

# **St. Anthony School**



**Parent/Student Handbook**

**2015/16**

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### **Saint Anthony School Morning Prayer:**

**Lord, I offer you this day,  
All I think and do and say;  
Uniting it with what was done,  
By Jesus Christ, Your only son.**

### **Welcome Students and Families**

Welcome to Saint Anthony School. We look forward to working together with you as we seek to provide your child with an academically challenging curriculum which integrates Catholic values throughout our school's program. This handbook has been updated and it is an important source of information which should be reviewed with your child. We welcome your input and support. Together we can achieve the extraordinary.

# **I. SCHOOL HISTORY, MISSION, VISION & STRATEGIC GOALS**

## **A. School History**

In 1995, a group of parents here in Pinetop/Lakeside and Show Low had a vision for a private, Catholic, elementary school. The area was missing the kind of school that educates the whole child; they yearned for a school that would provide academic excellence AND foster a child's relationship with God.

A board of trustees was formed in 1995 and a 501(c)3 organization was established in 1997 under the name of Our Lady of Perpetual Help of the White Mountains. In 1999 the name was changed Saint Anthony School. In 2000, Richard Watkins gave the school a great boost with his considerable talent, skills, and resources. An advisory board was formed in 2002 in Phoenix by Hal Mack and was very helpful in planning the school. Later that year, Dr. Paddy Garver donated ten acres of land to the school.

After years of fundraising (ten annual golf tournaments and three annual dinner/dance/auctions), we opened our doors on August 28<sup>th</sup>, 2006, to 36 PK through 1<sup>st</sup> grade students and their families in a beautiful rented building on the St. Mary of the Angels Church campus. When our lease expired at the end of the 2008/9 school year, we relocated to St. Rita Church in Show Low because it is the most centrally located town in the area and because the parish and Fr. Joe Blonski were very warm and welcoming to the school moving there.

As always, our school's primary strength is the great families, wonderful students, outstanding faculty and dedicated Board of Trustees. St. Anthony's little family has grown each year and includes students from all over the White Mountains; from Snowflake to Whiteriver on the White Mountain Apache Reservation. We will continue to grow until 8<sup>th</sup> grade is added in the Fall of 2013.

## **B. Mission**

Our mission is to educate each child academically, physically, socially, and spiritually in a Christian context. We seek to instill moral integrity within each child. Working together as a cooperative community each child will be prepared for secondary and higher education via a school environment that fosters love and respect for God and others.

## **C. Vision**

- To create an independent PK-8<sup>th</sup> grade Catholic school that emphasizes excellence
- To focus on teaching strong fundamental skills
- To establish a core curriculum which also teaches children how to learn
- To provide a safe learning environment that will nurture the holistic growth of all students via a Catholic-values oriented setting
- To develop students so that they will go naturally into the service of helping others

- To work as a community in our shared objective to provide a Christ-centered education for our students such that they may develop their individual relationships with God while growing toward their fullest, God-given potential

## **II. SCHOOL SCHEDULE & ARRIVALS/DEPARTURES**

### **A. School Schedule**

#### **School Hours**

Full Day – All Grades: Monday-Thursday = 8:15a.m.-3:15p.m.  
Friday = 8:15a.m.-12:00p.m.

Half Day Pre-Kindergarten: Monday-Friday = 8:15a.m.-11:30a.m.

School Mass: Friday = 11:00a.m. Families are encouraged to attend.

#### **Office Hours:**

Monday-Thursday: 7:45a.m.-3:45p.m.

Friday: 7:45a.m.-12:30p.m.

### **B. Arrivals/Departures**

#### **Arrivals**

Because there is no supervision before 7:45a.m., students should arrive to campus no earlier than 7:45a.m. and no later than 8:10a.m. There will be supervision in the play area from 7:45a.m. until the time when students are escorted to their classrooms. Instruction begins promptly at 8:15a.m. Students arriving after 8:15a.m. must be brought to the School Office for a tardy slip and the parent must escort him/her to the classroom.

Pre-K students must be checked-in every day. This requires that the parent or an authorized adult to stop by the classroom each morning, sign in your child, and escort him/her to the play area.

#### **Departures**

Please pick your child up promptly at 3:15p.m. (12:00p.m. on Fridays and Early-Release days). After 3:30p.m. Monday – Thursday and after 12:15 p.m. on Fridays (*if no communication has been received*), family accounts will be charged \$1 per minute for late pickup charges. For your child's safety, he/she will not be released to anyone other than those authorized via your after school pickup form. The teacher must be notified in-writing of any changes regarding your child's dismissal routine. All students departing prior to the end of a regular school day must be checked-out via the School Office.

Pre-K students must be checked-out every day. This will require you to again stop by your child's classroom to sign him/her out.

### **III. ADMISSION, ENROLLMENT & TUITION**

#### **A. Admission**

##### **Parent's Role**

The Catholic Church recognizes parents as the primary educators of their children. Saint Anthony School exists to assist parents in the Christian formation of their children. In this Handbook the term 'parent' will refer not only to a student's natural or adopted parent, but also to a student's authorized caregiver. Parents are expected to display an attitude of respect and support toward the school, the staff, and the educational process by:

- Supporting the School's mission and commitment to Christian principles.
- Supporting the School policies outlined in the school handbook. In addition, parents are responsible for ensuring that their children understand the content of this Handbook.
- Participating fully in School programs that are developed to support education.
- Remaining informed about and involved in the religious instruction of their child.

##### **Non-Discrimination Clause**

Saint Anthony School complies with those constitutional and statutory provisions, as may be specifically applicable to Catholic Schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, handicap or disability, national origin, or citizenship in the administration of our educational, personnel, admissions, financial aid, athletic and other school administered programs. This policy does not preclude the ability of the School to undertake and/or enforce appropriate actions with respect to students or families who advocate on School property and/or at School functions any practices or doctrines which are inconsistent with religious tenets of the Catholic faith.

##### **Non-Catholic Students**

The presence of students from other faiths can provide a wonderful diversity to the School. Indeed, non-Catholic students are welcome and encouraged to apply for admission to Saint Anthony School. However, the presence of non-Catholic students in the School shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the School. As such:

- Non-Catholic students are expected to participate in the religious formation and education programs of the School.
- Non-Catholic students must participate in liturgies, retreats, and other School-oriented religious functions (e.g. graded religion classes).
- Non-Catholic students may be exempt from formal sacramental preparation programs, but not from the catechesis (e.g. religious education lessons) held during the regular School day.
- Students are expected, for testing and class discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation and moral practices. While Catholic teaching respects the various faith traditions of the students attending a Catholic School, parents must be aware that it is the Catholic faith that will be taught and shared.

### **Admission Policy**

Saint Anthony's is an independent Catholic School operating with the blessing of the Bishop of Gallup. It is open to any student from any religious background seeking a private, Christian based education that will nurture their holistic growth in a Catholic-values oriented environment.

When limited space is available for new students, preference will be given to:

- Siblings of children already enrolled.
- Saint Anthony employees' children.
- Children of Catholic families who are active, contributing members of a Catholic parish.
- All others.

### **Age Requirements**

Students will be accepted based upon the following age requirements:

- Pre-Kindergarten: Student must be four (4) years old on or before September 01<sup>st</sup>.
- Kindergarten: Student must be five (5) years old on or before September 01<sup>st</sup>.
- 1<sup>st</sup> Grade: Student must be six (6) years old on or before September 01<sup>st</sup> **-or-** Student must have successfully completed a full day kindergarten program and be evaluated and approved for 1<sup>st</sup> grade by the teacher and Saint Anthony School Principal.

## **B. Enrollment**

It is the goal of Saint Anthony School to educate children in a Catholic faith-filled environment which incorporates a rigorous academic curriculum. Registration means that a family is willing to comply with the programs and policies of the School and actively participate in the activities which support the School in its programs and philosophy.

### **Application Process**

- Registration packets for the upcoming school-year are available via the School office in March. Returning students are encouraged to complete and return them with their registration fee as soon as possible to secure their spot.
- New students interested in enrollment must first complete an application and provide a request for records (1<sup>st</sup>-8<sup>th</sup> grade students). Upon receipt, review and approval of the records and application, an entrance interview will be scheduled with the teacher & administrator. Once approved, a registration packet will be provided.

**Students will be enrolled for the 2 week probation period for School only after all of the following information has been completed and received by the School Office.**

Records at Entrance/Request for Records  
Tuition Fee Agreement Contract  
Non-Refundable Registration Fee/Paid in Full  
Copy of Full Immunization Record

Registration Form  
Student Emergency Care Info Form  
Fundraising and Volunteerism Form  
Parent Involvement Program Form

### **Non-Admission Due To Previous Year Account Delinquency**

Unforeseen hardship can happen to anyone. If such should strike your family, please inform the principal or business manager so special circumstances can be taken into account. This will help us assist you in making whatever sort of temporary financial arrangements that may be necessary.

However, under no regular circumstances will a family with a delinquent account status (e.g. tuition owed, volunteer hours not accounted for, etc.) from the previous year be allowed to re-enter Saint Anthony School for the following year. Accounts must be current prior to school starting.

## **C. Registration and Tuition**

### **Registration**

The current year's registration fees may be found in the Registration and Tuition Addendum

Registration fees are non-refundable and may not be 'rolled over' into a family's monthly payment.

### **Tuition**

The current year tuition may be found in the Registration and Tuition Addendum.

The Board of Trustees will determine tuition amounts annually, no later than March of each year.

Tuition for students enrolling after the first day of school will be pro-rated over the number of school days remaining in the school year.

Families are responsible for a full semester's tuition upon having had their child start a new term (1<sup>st</sup> Semester = August-Dec., 2<sup>nd</sup> Semester = January-May).

Voluntary withdrawals ('family choice') will not be issued a refund for monies paid---nor will the family be released from the tuition obligation outlined within their tuition contract.

Involuntary withdrawals ('school choice') will be issued a refund for any payments made beyond the current number of days the student was enrolled.

### **Tuition Payment Plans and Options**

Monthly payments can be made with cash, check, money order or credit/debit cards. Payments are due on the first day of school (August) and the 1<sup>st</sup> of each month for the remaining nine (9) payments.

Families may elect to make full payment in advance of the ensuing school year (by the first day of school) and receive an early payment discount. (See next section on 'Tuition Reduction Options'.)

Families may also elect to pay more than the minimum monthly at any time.

### **Tuition Reduction Options**

Saint Anthony School has two tuition reduction options available to families.

1. **5% reduction** in tuition if the year is paid in full by the first day of school.
2. **5% reduction** in tuition for each new student of a new family a continuing family successfully recruits to enroll in school. For example, if a continuing family recruits five new students they would receive a 25% discount in their total tuition rate. The discount applies only so long as the newly recruited student(s) remain enrolled, and only for the first year.

### **Tuition Assistance – Scholarship Support Funds**

Families seeking tuition assistance are required to apply through FACTS. Funds are available through various tuition support organizations including but not limited to the White Mountain Tuition Support Foundation (WMTSF). Please contact the School Office for related inquiries and to receive the necessary packet of application materials.

### **Late Payments / Delinquent Accounts**

Payments will be considered late after the 10<sup>th</sup> of the month and a \$20.00 late fee will be charged. Additionally, any checks returned for insufficient funds will be assessed any resulting bank charges levied against the School.

School families with accounts that are 45 days or more in arrears, and/or school families that fail to pay tuition according to the contract they have made with the School, will subsequently be informed that their child will no longer be allowed to attend Saint Anthony School.

Report cards or transfer of records information will not be made available to any family that has not completely fulfilled their financial obligations (i.e. tuition, volunteer hours, etc.).

### **Collection Policy**

If/when a family's account is 45 or more days in arrears and if/when extenuating circumstances haven't been communicated to the principal, the school may turn over said account to collection. Saint Anthony's reserves the right to add any and all collection fees, interest, and court costs.

### **Student Withdrawals**

When a parent wishes to withdraw his/her child, the school asks that the family alert the office at least one week prior, subsequently coming into the office to complete necessary documentation. The school cannot transfer records until a withdrawal form is completed and all accounts are settled.

## **IV. ACADEMIC POLICIES**

### **A. Curriculum**

Curriculum represents the sequentially ordered learning experiences which a school provides for its students. The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the student's spiritual, moral, intellectual, social and physical development. The curricular standards at Saint Anthony's are commensurate with, or exceed those in public education.

### **The Whole Child**

We strive to build a relationship with your child as a learner and an individual. The minds, bodies, and souls of children at our School are nurtured in a loving and structured environment. Students at Saint Anthony School receive daily instruction in the Catholic faith in order to guide their spiritual journey. We are focused on achieving great things academically, while also promoting social, emotional, and spiritual growth. The discipline and behavior strategies we use will encourage learners to be respectful, thoughtful Christians.

## **B. Homework and Grading**

### **Homework**

Homework is practice that is relevant and directly related to instruction presented. It is assigned by the Teacher to reinforce the material taught and to foster habits of independent study and creativity. It is not meant to be used as punishment.

The amount of homework a student may have on any given day will vary depending on the nature of the assignment, the amount of work the child completes in school that day, and the speed at which the student is able to complete his/her work at home. Saint Anthony School offers the following guidelines for homework time, which a student should spend on nightly assignments.

Kindergarten = 10-15 Minutes	Grades 3-4 = 30-40 Minutes	Grades 7-8 =
Grades 1-2 = 20-30 Minutes	Grades 5-6 = 45-60 Minutes	60-90 Minutes

Written homework is normally not assigned over the weekend or holidays. However, there may be exceptions to this general policy with respect to special projects. Parents are strongly encouraged to foster systematic home study habits in their children through the provision of a regular homework time, appropriate study space, lighting, and a proper, positive environment free from distractions. If a child is not doing well in school, does not bring work home, or if he/she seems to be consistently overloaded with work, please contact the teacher to set-up a conference.

### **Make-Up Work**

Missed student work can be picked up by a family member, or brought home with your child when he/she returns to School. Your child will be given as many days extra as he/she was absent to complete and return the missed work. However, instruction occurs during the day so please try to limit absences. In order to minimize classroom disruptions parent requests for missing work will be followed up on after the regular school day has been completed.

### **Grading**

Evaluation of each student is based on a teacher's professional judgment and observation, daily work, teacher prepared assignments (e.g. projects, portfolios, tests, oral drills, etc.), class participation and effort.

Pre-Kindergarten and Kindergarten will use a skill based grading system that helps monitor the student's development and basic curricular objectives.

1<sup>st</sup> – 8<sup>th</sup> grade will receive grades based on the current adopted guidelines established in Gradelink.

Any questions or concerns about grades should be directed to the teacher assigning the grade. If there are still concerns, after conferencing with the teacher, the principal may be contacted. Any parent who wishes to review their child's complete records (the cumulative file), must request this in writing to the principal. Parents who wish more frequent updates of a student's progress are asked to contact the teacher directly.

### **Report Cards**

The purpose of report cards is to alert the parents and present to them a progress report assessment of their child's achievement with respect to his/her studies. Report cards will be issued four times a year, on a quarterly basis – please refer to the current Academic Calendar. Parents are encouraged to keep good communication with the Teacher regarding their child's progress. In special circumstances, more frequent progress reports may be requested by the parent(s).

### **C. Promotion, Retention and Graduation**

**Promotion** is moving to the next grade having successfully completed the course requirements in the previous grade. **Retention** means the student cannot move to the next grade because he or she has not successfully completed the course requirements in the current grade. Aside from academic issues, there may also be very legitimate reasons, normally developmental, where a teacher may recommend retention to ensure your child's long-term success in life.

Teachers will alert parents of any impending failure as soon as possible. They will notify the parent or guardian, in writing, no later than the beginning of the third quarter if the teacher has serious concerns. A plan of action is then created so that every effort may be extended to correct student deficiencies.

In all cases, because of the need to see long-term success for your child, final retention decisions reside with the principal and are based upon crucial input from parents, faculty, and others. If a parent does not agree with the school's recommendation for placement for the following year, the parent must submit their request in writing to the principal, whereby the decision may be reviewed.

### **Graduation**

Graduation from elementary school is marked by a simple and dignified celebration that gives recognition to the unique value of the Christian education just completed. Parents of graduating 8<sup>th</sup> grade students will be encouraged to help plan and facilitate the celebration.

### **D. Testing**

Saint Anthony's testing program is intended to assist teachers and the administration in the systematic evaluation of the academic and religion programs, to diagnose student strengths and weaknesses, and to aid in the future revision of the curriculum and planning of instruction.

Testing programs are designed to help monitor the progress of students. Teacher-made tests are administered to assess the student's mastery of what is being taught. The program of standardized testing adopted by the Diocese of Gallup is administered annually in April to Grades 3 and above. The Iowa Test of Basic Skills, ITBS is the current standardized test that is administered to the students which is recognized as a nationally normed test. It measures a student's national percentile ranking in the tested subject areas.

St. Anthony School also participates in the AZMerit test which measures student proficiency of the Arizona Academic Content Standards in Writing, Reading, Mathematics, and Science and is required by state and federal law for public schools. St. Anthony voluntarily utilizes this test to measure our effectiveness and to make sure our students are more than prepared for their transition to other schools at grade 9.

## **Testing Referrals**

On occasion, a student may demonstrate a need for services that the classroom teacher cannot provide. These referrals should be given to the principal. Together the principal, teacher and parents will meet to devise a plan to meet the student's needs. If it is determined that the services required cannot be provided by the school, the parent, with support of the principal, will begin the process of requesting an evaluation of the student by the local public school district's Special Services Department. The classroom teacher and principal will always attempt to participate fully in any meetings or completion of paperwork that would be required to expedite this process.

## **E. Academic Honesty**

The Saint Anthony faculty and staff believe in academic honesty and the principle of the honor code. Students are expected to do their own homework, to test without external resources, and to submit their own original work for all assignments. Saint Anthony students are also expected to deny all requests to copy from their own work. Cheating, plagiarism, or doing another person's homework assignment(s) are all forms of academic dishonesty. Anyone who violates the policy of academic honesty may immediately receive a failing grade on that exam or assignment. Further, academic dishonesty may lead to other disciplinary procedures including suspension or expulsion.

## **V. DRESS CODE**

While promoting a feeling of equality for all children, the student Uniform Policy of Saint Anthony School should be a reflection of Christian identity. The Saint Anthony School uniform provides a sense of school identity and pride for the students. The uniform should always be neat, clean, and in good repair. Faded or torn clothing does not meet uniform requirements and should not be worn to school. Parents and students both share in the responsibility for seeing that this dress code is appropriately observed and maintained. The Saint Anthony School uniform is to be worn on all school days, except as noted. Final decisions regarding the school uniform rest with the principal.

- A.** The following dress code specifies expectations for each student's appearance everyday, whether in uniform or not. This includes free dress days and School-sponsored events.

### **Shirts:**

- All shirts except for the white turtleneck and white collared shirt mentioned in the Jumper section must be ordered from Dennis Uniforms with the school logo.
- Options include wine or black Polos\*, white Oxfords (boys) and white Peter Pan blouses (girls).
- Turtlenecks and Collared Shirts for the Jumpers may be purchased at the store of your choice.

\*Discontinued gray polos in good condition are still OK.

### **Pants/Shorts/Capris:**

- These items may be purchased at the store of your choice
- They can be Khaki or Black in color and must be made of cotton, cotton/poly or twill fabric
- No denim, stretch knit or sweat pants allowed.
- No wide or baggy pants/shorts. No shorts below the knee or above mid-thigh length.

### **Jumpers/Skirts/Skorts:**

- Jumpers must be Plaid; Skirts/Skorts can be Khaki, Black or Plaid.

- Plaid items may be ordered from one of the companies below. Be sure you order with the proper plaid name.
- Khaki & Black items may be purchased at the store of your choice and must be made of cotton, polyester, cotton/poly or twill fabric.
- No denim or stretch knit allowed. All items must be no shorter than mid-thigh.
- Jumpers and skirts must be worn with bike shorts or opaque tights.
- Jumpers must be worn with a Dennis Peter Pan blouse, a white turtleneck or a white collared shirt.

**Socks/Tights:**

- Socks and tights must be in solid colors and coordinate with the uniform (black, white, gray, wine, burgundy, etc.)

**Sweaters/Fleece:**

- Dennis has these items available in wine with the school logo.

**Jackets:**

- All students should bring a coat to school, everyday, during cold weather months, for outdoor use.

**Footwear:**

- Closed toe/closed heel shoes with a heel less than 2 inches are required.
- Shoes with missing laces, sandals, flip-flops, and backless footwear are not allowed.
- We recommend a comfortable pair of tennis shoes because students will be physically active outside every day, weather permitting.

**General Appearance Guidelines:**

- Jewelry is only to be worn modestly. Wrist watches, small or stud-type earrings (one per ear, on earlobe---girls only) and single, religious necklaces are allowed.
- Lipstick, eye or face make-up, fake fingernails, and bright or dark fingernail polish are not acceptable. Clear or pale pink fingernail polish is acceptable (girls only).
- Hair is to be clean, brushed, and worn off the face and out of the eyes. Boys must be clean-shaven. No outlandish hairstyles, spiking, streaking, or head shaving is permitted.
- T-shirts worn under the uniform must be solid white.
- Hats may only be worn outdoors, during recess. No bandannas of any color.
- Shirts must be tucked in whenever students are indoors.
- Shoes must be tied properly.
- Students should not draw on themselves or others; no temporary or permanent tattoos.

**Free-Dress Days:**

On occasion the principal may designate some days as ‘Free Dress’. Students are expected to show good judgment in dress and grooming. Any appearance that causes undue attention or detracts from the educational program of the school will not be allowed. The following may not be worn on school grounds or at school activities:

Clothing with tears or holes  
 Gang-related clothing; Chains  
 No Midriff Tops

Boxer, Biker, or Short Shorts/Skirts  
 Skater or Baggy Pants  
 No Spaghetti Straps

No shirts with inappropriate language/symbols (e.g. promoting alcohol, drugs, sex, etc.)

No pants where undergarments can be seen when the shirt is lifted. Belts are encouraged.

**Non-Compliance:**

Students are to arrive at campus and leave from campus in the proper school uniform. If a student is in violation of the dress code in a manner not readily correctable, parents will be contacted and asked to correct the situation. If a student is chronically out of uniform, the parents will be called and the child will be sent home from school.

**B. Uniform Acquisition**

All shirts except for the white turtleneck and white collared shirt mentioned in the Jumper section must be ordered from Dennis Uniforms with the school logo.

Plaid pieces may be ordered from any of the following:

Dennis Uniforms www.dennisuniform.com 1.800.854-5951 Plaid name: James Plaid School code: QSA	French Toast Uniforms www.frenchtoast.com 1.800.373-6248 Plaid name: Burgundy Plaid	Lands Ends www.landsend.com 1.800.963-4816 Plaid name: Burgundy/Gray Plaid
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Plain uniform pieces may be purchased from the above suppliers or from any store like WalMart, K-Mart, JC Penney, etc.

**C. Fieldtrips**

Students must always wear the school uniform top on fieldtrips. If advised by their teacher, students may wear non-uniform bottoms that are within free dress day guidelines.

**D. Labeling / Spare Clothing**

Please be cognizant about labeling all of your children’s clothing with your last name, using a pen that will create legible writing. This will assist us greatly when items come to our Lost and Found.

Spare clothing is kept on hand for emergencies only. If it is used, it is to be washed and returned the next school day. Please help ensure that your child’s uniform is clean and in good repair.

**VI. STUDENT CODE OF CONDUCT – Student Discipline**

Students are expected to conduct themselves in a manner that would bring credit to themselves, their parents, their School, and our communities at-large. The purpose of discipline is to provide and maintain behavioral guidelines which support a positive atmosphere conducive to learning. Discipline is an aspect of moral guidance. Our school’s Code of Conduct is based on the Gospel message of Jesus Christ. Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters related to student disciplinary issues and actions.

## **A. Conduct Expectations**

*Love God and obey His commands.  
This is the most important thing you can do. (Ecclesiastes 12:13)*

### ***Be Prompt and Prepared***

1. Be on-time
2. Come with appropriate materials
3. Follow the dress code

*Be on guard, therefore, the son of Man will come when you least expect it. (Luke 12:40)*

### ***Respect Authority***

1. Listen to authority
2. Follow directions promptly
3. Accept responsibility for your own behavior

*Pay attention and you will have understanding.  
What I am teaching you is good, so remember it. (Proverbs 4:2)*

### ***Respect Rights of Others***

1. Use appropriate voice
2. Listen to speaker
3. Respect the opinion and point-of-view of others

*Whatever you do for the least of these you do for me. (Matthew 25:40)*

### ***Respect Property***

1. Respect School and Church property
2. Respect the property of others
3. Be responsible for personal property

*Every good gift and every perfect present comes from God. (James 1:17)*

### ***Display a Concern for Learning***

1. Focus and participate
2. Remain on task
3. Allow others to remain on task

*If you want to be wise, keep the Lord's commandments,  
And He will give you wisdom in abundance. (Sirach 1:26)*

### ***Display Appropriate Social Skills***

1. Be gentle with your words and actions
2. Display courtesy
3. Implement problem-solving skills when facing disagreement, teasing and criticism

*Love your neighbor as yourself. (Matthew 22:39)*

### ***Display Positive and Productive Character***

1. Be cooperative
2. Expect the best from yourself and others
3. Proceed positively

*As each one has received a gift, use it to serve one another. (1 Peter 4:10)*

## **B. Use of Disciplinary Action**

Students attending St. Anthony School are given a stellar academic education by teachers who believe that all students can be successful. For this to happen, students must be able to learn, and teachers need to be able to teach in a happy and safe educational environment.

If a student breaks rules, there will be consequences. Usually, classroom teachers will handle discipline on their own; however, if a student continues to be a repeat offender for breaking the same rule(s), the following will occur:

**First Offense:** Teacher will document the incident by recording the incident in Gradelink, parents will be notified. JUG may be assigned for higher grade levels.

**Second Offense:** Student will interview with the principal, the incident again will be documented into Gradelink, and parents will be notified. Friday JUG may be assigned for higher grade levels.

**Third Offense:** Student will interview with the principal, the incident will be documented into Gradelink, the student will be SUSPENDED (number of days will be up to the principal), parents are notified, and student will be picked up immediately to be sent home.

**Fourth Offense:** Student will interview with the principal, incident is documented in Gradelink, and parents will be notified that the student is recommended for EXPULSION from St. Anthony School for continued disregard to school authority. The student will be suspended from school until the St. Anthony Board of Trustees conducts an EXPULSION hearing.

Behaviors that require discipline:

- A. Physical:** Pulling, shoving, or scratching other students. We have a ZERO TOLERANCE for biting and fighting. If biting or fighting occurs, an automatic suspension is implemented (*the number of days will be determined by the principal*).
- B. Language:** Cursing or disrespect to ANY authority figure including teachers, parents, coaches, office staff, and volunteers will NOT be tolerated.
- C. Cheating:** Students caught cheating will receive a zero on that assignment, and parents will be notified. JUG will be assigned for higher grade levels.
- D. Stealing:** If a student is caught stealing they will immediately go to the principal for disciplinary action including, but not limited to JUG, SUSPENSION, or recommended EXPULSION.
- E. Inappropriate Cell Phone Use: Grades K-3** - Students who have cell phones will turn them into their teachers at 8:15 a.m. and teachers will return them at 3:15 p.m. If students need to contact their families, they can use office phones or their teachers can call for them. If parents need to reach their children they need to call the office directly or they can call the classroom teacher. **Grades 4-8** – Each classroom teacher will

enforce their own cell phone policy for the classroom. In general, cell phones are not allowed to be used between 8:15a.m. to 3:15p.m. unless their use is approved and supervised by a teacher. Violation of this policy will result in:

**1<sup>st</sup> Offense:** Cell phone confiscated until the end of the school day for parent/guardian pickup.

**2<sup>nd</sup> Offense:** Cell phone confiscated until the end of the week for parent/guardian pickup.

**3<sup>rd</sup> Offense:** Cell phone confiscated until the end of the semester for parent/guardian pickup.

*Please Note: We do not attempt to list every inappropriate behavior because we expect common sense and conscience to be a student's major guide. For example, if a student destroys another person's property, writes on the walls, leaves the playground without permission, or commits some other obvious violation of trust it will not be acceptable to say, "It wasn't listed in the handbook, therefore, I didn't know it was a rule."*

All severe behavior problems will be referred to the School Principal. The Principal will provide the parent(s) with an Incident Report which will include a synopsis of events, how matters were handled, reinforcement of school expectations, and final disposition.

### **J.U.G.**

The ordinary penalty for violations of good order, student responsibility, and school policy is *JUG*, derived from the Latin *sub jugum*, meaning "under a burden." Students may be recommended for *JUG* by any member of the faculty, staff, or administration; students must be clearly informed that *JUG* is being recommended to the principal.

**J.U.G. Schedule** - *JUG* will take place on ordinary school days (Monday - Thursday) from 3:20 p.m. to 4:15 p.m. Friday Afternoon *JUG* sessions will be scheduled as needed.

**J.U.G. Procedure** - When a *JUG* is assigned, a *JUG* slip will be filled out and given to the student for parent signature/acknowledgement. This slip must be returned the following school day or additional *JUG* sessions will be added. A discipline incident report will be made in the Gradelink system by the teacher assigning the *JUG*. Students should report to *JUG* under the direction of Mr. Yorksmith or assigned faculty at 3:20pm. Students will be released at 4:15 p.m. to go home. Parents/Guardians will need to make arrangements for pick-up transportation.

**Friday Afternoon J.U.G.** - When a student has been assigned more than 3 *JUG* sessions in a calendar month, they will be assigned a Friday Afternoon *JUG* session. This session will begin at 12:05 p.m. and end at 4:00 p.m. on a scheduled Friday afternoon. Parents/Guardians will need to make arrangements for pick-up transportation.

**J.U.G. Suspension** - Students that have any *JUG* assigned after having a Friday Afternoon *JUG* will be suspended from school for 1 day. This 1 day suspension will require 6 hours of community service that will need to be documented by a local service agency/charity before that student will be allowed back into classes. Multiple suspensions may result in expulsion from school.

**J.U.G. Sessions** - *JUG* sessions will begin with an examination of scripture that is appropriate for the reason the *JUG* was assigned. A written reflection will be completed. A physical task will also be assigned for the *JUG* session. Students will complete an exit interview with the

teacher/administrator on duty to ensure the completeness of tasks assigned. If tasks are not completed appropriately, the student will be assigned an additional *JUG* session.

### **Suspension**

Suspension, the temporary prohibition of a student's attendance at school and school-related activities, is within the jurisdiction of the Principal. Any serious or chronic violation of Saint Anthony School's Code of Conduct is cause for suspension. Additionally, any of the reasons listed for expulsion, with mitigating circumstances, is adequate cause for suspension of a student. Suspension, ordinarily, will be limited to a maximum of five school days.

### **Expulsion**

Expulsion is the permanent dismissal of a student from the school. Expulsion is also denoted via a student's permanent record ('Cumulative File'), indicating the date and reason for dismissal. Various serious infractions may lead to expulsion of a student from school. These include, but are not limited to, the following offenses.

- Acts which, in the judgment of the school, endanger the moral, academic, spiritual, or physical well-being of the student body.
- Prolonged, chronic and/or open disregard for school authority.
- Illegal acts as defined by law. The School may take disciplinary action regardless of whether or not criminal charges are brought.

### **Physical Restraint**

Corporal punishment is not used as a means of addressing student behavior. However, there are times when physical restraint may be necessary to maintain the safety and order of all involved. Such an occurrence may take place anywhere on School grounds or at a school activity or event, whether or not it is held on school property. The primary objective is to prevent a student from harming him/ herself, other people, or school/staff property. Arizona law permits a Teacher, Administrator, School employee or School volunteer to use reasonable physical force upon a student when and to the extent the individual reasonably believes it necessary to protect an environment.

### **Search and Seizure**

Lockers, desks, and personal belongings are subject to search at any time by School Administration or Teachers. This is for the protection of students and School employees. Lockers, desks and any other storage areas at the school remain in the possession and control of the School even though they are made available or assigned for student use.

### **General Conduct On School Grounds**

Students are to walk, not run in the hallways. Students are to talk quietly in the halls. Bicycles are not allowed within the interior of School buildings. Skateboards and roller-blades are not allowed.

### **Valuables / Electronics**

If students bring money or valuables for a special reason, those items should be checked in via their classroom Teacher or via the school office for safekeeping. No radios, personal tape recorders, CD players, Boom Boxes, pagers or other electronic games are allowed in school. Possession or use of this type of equipment at School will result in the removal of the equipment from the student.

## **Vandalism / Property Damage**

St. Anthony School operates on the premises and facilities of St. Rita Catholic Church. We expect all students to respect School and Church property. Students and their parents are liable for all damage to equipment, School –or- Church property.

### **D. Use of Technology**

Part of the vision of St. Anthony School is to educate students to become self-directed, continuous learners who represent ethical, responsible citizens prepared to meet the increasing challenges of a global, technological society. In addition, the school believes that technology should be used as a vehicle of communication, analysis, and research in light of Catholic values and moral decision-making.

Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources.

Electronic information research skills are now fundamental to preparation of citizens and future employees. Tech-related skills are taught to Kindergarten-8<sup>th</sup> grade students.

Access to telecommunications enables students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The School believes that the benefits to students from access in the form of information resources and opportunities for collaboration is very important for learning.

Finally, use of School technological resources such as the computer and the Internet must be in support of education and research, and must be consistent with the educational objectives of our school's curriculum guidelines. Using School resources for Internet access is a privilege, not a right. Inappropriate use, which includes but is not limited to unauthorized transmittal or improper use of copyrighted materials or materials protected by trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and/or violation of computer/network security, as determined by the School Administration, can result in cancellation of tech-related privileges and may also subject the student to other disciplinary action. Vandalism is defined to include any malicious attempt to harm or destroy data of another user, the Internet or any agencies or networks connected to the Internet. The creation or uploading of "computer viruses" is expressly prohibited.

## **VII. Lunch, Health/Medical and Safety**

### **A. Lunch**

The St. Anthony Parent Involvement Program (P.I.P.) provides a hot lunch for sale on Mondays, Tuesdays, and Wednesdays. Pizza is sold by the slice on Thursdays. Funds from lunch sales go directly into the P.I.P. fund which is used for school and classroom improvement. Students that do not purchase lunch should bring a nutritious sack lunch and drink each day. Note: We do not have the ability to heat foods. Please do not send soda or candy. Healthy foods will truly help your child to focus on learning, maximizing their opportunities for achieving success.

Should you neglect to provide a lunch for your child, they will be fed. However, your School account will be charged the hot lunch fee for that day. Multiple occurrences may suggest a family's inability to provide healthy lunches and therefore an alternative placement for School (e.g. a school with a standard lunch program) may be recommended.

We appreciate and welcome parent/volunteer help each day. If you are interested in helping supervise and monitor the lunch area and/or the lunch playground area, please contact your child's Teacher or the School Office. The time spent serving the School is credited toward your volunteer hours requirement.

## **B. Health / Medical**

### **Communicable Diseases**

In the school environment, communicable diseases or conditions may be easily transmitted from one individual to another. Among the most common school restrictable diseases or conditions are head lice (pediculosis), chicken pox, mumps and measles. Students who have restrictable diseases or conditions must be excluded from school. Parents should notify the School immediately if their child has come into contact with, or has any contagious disease or condition, such as but not limited to any of the following: chicken pox, pink eye, measles and/or head lice. Please do not send an ill child to school. Such will help prevent the spread of infectious disease to other students and staff.

### **Health Records / Immunizations**

Students entering St. Anthony School must provide a current, signed Certificate of Immunization Status form documenting either evidence of immunization or a religious and/or medical exemption waiver prior to attendance. All students must have current immunization and health records on file at school. Such documentation is required before a student will be granted full enrollment status.

### **Annual Health Screening**

Every student at St. Anthony School will be given an annual health screening. This includes height, weight, BMI, vision, hearing, scoliosis, head and dental. Parents will receive a summary from the school nurse.

### **Physical Exams for Sports Participation**

Students participating in extracurricular sports must obtain a medical release for sports participation from their personal physician. Forms are available in the school office. This form must be completed and signed by the physician and provided to the school office.

### **Medication**

The School recognizes that the administering of medication by the School to students and self-medication may be necessary when a.) the failure to take such medication would jeopardize the health of the student, or b.) the student would not be able to attend school if medication were not made available during school hours. Consequently, students may be permitted to take non-injectable prescription or non-prescription medication to School, on a temporary or regular basis, under School supervision.

The parent shall make all requests, in writing, for the School to administer medication to a student. Requests shall include the written instructions of the physician for the administration of a prescription medication to a student, or the written instructions of the parent for the administration of a non-prescription medication to a student. A prescription label will be deemed sufficient to meet the requirements for written prescription.

The School reserves the right to reject a request to administer prescription or non-prescription medication when, in the judgment of the School, the administration of such medication is not feasible. This policy shall not prohibit, in any way, the administration of recognized first aid to students by School personnel in accordance with state law.

### **Emergencies**

If your child becomes seriously injured while at School, we will immediately call 911. Once proper care is sought, we will call you, the parent. It is subsequently imperative that the School have current daytime phone numbers at which to reach you. If a child gets a minor injury (e.g. splinter, scratch, small bump) during the school day, a School staff member will do their best to inform you of the event prior to departure that day.

## **C. Safety**

### **Fire Drills**

St. Anthony School will conduct all appropriate emergency preparedness drills, monthly or quarterly, as required by the State of Arizona and our local Fire Marshall. Fire drill evacuation plans are posted in every room. Teachers will regularly go over proper procedures to ensure that all students know what to do in case of an emergency.

### **School Closure – Inclement Weather**

As a reminder, during inclement weather, St Anthony School makes its own decision regarding cancellation or late starts. We DO NOT automatically follow Show Low or Blue Ridge.

Be sure to listen to the radio, check channel 4 or call the school for a recorded message 928-537-4497. If you are following the school on Twitter or Facebook you will also receive notification via your cell phone.

We will make the best decision possible based on our various sources of information. Because our families are spread over a much wider area than other schools, please use your own judgment if you are uncomfortable with the conditions in your own neighborhood or town.

NOTE: For 2 hour delays, morning only pre-K students are welcome to come late and stay until 3:15 p.m.; however, be sure to pack a lunch.

### **Visitors / Volunteers**

All visitors must first check in via the school office. All parent volunteers must first have attended a VIRTUS training session and have successfully cleared a background check prior to being allowed interaction with students.

### **Bicycles**

Bicycles are allowed only as a means of transportation to and from School. Students are to lock their bicycles in the bike rack. No bicycles are allowed on the walkways at any time, or on School grounds at all after 4:00p.m.

### **Laser Pointers**

Laser pointers can cause permanent damage to a person's eye. Laser pointers are not allowed at school at any time, for any reason.

### **Flammables**

Flammables are not allowed on school grounds unless they are part of a School project and the student/parent has obtained permission from the classroom Teacher and/or Principal.

### **Skates, Skateboards, and Rollerblades**

Skates, skateboards, 'roller shoes' or rollerblades are not allowed on school grounds.

### **Weapons Policy**

Any student in possession of a weapon will face disciplinary consequences up to and including expulsion from school. Under Arizona law, the school principal who has reasonable cause to believe that a person while at school or on grounds adjacent to the school is, or within the previous 120 days, has been in possession of a firearm or destructive device must report the person to a law enforcement agency. For the purposes of reporting, a weapon is defined as but not limited to a firearm, a knife or similar instrument, mace/tear gas/pepper mace, a club, bludgeon or similar instrument, or a deadly or dangerous weapon.

### **Supervision of Students**

Supervision of students begins at 7:45a.m. and concludes promptly at 3:15p.m. (12:00p.m. on Fridays and early release days). Students who are not picked up by 3:15p.m. (who are not seeking additional, approved after school help from an individual teacher) will have their parent contacted to arrange prompt pick-up. Families must comply with this policy in order to ensure proper student supervision. Late pick-up charges will apply after 3:30 p.m. on Mondays through Thursdays and after 12:15 p.m. on Fridays. Parents should not assume---and the school cannot accept such liability---that students can be left at school prior to 7:45a.m. or after 3:15p.m. with the expectation of staff supervision. Please consult with your child's teacher and/or the school principal if, on a few occasions, special arrangements need to be made. Note: In the case of Sports practice and games please refer to the schedule for that particular Sport.

### **Reporting Suspected Child Abuse**

Arizona's Mandatory Reporting Law (ARS 13-3620) provides that all persons having responsibility for the care of children are obligated to report suspected child abuse and neglect. The law specifically names school personnel, parents, counselors or any other persons having responsibility for the care or treatment of children.

Any form of non-accidental injury, physical abuse, sexual assault, molestation or exploitation, inadequate supervision, improper/inadequate medical care or physical neglect that constitutes a potential health hazard, and circumstances suggestive of emotional abuse or neglect must be reported. Reports of suspected abuse or neglect can be made to either Child Protective Services or to the local law enforcement agency. Reports should always be made immediately. Reports can be made 24 hours per day, 7 days a week. Arizona law provides immunity from civil and/or criminal liability for any person reporting the abuse, whether the abuse was established or not.

### **Liability Insurance**

St. Anthony School is fully insured.

## **XIII. SCHOOL MATTERS**

### **A. Fieldtrips**

Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom. Fieldtrips are privileges that are offered to the students and the participation in such trips can be denied if students fail to meet academic or behavioral expectations.

Permission slips will be sent home to parents prior to the fieldtrip. The permission slip will detail specifics about the outing, including the mode of transportation to be used. Parents must sign and return the permission slip, indicating their consent, prior to their child being allowed to attend the proposed fieldtrip.

Note: All parent drivers must first provide proof of automobile insurance and a copy of the drivers license. All parent chaperones must first have attended a VIRTUS training session and passed a background check. Parent drivers/chaperones must be 21 years of age or older. Additionally, all rules that apply at school for adults and children apply during the fieldtrip (e.g. no smoking).

### **B. Class Parties and Birthdays**

Classroom holiday parties will be coordinated by the Teacher. The Teacher must pre-approve all refreshments and entertainment planned.

Birthdays will be recognized by the Teacher according to their classroom procedures. Unless everyone in the class is invited, party invitations may not be handed out at School. Birthday parties should take place away from School property. Students should not bring items for after-school parties to School (this includes such things as presents, slumber party items, etc.). Family initiated lunchtime celebrations (e.g. pizza parties) are also not permitted.

### **C. Family Directory**

St. Anthony School has designated the following as directory information, which the school may subsequently disclose without specific consent.

Student/Family Name   Telephone Listing/Cell Phone   Photograph   Address   Email

A parent is entitled to inform the School of its wish to designate any or all of the aforementioned items as 'not to be published'. Notice from a parent that he/she does not want any or all of these types of information about their student(s) published as directory information must be made in writing, to the principal, by September 1<sup>st</sup> of each new school year. The Family Directory is for use of St. Anthony families for school functions only. Other uses of this directory are prohibited.

### **D. Emergency Disclosure of Information**

The School is required by law to disclose personally identifiable information from a student's permanent education record to law enforcement, child protective services, health care professionals and other appropriate parties in connection with a health and safety emergency---if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

## **IX. PARENT MATTERS**

### **A. Volunteerism**

St. Anthony School needs more than tuition dollars to operate efficiently and effectively. Thus, St. Anthony School encourages and requires volunteerism in order to promote an active partnership between parents and the school. We believe that family involvement is essential for helping to provide students with opportunities to achieve success. Finally, parent participation also helps to foster a community-building atmosphere where the time and talent of every family is valued and drawn upon, maximizing our School's overall success.

**1. Every one parent family is required to volunteer a minimum of 20 hours per school year.**

**2. Every two parent family is required to volunteer a minimum of 40 hours per school year.**

**Note: Families may choose to 'buy out' of their volunteer hours---\$10/hour (\$200/\$400/year).**

The required volunteer hours obligation is per family, not per student, and can be achieved through the efforts of multiple family members (parents, 18+ years of age older siblings, grandparents etc.). Hours can be served during the school day, at special events, or at home. At the end of each activity, the School official in charge (e.g. teacher or School Office) will provide a receipt for the hour(s) volunteered. These receipts will be tallied on a monthly basis, with tracked results being provided to families via their monthly statement. No volunteer service credit will be given without a receipt. Any hours not completed will be charged at the rate of \$10/hour, at the end of the year. Finally, a list of anticipated volunteer needs will be propagated at the beginning of each school year, subsequently provided to families so they can sign-up for the items that best fit their talents and availability. Here are just a few ways to fulfill your volunteer hours obligation.

**AM Playground**

**Classroom Mom/Dad**

**e-Scrip Coordinator**

**Lunch Duty**

**'Take Home Work'**

**Volunteer Hours Coordinator**

**Mass Duty**

**Making Copies**

**Webmaster**

**Classroom Help**

**BoxTops Coordinator**

**Fall Golf Fundraiser**

**Atrium Help**

**Labels Coordinator**

**Spring Gala / Auction**

**PIP Board**

**Fieldtrip Driving**

**Sporting Event Driving**

**Class Donations:** For families unable to fulfill their volunteer requirements via one of the aforementioned traditional volunteer opportunities there are two options available: A buy-out of \$10 per hour -or- a donation of pre-approved goods to a classroom (or the school in general). Pre-approved donations represent volunteer hours at a rate of \$10 worth of pre-approved goods for every (1) volunteer hour (e.g. \$400 worth of donated goods = 40 hours of volunteer time).

### **VIRTUS Training and Background Checks**

For volunteer services that involve children, St. Anthony School requires that all volunteers undergo a background check and complete a 2-1/2 hour VIRTUS training session before being allowed to interact with our youngsters.

VIRTUS is a program that was developed by the Church to help educate families, staff members and volunteers about the dangers of child abuse. This program is mandatory for all volunteers.

"Protecting God's Children" is every parent's responsibility. Detecting the warning signs, being aware of who our children are around and preventing any possible incidents lies in the hands of the caretakers, parents and loved ones. Our objective is to do all we can to help ensure a safe school environment. How can we protect our special gifts if we can't recognize the warning signs?

VIRTUS training seminars contain sensitive materials. Please do not bring your children with you when attending one of these sessions. If you have any questions, comments or concerns regarding VIRTUS please contact the School Office for our area's facilitator.

## **C. Fundraising**

St. Anthony School relies on fundraising sources to help subsidize the School's operating expenses. As represented within our Registration and Enrollment materials, tuition alone does not cover the actual per pupil cost of educating our students. Thus, to make up the difference, while also seeking to keep tuition costs reasonable, each family needs to participate in the following.

### **1. White Mountain Tuition Support Foundation (WMTSF)**

Families are expected to contribute to and/or support the marketing efforts for the annual WMTSF campaign. This tuition support organization is the most effective means available to offset tuition costs for many families in need of assistance. The WMTSF is committed to allocating all of its annual revenues for scholarships and grants to children attending private schools in the White Mountains, including St. Anthony School.

If you are an Arizona taxpayer, you can redirect your state tax liability up to a maximum of \$1000 if married or \$500 if single to the WMTSF for St. Anthony School scholarships and receive a dollar-for-dollar tax credit on your Arizona state taxes.\* **IT COSTS YOU NOTHING!** The amount you contribute directly reduces your tax liability. In addition, this donation might be claimed as a charitable contribution on your itemized federal tax return, thus lowering the amount of federal taxes paid.

\*The tax credit cannot exceed your AZ tax liability but can be carried over to future years. Consult your tax advisor for more information.

### **2. Spring Gala/Auction Participation/Donation**

Each family is required to provide \$50 worth of procurement material –or- pay a \$50 buy-out fee by April 1<sup>st</sup>.

### **3. eScrip Program**

Each family is expected to sign up for eScrip. It is the original and largest fundraising program where participating merchants contribute each time you make a purchase using your free grocery loyalty cards (Safeway is the one in our area) or debit/credit cards that are registered with EScrip. There are no receipts to collect, no vouchers or certificates to buy, no hassles for you – every purchase counts. Please see the PIP volunteers to purchase the retail purchase cards directly.

### **4. General Mill's Box Tops and Campbell's Labels for Education**

Each family is asked to collect these from the items you normally purchase at a supermarket. The School received cash for the box tops and points to purchase supplies from the labels.

## **C. Student Records**

Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records of their child during regular school hours. As stated in Arizona Revised Statutes, Title 15-141: The right to inspect and review student cumulative educational records and the release of or access to such records, other information or instructional materials is governed by federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code, sections 1232g and 1232h, and federal regulations issued pursuant to such act.

The principal of St. Anthony School will permit the release of information relating to students, to parents and/or legal guardians, in accordance with the following procedures.

- Written statement of the parent or guardian's request for review of student records.
- Legal proof of the parent or guardian's relationship to the child.
- An appointment to meet with the appropriate School personnel at a time mutually convenient for the purpose of the record review.
- If the cumulative file of a student contains information on more than one student (e.g. behavior incident reports) the parents are limited to specific information regarding their child only.

## **D. Communication**

### **Regular Communication**

Each Teacher uses some form of envelope or folder to send home important items and/or information each day. It may contain homework to do, graded schoolwork, permission slips, updates regarding calendared events, a school newsletter, etc. Please review and discuss the contents with your child and return it to the School each day. If we work together to stay informed your child will have more success!

The school also keeps parents informed through periodic updates via email, Twitter and Facebook.

### **Parent / Teacher Conferences**

Parent/Teacher Conferences are excellent opportunities for the parent(s) and the teacher to exchange information about the student, to review the student's progress against grade-level standards, and to form a joint plan-of-action to determine what will be done at School and at home to help a student who is having difficulty meeting grade-level requirements.

Parent/Teacher Conference dates are detailed on the current year School calendar. Please make every possible effort to attend your child's conference. Conferences can also be scheduled any other time during the year on an as-needed basis, as requested by the parent or the teacher.

### **Procedures for Parental Concerns**

Should a parent seek resolution of a problem within the School, he/she should follow the steps detailed below. By following the steps below, in the order presented, the problem can be solved in an efficient and effective manner. Deviation from the order presented below may delay resolution.

1. The parent should first contact the School staff member who is most closely involved with the problem area. This may be a Teacher or another Staff member.

2. If the problem cannot be resolved to the satisfaction of the parent(s) by the staff member, the parent(s) may contact the Principal for assistance.
3. If the problem cannot be resolved by the Principal, or if the problem involves the Principal, the parent(s) must write a letter to the School Board President. The letter should outline the concerns, request remediation of the problem, and be written within five days of problem. The School Board President will schedule a School Board meeting within ten days of the receipt of the letter to discuss the concern(s).

Under normal circumstances a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that the family may be asked to withdraw from the School.

Special Note: Any recourse to legal professionals or indication of legal action necessitates the suspension of the aforementioned procedures. The Diocesan legal counsel will be the sole responsible agent on behalf of the School.

## **X. Student Matters**

### **Attendance**

All students are expected to be on time, prepared, ready to attend school, through the last day of the school year. Parents/guardians are required to call in a student absence by 8:15a.m. to the School Office, the day of the absence. Parents are asked to reserve family vacations and holiday times to those dates when school is not in session. If it is necessary for a student to be absent more than one week, administrative approval is required. Please make every effort to schedule appointments for your child after regular school hours. Missing instructional time, whether through absence or tardiness, should be avoided whenever possible, thus helping to insure that your child is able to remain current with all of their academics. Tardy students are also very disruptive to their classmates as they interrupt and take away from their instructional time.

### **Tardies and Absences Policy**

Student attendance is continually reviewed. All absences or tardies not pre-approved by the School or accompanied by a note or receipt from the doctor, dentist, etc. will be considered unexcused. All absences or tardies will be documented via a student's permanent record. After a student has 5 unexcused tardies, parents will be placed on "notice". All subsequent tardies for that student will require the parent to bring their child to the office and complete a Tardy Corrective Action Form. In addition, for every 3 tardies after the initial 5, the parents will be assessed a Tardy Service Hour. Parents may opt to buyout for \$10 or work an additional service hour separate from the mandatory Volunteer Hours.

### **Extracurricular Sports Program**

To participate in extracurricular sports students/parents must provide a Parent Permission Form, a Medical Release for Sports Participation Form, Proof of Medical Insurance and the Sports Code of Ethics Form that allows the student to practice and travel with the team. Such documentation is required before a student will be granted full sports participation status. Additional information regarding eligibility, expectations, and conduct is contained in the Athletic Handbook to be provided prior to the start of tryouts.

### **Lost and Found**

Please put your child's name on their belongings! All lost items are kept in the School Office for a limited time. As soon as you become aware of a missing item, check the lost and found right away. Please note that after a reasonable amount of time, unclaimed items will be donated.

### **Telephone Usage**

Students may use the office phone with permission from a staff member. Phone calls to students will not be accepted. Messages other than those of an "emergency" nature will be given to students at the end of the day, thus minimizing potential disruptions to classroom instruction.

### **Student Cell Phones**

If your child must bring a cell phone to School (e.g. for emergency use or after school use only), please inform the Teacher. We will keep the phone in a special drawer or cabinet to protect from misplacement and classroom distraction. Regular cell phone use, texting, etc. is not permitted during school.

### **Forgotten Items**

To prevent classroom disruptions and encourage student responsibility, items dropped off during the day, (with the exception of lunch), will not be delivered to the student. We do not contact parents for forgotten homework, uniforms, permission slips or musical instruments, etc. since interruptions cause loss of classroom continuity.

### **Items Banned From School Property and at School-Related Events**

No one may bring the following items onto school property:

Hard baseballs, fireworks, matches, caps or cap pistols, knives, guns (including water guns or play guns), handcuffs, alcohol, illegal drugs, toys (unless intended for "Show n' Tell" purposes, with pre-approval from the classroom Teacher), electronic equipment, gum, and/or other items determined by the principal or teaching staff to be disruptive or potentially harmful to the learning environment.

# St. Anthony School

## Parent-Student Handbook Acknowledgement Form

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I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the Parent-Student Handbook available at [www.stantschool.org](http://www.stantschool.org) and understand the consequences of any violation of the rules and policies of the school.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, I further understand that all of the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

\_\_\_\_\_  
(Print Parent/Legal Guardian Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature Parent/Legal Guardian)

\_\_\_\_\_  
(Print Student Name)

\_\_\_\_\_  
(Grade)

\_\_\_\_\_  
(Signature Student)

\_\_\_\_\_  
(Date)