DISCIPLINE**

The discipline policy for the BtB is the same as the discipline policy in place for the school. A discipline plan is displayed in the BtB room and communicated to parents. It includes rules, positive recognition for appropriate behavior and consequences for students who choose inappropriate behavior. Every attempt is made by BtB staff members to handle discipline matters at this level. If behavior of a student enrolled becomes a concern, the BtB Coordinator contacts parents.

#### **HEALTH AND ACCIDENTS**

Clinic and health procedures in effect during the school day are also in effect as part of BtB. All illnesses, emergencies and dispensing of medication are handled accordingly. **Please keep your child's emergency information current in the school office.** BtB cannot serve as a "sick bed".



#### **PERSONNEL**

The BtB Coordinator supervises the program and staff. Additional staff is employed to meet the needs of the program. Since the program is an extension of the school curriculum, administration is responsible for the overall supervision and operation of the program through the BtB Coordinator.

## PROGRAM AND SCHEDULE

 BTB is in operation from 6:30 AM to 7:40 AM and 3:15 PM to 6:30 PM each school day. The program closes early, at the school's scheduled dismissal time, on the day before Thanksgiving holiday, the day before Christmas holiday, the day before Spring Break, Easter, Auction Gala and the last day of school. It is not a full-service day care center and follows the school calendar. It is closed on student holidays, conference days, staff development days, during the summer and on any unscheduled emergency days.

***In keeping with Archdiocesan and Accreditation regulations, BtB is not a drop-in service. Students must be registered in the program to participate.*** In addition, families must communicate in advance the planned usage of the program as well as prepay the required fees. The program assists families by providing care in emergencies such as illness, accidents, severe weather, etc. If a child is sent to BtB after regular dismissal due to an emergency, parents are charged the daily rate plus \$5 and the program registration fee of \$50, if not already enrolled.

The schedule is a program of play, study time, snacks and planned activities. A child's age and grade level determine the appropriate activities.

## STUDY TIME



A quiet study or homework time is scheduled for elementary and middle school students after school each day. The length of time may vary by grade levels. It is the child's responsibility to use this time wisely. If a student does not have homework to do, students are expected to have a book to read and maintain quiet during study or homework time. Students may not return to the classroom for forgotten items.

## TUITION AND FEES



Tuition and fees are the sole support of the St. Anthony of Padua's Beyond the Bell program. A registration fee per child is due with the program registration form. This fee is non-refundable. Families can choose to sign their children up for the "A la Carte" or the "Full-Time" programs. Prepaid days of attendance are forfeited in the event of illness and/or changes in personal or school schedules. Payments received after the due dates in FACTS© are subject to a late fee.

**Daily Rate (A la Carte Program):** Families have the convenience of choosing the number of days of attendance. No annual commitment is required. Charges are posted to FACTS© accounts.

BEFORE SCHOOL  
6:30-7:40 AM

AFTER SCHOOL  
3:15-6:30 PM

**Full-Time Annual Rate (Annual Commitment Required):** Families must commit to using the program for 4 or 5 days per week from August to May in order to qualify for this rate. The Full-Time Annual Rate reflects a significant savings from the Daily Rate for students, who attend on a regular basis. The Full-Time Annual Rate is paid in ten equal payments from August through May. Charges are posted to FACTS© accounts.

**Appendix B**  
**LITTLE SAINTS EARLY CHILDHOOD PROGRAM**



In affiliation with St. Anthony of Padua Catholic School, the Little Saints Early Childhood Program serves the community as a ministry of St. Anthony of Padua Catholic Church. The primary responsibility of Little Saints is to provide a quality, developmentally appropriate experience for young children in a Christian environment. Little Saints recognizes and respects parents as the primary nurturers and teachers of their children. The program supports and expands on that foundation. Parents are invited to participate with their children in the many worship, educational, and service opportunities available through Little Saints.

Our program is open to children 18 months to 4 years as of September 1st of the current school year. Classes meet from 9 AM – 2 PM. Two or three day options are available. We also have a transition class for those students who are of age to begin kindergarten but are not socially/emotionally ready. This class meets Monday through Friday from 9 AM – 2 PM. Enrollment is open to parishioners of St. Anthony's, as well as members of the surrounding community. Our calendar follows the Conroe ISD school calendar for vacations and holidays.

The staff of Little Saints is friendly, kind and loving. The teachers and assistants all have experience in early childhood education. Each year, staff members complete many hours of continuing education through workshops and professional conferences. CPR and first aid certifications are held by all staff.

Little Saints is licensed by the state of Texas child-care licensing division. We meet or exceed the minimum standards set forth by the state for the care of children.

Lillie Harwood, Coordinator  
[lhawood@ap.church](mailto:lhawood@ap.church)  
Phone: 832-381-2093



**Required FORMS that accompany the Family Handbook  
are available on FACTS©.**