



*St. Anthony of Padua*  
SCHOOL

**2011 - 2012**  
**Parent-Student Handbook**

***"Where Faith and Learning  
Grow Hand-in-Hand"***

**St. Anthony of Padua School**

5680 N. Maroa Ave. 93704

435-0700

[www.sasfresno.com](http://www.sasfresno.com)

**Parish Office**

5770 N. Maroa Ave. 93704

439-0124

# **St. Anthony's of Padua Parish Mission Statement**

**The Catholic Christian Community of St. Anthony of Padua welcomes all to our celebration of God's love. Through prayer, education, sacraments, caring and stewardship, we strive to serve the needs of God's people and to gain a richer understanding of the gospel message of love.**

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**CONTRACT PAGE FOR 2011-2012**

Please note that this page must be signed by Parents (or Guardians) and by the student. The signed page must be returned to the school office by 8/31/11. The signed page will become part of the student's official file in the office.

The registration of a student to St. Anthony's is deemed to be an agreement on his/her parents or guardians, to fully comply with all the policies, rules, and regulations of the school, as outlined in the Handbook for the current year and as revised or supplemented during the school year.

**We, the Parents (Guardians) of the following students:**

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

**WE HAVE REVIEWED THIS HANDBOOK WITH OUR CHILDREN.**

We and our student(s) agree to comply with all the policies, rules, and regulations of St. Anthony's School.

\_\_\_\_\_  
Mother's Signature

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Student's Signature

**Please Note: While this handbook contains many, but not all of the policies, rules, and practices of St. Anthony's School, many of them are provided in summary form. If you have a question or concern about the schools' policies, rules, regulations and practices, please call the administration of the school. The school reserves the right to change its policies, rules, regulations and practices during the school year. Such changes will be noted in the Tuesday Packet Newsletter.**

\_\_\_\_\_  
Date

**PLEASE RETURN BY AUGUST 31, 2011**



**"Where Faith and Learning Grow Hand in Hand"**  
**5680 North Maroa Avenue ♦ Fresno, California 93704**  
**(559)435-0700 ♦ Fax (559)435-6749**  
**www.sasfresno.com**

**ST. ANTHONY'S SCHOOL 2011-2012 TUITION CONTRACT**

**RE:** The Education of \_\_\_\_\_.

The Staff, Pastor, and School Advisory Board of Education of St. Anthony's School promise to provide a quality Catholic education to the above-named student(s). In return, parents agree to the following terms and conditions.

**1. Financial Obligations.** Your tuition for the 2011-2012 school year is \$\_\_\_\_\_.

Billing Plans Available: Payments are due on the first calendar day of each month.

Plan 1: Payment in full on June 1, 2011.

Plan 2: 2 equal payments due June 1, 2011 and on January 9, 2012

Plan 3: St. Anthony Pay – 12 monthly payments automatically withdrawal from your bank 6/11-5/12 (forms available in school office)

Plan 4: 12 monthly payments by cash, check, or money order – due the first of each month June – May. **(if your tuition account becomes 60 days delinquent it will become mandatory to enroll in the automatic withdrawal payment plan)**

Your 12 equal monthly payments are \$\_\_\_\_\_. Tuition Late Fees of \$20.00 will be assessed after the 20<sup>th</sup> of each month.

**Insufficient Funds/Late Fees; there will be a service charge of \$20.00 for all returned checks, automatic withdrawals that do not clear or late payments.** Payment of the face value of the check and service charge must be made in cash or money order within five working days. Checks will not be "run through" a second time. Parents agree that it is their obligation to contact school officials if they are experiencing financial difficulties which impact timely payment of tuition. Unless other financial arrangements are agreed upon and confirmed in writing by the parents and a designated school official, your children will be removed from the school if your payments are three months delinquent. Parents agree to reimburse St. Anthony's School for all costs, including reasonable attorney fees, incurred in the collection of delinquent tuition and fees.

Non-Catholic classification is not subject to change during the school year.

Active Catholic tuition rate is subject to change depending on verification as an active Parish member.

**Initial** \_\_\_\_\_

**2. Parent Participation Hours.** (PPH) Each family must complete a minimum of 30 authorized volunteer hours by **April 20, 2012**. These hours must be posted in the PPH binder located in the school office. Final approval of hours will be made by a designated school official. Billing for hours not completed will commence on May 1, 2010. Parents agree to pay \$20.00 per hour for each hour which is not completed. Any amount due under this provision will be added to tuition.

**Initial** \_\_\_\_\_

**3. Withdrawal or Dismissal.** If a student is involuntarily dismissed or voluntarily withdrawn from St. Anthony's School during the course of the school year, then the entire tuition and fees agreed to in paragraph 1 and 2 will be immediately due and payable. However, if a student is withdrawn for good cause, such as an unavoidable business transfer, then a tuition adjustment may be requested. Tuition adjustments are granted at the discretion of the designated school official.

**Initial** \_\_\_\_\_

**4. Parent-Student Handbook.** Each family must fulfill all additional obligations as outlined in the Parent-Student Handbook.

**Initial** \_\_\_\_\_

**Additional Information:**

Yearbooks may be held until the re-registration or notice that student is not returning have been received. Yearbooks and field trip privileges may also be withheld if there is a delinquent balance on the tuition account.

For Plan 3, contact the school at least five (5) business days in advance if your bank account does not have sufficient funds for the withdrawal amount to clear. Each payment that does not clear will incur a \$20.00 fee. This amount will be added to the tuition owed, with another attempt made to collect the amount at the next scheduled draw date. Be it the 10<sup>th</sup>, 15<sup>th</sup>, or the 20<sup>th</sup>.

**We agree to these terms and conditions.**

\_\_\_\_\_  
**Parent or Legal Guardian Signature**

\_\_\_\_\_  
**Date**

**PERSON'S FINANCIALLY RESPONSIBLE  
ALL INFORMATION IS REQUIRED**

**Mother's Information:**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Last Name First Name Initial

Social Security Number: \_\_\_\_\_ CA Drivers License No. \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work # \_\_\_\_\_

Place of Employment:/Business Name \_\_\_\_\_

Address of Employment: \_\_\_\_\_

**Father's Information:**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Last Name First Name Initial

Social Security Number: \_\_\_\_\_ CA Drivers License No. \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work # \_\_\_\_\_

Place of Employment/Business Name \_\_\_\_\_

Address of Employment: \_\_\_\_\_

**DIOCESE OF FRESNO  
CODE OF CONDUCT  
For Interactions with Parish Children and Youth**

***No employee or volunteer may:***

1. Travel alone with any child/youth who is not related to him/her.
2. Take any child/youth home without written permission from the parent and clearance by the Church.
3. Spend time alone with child/youth outside of Church sanctioned activities.
4. Create an excessive or exclusive emotional attachment with child/youth.
5. Be alone with child/youth in any of the following areas: private residence; overnight lodging; locker room; dressing facility; closed room; and other similar isolated areas.
6. Sleep in the same bed with or dress/undress in the sight of child/youth during a parish event or camp/retreat related environment.
7. Formally counsel child/youth unless credentialed and specifically assigned this role.
8. Speak in a manner that is abusive or demeaning or use inappropriate language/humor.
9. Discuss topics such as sex, abortion, birth control, drugs, explicit television or video movies and/or games with child/youth outside of the formal catechetical or pastoral setting.
10. Use, possess, be impaired by alcohol or illegal drugs nor dispense alcohol, tobacco, or illegal drugs to child/youth.
11. Dispense over-the-counter or prescription medication to child/youth without the proper diocesan permission forms on file.
12. Use physical discipline, or knowingly put any child/youth in a potentially risky situation.
13. Display physical affection unless the child/youth first initiates such. In such cases contact should strictly be limited to a brief, appropriate response.
14. Touch any private area of the body under any circumstances or engage in sexual intimacies.

***Employees and volunteers must:***

1. Attend all Mandatory "Safe Environment" Training and follow prescribed reporting procedures for suspected child abuse.
2. If over 18 years of age, be fingerprinted if involved in any parish activity that will cause him/her to be in an unsupervised setting with child/youth for any length of time. An adult must supervise volunteers less than 18 years of age at all times.

**Employee/Volunteer Statement of Compliance**

I understand and agree to comply with the Diocese of Fresno CODE OF CONDUCT  
For Interactions with Parish Children and Youth

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parish** \_\_\_\_\_ **City** \_\_\_\_\_

# **St. Anthony's Athletics**

## **PARENT CODE OF CONDUCT**

St. Anthony's School would like all participants to have a positive, fun experience during their respective sports season. We would like to create a competitive atmosphere where camaraderie and mutual support are two items the players get out of their season. Therefore, the parent(s) must adhere to a code of conduct as described below.

**Each parent planning on attending practices and/or games and tournaments must initial each point after reading and sign at the bottom of these rules.**

- ( ) Parents are **NOT** to discuss concerns or problems with coaches during practices, games or tournaments. In the event of problems, parents will wait 48 hrs. before contacting the coach.
- ( ) If there is a concern, the chain of command is as follows: **1)** Player speaks to Coach. If this does not rectify the situation, **2)** Parent speaks to Coach. If there is still not a resolution, **3)** Parent speaks to Director of Sport, **4)** Parent speaks to Athletic Director, **5)** Parent speaks to Principal if all other communications do not resolve the problem.
- ( ) Parents will **respect** the coaches, director, team parent, team members and their own players during the team's season.
- ( ) Players will be **courteous** and **respectful** of other teams, parents, players, officials and scorekeepers.
- ( ) There will be **NO** swearing at, shouting at or physical shoving of other players, parents, coaches or officials.
- ( ) There will be no trash talking or criticizing of coaches, players, other parents or other teams.
- ( ) Parents will acknowledge and follow all rules at practice and tournament facilities.
- ( ) Parents will encourage hard work and honest effort that will lead to improved performance and participation.
- ( ) Parents will stay away from the playing area during competitions.
- ( ) Parents will **NOT** address the teams, coaches, players and **especially NOT** the officials during games.
- ( ) Parents will provide positive support, encouragement, cheerleading and general cheering from the sidelines during games.
- ( ) Parents will be supportive of their son/daughter and will maintain a positive attitude.
- ( ) Parents will encourage their players to work hard off the court/field to improve time and play on the court/field.
- ( ) The roles that the players are asked to play is the domain of the coach and **NOT** the parent.
- ( ) Parents will respect the coaching decisions during games and maintain a spectator role.
- ( ) Parents will provide their player(s) with proper nutrition and hydration during the season. It is vital to send proper food and water with your player when you are not able to attend a game. You cannot always depend on there being a snack bar to acquire food.

I consent to abide by the code of conduct as described above.

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print name



**WCEA**

***Western Catholic  
Educational Association***

***Accredited School***

## **ADMINISTRATION**

**Msgr. Robert D. Wenzinger**, Pastor

**Mrs. Kim Cochran**, Principal, BS and Teaching Credential, Georgia State, MA, Administrative Credential, CSUF.

**Mr. Thomas Neumeier**, Vice Principal, Administrator of Discipline, BA, Teaching Credential, CSUF, Administrative Credential, Fresno Pacific College

**Mr. Shawn Carey**, Vice Principal, BA, State University College, Oneonta, N.Y., MA, Teaching Credential CSUF, MA, Administrative Credential Fresno Pacific College

## **TEACHING STAFF**

**Mrs. Nita Renner**, K-1, All Day Kindergarten, BS, Santa Clara University

**Mrs. Julie Landon**, K-1, All Day Kindergarten, BA CSUF

**Mrs. Ashley Wills**, K-2, All Day Kindergarten, BA, CSUF, MA, Teaching Credential, National University

**Mrs. Savonna Coelho**, K-3, Half Day Kindergarten, BA, USC, Teaching Credential, USD

**Mrs. Nicole Mastropolo**, 1<sup>st</sup> Grade, BA, CSUF

**Mrs. Melissa Powers**, 1<sup>st</sup> Grade, BA, Teaching Credential, CSUF

**Mrs. Carmalinda Gennock**, 2nd Grade, BA, Teaching Credential, Slippery Rock State, Pa.

**Mrs. Kelly Sakugawa**, 2<sup>nd</sup> Grade, BA, CSUF, MA Ed, University of Phoenix, CA Teaching Credential

**Mrs. Terri Blanchard**, 3<sup>rd</sup> Grade, BA, Teaching Credential, CSUF

**Mrs. Melanie van Oostende**, 3<sup>rd</sup> Grade, BA, Teaching Credential, CSUF,

**Mrs. Julie Schiro**, 4<sup>th</sup> Grade, BA, Teaching Credential, CSUF

**Mrs. Martha Peerson**, 4<sup>th</sup> Grade, BA, Teaching Credential, CSUF

**Mrs. Deborah Asparuhov**, 5<sup>th</sup> Grade, BS, National University, Teaching Credential, CSUF

**Mrs. Ann Hanks**, 5<sup>th</sup> Grade, BA, Teaching Credential, College of St. Francis, Illinois

**Mrs. Michelle Garrett**, 6<sup>th</sup> Grade, BA, CSUF

**Mrs. Erin Silverio**, 6<sup>th</sup> Grade, BS, LMU (LA), MA, Grand Canyon University, CA Teaching Credential

**Mr. Dan Houtsinger**, 7<sup>th</sup> Grade, BA, Maranatha Baptist Bible College, Teaching Credential, CSUF

**Mrs. Kristin McConico**, 7<sup>th</sup>/8<sup>th</sup> Grade, BA, Occidental College, Los Angeles, Teaching Credential, CSUF

**Mrs. Jami Baker**, 7<sup>th</sup>/8<sup>th</sup>, BA, Teaching Credential, UCLA

**Ms. Nancy Shearer**, 8<sup>th</sup> Grade, BA, Franciscan University of Steubenville, Teaching Credential, CSUF

**Mrs. Jolaine Cornwell**, 7<sup>th</sup>/8<sup>th</sup> Grade, BA, Teaching Credential, CSUF

**Mrs. Maryclaire Polacek**, Librarian, BA, Teaching Credential, CSUF

**Mr. Donald Olson**, Technology Coordinator, BA, CSUF

**Mrs. Joan Kreamer**, Language Arts Resource Teacher, Reading Tutor, BA, Teaching Credential, CSUF

**Mrs. Helen Chuhlantseff**, Language Arts Resource Teacher, BS, USC, MA Ed, National University, Teaching and Administrative Credentials

**Mrs. Kieran Roblee**, Athletic Director, Physical Education Instructor, BA, CSUF

**Mr. David Sarkisian**, Music Director, BA, San Francisco State University, MA Music, CSUF

## **CLASSIFIED STAFF**

**Mrs. Georgina Reynolds**, Administrative Assistant, BS, MBA, College of Notre Dame

**Mrs. Mary Margaret Stone**, Administrative Assistant, CSUF

**Mrs. Sandy Cetti**, Administrative Assistant, Scrip Coordinator, BS, CSUF

**Mr. Lawrence Yopez**, Custodian

**Ms. Vickie Ornelas**, Custodian

**Mr. Sotero Ortega**, Custodian

**Mr. Ben Toews**, Custodian

## **ST. ANTHONY SCHOOL BOARD**

**Tamara Chapman**

**Janet DaSilva**

**Eddie Fanucchi**

**Zetta Hadden**

**Karen Kraus**

**Deb Martin**

**Kathryn McDougal**

**Jennifer O'Brien**

## **SCHOOLWIDE LEARNING EXPECTATIONS**

### **A St. Anthony Student Is:**

#### ***A Faith filled Catholic Who***

- ❑ **Develops a personal relationship with God**
- ❑ **Demonstrates a knowledge of Catholic doctrine**
- ❑ **Exemplifies Christian values, attitudes, and behaviors**
- ❑ **Respects the dignity of all life**
- ❑ **Responds compassionately to the needs of others**

#### ***A Lifelong Learner Who***

- ❑ **Exhibits a solid foundation in all subject matter**
- ❑ **Applies problem solving, critical thinking, and analytical skills**
- ❑ **Sets objectives and accomplishes goals**
- ❑ **Uses technology for learning, research, recreation, and communication**
- ❑ **Communicates effectively in written and oral form**

#### ***A Positive Citizen Who***

- ❑ **Respects oneself, individual abilities, and cultural diversity**
- ❑ **Practices Gospel values**
- ❑ **Demonstrates positive relationships with others**
- ❑ **Makes good responsible choices**

## **MISSION STATEMENT**

St. Anthony's School mission is to nurture the formation of students who are Faith-Filled Catholics, Life-Long Learners, and Positive Citizens.

## **PHILOSOPHY OF EDUCATION**

St. Anthony's School is a Catholic community where Christian educators provide a Christ-centered environment to encourage and develop self-aware students who have a true sense of charity, concern, personal dignity and worth of all people. St. Anthony's School teaches the Christian message within a quality Catholic education encompassing the whole person to promote spiritual, intellectual, moral, physical and cultural growth. Our goal is to develop each individual's God-given talents allowing them to become problem solvers and positive citizens. St. Anthony's School recognizes the responsibility of parents as primary educators in the formation of their children's faith, moral and intellectual development. The clergy, administrators, teachers and staff help facilitate the development of each individual child to become a life-long learner.

## **ADMISSION PROCESS/REQUIREMENTS**

St. Anthony's School admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at St. Anthony's. The highest admission priority is given to siblings of current students and to registered active members of St. Anthony's Parish. In order to be placed on the waiting list, the following documents are required:

1. Birth Certificate
  2. Catholic Baptism Certificate (CBC) and First Holy Communion Certificate (if applicable)
- Copy of student's most recent report card (if applicable)

If a position becomes available the student will be required to take a grade appropriate test and interview with Administration.

## **ABSENCE**

### **Excused Absence**

- Verified medical appointments, with printed excuse from the office of the medical appointment showing the date and time of the appointment.
- Personal illness verified by parental note. (Chronic illness of 4 or more days may require a doctor's verification)
- Serious illness or death in the family, or other similar serious events.
- Funerals
- Any other absences will be excused from school only with documentation from a physician.
- Any other absence for serious reason deemed excusable by the school administration.

### **Unexcused Absence**

All absences not classified as excused, will be considered unexcused. The parent/guardian will be contacted when the school feels that an attendance problem exists. The student and/or parent may be required to attend a conference with the teacher or administration to discuss the matter. It is the responsibility of the student to make up work missed due to absences. The student is expected to communicate with teacher on their first day back to school for missing assignments. Extended absences by the student may result in a grade reduction due to the inability of the student to participate in classroom learning activities. **Physical education excuses for more than three days require an excuse from a medical advisor.**

### **Reporting Absences**

- The school office should be called between 8:00 A.M. and 9:00 A.M. on the first day of absence to notify the school that the student will be absent that day (or may be late to school). The office telephone number is **435-0700**.
- **A WRITTEN EXCUSE, EXPLAINING THE ABSENCE AND SIGNED BY A PARENT OR GUARDIAN, MUST BE BROUGHT TO SCHOOL AND GIVEN TO THE CLASSROOM TEACHER THE FIRST DAY THE STUDENT RETURNS TO CLASS.**
- **See page 16 for Make-Up Work Policy and requesting work.**

### **Absence Limits**

Any student who accumulates eight (8) or more excused or unexcused absences during one trimester shall conference with the teacher to establish an action plan to make up work. If necessary, tutorial instruction arrangements may need to be made by parents. In addition, if the student receives a failing grade in a subject area they may be required to attend summer school. More than fifteen (15) absences in a school year will require a mandatory conference to determine if student must be retained and/or if summer school is required. ***An "incomplete" mark may be given to any student who has been absent ten (10) days or more in a trimester. Two (2) or more ½ day absences will result in the forfeiture of perfect attendance.***

### **ACADEMIC PROBATION**

Academic probation is documentation used to inform parents and students that academic or behavioral improvement is necessary. The letter of probation explains the deficiency, the length of the probationary period, the conditions and the consequences of the probation. St. Anthony's School follows diocesan policy regarding the use of academic probation. Probation is used as an incentive for student improvement.

### **AFTER SCHOOL ENRICHMENT PROGRAM**

The After School Enrichment Program is available from 7:00 a.m. until 8:00 a.m., and from dismissal until 6:00 p.m. Please call our After School Enrichment Program Director for more information at 435-0700. After 3:10 p.m., all children must be in a school-sponsored activity or in

the After School Enrichment Program. Any children left unattended will be placed in the After School Enrichment Program, and parents will be billed for the service. The After School Enrichment Program fees are available in the school office. The Drop-In Rate is \$5.00 per child for the morning session or for the afternoon session until 3:30 p.m. and \$10.00 for the afternoon session after 3:30 p.m. The After School Enrichment Program expectations for student behavior are consistent with the school's policy.

### **APPOINTMENTS – Medical and Dental**

Parents should try to schedule appointments after school hours. Dismissal during class time is disruptive for both your child and the entire class. Teacher discretion will be used regarding any make-up work or tests missed during the absence. If a student does need to leave school during school hours, the following procedure must be followed:

1. A request in writing, signed by the parent or guardian, must be given to the classroom teacher the day before the appointment or first thing on the morning of the appointment.
2. An office staff member will call the classroom to get student/s and they will be sent to the school office where he/she must be signed out in person by the parent, guardian or designated person. Student/s will not be brought to the office until parent, guardian or designated person arrives on campus.
3. Upon returning to school, the student must report to the school office to sign in before going back to class. It is not necessary for the parent to accompany the student to the school office.

### **ATHLETIC AND CHEERLEADING ELIGIBILITY REQUIREMENTS**

Seasonal sports are offered to students in grades 5-8 and cheerleading is offered to 8<sup>th</sup> grade students. In order to encourage excellence in academics, each student is to be held accountable for his or her classroom performance. The following minimum eligibility requirements have been established:

1. Students must maintain a 2.5 grade average.
2. Students may not earn a "D" in any single subject during any grading period.
3. Student's effort must deserve extra-curricular participation.
4. Students must have a 2 or higher in conduct and effort at all times.
5. Students must maintain an ongoing positive Christian attitude in and out of the classroom as determined by faculty.

The Athletic Director will decide issues of student athletic participation during the school year. Students are expected to attend practices and communicate necessary information to their coaches. These guidelines are designed to encourage responsibility as well as a positive relationship between sports and academics. This is intended to serve as an extension of family guidelines already being used in the home.

Our after school sports include: basketball, cross-country, flag football, golf, soccer, socco, tennis, track, volleyball and *Panther Prep* baseball. Please look for more specific information in the Tuesday packet.

### **ATTENDANCE POLICY**

The administration, faculty and staff believe that in order for a student to benefit from a well-rounded education at St. Anthony's, it is necessary for the student to participate in classroom and co-curricular activities. Successful participation in these activities requires regular and punctual attendance.

### **Tardiness**

Students are expected to arrive at school every day before the school bell. The first school bell will ring at 8:13 a.m. for grades 4-8, with the second bell at 8:15 (signifying that students must be in their seats). The 8:30 bell is for grades K-3. Punctuality promotes responsible behavior and tardiness is disruptive to all of the other students in the class. Therefore, tardiness will be closely

monitored and the parent may be called in for a parent-teacher conference after **FIVE** unexcused tardies. Please note that the St. Anthony's school clock may not be the same as cell phone clocks or other personal time pieces. Therefore, please make adjustments accordingly to avoid your student being tardy. Disciplinary action may result. Excessive tardies of fifteen (15) or more will cause a forfeiture of our Perfect Attendance Award at the end of the school year.

### **BACKPACKS**

As a faculty we firmly believe in promoting healthy habits for our students. Therefore, please stress to your children the importance of only taking home the books needed for school homework assignments. This will reduce the weight of student backpacks. Also, students are encouraged to travel from class to class only with necessary textbooks. Additional texts should be left in their student desks or classroom storage areas. In an effort to maximize classroom space, students in grades Kindergarten through 3<sup>rd</sup> grade may not bring backpacks on wheels to school. We strongly encourage the use of rolling backpacks for students in 5<sup>th</sup> grade and above. **Backpacks on wheels are highly encouraged for all 7<sup>th</sup> and 8<sup>th</sup> grade students. Students may carry a separate laptop carrying case if they choose.**

### **BIRTHDAY PARTIES**

Birthday parties are discouraged during the school day. If you wish to send a treat, please contact your child's teacher two days prior to the day. Teachers are encouraged to share birthday treats in the afternoon. Treats containing nuts or excessive sugar are discouraged. There is a healthy list of snacks available in the school office. **No party invitations or birthday gifts may be passed out at school.** This will help to prevent hurt feelings. Birthday books, donated by parents, become welcome additions to the school library. Call the PTO, or school librarian, for information on this program.

### **BULLYING**

At St. Anthony's School, we believe that all students deserve to be treated with respect, kindness and dignity. We ask students to report any mistreatment of others to their teachers or proper authorities. **Please see consequences of bullying behavior under Discipline.**

### **CELLULAR PHONES**

Bringing cellular phones to school is discouraged. If it is a family necessity, cell phones are private property and not the school's responsibility. They may not be used during school hours and kept in the student's backpack until the end of the school day. Cell phones that distract class by ringing or phones being used will be subject to the following consequences:

- **First violation:** The cell phone is confiscated from the student. Students may claim their phone at the end of the day from the teacher.
- **Second violation:** The cell phone is confiscated from the student. Parents must claim the phone at the end of the day from the teacher.
- **Third violation:** The cell phone is confiscated from the student. Parents must claim the phone at the end of the day from the principal.

### **CHANGE OF ADDRESS/TELEPHONE**

Please send a written note immediately in the event of a change in address or telephone number to the school office and the classroom teacher. **This is very important in the event that your child becomes injured or ill at school.**

### **CHILD ABUSE REQUIREMENTS**

St. Anthony's School and its employees shall comply with the reporting requirements of the California Child Abuse Reporting Law. The school and its employees will immediately report any known or reasonably suspected incidents of child abuse (including physical abuse, physical neglect, sexual abuse, and emotional maltreatment) to Child Protective Services.

## **CHRISTIAN ATTITUDES**

St. Anthony's staff and families share a common goal; the building of a Christian faith community. The model that the administrators, teachers, parents, and students should be imitating is that of Christ. Parents, teachers, and students should be encouraging each other to yield their God-given mental, physical and spiritual attributes to be used for God's glory. That Christian attitude should be evident in all of St. Anthony's activities.

## **CLASSROOM VISITS**

Parents and friends of the school are encouraged to visit their child's classroom and other facets of the school plant during a time that is **pre-arranged**. **All visitors** must first report directly to the school office.

## **COMMUNICABLE DISEASES**

St. Anthony's School works cooperatively with state and local health agencies to prevent, control, and contain communicable diseases. Communicable diseases can be a serious concern for both the afflicted person and the school community. Each communicable disease case shall be judged on its own merits following the policies and procedures established by the Diocese of Fresno. Parents/guardians must immediately notify the school office if they suspect or know that their child has been exposed to or has a communicable disease that may present a health threat to their child or others. The CDC (Center for Disease Control) recommends that people with influenza-like illness remain at home until at least 24 hours after they are free of fever (100 degrees F), or signs of a fever without the use of fever-reducing medications.

## **COMMUNICATIONS**

In keeping with the goals and objectives of the school and the school philosophy, school personnel are available when the need arises. If you have a concern about your child or children, call the office and make an appointment with the appropriate teacher. If the problem is not resolved, make an appointment with the administration. Problems concerning personnel may move from the building level to the pastor. For further information concerning disputes, please refer to the Diocesan Policy #2400 - Dispute Resolution. Suggestions for policies and educational programs may be sent to the Advisory School Board, after appropriate administrative involvement.

## **COMPUTERS**

### **Internet – Acceptable Use Policy**

Computers are available in the Media Center as well as in the classrooms to support student learning and to enhance the educational experience. They are provided as tools for class research, completion of assignments and communication. **By signing the contract at the beginning of this handbook, all parents and students are fulfilling their obligation to read and agree to the *Acceptable Use Policy* stated below.** Parents and students understand that this access is designed for educational purposes and that it is impossible for St. Anthony's School to restrict access to controversial materials.

**By signing the Parent Contract Page, I agree to follow rules and regulations** set by St. Anthony's School regarding the use of any kind of technology equipment, and the work of others. The use of the computers and access to the Internet is a privilege. Any violation of these rules will result with a penalty to be decided by the administration, payment of all damages or replacement cost, or any combination of these consequences.

- **#1 RULE** – I am ultimately responsible for my actions in accessing the Internet or any other files on the computers.
- **# 2 RULE** – If I am aware of inappropriate use and do not report it, I am equally at fault and will be held accountable for violating the rule.
- I will not use any kind of email, blog, or message board unless given permission by a teacher.

- I will take care of equipment and work area in the classrooms and computer lab.
- I will not bring food, beverages, gum, etc. near computer equipment.
- I will not waste materials. I will only print items related to my schoolwork.
- I will not perform any kind of illegal activity such as theft, hacking or spreading a virus.
- I will not delete, modify, move or tamper with any files that are not mine.
- I will not place any unlawful or controversial information on a computer.
- I will not use or install any type of file sharing software. (Limewire, Torrent, etc.)
- I will not install any software/games on school computers with out permission.
- I will not listen to or download any type of music on the Internet without permission.
- I will not search for any material that is inappropriate or offensive.
- I will be polite. I will not be abusive, rude, or use profanity in any messages or email.
- LAPTOPS – You are not allowed to use any email client software such as Outlook, Eudora, etc.
- Do not reveal your personal address or phone numbers.
- Users should protect their passwords to ensure system security.
- Report all security problems to the Technology Coordinator.

### **Personal Responsibility when using the Internet at School**

It is essential for each user of the Internet to recognize their responsibility in having access to vast services, websites, systems, and people. **The most essential rule to remember is that the user is ultimately responsible for his/her actions in accessing the Internet or files on the computer.** Along with access to the computers and people all over the world comes the availability of material that may not be considered of educational value or may be inappropriate and/or offensive in a school setting. St. Anthony's School will take precautions to restrict access to controversial material by attempting to block inappropriate material. However, with the growing number of inappropriate Internet sites, it is impossible to block them all.

### **Vandalism**

Vandalism when referred to technology is defined as "any malicious attempt to harm or destroy data or hardware of another user and or other agencies or networks that are connected to the system". This includes but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer privileges, disciplinary action and possible legal referral. The user who has been identified as the person who vandalized the system will be required to reimburse St. Anthony's School for any expenses incurred in correcting the damage to the system.

St. Anthony's School declares unethical and unacceptable behavior cause for disciplinary action including revoking network access privileges. In addition, pursuant to State of California law, any unauthorized access, attempted access, or use of any school computing and or network system is a violation of section 502 of the California Penal Code and/or other applicable federal laws and is subject to criminal prosecution.

### **Internet Safety**

The Internet can be a wonderful resource for children. They can use it to research school reports, communicate with teachers and other children, and play interactive games. Any child who is old enough to punch in a few letters on the keyboard can literally access the world. But that access can also pose hazards to your children. That's why it is important to be aware of what your children see and hear on the Internet, who they meet, and what they share about themselves online. Just like any safety issue, it's a good idea to talk with your children about your concerns, take advantage of resources to protect them from potential dangers, and keep a close eye on their activities.

### **Online Tools to Protect Your Child**

There are online tools that you can use to control your child's access to adult material and help protect your child from Internet predators. No option is going to guarantee that your child will be kept away from 100% of the risks on the Internet. It is very important that you be aware of your child's computer activity and educate your child about the online risks.

Many Internet service providers (ISPs) provide parent-control options to block certain material from coming in to your child's computer. There is also software that can help block your child's access to certain sites based on a "bad site" list that your ISP creates. Filtering programs can block sites from coming in and restrict your child's personal information from being sent online. You can also find programs to monitor and track your child's online activity. Also, it's a good idea to create a screen name for your child to protect his or her real identity.

*"OpenDNS is the single best solution for parents seeking to protect their kids from inappropriate Web content."*— Rick Broida, PC World

### **Getting Involved in Your Child's Online Activities**

Aside from these tools, it's a good idea to take an active role in protecting your child from Internet predators online. Here are some steps that can help you do that:

- Become computer literate and learn how to block objectionable material.
- Keep the computer in a common area where you can watch and monitor your child.
- Share an email account with your child so you can monitor messages.
- Bookmark your child's favorite sites for easy access.
- Spend time online together to teach your child appropriate online behavior.
- Forbid your child from entering private chat rooms; block them with safety features provided by your Internet service provider or with special filtering software. Be aware that posting messages to chat rooms reveals your child's email address to others.
- Monitor your credit card and phone bills for unfamiliar account charges.

**Additional tips to follow:** Follow the rules you set, as well as those set by your Internet service provider.

- Never trade personal photographs in the mail or scanned photographs over the Internet.
- Never reveal personal information, such as address, phone number, or school name or location. Use only a screen name. Never agree to meet anyone from a chat room in person and never respond to a threatening email or message.
- Always tell a parent about any communication or conversation that was scary. If your child has a new "friend," insist on being "introduced" online to that friend.

### **Warning Signs That Your Child May Be a Victim**

There are warning signs that your child is being targeted by an online predator. Your child may be spending long hours online, especially at night. If there are phone calls from people you don't know or unsolicited gifts arriving in the mail, it's a good idea to ask your child about any Internet contacts. If your child suddenly turns off the computer when you walk into the room, ask why and monitor computer time more closely. Withdrawal from family life and reluctance to discuss online activities are other signs that you need to look more closely at what your child is doing online. By taking an active role in your child's Internet activities, you'll be ensuring that he or she can benefit from the wealth of valuable information the Internet has to offer, without being exposed to any potential dangers.

**Learn through Disney** - <http://disney.go.com/cybersafety/index.html> Disney Online has online comics and stories that teach Internet safety, including fun to learn chat safety, and how bad things can happen if you open email attachments, email behavior and rules.

**Online dangers** – 3 cute pigs <http://www.media-awareness.ca/eng/cpigs/cpigs.htm> Animated game to learn how use the Internet safely. Teach children how to spot and avoid potential online dangers, from Internet marketing tricks to actual threats. There is also a teacher's guide for parents and teachers.

### **Popular Websites that may be harmful for your child:**

[www.myspace.com](http://www.myspace.com)

[www.xanga.com](http://www.xanga.com)

[www.facebook.com](http://www.facebook.com)

[www.livejournal.com](http://www.livejournal.com)

**Informational Websites:**

<http://www.ed.gov/pubs/parents/internet/index.html>

<http://www.sentrypc.com/>

<http://internet-filter-review.toptenreviews.com/>

[http://wiredkids.org/resources/documents//safesurf\\_agreement.html](http://wiredkids.org/resources/documents//safesurf_agreement.html)

**CONSIDERATION FOR PLACEMENT OF STUDENTS**

The teachers and administration consider class placement of your child a top priority. The education of our children is best accomplished when the teachers and administration, along with parents, work together to establish a quality learning environment. Our teachers spend many hours collaborating and professionally evaluating the academic performance, style of teaching needed, social development, behavior, leadership abilities, friendships and gender balance of each class. If parents feel a need for teachers to consider other information regarding the placement of their child, a *Consideration for Placement Form* must be completed and returned to the school office by **April 20, 2012.**

**CONTRIBUTIONS**

The school has been advised by the Bishop and our Church of an IRS ruling of the following: "Contributions to charitable non-profit organizations, such as churches and Catholic Schools, are tax deductible as long as they are voluntary and so long as the taxpayer does not receive a benefit or service in exchange for the contribution." The statement is a direct quote from the St. Anthony's Church bulletin. Consult your tax advisor regarding all tax matters.

**COURTYARD BRICKS**

The Commemorative Courtyard raises revenue on a continuing basis to increase the Endowment Fund. This is accomplished through the sale of bricks which are placed within the Courtyard. These bricks are being sold for \$100. Each person or family who makes such a purchase may designate a family, individual name or message to appear on the face of the brick. Please pick up Courtyard Brick Order Form in the school office.

**CYBER BULLYING**

The new policy for Cyber bullying will be distributed in the summer family packet.

**DISCIPLINE**

St. Anthony's School prides itself in the conduct of its students. A safe, well disciplined, neat, and clean atmosphere provides the best learning environment for students to take full advantage of educational opportunities. The purpose of school discipline is to promote genuine pupil development; to increase respect for duly constituted authority; to assist the growth of self-discipline, and to provide an environment conducive to learning. Any action off campus, not becoming of a St. Anthony's student or breaking St. Anthony's school policy is punishable by the school (including but not limited to: Facebook, MySpace, internet activity, behavior at sporting events as a participant or spectator, etc.). **The Director of Discipline is Mr. Neumeier.**

**Approved Disciplinary Measures**

The disciplinary measures may include, but are not limited to, the following:

1. **Isolation of student** within the class, in other than the regular classroom or on the school yard.
2. **Detention** may be assigned for 30 minutes with parent notification, before or after school, or at school recess to make up for time lost or wasted. The issuing teacher will indicate time to be served on the Detention Notice.
3. **Loss of privileges** such as participation in sports, drama, school dances, musical events, or field trips, may result as a consequence of unsatisfactory behavior.

4. **Community Service** may be assigned, with parent notification, during school or non-school hours. Such service shall be supervised, and may include, but is not limited to outdoor beautification.
5. **Suspension from school** as a temporary denial of the privilege of attending school and any school related activity.
6. **Recommended Transfer** to another school.
7. **Expulsion** from school.

### **Classroom Code of Conduct**

1. Students should enter the room in an orderly manner and be in their assigned area, quiet, and ready to work when the teacher is ready to teach.
2. Students will be responsible for bringing required books, supplies, pencils, assignment papers, and equipment to class.
3. Students are to show good manners, courtesy, and respect for themselves, other students, teachers, aides, and parents, as well as for school property and the property of others.
4. It is our belief that students have a right to learn, and teachers have a right to teach.

### **Student Duties and Responsibilities**

To pursue the required course of study in a diligent manner:

- a. Listen attentively to teachers and to other students;
- b. Complete assigned work on time;
- c. Be regular and punctual in attendance;
- d. Show willingness to work towards constant self-improvement.

### **Approved Disciplinary Procedures**

#### **Level A Violations**

- Failure to come to class in a prepared fashion ready to complete assignments.
- Failure to complete class or homework assignments on time.
- Disruption of school activities or disobedience of school authority.
- Disruptive behavior including the distraction of students during class.
- Out of uniform - Failure to tuck shirt in, excessive make-up violations.
- Gum chewing or eating food in the classroom.
- Eating snacks, drinks, or food in an area outside of the defined eating area.
- Tardiness at the beginning of the school day or during the day. Students in grades 6-8 are given three minutes passing time between classes.
- Loitering on school grounds. Students must be in a supervised area at all times, including after 3:10 p.m.
- Students in a classroom without the presence of a teacher.
- Writing, reading, or passing of notes in class.
- Littering on the school grounds.
- Play fighting, rough games or behavior, such as playing tackle football, etc.
- Spitting on school grounds.
- Teasing, name calling, or making fun of other students.
- Running in classroom or hallways.
- **Other minor infractions as determined by staff.**

### **Consequences of Level A Violations**

Each Level A violation will receive a noon time referral or detention in the case of a junior high student. Parents are expected to sign the referral and return to the issuing teacher the next day. Failure to return a notice will result in an additional Level A notice..

In addition, a student who receives four **(4)** Level A notices will receive a misconduct detention for the fifth notice and each additional notice. Detention is to be served for 30 minutes before, during, or after school. A student who receives six **(6)** Level A notices will be suspended for one **(1)** day, and placed on Disciplinary Probation. Probation may include a loss of school privileges including extra-curricular activities, class field trips, etc. **An accumulation of eight (8) notices shall result in a three (3) day suspension and possible recommendation for transfer or expulsion.**

### **Level B Violations**

- Disrespect demonstrated toward students, staff, or parents.
- Defiance of authority/disruption of school activities.
- Disruption of classroom learning after warning by teacher.
- Bullying behavior, threatening, provoking, taunting, teasing, injuring, degrading, fighting, or disgracing any student, member of the staff, or visitor to the school.
- Attempting to cause damage to school property or private property.
- Cheating or lying (May be more serious if age and situation appropriate).
- Stealing or attempted to steal school property or private property or knowingly receiving stolen property or private property, including student work.
- Use or possession of unacceptable language; profanity or obscene language in spoken, written, or symbolic form. This includes placing or retrieving obscene messages from a computer, the internet, audio tapes, CD's, etc.
- Speaking, writing, reading, or passing of derogatory messages about other students or staff members.
- Pantsing or inappropriately touching another student or another student's clothing.
- Use or possession of inappropriate language, in writing, audio tapes, or CD's.
- Fighting in a physical manner or use of any violent or dangerous behavior.
- Inappropriate demonstration of affection or inappropriate touching of another person while on campus, church grounds, or school sponsored activity.
- Forgery of any person's signature, falsification or misrepresentation of phone calls, notes, forms, or other school related documents is not allowed
- **Other serious violations as determined by staff.**

### **Consequences of Level B Violations**

A student who receives a Level B notice will receive a misconduct detention. This will result in a 30-minute detention served before, during, or after school, and/or suspension (1 to 3 days). The time and place will be listed on the notice. The notice will be sent home prior to the time served and receive a parent signature.

A student who receives two **(2)** Level B notices will be placed on Disciplinary Probation during a parent/teacher/student conference. Probation may include a loss of school privileges including extra-curricular activities, class field trips, etc. A student receiving three **(3)** Level B notices will be suspended for three **(3)** days. **Any student receiving six (6) misconduct notices during the school year will be asked to leave St. Anthony's, as provided by Diocesan policy procedures.**

### **Level C Violations**

- Caused damage to school property or private stolen property (in addition, the parent or guardian shall be liable for damages so caused by the student).
- Committed an obscene act or vulgarity, or possession of pornographic material.
- Any violent or physically dangerous activity that threatens or causes physical injury to another student, staff member, parent, or visitor
- Possessing, using, being under the influence, furnishing, or selling controlled substances, alcohol beverages, intoxicants, or tobacco products

- Leaving of school grounds or missing a class at any time during the school day without written consent and clearance from the school office
- Bullying behavior, threatening language in any form that is interpreted by administration as a potential threat to the safety of students or staff
- Vandalizing or intentionally damaging St. Anthony's campus or church grounds or the site of a school sponsored activity.
- Committing a violent or intentionally dangerous act that threatens to cause or actually causes physical injury to another student, staff member, parent or visitor.
- Threatening the safety of a student, staff member of the school or church community in any method and at any time or place.
- Communicating in any manner, method or medium that is interpreted by the administration as constituting a potential threat to the safety of students, staff or the school or church community in general at any time or place.
- Leaving school grounds or missing a class at any time during the school day without written consent and clearance from the school office.
- Pulling a school fire alarm.
- **Other more serious violations as determined by staff.**

### **Consequences of Level C Violations**

A student who received a Level C notice will be placed on Disciplinary Probation. This may include a loss of school privileges such as class field trips and/or extracurricular activities. The student will also receive one to five days of suspension based on the severity of the violation and at the discretion of the principal or his/her designee.

**Commission of a Level C offense may also result in expulsion of the student from St. Anthony's School depending on the severity of the offense of the student's prior disciplinary history.** If the principal or his/her designee decides to initiate expulsion proceedings, the student automatically will be suspended from school pending an expulsion hearing with the pastor.

### **Level D Violations**

- Possessing a weapon, explosive or explosive device while on St. Anthony's campus or church grounds or during any school sponsored activity.
- Possessing or knowingly ingesting any of the following while on St. Anthony's campus or church grounds or on a school sponsored activity: alcohol, tobacco or a tobacco product, marijuana, "hard drugs," "illegal drugs," or any other chemical substance or compound that is not legally possessed by the student under the laws of the State of California.
- Asking a St. Anthony's student at any time or place to sell, loan, give, or otherwise furnish any of the following items: a weapon, explosive, explosive device, alcohol, tobacco or a tobacco product, marijuana, "hard drugs," "illegal drugs," or any other chemical substance or compound that is not legally possessed by the student under the laws of the State of California.
- Agreeing at any time or place to sell, loan, give or otherwise furnish a St. Anthony's student with a weapon, explosive, explosive device, alcohol, tobacco or a tobacco product, marijuana, "hard drugs," "illegal drugs," or any other chemical substance or compound that is not legally possessed under the laws of the State of California.

### **Consequences of Level D Violations**

**A student receiving a level D notice will automatically be suspended from school pending an expulsion hearing with the pastor. If determined that a Level D violation has occurred, the student will be expelled.**

Please note that this discipline system gives examples of misbehavior and matching consequences. The level of violation is dependent upon the seriousness of the violation. In other words, the same violation has the potential to be a level A or B at teacher discretion. Also, St.

Anthony's handles discipline matters on a case by case basis and may at its sole discretion make modifications to meet the needs of the children.

### **Laptop Policy**

Laptops must remain on the desk at all times unless otherwise directed by the teacher. Students must have the approved background at all times. This background **MUST** be "Image 29". iGoogle is not allowed at school because it is a distraction. Students must set their homepage to the class Moodle website: [www.myfcoeportal.org](http://www.myfcoeportal.org). Instant messaging is **NOT** allowed. Games may not be played without approval from the teacher. On first infraction, a warning is issued. On second infraction, the student will receive a Level "A" and the laptop will be taken by the teacher. A parent must pick it up from the teacher after school. If the problem continues, your student will receive a Level "B" violation and may lose laptop privileges as determined by the teacher.

Touching another person's laptop is a Level "A" violation. Students must have a USB memory stick with them at all times. It is considered a Level "A" violation if a student does not have a USB memory stick with them.

Due to the Jr. High's writing focus, most objective tests are completed on the computer. This provides the students immediate feedback on their performance. Only under extreme circumstances will a paper copy of the test be provided. If students are unable to take a test on their laptop due to a technology problem, other arrangements will be made, i.e. another computer will be provided.

Students are required to complete assignments regardless of their laptop status, i.e. loss of laptop privilege, broken or forgotten laptop, etc.

**This is a technology driven Jr. High program and this focus will be maintained in all classes.**

- Laptops are not allowed to have an email client program configured to receive email such as: Outlook/Outlook Express or any other POP/IMAP email client.
- Laptops are not allowed to have any type of peer-to-peer file sharing software such as: Kazaa, Limewire, Bearshare, Torrent clients, etc. installed.
- Laptops are not allowed to have any type of instant messaging software installed unless installed by the school.
- Any adult content downloaded, viewed, brought to school, emailed, at home or school will be punishable according to school discipline policy.
- Bullying and/or cheating via email, at home or school will be punishable according to school discipline policy.
- All laptops may be recorded; key strokes will be logged at home and/or school. Please note that personal information such as usernames and passwords may be recorded.

### **Additional School Rules**

1. No pets allowed on campus including the parking lot
2. Hard baseballs are not allowed on campus.
3. Students are not allowed to ride bicycles, skateboards, roller blades, or roller skates on the school grounds at any time.
4. Drinking fountains, play equipment, and restrooms are to be used with safety and cleanliness in mind.
5. No personal property such as tapes, radios, recorders, walkmans, iPods, CD players, or pagers are allowed at school. This includes use during our After School Enrichment program and/or during after school activities. Exceptions for a special occasion must be arranged in advance with the teacher.
6. Any disruptive behavior or conduct at school or in public that reflects adversely on the school is not allowed.
7. Ordering of food from vendors off the school site is prohibited. Exceptions for special occasions must be approved by the staff in advance.

8. Students may not leave school without permission. This includes after school walking to 7-11 or McDonald's, etc. and returning to school for an activity.
9. No laser pens or other distracting devices that may interrupt instructional time..
10. Students may not be picked- up after school by the church/rectory or any other location other than designated pick-up areas
11. The school may suspend or expel pupils for misconduct when other means of correction fail to bring about proper conduct.

### **DISMISSAL/STUDENT PICK UP**

The children are dismissed from the school grounds at 2:50 p.m. and minimum day dismissal is at 12:30 p.m. The K3 half day class dismissal is 12:00 everyday. By 3:10 p.m. the children should be either picked up, at a school sponsored activity such as an after school sport, or in the After School Enrichment Program. If a student is not in a school sponsored activity they will be assigned to After School Enrichment Program and a charge will be assessed. The Media Center will be open until 4:00 p.m. after school for student use. Parents needing children supervised after school should enroll in the After School Enrichment Program. The Enrichment Program is available from 7:00 a.m. until 8:00 a.m., and after school until 6:00 p.m. The fee for this service is nominal. Please call the office for further information about extended day care. Students are to be dropped off and picked up at the church/school parking lot next to the Media Center. Please pull into the parking stalls, do not remain in the traffic lanes during pick up. Please drive slowly and be careful driving through the parking lot. Some of the younger children are difficult to see, and they may suddenly appear between parked cars.

### **DISPUTE RESOLUTION**

Disputes often arise in schools due to misunderstandings, differences in judgment, opposing interpretations of school policy, or alleged inequalities in the relationship between and among students, parents, and teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual understanding, confidentiality, and Christian charity.

### **To Resolve Disputes**

**Step One:** Disputes shall be presented within ten (10) calendar days of the incident that caused the dispute to the person most directly responsible for that matter involved in the dispute. For example, a parent complaint regarding a teacher's homework policies should be taken directly by the parent to the teacher for resolution.

**Step Two:** Disputes concerning school policy or unresolved disputes concerning school personnel shall be referred within ten (10) calendar days of the incident that caused the dispute or within ten (10) calendar days of the presentation described in Step One above to the principal for his/her review and decision. The principal shall conclude his/her decision within ten (10) calendar days of the referral described in this Step.

**Step Three:** If the dispute cannot be resolved at Step Two, the complaining party within ten (10) calendar days of the principal's decision in Step Two may present the dispute to the pastor (rector for diocesan high schools) for his review and decision. The pastor/rector shall conclude his review of the dispute and render his decision within ten (10) calendar days of the referral to him described in this Step.

### **Diocesan Review**

If the dispute cannot be resolved at Step Three, any party to the dispute, within ten (10) calendar days of the pastor's/rector's decision at Step Three, may petition the Superintendent of Catholic Schools in writing for his/her review of the dispute. The Superintendent, at his/her sole discretion, may decide to review or not review the dispute in question. If the Superintendent chooses to review the dispute, he/she shall render an advisory recommendation to the pastor (rector) in writing within ten (10) calendar days of receiving the written petition. *Approved by Bishop 7/26/93.*

## **EXTRA-CURRICULAR ACTIVITIES**

St. Anthony's offers a variety of extracurricular activities:

**Athletics** - After school sports are available to those students in grades 5-8. They include baseball, basketball, cross-country, flag football, golf, soccer, sokko, swimming, tennis, track, volleyball, and water polo. Younger students may participate in cross country and track. Please consult our Athletic Director for more information. There are also a variety of academic activities for the students.

**Academic Decathlon** - This state wide Catholic school competition is offered to students in grades 6-8. Our team competes against the Diocese of Fresno schools in the content areas of Current Events, English, Fine Arts, Literature, Math, Religion, Science, Social Studies; Logic and Super Quiz are team events. Students interested in joining the team should speak to our team coaches, Mrs. Jami Baker and Ms. Nancy Shearer.. Students are tested beginning in September for content area selection.

**Odyssey of the Mind Teams** - This international problem solving competition is available to students in grades K-8. Mrs. Deb Martin is the parent volunteer coach in charge of this activity. Please contact her if you would like to assist or coach a team.

**Peach Blossom** - This Oral Interpretation Festival is available to 2<sup>nd</sup> and 3<sup>rd</sup> grade students. It is sponsored by Fresno State University. Mrs. Terri Blanchard is the coordinator.

**Non-Public School Spelling Bee** - This traditional format Spelling Bee is hosted by Fresno Christian School in the spring. Classroom champions are selected by teachers in grades 4-8 to represent St. Anthony's. Contact school office.

**Science Fair** - Mrs. Jami Baker will teach the scientific process and lead junior high students in the creation of a Science Fair project.

Please refer to your Tuesday packet for additional extracurricular opportunities as the year proceeds.

**Cheerleading** - Is available to 8<sup>th</sup> grade students. Cheerleaders must maintain a 2.5 grade point average and have a 2 or higher in conduct and effort at all times. Other rules and regulations are distributed by Mrs. Polacek and Mrs. Coelho our Cheerleading Coordinators..

## **FAMILY LIFE INSTRUCTION**

All schools in the Fresno Diocese are required to teach Family Life at all grade levels. Parents may request that their children be excused from instruction that involves explicit information. Parents will be notified and informed of unit content prior to unit instruction. Parents desiring this exclusion must notify the teacher about the exemption in writing.

## **FIELD TRIPS**

No child may go on a field trip unless a permission slip is returned and signed by the parent or guardian. Permission for a student to attend a field trip may not be given verbally or over the telephone. All drivers for field trips must have a completed form on file, along with a copy of their driver's license, registration, and insurance policy. All volunteer drivers and/or participants on field trips must complete our Safe Environment Program which includes training, fingerprinting and a signature on our Volunteer Statement of Compliance **at LEAST TWO WEEKS PRIOR TO THE SCHEDULED EVENT.** Please see Safe Environment Policy found on page 21 of this handbook for more information. These requirements guarantee full compliance with the rules and regulations for field trips according to *Guidelines for Field Trips* as published by the Diocese of Fresno.

**ALL STUDENTS MUST BE IN SCHOOL UNIFORM ON FIELD TRIPS.**

## **FINANCIAL APPROVAL**

St. Anthony's School has tremendous support from parents. If you are working on a school project that involves spending of school funds, such as for hot lunch or Class Auction item, a written proposal must be presented to the classroom teacher for approval by the school's finance administrator prior to spending.

## **HISTORY DAY**

Students enrolled in the eighth grade will complete a History Day project as part of their California social studies requirement. Mrs. McConnico will coordinate this activity.

## **HOMEWORK**

Homework is an integral part of the educational process. Homework develops characteristics that are useful throughout the student's life. It reinforces learning, encourages independent study habits, and develops self-discipline, self-confidence, and responsibility. Homework also provides communication between school and home. It provides an opportunity for parents to observe student progress on a regular basis. This communication encourages interaction between parent, teacher, and student, to obtain our goal of developing God-given potential for the service of the total human family.

Homework will be assigned in grades 1-8 on a regular basis. Homework will not be assigned on weekends. Homework may be: completion of work begun in class, make up work, a review of concepts, or an extension of classroom instruction. Long term assignments may be given, but periodic checks will be made by the teacher to determine if assignments are being completed. Our goal is to provide approximately ten minutes of homework Monday through Thursday for each consecutive grade level. Using this formula, 1st grade would assign an average of ten minutes per school night, second grade twenty minutes, third grade thirty minutes, and so on. These assignments are in addition to nightly reading time. Our homework online communication tool can be found on our school website.

**Make Up Work** - A student who is absent, tardy or dismissed early from school is responsible for any work missed and is expected to inquire about what was assigned and to complete all work. For example, if the student is absent for two days, two days will be allowed for makeup work to be returned by the student. A student who is absent from school will be given consideration regarding make-up tests. The loss of class instruction and participation impairs student progress. Please do not expect the teacher to outline all the work the student will be missing. Parents may call in before 10:30 A.M. to request class work for the day. Parents may pick up the requested assignments after 3:10 P.M. or 1:00 P.M. on minimum days, in the school office. For an extended absence, contact the teacher through the school office to receive assignments and homework for the student. Please realize that there may be assignments that are unable to be made up. **Please note: Homework assignments will not be given in advance for vacations taken during the school year. The student may have the assignment upon returning to school.**

## **Homework Guidelines for Parents**

- 1. Provide a Study Area** - Good lighting, proper seating at a table or desk, adequate materials, and sufficient space. Distractions such as radio, TV, and telephone should be eliminated until homework is completed (for most children).
- 2. Provide a Specific Time Period** - The same time period should be regularly used. Establish rules to discourage distraction until homework is finished.
- 3. Think Positively!** - Encourage your student to understand the value of homework. Any accomplishment requires work, patience, and consistency. Give as much assistance as possible, but remember homework is your child's responsibility.
- 4. Supervise Homework** - Make certain your child has enough time, understands directions, and works carefully. Parents can help by editing or checking over homework papers. Help your child organize for long term projects.
- 5. Help the Homework Habit** - If you don't see homework coming home, call the teacher at school to determine whether your child is completing it in class, forgetting it or failing to bring the work home.

## **HOT LUNCH**

M-T-W Hot lunch: An outside catering company provides hot lunch on Mondays, Tuesdays, and Wednesdays. This is an outside service provided for your convenience. Order forms can be found in the online Tuesday packet and in the school office. A separate check must be written to **"The Lunch Box"** catering company for this service.

Thursday & Friday Hot Lunch: In addition, parent volunteers serve hot lunch on Thursdays and Fridays as announced in the online Tuesday Packet. Various school organizations or classrooms provide Thursday and Friday hot lunches. We ask that coordinators of the hot lunches follow the Hot Lunch Guidelines provided by the classroom teacher and confer with the classroom teachers to discuss the menu. **Please note that no individual student's special request will be honored.** Thursday Lunches must be paid separately from Friday Lunches. Lunches are paid for in advance with a standard price set for the school year. Please do not bring money for Thursday lunches on

Thursday morning or Friday lunches on Friday morning. **The deadline for both Thursday and Friday Hot Lunch is Wednesday afternoon at 3:30 p.m.** Please indicate on envelope if it is a Thursday or Friday lunch. **Also, for the safety of our children, please do not donate/provide any food items with nuts of any kind.**

## **HOURS - SCHOOL AND OFFICE**

The first school bell will ring at 8:13 a.m. for grades 4-8, with the second bell at 8:15 (signifying that students must be in their seats). The 8:30 bell is for grades K-3. Please note that the St. Anthony's school clock may not be the same as cell phone clocks or other personal time pieces. Therefore, please make adjustments accordingly to avoid your student being tardy. All grades (with the exception of K3 half day program) will be dismissed at 2:50 p.m. K3 half day class will be dismissed at 12:00 everyday. The school yard will not be supervised before 8:00 in the morning, or after 3:10 in the afternoon. No child shall be on the school grounds before 8:00 a.m. unless they are under our supervised care. Students remaining on campus after 3:10 p.m. will be placed in our After School Enrichment Program for supervision and the family will be charged a drop-in rate. Office hours are 8:00 - 4:00 Monday, Tuesday and Thursday (Wednesdays and Fridays until 3:30) and from 8:00 - 2:00 on minimum days.

## **ILLEGAL HARRASSMENT**

St. Anthony's School is committed to provide a Christian learning environment that is free from any form of illegal harassment. St. Anthony's will treat allegations of illegal harassment including harassment because of race, religious creed, color, national origin, ancestry, physical handicap, gender or any other form of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

## **IMMUNIZATIONS**

Children entering kindergarten should have the following immunizations: 5DTaP, 4 Polio, 3 Hep B, 2 MMR, 1 Varciella.

Children entering 7<sup>th</sup> grade should have: 3 Hep B, 2 MMR, 1 Varciella, TDaP (required to enter 7<sup>th</sup> grade).

## **INSURANCE**

The Diocese of Fresno has adopted an insurance policy which covers every child enrolled in school. When a child is injured and needs medical attention, parents should request an insurance form from the school office within 48 hours. Coverage under the policy are for injuries received going to and from school (within an hour's time), and those received under school supervised activities. After the school completes the school's section, the parents their section, the doctor completes his/her section; it is mailed to the insurance company.

## **LOST AND FOUND**

All articles of clothing, lunches, materials, etc., must be clearly marked with your child's name and grade. Monthly unclaimed and/or unmarked articles will be given to Catholic Charities, sold at the school rummage sales, or donated to uniform exchange.

## **MASS ATTENDANCE**

Being part of St. Anthony's School presupposes being part of the parish life at St. Anthony's Church or your own Catholic parish. The children's spiritual life, fostered at home and at school, is an extension of the Sunday or weekend Masses. In order for the children to benefit from their religious education at St. Anthony's it is vital that they participate in the weekend Masses with their families.

## **MEDIA CENTER**

The Media Center will remain open after school for student use until 4:00 p.m. Our classes visit and use the library/media services throughout the week to check out books and to enjoy computer time. No food or beverages are allowed in the Media Center. The telephone may not be used by students. We ask that students return library books on time. Fines will be levied on books and materials not returned on time. Adult volunteers are needed to assist the librarian. Hours served count for Parent Participation Hours. Please call Mrs. Polacek, Librarian, or Mr. Olson, Technology Coordinator, if you are interested in assisting in the Media Center.

## **MEDICAL INFORMATION**

**Immunization and Medical Exams** - All immunizations and medical examinations must be completed in compliance with California State Law. **Students not in compliance will not be allowed to attend school until the necessary examinations and immunizations are completed.**

**Medical History** - Parents should inform the school of any physical or medical information that affects the health or learning of the student.

**Medication** - All medication must be kept in the office. Students are required to come to the office to self-administer such medications. All medication must have the student's name on it, in a suitable container, and complete instructions for administration of the medication. Parents are asked to make sure that the office is provided with current medication at the beginning of each school year and throughout the year. A written permission note signed and dated by the parent is necessary for all prescription medicines as well as non-prescription medications such as Tylenol.

**Illness** - If a child is ill during the school day, the child reports to the office. The school will then notify the parents. The child must be picked up at the school office.

**High Risk Students** - Children who are allergic and require immediate medical attention and/or medication must have a **High Risk Form** and corresponding medication on file. We ask parents to communicate this very important medical information to their child's teachers, school office personnel and coaches.

## **MILK & JUICE**

Students attending St. Anthony's School may purchase milk under the Special Milk Program. The program is administered by the U.S. Department of Agriculture, and no child will be discriminated against because of race, color, sex, national origin, age or handicap. Late money will **NOT** be accepted. This is necessary to maintain an accurate record for the government. **Milk and orange juice may be purchased ONLY by the year.** Milk and orange juice prices are as follows:

**White Milk - \$ 27.00      Chocolate Milk - \$ 29.00      Orange Juice - \$ 65.00**

The deadline for yearly purchase is **August 31<sup>st</sup>.**

## **MINIMUM DAYS**

There are specified minimum days identified on our school calendar. Please pick children up promptly at 12:30 p.m. on minimum days. Please note that the school office will close at 2:00 p.m. on minimum days. Please note that the K3 half day class is always dismissed at 12:00 everyday.

## **NON-DISCRIMINATION STUDENT POLICY**

St. Anthony's School, mindful of its mission to be a witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at St. Anthony's. St. Anthony's does not discriminate on the basis of race, color, national and/or ethnic origin in the administration of its education policies, admission policies, scholarship and loan programs, and athletic or school-administered programs.

Likewise, St. Anthony's does not discriminate against any employee or applicant for employment on the basis of gender, disability, race, color, and national and/or ethnic origin.

## **PARKING LOT REGULATIONS**

Our first priority as educators and parents is for the safety of our children. Our school day begins in our parking lot. In an attempt to provide the safest parking lot to our families, we ask all parents to follow the following parking lot regulations.

- Please pull into marked stalls and park to let students out. The students and parents can walk in the designated marked safety areas between the cars and the yellow safety zone to get to school. The only drop-off points for students without parking are located at the front of the Community Center (teacher's parking lot) and by the trash bins. Students need to be prepared to exit car. (No parking cars looking for backpack etc and holding up traffic). There is NO PARKING in these designated "drop-off" zones.
- Please teach the children to use our safety zone.
- Please, please, please avoid parking large vehicles in the front row before 9:00 a.m. This will allow parents to view their children walking safely to the school grounds.
- Please be especially careful when backing up. In a school zone, we need to expect the unexpected. Children often become distracted and walk behind a vehicle.
- If you are leaving your vehicle to go into the school grounds before 9:00 a.m., please do not park in the front row. This will allow more spaces for a quicker and safer drop off.
- Students may be dropped off in front of the Community Center during the morning drop off.
- **Do not** drop students off at the Maroa street curb. This is a red zone with no stopping or parking allowed.
- After school, please do not pick your children up at the curb, and do not park or stop at the curbs or in driveways
- Student pick up for K-8 (unless noted below) is on the south side of the parking lot closest to the school. Please do not pick up students by the church, church office or on the curbs. (Students found waiting at these areas will be escorted back to campus for safety reasons. Continual violation of this rule will result in detention for the students.)
- .6<sup>th</sup> grade with NO SIBLINGS dismiss from the Staff Parking Lot on Maroa Ave.
- 7<sup>th</sup> and 8<sup>th</sup> grade with NO SIBLINGS dismiss from Browning Ave

Staff parking is at the front entrance to the Community Center; please do not park in the staff parking lot; no driving through the area chained off; please park in the church parking lot where parking stalls have been marked; follow the arrows in and out of the parking lot; and please inform baby-sitters, grandparents, friends, etc. picking up your child concerning these rules. All are asked to comply with these rules.

## **PHOTOGRAPHING AND VIDEOTAPING OF STUDENTS**

While your child is at school, he/she may be photographed or videotaped by members of the school staff, by parents, and by others. If you would like to limit the photographing and videotaping of your child, please ask the school secretary for the "Request to Limit Photography and Videotaping Form." We also recommend sharing this information with your child's teacher.

## **PHYSICAL EDUCATION GUIDELINES**

**Purpose** - The purpose for these guidelines is to acquaint you with the procedures, and regulations that will help you to do a better job in your physical education class. In our curriculum we are going to teach a wide variety of physical activities that emphasizes the relationship that regular exercise and good nutrition have with disease prevention and a healthy life. Reinforcement of these principles provided at home can further enhance this very important message.

**Goals** - The goal is to develop an awareness of the importance of personal fitness and acquaint students with programs for maintaining fitness in adult life; to provide instruction for the development of basic physical skills that will allow personal fulfillment in the use of leisure time; and to expose students to a wide variety of physical activities in an effort to allow them to find areas of enjoyment as well as benefit.

### **Expectations**

- Be on time and in correct attire.
- Active participation and effort during class.
- Attention to personnel hygiene procedures.
- Sportsmanship along with fitness and skill testing.

In general, daily points are earned by meeting all responsibilities during the entire physical education period.

### **P.E. GRADING POLICY**

**Daily Participation** - Students will dress in correct clothing, be on time, and maintain personal hygiene. Students will participate in warm-up exercises, physical fitness and health related activity each day. Daily points are maintained by meeting all requirements during the entire PE period. **Students are required to** exhibit fair play, cooperation, good sportsmanship.

### **Skill/Written/Fitness** -

- Objective testing/assessment of health-related fitness based on level of improvement.
- Objective testing of skills.
- Knowledge of health-related fitness or skill related concepts.
- FitnessGram Physical Fitness Assessment

### **Lost Grade Points**

- Not Prepared For Class
- Ditching
- Poor Sportsmanship
- Unexcused Absences
- Non-Participation

**Absence Policy** - P.E. is a class that is participation and performance oriented. Consistent attendance is very important and excessive absences will adversely affect a student's grade. Excused absences may be made up within two weeks of the absence by attending Lunchtime make-ups. Non-Participation during class will result in a Lunchtime make-up (Yellow Card). A Travel Log is required to be completed if you will be out of town for any pre-arranged trip. You must pick-up a Travel Log prior to your trip or you may download off the website.

**Medical Excuses** - Parents and/or the school nurse may excuse you from participating up to three days per trimester by writing the instructor a note stipulating the number of days. Students require a note from their doctor to be excused for longer periods of time. Written assignments on a topic related to Physical Education and/or Wellness are given and graded when on a medical excuse;

if you are unable to do a modified activity. You may NOT participate in a school athletic event if you are requesting to be excused from P.E. for that day.

**P.E. Attire** - St. Anthony's School students enrolled in Physical Education are required to wear appropriate physical education attire as follows:

- Must comply with all school dress codes (shorts must be worn under skirts).
- SHOES - Athletic shoes appropriate for the activity, no sandals or hard toe shoes. Shoelaces must be tied.
- SOCKS - Socks are required in all classes.
- JEWELRY - is not allowed to be worn to class.
- SUNSCREEN - it is highly recommended for students to wear sunscreen to class.

**Injuries** - Report all injuries to your instructor. CAUTION - horseplay or fighting will not be tolerated.

### **PROMOTION REQUIREMENTS**

Promotion from one grade level to the next is dependent on receiving passing marks of C or higher in each subject area. If a student fails to earn at least a C average in each class, they will be required to attend summer school, and proof of the passing grade will be required before promotion.

### **RELIGIOUS SERVICES**

School masses are held each Friday at 8:45 a.m. in our church. Each grade level prepares two Masses per year with our priest. Parents and family are invited to attend all school masses. Parents are encouraged to sit in the pew behind the classes unless previous arrangements have been made with the teacher to sit with the class. Prayer Services are held each Monday in Mary's Garden at 8:35 a.m., weather permitting, or in the Social Hall. All children participate in religious instruction and daily prayer in their classrooms. During the Advent and Lenten seasons the children are encouraged to attend Mass in the chapel with their class. Please note that Friday Mass does not take the place of Sunday Mass.

### **REPORT CARDS (Reporting to Parents)**

Report cards will be sent home seven working days following the end of each trimester.. Parent/Teacher conference appointments will be scheduled on September 26<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup>, and 29<sup>th</sup>. All parents are encouraged to keep the appointments. During the year if additional conferences are required, necessary appointments will be scheduled. It is very important that parent/teacher conferences are two-way conferences. Please come prepared to provide information and concerns you may have relating to your child's educational program. Report Cards will not be distributed if there is a financial hold (tuition, AEP) or if there are unreturned school property, (i.e. books, athletic uniforms etc.)

***The following suggestions are offered for your consideration:***

1. Place emphasis on effort, conduct, and home study as reasons for success or lack of success in school subjects.
2. Demonstrate a genuine interest in you child's school work.
3. Avoid comparison of your child's work with that of other students, especially other members of the family.
4. Avoid the use of the report card as a basis of reward or punishment.
5. Commend improvements in your child's work, and give positive "strokes" for tasks well done by your child.
6. Consult you child's teacher whenever you desire more information concerning your child's work in the classroom.
7. Consult the administration as necessary for special referrals.

## **RETURNED CHECK POLICY**

All checks written to St. Anthony's will only be run through the bank once. If the check is returned, a \$20.00 fee will be added to your account. You will have five working days to submit cash or a money order to the school for the full amount. **If a second check written to St. Anthony's is returned, you will then be on a cash only basis. This includes any and all checks written to the school.**

## **ROOM PARENTS**

If you are interested in serving as a room parent, please contact your child's homeroom teacher during the first week of school. Most classes will assign (2) parents to serve for the school year. The Room Parents will be provided with a general list of duties performed. Teachers will provide Room Parents with guidelines to be followed when organizing hot lunches and spending classroom funds. A list of classroom Room Parents will be posted on the school website.

## **SACRAMENTS**

### **Baptism**

To facilitate the reception of the Sacraments, each child who will be receiving First Holy Communion in the 2<sup>nd</sup> grade must be baptized in the 1<sup>st</sup> grade. If Baptism is desired, a formal request must be submitted to the school office by September 30<sup>th</sup>. Students entering the school who are non-Catholic and wish to be baptized must:

1. Submit a formal request for Baptism by September 30<sup>th</sup> of the academic year.
2. Participate in one year of instruction for students and parents.
3. Interview with the pastor, associate pastor or Director of Adult Education.

If this request is not submitted, it will be understood that Baptism will not be received in the 1<sup>st</sup> grade. Therefore, your child will not be eligible for First Holy Communion in the 2<sup>nd</sup> grade.

### **Reconciliation and First Holy Communion / Eucharist**

The Sacrament of Reconciliation and Eucharist are usually celebrated in the second grade. The Diocesan guideline for the sacraments states "*A two year catechesis of preparation is required.*" In accordance with this guideline, St. Anthony's policy is as follows:

1. The Catholic Baptism Certificate (CBC) must be on file upon entering school or if seeking baptism, by the end of the kindergarten school year.
2. The family's regular participation at Sunday liturgies.
3. Classes for the parents.

Students entering school in first grade must have their CBC on file by September 30<sup>th</sup> of the year they enter in order to receive the sacraments in second grade. If a child enters in second grade a letter from the former school or parish stating that they have received one year of religious instruction prior to entering the school must be on file. Students who enter in second grade or later must complete two years of instruction before the sacraments can be celebrated.

## **SAFE ENVIRONMENT POLICY**

In an effort to provide the safest environment for our children, the Diocese of Fresno has implemented a Safe Environment Program for all schools and churches. As parents you entrust your children to our care, and we take every effort to ensure their safety. Every staff member, from the principal to the custodian, must be fingerprinted before they are hired. This provides not only a background check, but also future notification if any staff member commits a crime that makes their relationship with children questionable. Our Safe Environment Program includes mandatory training for all volunteer parents including; after school volunteer coaches, parent volunteer drivers for any school activity (fieldtrips or after school sports) and regular classroom volunteers. It is unfortunate that we live in a society where children are vulnerable.

Parents have two options to complete the training requirement for our Safe Environment Program. They may either attend a training session for the Safe Environment protocol or complete the online training module. The Online training can be accessed from a link on our website.

All parents will be required to renew their Safe Environment Training at the end of 2011-2012 school year.

Please complete the certificate of completion and return to the school office. Each volunteer parent is asked to sign a statement of compliance or volunteer Code of Conduct. This form is on the back of your St. Anthony's School Contract found in your Parent-Student Handbook that is returned to the school office. This form is also available on our school website at sasfresno.com. In addition to this training, all after school volunteer coaches (not including Fig Garden Soccer League coaches), all parents transporting students for any school activity including field trips or after school sports, and all regular classroom volunteers (as identified by classroom teacher) are required to be fingerprinted. LiveScan fingerprint forms are available in the school office and our administrative assistants will explain the fingerprinting process. There is a \$52 processing fee (\$32 Department of Justice Fee and a \$18 Rolling Fee) if you go to the Fresno County Jail located at 1225 M Street (the NW corner of Fresno and M Streets) on Tuesdays, Wednesdays or Thursdays from 7:00 am until 12:00 pm. The telephone number is 488-3403 or 488-2567. For your convenience, we contract with Livescan Fresno to fingerprint parents on campus from time to time. Look for more information in the weekly Tuesday packet.

### **SAINTS /LITTLE SAINTS Club – Community Service Program**

St. Anthony's students are very active in community service. During the school year, all students will be asked to participate in collections for the following charities: Catholic Charities, Poverello House, Holy Childhood Association, and The Holy Cross Women's Center.

The SAINTS Program is a service club for students in grades 4-8. Our philosophy comes from Jesus' lesson in his parable of the talents (Matthew 25:14-30): *a loving God has entrusted each of us with many diverse gifts*. Our jobs as stewards, is to take our talents and fully develop them for our own sake and for the good of the entire human family. Community service is defined as any service that does not award a grade or pay. It may be completed at school or away from school according to identified club criteria. Those students in 4<sup>th</sup> and 5<sup>th</sup> grade, who meet the service club requirements by May 1<sup>st</sup>, will be rewarded with a gift certificate. Students in grades 6<sup>th</sup> through 8<sup>th</sup> will be rewarded with trip to Boomers. Some examples of service projects completed by the SAINTS include: Adopting a grandparent, serving a meal at Poverello House, working on a school or neighborhood beautification project, becoming pen-pals with a shut-in parishioner, visiting a retirement home with a group of friends to read poetry or sing songs, collecting toiletries for Holy Cross Center or Poverello House or to improve the property of a person in need. Watch the weekly Tuesday letter for more information on the program and when and how to join the SAINTS Club.

The LITTLE SAINTS Program is a service club for students in grades K-3....*Letting our Light Shine through God, Service and Good Deeds*. The idea behind this program is for our children to participate in organized acts of service, following in the footsteps of St. Therese the "Little Flower". St. Therese believed in showing love for God in the little things we do for others. Once a month for three to four hours, the group meets on a Saturday or Sunday to perform an act of service. Each month a note will be sent home with the date of our activity, along with a list of supplies for your child to bring.

### **SCHOLASTIC HONORS - SCHOLARSHIP ROLL**

#### **Grades 4-5**

Students in grades 4-5 are eligible for selection to our Honor Roll. St. Anthony's recognizes academic achievement in the following ways:

**Honor Roll** can be achieved by earning 28 or more points.

The point value is as follows for the subjects of Religion, Math, Reading, English, Spelling, Science, and Social Studies.

<b>A = 5 points</b>	<b>A- = 4 points</b>	<b>B+ = 3 points</b>	<b>B = 2 points</b>	<b>B- = 1 point</b>
<b>Physical Education</b>				
<b>A = 3 points</b>	<b>A- = 2 points</b>	<b>B+ = 1 points</b>		

## Grades 6-8

Students in grades 6-8 are eligible for selection to our Honor Roll. St. Anthony's recognizes academic achievement in the following ways:

**Honor Roll** can be achieved by earning 25 or more points.

The point value is as follows for the subjects of Religion, Math, Language Arts, Science, and Social Studies.

**A = 5 points    A- = 4 points    B+ = 3 points    B = 2 points    B- = 1 point**

**Physical Education**

**A = 3 points    A- = 2 points    B+ = 1 points**

Honor Roll names are printed in the Tuesday Packet and displayed in the school office each trimester. Any student with a mark of 3 in citizenship is not eligible for the Honor Roll, and is also ineligible for after school sports with a 3 or D in any subject. Academic core classes are used to process the average. All 3 trimesters Award will be awarded to transfer students who come mid-year provided their grades from their previous school meet our academic requirements. Mrs. Baker and Mrs. Peerson are the coordinators for these programs.

The eighth grade *Academic Excellence Award* is selected based on the highest student academic performance. Through the use of *the School Speak* program, students are ranked according to their academic performance. The top ranked student is awarded the *Academic Excellence Award*. The selection is based on the following criteria: Grades earned during the eighth grade year. This is determined by the highest trimester percentage with secondary consideration given to overall conduct and effort. Any student with a 3 or 4 in citizenship (conduct and/or effort) is not eligible for this award. In the event of several tied students, the above selection criteria will be applied to the student's seventh grade year.

## California Junior Scholarship Federation (CJSF)

Students of grades 7 and 8 are eligible to join and participate in the functions and privileges of C.J.S.F. The purpose of this organization is to foster high standards of scholarship, services and citizenship on the part of the students in the Junior High Schools of California. It is important to note that membership is neither automatic nor compulsory. The students must apply for membership during the first two weeks of the trimester, according to Article III, Section 2, of the CJSF Standing Rules. Mrs. Baker will announce and coordinate the C.J.S.F. registration process. Please look for a handout explaining procedures at Back to School Night. C.J.S.F. scholars are awarded a trip to Boomers at the end of the school year.

### Nomination Criteria for Various Honors Programs

Many outside programs exist to recognize and academically challenge our most highly-abled students. The school supports many of these programs including Center for Talented Youth, People to People, and the National Young Scholars Program. Before students are nominated for programs with which the school is familiar, the administration assesses the credibility and quality of the programs and determines whether or not the programs would significantly benefit students.

To be nominated for any program, students must meet the eligibility requirements of the program and meet the following criteria as well:

- 95% or higher on reasoning sections of the ITBS and/or teacher recommendation
- High conduct marks

For leadership programs, students in grades 5 – 8 must have participated in student government.

## **SCHOOL BUDGET**

The total school budget for the 2011-2012 school year is projected at 2.47 million dollars. The bulk of our income is from tuition - approximately 80%. St. Anthony's Church and Parent Teacher Organization subsidies make up the majority of the remaining income. Approximately 85% of the budget is expended for salaries and fringe benefits for the staff. The school budget is reviewed at monthly school board meetings and parents are invited to attend.

## **SCIENCE FAIR**

Students enrolled in the seventh grade will complete a Science Fair project as part of their California science requirement. Mrs. Baker will coordinate this activity. A percentage of these projects will be invited to enter the Fresno County Science and Engineering Fair Competition in the spring.

## **SCRIP/S.H.A.R.E.S Cards**

In an ongoing effort to help off-set the cost of tuition we highly encourage each family to use our school SCRIP program. With your use of Scrip, you receive 2-3% return on your scrip purchases in tuition credit. We have many vendors to select from. A complete list is available in the school office or on our website at [sasfresno.com](http://sasfresno.com). In addition to the scrip that we carry, **Savemart/FoodMaxx offers the S.H.A.R.E.S. Card.** Each family may pick up cards that we will issue in their youngest student's name. Your store purchases are electronically tracked and an electronic report is sent to us monthly. You will receive 2% tuition credit for your purchases at Savemart and/or FoodMaxx. Please pick up your cards in the school office. Your total Tuition Scrip Credit amount (\$10 and above) for the current school year (through February 29, 2012) and will be given to you in the March 13th Tuesday packet. This may be deducted from your April tuition balance. This form must be returned to the office no later than March 16<sup>th</sup>. All credit earned must be used for the current school year or for Registration ONLY. **NO CREDIT MAY BE CARRIED OVER FOR THE NEXT SCHOOL YEAR. All Scrip Credit Forms must be turned in by March 16, 2012 in order to receive your tuition credit.**

## **STUDENT GOVERNMENT**

Students in grades 6-8 may run for Student Government offices. Classroom representatives are elected in grades 4-8. The qualifications for representatives are a 2.85 grade point average and no marks lower than a 2 in conduct and effort for eligibility to run in the fall or spring trimester. Student Government Commissioners must maintain a cumulative grade point average of 3.0 and receive no marks lower than a 2 in conduct and effort for all grading periods of their 6<sup>th</sup> and 7<sup>th</sup> grade years. If these requirements are not met once a student is elected, he or she may be removed from office. Two teacher's signatures are required to approve candidacy. One signature must be from the student's homeroom teacher. A student's effort must deserve extra-curricular participation and maintain an ongoing positive Christian attitude in and out of the classroom. Other requirements are listed on the *Petition to Run for Office* form to be completed by candidates. The Student Government Coordinator is Mrs. Polacek.

## **STUDENT OF THE MONTH**

Two or three students from each classroom are recognized as our Students of the Month each month of the school year. Teachers use a variety of criteria based on traits in selecting their students including but not limited to excellent behavior, outstanding academic performance and improved effort.

## **STUDENT SUCCESS TEAM (SST)**

St. Anthony's has adopted a Student Success Team Program. This program is made up of staff members who help the classroom teacher assess the needs of individual students with academic and behavioral needs. This program incorporates the development of appropriate academic and

behavioral interventions to meet the needs of all learners. However, an evaluation of this program is needed to improve the communication of student progress between the Academic Counselor and classroom teacher. The faculty will collaborate and develop support strategies for students' academic success through the Student Success Team. In order to facilitate the needs of our students, St. Anthony's School contracts with St. Joseph's Counseling Center. The SST also refers students to various agencies for testing (i.e., academic, speech therapy, etc.).

### **STUDENT SUPPLIES**

A supply list for each grade can be found in the summer packet. Please refer to it for school items needed by your child and please monitor your child's supplies as the year progresses and replenish as needed. Individual teachers, during the year, may request children to bring certain items for special projects.

### **TEACHER INSERVICE MEETINGS**

In-service meetings for teachers are scheduled by the Diocese, and on occasion by the School Administration. Dismissal for minimum days will be 12:30 p.m. K3 half day class is always dismissed at 12:00 everyday. Refer to the monthly calendar. Any additional days will be listed in the Tuesday letter.

### **TELEPHONE**

No child may use the office telephone **except for an emergency.** Children are allowed to use the classroom telephones with teacher permission. Personal messages may not be left for your child. If you are calling to speak with a teacher, your call will automatically be sent to their voice mail to minimize disruptions to the classroom.

### **TESTING**

If a child is in need of extensive testing for academic reasons, our school counselor and administration will assist in the referral process. Diocesan standardized achievement tests are administered in the Fall. You will receive a *Parent Report* print-out of the results. The Iowa Test of Basic Skills is administered to students in grades two through eight during the weeks of September 19<sup>th</sup> and 26<sup>th</sup>. Please make certain your child has adequate sleep and a good breakfast, and avoid scheduling appointments during testing week.

### **TUESDAY WEEKLY PARENT INFO**

In order to inform all parents of upcoming events, a weekly parent packet is posted on the school's website ([www.sasfresno.com](http://www.sasfresno.com)). Tuition and After School Enrichment Program statements will be distributed to the oldest sibling on the first Tuesday of the month. In addition, classrooms will communicate information in various forms, i.e., email, returned work, weekly letters etc.

### **TUITION & FEES/TUITION ASSISTANCE**

Tuition may be paid annually, over 12 months, June through May, or with 2 equal payments due June 1, 2011 and on January 9, 2012, or through the automatic withdrawal program. If your tuition account becomes 60 days delinquent it will become mandatory to enroll in the automatic withdrawal payment plan. The tuition balance for school year 2011-2012 must be paid by May 21<sup>st</sup>. Failure to meet the payment deadline will result in the loss of space for your child, or withholding of records. If a financial need arises, please contact the school administration immediately. Tuition assistance is available and a family tuition plan can be created to meet the needs of the family. The first monthly payment is due on June 1<sup>st</sup> prior to the commencement of the school year. Thereafter, payments are due on the first calendar day of each month. Prepayments of monthly installments are welcome.

A late fee of \$20 will be assessed for any monthly installment payment received after the 20<sup>th</sup> calendar day of the month. Returned checks will be subject to a \$20 handling fee; payment of the

face value of the check and handling fee must be made in cash or money order within five working days. Checks will not be "run through" a second time.

It is the parent's obligation to contact school officials if they are experiencing financial difficulties which impact timely payment of tuition. Unless other financial arrangements are agreed upon and confirmed in writing signed by the parents and a designated school official, your children may be removed from the school if your tuition payments are three months delinquent. Parents agree to reimburse St. Anthony's School for all costs, including reasonable attorney fees, incurred in the collection of delinquent tuition and fees.

As part of the annual tuition obligation, each family must complete a minimum of thirty (30) authorized volunteer hours. Parents are responsible to record their own hours in the Parent Participation binder by April 26, 2012. This binder is available in the school office. Final approval of hours will be made by a designated school official. Parents agree to pay \$20 per hour fee for each hour which is not completed. Any hours not completed will be billed on May 1, 2012. Hours completed during the month of May ONLY, may be applied to the following school year provided all of your hours are completed for the current school year.

**All school fees for 8<sup>th</sup> grade students must be paid in full by May 21st of the current school year.** If fees are outstanding, the student may have to forfeit the privilege of participating in the graduation ceremony. Also, a final grade of incomplete will be registered until all fees are paid. If a student is involuntarily dismissed or voluntarily withdrawn from St. Anthony's School during the course of the school year, then the entire annual tuition and fees will be immediately due and payable. However, if a student is withdrawn for good cause, such as an unavoidable business transfer, then a tuition adjustment may be requested. Tuition adjustments are granted at the discretion of the designated school official. Diocesan policy #6214 states: "*No pupil may transfer from another diocesan school if tuition fees or fines are owed to that school.*"

All school fees\* must be paid in full by **May 21st** of the current school year. If fees are outstanding, the student may have to forfeit privileges such as receiving report cards, yearbooks, end-of-the-year parties, field trips, etc.

\* Tuition, After School Enrichment Program fees, textbooks, library books/fees, Spring pictures, and athletic uniforms etc.

### **Active Catholic Eligibility Requirements**

To determine your eligibility for an active Catholic tuition rate your family **MUST** be registered at St. Anthony's, Holy Spirit or St. Paul's Newman Center. Registration forms are available in each church office.

The most important emphasis is that your family attends Sunday Mass and that you as parents model active Catholic participation for your children. Participation membership is defined by participation and attendance at weekly worship services. Your church contribution envelope should appear each Sunday throughout the year to verify at least 75% weekly worship. Please deposit your contribution envelope at the offertory collection. Please note that it is the envelope and not the amount that verifies attendance. The contribution amount is a personal conscientious decision to be made by each family. If a financial situation prohibits a monetary donation, please contact the school office.

We also encourage you to be involved in service to the parish. This might include participation in such groups as the Homebound Ministers, Lectors, Religious Education Programs, Altar Care group or in many of our volunteer opportunities.

## 2011-2012 Tuition Rate Schedule

<b>Categories/ No. of Children</b>	<b>1 Child</b>	<b>2 Children</b>	<b>3 Children</b>	<b>4 Children</b>
<b><u>Active Catholic:</u></b>				
St. Anthony's, Newman Center & Holy Spirit				
Registration Fee (annual)	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>
Monthly Tuition (x 12)	<b>\$275</b>	<b>\$510</b>	<b>\$700</b>	<b>\$860</b>
Yearly Tuition Total	<b><u>\$3,300</u></b>	<b><u>\$6,120</u></b>	<b><u>\$8,400</u></b>	<b><u>\$10,320</u></b>
Yearly Total w/ Reg. Fee	<b>\$3,500</b>	<b>\$6,320</b>	<b>\$8,600</b>	<b>\$10,520</b>
<b><u>Other Catholic:</u></b>				
Belonging to Parishes not listed above				
Registration Fee (annual)	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>
Monthly Tuition (x 12)	<b>\$315</b>	<b>\$585</b>	<b>\$800</b>	<b>\$995</b>
Yearly Tuition Total	<b><u>\$3,780</u></b>	<b><u>\$7,020</u></b>	<b><u>\$9,600</u></b>	<b><u>\$11,940</u></b>
Yearly Total w/ Reg. Fee	<b>\$3,980</b>	<b>\$7,220</b>	<b>\$9,800</b>	<b>\$12,140</b>
<b><u>Non-Catholic:</u></b>				
Registration Fee (annual)	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>
Monthly Tuition (x 12)	<b>\$335</b>	<b>\$670</b>	<b>\$985</b>	<b>\$1,310</b>
Yearly Tuition Total	<b><u>\$4,020</u></b>	<b><u>\$8,040</u></b>	<b><u>\$11,820</u></b>	<b><u>\$15,720</u></b>
Yearly Total w/ Reg. Fee	<b>\$4,220</b>	<b>\$8,240</b>	<b>\$12,020</b>	<b>\$15,920</b>

### **TUTORING**

We provide reading tutoring four days a week during the school day to primary grade students who have been selected by the teacher. Our reading tutor, Mrs. Kreamer, works closely with our primary level teachers to help our students become more proficient in reading. **In addition to these services, teachers are available for extra help after school until 3:30pm.**

### **UNHEALTHY AIR QUALITY POLICY**

St. Anthony's School monitors the projected air quality to identify periods of unhealthy air quality as determined by the San Joaquin Valley Air Pollution Control District so as to protect the health of our students. During periods of unhealthy air quality (AQI of 151 and above), the school may limit any afternoon strenuous outdoor activities for the entire school population including Physical Education and athletic events or practices.

Certain sensitive students with medically identified respiratory difficulties or diseases (such as asthma) may need to refrain from vigorous activities even before general school population limits its activities. If you believe your child qualifies as an air quality sensitive student, please request an "Air Quality Sensitive Form" from the school office.

### **UNIFORMS**

All children in grades K-8 are expected to be in complete uniform. On rare occasions when your child is unable to wear the uniform, a written note to the homeroom teacher is required from the parent. All uniform apparel including athletic jerseys must be without decoration, insignia, or hand written. Students participating in after school sports should purchase an athletic T-shirt from the Athletic Director. This T-shirt will outfit the athlete for fall, winter, and spring sports. Eighth grade cheerleaders purchase cheer uniforms in the spring of their seventh grade year. The only

athletic uniforms issued are baseball, cross-country, softball, track, varsity basketball, and volleyball. ***Names are not to be written on athletic jerseys. Athletic jerseys will be worn on Spirit Thursday's only. On game days, students should change into their jerseys following the completion of school or after early dismissal for athletic events.***

Articles of clothing which display gang symbols, profanity, or products or slogans which promote tobacco, alcohol, drugs, or unchristian behavior; interfere with school work; create disorder or disrupt the educational process are not allowed, e.g. Oakland Raiders, Bulldogs, Sharks, etc. Logo restrictions may change at any time during the school year. Hats are not allowed.

Uniforms should not be oversized, or baggy. Any clothing that allows excessive space between the clothing and the body will not be allowed for reasons of safety. Clothing should be worn as it is designed to be worn (i.e. waistband at the waist.) Measurements should be taken from a kneeling position.

- No hats are allowed on the school grounds except for special events such as *Play Day*, *Scout Day*, etc.
- St. Anthony hats are allowed after 3:10 pm.
- No hoop earrings, chokers or dangerous necklaces are allowed.
- One bracelet and one ring are allowed. Excessive and large costume jewelry is not allowed.
- Girls may wear one stud earring per earlobe only. No earring shall exceed one-half inch in diameter, nor hang from the ear.
- Boys may not wear earrings.
- No other body rings may be worn (nose, etc.).
- Excessive use of make-up, such as eye shadow, blush, bright lipstick, etc., is not to be worn on campus.
- Only **clear** nail polish is allowed. Acrylic nails, false fingernails or nail art is not allowed.
- No facial glitter is allowed.
- Plain white t-shirts may be worn under the school uniform shirt. Lettering and words on t-shirts are not allowed.
- Boy's hair must be neat and well groomed. Hair length may be to the collar and must not cover the ears (1/2 of ear must show). Styles should be natural in color. No bleached, dyed, or multi-colored hair is allowed, bangs must not obstruct or interfere with vision, no tails are permitted, and hair should not be too long or shaggy. No extreme styles such as shaved heads allowed. Prohibited hair styles will be at the discretion of the staff.
- No facial hair, beards, or mustaches; sideburns may not exceed the middle of the ear.
- For boys and girls natural hair color only; no bleached, dyed, or multi-colored hair is allowed
- For girls no hair extensions and/or feathers are allowed.

St. Anthony's does not require a school jacket. Any jacket worn must conform to the following guidelines. During cold weather heavy jackets may be worn over the school sweater or sweatshirt. This encourages our uniform look: the first layer is the polo shirt; the second layer is the sweater or sweatshirt and if needed, a jacket, the fleece vest, or the fleece jacket may be worn over the sweatshirt as the third layer. Heavy jackets are NOT to be worn in the classroom or in church. St. Anthony's fleece jackets/vests are an optional uniform item (may only be purchased at Dennis Uniforms) and may only be worn as a heavy jacket over the sweatshirt. **They may only be worn as the third layer.**

### **Girls and Boys Uniforms**

**Uniform Top:** A collared white short or long sleeve knit shirt must be worn (a collared white short sleeve blouse is optional for girls). White polo shirts may be purchased at the approved listed vendors; however, the logo shirts may only be purchased at Dennis Uniform. These shirts will be available in 50/50, 100% cotton, short and long sleeve. The long sleeve shirt must be purchased from Dennis Uniform. **Shirts are required to be tucked in at all times while students are on campus.** They should be tucked in as students arrive on campus in the morning and remain tucked in until they return to their family cars in the afternoon. This includes during recess, P.E., and after school. Turtleneck shirts may not be worn.

**Uniform Bottom:** Navy blue pants or navy blue hemmed or cuffed shorts may be worn. Shorts should be within 4 inches above the knee, and not extend below the knee. Measurements should be taken from a kneeling position. The fabric of the pants and shorts should be a blend of at least 60% cotton and 40% polyester to avoid fading. The pant and short color should be navy blue and not faded. No blue denim pants are allowed. Only Dennis Uniform corduroy pants are allowed (no corduroy shorts are allowed). Girls may wear the Mayfair Plaid skirts which are available at Dennis Uniform and may be purchased in a jumper, box pleat skirt or skort. Shorts should be worn under skirts. Pants and skirts are not to be rolled up.

**Sweater & Sweatshirts:** Students may wear a navy blue pullover sweater, cardigan, or sweatshirt. Sweatshirts are only available at Dennis uniform. Sweatshirts are not to be worn around the waist.

**Socks & Tights:** Socks must be worn at all times. Socks must be white only and must be seen above the shoes. Knee high socks and tights are acceptable for winter only. Girls may wear tights in solid white or navy blue with no ornamentation.

- **Shoes:** Closed toe shoes must be worn. In addition, sandals, boots, shoes with large heels or shoes with skates, platforms, mules, slides, "Crocs", "UGGs", thongs/flip-flops, shoes with lights, and ballet shoes are not allowed at any time. No shoe skates are allowed on campus (including after school). Athletic shoes must be worn on physical education days.

**Accessories:** No jewelry or costume jewelry will be allowed with the exception of one (1) religious medal or crucifix necklace and girls may wear stud earrings only (one per ear only).

**Kindergarteners:** Only our kindergarten students are allowed to wear the approved sweat outfit from Dennis Uniform.

**Grades 7 & 8:** Our Junior High students may wear either navy or khaki shorts or pants. Because khaki colors may vary, all khaki shorts and pants must be purchased at Dennis Uniform.

**Vendors:** In order to encourage uniformity on campus, uniform pants and shorts of a blend of at least 60% cotton and 40% polyester, should be purchased at any of the following locations. The labels listed below are authorized school uniform options.

<b>Dennis Uniform</b> -	Dennis will advise regarding acceptable St. Anthony's uniforms.
<b>Target</b> -	The "Cherokee Ultimate" (60/40only) label.
<b>J. C. Penney</b> -	The "Izod" label.
<b>Kohl's</b> -	The "Arrow" label (60/40 only).
<b>Macy's</b> -	The "Izod" label.

## **NON-UNIFORM DRESS (FREE DRESS)**

On certain occasions, non-uniform dress will be allowed. Non-uniform dress falls into several categories, and students will be notified as to which category is appropriate on each particular non-uniform dress day. Whenever the students dress they should dress in a way that represents St. Anthony's School well. Whether traveling to a game, going on a field trip, or remaining on campus, the students should dress in an appropriate manner. All Non-Uniform Dress is to be consistent with our Uniform Policy, including tucking shirts in, the length of skirts, **white socks only**, shoes must adhere to the regular school uniform policy and **only school uniform shorts may be worn**.

**Dress Up Days** - Boys wear collared shirts, sweaters and slacks. Girls wear skirts and blouse, dresses, sweaters, and slacks. No jeans or T-shirts allowed. Shoes must adhere to the regular school uniform policy.

**Casual Dress Day** - Boys and girls wear shirts, sweaters, and pants. Nice jeans are acceptable. Jeans should not be oversized, faded, baggy, grunge, patched or torn.

**Play Day Dress** - T-shirts, uniform shorts, play shoes with socks, and nice blue jeans may be worn. No basketball shorts or jersey are allowed.

**Scout Uniforms** - May be worn on scout meeting days.

**School Spirit Dress** - On Thursday's, students may wear school related T-shirts that promote participation as a St. Anthony athlete or student. This includes St. Anthony athletic T-shirts issued by the school for PAL after school sports teams, Odyssey of the Mind, SAINTS, Jog-A-Thon,

Academic Decathlon, Peach Blossom, Catholic School's Week, etc. (This does not include soccer, baseball, or basketball tank tops or basketball shorts).

**Special Occasion Dress** - Special clothing may be required on field trips. On these occasions, the teacher will specify in writing what is to be worn.

**School Picture Day** –Fall Picture Day – students will be required to wear their school uniform for fall picture day. These pictures will be used for the school yearbook.

Spring Picture Day - Students may wear their favorite clothes at the discretion of their parents within the confines of the above stated uniform regulations, such as length of shorts, etc. Collared shirts are preferred for boys unless another style is sharp looking; no casual t-shirts are allowed. Students may wear non-uniform pants or shorts. Nice jeans are allowed but should not be faded or patched.

Tank tops, short shorts, knit or stretch pants, shirts which advertise alcohol, tobacco, drugs, or unchristian activities, and open toe sandals are not allowed at the school or at school functions. No shirt labels may be worn, such as name brands, insignias, etc. Please remember that our Scrip Program includes scrip for Dennis Uniform, Macy's, Kohl's, Target and J.C. Penney.

## **VISITORS**

All visitors **must** report to the school office when entering the campus. A visitors badge will be issued and visitors will sign in and out in order to document the time and date of the visit. Visitors may not go to a classroom unless there is a pre-arranged appointment with the teacher. If you are delivering a student's lunch, book, homework, etc., please take it to the school office and it will be delivered to the classroom. This minimizes disruptions to the classroom.

## **VOLUNTEER DRIVER INFORMATION**

We appreciate our parent volunteers who transport us to field trips, athletic events and much more. Please complete all requirements listed under *Field Trip* section of this handbook.

## **VOLUNTEER FINGERPRINT CLEARANCE**

The Diocese of Fresno requires all schools to fingerprint and clear all regular school volunteers who are not directly supervised by a school employee, including all volunteer coaches and all overnight activity chaperones. Please refer to Safe Environment Policy.

## **WITHDRAWAL POLICY**

In compliance with diocesan policy, any family withdrawing from St. Anthony's School must complete a *Withdrawal Form*. In addition, policy # 6214 states: "*No pupil may transfer from another diocesan school if tuition fees or fines are owed to that school.*"



## **PARENT PARTICIPATION HOURS (PPH) PROGRAM 2011-2012**

The Parent Participation Program is an integral part of our school, and is designed to encourage parent involvement in the day-to-day activities of your children. We rely on your talents, service, and generosity to benefit students and the school community as a whole. The PPH commitment is 30 hours per school year, per family. Donations may count for up to 15 hours of service. Hours may be earned beginning June 1<sup>st</sup>, and ending May 30<sup>th</sup> of each school year. Your hours cannot carry over from one school year to the next UNLESS, you have completed your PPH for the current school year by April 30<sup>th</sup>. **ALL HOURS MUST BE POSTED IN THE PPH BINDER BY APRIL 20<sup>th</sup>.**

**All volunteers and school visitors must check in at the school office before conducting any school or classroom business.**

Only school sponsored functions count towards your PPH commitment.

**You will be billed for the balance of your hours not completed the first week of May.** The balance of your PPHs fee is due by May 21st. As per school contract, parents agree to pay \$20.00 per hour for each hour which is not completed. You must record the date you provided the service, a brief description of the service(s), and the length of your service. **The PPH book is located in the school office, in the cabinet (same place as PTO and Soccer boxes.). There will be one sheet per family.**

**THIS IS THE ONLY RECORD OF YOUR HOURS, AND IT IS YOUR RESPONSIBILITY TO KEEP IT UP-TO-DATE.**

**If you have any questions concerning the program, or new ideas to implement into the program, please call the office. Other activities may be added, or you might submit your own ideas for activities.**

## **VOLUNTEER OPPORTUNITIES AND SERVICES**

**Altar Servers:** Assist in the organization and scheduling of altar servers.

Contact: Church Office at 439-0124 or Mrs. Meeks.

**Advisory School Board:** Elected member of the Advisory School Board of Education serving one year receives thirty (30) volunteer hours credit. One hour minimum volunteer hour's credit for each regular meeting attended.

**Auction Dinner:** This is the largest fundraiser held in the spring and requires substantial participation by many families. Contact: PTO.

**Audio-Visual:** Inventory, clear, repair equipment and materials.

Contact: Mr. Olson.

**Book Fair:** Organize and work on the Fall and the Spring Book Fair.

Contact: Mrs. Polacek.

**Box Tops for Education:** Cut and count box tops for redemption for school equipment.

Contact:

**Campbell Soup Labels:** Cut and count labels for redemption for school equipment.

Contact:

**Carnival:** Work on fall carnival fundraiser. Set-up, tear down, work on and in booths, etc.

Contact: Carnival Chair Mrs. Deb Martin 217-5644.

**Christmas Program:** Assist in practices, costumes and sets.

Contact: Mr. Sarkisian 439-0124 or Mrs. Cornwell 435-0700.

**Classroom Aides:** Assist teachers in classroom. Assist with classroom materials at home or in the classroom. Contact: classroom teachers.

**Coaching:** Head coaches for St. Anthony's sports including, basketball, flag football, volleyball, sokko, track, cross country, golf, tennis, and soccer, all receive 30 volunteer hours. Assistant coaches receive 15 hours.

Contact: Coach Mrs. Roblee 435-0700.

**Copy Machines:** Assist office with copying materials.

Contact: Mrs. Reynolds or Mrs. Stone.

**Electives:** An opportunity to share your vocational skills and/or hobbies with students. Teach small groups of 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> grade students on Tuesday/Thursday from 1:50pm to 2:40 pm.

Contact: Mr. Carey 435-0700.

**Field Trips:** Drivers are always needed to transport students on various field trips.  
Contact: Teacher coordinating field trip.

**Graduation Breakfast:** Various assistance is required for a special graduation breakfast for 8<sup>th</sup> grade students.  
Contact: 7<sup>th</sup> grade teachers and 7<sup>th</sup> grade room mothers.

**Golf Tournament:** Fund raiser held in the fall to benefit the school's Technology program. Committee members and event volunteers needed.  
Contact: Steven Orlando 432-4877.

**Health Records (students):** Update and filing of all required health records. Hours are flexible.  
Contact: Mrs. Stone 435-0700.

**Host Family:** Host an Ice Cream Social and Welcome: introduces "host" families to new families, so that "host" families can become an information source for new families.  
Contact: PTO.

**Hot Lunches:** Thursday and Friday hot lunches are sponsored by a class or an organization. Check with the teacher for their hot lunch schedule. See Tuesday packet for requests for help with lunches.  
Contact: Homeroom Teacher.

**Ice Cream Sales:** Contact: Mrs. Polacek.

**Italian Dinner:** Annual fundraiser held in February with great Italian food and a good way to meet other school families. Prepare food, set-up, decorate, serve and clean-up crews needed.  
Contact: PTO.

**Jog-a-thon:** Assist with this student fieldtrip fundraiser.  
Contact: Mr. Neumeier.

**Library Assistant:** Assistance is always needed to file books, repair and check-out.  
Contact: Mrs. Polacek 435-0700.

**Lost and Found:** Sort and return all lost and found articles monthly.  
Contact: School Office.

**Lunch Yard Duty:** Provide lunch table and yard duty from 11:45 until 1:00pm each day. Mr. Lawrence and/or other staff members will be on duty.  
Contact: Mrs. Lippert 447-1011.

**Maintenance and Site Beautification:** Continuous promotion of pride to keep our school clean and well maintained. Periodically various construction and/or planting projects require assistance.  
Contact: Mr. Neumeier.

**Message Board:** Keeps notices of importance on parking lot message board.  
Contact: School Office 435-0700.

**Music Accompaniment:** At various times classrooms and special programs require accompaniment.  
Contact: Mr. Sarkisian and teachers.

**Noon Activities:** Organizing games and tournaments during the lunch hour. Contact: Mrs. Roblee.

**Nurses:** Volunteer nurses to work in school office during the lunch hour 12:00pm to 1:00pm.  
Contact: Mrs. Stone 435-0700.

**Odyssey of the Mind:** Coaches are always needed for this activity.  
Contact: Mrs. Deb Martin 217-5644.

**Office Assistant:** Assist the secretary in answering the phone, typing, and assisting students. Hours and days are flexible.  
Contact: Mrs. Reynolds or Mrs. Stone.

**Painting:** Inside and outside painters are always needed.  
Contact: Mr. Neumeier.

**Peach Blossom:** Yearly students participate at CSUF. Coaching and transportation are needed.  
Contact: Mrs. Blanchard.

**Photographer:** Photographs and keeps albums of school and PTO activities.  
Contact: Mr. Olson.

**Play Day:** Many parents are needed to make the day enjoyable for the students.  
Contact: Mr. Neumeier.

**Prayer Line:** People are needed to pray for those who are ill or in need or prayers.  
Contact: Mrs. Natalie Kirk 431-5354 and Mrs. Julie Diener 440-1112.

**PTO:** A great way to become involved, find out what is happening at school, meet people and gain parent participation hours. One parent participation hour for each monthly meeting attended.  
Contact: Mrs. Tamara Chapman 276-5788.

**PTO Board of Directors:** The PTO official board promotes fundraisers and donates in excess of \$150,000.00 to the school. All directors, serving an entire year, receive 30 volunteer hours of credit.  
Contact: Mrs. Tamara Chapman 276-5788.

**Religious Education:** Assistance in planning and supervising religious activities for the students.  
Contact: Mrs. Peerson.

**Room Mothers:** Each classroom requires one or more room mothers to assist with field trips, class parties, hot lunch and various class activities. Moms serving in this capacity receive 30 volunteer hours. Contact: Individual teacher.

**Saints/Little Saints Service Club:** A service club for grades K-8. Students will be asked to participate in collections for the following charities: Catholic Charities, Poverello House, Holy Childhood Assoc. and the Holy Cross Women's Center.  
Contact: Mrs. Sakugawa K-3, and Mrs. Garrett 4-8.

**Science Fair:** Set-up, coaching, transportation for this event.  
Contact: Mrs. Jami Baker.

**Scouting:** A leadership position in scouting earns 30 hours.

Contact: Mr. Brian Cameron Cub Scouts (grades 1-5) 432-8466 and for Boy Scouts (grades 6 and up) Mr. John O'Rourke for 431-4261. For Daisy Girls (1<sup>st</sup> grade) contact: Lucia Nicholson at 436-4675, Brownies (2<sup>nd</sup> grade) contact Julie Landon (974-0412 or Sissy Wood (433-9229) and for Girl Scouts (4<sup>th</sup> grade) Sissy Wood (433-9229) or Ann Marie Gocke (412-2627) .

**Soccer Coach:** Coaching for soccer can be applied to your parent participation hours.

Contact: Mr. Carlos Gonzales (447-1416) or Phyllis Monge (213-1987) or [sas.soccer@sbcglobal.net](mailto:sas.soccer@sbcglobal.net).

**Spelling Bee:** Coaching, practice and transportation is necessary for our students to compete in the private school spelling bee.

Contact: School office.

**Substitute Teaching:** Do you have a credential? Would you like to serve as a volunteer substitute in lieu of a paid sub?

Contact: School office.

**Typing/Word Processing:** Typing and word processing may be done at home or at school. The school is always in need of assistance in this area.

Contact: Mrs. Reynolds or Mrs. Stone.

**Uniform Exchange:** Provides uniform exchange service for the families of the school.

Contact: Mrs. Biltz 446-1043 and Mrs. Phyllis Monge 213-1987.

**Yearbook:** Typing, photography, lay-out, design and various clerical tasks are needed for this important project.

Contact: Mr. Don Olson.

From time to time the school will need some assistance not listed above. Please read the packet **every Tuesday** concerning such announcements. Also, if you have ideas on how you might assist the school, please call the office.