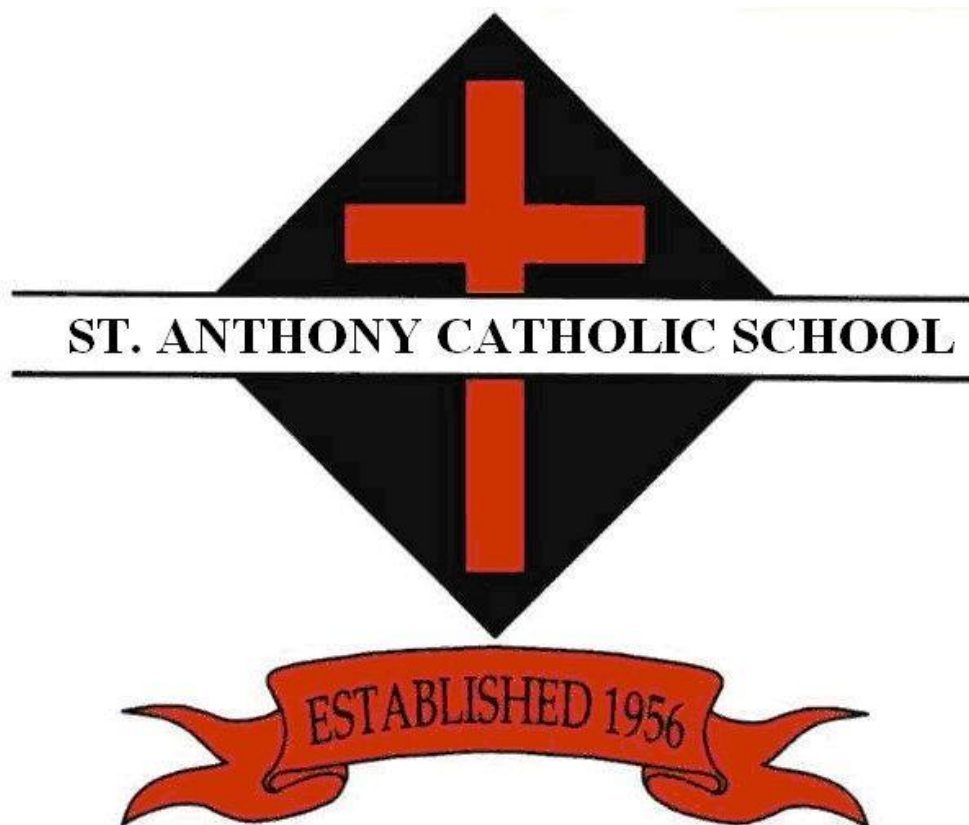


# Student/Parent Handbook 2023– 2024



*Seeking Christ. Shaping Lives.*

635 Bonham Street  
Columbus, Texas 78934-2603  
(979) 732-5505  
Fax (979) 732-9758

# 2023 – 2024 Student/Parent Handbook

## TABLE OF CONTENTS

### Section I School and Administration

Philosophy.....	1
Mission Statement.....	1
Vision Statement.....	1
Motto .....	1
Goals and Objectives .....	1
Accreditation .....	2
School History .....	2
School Organization .....	3

### Section II Parent's Role in Education

Educational Goals .....	4
Parent Participation .....	5
Campus Safety/Visitor Check-in .....	5
Sacramental Programs .....	5
Parent/Teacher Conferences .....	5
Communication .....	5
Custodial/Guardian Arrangements .....	6

### Section III Admission Information

Nondiscriminatory Policy .....	6
Children with Special Needs .....	6
Finances/Registration/Enrollment .....	7
Tuition Schedule 2022-23 .....	8
Priority of Registration .....	8
Age Minimums for Admission .....	8
Entrance Requirements .....	8
Transfer of Students to Another School .....	9

### Section IV Academic Information

Curriculum .....	9
Religion Knowledge Inventory .....	10
Grading and Grading Periods .....	11
Honor Roll .....	11
Academic Eligibility for Extracurricular Activities .....	11
Homework Policies .....	12
Standardized Testing .....	12
Student Records .....	13
Academic Dishonesty .....	13
Field Trips .....	13
Accelerated Reader Program .....	13
Academic/Sports/Religion/Awards .....	14
Promotion/Retention Policy .....	14
Promotion/Graduation Exercises .....	14

## **Section V [General Information](#)**

Arrival and Dismissal .....	15
Attendance .....	16
Tardy to Class .....	16
Child Abuse Laws .....	16
Safe Environment Training .....	17
Emergencies .....	17
Discipline .....	17
Dress Code .....	21
Cafeteria/Lunches .....	22
Gifts and Parties .....	22
Health .....	23
Student Insurance .....	23
Office Records .....	23
Physical Education.....	23
PE Dress Code .....	23
Prayer Ministry .....	23
Sports Program .....	24
Saint Ambassadors .....	24
Cell Phones .....	24
Technology Acceptable Use Policy .....	25
Right to Amend .....	25
SAS Counseling Service and Guidance Program .....	25

## **[APPENDICES](#)**

A. Wellness Policy .....	26
B. Child Abuse .....	27
C. How to Protect Children From Child Abuse.....	28
D. Complaint/Appeal Process .....	36
E. Health Policies & Administering Medication...	37
F. Diocese of Victoria Athletic League Rules.....	40
G. Technology Acceptable Use Policy .....	40
H. Student Absentee Form .....	42

## **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**

As a Catholic School, the Vision 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 and 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.*

### **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*. St. Anthony School received accreditation status May 1994, May 2004, December 2013 and most recently, December 2021". (*Dir. Educ. TCC and Pres. TCCAC*).

### **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 for 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 Church 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 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 included 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, 2017 after the SAS 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 full day 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 21<sup>st</sup> 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 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.
- The Counselor for SAS will be on campus Tuesday, Wednesday and Thursday. The counselor will provide classroom presentations and meet with parents and students for support as needed. The counselor works closely with any special needs students, welcoming them into the St. Anthony School family.

### School Advisory Council

- The local School Advisory Council provides advice and direction to the administrative team in aspects of the local school including planning, policy formulation, finances, and public relations. Constitution and By-Laws may be viewed upon request. New members are selected for three-year terms. 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 that are acceptable to the philosophy of the school to the students. 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 school Librarian and Library Manager 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 Finance Manager is responsible for financial record-keeping, reporting for school and cafeteria, accounts payable and receivable, and payroll.
- The Secretary is responsible for handling administrative correspondence, reports, lists, student records, student enrollment packets, and other communications including the Monday Folder.
- 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 a sense of community and connection; to increase parent involvement; 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 on the second Tuesday of the month from July through May. The time alternates between 4pm and 6pm. Check the Keep & Share calendar for the monthly time.
- View the SAS webpage ([www.stanthonycolumbus.net](http://www.stanthonycolumbus.net)) and the PTC Group in Schoology for current PTC news and meeting dates.

## **SECTION II**

### **PARENT'S ROLE IN EDUCATION**

#### ***Educational Goals***

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:

- Support the religious and educational goals of the school.
- Support and cooperate with the discipline policy of the school.
- Timeliness is important. Promote the success of your student by ensuring he/she arrives on time, and be sure to pick up your child in a timely manner after school dismisses.
- Ensure your child is dressed according to the school dress code.
- Check homework for completion.
- Notify the school with a written note when your child has or will be absent.
- Attend parent-teacher conferences.

### ***Parent Participation***

St. Anthony School strongly encourages active participation from parents to support all aspects of the school, including the fundraising efforts and having the volunteers necessary to successfully support all extracurricular activities. **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.**

- Actively participate in the Parent-Teacher Club (PTC) by attending meetings, and volunteer time to support the PTC and Church fundraising events.
- **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 and return it promptly.
- Read school notes, newsletters, view the Keep & Share Calendar on the SAS website [www.stanthonycolumbus.net](http://www.stanthonycolumbus.net) and check Schoology's updates and resources.

### ***Campus Safety/Visitor Check-in***

ALL visitors on campus must check in at the office and wear a visitor badge to enter the campus. This is for the safety and security of the students and staff on campus; please respect this process and allow time for it when arriving on campus.

### ***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.

Eighth grade students will begin their preparation for the sacrament of Confirmation, with the goal of receiving the sacrament in their 9th grade year after graduation from St. Anthony School. This will be consistent with the parish expectations of St. Anthony, St. Roch and Sts. Peter & Paul. The preparation will be a part of the Religion curriculum and will be supported by the clergy at St. Anthony Church.

### ***Parent-Teacher Conferences***

Parents will be notified of the date(s) for scheduled parent-teacher conferences in the first quarter of the school year. This will be a valuable opportunity for parents to visit with teacher(s) to plan for the success of each child. The conferences in the fall will be a requirement for each child's parent(s). Further conferences throughout the year will be on an as-need basis.

### ***Communication***

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](http://www.stanthonycolumbus.net)) daily for the most current schedules or information.



To discuss a situation with a teacher or staff member first: send a note or call the 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. The Complaint/Appeal Process (Appendix D) is utilized to appropriately address any concerns or issues that cannot be otherwise resolved.

### ***Custodial/Guardian Arrangements***

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.

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

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. 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.

## **SECTION III** **ADMISSION INFORMATION**

### ***Nondiscriminatory Policy***

In compliance with Title VI of the Civil Rights Act of 1964, Saint Anthony Catholic School (SAS) will 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 Education Amendments of 1972, 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.

### ***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 testing. It is the parent's responsibility to provide the extra help needed outside of school for the child to be successful.

### ***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 1/12<sup>th</sup> of their family tuition by the last instruction day of the school year. (May 25, 2024). Once the registration paperwork is completed, the child is considered to be registered. The child will be considered enrolled when the family pays the 1/12<sup>th</sup> of the tuition by May 25. 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.
- **All previous year's tuition and fees must be paid to re-enroll a child for the next school year.**
- To enroll a child for the **first time**, parents must acquire 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
  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 previous school, if applicable
  9. Official Behavioral Record from previous school, if applicable
  10. Special Education ARD / 504 papers from previous school, if applicable
  11. Standardized Test Scores from the previous school, if applicable
  12. In case of parental separation/divorce, a copy of the official custodial parent agreement must be furnished to the school

Once the registration paperwork is completed and at least 1/12<sup>th</sup> 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 called 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 – 12

4K, 5K - 18

1st - 8<sup>th</sup> grade – 25

### ***Tuition Schedule for 2023 – 2024***

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

3K – 8<sup>th</sup> grade \$7,096.00 per child

SAS families paying the Full Tuition are not expected to provide any additional services.

### Reduced Tuition Agreement

3K – 8<sup>th</sup> grade One Child \$4,836.00

Each Additional Child \$4,471.00

SAS expects the families to contribute their time and talents to help offset 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.

### ***Priority of Registration***

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

1st Priority - 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.

2nd Priority - Parishioners of St. Anthony Catholic Church who are:

- 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
- Attending Mass at St. Anthony Catholic Church regularly
- Baptized Catholic
- Registration forms completed
- Paid 1/12 of the current tuition amount

3rd Priority - Families who are not parishioners of Saint Anthony Catholic Church

- Registration forms to be completed
- Paid 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.

### ***Entrance Requirements***

- Proof of immunization (Per TCCB-ED, no conscientious objections allowed)
- Certified 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
- 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, and other school-owned materials must be returned to homeroom teachers.
- **All fees and tuition must be settled.**
- Parents will be asked to participate in an exit interview.
- 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 and the preparation of the Sacrament of Confirmation for eighth grade; celebration of Mass each Friday and Holy Days of Obligation; Includes Theology of the Body in monthly lessons for K-5 with the counselor and weekly lessons in the junior high as an extension of the Religion curriculum.
- **Electives:** Spanish, Theater (One Act Play), Music, Art, Theology of the Body, Guidance and PSIA as well as the quarterly list of Electives offered per quarter for the 6th-8th grade students to choose
- **Fine Arts:** Art, Music
- **Language Arts:** Phonics (grades K, 1<sup>st</sup>, 2<sup>nd</sup>), Reading, English, Spelling, Literature, Library skills.
- **Mathematics:** Grade level math skills, Pre-Algebra for 7<sup>th</sup> graders and Algebra 1 for 8<sup>th</sup> 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 K – 8
- **Technology:** Grades 3K – 8

### ***Religion Knowledge Inventory***

<b><i>Prayers</i></b>	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								*	*	*	*

<b><i>Basic Catholic Teaching</i></b>	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 grades 2 - 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)

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

- E – Excellent
- G – Good Progress
- S – Satisfactory Progress
- N – Needs Improvement
- U – Unsatisfactory

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

- S – Satisfactory
- N – Needs Improvement
- U – Unsatisfactory

### **Honor Roll**

To enhance academic performance of the students, St. Anthony Catholic School has an Honor Roll for all students from 2<sup>nd</sup> to 8<sup>th</sup> 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%)*

\*\* *Junior High Math grade scale matches CISD high school math grade scale.*

### **Academic and Attendance Eligibility for Extracurricular Activities**

To participate in any SAS activity (football, cross-country, volleyball, basketball, soccer, track, softball, tennis, cheerleading, Saint Ambassadors, PSIA, and academic contests), students must meet the following criteria: may not have less than a 70 average in any core subject and no “U” grades in any

non-core subject. Also, no “U” conduct grades will be allowed. Eligibility of students will be determined on the Monday prior to an event. Eligibility carries for one week from Monday to Monday (at 12:00 noon) 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: Fine Arts, PE, Spanish, Technology, and Quarterly Junior High Electives

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, cross-country, volleyball, cheerleader, (pep rally, sporting events, contest, and invitations) basketball, soccer, softball, track, tennis and academic meets.

### ***Homework Policies***

Each teacher will provide students and parents with a homework policy statement. 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 8:30am to arrange for homework assignments. Assignments can be accessed on Schoology or picked up in the school office; teachers will communicate the means of accessing the information.

### ***Standardized Testing***

The Iowa Test of Basic Skills (ITBS) will be administered to students in grades K – 8 in the spring. The Assessment of Catholic Religious Education (ACRE) is given to students in 5<sup>th</sup> and 8<sup>th</sup> grades in the second semester.

### ***Student Records***

The student's official folder contains: academic transcripts, academic testing, health records, and an emergency sheet. Parents have the right of access to the records of their child. SAS asks for a written 24 hour 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.

### ***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/she will receive a zero for the assignment.

### ***Field Trips***

To ensure the safety of our students on the field trips, the following requirements must 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 requirements (see 'Safe Environment Training' under Section V).
- Once at the site, each chaperone may be responsible for a set of students determined by the teacher.
- No siblings are allowed on the SAS field trip.
- 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.
- Any personal vehicle transporting students or school-related items will need to meet transportation requirements established by the Diocese of Victoria relating to the amount of insurance coverage on the vehicle. This information can be found on the diocese website.
- It is recommended that the tuition balance and lunch balance 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.

### ***Accelerated Reader Program***

This program is used at SAS to increase students' interest in reading. Each child is given an attainable goal by his/her reading teacher. Reading teachers will decide how the AR Program will be implemented at your child's grade level. Students read and take comprehensive tests on the computer to earn points. Teachers can give point incentives in the individual classrooms.



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 change 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, AR incentives and trip privileges will be taken away.

### ***Academics/Sports/Religion Awards***

During the school year students will be recognized for the following:

Honors/High Honors; Grade Level Religion Awards; Perfect Attendance; Accelerated Reader; Participation in PSIA, Academic Teams/Contests, Spelling Bees, Athletics, Saint Ambassadors, Cheerleading; Presidential Physical Fitness; End-of-Year Promotion for 3K, 4K, 5K and graduation for 8th grade.

### ***Promotion/Retention Policy***

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.
  - 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. *(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. The principal must approve all remedial instruction and/or attendance at summer school programs).*

### ***Promotion/Graduation Exercises***

Promotion/graduation exercises for 3K, 4K, and 5K will take place on the last day of the school year. 8<sup>th</sup> Grade Graduation Mass and Ceremony will be scheduled the last week of school.

The SAS Valedictorian and Salutatorian will be announced at the Graduation Mass. Students must be enrolled for a full school year in each of grades 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> to be considered for Valedictorian or Salutatorian. Students must complete the highest level of academics (ex: Algebra) to be considered for valedictorian and salutatorian. All core subjects are evaluated and counted in determining these awards.

**SECTION V**  
**GENERAL INFORMATION**

***Arrival and Dismissal***

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

**Morning Arrival Drop-off:**

Students are to be dropped off in the morning on Wallace Street at the cafeteria, beginning at 7:30 a.m.

Homeroom teachers will take students to the classrooms: 7:45a.m.

Class begins with announcements/prayer/attendance/lunch count in the classroom: 7:55a.m.

Students are tardy after 8:00a.m.

- Parents will use the car line on the school side of Wallace Street and students will enter the south side of the cafeteria.
- Parents wanting to walk their child(ren) to the cafeteria will park on Bowie Street and enter the south side of the cafeteria.
- 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.
- Lunches brought from home will remain in the cafeteria on a designated table.
- If a student arrives at the classroom after 8:00am, the student will be considered tardy. Eight (8) tardies in a school year will count against perfect attendance.

**After School Pick-up:**

- The Early Childhood Students (4K and 5K) having no older siblings will be picked up at 3:15 p.m. at the cafeteria breezeway. The parents will enter the Church parking lot off Bowie Street and start the car pick-up line.
- All students in grades 1-8 will leave their homeroom classrooms - with teachers - by 3:25pm and go to their designated tables in the cafeteria. ECH students with older siblings will be brought to the cafeteria by 3:25pm to be dismissed with their siblings.
- Students are expected to wait quietly and listen for family names to be announced for pick up. 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. Parents will not be allowed to park and enter the cafeteria 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 must come to the SAS Main Office 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 at 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 (at least 162 days) on the official school calendar.

\*(See also the section 'Tardy to Class')

Absent/Tardy during the school day: Parents are required to sign out their child in the office for appointments, etc. If the child returns to school during the same school day, parents **must sign the child back in 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. 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 of a full school day to play in an SAS extracurricular event such as but not limited to: football, cross-country, volleyball, cheerleader, (pep rally, sporting events, contest, and invitations) basketball, soccer, softball, track, tennis, and academic meets.

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
- Rest days, etc.

### **Tardy to Class**

Tardiness creates a disruption of a class that has already begun. **Classes begin at 8:00 a.m., and students will be marked tardy if arriving after 8:00a.m.** We ask the parents to help with timely arrival 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 the cafeteria during lunch when a child is tardy on the 3<sup>rd</sup>, 6<sup>th</sup>, and 9<sup>th</sup> time in a semester.

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 be eligible to receive this award.** A tardy will be recorded if a student is not present in class by 8:00am or if a parent signs out their child in the office to leave the campus after 8:00am at any time.

### **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 B & C).

## **Safe Environment Training**

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
- Completion of online training
- Employees for the school also have to be cleared by a fingerprinting requirement
- After the initial training, a renewal training every 3 years will be required.

## ***Emergencies***

- Emergency change in school time - If a weather condition arises outside of school hours, please follow these procedures:
  - **Schoology communication will be used to notify the staff and parents as soon as the decision is made.**
  - Ice and Snow Days: A decision will be made prior to 7:00a.m. in order to notify KULM for announcements to be made that morning.
  - For any other condition such as flooding or rains, if a decision is not made by 7:00p.m. the night prior, the decision will be made prior to 7:00a.m.
- Safety drills for fire, tornado, and other crises will be held during the school day.
- Each classroom teacher has an emergency response guide and has reviewed the possible causes of emergency situations on campus to appropriately handle any crisis and to ensure the safety of all students and staff on campus.
- The principal will 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 called to maintain security for all students and employees as a need arises.

## ***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 to self-respect and respect for others and respect for 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 ensure 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, cafeteria staff, 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.

## **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.

#### Inappropriate Behavior

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

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. No student shall possess, use, or attempt to possess, use, or be under the influence of any illegal or altering substances on school premises during any school term or off school premises at a school-related activity, function, or event.
10. \*A student engaging in online social media may result in disciplinary actions including suspension and/or expulsion, if the content includes defamatory comments regarding Catholic school, school personnel, other students, or the

diocese,

\*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 to 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.

(\*Comments from the Diocese of Victoria Handbook of Policies and Regulations for Catholic Schools Section 5000, Students, page 5)

**The following discipline policy has been adopted for St. Anthony School for the 2023-24 school year:**

***This policy applies to student behavior during school hours and also includes extracurricular activities such as field trips, athletics practices and games, club activities and school dances. Consequences may include exclusion from any of these extracurricular events as decided by the principal.***

**Level 1:**

**Teacher Warning/Documentation**

Level 1 behaviors are those that interfere with the student’s learning process (interventions prevent these behaviors from hindering the learning of others). These students are issued a direct warning. This warning must be documented by the teacher in order to move to Level 2 response unless it is such an offense that requires otherwise (\*see Level 2 behaviors). Documentation is always required with any offense.

**Level 1 Behaviors -**

- Missing daily materials
- Missing assignments
- Misusing or not having school iPads/chromebook
- Not following classroom expectations, procedures or routines set by teacher
- Not staying in an area as directed
- Excessive talking
- Repetitive noises
- Destruction of a student’s own personal property

## **Level 2:** **Immediate Discipline Referral**

A referral may be entered only for behaviors that interfere with the learning of other students. Referral must indicate the level 2 behavior. These must be completed and submitted to the principal to then send home to parents. Decisions to remove the student from the classroom or to assign after-school detention will be made by the principal.

### **Level 2 Behaviors -**

- Overt defiance (bold disobedience)
- Persistent misbehavior as documented by teacher to parent(s)
- Destruction of school property
- Destruction of another student's property
- Bullying
- Public display of affection
- Cursing
- Inappropriate behavior in Mass or during any prayer time

## **Level 3:** **Immediate Removal**

A student creating an unsafe environment for any member of the school community must be immediately removed to the office. Decisions to remove the student from the classroom and to assign detention (or more serious consequences) will be made by the principal.

### **Level 3 Behaviors -**

- Fighting or extreme physical threat to self or others
- Theft (including plagiarism)
- Suspicion of or acting as if there is any type weapon in student possession
- Sexual harassment (ANY inappropriate words or actions toward the opposite gender)
- Cursing directed at teacher or other students

### **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 safeguarding our school and enforcing school regulations, the school reserves the right to perform random searches at any time without probable or reasonable cause.

### **Dress Code**

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.

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.

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 is not 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 dress guidelines. 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 or a day special to a grade level or organization approved by the principal. Only the SAS logo is acceptable as a logo on school shirts. (revised 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. These guidelines also pertain to shorts worn during PE class. Acceptable are: Blue jean pants, shorts, skirts, black pants, shorts, skirts, or khaki pants, shorts, skirts. No mesh shorts.
4. No "hoodies". SAS sweatshirts or any zip-up or button-up non-hooded jacket can be worn in class.
5. Proper underclothing is expected. 3K to grade 3 students should wear shorts to cover underclothing. If the weather is cold, long-sleeved shirts or leggings may be worn under uniform shirts but must be a solid color of white, black, navy, or orange.
6. 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.
7. Hair must be kept clean, neat, and trimmed to a moderate length. Hair coloring is limited to natural highlights.
8. Hats and caps are to be worn only outside the school building.
9. No tattoos or body piercing.
10. Simple jewelry is allowed.
11. 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.



12. For school Mass days, 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.
13. The principal may modify this dress code for the best interest of Saint Anthony Catholic School.
14. Order forms will be made available through the office for discounted prices. Ordering dates will be announced.

**\*\*Please put your child's name on items brought to school. (Jackets, lunch boxes, PE bags, etc.)**

### ***Cafeteria/Lunches***

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 2023 – 2024

3K, 4K, and 5K	\$3.00
Grades 1 – 4	\$3.25
Grades 5 – 8	\$3.50
Staff	\$4.00
Visitors	\$5.00
Milk per carton	\$.50

Lunch tickets 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, lunch may be brought from home.

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.

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.

See SAS Wellness Policy for more nutrition information (Appendix A).

### ***Gifts and Parties***

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

### ***Health***

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.

SAS holds to diocesan policies pertaining to Head Lice protocol, Dispensing Medication and Medication Permission Form (Appendix E).

### 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 the child home for an additional evaluation or to see a doctor.

Appendix E also contains Guidelines for Excluding Students from School, as explained in the Health handbook of the Texas Catholic Conference of Bishops Education Department, 2023-24.

### ***Student Insurance***

The school maintains a group accident insurance policy. This insurance is required of all members of the student body. When a student is injured, the parent(s) 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 insurance company.

### ***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. 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 5<sup>th</sup> – 8<sup>th</sup>. No jewelry may be worn during activities.

### ***PE Dress Code***

Junior high students will be required to dress out for PE. PE dress will consist of an SAS Spirit t-shirt (any SAS sports, Catholic School Week or other school-issued t-shirt), black gym shorts of appropriate length, socks, and athletic shoes such as tennis or basketball (no Hey Dudes, for example). Shoes with cleats are not acceptable. Jackets and warm-ups can be worn during cold weather.

Students must take PE clothes with them each day when they leave PE class. Encourage students to mark their clothes with their names.

### ***Prayer Ministry***

SAS has developed a tradition of daily petition prayer for anyone who requests need for prayer. These petitions are recited as part of daily morning announcements. This Prayer Ministry is a way for the school to offer prayer and outreach to the community.

### **Sports Program**

SAS is a member of the Diocese of Victoria Athletic League (DVAL) (Appendix F) 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 6 – 8 may participate in football, cross-country, volleyball, basketball, soccer, track, tennis and softball, with limited participation of grade 5 based on enrollment.

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 helped with coaching the teams (the Diocese of Victoria requires volunteers to have a background check and the Safe Environment Training). The physical education teacher coordinates sport skills with the team coaches during the school year.

### **Saint Ambassadors**

The St. Anthony Catholic School Saint Ambassador Program is a dynamic team of student leaders with a mission to promote faith, values and vision of St. Anthony School and welcome and serve guests, prospective students, parents, alumni, and community members and businesses.

Being an ambassador will boost personal and professional development by giving you opportunities to expand your interpersonal and networking skills and gain visibility, meet people, improve your public speaking, develop friendships, create community and gain valuable experience.

To seek membership in the Saint Ambassador Club, students must have:

- A commitment to 4 hours of service per year through the ambassador program or an acceptable service event
- Complete ambassador training
- Have no failing grades or low conduct grades at a final grading period
- Complete an application
- Participate in at least four ambassador events
- Attend daily mass (Tuesdays and Thursdays 7:30am) at least 3 times per month.

Leadership/Officers: Ambassador officers will be chosen by ambassador membership with faculty input. This SAS Ambassador Council will take the place of the previous SAS Student Council. Ambassador officers will be chosen at the beginning of the school year.

### **Cell phones**

For grades 5-8, personal cell phones may be brought on campus, but can only be used with staff permission. These cell phones (and any other electrical devices such as tablets) will be secured by a staff member in the cafeteria upon arrival and returned at dismissal. No pictures (cell phone/tablets/cameras pictures) will be taken by a student, using any devices, unless permission is granted by a staff member.

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. (Refers to information in Appendix G) The office will provide this form to be signed at the beginning of the school year.

### **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.

### ***SAS Counseling Service and Guidance Program***

Students 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. Teachers, parents, or students may make a referral to be seen by the counselor. A counseling permission form will need to be completed by the parent to receive individualized ongoing counseling services. The counselor will also offer small group counseling sessions based on needs specific to each grade level throughout the school year. The counselor will be on campus on Tuesdays, Wednesdays, and Thursdays.

Grade specific whole group counseling lessons for 3K - 8th grades will be offered throughout the school year by the counselor. The junior high classes are taught Theology of the Body using material from Ascension Press, which meet the standards for guidance as well as offering an understanding of Theology of the Body. The Rhua Woods Institute publishes a program called Revealed which will also be used as part of the guidance lessons taught to K-5th grades.

## APPENDIX A

### SAINT ANTHONY CATHOLIC SCHOOL WELLNESS POLICY

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.
- **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 dessert type items (cookies, cakes, cupcakes, pudding, ice cream or frozen desserts, 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.**

## APPENDIX B

### 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 C

# **How to Protect Children from Child Abuse**

## **A Parents Guide**

*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



If you know or suspect immediately report it to

....

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.

that abuse has resulted from computer contact, you should 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 D

### **COMPLAINT/APEAL 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. Complaints 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 E

### Health Policies & Administering Medication

#### ***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.



St. Anthony Catholic School  
REQUEST FOR IN-SCHOOL ADMINISTRATION OF MEDICATION  
School Year 2023 – 2024

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 needs.

\_\_\_\_\_  
Parent / Guardian

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Shawna Collins, Principal

\_\_\_\_\_  
Date

1010.7

## COMMUNICABLE DISEASE

### General Information about Communicable Disease

- Immunizations required by the Texas DSHS/Immunization Division to prevent communicable disease
- Students should remain at home when they exhibit the first symptoms of a disease
- When a student in school is suspected of having a communicable disease,<sup>8</sup> he/she should be separated from other students until he/she can be sent home

### Guidelines for Excluding Students from School

Exclusion Guidelines	Return to School Guidelines
Oral temperature of 100° or above	Fever free for 24 hours without the use of fever suppressing medications
Vomiting, nausea or severe abdominal pain	Symptom free for 24 hours
Marked drowsiness or malaise	Symptom free
Sore throat, acute cold or persistent cough	Symptom free
Red, inflamed or discharging eyes	Written physician release
Wound, skin and soft tissue infections	Exclude until drainage is contained and covered with a clean dry bandage
Swollen glands around jaws, ears or neck	Written physician release
Suspected scabies or impetigo	Written physician release
Any skin lesion in the weeping stage	Covered and diagnosed as non-infectious
Earache	Symptom free
Head Lice	Lice and nit free
Diarhea	Diarhea free for 24 hours without the use of diarhea suppressing medications. Diarhea is 3 or more episodes of loose stool in a 24-hour period
Other symptoms suggestive of acute illness	Written physician release

<https://www.dshs.texas.gov/assets/0/76/111/848/1084/1101/bce667f8-53f9-43fe-a8b6-01a71c6df4fe.png>

<sup>8</sup> Communicable disease chart, Section 3, References and Resources

## APPENDIX F

### **DIOCESE of VICTORIA ATHLETIC LEAGUE (DVAL) RULES**

(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.

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**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.**

## APPENDIX G

### TECHNOLOGY ACCEPTABLE USE GUIDELINES

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.

#### **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.**

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

##### **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.

APPENDIX H

**St. Anthony School  
Student Absentee Form 2023 – 2024**

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:

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