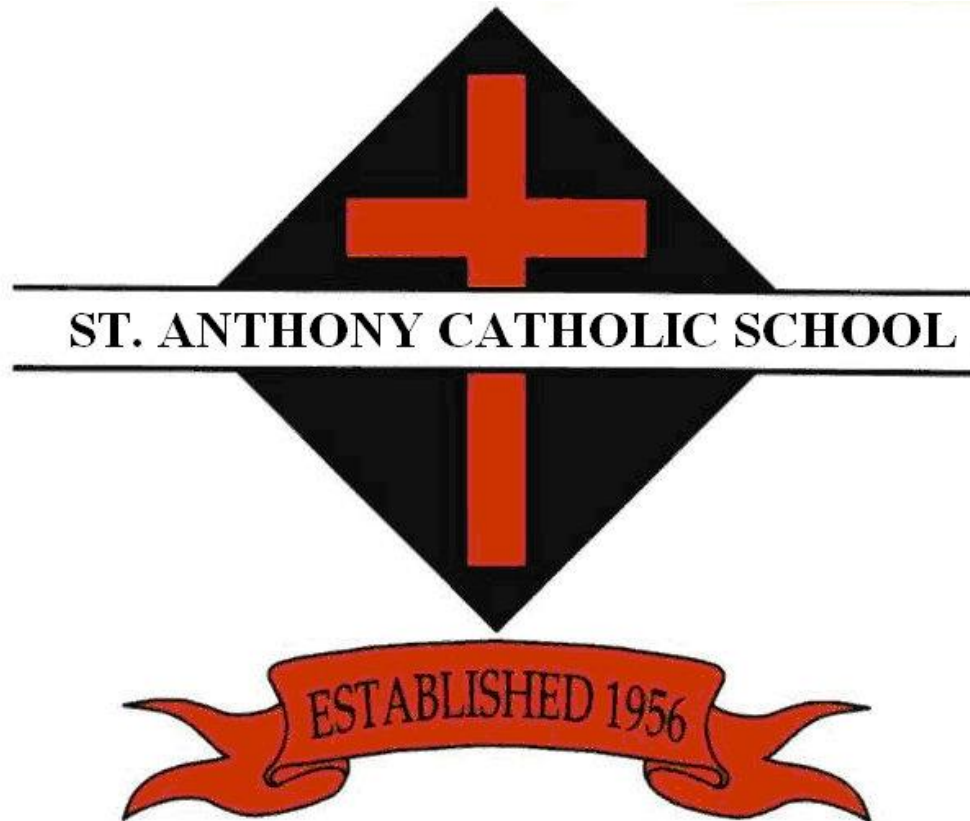


Student and Parent Handbook

2021 – 2022



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2021 – 2022 Student/Parent Handbook
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SECTION I SCHOOL AND ADMINISTRATION

Philosophy

Saint Anthony Catholic School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the three objectives of *personal spirituality, social justice, and a strong academic program* in accord with Christian values. This commitment extends to building Christian community and to fostering Christian services to the whole human family.

The objective of personal spirituality urges both administration and faculty to be *witnesses of Christ, His Word, and His Work*. Social justice impels us to foster respect for the human dignity and uniqueness of each individual. A strong academic program is evidenced by *excellence in teaching and by continued professional growth of our staff*.

Mission Statement

Saint Anthony Catholic School is committed to promoting academic excellence, individual responsibility, and spiritual awareness among the students so they may live more fully in relationship with God and others. ***“Be it known to all who enter here that CHRIST is the reason for this school, the unseen but ever present TEACHER in its classes, the MODEL of its faculty, the INSPIRATION of its students.”***

Vision Statement

The Vision for Saint Anthony Catholic School is to instill in all SAS students the following:

- To allow **Christ** into their lives, so **He** can be the center of all they do or say
- To have a passion to seek **higher academic standards** and embrace **new learning experiences**
- To prepare for a **Christian** life of service which means to forget oneself and to live for others
- To enrich spirituality through **prayer**, by studying/living the **Gospel**, being humble to the **Sacraments**, and loving their neighbor
- To participate in the extra opportunities in order to strive to reach their full potential within **“God’s Plan”**

Motto

Be it known to all who enter here that CHRIST is the reason for this school.

Saint Anthony Catholic School Goals and Objectives

The formulation of SAS goals reflects the mission and philosophy. Our goals express the school’s commitment to the development of a strong academic and religious program. This enables students to grow spiritually, socially, academically, and physically within the parameters of Catholic values.

Accreditation

“The Accreditation Commission of the Texas Catholic Conference certifies that *Saint Anthony Catholic School* in *Columbus, Texas* has fulfilled all of the requirements for accreditation and is hereby designated as an *Accredited School*. In testimony whereof our signatures are hereto affixed in May 1994, May 2004 and December 2013”. (*Dir. Educ. TCC and Pres. TCCAC*). *SAS is scheduled for the next Accreditation in the Fall of 2020 dates TBA.*

School History

A church entry dated March 6, 1955 states, "Work on the parish school building is well under way. We beg the Almighty God's blessing on this very important undertaking. May it become a source of great grace to the parish of St. Anthony Catholic School and the community of Columbus." The need of a Catholic school for St. Anthony Parish had been discussed several times, but always ended in uncertainty. Initial progress began when a letter in 1951, from the Archbishop to the pastor, strongly urged the establishment of a parochial school for the children of St. Anthony in Columbus. A parish meeting was held on the parish lawn the night of August 8, 1951, to study the methods and resources in starting a parish school. Donations were soon being accepted towards the construction of the future St. Anthony Catholic School. Funds for a proposed new church building had also begun but were slow in coming, so the Archdiocesan Chancery stressed that attention be directed toward the new school with the new church building being left for future planning.

Plans and specifications were drawn up and submitted to interested construction firms for bids. Construction began in the summer of 1955. Plans were made for school to start in the fall of 1956. The St. Anthony Catholic School doors opened for the first time on Tuesday, September 4, 1956, for grades 1 - 4 with 59 students enrolled. St. Anthony Catholic School was expanded through the years due to the increase in enrollment. In the year 2002 – 2003 SAS started and completed 3 new buildings which included a gym, cafeteria, 3 early childhood classrooms and 1 resource room. In the year 2016 – 2017, SAS began the construction of a two-story building. This new building includes classrooms for grades 1 – 8, science lab, computer lab, library and break-out areas. The New School Building was blessed by Bishop Brendan J. Cahill on Friday, September 15 after the 8:15 Children's Mass. The First Day of Classes in the New School Building was on Monday October 2, 2017. The Old Main renovations were completed after the 2017 Christmas Holidays. The New Old Main now has the church office, Father's office, a New Chapel, the school office, file storage, teacher/staff workroom and the principal's office along with two staff restrooms.

The school presently offers early childhood for three, four, and five year olds and grades 1 - 8. The very first meeting held in August 1951 on the parish lawn has proved to be instrumental in the development of the school. The seed sown at that time, germinated and blossomed into the excellent school offered today and will prepare our students for the 21st Century.

School Organization

Administration

- As chief representative of the Church's teaching authority, the Diocesan Bishop is the juridical head of the school system. He is the ultimate responsibility for articulating the faith and educational policies. He delegates ordinary oversight of the Catholic School System to the Superintendent of Schools.
- The Superintendent of Schools is the chief administrative officer of the Catholic Schools in the Diocese. The Superintendent of Schools is responsible to the Diocesan Bishop. It is the duty of the Superintendent of Schools to coordinate all school programs and to represent the diocesan school system in dealing with state and regional educational offices. The Superintendent of Schools acts as the executive officer of the Diocesan School Advisory Council.

- The Pastor is ex officio the chief administrative officer of the parish school. The Pastor serves as spiritual leader of the school community. The Pastor, in consultation with the local School Advisory Council, has final approval over actions taken by the local School Advisory Council.
- The Principal, as administrator of the school, is responsible for the implementation of council policy, diocesan policy, and governmental requirements. As the educational leader of the school, the principal has full administrative responsibility for carrying out the instructional program. The principal also acts as the executive officer of the local School Advisory Council. The assistant principal assists with the responsibilities listed above and will assume such duties in the absence of the principal.

School Advisory Council

- The local School Advisory Council provides advice and direction to the pastor and principal in aspects of the local school including planning, policy formulation, finances, and public relations. Constitution and By-Laws may be viewed upon request. Two new members are selected each year for a three year term. All policies and significant actions of the local School Advisory Council shall need approval of the pastor, and must be in accord with diocesan policy. If a person would like to present to the Council the person must be approved before he/she can make a presentation. See the principal if you would like to make a presentation at the SAS Advisory Council Meeting.

Staff

- The Teacher is accountable to the principal for providing suitable learning experiences to the students that are acceptable to the philosophy of the school. The responsibilities of the teachers include the religious and academic instruction of the students, the evaluation and grading of scholastic achievement and the maintenance and promotion of discipline and requirements of the Texas Catholic Conference Education Department, the Diocesan School Superintendent's office and Saint Anthony Catholic School policies.
- The Counselor for SAS will be on campus Tuesday and Wednesday. The counselor will provide classroom presentations and meet with parents and students for support as needed. Guidance program will be following the curriculum from the NCEA titled "Growing in Love."
- The school Library Manager and Librarian work with the principal and faculty members to select appropriate reading material. The library manager guides the students in reading choices, teaches the use of the library, assists in student research projects, and implements other educational programs directed by the principal.
- The Secretary is responsible for handling administrative correspondence, reports, lists, student records, student enrollment packets, and other communications including the "Monday Folder."
- The Finance Manager is responsible for financial record keeping, reporting for school and cafeteria, accounts payable and receivable, and payroll.
- The Paraprofessionals assist the teachers in instruction. They work with students under the teacher's supervision in areas where additional help is needed.
- The Cafeteria personnel provide a nutritious, balanced meal for the students, staff, and guests.

- Bus drivers are responsible for the safe transportation of students to and from school-sponsored events and enforce the school rules. Currently no transportation is offered for students to or from school.
- Custodians are responsible for the maintenance, up-keep, and cleanliness of the school.

Parent-Teacher Club (PTC)

- The purpose of the Saint Anthony Catholic School PTC is to pursue ideal Catholic values and high educational standards; to foster unity, cooperation, and understanding between parent and teachers; to promote a cooperative Catholic Christian spirit among parish, school, and community; and to provide financial assistance to the school.
- See PTC President for Constitution and By-Laws
- PTC meets second Tuesday of the month at 6:00 p.m. (September, October, November, January, February, and March).
- View the SAS Web Page for current PTC news (www.stanthonycolumbus.net) and meeting dates.

SECTION II **PARENT'S ROLE IN EDUCATION**

Saint Anthony Catholic School considers it a privilege to work with parents in the education of children. As partners in the educational process at Saint Anthony Catholic School, it is the parents' role to:

- Ensure your child arrives at school on time (**7:45 a.m.**) and is picked up on time (**3:35 p.m.**). **If your child arrives after 8:45 a.m. to school, you must sign in your child on the tardy/absent card, before he/she goes to class.**
- Ensure your child is dressed according to the school dress code
- Check homework for completion
- Call the school by 8:45 a.m. if your child will be late to school or will be absent for the day.
- Notify the school with a written note when your child has or will be absent
- Actively participate in the Parent-Teacher Club (PTC) by attending meetings and to volunteer time to support the PTC and Church fundraising events. **Be on time to work your event. Call your chairman if you will be late or can not make the event. If parents do their part, it makes it easier for everyone!! Tuition rates are lower because the PTC and the Parish Church are making financial contributions to the school's budget.**
- Attend parent-teacher conferences
- Notify the school office of any changes of address or important phone numbers
- **Meet all financial obligations to the school**
- Inform the school of any special situation regarding your child's well-being, safety, and health
- Complete and return to school any requested information promptly. Take the time to review the Monday Folder information. Please sign and return the Folder on Tuesday.

- Read school notes, newsletters, view the SAS Web Page www.stanthonycolumbus.net and check Schoology's updates and resources.
- Notify the school in advance if your child will be picked up early or absent (i.e., doctor appointments)
- **Check in at the office, sign in, and get a volunteer or visitors' badge before going on campus. The new Raptor system was implemented in the 2020 – 2021 school year. Please show respect for students and staff by being properly dressed.**
- Support the religious and educational goals of the school
- Support and cooperate with the discipline policy of the school
- Check updates on Schoology

Sacramental Programs

The sacramental life for second grade students at Saint Anthony Catholic School is central to our religious instructions. Preparations for two sacraments, Reconciliation and Eucharist, form the core of our efforts. In accordance with the Diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are *required* to be active partners in the preparation of their children for these sacraments. Parents may choose to have their child receive Reconciliation or Eucharist in their own parish. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

SECTION III **ADMISSION INFORMATION**

Nondiscriminatory Policy

Saint Anthony Catholic School (SAS) does not discriminate on the basis of sex, race, color, nationality, or ethnic origin in administration of educational policies, admission policies, scholarships and loan programs, athletics or other school-administered programs. Additionally, in compliance with Title IX of the Civil Rights Act of 1964, no person in SAS shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any educational program or activity except permitted under said Title IX.

Finances/Registration/Enrollment

SAS will implement the following student registration and enrollment procedures.

- A parent that has a child **currently** enrolled will update the Saint Anthony Catholic School Registration Form, sign the Catholic Schools of the Diocese of Victoria Enrollment Contract, and pay at least 1/12th of the their family tuition by the last instruction day of the school year. (May 20, 2021). Once the registration paper work is completed, the child is considered to be registered. The child will be considered enrolled, when the family pays the 1/12th of the tuition by May 20. If the *class size has been reached, the child will be placed on a waiting list. **For a child to continue to be enrolled for the second semester, all tuition and fees need to be current. Principal will review family needs at the semester before a final decision is made. (August 1, 2019)**

All previous year's tuition and fees must be paid to reenroll a child for the next school year.

- A parent that would like to enroll a child for the **first time** must come to the school for a registration packet and meet with the principal. The parent will need the following information for each child:
 1. Birth Certificate
 2. Baptism Certificate (if Catholic)
 3. Current Immunization Records
 4. Social Security Card (Number)
 5. Saint Anthony School Registration Form
 6. Health Questionnaire & Permission for Testing Program Form
 7. Catholic Schools of the Diocese of Victoria Enrollment Contract
 8. Official Transcript from the previous school
 9. Official Behavioral Record from the previous school
 10. Special Education ARD / 504 papers from previous school
 11. Standardized Test Scores from the previous school
 12. In case of parental separation/divorce, a copy of the official custodial parent agreement must be furnished to the school

Once the registration paper work is completed and at least 1/12th of the tuition is paid at the time of registration, the child is considered to be enrolled or will be placed on a waiting list. If a new student is placed on a waiting list, the enrollment fee can be refunded. A tuition management service call FACTS is being offered by SAS. These FACTS payments/bank drafts may begin in June and extend to as many as 12 months (June - May) or as few as 2 payments. Please contact the SAS Finance Manager at 732 - 5505 for more information.

*Student recommended maximum class size:

3K – 20

4K – 25

5K to 8th grade – 25

Tuition Schedule for 2021 – 2022

Full Price Tuition (Fundraiser Buyout or in a position to pay the full amount):

3K – 8 is \$1,239,760 / 196 = \$6,325.31

Assisted Tuition for All Families that Provide a Service During the Fundraisers:

3K \$3,628.00

4K – 8th grade One Child \$4,606.00

Each Additional Child \$4,163.00

SAS expects the families to contribute their time and talents to help off-set the full tuition. Please read and sign the “SAS PTC Reduced Tuition Agreement” found in the SAS Registration Packet. This Agreement outlines the SAS Parents’ responsibilities to receive the reduced tuition rate. SAS thanks the families paying the Full Tuition and are not expected to provide any additional services.

Priority of Registration

SAS will use the following priority when registration begins in March:

1. Current SAS Families; Current families must update current information, have all current year fees paid in full and pay 1/12 of the next year's tuition before a child is considered to be enrolled
2. Parishioners of St. Anthony Catholic Church
 - Registered and in the current census of St. Anthony Catholic Church
 - Contributing financially to St. Anthony Catholic Church
 - Actively participating in the annual parish picnic, which provides financial support for St. Anthony Catholic School
 - Attend Mass at St. Anthony Catholic Church regularly
 - Baptized Catholic
 - Registration forms completed
 - For a child to be considered enrolled, must pay 1/12 of the current tuition amount
3. Families who are not parishioners of Saint Anthony Catholic Church
 - Registration forms to be completed
 - For a child to be considered enrolled, must pay 1/12 of the current tuition amount

Age Minimums for Admission

On or before September 1st student is:

- 3 years of age for three year old early childhood program;
- 4 years of age for four year old early childhood program;
- 5 years of age for kindergarten; and
- 6 years of age for first grade.

Parents must apply for admission to SAS by speaking with the principal. (Amended 8/22/2018)

Entrance Requirements

- Proof of immunization
- Official state birth certificate
- Social security card
- Baptismal certificate (for Catholics)
- Report card (for transfers)
- Registration Form
- Health Questionnaire and Permission for Testing Program Form
- Enrollment Contract for the Diocese of Victoria
- Additional forms completed if requested by principal
- Students must be **potty trained** to enroll in the early childhood program.

Transfer of Students to another School

- Parents notify teachers and principal at least one week before transfer.
- All textbooks, library books, other school-owned materials must be returned to homeroom teachers.
- **All fees and tuition must be settled.**

- Principal and parent sign the SAS Withdrawal Form.
- The school records will be given to the parents and/or mailed to the transferring school.

SECTION IV
ACADEMIC INFORMATION

Curriculum/Developed by Diocese of Victoria

Saint Anthony Catholic School offers its students opportunities in the following subjects:

- **Religion:** Catholic doctrine and tradition, preparation and reception of the Sacraments of Reconciliation and Eucharist for second grade students; celebration of Mass each Friday and Holy Day of Obligation.
- **Electives:** Spanish, Theater, Music, Art, Math Enrichment, Theology of the Body, and PSIA
- **Fine Arts:** Art, Music, Dance, and Theater
- **Language Arts:** Phonics (grades K, 1st, 2nd), Reading, English, Spelling, Literature, Library skills.
- **Mathematics:** Grade level math skills, Pre-Algebra for 7th graders and Algebra 1 for 8th graders
- **Science:** Grade level Science, Life, Earth, and laboratory experiences.
- **Social Studies:** Geography, World History, U.S. History, and Texas History.
- **Physical Education/Health:** Grades 1 – 8 daily.
- **Technology:** Grades K – 8. Microsoft Office Suite, Computer History and Ethics.

Religion Knowledge Inventory

<i>Prayers</i>	3K	4K	K	1	2	3	4	5	6	7	8
Our Father	*	*	*	*	*	*	*	*	*	*	*
Hail Mary	*	*	*	*	*	*	*	*	*	*	*
Sign of the Cross	*	*	*	*	*	*	*	*	*	*	*
Morning Offering		*	*	*	*	*	*	*	*	*	*
Prayer to Guardian Angel	*	*	*	*	*	*	*	*	*	*	*
Glory to the Father	*	*	*	*	*	*	*	*	*	*	*
Prayer Before Meals	*	*	*	*	*	*	*	*	*	*	*
Prayer After Meals	*	*	*	*	*	*	*	*	*	*	*
Prayer to the Holy Spirit					*	*	*	*	*	*	*
Act of Contrition					*	*	*	*	*	*	*
The Angelus					*	*	*	*	*	*	*
Apostle's Creed					*	*	*	*	*	*	*
Hail, Holy Queen					*	*	*	*	*	*	*
The Memorare							*	*	*	*	*
Queen of Heaven							*	*	*	*	*
Acts of Faith, Hope, and Love								*	*	*	*

Basic Catholic Teaching	3K	4K	K	1	2	3	4	5	6	7	8
7 Sacraments	*	*	*	*	*	*	*	*	*	*	*
10 Commandments	*	*	*	*	*	*	*	*	*	*	*
The Rosary			*	*	*	*	*	*	*	*	*
Stations of the Cross				*	*	*	*	*	*	*	*
Parts of the Mass				*	*	*	*	*	*	*	*
Corporal Works of Mercy					*	*	*	*	*	*	*
The Beatitudes						*	*	*	*	*	*
Precepts of the Church						*	*	*	*	*	*
Holy Days of Obligation in the U.S.					*	*	*	*	*	*	*
Gifts of the Holy Spirit							*	*	*	*	*
Spiritual Works of Mercy							*	*	*	*	*
Theological Virtues								*	*	*	*
The Moral Virtues									*	*	*

Grading and Grading Periods

Saint Anthony Catholic School will be on a quarterly (nine weeks) grading period schedule. All numeric grades are used from grade 2 through grade 8. The following grading key is used for:

3K, 4K and 5K

S: Satisfactory Progress

N: Needs More Time To Develop Skills

Grade 1

E -- Excellent Progress

G – Good Progress

S – Satisfactory Progress

N – Needs Improvement

U – Unsatisfactory

Grades 2 – 8

Core Subjects:

100 -- 94 High Honors (E)

93 -- 85 Honors (G)

84 -- 75 Average Achievement (S)

74 -- 70 Low Achievement (N)

69 -- 0 Unsatisfactory (Failure to Master Material) U – Unsatisfactory

Other Subjects: (Fine Arts, PE, Spanish, Technology)

E – Excellent

G – Good Progress

S – Satisfactory Progress

N – Needs Improvement

U – Unsatisfactory

Grades 1 -- 8 Conduct grades are indicated in the following manner:

S – Satisfactory

N – Needs Improvement

U – Unsatisfactory

Academic Dishonesty

Students found to have engaged in academic dishonesty will be subject to an academic penalty. The student will receive a grade no higher than a fifty for this offense. The student is expected to finish the assignment or rework a similar assignment prepared by the teacher. If the student refuses he will receive a zero for the assignment.

Academics/Sports/Religion Awards

During the school year students will be recognized for the following: President Physical Fitness, Accelerated Reader, Honors, High Honors, Academic Teams, Academic Contest, PSIA Contest, Spelling Bees, Sports, Student Council, Cheerleaders, Grade Level Religion Award, Perfect Attendance, Angel Cards, Religion, and Promotion Exercises for 3K, 4K, 5K and 8th grades.

Promotion/Retention

Regulations for Promotion

1. A student who has made satisfactory progress at one grade level will be promoted to the next higher grade.
 - Students in **first grade** must have completed the primer level in reading and have at least a final average of "N" in Religion, Mathematics, and Reading in order to be promoted to second grade.
 - Students in **grades 2 - 3** shall earn a final minimum average of "70" in each core subject area in order to be promoted to the next grade. The core subjects for these grades are Religion, Reading, English and Mathematics.
 - Students in **grades 4 - 8** shall earn a final minimum average of "70" in each **core subject**: Religion, Reading, English, Mathematics, Social Studies and Science.
 - Because language skills (English and Reading in grades 2 – 8, reading in first grade) and number skills (Mathematics in grades 1 – 8) are the basis for all other learning, a student who fails two of these subjects shall not be promoted to the next grade.
2. Students who fail two major subjects, provided that both subjects are not in the area of language skills or number skills as indicated above, shall be promoted on the condition that they receive remedial instruction during the summer and receive a passing grade. The student's grade level teacher(s) will develop a study program in order for the student to receive remedial instruction to receive a promotion to the next grade level.
3. The principal must approve all remedial instruction and/or attendance at summer school programs.

Promotion/Graduation Exercises

On the last day of school, we will have promotion/graduation exercises for 3K, 4K, and 5K. 8th Grade Graduation Mass and Ceremony will be scheduled as needed the last week of school.

The SAS Valedictorian and Salutatorian will be announced at the evening Graduation Mass. Students must be enrolled for a full school year in each of the three grades 6th, 7th, and 8th to be considered for Valedictorian or Salutatorian. Extenuating circumstances will be reviewed by the principal on a case by case basis. (8/13/2015)

Honor Roll

To enhance academic performance of the students, St. Anthony Catholic School has an Honor Roll for all students from 2nd to 8th grade. Academic Honor Roll is defined in the following manner:

- High Honors: 100 -- 94 average in the following subjects: Religion, Language Arts*, Social Studies, Science and Mathematics with no grade below 70 in any other subject and no unsatisfactory marks in conduct.
- Honors: 93 -- 85 average each subject listed above with no grade below 70 in any other subject and no unsatisfactory marks in conduct.

* Language Arts consists of English (40%), Reading (40%), Spelling (20%)

Homework Policy

Homework assignments should be definite and meaningful and fit the intellectual needs of the students. The amount assigned should be reasonable and based on material that has been taught. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. Whether students are present or absent they are responsible for daily homework assignments and for handing them in on time. Academic penalties may be implemented by the teachers to encourage students to turn in homework / projects on time. Check with your teacher on how these penalties will be enforced. Tests missed due to illness may be made up on the designated day. Arrangements for regular classroom tests missed because of excused absences are to be made with the individual teachers. These tests must be taken within one week of the original test date. If a student is absent, a parent should call the office before 8:30 a.m. to arrange for homework assignments. Assignments can be accessed on Schoology or picked up in the school office between 2:45 p.m. and 3:30 p.m. Each teacher will provide students and parents with a printed homework policy statement.

Standardized Testing

SAS started in the Fall of 2009, giving the Iowa Test of Basic Skills (ITBS) to students in grades 1 – 8. Additional Iowa Assessment testing was added in the Spring of 2016 for students in K to 8th grade. The Stanford Achievement Test (SAT) was used in prior years. The Assessment of Catholic Religious Education (ACRE) is given to students in 5th and 8th grades in the second semester.

Student Records

Parents have the right of access to the records of their child. The student's official folder contains: academic transcripts, academic testing, health records, and an emergency sheet. SAS asks for written twenty-four hours' notice of the request to the principal. Student records cannot be taken from the Office. SAS adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records.

Field Trips

To ensure the safety of our students on the field trips, the following requirements will be met:

- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip
- Teachers will determine the number of chaperones needed on the trip
- **Each chaperone prior to the field trip must be in compliance with the Diocese of Victoria's Safe Environment Program. See the principal for details.**
- Chaperones may ride the bus and supervise the students

- Once at the site, each chaperone will be responsible for a set of students determined by the teacher
- No siblings are allowed on the SAS field trip (See the principal if the family has a special need)
- Students and chaperones will pay for tickets, meals, and other expenses determined by the teacher. Current defined homeroom field trip expenses for the students have been included in the student tuition rates.
- **See the principal for requirements established by the Diocese of Victoria for parents wanting to drive and use their vehicle to transport students for a field trip or school event.**
- Recommended the tuition balance and lunch balance to be current before a student can participate in the field trip
- Students can be denied participation on a field trip if they fail to meet academic and/or behavioral requirements

SECTION V GENERAL INFORMATION

Accelerated Reader

This program is used at SAS to increase students' interest to read. Each child is given a goal to reach. Check with your reading teacher to see how the AR Program will be implemented at your child's grade level. As students read and take comprehensive tests on the computers, they will get points toward buying small gifts at the AR store. The AR store is open once a month. Students reaching their goals may attend Splashway for grades 1 – 8. Trips are usually scheduled in May. (Currently these incentive trips are covered in the tuition and sites are subject to changed if approved by the principal.) Students are encouraged to continue reading, once they reach their class goals. The top AR students will be recognized at the awards ceremony in May. **If students are dishonest about earning points, receiving points, or giving points their AR Store and AR Trip privileges will be removed immediately.**

Arrival and Dismissal



SAS Drop Off/Pick Up (DOPU) Line Guidelines (7:30 – 8:00 a.m. & 3:15 – 3:45 p.m.) Wallace Side of the SAS Cafeteria

In consideration of student & staff safety,
the following guidelines have been made.

Morning Arrival Drop off on Wallace Street at the cafeteria: Starts at 7:30 a.m.
Homeroom teachers will take students to the classrooms: 7:45 to 7:50 a.m.
Announcements/Prayer/Attendance/Lunch Count in the classroom: 8:00 a.m.
Student is tardy after 8:00 a.m.

- Parents wanting to drop off their children will use the car line on the school side of Wallace Street and enter the south side of the cafeteria.
- Parents wanting to walk their children to the cafeteria will park on Bowie Street and walk their children down the sidewalks of Bowie/Wallace Streets to enter the south side of the cafeteria. Parents do not drop off children in Church parking lot, in front of the Church or in front of the school.
- Cafeteria will stay open until 8:00 a.m. for students/parents to enter the school campus.
- The SAS Main Office will not accept students/parents to enter the school campus until after 8:00 a.m.
- If a student brings a lunch he/she will leave it in the cafeteria on the designated lunch table.
If students are allowed during the 2021 – 2022 school year, to bring a cell phone, tablet or other tech equipment, these items will be placed in a safe box as students enter the cafeteria. These devices will be kept in the office until dismissal. (AS of August 1, 2019)
- Students will be released from the cafeteria with homeroom teachers to their classrooms between 7:45 to 7:50 a.m. Classes starts at 8:00 a.m. and on Fridays, Mass starts at 8:15 a.m.
- If a student arrives to the classroom after 8:00 a.m., the student will be considered tardy. If a student is not present by 8:45 a.m. the office staff will make a phone call to ask the parents if their child will be attending school today.

After School Dismissal Pick up:

- 3K Students will be picked up starting at 12:00 noon in front of the Church Office on Bowie Street. The parents will park in front of the office and walk to the Church office to pick up their child.
- The Early Childhood Students (4K and 5K) having no older siblings will be picked up at 3:15 p.m. at the **cafeteria breeze-way**. The parents will enter the Church parking lot off Bowie Street and start the car pick up line.
- Students in grades 1, 2, 3, 4, 7 and 8 having no siblings in ECH or grades 5 and 6 will be picked up from the **main school building** on the Live Oak at 3:35. Parents will form a car line using the SAS driveway and will be directed to a pick up zone. Students will be called to report to the proper pick up zone. Parents are expected to stay in their cars and not enter the school building to pick up their child.
- Students in grades 5, 6 and their siblings(except ECH) will be picked up from the **gym** on Wallace Street at 3:35
- ECH and their siblings will be picked up from the **cafeteria** on Wallace Street at 3:35.
- Students are expected to wait quietly and listen for family names to be announced for pick up by a staff member standing outside using a wireless microphone. Students will report to a designated pick up zone where their parents will be waiting. Staff members will be outside and inside supervising the students during dismissal.
- Parents will form a one-way car pick up line on the cafeteria side of Wallace Street or on the school side of Live Oak Street.
- Parents will be directed by the SAS staff to drive up to a designated pick up zone and wait for their children.
- Parents will not be allowed to park and enter the cafeteria to pick up their children. Parents are expected to get in the car line and stay in their cars to pick up their children.
- Students walking home will also report to a cafeteria table and a staff member will supervise the students as they leave campus.
- These procedures will provide a safe environment for all SAS students. Parent and student cooperation is needed.
- Parents needing to pick up their children earlier because of appointments or a special activity please come to the SAS Main Office of the school by 3:15 p.m. and sign out their children. This should not be a regular occurrence to avoid the pick up line.

Attendance

Classes will start at 8:00 a.m. A student will be considered *tardy if he/she arrives to the classroom after 8:00 a.m. An Official School-wide Attendance will be taken at 10:15 a.m. and at 1:15 p.m. Students are considered absent for the morning (1/2 day) if they leave before or arrive after 10:15 a.m. Students who leave before or arrive after 1:15 p.m. are considered absent for the afternoon (1/2 day). SAS encourages parents to call the school office between 7:30 a.m. and 8:30 a.m. to report their child will be absent for the day. The Texas Compulsory Attendance Laws require students to attend at least 90% of the required days on the official school calendar. Perfect attendance award for 3 quarters will be given at the awards ceremony in May. School dismisses at 3:30 p.m. Students will report immediately to the cafeteria for pickup or report to their extracurricular practice.

*(See also the section on tardy to class)

Absent/Tardy during the school day: Parents may checkout their child during school hours. **Parents are required to sign out their child in the office. If the child returns to school during the same school day, parents must sign in their child at the office.** When a child is absent, a written note should be provided to the office from the parent/guardian within 2 days of return to determine if the absence is excused or unexcused. The absence will remain unexcused until a note has been provided to the office. SAS encourages parents to call the school office if their child will be absent. **A student needs to be in attendance at least 4 hours, if time allows, to play in an SAS extracurricular event such as but not limited to: football, volleyball, cheerleader, (pep rally, sporting events, contest, and invitations) basketball, soccer, softball, track, and academic meets.**

If a student is tardy from class at least 8 times (Started in 2013 – 2014) he/she will not receive the Perfect Attendance Award given in May.

Unexcused Absences - work made up has a ten-point deduction for unexcused absences.

Unexcused absences in accordance with state attendance guidelines and approved by the principal are:

- Truancy
- Shopping
- Trips (example: vacation and hunting)
- Birthdays or other celebrations

***Tardy to Class**

Tardiness creates a disruption of a class that has already begun. **Classes start at 8:00 a.m.** We ask the parents to help with this situation in the morning. Being on time helps build the character traits of trust and responsibility. SAS discipline consequences may be used to help the students understand the importance of arriving on time for class. Example: Time out in cafeteria during lunch when a child is tardy on the 3rd, 6th, and 9th time in a semester. A child is considered tardy when arriving after 8:00 a.m. during first period.

Each school year SAS recognizes students who have perfect attendance. School-wide attendance is taken daily at 10:15 a.m. and again at 1:15 p. m. **If a student is tardy 8 times he/she will not receive this award.** A tardy will be recorded if a student is not present in class by 8:00 a.m. or a parent signs out their child in the office to leave the campus after 8:00 a.m. If a student arrives after 8:45 a.m., the parent must sign in their child in the office on their absent/tardy card before he/she can go to class. The student or parent should also inform the office his/her cafeteria status for lunch.

A student needs to be in attendance at least 4 hours to play in an SAS extracurricular event such as but not limited to: football, volleyball, cheerleader, (pep rally, sporting events, contest, and invitations) basketball, soccer, softball, track, and academic meets.

Child Abuse Laws

SAS abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services. (Appendix A and M)

The Diocese of Victoria requires volunteers and staff to complete the Safe Environment Training. Currently the training includes the following steps:

- Complete an online application
- Background Check
- Attend an initial training, facilitated by the principal, to discuss the Pastoral Conduct and the Policy Statement
- After the initial training, a renewal training every 3 years will be required.
- Employees for the school also have to be cleared by a finger printing requirement

Children with Special Needs

SAS does not discriminate against students with special needs, which *SAS can adequately address*. Teachers recommend students to the Columbus ISD Special Education Director if a student is having exceptional difficulties. If modifications are required, teachers make them in accordance with IEPs obtained from the professional who has tested the child. It is the parent's responsibility to provide the extra help needed outside of school for the child to be successful.

AIDS information is found in Appendix B.

Grade Level Mass

During the school year Father plans a Mass for each grade level 2 – 8. Parents are invited to the Mass and to have lunch with the children after the Mass. The cost for a meal is \$5.00. Please call at least the day before in order to ensure accuracy in the meal count. Sites and dates for the Masses will be determined by Father and the grade level teachers.

Communication

In keeping with the church's position of subsidiary, differences should be solved at the lowest level whenever possible (Appendix C).

- To discuss a situation with a teacher or staff member first: send a note or call office to ask for a conference to be arranged with the teacher.
- If a teacher requests a conference with a parent, the teacher will contact the parent.
- To discuss a situation with the principal: send a note, e-mail, text or call the office to set up a conference time.
- Custodial care (Appendix D).
- Emergency change in school time (Appendix E).
- The Monday Envelope will be used as a weekly communication tool between the school and the parents.
- Check the SAS Web Site (www.stanthonycolumbus.net) daily for the most current schedules or information.

Discipline

By working together the student, the school, and the parent can create a social and Christian climate within the St. Anthony community that is conducive of self-respect and respect for others and their property—an atmosphere of courtesy, honesty, pride in one's work, and achievement within one's ability.

Classroom teachers and others in authority work in cooperation with the principal in order to insure that everyone in the school community respects the student's right to learn and the teacher's right to teach.

All adults performing official duties in or for the school (faculty, paraprofessionals, bus drivers (Appendix F), cafeteria staff (Appendix G), substitutes, custodians, etc.) are school officials and invested authority exercised by any one of them is essentially an extension of the parent's authority. It is logical, therefore, that the parents fully support and uphold the authority of the school officials. Parents are asked to unite with the teachers in their efforts to make SAS a center of Christian social living. Remember each student attending our school is a St. Anthony Catholic School student at all times.

Code of Student Conduct

Students are responsible for conducting themselves properly in a manner appropriate to their age and level of maturity. Student responsibilities for achieving a positive learning environment at school or school-related activities shall include:

1. Developing a truly Christian attitude in all activities and relationships with teachers/staff/parents/substitute teachers, and other students.
2. Being considerate, respectful, and courteous to others at all times.
3. Maintaining a respectful and academic atmosphere in the halls.
4. Extending courtesy to all guests or visitors entering the building by being friendly or offering assistance.
5. Cooperating with the school officials or those appointed by the school at extracurricular activities and field trips.
6. Extending courtesy to speakers and performers by active listening.
7. Treating every member of the SAS community with respect and dignity.
8. Being responsible for the cleanliness of the grounds, classrooms, lockers, and buildings.
9. Respecting school property and equipment at all times.
10. Attending all classes daily and on time.
11. Being prepared for each class with appropriate materials and assignments.
12. Abiding by the approved dress code.
13. Obeying all school rules, classroom rules, and safety rules.
14. Cooperating with staff in the investigation of disciplinary cases and volunteering information relating to a serious offense.
15. Refraining from violations of the Code of Student Conduct.

Classroom/Campus Rules

1. Show respect to people/property.
2. Follow directions given by all campus personnel.
3. Keep hands, feet, and objects to yourself.
4. Bring only school supplies to school.

No gum will be allowed on campus.

Inappropriate Behavior

Inappropriate behavior is a form of misbehavior manifested by students during the school day or while participating in school activities.

1. A student instigates or inflicts physical harm on another student or school personnel.
2. A student willfully steals or destroys property.
3. A student intentionally refuses to do what he/she is told.
4. A student uses abusive, vulgar language and/or obscene gestures.
5. A student leaves the school grounds without permission.
6. A student manifests misconduct in school activities outside of school time.
7. A student possesses or uses dangerous items: drugs, alcohol, knives, tobacco, matches, etc.
8. A student manifests misconduct in church or during the liturgy.
9. *A student engagement in online social media such as, but not limited to, Facebook, Friendster, Xanga, etc. may result in disciplinary actions including suspension and/or expulsion, if the content includes defamatory comments regarding a Catholic school, school personnel, other students, or the diocese.
10. *A student uses verbal, physical, or written threats made against the physical, mental or emotional well-being of any individual. **This behavior is also referred as “Bullying”. A definition of “Bullying”: For “Bullying” to occur there must be an intent to do harm, it must take place over time (not an isolated incident), and it must involve a power differential such as bigger size, greater resources, and more status.**
Students making such threats seriously or in gesture, or online, may be liable to suspension and/or expulsion.
11. *A student engages in harassment of any type. Students involved in harassing behavior may be liable to suspension and/or expulsion.
* **Comments from the Diocese of Victoria Handbook of Policies and Regulations for Catholic Schools Section 5000, Students, page 5**

The following discipline management techniques may be used by the SAS staff (alone or in combination) to help improve the student’s behavior. **No corporal punishment such as but not limited to slapping, striking, whipping, spanking, pinching, shaking, hair pulling, or hitting shall be permitted at St. Anthony Catholic School or Saint Anthony Catholic School sponsored activities. Additional conditioning consequences may be used in PE or in athletic practices, such as but not limited to running and push-ups.**

1. Verbal correction/warning
2. Student conference with teacher/principal
3. Change seating in the cafeteria/classroom/church
4. Time-out in classroom/cafe/tertia/playground
5. Parent phone call from student/teacher/principal
6. Essay explaining what happened, how behavior effected others, and what would you do differently
7. Temporary confiscation of items that disrupt the educational process
8. Written Discipline Referral to the office for principal intervention
9. Time-out in office
10. Detention after school, 3:30 p.m. till 3:45 p.m. or agreed on by teacher and parent
11. Withdrawal of privileges (Ex: Field trips, athletic events)
12. Compensation for damages

13. In-school suspension
14. Out-of-school suspension
15. Dismissal from school
16. School service during school hours approved by principal and parent

The principal is the final recourse in disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

Search and Seizure

The school reserves the right to search any student locker on school property when reasonable cause leads to suspicion that an item or items injurious to the student or others may be present. This practice also extends to the student, his/her materials, and items in his/her possession. Any search will be conducted by an administrator in the presence of another adult. Parents may be notified if a search has been conducted. If a student refuses to cooperate with such a search his/her parents will be notified and he/she may be subject to suspension or expulsion.

In the interest of safe guarding our school and enforcing school regulations, the school reserves the right to perform random searches at any time without probable or reasonable cause.

St. Anthony Catholic School “Uniformed Dress Code” 2021 – 2022

SAS is committed to preparing students for a Catholic way of life. Self-respect and proper appearance are important parts of the students’ Christian development.

The **Parents** have a responsibility to send their children to school neatly groomed and modestly dressed in apparel that promotes the good health and safety of the child, a sense of decency and appropriateness, and a good Christian atmosphere.

The **Teachers’** professional responsibility is to require all students to abide by the dress code of the school and follow appropriate school discipline procedures for students not in compliance.

When a concern arises, the teacher may consult the **Principal** for clarification. The parent will be contacted, if the student’s appearance cannot be corrected. If inappropriate dress continues, additional consequences will be used to help bring the child’s appearance into compliance with the dress code.

The following are guidelines for proper dress during school and related activities. Examples of related activities include: field trips, traveling to athletic and cheerleading events, choir performances, academic events, and academic awards ceremonies. The

sponsor and principal will approve extracurricular uniforms. The Principal has the authority to decide on appropriate dress if not mentioned below.

1. Clothing must be modest in appearance (no see-through or holes), clean, neat, sized, and appropriate to the gender of the student; for example, boys may not wear earrings or dresses.
2. Shirts must have sleeves, cover midriff when arms are raised, modest neckline, and display no suggestive insignias of (**brands,**) alcohol, tobacco, violence, death, etc. (**Collared polo style shirts must be a solid color of white, black, navy, or orange. "Not Burnt Orange or Peach" (Spirit/Special shirts may be worn on days approved by the principal.) (Only the SAS Logo is acceptable. As of 08/08/11)**)
3. Shorts and skirts should present a modest appearance. As a guide, the clothing should be no more than 3 inches above the knee. **This guideline also pertains to PE shorts. (Blue jean pants, shorts, skirts; black pants, shorts, skirts; or khaki pants, shorts, skirts) "No Mesh Shorts"**.
4. Proper underclothing is expected. 3K to grade 3 students should wear shorts to cover underclothing. **(Cold weather underclothing shirts or leggings worn under uniform shirts, skirts or shorts must be a solid color of white, black, navy or orange).**
5. Shoes designed for outside or athletics must be worn at all times (cleats, rollers, sandals, crocs, flip-flops, and open back shoes are not allowed). Appropriate shoes for PE are required such as tennis and basketball shoes.
6. Hair must be kept clean, neat, and trimmed to a moderate length. Hair coloring is limited to natural highlights.
7. Hats, caps and hoodies are to be worn outside the school building.
8. No tattoos or body piercing (except one piercing per ear).
9. Simple jewelry is allowed.
10. If students' clothing or accessories not mentioned above are causing a distraction or disruption at school or in the classroom, the teachers will follow appropriate school discipline procedures.
11. For school Mass students should dress in a fashion that displays a Christian attitude. Shorts are not to be worn to Mass. Students will be given time to change clothes and/or put on shorts after Mass.
- 12. The principal may modify this dress code for the best interest of Saint Anthony Catholic School.**
13. Order forms will be made available through the office for discounted prices. Ordering dates will be announced.

Last updated on 04/30/2020

Academic and Attendance Eligibility for Extracurricular Activities

To participate in any SAS activity (football, volleyball, basketball, soccer, track, softball, cheerleading, student council, PSIA, and academic contest), students must meet the following criteria: may not have less than a 70 average in any *Core subject and no "U" grades in conduct in any subject.

Eligibility of students will be determined on the Monday prior to an event. Eligibility carries for one week from Monday to Monday including all regular games, tournament games, and contests.

Students may practice, if they are ineligible for the weeks' activities.

*Core: English, Math, Reading, Religion, Science, and Social Studies.

*Other subjects: Electives (Music, Drama), Fine Arts, PE, Spanish, Technology

Please check with the principal, sponsors, coaches, or teachers if you are interested in participating in an extracurricular activity. The criteria set by these organizations need to be followed in order to participate in these programs. For students to participate in extracurricular activities, additional financial obligations need to be met by the parents. If tryouts are required in the current year, to participate in the program for the following year, the criteria set by the sponsor and approved by the principal, must be honored (Ex: Cheerleaders are expected to attend the SAS Cheer Camp to be on the SAS Cheer Squad). Parent permission slips need to be completed and turned in on time to participate or to practice

The tuition and lunch balances must be current before a student can begin participating in a SAS extracurricular activity.

A student needs to be in attendance at least 4 hours, if time allows, to play in an SAS extracurricular event such as but not limited to: football, volleyball, cheerleader, (pep rally, sporting events, contest, and invitations) basketball, soccer, softball, track, and academic meets.

Gifts and Parties

Students should not exchange gifts with individuals at school. Invitations for any party should be sent via the U.S. mail unless an invitation is being given to every student in the class.

Health

The school does not have the daily services of a resident nurse. Immunization certificates will be required for all students entering school for the first time and those who transfer from other school districts. All students must have the required immunization records showing they have been successfully inoculated against tetanus, diphtheria, polio, Hepatitis B and measles. The Health Department requires that each child entering school for the first time also have a tuberculosis skin test.

Head lice policy is in Appendix H.

Students in grades 3K – 8th grades will have vision and hearing tests. Parents will be notified of the dates the testing will occur.

Student Insurance

The school maintains a group accident insurance policy. This insurance is required of all members of the student body. When a student insured under this plan is injured, he/she must request a Claim Form from the principal's office. This form must be completed and presented to the doctor or hospital. The school merely acts as a liaison in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company.

Lost and Found

Any items found in the school building or on the school grounds should be given to the secretary or placed in the Lost and Found basket in the gym/office. This includes items left in the P.E. dressing rooms. Please put your child's name on items brought to school. (Jackets, lunch boxes, PE bag, etc.)

Medication

Policies pertaining to Dispensing Medication in School and Medication Permission Form can be found in Appendix H. The Substance Abuse Policy can be found in Appendix I.

Office Records

Parents/Guardians are requested to notify the school office in writing of any change of home telephone numbers and/or addresses, so the office records may be accurate, complete, and up to date. The school office hours are from 7:30 a.m. to 4:00 p.m. Monday through Friday during the school year.

Physical Education

Attendance is required at every physical education class. In order for any student to be excused from physical education activities, he/she must have a written note from his/her parent or guardian. If the excuse is for more than three days, he/she must have a statement from a medical doctor specifying the need and the approximate length of the recuperative period. A written request from the doctor must be presented to the principal if a child is to be consistently excused from participation in physical education class. Even though students may be excused from physical activity, they will still be required to dress out and to participate whenever possible. Attire: T-shirts with sleeves, shorts with appropriate length, socks and athletic shoes (tennis, basketball, or running) are recommended for grades 5th – 8th. No jewelry may be worn during activities. **SAS dress code will also apply in PE classes.** PE teacher may determine if dressing out is necessary for the given daily activity.

Prayer Ministry

Upon receiving numerous requests from students to pray for relatives and friends, the tradition has developed to have prayers of petition for anyone who sends a request. These petitions are recited during morning announcements and prayer. All students recite the name of each person on the request list each day. The students take great pride and have found solace in their Prayer Ministry. The school will also say the rosary upon special request and on Thursday's at 9:30 a.m.

Right to Amend

SAS principal reserves the right to amend this handbook.

Safety Drills

Fire, tornado, and other crisis drills will be held during the school day.

School Choir (Put on hold until a director is in place)

Saint Anthony Catholic School Choir (est. 1987) is a part of the music ministry of St. Anthony Catholic Parish. The choir members range from fifth to eighth grades. The choir goals include producing a beautiful sound and having the members realize this is a call to music ministry. They sing once a month at Sunday Liturgy, enriching the Sacraments of Confirmation and Holy Eucharist by singing the Liturgy. They frequently respond to requests to sing at funerals and weddings, and

participate in community ecumenical services. Choir members and parents must sign a letter of commitment to be a member of the SAS Choir.

Sports Program

SAS is a member of the Diocese of Victoria Athletic League (DVAL) (Appendix K) whose purpose is to assist diocesan schools in the advancement, control, and regulation of inter-school athletics with the encouragement of the highest ideals of sportsmanship. See the principal for a copy of the DVAL Constitution and By-Laws. Students in grades 5 – 8 may participate in volleyball, basketball, soccer, track, and softball. (Depending on enrollment) Students in grades 6 – 8 may play football. Physicals are required to participate in all sport activities. Physicals for the next school year have been provided at no charge to the SAS students at the end of each school year by the Columbus Medical Clinic Staff.

Parents, who have a special interest in a certain sport, have traditionally coached the teams. The physical education teacher coordinates sport skills with the team's coach. Diocese of Victoria requires volunteers to have a background check and the Safe Environment Training.

Student Council

All students belong to the Student Council (SC) with offices being held by students in 6 – 8 grades. The SAS Student Council will consist of 11 members. The student council elections (secret written ballots) for the office positions (president, vice-president, secretary, treasurer and chaplain) will be announced by the sponsor with principal approval. The election for one representative from each grade level 6 – 8 and three at large members will take place the following week. In the election, the president will be an eighth grader and the other officers are open to the students in grades 6 – 8. All students in grades 6 – 8 will vote for the office positions and the three at large members and students in each grade level will vote for their representatives. If needed the student council sponsor or principal will modify these guidelines.

Telephone/cell phones/electronic devices

Permission to use a school phone must be obtained from the teacher/secretary. The school phones are business phones and students will be permitted to use them only in case of emergency.

Cell phones (pending approval of the principal at the beginning of each school year) may be brought on campus, but can only be used with staff permission. This cell phones **(and any other electrical devices such as tablets)** will be placed in safety boxes labeled by grade level in the cafeteria upon arrival at the beginning of each school day and returned at dismissal. No pictures (cell phone/tablets/cameras pictures) will be taken by a student unless permission is granted by a staff member. If the picture is of a person, the person must also grant his/her permission. Inappropriate pictures of students or inappropriate pictures e-mailed of students are grounds for suspension or expulsion determined by the principal. If a student misuses his/her device it will be secured, turned over to the principal, and then to the parent.

Sexting Policy approved by the Bishop, March 1, 2011: Sexting is a harmful and dangerous practice that typically occurs when students use cell phones to send other sexually explicit messages or images electronically. Any behavior (on-campus or off-campus) which is illicit, immoral, or illegal and/or which reflects adversely on the school, subjects the student to

disciplinary action, which could result in immediate suspension and/or expulsion. This behavior includes, but not limited to sexting, harassment of any kind, or intimidation.

Technology Acceptable Use Policy: Students and parents will need to read, sign, and return this policy before a student will be able to use the computers, tablets or internet. Please return to your teacher as soon as possible. (Appendix L) The office will provide this form to be signed at the beginning of the school year.

Title VI, Title VII and Title IX: Nondiscrimination

SAS admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, or athletic and other school-administered programs.

Visitors

When visiting the school, please sign in at the office. State the reason for visiting the campus and put on the visitor's badge. The badge lets the staff know campus procedures have been followed. Starting in the school year 2020 – 2021 the Raptor program will be implemented to be able to enter the campus.

Right to Amend

When necessary for the best interest of Saint Anthony Catholic School the principal has the right to amend this Student/Parent Handbook.

Campus Safety

The principal will also deny any person from entering the campus or remove a person with the proper authorities to ensure the safety of the students and staff. 911 will be call to maintain security for all students and employees as a need arises. Safety drills such as Fire, Intruder and Tornado will be practiced during the school year.

SAS Counseling Service and Guidance Program

Student needing additional support will be able to visit the counselor. The school counselor will be available to assist students with a wide range of personal concerns, including, but not limited to, social, emotional, physical, spiritual and educational development of the student. A counseling permission form will need to be completed by the parent to have ongoing counseling services. The counselor will be on campus on Tuesdays.

Grade specific group guidance classes will be offered throughout the school year by the counselor or teacher. The "Growing in Love" comprehensive guidance and counseling curriculum provided by the National Catholic Education Association (NCEA) for Catholic Elementary Schools will be used as the basis for these lessons. All teachers will be using the "Growing in Love" curriculum to present lessons for their grade level students. Each teacher has a "Growing in Love" manual for reference.

Examples of possible Guidance Class Topics for the 2021 – 2022 School Year:

August – October

Reach for the Stars – Academic/Educational Lessons – study skills, listening, following instructions, good behavior and learning styles

November – December

My Gifts – Spiritual Lessons

January – March

Feelings, Change, Communication, Friendship – Personal/Social Lessons

April – May Goals and Interests – Career/ Occupational Lessons

APPENDIX A

CHILD ABUSE POLICY

INFORMATION ON REPORTING CHILD ABUSE

- **Child abuse and neglect are against the law in Texas, and so is failure to report it.***
- *If you suspect a child has been abused or mistreated, you are required to report it to the Texas Department of Protective and Regulatory Services or to a law enforcement agency.*
- You are required to make a report within 48 hours of the time you suspected the child has been or may be abused or neglected.

What is Abuse? Abuse is mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child.

What is Neglect? Neglect includes (1) failure to provide a child with food, clothing, shelter and/or medical care; and or (2) leaving a child in a situation where the child is at risk of harm.

How do I make a report?

1. Call the abuse and neglect hotline at **1-800-252-5400**.
2. When you make a report, be specific. Tell exactly what happened and when. Be sure to record all injuries or incidents you have observed, including dates and time of day and keep this information secured.
3. Reports should be made as soon as possible but no later than 48 hours before bruises and marks start to fade. It is important for the investigators to be able to see the physical signs.
4. Give the agency person any information you have about the relationship between the child and the suspected abuser.
5. Please provide at least the following information in your report.
 - Name, age, and address of the child
 - Brief description of the child
 - Name current injuries, medical problems, or behavioral problems
 - Parents names and names of siblings in the home

Will the person know I've reported him or her? Your report is confidential and is not subject to public release under the Open Records Act. The law provides for immunity from civil or criminal liabilities for innocent persons who report even unfounded suspicions, as long as your report is made in good faith. *Your identity is kept confidential.*

Finally, err on the side of caution. If you have reason to suspect child abuse, but are not positive, *make the report.* If you have any doubts about whether or not it is abuse, call the hotline. They can advise you if the signs you have observed are abuse.

* Failure to report is a Class B criminal offense, punishable by a \$2,000 fine and/or imprisonment for up to 180 days. Failure to report also could subject you to considerable monetary liability in a civil rights action.

CHILD ABUSE HOTLINE 1-800-252-5400

Form 7261 / 7-98

APPENDIX B

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) (3.03c)

Based on the current opinion of the scientific and medical community, AIDS is caused by a virus known as HTLV-III/LAV which attacks and cripples the body's immune system, thereby leaving the body vulnerable to opportunistic infections. A person afflicted with AIDS suffers a variety of virus and/or fungus-caused illnesses, which debilitate the body resulting in a substantially high mortality rate within three years after diagnosis. The spread of the virus has occurred through the exchange of body fluids (blood, blood by-products, or semen) between individuals, and no evidence exists to indicate the spread of the virus through casual contact.

Recognition of a student or employee with AIDS is not reason alone for exclusion from school. Each person should be evaluated as an individual case, and exclusion from the school environment should be based upon the person's physical limitations, psychosocial activity patterns, and the opinion of a panel of responsible persons designated by the Superintendent of Schools. In the case of a student, the panel shall be comprised of the student's physician, and the principal of the school where the child attends or will attend. The Superintendent may appoint additional persons if he/she deems it appropriate and necessary. In the case of an employee, the panel shall be comprised of the school's physician, the school's nurse, the employee's physician, the principal of the school and a representative of the Superintendent's Office.

If a child/student has been diagnosed as having AIDS and has any of the following conditions he/she shall be excluded from attending school:

1. Vomiting
2. Lack of toilet training
3. Tendency to bite
4. Open sores
5. Other medical conditions conducive to spreading of the virus.

APPENDIX C

COMPLAINT/APPEAL

Appeal Process

Although the Diocese of Victoria endeavors to establish a harmonious Christian atmosphere within its schools, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, such matters can be resolved informally by a parent or guardian meeting with the immediate authoritative person (teacher) to discuss the matter. If, however, the matter is not then settled to the parent or guardian's satisfaction, and the parent or guardian believes the dispute to be a misapplication or misinterpretation of a school related policy, only then may the parent or guardian institute a formal grievance. A formal grievance must be in writing and must be received in five (5) working days following the occurrence of the event on which the grievance is based. Please contact the principal for a copy of the Diocese's current appeals/grievance procedure for further details.

Also, please note that the current policy supersedes and replaces all previous policies and statements regarding institution and processing of formal grievances within Catholic schools of the Diocese of Victoria.

Parents, teachers or community members may also make a presentation to the Saint Anthony Catholic School Advisory Council. Procedures will be followed based on the Council's By-Laws. See the principal for details.

Remember the following:

- 1. Complaint should start at the lowest possible level. If you have a concern, meet with the teacher or staff member first.**
2. If you are not satisfied set-up a conference with the principal.
3. If still not satisfied the principal will meet informally with the teacher/staff and parent before a formal complaint is started.
4. After the informal meeting and the parent is still not satisfied the formal process may be started.
5. See the principal for the proper information and forms to start the "Formal Complaint".

APPENDIX D

CUSTODIAL / GUARDIAN ARRANGEMENTS FOR CHILDREN

Registration information

At the time of registration, the parent(s) shall provide competent information regarding the custodial care of the student and visitation rights. Upon request, the parent(s) shall furnish to the principal a copy of any relevant court order so as to insure the safety and welfare of the student. The parent(s) shall have a continuing duty to inform the school of any changes in the custodial care of the student and of the issuance of any court order restricting or prohibiting parental or third party access to the child.

Tuition payment

All tuition payments shall be made on time in accordance with the schedule selected by the parents(s). The 1/12 enrollment fee must be paid before a child can be considered enrolled at SAS and start classes. The tuition and lunch balances must be current before a student can begin participating in an extracurricular activity or to re-enroll for the next school year.

Dismissal at end of school day

No student will be released from school to a person other than the [custodial] parent without written authorization from the [custodial] parent.

Leaving school grounds during the school day

Except in cases of injury, illness or other emergency, students shall not be released from school during the school day without the prior written request of the parent and approval by the principal.

School records

Educational records are considered confidential material available only to the parents, to students over eighteen years of age, and to those members of the school staff who have a legitimate educational interest in the student. Parents shall, upon written request, be entitled to review and request copies of the educational record relating to their child.

School records and duplicate notification

Unless prohibited by order of the court or other legally binding instrument, a non-custodial parent shall have the right of access to school records relating to his or her child and, upon request, may receive copies of all notices relating to the school and school activities.

APPENDIX E

EMERGENCY CHANGES IN NORMAL SCHOOL TIME

If a weather condition arises outside school hours please follow the following procedures:

- Ice and Snow Days: A decision will be made prior to 7:00 p.m. in order to notify KULM for announcements to be made that evening.
- For any other condition such as flooding or ice on the roads, a decision will be made by 7:00 p.m. or prior to 5:30 a.m. KULM will make announcements when it comes on the air at 5:30 a.m.
- DO NOT CALL KULM! Everyone is to listen at 7:00 p.m. in the evening or beginning at 5:30 a.m. in the morning. KULM will announce any change in school schedules approximately every 15 minutes.
- The SAS and PTC will also be sending out information to parents by way of e-mails and using the program called “Schoology” Please allow the School and the PTC to use your e-mail address to be able to communicate important or emergency information.

APPENDIX F

BUS / VAN SAFETY RULES

1. When bus arrives at bus stop, do not approach until the bus has completely stopped. Line up 6 feet away from the road in a single file to enter.
2. Always remain seated while bus is moving.
3. Keep all books, bags and other items out of the aisle and secure in or under your seat.
4. Never hang your head or arms out of windows. Do not beat on walls or roof or stomp feet on bus floor.
5. Always obey the driver on the first command.
6. No shouting, loud noises or throwing objects.
7. Sharp objects (pens, pencils, etc.) should be kept in book bags.
8. Always obey commands of captains or group leaders in the event of an emergency.
9. The bus and van are necessities of the school and students. Do not vandalize or deface the property in any way.
10. If you must cross the street when you get out, walk to a point where the driver can see you and wait for the driver's signal to cross the street
11. If you leave any belongings on the bus, do not run back for them. The driver may not see you and begin pulling away from the bus stop.
12. To keep our new 2020 school bus clean and respectful to the family making such a kind donation to SAS, no food or drinks will be allowed on the bus unless for medical reasons.

APPENDIX G

CAFETERIA REGULATIONS

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price set by the SAS Advisory

Council: **Prices for 2021 – 2022**

3K, 4K, and 5K	\$2.75
Grades 1 – 4	\$3.00
Grades 5 – 8	\$3.25
Staff	\$3.75
Visitors	\$5.00
Milk per carton	\$.50

Lunch ticket must be purchased for each student eating in the cafeteria. Tickets are sold in the school office. Students are encouraged to eat in the cafeteria; however, a lunch may be brought from home. Each lunch served in the cafeteria the school receives \$.26 from the Federal Government

Parents wanting to dine with their child; please call in the day before or by 8:30 a.m. the day you want to dine with your child. Parents will buy a lunch ticket in the office before going to the cafeteria.

No outside food for other children will be served during the federal grade level lunch period.

Children from families whose income is at or below prescribed standards set by the National School Lunch Program are eligible for either free or reduced-price lunches. Applications for the free and reduced program are provided at the beginning of each school year. Families are encouraged to participate in this program if eligible; applications are kept confidential by the principal. Federal Title money is passed on to St. Anthony School based on the number of eligible students. This money is used to help students who need assistance in their reading/math and to help provide for staff development.

PLEASE NOTE: Under the government regulations of the National School Lunch Program, we are required to serve milk with each meal. If for some reason your child cannot drink milk, we must have a written authorization from your family doctor. This must be made available at the serving line, so servers are aware.

* Also students will be served a fair portion of each item on the menu. Students will receive one serving and should eat their own food in the cafeteria.

See the principal to review Diocese of Victoria Wellness Policy. Wellness Policy highlights can be found in Appendix N.

CAFETERIA RULES

Student cooperation is appreciated in the following areas:

1. Enter **quietly** through the north doors. Hands should be kept to yourself. Keep an arm's spacing (**one floor tile**) from the student in front of you as you form a line along the north wall. Stand away from the wall (**three floor tiles**) and the hot serving area. Only 4 students will be in the serving area. Students will need one to two napkins for cleaning and use only one straw to drink their milk.
2. Each grade level will sit in an assigned area. Keep your area clean.
3. Use soft voices as you visit with your classmates.
4. Proper table manners are expected.
5. Eat your own food. Do not play with your food. Do not share food. Students will be limited to two milks or two fruit cups when extras are made available by the students.
6. **No food items may be removed by a student from the cafeteria to the play ground and brought back to the classroom or locker.**
7. Ask for permission to leave your area. Example: restroom, utensils, water, and throw away trash.
8. The staff on cafeteria duty will give a signal for students to empty trays into appropriate container and to stack trays properly. **Cafeteria procedures will be practiced to ensure an orderly, clean, and safe environment.** Students will exit the cafeteria with their teacher for recess or class.

APPENDIX H

MEDICATION AND OTHER POLICIES

PEDICULOSIS POLICY (Head Lice)

If upon examination a student is found to have nits or lice, the parents will be informed of such and will receive a notice explaining acceptable methods of treatment. Immediate compliance with this directive is required. Non-compliance with this directive will necessitate the exclusion of the student from school until the condition is corrected. The student can be re-admitted by compliance with one of the following:

1. By a doctor's release.
2. After 24 hours following the proof of use and effectiveness of prescribed medication.
3. When freedom from nits or lice is ascertained on examination.

MEDICAL POLICY: DISPENSING MEDICATION IN SCHOOL

The following guidelines in regard to dispensing medication in school have been recommended by the Archdiocesan School Office and the Texas Department of Health.

1. Only medication that is necessary for a child to remain in school will be given during school hours.
2. During school hours, authorized personnel may give only medication that is prescribed by a licensed physician or dentist and dispensed by a registered pharmacist. A signed parental Diocesan Medication Permission Form must be on file in the office (see Appendix I).
3. During school hours, authorized personnel may give "Over-the-Counter" medication (ointments, cold tablets, cough syrups, etc.) only if prescribed by a licensed physician. A signed parental Diocesan Medication Permission Form must be on file in the office (see Appendix I).
4. Each student's medication must be in the original container and properly labeled with the following information in order to be dispensed by authorized school personnel: student's name, physician / dentist name, date, name of medication, dosage, directions for administration, and duration medication is to be given.
5. Short Term Medication – All short term medication such as aspirin and cough medicine must be left in the school office and accompanied by signed instructions from the parent each occasion the medication is given. Medication must be in the original container and taken in the presence of the teacher or other personnel. No medication will be given to the student under any other conditions.

Sick or Injured Child at School:

If your child becomes ill or injured at school, SAS will follow these guidelines:

1. SAS staff will check the child for fever and/or evaluate the seriousness of the injury
2. SAS staff will phone the parents to explain the child's condition
3. If child has temperature or is vomiting parents will be expected to take child home for an additional evaluation or to see a doctor. **(Reference the TCCB-ED Health Manual)**

Running Fever at Home:

Do to the resent Coronavirus Crisis make sure if your child is running fever or other suggested symptoms do not allow your child to come to school.

APPENDIX I

Saint Anthony Catholic School

REQUEST FOR IN-SCHOOL ADMINISTRATION OF MEDICATION
School Year 2021 – 2022

Please administer _____ of _____
(Number of pills, tsp., etc.) (Name of medication)

to _____
(Name of student)

at the following time(s)

on the following date(s)

I understand a person who is not medically trained will administer the medication(s).

I agree to hold the school harmless for the proper administration of medication provided by the parent/guardian and for adverse drug reactions or side effects.

I agree to be responsible for maintaining an adequate supply of medication at the school to meet the child's need.

Parent / Guardian

Date

I agree to insure administration of the above medication, according to diocesan policy.

John R. O'Leary, Principal

Date

APPENDIX J

SUBSTANCE ABUSE POLICY

No student shall possess, use, or attempt to possess, use, or be under the influence of any of the following substances on school premises during any school term or off school premises at a school-related activity, function, or event:

1. Any controlled substance or dangerous drugs as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abuseable glue, aerosol paint, whiteout, or any other volatile chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drug.

Definitions:

“Use” means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath and speech. “Under the influence” means a student’s faculties are noticeably impaired, but the student need not be legally intoxicated.

Students who violate this policy shall be subject to disciplinary action including expulsion.

Administrators having a reason to believe alcohol, drugs, and other controlled substances are present on campus may search lockers, and other personal property.

A student who uses, in the manner prescribed, a drug authorized by a licensed physician through a prescription specifically for the student’s use shall not be considered to have violated this policy.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy. Students involved in such actions may be expelled from school.

APPENDIX K

DIOCESE of VICTORIA ATHLETIC LEAGUE RULES (DVAL)

(Signed by all principals in Diocese of Victoria)

Our school is a Catholic school of which we are very proud. For us to exhibit a truly Christian (Catholic) spirit in sports, we have to do all in our power to teach good sportsmanship and a truly Christian attitude on and off the court or field. Therefore, we ask that students, coaches, and parents observe the following.

1. Profane and inappropriate language is never used at any time.
2. Talking back to officials or other adults at any time is not allowed.
3. No racial slurs or comments are ever made to anyone!
4. Booing or screaming or stomping on the bleachers is never allowed.
5. We always respect the property of the school we are visiting or who are visiting us.
6. We leave our area clean after a game. (Take trash bags along for your team.)
7. Blaming officials for a game loss especially in the presence of the students should never happen. Any official complaints should come through the school office.
8. Technical fouls (signs of poor sportsmanship) should be avoided at all times by coaches or students.

It is important that a coach realize that he/she is a role model for the children being coached.

Therefore, when in the presence of the children at any time, coaches –

1. Be aware that your attitude, language and behavior toward the officials will be reflected in the children's attitude, language and behavior. (Refereeing and umpiring are very difficult jobs.)
2. Should you disagree with the way a game is being called, talk politely to the officials when possible outside of the hearing of the students during time out.
3. Should you have any serious complaints, you give them to your principal in writing within 24 hours.

The DVAL appreciates the time and effort coaches are giving to make our students better athletes. A most important goal in sports is good Christian sportsmanship, and if we do not achieve this, then our sports program will be failing in this very important goal.

The SAS Principal has the authority to remove / suspend / put on probation a volunteer, coach or sponsor of an extracurricular team as needed to preserve the Catholic Identity of the School.

SAINT ANTHONY CATHOLIC SCHOOL

**635 Bonham
Columbus, Texas 78934
(979) 732-5505
Fax (979) 732-9758**

APPENDIX L

Dear Parents:

With the advances in technology and the corresponding explosion of access to information available, the opportunity exists to provide your child with access to online services at SAS. In providing this opportunity for your child to take advantage of the wide range of services and information, you and your child need to be cautious with internet usage. SAS does provide content filtering through a firewall abiding by the requirements of the Children's Internet Protection Act (CIPA). If your child is under 13 years of age, the Children's Online Privacy Protection Act (COPPA) requires additional parental permissions for some educational applications accessible over the Internet. For more information, see the Acceptable Use Policies for Internet Access, Student Device Guidelines and Student Code of Conduct.

SAS policies, rules, and regulations, which govern everyday behavior and subsequent consequences, also govern behavior on the use of online services.

Starting in the 2019 - 2020 school year, an annual technology device usage fee, in addition to the tuition for 8th grade students, to receive a Chromebook to work class assignments at school and at home. This annual fee will act as a down payment if an 8th grade student wants to buy their chrombook at the end of the school year.

For your child to be able to access online services through the school, you and your child need to read and sign the accompanying Acceptable Use Agreement. The agreement covers both rules of usage and etiquette.

Sincerely,

John R. O'Leary
Principal

ACCEPTABLE USE POLICIES FOR INTERNET ACCESS

ACCEPTABLE USE

- All use of the internet must be in support of education and research and consistent with the mission of this Catholic school.
- The user must abide by the acceptable use rules of any network being used/accessed.
- Network accounts are to be used only by the authorized owner of the account for the authorized purpose.

The following is prohibited:

- *Any use of the internet to facilitate illegal activity;
- *Any use of the internet for commercial or for-profit purposes;
- *Any use of the internet for advertisement or political lobbying;
- *Unauthorized use of copyrighted material.

NETIQUETTE

- Abide by generally accepted rules of network etiquette and ethics.
- Be polite.

DO NOT:

- *Use vulgar or obscene language;
- *Intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves on the internet;
- *Intentionally disrupt the network or other user;
- *Disrupt the use of the network by others;
- *Destroy, modify, or abuse software or hardware in any way;
- *Reveal your personal information (or those of others);
- *Post anonymous messages/pictures.

Users of the Diocesan Entity Community assets expressly waive any right of privacy in anything created, stored, sent or received using the Communication Assets or Internet Access provided by a Diocesan Entity (ref. 12.2.2 Diocese of Victoria Code of Pastoral Conduct Handbook).

VANDALISM / HARASSMENT

Malicious use of the internet to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.

The following activities are PROHIBITED:

- *Engagement in online social media, outside of school or while at school, such as but not limited to, Facebook, Instagram, Snapchat, Periscope, etc. (may result in disciplinary actions if the content of the student's participation includes defamatory comments regarding the school, the faculty, other students, or the parish)
- *Vandalizing the data of other users
- *Hate mail, harassment, discriminatory remarks, and other antisocial behaviors
- *Installation of copyrighted or non-copyrighted software for use on school computers
- *Use of the Internet to access obscene or pornographic material
- *Sexting: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and or expulsion.
- *Use of the internet to transmit material likely to be offensive or objectionable to recipients.

PENALTIES

Any user violating these policies is subject to loss of internet privileges and other school disciplinary actions. The principal will make the final determination as to what constitutes unacceptable use.

SCHOOL RESPONSIBILITIES

- The school will make determinations on whether specific uses of the internet are consistent with the acceptable use practice.
- The school reserves the right to log internet use and to monitor usage.
- The school reserves the right to prohibit access to the internet in order to prevent unauthorized activity.
- The school will not be responsible for any damages a user may suffer, including loss of data.
- The school is not responsible for the accuracy or quality of information obtained through the internet.

**The equipment and software on campus are very expensive. A student who lacks respect or attempts to damage the computer equipment and/or software will be removed immediately for a period of time determined by the principal. Parents will be responsible for any repair/replacement cost.

**St. Anthony Catholic School
Student Electronic Device Guidelines
2021 – 2022**

For Office Use Only: Student _____ Device _____ Payment _____
--

SAS provides wireless devices for the students in grades 4, 5, 6, 7, and 8. Students and parents must agree to the following guidelines before their child can use an SAS device:

- These devices were purchased for SAS students, to be used at school. For the 2021 – 2022 school year, the 8th grade will be receiving Chromebooks for school use and will be able to take the devices home to finish class assignments.
- A device will be checked out to each student in grades 5 – 8.
- The iPads (5th-7th grade) will be distributed in the morning and turned in at end of day.
- The student will be responsible for damages to assigned SAS device.
- The device camera can only be used with teacher permission.
- Devices will be placed in student’s top locker when student leaves the junior high building during the school day.
- The devices will be carried with special care. Devices will only be allowed in the junior high building unless told otherwise by a teacher. Devices will not be taken into the restroom.
- Report any problems with the device to the principal or a junior high teacher so they can be addressed in a timely manner.
- Students will be responsible for keeping device screen clean.
- Student iPads will not go home unless special permission is granted by the principal for grades 5 - 7. The teacher will complete a school form explaining why the iPad needs to go home with the student and must be granted permission beforehand.
- A stylus is recommended for data entry on iPads.
- Misuse of the device will result in the loss of the privilege to use a school device for a period of time determined by the principal or the grade level teacher
- All student devices are to be used for school purposes only.
- A special grant has provided laptops on a cart to be used by all grades

Students will use the devices for the following school purposes:

- 1) Complete assignments as directed by their teachers
- 2) Use approved sites and apps for enrichment
- 3) Open sites that have been approved by teacher

Students may NOT:

- 1) E-mail or message other SAS students, friends and family, unless given specific permission.
- 2) Video conference friends and family
- 3) Develop personal schedules; sign up for chat sites
- 4) Take and store family pictures and videos
- 5) Allow family and friends’ personal usage
- 6) Purchase apps, goods or services
- 7) Delete apps or sites from the devices

The principal and teachers have the responsibility to check, review and monitor all applications, activities and documents stored on the SAS devices at any time to ensure proper usage. Parents and students will also sign and follow the SAS Acceptable Use Policy in the Student/Parent Handbook.

All costs for repairs or replacement will be the responsibility of the parent/guardian.

Principal Student Parent/ Guardian

**ST. ANTHONY CATHOLIC SCHOOL
ACCEPTABLE USE POLICIES FOR INTERNET ACCESS**

WE HAVE READ THE *ACCEPTABLE USE POLICIES* FOR INTERNET ACCESS AND WE AGREE TO FOLLOW AND PRACTICE PROPER USE OF THE INTERNET AT ALL TIMES.

For the 2021 – 2022 school year, please return by August 17, 2021.

Child's Name Printed Child's Signature Grade Level

Child's Name Printed Child's Signature Grade Level

Child's Name Printed Child's Signature Grade Level

Child's Name Printed Child's Signature Grade Level

Parent / Guardian / Staff Signature

Date

_____ has permission to use a SAS established e-mail account within the sub-domain of: sascolumbus.org

IMPORTANT

THIS FORM MUST BE SIGNED AND RETURNED TO THE OFFICE IN ORDER FOR A STUDENT/PARENT/STAFF TO ACCESS THE SAS INTERNET.

APPENDIX M

SAFE ENVIRONMENT TRAINING

Please review with your child the following safe environment topics, provided by the Diocese of Victoria.



*Creating and Maintaining a
Safe Environment for Youth*

Diocese of Victoria

How to Protect Children from Child Abuse

A Parents Guide

*Provided to you by:
The Office of Safe Environment
Diocese of Victoria
1505 E. Mesquite
Victoria, Texas 77901
361-573-0828
www.victoriadiocese.org*



Diocese of Victoria

HOW TO PROTECT CHILDREN FROM

CHILD ABUSE

We are all deeply concerned about the general welfare of our children. There are many challenges that confront today's youth and child abuse is one of these. Child abuse is a fact in our society and a matter of great concern for most parents. Fortunately, child abuse is preventable and parents can help their children master prevention strategies.

The "3 R's"

Three underlying principles to effective youth protection strategies:

- 1. Recognize. The child needs to be able to recognize the situations that may result in abuse.*
- 2. Resist. The child needs to be able to assert the right to resist the abuser.*
- 3. Report. The child needs to be able to tell an adult when he or she has encountered abuse and to feel confident that the adult will take actions to prevent further abuse.*

Recognize Situations

Traditionally, children have been told of the risks associated with strangers. As we have come to learn, child abuse is committed most often by a family member or person who is known to the child, often in a position of authority over the child. Therefore, if we teach only to be wary of strangers, we are not protecting our children as completely as we must. Children and youth need to understand that they have a right to refuse adults or persons in authority (i.e. baby-sitters, teachers, aunts, uncles) when they are touched on the private parts of their body or in ways, which make them feel uncomfortable or frightened. The exercises in this booklet will help to prepare your child to identify situations requiring caution.

Resist the Abuser

Interviews with child molesters document that when children resist advances made by the molester, the molester will usually abandon further attempts with that child. A relatively low incidence of child molestation involves the use of physical force. Children need to be trained to say "NO" or "yell" and get away when inappropriately approached by anyone—friend, relative, or stranger.

Tell an Adult

Children and youth need to be taught to tell their parent, teacher, or other trusted adult whenever they encounter questionable situations or attempted abuse. Since adults do not always listen when a child talks to them, the child needs to be told to keep on telling until someone listens.

Sometimes, a child may not be able to talk about what has happened, but will communicate in other ways. For example, the child may go out of the way to avoid being alone with a particular person, such as a babysitter. This is a kind of communication to which parents need to be sensitive as it may be an indicator of abuse.

When a Child Discloses Abuse

If your child becomes a victim of abuse, your initial reaction can be very important in helping him or her through the ordeal. The following guidelines may help you:

- ❖ Don't panic or overreact to the information disclosed by your child.
- ❖ Don't criticize your child or claim that your child misunderstood what happened.
- ❖ Do respect your child's privacy and take your child to a place where the two of you can talk without interruptions or distractions.
- ❖ Do reassure your child that you believe him or her that he or she is not to blame for what happened. Tell the child that you appreciate being told about it and that you will help make sure it will not happen again.
- ❖ Do report the incident to the police or Child Protective Services, and encourage your child to tell the proper authorities what happened. Try to avoid repeated interviews, which can be very stressful for the child.
- ❖ Do consult your pediatrician or other child abuse authority about the need for counseling to assist your child.

Finally, if abuse happens to your child, do not blame yourself or your child. Individuals who victimize children are not readily identifiable; they come from all walks of life and all socioeconomic levels. Often, they present a nice image—they may even go to church and be active in the community. The molester is skilled at manipulating children, often by giving a child excessive attention, gifts, and money. Most abuse occurs in situations in which the child knows and trusts the adult.

Teach Your Child to Be Assertive

It is important that your child understands the right to react assertively when faced with a situation he or she perceives as dangerous. When teaching your child self protection skills, make it clear that although some of the basic strategies involved seem to contradict the sort of behavior you normally expect of your child, these strategies apply to a situation that is not normal. When feeling threatened, your child must feel free to exercise the right to:

- ❖ Trust his or her instincts or feelings.
- ❖ Say "no" to unwanted touching or affection; say "no" to an adult's inappropriate demands and requests.
- ❖ Withhold information that could jeopardize his or her safety
- ❖ Refuse gifts; be rude or unhelpful if the situation warrants. Run, scream, and make a scene.

- ❖ Physically fight off unwanted advances
- ❖ Ask for help.

It's important to remember that these are protective strategies designed to give youth the power to protect themselves.

The following exercises will help to clarify when it is appropriate to apply these strategies.

Exercise 1: What If..

In this exercise the parent sets up situations that the child should recognize as potentially dangerous. Once the parent describes a situation, the child tells what he or she would do if ever confronted in such a way. Suggested actions are listed with each situation.

Situations and Suggested Actions for Each

1. What if you are home alone and the telephone rings; a voice on the other end asks if your parents are home. What do you do?
 - a. Tell the caller your parents are busy and cannot come to the phone.
 - b. Take a message and the phone number of the caller.
 - c. If the message needs an immediate response, call your parent.
 - d. Do not tell the caller you are home alone.

2. What if an older child hangs around your school and tries to give pills to younger students. What do you do?
 - a. Tell your teacher.
 - b. Tell your parent even if you told the teacher.
 - c. Stay away from the person with the pills.

3. What if you are home alone (or with your brother or sister) and someone knocks on the door and asks to read the electric meter. This person is not wearing a uniform or identification. What do you do? (Alternate situation: If the person were wearing a uniform, would the responses be different? Probably not.)
 - a. Keep the front door or screen door locked.
 - b. Do not open the door to anyone without permission from a parent.
 - c. Tell the person to come back later when your parent can come to the door. Do not let the person know your parent is away.
 - d. Use the telephone to call a neighbor and ask for assistance.

4. What if someone comes to you and says that your parent is sick and you must go with him or her. What would you do?
 - a. If at school, go to the principal or your teacher for assistance and verification.
 - b. If at home or somewhere else, call the emergency number-parent's employer, neighbor, close relative-for assistance and verification.
 - c. Do not go anywhere without verification from someone in authority whom you have been told to trust.

5. What if you are in a public restroom and someone tries to touch you. What do you do?
 - a. Yell "STOP THAT" as loudly as you can.
 - b. Run out of the room as quickly as possible.
 - c. Tell your parent, a police officer, security guard, or other adult what happened.

6. What if you are walking to school in the rain? A car stops and the driver asks if you want a ride. What do you do?

- a. Stay away from the car. You do not need to go close to the car to answer.
 - b. Unless you have your parent's permission to ride with the person, say "No, thank you" If the driver persists, say "No!"
 - c. Tell your teacher when you get to school and tell your parent when you get home.
7. What if you are playing on the playground and an adult comes up to you and asks you to help find his or her lost puppy. What do you do?
- a. If you do not know the person, stay away and go directly home.
 - b. Even if you know the person, do not help. Adults should ask other adults for help. Before you assist, you must get your parent's permission.
 - c. Tell your parent what happened.
8. What if you are walking down the street and someone comes up to you and wants to take your picture. The person asks you to come to his or her house. What do you do?
- a. Stay away from the person and say in a loud voice, "No, I don't want my picture taken!"
 - b. Do not ever go into anyone else's house without your parent's permission.
 - c. Tell your parent about the person.
9. What if an older child you know invites you to play a game, and to pretend that he or she is the doctor and you are the patient. This child tells you to take off your clothes so that the "doctor" can examine the "patient" What do you do?
- a. Keep your clothes on.
 - b. If he or she persists, yell and get away.
 - c. Tell your parent.

What-If Exercises for Older Children

1. What if you get on a bus by yourself and a person sits down next to you and puts a hand on your thigh. What do you do?
- a. State in a clear, loud, firm voice, "No. Take your hand off"
 - b. Move to the front of the bus near the driver.
 - c. Tell the driver and tell your parent when you get home.
2. What if, while collecting on your paper route, a customer offers you a beer, puts his or her arm around you, and says you have a fine body. What do you do?
- a. Tell the customer, "I don't like that, take your arm off me" and get away.
 - b. Tell your parent when you get home.
3. What if a family friend offers you a ride home and, instead of taking you home, drives down a dead end street, parks, and starts rubbing your leg.
- a. Tell the person "NO! STOP!" in a firm, loud voice.
 - b. Get out of the car, go to the nearest telephone (if you are too far away to walk home), and call your parent. Always carry enough money to make a phone call, or a cell phone.
 - c. Tell your parent what happened.
4. What if you are babysitting for a couple that your family does not know well and the couple returns home late at night. While driving you home, your employer makes suggestions that make you feel uncomfortable. What do you do?
- a. Refuse to comply. Ignore the driver.
 - b. If the driver stops the car and makes inappropriate advances, say "NO", get out, go to the nearest phone, and call your parent or the police department. Again, always carry enough money to make a phone call, or carry a cell phone.

- c. Do not baby-sit for these people again. It is much safer to baby-sit for people known to you or your family.
- d. Tell your parent what happened.

Exercise 2: My Safety Notebook

This exercise will help your child be prepared to avoid situations that could lead to abuse or molestation. The safety notebook can be a loose-leaf notebook or pages fastened together with staples for which your child has made an original cover.

The safety notebook provides a place where your child can list emergency telephone numbers, including parents' work numbers and a neighbor or friend's number to be contacted when parents are unavailable. In addition, your child can list the safety rules that you have discussed together. Encourage your child to decorate each page with pictures and drawings that illustrate some of the rules. He or she may also want to list other kinds of safety guidelines, such as rules for bicycle safety.

"My Safety Notebook" is intended to be a fun activity for getting across some serious concerns. It is a personalized reference that can reassure your child in how to respond when confronted by a potentially dangerous situation.

Exercise 3: Child Abuse and Values

While we teach children the core values of respect, kindness and helpfulness, we must make it very clear that no child is expected to place himself/herself in potentially perilous situations. In addition to teaching and modeling the values children need to be prepared to recognize and avoid potentially dangerous situations. A few reminders:

- A. If a teacher, coach, or other youth leader, ever asks a child to do something he thinks is bad, the child has the right to say "No!" and tell his parent.
- B. Sometimes people who really do not need help will ask for it in order to create an opportunity for abuse. Children should be aware of the rules of safety so that they can recognize situations to be wary of; for example:
 - 1) It is one thing to stand on the sidewalk away from a car to give directions, and something else to get in the car and go with the person to show the way to go. A child should never get into a car without his parent's permission.
 - 2) It may be okay for a child to help a person when there are other people around, but he should never go into another's house unless he has permission from his parents.
 - 3) The child may be taught to be obedient, but a child does not have to obey an adult when that person tells him to do something that the child feels is wrong or that makes the child feel uncomfortable. In these situations, the child should talk with his parent or another trusted adult about his concerns.

Exercise 4: Family Meeting

The most important step a parent can take to protect his or her child from abuse is to establish an atmosphere of open communication in the home. A child must feel comfortable in bringing to his or her parent any sensitive problems or relating experiences in which someone approached the child in an inappropriate manner or in a way that made the child feel uncomfortable. Studies have demonstrated that more than half of all incidents of child abuse are never reported because the victims are too afraid or too confused to report their experiences.

It is important that your children be allowed to talk freely about their likes and dislikes, their friends, and their true feelings. One way to create open communication is through family meetings at which safety issues can be addressed by the entire family. (The "What If" exercises could be done in the context of a family meeting, as could the development of the safety rules for "My Safety Notebook")

As we address the basic rules for child safety, it is important to stress that traditional cautions about "strangers" are not sufficient to protect our children. Child abusers are usually known to the child. Therefore, a more appropriate protection strategy is based upon teaching children to recognize harmful situations or actions. Discuss the following safety rules with your child:

- If you are in a public place and get separated from your parent (or authorized guardian), do not wander around looking for him or her. Go to a police officer, a checkout counter, the security office, or the lost-and-found area and quickly tell that you have been separated from your parent and need help.
- You should not get into a car or go anywhere with any person unless you have your parent's permission.
- If someone follows you on foot or in a car, stay away from him or her. You do not need to go near the car to talk to the person inside.
- Adults and older youth who are not in your family and who need help (such as finding an address or locating a lost pet) should not ask children for help; they should ask other adults.
- You should use the buddy system and never go anywhere alone.
- Always ask your parent's permission to go somewhere, especially into someone else's home.
- Never hitchhike.
- Never ride with anyone unless you have your parent's permission.
- No one should ask you to keep a special secret. If this happens, tell your parent or teacher.
- If someone wants to take your picture, tell your parent or teacher.
- No one has the right to touch you on the private parts of your body (parts which would be covered by a bathing suit,) nor should you touch anyone else in those areas. Your body is special and private.
- You have the right to say "No!" to someone who tries to take you somewhere, touches you, or makes you feel uncomfortable in any way.

These are some simple safety rules that can be approached in the same non-frightening manner in which you tell your child not to play with fire. They emphasize situations common to many child molestation cases.

Computers and Child Abuse



If your child is alone with his computer - do not assume he is safe. Cyberspace can be dangerous. If your child uses a computer and talks on a network or bulletin board your child can be at risk of child abuse.

It is possible and often very easy for children to access pornographic pictures and stories on their computer. They can even download and print this material. Exposure to pornography is inappropriate for children of any age and can be harmful to their development.

Abusers are using the computer to reach children and make friends with them. When a child begins to feel comfortable with this new friend they may forget that their computer "buddy " is really a stranger. Abusers are very good at making friends with young children. While most computer users are trustworthy people, you cannot be certain who is on the information highway with your child.

You can prevent child abuse by computer if you caution your child not to give out any personal information over the network (such as full name or address). Tell them not to answer any personal questions about themselves. Instruct your child to inform you if someone requests personal information or makes comments that leave your child with uncomfortable feelings.

Know your child's friends, even their e-mail ones. If your child is going to meet someone face to face that they first met through a computer network - check it out. Go with your child. Be aware and supervise just as you would if they were meeting any other stranger.

Consider placing your home computer in a central location, such as the kitchen or family room so that the screen is openly visible. This aids in direct supervision of computer usage as well as deters a child from accessing inappropriate material.



Consider also limiting the amount of time your children and teenagers are allowed to spend solely with the computer. Psychologists warn us that children who spend excessive time with computer or video games may have increased difficulty in relationships with other persons. Pediatricians caution us that excessive sedentary time at computer and video based activities contributes to health and learning problems.

A word about reporting



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If you know or suspect that abuse has resulted from computer contact, you should immediately report it to your local police department. Because more than one geographical area may be involved, federal law enforcement authorities may also be contacted by the police. This new type of abuse requires special attention. Working together we can keep our kids safe.

Report Abuse or Neglect of children, the elderly, or people with disabilities.

1-800-252-5400

- Child abuse and neglect are against the law in Texas, and so is failure to report it.*
- If you suspect a child has been abused or mistreated, you are required to report it to the Texas Department of Family and Protective Services or to a law enforcement agency.
- You are required to make a report within 48 hours of the time you suspected the child has been or may be abused or neglected.

What is Abuse?

Abuse is mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child

What is Neglect?

Neglect includes (1) failure to provide a child with food, clothing, shelter and/or medical care; and/or (2) leaving a child in a situation where the child is at risk of harm.

How do I make a report?

1. Call the abuse and neglect hotline at 1-800-252-5400.
2. When you make a report, be specific. Tell exactly what happened and when. Be sure to record all injuries or incidents you have observed, including dates and time of day and keep this information secured.
3. Reports should be made as soon as possible but no later than 48 hours before bruises and marks start to fade. It is important for the investigators to be able to see the physical signs.
4. Give the agency person any information you have about the relationship between the child and the suspected abuser.
5. Please provide at least the following information in your report.
 - Name, age, and address of the child
 - Brief description of the child
 - Current injuries, medical problems, or behavioral problems
 - Parents names and names of siblings in the home

Will the person know I've reported him or her?

Your report is confidential and is not subject to public release under the Open Records Act. The law provides for immunity from civil or criminal liability for innocent persons who report even unfounded suspicions, as long as your report is made in good faith. Your identity is kept confidential.

What if I'm not sure?

If you have reason to suspect child abuse, but are not positive, make the report. If you have any doubts about whether or not it is abuse, call the hotline. They can advise you on whether the signs you have observed are abuse.

Appendix N

SAINT ANTHONY CATHOLIC SCHOOL

The Diocese of Victoria developed the Wellness Policy in August, 2006.

The policy's guidelines center on the current "Texas Public School Nutrition Policy". This policy was the result of a request made by the Texas Department of Agriculture.

Some definitions/highlights we need to be aware:

- **Competitive Foods** – Foods and beverages sold or made available to students **that compete** with the school's **operation** of the National School Lunch Program. SAS participates in the National School Lunch Program.
- **Foods of Minimal Nutritional Value (FMNV)** – Refers to the four categories of foods and beverages (soda water, water ices, chewing gum, and certain candies) that are restricted by the Department of Agriculture. Competitive foods in this policy do not include FMNVs
- **An elementary school campus** may not serve competitive foods (or provide access to them through direct or indirect sales) to students anywhere on school premises throughout the school day until the end of the last scheduled class. Elementary classrooms may allow **one nutritious snack per day** under teacher's supervision. The snack may be in the morning or afternoon **but may not be at the same time as the regular meal periods for that class.** The snacks must comply with the fat and sugar limits of the Public School Nutrition Policy and may not contain FMNVs or consist of candy or desert type items (cookies, cakes, cupcakes, pudding, ice cream or frozen deserts, etc.)
- **A middle school or junior high school** may not serve competitive foods (or provide access to them through direct sales or indirect sales) to students anywhere on school premises during meal time. **The competitive foods are not allowed until after the last lunch period.**
- This policy does not restrict what **parents may provide for their own child's lunch or snack.** Parents may provide FMNV or candy for their own child's consumption, **but may not provide restricted items to other children at school.**

Please call or come by the office and speak with the principal, if you have any questions or if you would like a complete copy of the Policy and Guidelines.

The principal has the authority to make changes to this Student/Parent Handbook for the best interest of the school.

Handbook last update was 08/11/2021

Appendix O

SAINT ANTHONY CATHOLIC SCHOOL

Student Absentee Form 2021 – 2022

Parents, please complete this form and return to the office ASAP after your child's absence.

Student Name: _____ Grade: _____

Date(s) of Student's Absence: _____

Reason for Absence: _____

Doctor's Note Attached? Y/N

Parent
Signature _____ Date: _____

~~~~~Office Use Below~~~~~

Absence is EXCUSED / UNEXCUSED    Principal Signature \_\_\_\_\_

Teachers notified:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |