



St. Anthony of Padua  
CATHOLIC SCHOOL

# FAMILY HANDBOOK 2023–2024

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

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Established 2001  
Archdiocese of Galveston–Houston

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2012 National Blue Ribbon School of Excellence



St. Anthony of Padua  
CATHOLIC SCHOOL

ST. ANTHONY OF PADUA CATHOLIC SCHOOL

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The Woodlands, Texas 77382  
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advancement@ap.school  
attendance@ap.school  
cadlrich@ap.school (Beyond the Bell, Before & After  
School)  
ap.school



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

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

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

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

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

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

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

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

This handbook is a living document. The Administration of St. Anthony of Padua Catholic School reserves the right to modify this Handbook, rescind any policies, procedures, or portion of the Handbook as it deems appropriate, in its sole and absolute discretion.

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NOTE: *Additions and revisions to the Family Handbook for 2023–2024 are highlighted in blue. Additions and revisions made during the school year will be highlighted in green.*





# St. Anthony of Padua

## CATHOLIC SCHOOL

*Nurturing Souls. Enriching Minds.*

Welcome to the 2023–2024 school year! As we start our 21<sup>st</sup> year and enter a year of accreditation, we have much to anticipate! We want to congratulate you on making this important decision in your lives to send your child to St. Anthony of Padua Catholic School. Thank you for your determination and commitment in making a Catholic education a priority in the life of your child.

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

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

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

We are looking forward to working with you and your child this school year. This year's theme continues with “Love One Another”. May we reflect God's love to all whom we encounter. We hope this year will be an exciting and inspiring year for each of us. May God bless you and your family as our year begins.

Sincerely in Christ,

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

*Susan Leddy, M.Ed.*  
Assistant Principal

*Rachael Garfield, M.Ed*  
Assistant Principal



## MISSION STATEMENT

The mission of St. Anthony of Padua Catholic School is to:

Instill Roman Catholic identity, reverence for the sacraments  
and a lifelong commitment to joyful discipleship;

Enrich students by fostering academic excellence  
and providing opportunities that nurture and challenge  
all to reach their full potential;

Develop, with parents, the moral compass that  
guides students  
to serve with Jesus Christ as their model.

## VISION STATEMENT

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

## PHILOSOPHY

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

## **2022 STRATEGIC PLAN DOMAINS AND GOALS**

June 2022

(updated from June 2015)

### **CATHOLIC IDENTITY DOMAIN:**

STAOPCS remains committed to ensuring that the Catholic identity and the charism of the school reflect our mission, vision, philosophy and our call to discipleship. The school will intentionally provide opportunities for liturgy and prayer. Further development of the quality of the religious education program will be a priority.

### **CATHOLIC IDENTITY STRATEGIC PLAN GOALS:**

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

### **ENROLLMENT DOMAIN:**

Growth in The Woodlands area has resulted in an increased demand for Catholic education. This is evidenced by classes at capacity from PreK4-8<sup>th</sup> grade and robust waiting lists over the past few years. While there is potential to expand the school to a third class in each grade level, expansion will be based on implementation of the Parish Master Plan.

### **ENROLLMENT DOMAIN STRATEGIC PLAN GOAL:**

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

### **MARKETING, PUBLIC RELATIONS AND DEVELOPMENT DOMAIN:**

STAOPCS must continue to foster meaningful relationships within its core and extended community: parents, alumni, prospective families, staff and parishioners. The school must also expand its brand and reputation to a wider community and be effectively marketed so that the added value of a Catholic education is visible.

### **MARKETING, PUBLIC RELATIONS AND DEVELOPMENT DOMAIN GOALS:**

- ♦ STAOPCS's Marketing and Development Subcommittee will address the school's marketing, public relations and development needs.
- ♦ STAOPCS will enhance the school's reputation in the community with positive public relations efforts.
- ♦ STAOPCS will increase efforts to educate all school families on the need for fundraising with goal of increased parent participation.

### **EDUCATIONAL PROGRAMS DOMAIN:**

Academic excellence has always been a priority for STAOPCS, and graduates are well prepared academically. As a Catholic school, it is committed to the dignity of all students, helping each one reach his God-given potential. In the current competitive environment, the school should take additional steps to achieve even higher levels of excellence.

### **EDUCATIONAL PROGRAMS DOMAIN GOALS:**

- ♦ STAOPCS will further develop its strong learner-centered instructional program, which challenges students and supports the school's mission, vision and philosophy.
- ♦ STAOPCS will comply with regulations from the Texas Catholic Conference Education Department (TCCED), Cognia™ and Archdiocese of Galveston-Houston.
- ♦ STAOPCS will comply with regulations from the Texas Catholic Conference Education Department (TCCED), Cognia™ and Archdiocese of Galveston-Houston.

### **STAFFING DOMAIN:**

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STAOPCS seeks, retains and supports a highly dedicated, talented and diverse faculty of lifelong learners. Teachers and staff form the basis of the school's reputation. They guide the students in their overall progress and deliver a true whole-child educational experience. STAOPCS also provides a collaborative, friendly environment with numerous opportunities for faculty to grow in their professional lives.

**STAFFING DOMAIN GOAL:**

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

**FINANCES DOMAIN:**

Currently, STAOPCS derives most of its income from tuition. If the school is to sustain educational momentum, it must become less dependent on tuition revenue by maximizing fundraising and other non-tuition revenue sources. Financial strength will provide the basis for permanence and program excellence, and will expand capacity to attract and retain qualified students regardless of families' financial ability.

**FINANCES DOMAIN GOALS:**

- STAOPCS will maintain a balanced budget that will provide financial support for the school's short and long-term operations and reserves.
- STAOPCS will ensure transparency and accountability of finances.
- STAOPCS will work with parish to establish long-term relationship which includes mutual support in regards to finances and maintenance of shared physical space.

**FACILITIES DOMAIN:**

Facilities are one of the priorities facing STAOPCS. While it is generally agreed that the quality of the school facilities is outstanding, space limitations are one of the major issues confronting the school right now.

**FACILITIES DOMAIN GOALS:**

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

**COMMUNITY RELATIONS DOMAIN:**

Opportunities should be fostered for parents, parishioners and local community members to engage, interact and partner with the school. Positive relationships among all stakeholders will be built and maintained through effective communication.

**COMMUNITY RELATIONS DOMAIN GOALS:**

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

**TECHNOLOGY DOMAIN:**

As STAOPCS navigates the 21st century, excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future. The goals and objectives of this plan reflect the school's Technology Plan.

**TECHNOLOGY DOMAIN GOAL:**

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

## GENERAL INFORMATION

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

### Administration & Office Staff

Veronica Tucker, Principal & Parish Director  
of Education

Susan Leddy, Assistant Principal Pre-K – 4<sup>th</sup>  
Rachael Garfield, Assistant Principal 5<sup>th</sup> – 8<sup>th</sup>  
Derlyn Cayanan, Counselor

Katie Tressel, Advancement Coordinator

Heather Blakesley, Learning Advisor

Leslie Pavlock, Nurse

KP Martin, Religion Coordinator

Margaret Blouin, Assistant Religion Coordinator

Arlene Failde, Information Systems Coordinator

Dale Quickel, Athletic Coordinator

Heather Koett, Assistant Athletic Coordinator &  
Event Coordinator

Cathy Russell, Admissions & Office Manager

Colette Carson, Business Manager

Cindy Bierbaum, Admin Services & Support  
Assistant

Denise Brown, Admin Services & Support  
Assistant

Julie Cooper, Admin. Services & Advancement  
Assistant

### Early Childhood Department

Jeniffer Salinas, Pre-K3

Patricia Tamez, Pre-K3 Assistant

Donna-Maria Barrow, Pre-K4

Regina Reincke, Pre-K4 Assistant

Lauren Harris, Pre-K4

Wendy Perry, Pre-K4 Assistant

Maria Johnston, Kindergarten

Prudence Osman, Kindergarten Assistant

Vanessa Wilson, Kindergarten

Yvette Flot, Kindergarten Assistant

### Elementary Department

Kristy Doyle, 1st Grade

Keri Meyer, 1st Grade

Rebecca West, 2nd Grade

Missy Guion, 2nd Grade

Monique Loyo, 3rd Grade

Meghan Preuss, 3rd Grade

Mikayla Gambertoglio, 4th Grade

Katherine Naeher, 4th Grade

Rebecca Fagan, 5th Grade

Suzanne Felchak, 5th Grade

### Middle School Department

Tara Lemmeyer, 6th Advisor & English  
Language Arts

Martha Insignares, 6th Advisor & Math

Kelly Sturgeon, 7th Advisor & Science

Travis Wallace, 7th Advisor & Social Studies

Sarah Turner, 8th Advisor & English Language  
Arts

Lisa Biagi, 8<sup>th</sup> Advisor & Math

KP Martin, Religion

### Auxiliary Department

Virginia Johnson, World Language & Spanish &  
Middle School Electives

Rebecca McDowell, Theatre & Middle School  
Electives & EC World Languages

Suzanne Ettman, Art

Jenny Lienhard, Music EC-3rd, EC Music &  
Motor, and Liturgical Mass Choir

Lori Welch, Technology

Heather Koett, PE

Tracy Rinando, PE-Angels

Dale Quickel, PE & Health

Arlene Failde, Broadcast Media

Margaret Blouin, Middle School Elective

Heather Blakesley, Middle School Elective

Terri Burnette, Middle School Elective

Nestor Cayanan, Middle School Elective

Michael Blattel, Band

### Technology/Library Media Center

Arlene Failde, Technology & Middle School  
Electives

Deborah Morgan, Library & Middle School  
Electives

**Beyond the Bell (BtB)**

Susan Leddy, Coordinator  
Charlotte Aldrich, Manager  
Maria Barretto, Staff  
Daniella Biagi, Staff  
Lorraine Humphreys, Staff  
Patricia McDougall, Staff  
Thelma Sanchez, Staff  
Jessica Hernandez, Staff

**PACE Team**

Heather Blakesley, Learning Advisor  
Terri Burnette, Learning Support Teacher  
Ellen Pavlich, Learning Support Teacher  
Margaret Blouin, Learning Support Teacher  
Emily de Aragao, Learning Support Teacher





## St. Anthony of Padua Catholic School 2023-2024 School Calendar



| August 2023    |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | T  | F  | S  |
|                |    | 1  | 2  | 3  | 4  | 5  |
| 6              | 7  | 8  | 9  | 10 | 11 | 12 |
| 13             | 14 | 15 | 16 | 17 | 18 | 19 |
| 20             | 21 | 22 | 23 | 24 | 25 | 26 |
| 27             | 28 | 29 | 30 | 31 |    |    |
| September 2023 |    |    |    |    |    |    |
| S              | M  | T  | W  | T  | F  | S  |
|                |    |    |    |    | 1  | 2  |
| 3              | 4  | 5  | 6  | 7  | 8  | 9  |
| 10             | 11 | 12 | 13 | 14 | 15 | 16 |
| 17             | 18 | 19 | 20 | 21 | 22 | 23 |
| 24             | 25 | 26 | 27 | 28 | 29 | 30 |
| October 2023   |    |    |    |    |    |    |
| S              | M  | T  | W  | T  | F  | S  |
| 1              | 2  | 3  | 4  | 5  | 6  | 7  |
| 8              | 9  | 10 | 11 | 12 | 13 | 14 |
| 15             | 16 | 17 | 18 | 19 | 20 | 21 |
| 22             | 23 | 24 | 25 | 26 | 27 | 28 |
| 29             | 30 | 31 |    |    |    |    |
| November 2023  |    |    |    |    |    |    |
| S              | M  | T  | W  | T  | F  | S  |
|                |    |    | 1  | 2  | 3  | 4  |
| 5              | 6  | 7  | 8  | 9  | 10 | 11 |
| 12             | 13 | 14 | 15 | 16 | 17 | 18 |
| 19             | 20 | 21 | 22 | 23 | 24 | 25 |
| 26             | 27 | 28 | 29 | 30 |    |    |
| December 2023  |    |    |    |    |    |    |
| S              | M  | T  | W  | T  | F  | S  |
|                |    |    |    |    | 1  | 2  |
| 3              | 4  | 5  | 6  | 7  | 8  | 9  |
| 10             | 11 | 12 | 13 | 14 | 15 | 16 |
| 17             | 18 | 19 | 20 | 21 | 22 | 23 |
| 24             | 25 | 26 | 27 | 28 | 29 | 30 |
| 31             |    |    |    |    |    |    |
| January 2024   |    |    |    |    |    |    |
| S              | M  | T  | W  | T  | F  | S  |
|                | 1  | 2  | 3  | 4  | 5  | 6  |
| 7              | 8  | 9  | 10 | 11 | 12 | 13 |
| 14             | 15 | 16 | 17 | 18 | 19 | 20 |
| 21             | 22 | 23 | 24 | 25 | 26 | 27 |
| 28             | 29 | 30 | 31 |    |    |    |

7901 Bay Branch Drive  
The Woodlands, Texas 77382  
281-296-0300 (Fax) 281-296-7236  
<https://ap.school/>

### MEET THE TEACHER

Thursday, August 10, 4-6 PM

### PARENT INFORMATION NIGHTS

Thursday, August 24-Early Childhood/Elementary  
Thursday, August 31-Middle School

### STUDENTS

First Day: August 14 (Noon Dismissal)  
8th Grad Graduation: May 16  
Last Day (Pre-K-7th): May 23 (Noon Dismissal)

### GRADING PERIODS (Nine Week Quarters)

#### 1st Semester

August - October (41.5 Days)  
October - December (42 Days)

#### 2nd Semester

January - March (40.5 Days)  
March - May (44 Days)

### MS EXAMS

Midterms: December 15, 18, 19  
8th Grade Finals: May 10, 13, 14  
6th and 7th Grade Finals: May 16, 17, 20

### FALL CONFERENCES

October 5 - 10:00 AM - 6:00 PM

### INCLEMENT WEATHER/EMERGENCY DAYS

Days missed for emergencies or inclement weather will be taken from scheduled Holidays or Staff Development days, if needed.

### SAVE THE DATES

November 15: Dolphin Donor Day  
November 17: Grandparents Day  
February 2: Pastries with Parents  
February 10: STEPS for Students  
April 6: Gala  
May 21: Field Day (Noon Dismissal)

### SCHOOL OFFICES CLOSED

July 3 - 7, 2024

| February 2024 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    |    | 1  | 2  | 3  |
| 4             | 5  | 6  | 7  | 8  | 9  | 10 |
| 11            | 12 | 13 | 14 | 15 | 16 | 17 |
| 18            | 19 | 20 | 21 | 22 | 23 | 24 |
| 25            | 26 | 27 | 28 | 29 |    |    |
| March 2024    |    |    |    |    |    |    |
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    |    |    | 1  | 2  |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 |
| 24            | 25 | 26 | 27 | 28 | 29 | 30 |
| 31            |    |    |    |    |    |    |
| April 2024    |    |    |    |    |    |    |
| S             | M  | T  | W  | T  | F  | S  |
|               | 1  | 2  | 3  | 4  | 5  | 6  |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            | 29 | 30 |    |    |    |    |
| May 2024      |    |    |    |    |    |    |
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    |    | 1  | 2  | 3  |
| 4             | 5  | 6  | 7  | 8  | 9  | 10 |
| 11            | 12 | 13 | 14 | 15 | 16 | 17 |
| 18            | 19 | 20 | 21 | 22 | 23 | 24 |
| 25            | 26 | 27 | 28 | 29 | 30 | 31 |
| June 2024     |    |    |    |    |    |    |
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    |    |    |    | 1  |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 23            | 24 | 25 | 26 | 27 | 28 | 29 |
| 30            | 31 |    |    |    |    |    |

- Archdiocesan New Staff Orientation
- Staff Development
- Nat'l Catholic Schools Week
- Early Release (12:00 Noon)
- Early Childhood (PK3, PK4, Kinder) Student Holiday
- Beyond the Bell (Closes at Noon)



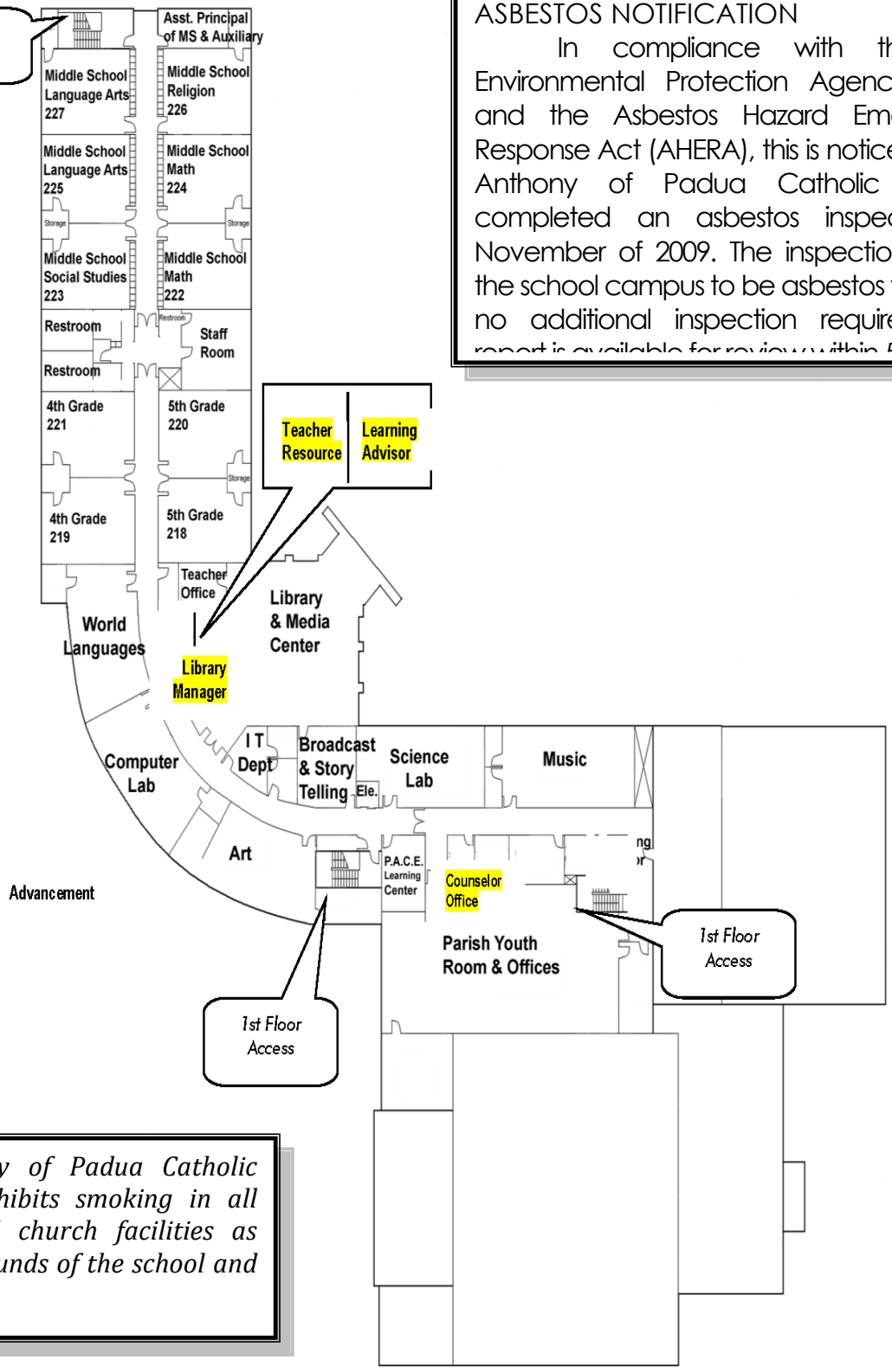




Access into the school building during school hours is through the main entrance. Other entrances including those into the Bishop Sheltz Fellowship Hall are locked for the safety and security of our students, staff and visitors. Public access to the school building is restricted to the office lobby.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

### CAMPUS LAYOUT-2<sup>ND</sup> FLOOR

6th-8th AM  
Arrival Only



**ASBESTOS NOTIFICATION**

In compliance with the U.S. Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), this is notice that St. Anthony of Padua Catholic School completed an asbestos inspection in November of 2009. The inspection found the school campus to be asbestos free with no additional inspection required. The report is available for review within 5 days of

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

## DAILY SCHEDULE

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

|          |   |
|----------|---|
| 10:40 AM | Lunch – 1 <sup>st</sup>                                     |
| 10:45 AM | Lunch – K   |
| 10:55 AM | Lunch – Pre – K3 (in classroom)                             |
| 11:00 AM | Lunch – Pre – K4 (in classroom)                             |
| 11:10 AM | Lunch – 2 <sup>nd</sup>                                     |
| 11:40 AM | Lunch – 6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> |
| 12:20 PM | Lunch – 5 <sup>th</sup>                                     |
| 12:25 PM | Lunch – 3 <sup>rd</sup>                                     |
| 12:30 PM | Lunch – 4 <sup>th</sup>                                     |

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



## ADVANCEMENT

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

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

### Communication, Advertising, Marketing, & Branding

- ❑ The Advancement Office works closely with parent champions ensuring the success of activities and events as well as creating a seamless timeline for all activities. Volunteers should refer to the school's Volunteer Handbook for procedures for:
  - Weekly Newsletter, Email Blasts, Social Media, etc.;
  - School Marquees & Rolling Outdoor Signs;
  - School Office Information Kiosk & Display Areas;
  - Other Advertising, Promotions, or Marketing Efforts; or
  - Displays on Parish Property

- ❑ School Directory–The School Directory contains family contact information. It is posted in a secured location in FACTS® for family use. However, contact information should not be used to promote personal business ventures, to send chain emails, share personal beliefs, or for personal gain.
- ❑ Branding – The school's logos and images (current and past) are protected under trademark laws. By no means is anything allowed to be printed, manufactured, or otherwise produced that contains any STAOPCS name, logo, or image, or any other item associated with the school, without prior written consent from the Advancement Office. Items produced without approval may be removed and/or destroyed at administration's discretion. This includes but is not limited to spirit wear and apparel, photo slide shows, etc. Anyone who wishes to mass produce an item that contains the school's name, uniform, student images, faculty images, building and grounds images, etc., must submit a proposal in writing to the Advancement Office. The Advancement Coordinator and/or administration will review the proposal. If approval is given, the project will be under the direction of the Advancement Office.

## Events

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

## Fundraising

- ❑ STAOPCS acknowledges its responsibilities as a Disciple of Christ, to contribute to the common good through service, whether involving contributions of time, talent or treasure. All aspects of fundraising and charitable activities, whether on behalf of an approved organization, group or individual, or the school community itself, shall be consistent with the teachings and tradition of the Roman Catholic Church and the Mission of STAOPCS.
- ❑ The goal of fundraising is to enhance the educational and extracurricular programs of our school as well as keep tuition rates at the lowest level possible. The Advancement Office oversees fundraising and strives to keep fundraising manageable for families and the school.
- ❑ All families are expected to participate in major fundraising efforts of the school.
- ❑ The time and effort required of students in fundraising and charitable activities must be reasonable and not interfere with academic performance.
- ❑ Funds solicited for and collected on behalf of STAOPCS are used for the sole purpose of supporting the school by defraying the costs and expenses associated with school functions and activities. Funds collected for school functions and activities may never be distributed to individual(s) as this jeopardizes the school's tax-exempt status as a non-profit organization. Any funds collected in excess of legitimate costs and expenses will be available for expenses associated with future years' operations.

□ Definitions:

- Charitable Campaign – activity with the objective of raising money/goods and awareness on behalf of a charitable organization (e.g. St. Anthony's Bread, Humane Society, STAOPCS Blue Jean Days) and/or in response to an immediate local, national or international need (e.g. natural disaster, hurricane).
- School Campaign – activity with the objective of raising money to support the school's operating budget closing the gap between tuition and total cost of educating each child or enhance and enrich instruction and programs. Major school campaigns (fundraisers) include, but are not limited to the following:
  - Fund for St. Anthony—supports tuition assistance and the school's operating expenses (e.g., wish list items identified by teachers and staff to enhance instruction or operations, enrichment activities such as Halloween Science Day, Go Texan Day, International Day, Earth Day, STREAM activities, assemblies, traveling theatre productions, etc.)
  - Auction Gala—supports the school's operating expenses (e.g., classroom, lab and curriculum resources, religion resources, counseling resources and programs, salaries and benefits, professional development, field trips, library resources, janitorial services, technology, etc.)
  - STEPS for Students (Archdiocesan Sponsored Event)—supports the school's operating expenses (e.g., auxiliary and elective programs, health services, fine arts, athletics, etc.)

## Photography

- Photo Releases—A Media & Communication Release Form is on file for each student in the office. STAOPCS is bound by legal and moral issues to uphold the privacy of those who request that photos of their family members are not released.
- Publication of Media – STAOPCS holds all rights for official publication of all media. This includes, but is not limited to press releases, social media, videos, class projects, any “for profit” item, etc.
- Social Media Use – Taken directly from the Archdiocesan Social Media Policy: "All users are to safeguard the privacy interests of others. In particular, personally identifiable information (that is, name, phone number, address or email address), should not be disclosed without the prior consent of the person identified. Photographs of children are not posted without a signed Media Release Form.
- Classroom or Campus Photography – Parents and family who take pictures of students, events, and activities are encouraged to submit their best images to the school for possible inclusion in school yearbook, newsletter and social media. Pictures can be submitted to the Advancement Office via a thumb drive, or in the case of 5 or less photos, may be sent by email **to**

[advancement@ap.school](mailto:advancement@ap.school). Pictures taken for personal use on campus and at school events are not the property of STAOPCS and are not allowed to bear the STAOPCS name and/or affiliation. Taking pictures or videos for personal use should not distract from the learning environment, program or activity in progress.

- ❑ Church Photography – **Flash photography is NOT permitted during liturgy.** The taking of photographs must never distract from the prayerful dignity of the Liturgy. Photographers are requested to revere the holiness of the church. Respect must be made to the Tabernacle, the presence of Our Lord, and the “sacred space” that is intrinsic within the Catholic Faith. Personal photography and videography may be taken only from the photographer’s pew. Anyone distracting from the liturgical celebrations in any way may be asked to stop taking photos or videos.
- ❑ Special Mass Celebrations (May Crowning, 8<sup>th</sup> Grade Graduation, etc.) –Official photographers will be assigned and may include a professional photographer. Official school photographers will be clearly identified at major events. Official school photographers have clearance to move beyond pews in order to take photos during Liturgy.

#### BIRTHDAYS

- ❖ Students may participate in Library Book Birthday Programs.
- ❖ Students may wear FREE DRESS on their birthday or a day near their birthday (No Mass Days please). Students with summer birthdays may make arrangements with their teacher to designate a day to use their Free Dress Day. Birthday Free Dress must follow the guidelines of Free Dress Days in our Family Handbook.
- ❖ Parents may bring their child lunch for their birthday and join them for lunch. Safe Environment compliance is not required to join students for their birthday lunches.
- ❖ Students may choose to share birthday treats that have been purchased or prepared at an establishment meeting county health requirements. Distribution is limited to snack or lunchtime for early childhood and elementary. Distribution for middle school is during lunchtime. Cookies, cupcakes, ice cream bars, candy bars, yogurt, pudding cups, Jell-o cups, etc. make great treats that are easy to serve as well as easy for students to eat. In middle school treats should be provided for the entire grade level. Pre-K – 8th grade parents are asked to contact your child’s teacher in advance to make arrangements and discuss food allergies that must be considered. Decorations or party favors are not permitted.



#### DISTRIBUTION OF LITERATURE OR MATERIALS

Any literature, printed documents, or materials which a student, individual, or organization wishes to distribute must first be submitted to the school office for approval. The school reserves the right to deny approval if distribution could disrupt school operations, interfere with school activities, be offensive or damaging in nature, promote a commercial establishment/enterprise, or endorse political candidates or ballot measures. School-owned



equipment or materials may not be used in the preparation or publishing of non-school sponsored publications.

#### DONATED ITEMS

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

#### FORGOTTEN ITEMS, MESSAGES, DELIVERIES & TELEPHONE USE

An important part of building responsibility in children is allowing them to experience logical and natural consequences. We ask that you not bring forgotten academic items to school (homework, projects, etc.). If an academic item is brought to a student, the student will have the same consequence as if submitting a late assignment. If a lunch is forgotten, a lunch will be provided and charged to the student. Fast food may be brought in as a treat for birthdays, but not on a regular basis or in place of forgotten lunches. Students are not allowed to use campus telephones or student cell phones to call or text for forgotten items nor are they allowed to re-enter classrooms after dismissal to get forgotten items. Limiting deliveries and distraction is also in alignment with the school's new safety protocol.

Deliveries of items, such as flowers, for students are not accepted. Students may use the school phone only in an emergency. Classrooms will not be interrupted to deliver messages or items to students unless it is an emergency. The office staff is not responsible for calling classrooms, emailing teachers or delivering forgotten items. Your cooperation in efforts to build responsibility in our students is appreciated.

#### GRADUATION

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

## INVITATIONS, GIFTS, ETC.

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

## LOCKERS

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

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

## LOST AND FOUND

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

## OFFICE HOURS

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

## PERSONAL PROPERTY

- **Toys, laser pens, handheld computer games, iPods, iPads, electronic games, other electronic gadgets, etc. should not be brought to school.** Skateboards and shoes with concealed inline wheels are prohibited on school property. The school is not responsible for damage, breakage, lost items, or liability for injury. If school personnel see students with personal property that should not be at school, items are confiscated and held until the end of the school day. Repeated incidents may require parents to come to school to retrieve the items from the teacher or administration.
- Use of student cell phones to send or receive phone calls or text messages, access the Internet, take photographs or access any other application for which the phone is capable is prohibited during the school day, **including arrival and dismissal.** Cell phones must be turned off and not visible during the school day. Middle School cell phones must be kept in lockers. The use of cell phones in locker rooms and restroom areas at any time while at school is prohibited. Elementary cell phones must remain in backpacks and phones should be turned off during the school day. The school is not responsible for cell phones that are damaged, lost or stolen. If school personnel see students with a cell phone, it is confiscated and given to administration. On the first incident students are required to meet with administration at the end of the day to retrieve their cell phone. The second incident requires that parents come to school to retrieve the cell phone from administration. Additional incidents and/or serious violations of cell phone regulations may result in a student losing the privilege of having a cell phone on campus. If



administration suspects that a cell phone has been used in violation of guidelines, photos, call history, text messages, etc. may be viewed. If a student needs to make a phone call during dismissal, the student must seek permission from a staff member and make the call/text with staff member in close proximity.

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



## PROBLEM RESOLUTION

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

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

1. The matter should first be addressed with the child's teacher or the person with whom the problem or conflict exists. Teachers and staff members cannot address an issue or concern if the student or parent/guardian does not communicate it.

2. If the matter cannot be satisfactorily resolved at that level, the parent may then discuss the issue with:

- **Mrs. Leddy:** PreK–4<sup>th</sup> grade
- **Mrs. Garfield:** 5<sup>th</sup>–8<sup>th</sup> grade
- **Mrs. Tucker:** Auxiliary and PACE

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

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

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

#### Archdiocesan Student–Parent Complaint Process

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



## REGISTRATION

### Admission

St. Anthony of Padua Catholic School is dedicated to integrating faith and knowledge in the rich tradition of Catholic education. We serve students in PreK3 through the 8<sup>th</sup> grade.

1. The school adheres to the policies stipulated by the Archdiocese of Galveston–Houston and the Texas Catholic Conference Bishops Education Department. Texas state guidelines are followed regarding age requirements. Special education, gifted and ESL/bilingual classes are not available at St. Anthony of Padua Catholic School. Admission to St. Anthony of Padua Catholic School is

based on an individual review of each applicant. Little Saints Early Childhood Program is licensed by the State of Texas Child Care licensing division. Texas state guidelines utilizing September 1st age requirements are used by both programs. Catholic schools in the Archdiocese of Galveston–Houston and their affiliates afford equal opportunity to all applicants and do not discriminate on the basis of race, color, national or ethnic origin. The following policies have been formulated in relation to student admission:

- a. New student applications are received for the current year based on openings. Applications are submitted online and accompanied by a non-refundable application fee. New student applications must contain all required documents before a student is considered for admission. Once classes are filled those wishing to be considered for vacancies are placed on a waiting list. New student applications for 8<sup>th</sup> grade are limited to siblings and applicants transferring from another Catholic school or moving into the area.
- b. Admission to St. Anthony of Padua Catholic School for new students considers the developmental, scholastic, and behavioral qualifications of the applicant as well as the available openings in each grade level, the overall composition of the class, and the resources available to meet the student's needs. Applicants must show readiness to benefit from and contribute to the group learning environment present in our classrooms. Applicants must be English speaking in 1st grade and above. Students entering Pre-Kindergarten must be toilet trained.
- c. Home schooling has been a legal alternative to public schooling since 1994. St. Anthony of Padua Catholic School accepts applications from students who have attended non-accredited schools or been home-schooled. All applicants from non-accredited schools or who have participated in a home-school program must participate in on-campus screening which includes age-appropriate testing as well as an interview process.
- d. New applicants are required to participate in admissions screenings determined by school administration. Screenings are conducted to place students appropriately within the school's program and to assure that the needs of the student can be met through available resources. Admissions screenings include the following:

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

|  |                               |
|--|-------------------------------|
|  | observational visit/interview |
|--|-------------------------------|

e. Age Requirements:

|                     |   |
|---------------------|---|
| 3K Pre-Kindergarten | 3 years of age on or before September 1     |
| 4K Pre-Kindergarten | 4 years of age on or before September 1     |
| Kindergarten        | 5 years of age on or before September 1     |
| 1st Grade           | 6 years of age on or before September 1     |
| 2nd–8 <sup>th</sup> | Successful completion of the previous grade |

f. Elementary and middle school applicants must meet the following criteria:

- i. Average of "C", 77% or better, in all academic subject areas
- ii. Standardized test scores appropriate to the grade level
- iii. Behavior ratings of satisfactory or better

g. Admission will be based on the following priorities:


- i. Currently enrolled students
- ii. Siblings of currently enrolled students
- iii. St. Anthony of Padua Parishioners—Higher priority will be given to parishioners currently enrolled in Little Saints. Families will be considered for admission using the earliest date of parish registration.
- iv. Families in other Catholic parishes and/or Catholic schools – Higher priority will be given to families currently enrolled in Little Saints.
- v. Open registration – Higher priority will be given to families who are currently enrolled in Little Saints.

h. All new students are admitted on a probationary basis according to Archdiocesan policy.

i. Once accepted new students must complete the enrollment process online. The process includes providing additional data, required documents, forms and signatures by published deadlines. A non-refundable and non-transferable registration fee as well as additional fees applicable to the student must be paid in order to secure the student's classroom placement.

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

## Tuition and Fees

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

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

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

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

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

Failure to keep accounts up to date or to make arrangements through the principal for alternate methods of payment may jeopardize a student's enrollment status. Families with delinquent accounts may not be offered re-

enrollment for the next school year. In the event of non-payment of tuition and/or fees, the school reserves all of its rights to settle the account. Notice of withdrawal of a student shall be made by a parent or guardian in writing to the principal in advance of the student's withdrawal date. No student records will be released until the student's account has been settled.

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

4. Athletic Fee is a charge per student per sport and is non-refundable. The fee is due prior to the beginning of the sport's season.
5. Martial Arts is a middle school P.E. option. For this course, there is a \$300 annual fee. \$150 is charged to the student FACTS® account each semester.
6. Angels is a middle school cheer/dance P.E. option. There is a \$250 annual fee which is charged to the student FACTS® account. Other fees also apply.
7. Theatre Production is a middle school elective option. There is a \$100 annual fee which is charged to the student FACTS® account.
8. Screening Fees and postage fees may apply when a student is screening for a transfer to an out-of-area, out-of-state or out-of-country school. Please contact administration for more information.
9. Technology Fee is a non-refundable and non-transferable middle school charge per student subject to the terms and conditions of the relevant technology program. The fee is due when returning students complete the re-enroll process or when new students are accepted and complete the enrollment process. After three years of payment, the student may keep his/her Chromebook upon graduation.
10. Beyond the Bell **Fees** are charged for before and after school care. A non-refundable registration fee is charged per child to reserve space in the program. The registration fee is due when returning students complete the re-enroll process or when new students are accepted and complete the enrollment process. Families must pre-plan for attendance submitting calendars by published due dates. Attendance on days not submitted through monthly calendars will be subject to an additional fee. Fees for Beyond the Bell are invoiced through FACTS® Tuition Management on the first and fifteenth of the month. A late fee will be assessed for payments received after the published due date. Prepaid days of attendance are not refundable for any reason. Families can choose to enroll their children for the "A la Carte" or the "Full-Time programs.



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

**Full-Time Annual Rate (Annual Commitment Required):** Families must commit to using Beyond the Bell for four or five days per week from August to May in order to qualify for this rate. The Full-Time Annual Rate reflects a savings from the Daily Rate for students, who attend on a regular basis. The Full-Time Annual Rate is paid in ten equal payments from August through May.

11. Parent Organizations Fee is a non-refundable fee per family dedicated to the Parents organization. The fee is due when returning students complete the re-enroll process or when new students are accepted and complete the enrollment process.
12. NSF (Non-Sufficient Funds) Fee is assessed for each returned payment.
13. Late Pickup Fee is charged for students not picked up at the announced closing times of the school including school activities such as athletics, detention, club meetings and Beyond the Bell. Late pickup fees are non-refundable. The fee is assessed 15 minutes after the dismissal bell or one minute past the release time from school activities or Beyond the Bell closing time. The fee is \$10 plus \$1 per minute. This will be billed to the students' FACTS account. If Beyond the Bell is open, students are sent to Beyond the Bell when dismissal is complete. Parents are charged the registration fee plus the daily rate.
14. In-School Suspension Fee is charged to families when a full-day sub is needed to supervise a student in in-school suspension. The \$100 fee will be billed to the student's FACTS® account.

#### Tuition Grant Program

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



Families seeking tuition grants apply online through FACTS® Grant and Aid Assessment as part of the enrollment process. Families are responsible for the processing fee that is assessed by FACTS®. Through this same system families may apply for assistance through ACE Program.

The outside agency will review and process the Student Aid Application and supporting documentation. The agency will send a report to the school showing the amount the family can reasonably be expected to pay toward tuition. The sole

purpose of this report will be to determine the amount, if any, of a tuition grant. This and all other documents related to tuition grants will be held in strictest confidence.

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

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

A family receiving a tuition grant must provide volunteer services to the school in support of various school activities, programs and events. Families receiving tuition grants are required to document volunteer activities at mid-year and, if applicable, as part of the application process for the following school year. **Continued funding is also dependent upon children being on time to school, passing all subjects, and maintaining an acceptable discipline record and an S or E in conduct.**

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

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

## STUDENT RECORDS

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



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



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

## SCHOOL SUPPORT SYSTEMS

### School Advisory Committee (SAC)

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

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

Those wanting to address the SAC must submit a written request at least 2 weeks prior to a scheduled meeting, stating the subject of the presentation and providing materials to be reviewed. Questions of clarification may be asked. The SAC gives no response during the meeting. The SAC, in closed session, discusses the presentation and formulates a response that is sent in writing to the person making the presentation. Per Archdiocesan protocol, the SAC does not address personnel, curriculum, discipline, or grievance issues. Formal grievances are handled through the Archdiocesan Student-Parent Complaint Process.

SAC membership consists of registered members of the parish and/or parents of a child attending the school. Recruitment of members is an ongoing process. Current members of the SAC or a nominating committee along with administration continually seek individuals whose philosophy, talents and experiences make them ideal members in carrying out the mission, vision and philosophy of the school. Persons interested should submit a Letter of Interest to the Pastor through the Principal. Letters of interest will be reviewed by the Pastor and Principal. In consultation with the Principal, the Pastor makes appointments as needed each year. New members are appointed to serve 3-year terms, which may be renewed once for a total of a 6-year term.

## Paduan Parents

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

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

## USE OF SCHOOL GROUNDS AND FACILITIES

School grounds and facilities are supervised from 7:40 AM to 3:30 PM by school personnel on days when school is in session. Supervision for athletic practices, extracurricular programs, and other activities, such as parish-sponsored programs are the responsibility of the heads of these programs or organizations. Students are not allowed on school grounds or in school facilities unsupervised. Students found on school property outside of authorized periods are subject to disciplinary action. Non-student trespassers will be asked to leave the campus. If trespassers do not leave, local police may be called to remove them. Before or after school use of school grounds and facilities requires approval of school administration and the parish facilities department.

## VISITORS ON CAMPUS

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



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

We are dedicated to providing quality instruction with limited interruption of classroom routines. Visitors interested in our school are given campus tours by school staff. Office personnel gladly assist visitors with questions and provide information.

## VOLUNTEERS

Volunteers are valued members of our school community whose investment of time and talent is crucial to the success of our school. We welcome and encourage their engagement in school activities and programs. Volunteers are parents, grandparents, parishioners of St. Anthony or members of the local community. Volunteering at STAOPCS

involves reaching out and ministering to others. In offering to volunteer in our schools, parents and community members provide students with real life models of service.

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

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

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

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

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

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

Volunteers who have opportunities to access the school's technology resources as part of their duties are given a copy of the Technology and Telecommunications Acceptable Use Policy for Volunteers. After reading the policy volunteers must sign and return the Technology User Agreement in order to continue service to the school.

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

## RELIGION PROGRAM

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

Matthew 18:20

### CATHOLIC IDENTITY



Catholic Schools have as their central goal the formation of disciples providing students, parents, and staff with opportunities to learn and live their Catholic faith. Catholic Identity is what sets us apart from other schools. The foundation for our Catholic Identity comes from the command of Jesus. "Go, therefore, and make disciples of all nations". (Matthew 23:19) We recognize Christ as the unseen but ever-present teacher in our classrooms. With Him as our model, we work together to provide students with experiences and opportunities to know and feel God as a real presence each day.

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

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



the local, area, traditions such as Crowning.

is a goal for our the staff Faith spiritually through required to

### INSTRUCTION

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

A religion curriculum guide, developed by the Archdiocesan Continuing Christian Education Office, is used in planning religious instruction. Textbooks and resources are

selected from a list of Archdiocesan approved materials. The Archdiocese of Galveston–Houston requires that parishes and schools provide instruction in family life issues, social justice and sexuality catechesis. Sexuality catechesis is conducted as a partnership between home and school during the school year for grades K–8. The Archdiocese of Galveston–Houston also require that all schools present the Circle of Grace to students.

In August 2017, Cardinal DiNardo has directed that every parish in the Archdiocese implement the Circle of Grace program, children and youth are taught to identify and maintain appropriate physical, emotional, spiritual, and sexual boundaries; recognize when boundary violations are about to occur; and demonstrate how to take action when boundary violations are threatened or violated. Along with a strong parent component, the program teaches children that God is with them at all times, especially in difficult situations.

The Archdiocese works in collaboration with schools to increase the faith knowledge of both students and faculty/staff. In order to monitor the faith knowledge, the Catholic Schools Office chose the NCEA ACRE® survey for students and the IFG® survey for adults. Every three years full-time employees take the IFG® survey as a baseline with additional testing to occur in future years. Students in 5<sup>th</sup> and 8<sup>th</sup> grades take the ACRE® survey annually.

## LITURGY AND WORSHIP

Students attend Mass and other religious services as deemed appropriate by the pastor, principal and/or school staff. In general, students in grades K–8 attend Mass weekly. Pre-K3 and Pre-K4 classes begins attending Masses based on student readiness. All students attend Mass by the start of the third quarter.



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

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

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

## SACRAMENTAL PREPARATION

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

If your child is older than second grade and has not received the





sacraments your family may participate in the family based sacramental preparation program as well. The reception of the sacraments is with the larger parish community. If you have questions about the sacramental preparation program, please contact the parish Office of Faith Formation.

## STEWARDSHIP

We are all called to serve humankind with Christ as our model. To be of service to others, we are called to put our love for God into action as disciples, to help “the least of our brothers”, to act as Christ has enjoined us to when he said “Love one another as I love you” (John 15: 12). Members of our school community are encouraged to live as Jesus taught us to live and accept our responsibility as disciples for serving all people by sharing the gifts and talents received from God.

Stewardship is a key component to our religion program allowing members of our school community to experience the grace and joy of giving, to be reminded of our mission to serve, and to utilize the resources God provides for His Glory and betterment of His creation. We join with schools across the Archdiocese in continuing the ministry of Jesus Christ through Works of Mercy, which are charitable actions that aid our neighbors in their spiritual and bodily needs.

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

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

Responding to our Baptismal commitment to serve others, we have incorporated a service requirement into religion class in Middle School. The service hour requirements are 6<sup>th</sup> grade, 10 hours; 7<sup>th</sup> grade, 12 hours; 8<sup>th</sup> grade, 14 hours. Students complete their service hours through the school year and **are submitted to Middle School Religion Teacher**. Half of

the required hours must be submitted in December. This counts as a major grade in religion in the second quarter. The second half of the required hours are submitted to the religion teacher at the end of the school year and is a major religion grade for the fourth quarter.

We appreciate the help of our families in carrying out these projects. If funds are needed to assist with a project, approval must be obtained from school administration before purchase.



## SCHOOL PRAYER

*(Written by Becki Kinch, 2004)*

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

## SCHOOL SONG

*(Written by Lisa Serice)*

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

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

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



## INSTRUCTION AND COMMUNICATION

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

Proverbs 4:13

### CURRICULUM AND INSTRUCTION

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



Pre-kindergarten and kindergarten programs recognize that development in young children is a continuous process. Although children move through the same sequence or patterns of development, they do not develop at the same rate. The major emphasis of the early childhood program is the enhancement of language (reading and writing skills), communication and math skills. It is through exposure to many varied experiences and through positive interaction with adults that both language and thought expand.

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

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

### ST. ANTHONY OF PADUA CATHOLIC SCHOOL SCHOOL-WIDE DISTANCE LEARNING PLAN

- As soon as a closure is decided by the school and/or Archdiocese of Galveston–Houston, the principal will notify all families and staff through FACTS®.
- On the first day of school closure, all families will receive an e-mail from the principal as well as the teacher displaying the plan for the duration of our school closure.
- If the closure is anticipated, all necessary materials will be sent home with students the last day of school before closure. If not anticipated, parents will come to school and pick up materials. This will include all material(s) needed for at least the first two weeks of school closure as well as direction for communication, assignments and submission of work.

- The primary tool for communication between teachers and families will be e-mail. Platforms to help with engaged online learning will be Google Classroom. Eighth grade students will obtain and submit all assignments unless other arrangements have been made with the teacher. Students and families will be trained in August on these online platforms.
- All families will sign a consent for virtual distance learning allowing students to participate in distance learning, view videos and attend live class meetings. This consent will be collected digitally. Any issues with participating in distance learning should be addressed with the teachers and administration.
- Distance learning at all grade levels will focus on having a well-rounded education while continuing to meet all standards to prepare our students for the next grade level. Teachers will send daily e-mails to parents with videos, website links and instructions for how to complete lessons for the day. Parents will be notified of what work will be graded. Instruction will occur both on-screen and off-screen. Instruction will continue in all core classes and auxiliary classes. Weekly conduct grades will still be taken with students required to follow all expectations of good digital citizenship.
- The school goal is for all students to spend approximately 4 hours in our distance learning program each day. However, the following tables show the suggested timeframes for each age group considering developmental ages.

| PK3 – K         |   |
|-----------------|---|
| 45 – 60 minutes | English Language Arts / Independent Reading |
| 30 – 45 minutes | Math  |
| 15 – 30 minutes | Religion                                    |
| 15 – 30 minutes | Science / Social Studies                    |
| 15 – 30 minutes | Physical Education / Outside Time           |
| 30 minutes      | Auxiliaries–every other week                |

| 1 <sup>st</sup> –5 <sup>th</sup> Grades |   |
|---|---|
| 60 – 75 minutes                         | English Language Arts / Independent Reading |
| 45– 60 minutes                          | Math  |
| 20 – 30 minutes                         | Religion                                    |
| 20 – 30 minutes                         | Science / Social Studies                    |
| 30 minutes                              | Physical Education / Outside Time 3x week   |
| 30 minutes                              | Auxiliaries every other week                |

| 6 <sup>th</sup> –8 <sup>th</sup> Grades |   |
|---|---|
| 60 – 75 minutes                         | English Language Arts / Independent Reading |
| 45 – 60 minutes                         | Math  |
| 30 – 45 minutes                         | Religion                                    |
| 30–45 minutes                           | Science                                     |
| 30 – 45 minutes                         | Social Studies                              |
| 30 minutes                              | Physical Education / Outside Time–3x week   |
| 30 minutes                              | Auxiliaries–every other week                |

- An e-mail will go out bi-weekly by grade level with fun and engaging assignments from auxiliary teachers. All auxiliary assignments for the week will be sent in one e-mail bi-weekly by grade level. Assignments will be optional. The bi-weekly e-mail will include a simple way for parents to submit assignments through Google Classroom.
- Live core classes will meet daily. Middle school students will participate in live classes using a block schedule with classes meeting either Monday/Wednesday or Tuesday/Thursday as follows. An extra staff member (Auxiliary or Office or Beyond the Bell) will also be present in all live classes. Administration will also visit virtual classes.

| Mondays and Wednesdays |         |      |         |
|------------------------|---------|------|---------|
|                        | English | Math | Science |
| 9–10:30                | 6th     | 8th  | 7th     |
| 10:30–12               | 7th     | 6th  | 8th     |
| 1–2:30                 | 8th     | 7th  | 6th     |

| Tuesdays and Thursdays |            |          |                |
|------------------------|------------|----------|----------------|
|                        | Literature | Religion | Social Studies |
| 9–10:30                | 6th        | 8th      | 7th            |
| 10:30–12               | 7th        | 6th      | 8th            |
| 1–2:30                 | 8th        | 7th      | 6th            |

- The learning support staff will regularly contact families of students on CAPs to provide support.
- The auxiliary teachers will make personal contacts with families biweekly. These calls are to check-in and provide general support. These teachers will be assigned by grade level to students they normally teach. Teachers will submit to the grade level Assistant Principal.
- The school's commitment to Enrichment will continue throughout distance learning. Special STREAM Enrichment Days and our Holy Days will continue with activities and resources being shared virtually.
- Families are encouraged to be proactive in reaching out to teachers when they have questions or assignments are unclear.
- The school will send an e-mail to all families with resources to address any potential emotional stresses arising from the closure. Families should also reach out to the teacher and assistant principal if their students are falling behind or special circumstances create a unique challenge to their ability to participate in distance learning. Support will be given to families as needed.
- Attendance will be taken during distance learning via Google Classroom. The specifics of this system will be communicated directly to the families by the students' primary teacher. Attendance will then be logged into FACTS® by the

homeroom or advisory teacher. If a student is unable to participate in distance learning for the day, the parent should notify the teacher via e-mail

- The school will host an additional opportunity every two weeks for parents to drop off completed materials and pick up new materials to continue learning. This will be done via a carline procedure. If the fear of contagion is high, this process will include boxes so that no physical contact occurs and boxes with returned work will remain boxed for 48 hours to eliminate risk of exposure. All efforts will be made to meet the needs of our families and their comfort level during distance learning
- Principal will regularly share resources for family focused on our faith including our daily prayers, parish opportunities and activities for our students.
- Administration will promptly share any new information regarding closures with families. This will be shared via e-mail and posted on the school website as well as via social media on Facebook and Instagram. Administration will also be in regular contact with families via e-mail and social media. Advancement will continue to send weekly newsletter with school information. School will also create special website page with most updated information.

## FIELD TRIPS

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

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

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



both to and from field trips unless there is an emergency. Students may not leave overnight field trips early or join the group late unless there is an emergency.

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

Teachers coordinate field trip plans and arrange for parent chaperones as needed. Chaperones are given specific details and duties prior to the field trip. Parent chaperones may not bring siblings, other family members or friends on a field trip. Teachers and chaperones have responsibility for the safety and supervision of students while on the field trip. Chaperones must adhere to a code of confidentiality. Chaperones are expected to notify teachers on the trip, or immediately afterwards, if there are any behavioral concerns so that the teacher can address in a timely manner. **Chaperones must be in compliance with Archdiocesan Safe Environment Training requirements. Only faculty and staff serve as chaperones on the 8<sup>th</sup> grade trip.**

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

Students on one day elementary field trips may not bring cell phones. Students attending middle school overnight field trips may bring cell phones. Families are asked to place parental controls or filters on student cell phones. However, provisions will be made so that cell phones are collected and secured for the larger portion of the day. Cell phones will be distributed to students at a designated time for a specific amount of time allowing them to communicate with parents and guardians. **Cell phones are collected each night and returned in the morning.** The school and chaperones are not responsible for the loss or damage of cell phones or content viewed or shared through devices.

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

## GRADING AND REPORTING

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

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

Student progress is reported in terms of individual development and learning. Numerical grades are not used at these levels. Information shared with parents on the report card is derived from observations, samples of student work and classroom activities. Reports for Pre-kindergarten students are issued at the end



of the 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> quarter. Kindergarten students receive reports at the end of the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> quarter. Progress for the first quarter in Kindergarten is discussed verbally at the fall conference.

### **Elementary and Middle School**

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

- In 1<sup>st</sup>–8<sup>th</sup> grades major subjects are weighted. Quarterly averages are calculated based on the following:
  - Major grades (chapter tests, projects, & math homework) equal 60%
  - Minor grades (quizzes, other homework completion, daily grades) equal 40%
- Middle school students are given semester & final exams in major subject areas.
  - Semester grades are calculated based on the following:
    - First quarter grade equals 45%
    - Second quarter grade equals 45%
    - Semester exam equals 10%
- Grades for papers without names are reduced by a maximum of 5 points.
- Students in 1<sup>st</sup>–8<sup>th</sup> grade begin the nine-week quarter with a grade of 100 for homework completion in academic areas. A student's homework completion grade is reduced by 5 points each time homework is not completed or returned to school on time. After 6 school days, the student earns a grade of 70 but must still complete and submit all work to demonstrate mastery and understanding of material. An "I" remains in the grade book until homework is turned into the teacher. Math homework is a major grade. After 10 days, the student earns a zero but must still complete the work to demonstrate mastery.
- In elementary and middle school students receive an "M" in the teacher's grade book when classroom assignments, projects, etc. are not complete. In 1<sup>st</sup>– 3<sup>rd</sup> grades, late assignments are reduced by 5 points for each day that they are not received by the teacher. After 6 school days, the student earns a grade of 70 but must still complete and submit all work to demonstrate mastery and understanding of material. An "M" remains in the grade book until assignments are complete and turned in.

### **MISSING WORK**

Recognizing that all students at STAOPCS are capable of doing grade-level work and that we expect them to use their God-given gifts to reach their potential, students are encouraged to complete and turn in work in a timely manner. Rather than students earning a zero for incomplete or late work

which is counter-productive for motivation and life-blocking, students are given an "M" for missing. Missing work is recorded in teacher gradebooks and appear in weekly online grade reports to parents. Students must be responsible and accountable while imposing logical consequences for not completing and turning in the work on time.

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

**1<sup>st</sup>–5<sup>th</sup> Grades**

- Classroom teachers will assign time when a student fails to complete and/or turn in class work, homework, projects, or long-term assignments.
- Class Work & Homework – If class work is not completed during the class period, it may be sent home as part of homework for that evening. If homework is not completed and turned in on time, the teacher works with students during recess, lunch, and/or independent work time to complete the work.
- Parent conferences may be necessary to discuss support for a student's work habits. Additional strategies and consequences may be implemented.
- Students with an "I" at the end of the year will not be promoted to the next grade level or re-enrolled for the next year until the work is completed and turned in.

**6<sup>th</sup>–8<sup>th</sup> Grades**

- **Teachers will give an infraction when a student fails to complete and/or turn in class work, homework, projects or long-term assignments.**
- The student works social time and/or lunch to complete the work. The teacher does not provide tutorial assistance. The student is responsible for turning completed work in to the teacher.
- Class Work – If class work is not completed during the class period, it may be sent home as part of homework for that evening. If a student returns to school the next day and it is incomplete, points will be deducted for late work.
- Parent conferences may be necessary to discuss support for a student's work habits. Additional strategies and consequences may be implemented.
- Students with an "I" on mid-term progress reports/report cards are placed on probation and not allowed to participate in athletic games or other after-school extra-curricular activities for two (2) weeks. Probation is removed if work is turned in.
- Students with an "I" at the end of the year will not be promoted to the next grade level or re-enrolled for the next year until the work is completed and turned in.
  - ❑ Violations of the Honor Code involving cheating and/or plagiarism result in a level 3 infraction and an appropriate consequence. The student will receive an academic consequence on the

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

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

| Outstanding |        | Above Average |       | Average |       | Below Average |       | Failure |             |
|-------------|--------|---------------|-------|---------|-------|---------------|-------|---------|-------------|
| A+          | 99–100 | B+            | 91–92 | C+      | 83–84 | D+            | 75–76 | F       | 69 or below |
| A           | 95–98  | B             | 88–90 | C       | 80–82 | D             | 72–74 |         |             |
| A–          | 93–94  | B–            | 85–87 | C–      | 77–79 | D–            | 70–71 |         |             |

Major Subjects 1<sup>st</sup>–5<sup>th</sup>: Religion, Reading, English, Writing, Math, Science & Social Studies

Major Subjects 6<sup>th</sup>–8<sup>th</sup>: Religion, English, Literature, Writing, Math, Science & Social Studies

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

| Excellent | Satisfactory | Needs Improvement | Unsatisfactory |
|-----------|--------------|-------------------|----------------|
|-----------|--------------|-------------------|----------------|

Other Subjects 1<sup>st</sup>–3<sup>rd</sup>: 93–100  
 Other Subjects 4<sup>th</sup>–5<sup>th</sup>: 77–92  
 Handwriting, Art, Music, Spanish, Physical Education, Keyboarding, & Conduct

Other Subjects 6<sup>th</sup>–8<sup>th</sup> & Conduct grades: Elective Classes & Conduct

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

| Goal Achieved | Progress Made | Needs Attention |
|---------------|---------------|-----------------|
| G             | P             | N               |

- **Elementary** – Students in 1<sup>st</sup>–5<sup>th</sup> grade receive a single conduct grade each quarter. The quarter grade is an average of weekly conduct grades. A tracking sheet for each student travels with the class through auxiliary and core classes. **If a student has an infraction, the teacher marks the infraction on the student's tracking sheet and in FACTS®.** Infractions fall into levels with each level having an assigned

value. The value for the infraction is deducted from the student's weekly conduct grade.

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

- ❑ **Middle School** – Students in 6<sup>th</sup>–8<sup>th</sup> grades receive a single conduct grade each quarter. The quarter grade is an average of weekly conduct grades. Students are issued a conduct card each quarter. The card travels with the student to all classes. If a student has an infraction, the teacher marks the infraction on the student's conduct card and logs it in FACTS®. Infractions fall into levels with each level having an assigned value. The value for the infraction is deducted from the student's weekly conduct grade. The student's conduct card is sent home in the weekly folder for parent signature.

***A child who receives an N or U as a quarterly conduct grade will not participate in field trips during the school year.*** A student receiving a Level 2 or Level 3 infraction while on an overnight field trip may lose the privilege of participating in future overnight field trips. ***Students receiving a Level 3 infraction during the quarter are not eligible for Honor Rolls and Citizenship awards.*** All level 3 infractions result in a 0 in conduct for the week. Level 1 and 2 infractions are logged into FACTS® by the teacher. Level 3 infractions are logged into FACTS® by Administration. In 6<sup>th</sup>–8<sup>th</sup> grade, level 2 infractions result in a detention. A child with an N or U as a final grade for the year in conduct will be put on disciplinary probation for the first quarter of the following year.

- ❑ **Posting Grades** – Grades are available under the Student Information tab in FACTS® for student and parent access in 1<sup>st</sup>–8<sup>th</sup>. Access to grades will be closed each quarter so that progress reports or report cards can be issued.
- ❑ Additional time may be needed for teachers to grade longer assignments and/or projects. Efforts will be made to report student grades in a timely fashion.
- ❑ Careful time is given by teachers to evaluate and grade student work. In order to address concerns in a timely manner, a student or parent has up to 5 business days from the posting of the grade in

FACTS (or semester exams on report cards) to consult the teacher with any questions regarding the grade.

## Homework

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

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

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

|                  |            |            |               |
|------------------|------------|------------|---------------|
| Pre-Kindergarten | 15 minutes | Grade 3    | 30–45 minutes |
| Kindergarten     | 15 minutes | Grades 4–5 | 45–60 minutes |
| Grades 1–2       | 30 minutes | Grades 6–8 | 45–90 minutes |

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



Daily homework may be graded periodically. Students may also be given a grade reflecting their consistency and responsibility in completing homework assignments. In elementary grades homework is not usually given on Fridays or over holidays except for long-term projects. In 5<sup>th</sup>–8<sup>th</sup> grades math homework is considered a major grade. **After one warning, when work not complete on original document, grades are reduced by 5 points.**

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

## Participation in Physical Education

Students are expected to participate in motor development or physical education classes unless injury or illness prohibits. A note from a parent/guardian must be sent to the PE teacher in order to be excused from participation. If a child cannot participate for more than one week, a doctor's excuse is required. If a student-athlete is unable to participate in physical education class due to sickness/injury, coaches will

be notified that the student will not be able to participate in school athletics (practices or games) that afternoon or evening. Students in 6<sup>th</sup>–8<sup>th</sup> grade are required to wear the school PE uniform and appropriate athletic/tennis shoes during classes. Since appropriate footwear is important for safety, students in PreK–5<sup>th</sup> grades are highly encouraged to wear appropriate tennis shoes on motor development or PE days.

#### Promotion and Retention

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

If a student receives a grade below 70, the child fails the subject. A student failing one subject is placed on academic probation for the next school year. If the student is in 1<sup>st</sup>–5<sup>th</sup> grades and fails one subject, he/she may return and be placed on probation. If the student is failing a course at the end of the second quarter (first semester), he/she will be re required to withdraw in order to attend a school with the resources which will allow the student to be successful. If the student is in 6–8 grades, successful completion of the course in summer school is required so that the student can be given credit for completion and remains on track for graduation in 8<sup>th</sup> grade. Should a student in 8<sup>th</sup> grade fail a subject, he/she will participate in graduation activities however a diploma and transcript for the student will be issued only after successful completion of the course in summer school. If a student in 1<sup>st</sup>–8<sup>th</sup> grade fails more than one class for the year, he/she will not be offered re-enrollment for the following academic year. If parents of a student recommended for retention or probation do not agree with the recommendation of the school, they have the option of withdrawing their student and placing him/her in another school. Grades of "I" at the end of the school year will affect student promotion, issuance of middle school credits, and/or reenrollment for the following year. If a student receives a final grade in conduct of N or U or **consistent behavioral referrals to administration**, the student will be placed on behavioral probation for the next school year.

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

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

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

The Individuals with Disabilities Education Act (IDEA) requires that local school districts locate, identify and evaluate all private school students suspected of having a



disability (for STAOPCS, the local district is Conroe ISD). This "Child Find" process must be conducted in consultation with private schools representatives to ensure equitable access for private school students. In IDEA, these children are often referred to as "parentally placed private school children with disabilities," and the benefits available to them differ from the benefits for children with disabilities enrolled in public schools.

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



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

### Classroom Enrichment

Students performing at high academic levels, achieving high scores on standardized tests or those who demonstrate gifted and talented traits may benefit from classroom enrichment. While all students must complete the standard curriculum, methods and instructional strategies may be incorporated to extend their learning. Enrichment occurs in the regular classroom setting. Our Enrichment Teacher works with the teachers and administration to provide Enrichment lessons in classrooms which give all students the opportunity to extend their thinking and take their learning deeper. The Enrichment Teacher also provides classroom teachers with resources needed to provide extra materials to students as needed.

### Ignite Program

6<sup>th</sup>–8<sup>th</sup> grade students scoring at the **95<sup>th</sup>** percentile or above on NWEA® Map testing to be a part of the STAOPCS Ignite Program. This elective will be taught by our Enrichment Specialist. In class, these students will be pushed to extend their thinking and engage in deep research as they are pushed to reach their full academic potential. Eligible students will be determined each year based on NWEA® scores. An e-mailed letter will be sent to parents each spring to notify of eligibility.



## Learning Differences

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

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

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

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

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

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

**Currently Enrolled Students** – Concerns about a student's academic, behavioral or emotional progress should be addressed first by the classroom teacher and parent. The Learning Advisor, grade level Assistant Principal, and Counselor are

available to assist teachers and parents with additional information and with referrals for testing, etc. When the need for testing or evaluation is established, forms to be completed by school personnel should be turned in to the Learning Advisor well in advance of deadlines or appointments. The Learning Advisor works with teachers and administration to ensure that forms are completed and sent to outside agencies in a timely manner. Parents are expected to disclose any pertinent information that may already exist and can assist the school in educating the student such as previous assessments from the public school system or licensed professionals. The school reserves the right to have an educational specialist or consultant, observe and make recommendations for student success.

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

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

## Special Needs Learners and Referrals

### ***Introductory Statement***

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

### ***Legal References to Special Services***

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

the benefits available to them differ significantly from the benefits for children with disabilities enrolled in public schools.

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

### ***Records for Special Needs Learners***

All psychological and educational evaluations or reports regarding testing of special needs students, received from local public schools, persons, or agencies, are forwarded to St. Anthony of Padua Catholic School, upon request. These records are kept on file at the school for a period of seven (7) years after the exit of the student. These records are kept in a secure file and area accessible only to the principal and any other appropriate personnel working with the student. Parents may view their child's record any time. These records may not be forwarded to any other individual or agency.

### ***Criteria for Acceptance of Students with Special Needs***

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

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

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

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

admission is determined the school will begin the procedures with parents to discuss a *Catholic Accommodation Plan*.

#### School Policy for Addressing Needs of Students on Accommodations

Recommendations from the diagnostic evaluations are reviewed and determinations are made by the learning advisor, administration and the counselor as to the specific accommodations that will be implemented for a child. The following guidelines and procedures are followed in working with the special needs population:

- At the start of the school year, the learning advisor reviews the files of special needs students determining the need for re-evaluations which are required every three (3) years. The learning advisor will send a letter to the parents if the evaluation has exceeded three years.
- The counselor and learning advisor review the accommodations that were in place for the prior year and determine if any changes need to be made for the current school year. A *Catholic School Accommodations Plan Form 601 or 601B* is completed.
- The learning advisor schedules a meeting within the first quarter of school with the parents, homeroom teacher/advisor, and assistant principal to review the *Catholic School Accommodations Plan Form 601 or 601B*. The counselor is included, if needed.
- If needed, tutors, and therapists may be asked to attend. At the meeting, the suggested accommodations are discussed. A copy of the *Catholic School Accommodations Plan Form 601 or 601B* is given to the parent. Copies of the form are given by the learning advisor to teachers and administration in the school who work with the student. A copy of the form is kept by the learning advisor. The original is placed in the student's special services file. The parent will receive a *Parent Receipt of Accommodation Form 601 or 601B*.
- Parents of students receiving accommodations in the classroom during any given quarter, will receive notification on their child's report card under comment codes.
- Additional meetings may be scheduled during the course of the school year should revisions to accommodations need to be made or if present accommodations are not successful.
- Parents have the right to waive recommendations for testing and accommodations. If they choose to do so, they will sign the *Waiver of Accommodations Form 602*. In such cases, accommodations will not be implemented for the student.

#### Tutors

In some cases, it is beneficial for students in the P.A.C.E. program to receive outside tutoring. Scheduling outside tutoring is coordinated by the Learning Advisor. It is the responsibility of the parent to provide the tutor with content and materials. Tutors are not able to communicate with teachers or move about campus during the school day. All tutors must be in full compliance with Safe Environment training and other Archdiocesan requirements if a tutor. If a tutor is unable to follow school guidelines, he/she may be restricted from tutoring on campus.

### Special Services Records

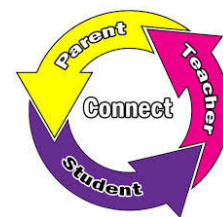
All psychological and educational evaluations/reports regarding special needs testing of students received from local public schools, persons or agencies are forwarded to STAOPCS, upon request. These records are kept for a period of seven (7) years after the exit of the student. These records are kept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

### Standardized Testing for P.A.C.E. Students

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

## COMMUNICATION

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



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

**FACTS Parent Alert®**, the school's parent notification system enables the school to inform parents by phone, email and text of emergencies, school closings, severe weather dismissals, cancellation of athletic practices or games, early release reminders, meeting notifications, distribution of important information and reminders, etc. Through the website and FACTS® calendars, weekly newsletters, forms, etc. are posted to inform the school community of programs and activities.

Gradebooks are live and can be accessed through FACTS®. Teachers post curriculum information, classroom happenings, homework, etc. on FACTS® and/or Google Classroom®. Additional information includes:

#### Blue Homework Folders and Assignment Notebooks

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

Preschool & Kindergarten: Sign report in blue folders daily

1<sup>st</sup>–2<sup>nd</sup> Grade: Sign homework daily

3<sup>rd</sup>–5<sup>th</sup> Grade: Daily signatures are not required unless a student experiences difficulties during the school year with organization, homework, etc.

#### Electronic Communication

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

#### Green Friday Folders

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

#### Formal Conferences

Parent/teacher/student conferences are held once a year, close to the end of the first quarter. Conference signups are electronic. Conferences are with homeroom teachers/advisors. Students in 6<sup>th</sup>–8<sup>th</sup> grades conference with one core teacher of their choice. Auxiliary teachers are available for conferences as well.

#### Informal Conferences

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



### Intervention Conferences

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

### Progress Reports

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

## EXTRACURRICULAR ACTIVITIES

St. Anthony of Padua offers a wide range of extracurricular programs and activities to meet the interests of students. Attendance at school is required on the day of an extracurricular activity in order to participate. Competitions such as Spelling Bee, Saints Trivia Bee, and the Houston Livestock Show & Rodeo Art Contest challenge students. Students can serve the school community through activities such as Altar Servers. Cultural celebrations such as Go Texan Day, International Day, and on campus performances are student favorites. Students share their musical and theatre abilities through activities such as the Christmas Program, Spring Program, band program and as choir, cantors or instrumentalists at Mass. Students can participate in activities such as Accelerated Reader® Program. PK3 through 8<sup>th</sup> grade students may participate in Running Club. Students in 4<sup>th</sup> through 5<sup>th</sup> grades may participate in Art Club. 3<sup>rd</sup> through 5<sup>th</sup> grade students may participate in Zumba Kids Jr. Club. Middle School students can participate in activities and programs such as Student Council®, National Junior Honor Society®, band, Angels Drill/Cheer team, Robotics, newspaper, yearbook, etc. Students in 6<sup>th</sup>–8<sup>th</sup> grade may participate in the athletic program. 5<sup>th</sup> grade students may participate in soccer, cross-country and track. Extracurricular activities can be offered before, during, or after the school day. Additional programs and activities are added as interests develop and resources become available. Participation is subject to academic and behavioral requirements.

## ATHLETICS

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





per sport for participation. The Athletics Program is under the direction of the school's Athletic Coordinator. A separate Athletics Handbook is provided to all athletes.

### School Fight Song

*(Written by Becki Kinch)*

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

*Out on the court and out on the field,  
We'll raise our banner, you'll hear us cheer.  
Hail St. Anthony of Padua  
Dolphin pride is number one!*



## HONORS, AWARDS, & RECOGNITION

### Academic Awards

#### Honor Roll

- Grade 5:
- A's with no more than one B in Religion, Reading, English, Writing, Math, Science, & Social Studies
  - E's or S's in other Subjects (77 or above)
  - E's or S's in Conduct in all classes (77 or above)

#### St. Anthony Honor Roll

- Grades 6–8:
- A's in Religion, Literature, English, Writing, Math, Science, & Social Studies
  - E's or S's in Elective classes (77 or above)
  - E's or S's in Conduct in all classes (77 or above)

#### Paduan Honor Roll

- Grades 6–8:
- A's with no more than one B in Religion, Reading, English, Writing, Math, Science, & Social Studies
  - E's or S's in Elective classes (77 or above)
  - E's or S's in Conduct in all classes (77 or above)

### Administrative Programs

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

- ❑ developing character traits and social skills
- ❑ developing writing skills
- ❑ modeling aspects of our school discipline plan
- ❑ bringing up grades

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

## Citizenship Awards

### Paduan Pride Award

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

### Christian Spirit Award

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

### Beacon of Light Award

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

## Other Awards

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

### Kindness Jars

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

## PUBLIC RECOGNITION OF STUDENT ACHIEVEMENT

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

## MIDDLE SCHOOL

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



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

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

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

#### STANDARDIZED TESTING

Standardized testing is one of several means of assessing pupil performance. Catholic schools in the Archdiocese of Galveston–Houston participate in standardized testing in the spring of the year. Catholic schools in the Archdiocese of Galveston–Houston administer the NWEA® test three times per year to students in 1<sup>st</sup>–8<sup>th</sup> grades. Standardized testing is used for a variety of things including but not limited to class placement, participation in DECATS, Ignite program placement, etc.

## STUDENT SERVICES & ACTIVITIES

*"Serve the Lord with gladness."*

Psalms 100:2

### ASSEMBLIES AND PERFORMANCES

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

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

### ATTENDANCE



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

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

***Parents are required to contact the school office at [attendance@ap.school](mailto:attendance@ap.school) by 8:30 AM on the day of an absence or in advance, if known.*** Calls made by students are not acceptable. If a student's absence is not confirmed by 8:30 AM, the school office attempts to contact the parent to verify the student's whereabouts. When a pupil is absent from school for any reason, a written excuse signed by the parent or guardian stating why the child was absent, must be sent to the child's teacher. Please indicate the date(s) of absence(s), student name, and reason. When a student's absence for illness exceeds five (5) cumulative days, a

statement from a physician verifying the illness or condition requiring the student's extended absence from school is needed. If a student has established a questionable pattern of absences, a physician's statement may be required after a single day's absence to clarify the absence as one for which there are extenuating circumstances.

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

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

### Tardiness



Teaching children to be on time starts early in life. When they arrive on time children are learning a life-long skill. In addition, instruction begins when a student walks through the classroom door. Habitual tardiness seriously affects school performance. Tardies are removed if a student brings in a note from a health care provider (doctor, dentist, etc.). Consideration is given for inclement weather days and emergencies. Students are marked tardy if not present in the classroom by 8:00 AM. Parents must accompany

tardy students to the office and sign them in. They will be given an admit slip to give to the teacher. Habitual tardiness in 1<sup>st</sup>–8<sup>th</sup> grades is handled as follows:

- ❑ On the 3<sup>rd</sup> tardy in a 9-week period—an email is automatically sent to the parent through FACTS@
- ❑ On the 6<sup>th</sup> tardy in a 9-week period—an email is automatically sent to the parent through FACTS@ notifying them of the \$10 fee for excessive tardies. The accumulation of 6 additional tardies in the same 9-week period will result in the student earning a 1 day absence. An email is automatically sent to the parent through FACTS@ notifying them.
- ❑ On the 9<sup>th</sup> tardy in a 9-week period an email is automatically sent to the parent through FACTS@ notifying them of a \$15 fee for excessive tardies.
- ❑ In addition, excessive tardies of 18 days or more during the school year may affect student promotion and/or re-enrollment for the following year. Cases are reviewed on an individual basis.

### Withdrawal

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

request. A permanent record card is kept on file noting the school the student transferred to and date of withdrawal.



St. Anthony of Padua  
CATHOLIC SCHOOL

## ARRIVAL & DISMISSAL

The carline system provides safe access for student arrival and dismissal. It is important that procedures, traffic flow patterns and reduced speeds on campus be followed. Directions and requests from staff members or parent volunteers on duty should be followed in a calm and courteous manner. Students enrolled in Beyond the Bell should refer to the Beyond the Bell section for procedures. It is important that traffic *ENTER* and *EXIT* from designated drives. Vehicles must remain in single file. Vehicles should be placed in “park” while unloading or loading students. Students should remain in vehicles until the vehicle comes to a complete stop. At no time should students, their body parts or belongings be protruding outside vehicle windows or sunroofs. Be alert for walkers, bike riders and other pedestrian traffic on campus. Dogs or other animals should remain in vehicles. Per state law, please refrain from cell phone use on campus and adhere to regulations for use of seatbelts and car seats.

### A.M. Arrival Policies

- The first bell rings and the school doors open at 7:40.
- In the interest of safety, please DO NOT drop off students or allow them to exit your vehicle before 7:40. Our Beyond the Bell program opens at 6:30 AM for families who need before school care. Please call the school office at 281-296-0300 for Beyond the Bell registration information. In the interest of safety, students dropped off before 7:40 AM will be registered for the Beyond the Bell program. Consequent charges will be billed through FACTS@.
- **Students arriving after 8:00 AM will check in at the front desk and be signed in tardy.**
- There are 3 options for arrival: **Carline Drop-Off, Park & Walk and Walkers/Bikers.**

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

- Carline begins at 7:40 AM.
- All carline vehicles enter through the **main entrance on Bay Branch** and circle around to the front of the school. Cars will also be staged in the back parking lot to alleviate traffic congestion.
- Please be sure your child is unbuckled and ready to exit the vehicle when you reach the unloading zone.
- Carline volunteers will be stationed along the unloading zone sidewalk in front of the school.

- After dropping off your child, remain in single file and exit campus via **Bay Branch or Kuykendahl**.

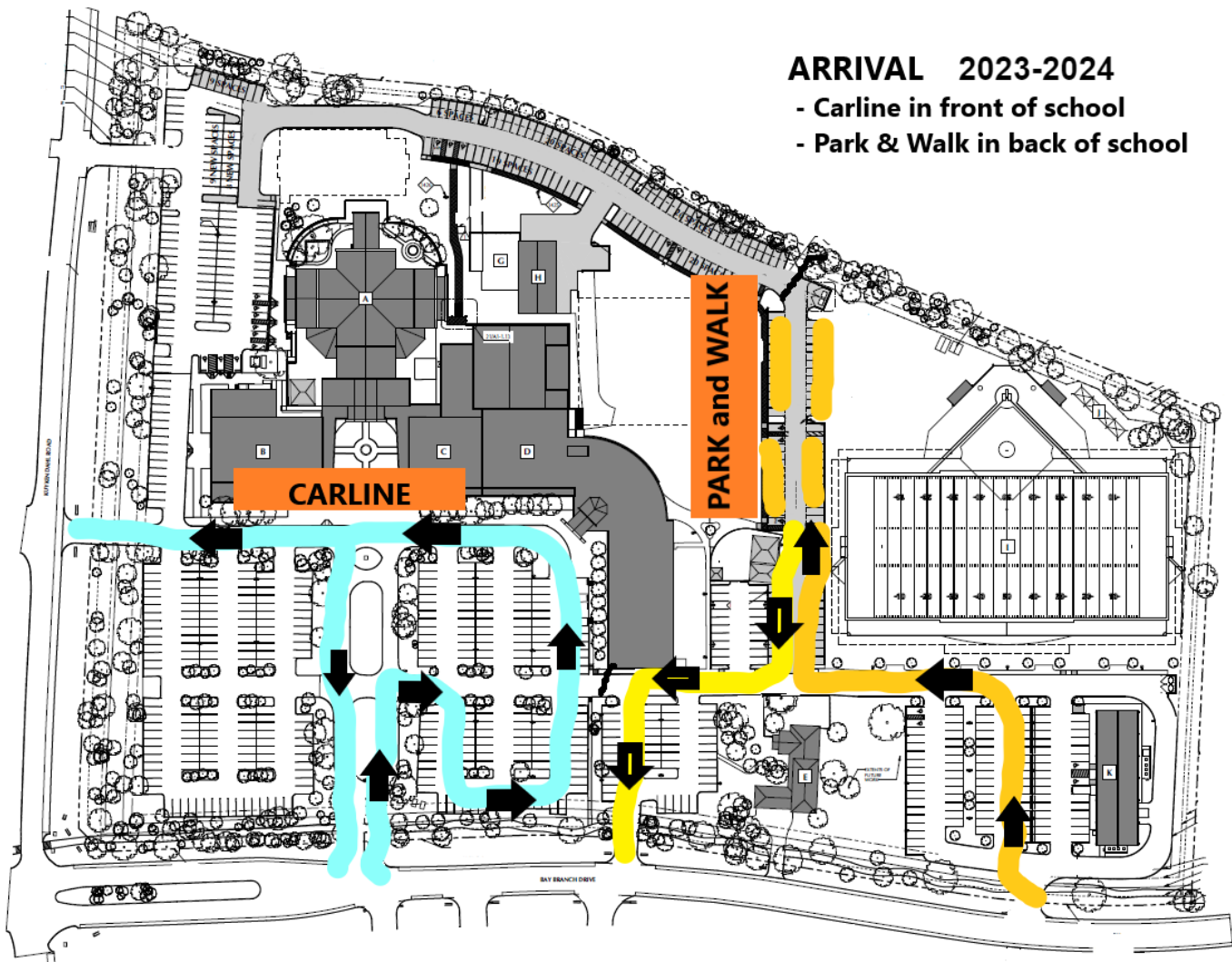


### Morning Park & Walk

- Parents who wish to walk students into the building in the morning **park in the lot behind the school between the playground and athletic fields and walk students up to the back school doors.**
- **Park & Walk vehicles** enter campus via Bay Branch by the St. Teresa Center and drive to the parking lot behind the school.
- Vehicles will exit campus via **the staff parking lot to Bay Branch.**

### Walkers/Bike Riders

- Students may walk or bike to school with a permission form signed by a parent. Those students will enter through the school main entrance.



### **Afternoon Dismissal Policies**

- **ALL students (Pre-K 3—8<sup>th</sup>) will dismiss at 3:30 PM**
- The first space(s) in carline and personal pickup were purchased at Auction Gala 2022.
- There are 3 options for afternoon dismissal: **Carline Pick Up, Personal Pick Up, or Walker/Biker.**
- Please **choose one dismissal option** that will serve as the “default” option for your family.
- Any changes from the default dismissal option should be communicated to the classroom teacher and to [attendance@ap.school](mailto:attendance@ap.school) by noon of that day. This allows teachers time to check email and direct your student to the correct dismissal line. Please try to keep dismissal changes to a minimum.
- Whether you pick up your child(ren) through Carline or Personal Pick-Up, please have the **current year carline sign or key fob. If you do not have the current year's tag or do not have a tag at all, staff will direct you to the front office for id verification.**
- Students are not allowed to leave with anyone other than their assigned Carpool/Personal Pickup without parent/guardian permission. If a change is needed, send a note to your child's teacher. **Due to the size of the student body, phone calls to the office for changes should be of an emergency nature and not regular routine.** Any changes should be communicated to the classroom teacher and to [attendance@ap.school](mailto:attendance@ap.school) as early in the school day as possible.
- Students will only be released to designees with a current year's carline sign or designated as an Emergency Contact in FACTS®. Additional carline signs can be purchased through the front office for \$2.
- Students will not be released to a parent, guardian, or parent designee if school personnel believe the person to be impaired (such as inebriated) and, therefore, unable to care for the child. Another person from the student's emergency contact list will be called.
- **Early Release from school should not be scheduled after 3:00, unless there is an emergency.** We ask that you keep this in mind when planning after school schedules. Our goal is to have students on their way as soon as possible.
- A late charge of \$10 plus \$1 per minute may be billed to parents when students are not picked up on time. In general, one warning is given before charges begin. When Beyond the Bell is open, students not picked up will go to Beyond the Bell. Parents will be billed for registration fee and daily rate.

### **Afternoon Carline Pick-Up**

- Carline begins at 3:30 PM. **Please do not line up prior to 3:00 PM to keep our fire lanes clear.** Cars will be directed to pull out to line up in front of the school once the 3:30 dismissal bell rings.
- All carline vehicles enter campus **through the main entrance on Bay Branch** and snake around to the front of the school.
- Volunteers will be present to assist with staging vehicles in the parking lot to feed into the line in front of school
- **Your carline sign should remain displayed until your child is loaded into your vehicle.**

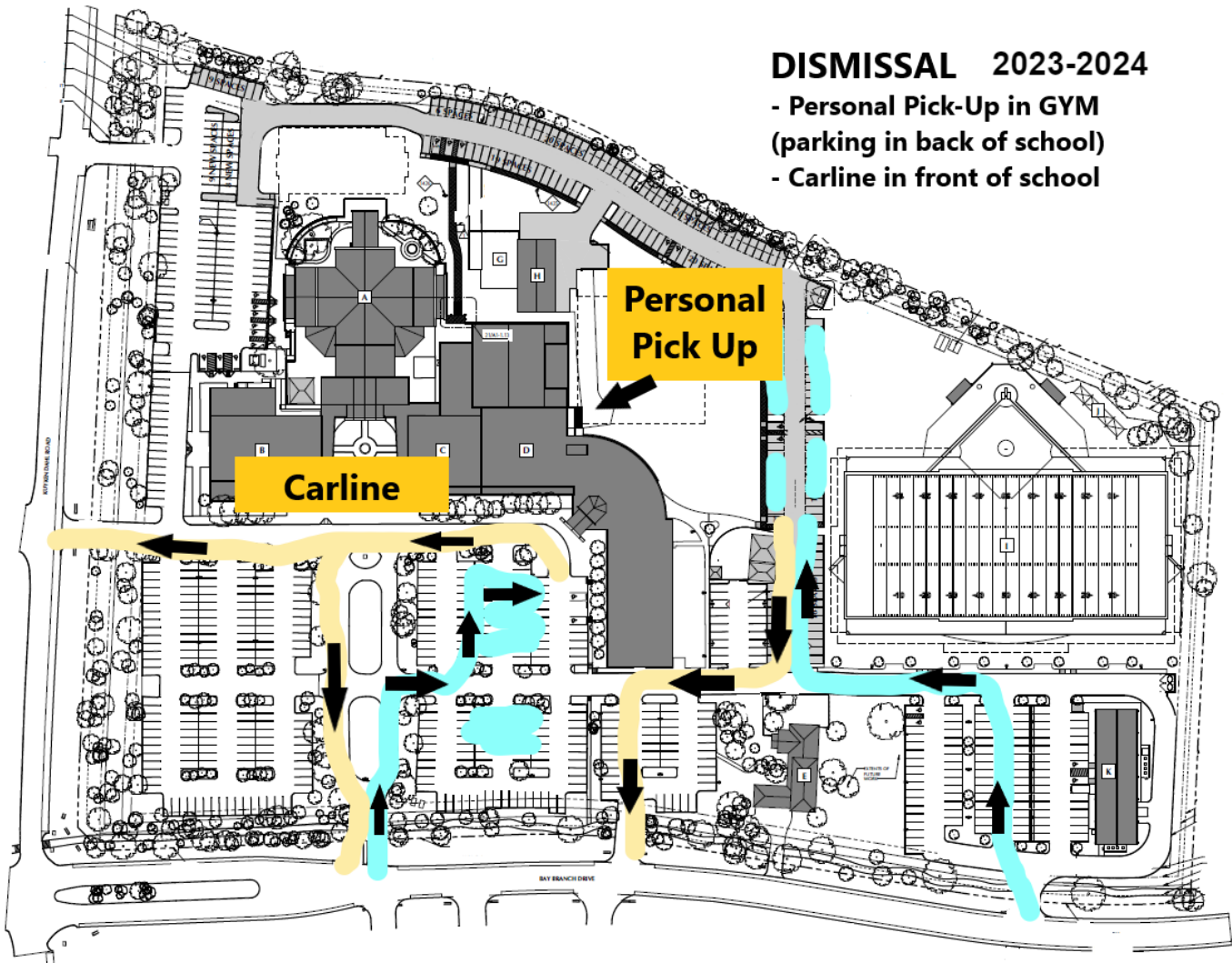
- School staff will be stationed along the loading zone sidewalk from the front of the school entrance to the piazza.
- All carline riders will be dismissed through the school front entrance
- Remain in vehicles as students are assisted into vehicles. Students in elementary and middle school load into vehicles without assistance.
- After carline pick-up, vehicles will remain in single file and exit either via the main entrance to Bay Branch or via Kuykendahl.
- Vehicles can pull into the Parish Life Building parking lot to buckle in their children.

### **Personal Pick-Up**

- Students who will be picked up through Personal Pick-Up will wait in the Gym
- Parents who use **Personal Pick-Up** will **park in the lot behind the school between the playground and athletic fields** and proceed up the sidewalk to the Personal Pick-Up line under the covered walkway.
- The gate **will open no earlier than 3:20** to allow vehicles to park in the back parking lot.
- Parents will provide their **carline tag** before entering the building via the doors by the gym. They will file through the gym to pick up their students and exit back through the same doors.
- **Please refrain from conferencing with teachers and staff during this time.** Once students are picked up through Personal Pickup they need to be directly supervised by a parent or adult.

### **Walkers/Bike Riders**

- Students may walk or bike home with a permission form signed by a parent. Those students will dismiss through the front office. They must show their walker/biker tag at the front desk to be released.



### Weather Related Arrival and Dismissal

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



#### Arrival

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

#### Dismissal

Efforts will be made to notify parents through our parent alert notification system, SchoolMessenger® if dismissal changes are made due to the weather.

- Please do not come to the front office to pick up students.
- Park in any available parking space.
- Based on your family's dismissal option, proceed to the appropriate entrance to collect your student(s).

- Parents will pick up their PK-3<sup>rd</sup> grade students in their classrooms, 4<sup>th</sup>-8<sup>th</sup> grade students from the gym.
- A staff member will take carline numbers at the door and parents will file through to collect students

### Noon Dismissal

In cases of noon dismissal, the school will follow the severe weather protocols. However, bikers/walkers may follow regular dismissal procedures.

### Bicycle Riding (4<sup>th</sup> grade and older)



**Students riding bicycles to school must wear a helmet.** Students should walk bikes on campus and in parking lots. Students should not ride through carpool lines. If your child will be a biker at any time during the school year, complete the Arrival & Dismissal Permission Form and turn it in to the school office. A form must be completed for each family who will have a bike rider or walker. The form is available online and at Orientation.

Contact the office if you have questions. Bike riders enter the building through the carline entry doorways. At dismissal, elementary students are dismissed through front office. Bike riders will be issued an ID tag to present to school staff at dismissal for release. Students will not be dismissed to ride home if it is raining and/or there is lightning in the area.

### Walking to School (4<sup>th</sup> grade and older)

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

### Leaving School Early

***Early dismissal of students is discouraged and should be kept to a minimum in order to maximize instructional time.*** Instruction continues until 3:30 for all students. Please make efforts to schedule medical and dental appointments after school hours or during school holidays. These dismissals should occur before 3:00 PM.

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



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

In keeping with Archdiocesan policy, the start time of weekly or regular after school activities must be scheduled so that students are present for the entire instructional day. This includes after school tutoring and speech therapy.

### Campus Security

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



### Emergency School Closing

When it becomes necessary to close due to inclement weather or other circumstances, the school's parent alert notification system (SchoolMessenger®) and social media are used to communicate decisions as soon as they are made. Exceptions may be made in cases of natural disasters such as hurricanes. In cases such as these, classes for STAOPCS may reopen before CISD depending on damage, readiness, etc.

### **FACTS®** Parent Alert Notification System

The system enables the school to notify faculty, staff and parents by phone, email or text of emergencies, cancellation of athletic practices or games, important events, etc. When needed, the principal or other designated person initiates notification through **FACTS®**. The **FACTS Parent Alert®** allows for the creation of dynamic distribution lists to send alerts quickly and easily. A web-based program allows administration to send alerts anytime, anywhere. It is the responsibility of the parent to be sure all contact information is the most current.



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

A comprehensive *Crisis Management Plan* is in place for our school. Fire, weather, intruder, and sheltering in place drills are conducted regularly to insure a safe environment. Students are made aware of safe and orderly procedures. All persons on the school campus must vacate buildings during a fire drill or follow proper procedures during weather or sheltering in place drills. Sheltering in place is initiated when dangers such as acts of terrorism, intruders on campus, chemical spills, etc. are believed to exist.

### CHILD ABUSE

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

### GUIDANCE & COUNSELING PROGRAM

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

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

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

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

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

#### PROCEDURES FOR STUDENTS EXPRESSING SELF-HARM OR HARM TO OTHERS

In order to keep our students safe and be in compliance with the requirements from the Archdiocese of Galveston-Houston, please be aware of the following procedures:

If your child states that he/she wants to harm/kill himself or harm/kill someone else, the following will take place:

- Principal/counselor will be notified and child will be interviewed
- Parents will be notified to come to meet at school that day
- The Catholic Schools Office will be notified
- Student must be evaluated by a Psychiatrist or Psychologist
  - Parents must sign an authorization to release information from the psychologist/psychiatrist
  - School must receive a copy of the psychological evaluation and have written documentation from evaluating psychiatrist/psychologist that the child is not an imminent threat to themselves or others and is safe to return to school at this time. Parents meet with the school counselor and principal to review educational programs and create a safety plan to ensure the child's welfare.
- After completion of the psychiatric assessment by a psychiatrist or psychologist, the family is expected to continue follow up care by evaluating psychiatrist/psychologist, or an LPC, LMFT or LCSW to meet the child's needs to diminish threat to self/others.
- Student will be observed to monitor progress and parents will continue to follow orders from psychologist/psychiatrist.

#### HEALTH PROGRAM



STAOPCS strives to maintain a high level of wellness among our students and staff. Please assist us by monitoring your child's health. If your child has any of the symptoms listed below in the morning before coming to school, please keep them at home. It is a parent's responsibility to report cases of communicable diseases to the school as soon as possible. A STUDENT MAY NOT RETURN TO SCHOOL UNTIL

FREE FROM FEVER FOR 24 HOURS WITHOUT FEVER REDUCING MEDICATION.

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

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

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


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

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

### Immunizations

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

Required immunizations must be documented in your child's health file at school. Parents are encouraged to keep current on booster immunizations and comply with any changes in the immunization requirements. The school sends out notices to those students requiring an update of their immunization records. Failure to comply with the requirements set by the Texas Health Department may result in the school no longer being able to admit a student into class. Current immunization requirements include:

|                |  |   |
|----------------|--|---|
| POLIO:         | Three or four doses, one on or after the 4 <sup>th</sup> birthday  |  |
| DPT/DTaP:      | Four or five doses, one on or after the 4 <sup>th</sup> birthday;  |   |
| Tdap:          | Required for 7 <sup>th</sup> grade and up  |   |
| MEASLES:       | Two doses on or after the first birthday with 1 <sup>st</sup> dose after 1 <sup>st</sup> birthday  |   |
| MUMPS:         | Two doses on or after the first birthday with 1 <sup>st</sup> dose after 1 <sup>st</sup> birthday  |   |
| RUBELLA:       | Two doses on or after the first birthday with 1 <sup>st</sup> dose after 1 <sup>st</sup> birthday  |   |
| HEPATITIS A:   | Two doses separated by months, with first dose after 1 <sup>st</sup> birthday.   |   |
| HEPATITIS B:   | Three doses for children born on or after September 2, 1992  |   |
| VARICELLA:     | Two doses on or after 1 <sup>st</sup> birthday or record of having the disease.  |   |
| HIB:           | One dose on or after 15 months unless a primary series and a booster was completed prior to or at 15 months. No proof required for children 5 years and older.               |   |
| PCV7:          | One dose for children 2 months through 59 months of age  |   |
| Meningococcal: | One dose for students in 7 <sup>th</sup> –8 <sup>th</sup> grades.  |   |
| TB:            | One required for new students within 1 year prior to entry into the school.<br>Yearly questionnaire on file - TB skin test required for any "yes" answered on questionnaire. |   |

## Health Screenings

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

### Screenings are conducted as follows:

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

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

Spinal Screening—Girls – Grades 5 & 7; Boys – Grade 8

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

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

## Communicable Disease Control Measures

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

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

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

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

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

GASTROENTERITIS: Readmit when diarrhea subsides for 24 hours.

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

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

IMPETIGO: Readmit after treatment has begun.

INFLUENZA: Readmit when fever subsides for 24 hours.

MEASLES: Readmit after 4 days from rash onset.

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

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

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

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

RINGWORM OF THE SCALP: Readmit when treatment has begun.

RUBELLA: Readmit 7 days from onset of rash.

SALMONELLOSIS: Readmit when diarrhea subsides for 24 hours.



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

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

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

### Medication

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

1. Parents and guardians are encouraged to schedule the administration of student medicine in such a manner that medication brought to school is kept to a minimum.
2. Medication (prescription and non-prescription) may be administered to students only upon written request by the parent/guardian AND physician. A copy of the form for Scheduled & "As Needed" (PRN) Medication Permission is online. Duplicates can be made. The form MUST include signatures of the parent/guardian and physician.
3. All medication, prescription or non-prescription, must be in original containers properly labeled in English. A properly labeled prescription has a pharmacy label stating the student's name, name of the medication and date prescription was filled. Non-prescription medication must have original directions for use and be labeled with the student's name.
4. Parents/guardians or designated adults must deliver and pick up medicine to be administered. Medication must be delivered to the school office.
5. If there is a medication discrepancy that might be injurious to the student, the school has the responsibility to question the discrepancy or refuse to give the medication.
6. Medications are administered through the clinic. This includes aspirin, Tylenol, etc. All medications are kept in a locked cabinet unless refrigeration is needed. A student may carry emergency medications for life-threatening diseases if there is a written permission from the physician and parent, with notice to the clinic. Emergency medication may include inhalers for asthma, and epinephrine in the form of an "EpiPen" for severe allergic reaction. A daily log is maintained on each student taking medication at school. At the end of the school year all medication is returned to the parent or destroyed. Teachers are responsible for dispensing medications to students while on field trips.
7. Students are allowed to bring cough drops. Please send students with no more than the recommended daily dosage. Students should not bring bags of cough drops to school and should not share cough drops with others. Cough drops should not be treated as candy. Cough drops will not be stored in the clinic.
8. All medicines to be administered during field trips (prescription and over the counter) require Archdiocesan forms to be submitted. These must be signed by a physician. Forms can be accessed through School Resources on FACTS®.



## INSURANCE

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

## LIBRARY

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

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

Flexible scheduling is used as much as possible to provide opportunities for students and teachers to visit the library. Students may come at any time to check out a book or research information. All classes utilize the library, not just language arts classes. The library is open from 7:40–3:30 daily. Computers located in the library allow access to the automated card catalog as well as the Internet. iPads and other various technologies are used to enhance the library as well.

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

- Students in Kindergarten and 1<sup>st</sup> grade may check out one book at a time. Books are due one week from check out and may be renewed two times.
- Students in 2<sup>nd</sup> and 3<sup>rd</sup> grade may check out two books at a time. Books are due two weeks from check out and may be renewed two times.
- Students in 4<sup>th</sup>–8<sup>th</sup> grades may check out three books at a time. Books are due two weeks from checkout and may be renewed two times. Students may have their limit extended for a project or an assignment.
- Students are responsible for bringing library materials back on time. Students may not check out any library materials if they have overdue books.
- Lost or damaged materials should be reported to the librarian. If a book is lost or damaged beyond use, the student will pay the cost of the book plus a \$5 handling charge so that it may be replaced in the library. Refunds will not be made for books which are located after the fee has been processed.
- Report cards may be held for overdue library materials.

## SCHOOL NUTRITION PROGRAM

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

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

### Snacks

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

### Lunch

PK3 and PK4 students eat lunch in their classrooms. K-8<sup>th</sup> grade eat lunch in the Fellowship Hall. Students may bring their lunch from home or purchase a lunch from the school's lunch vendor, which can be accessed from school website. Students bringing lunch from home may purchase milk to go with their meal. Parents preorder and prepay for lunches through the lunch vendor's web site. The lunch vendor sets prices for meals.



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

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

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

Parents/guardians, siblings (not current students) and other family members are welcome to join students for birthday lunch during scheduled lunch times. Siblings must remain with parents/guardians at all times. ***When you join us for lunch please sign in at the***

***school office to receive a nametag prior to going to Bishop Sheltz Fellowship Hall.*** Safe Environment compliance is not required to join students for birthday lunches or for out of town family members who will be here for a single visit. Visitors and students enjoy lunch together at designated guest tables. Other students remain with their classes. ***Visitors check out through the school office after lunch.*** We ask that you assist us by following procedures and implementing cafeteria expectations below while in the cafeteria and at guest tables. Visitors should refrain from interacting with or redirecting students other than their own, unless requested by school personnel.

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

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

#### Water Bottles/Drinks

We highly encourage plastic water bottles. Stainless steel water bottles tend to drop frequently and because they are heavier make a loud sound disrupting the learning process. Students may only drink water in classrooms. Carbonated drinks, sports drinks, energy drinks and coffee may not be consumed in classrooms or hallways. Water fountains are available to all students throughout campus.

#### SCHOOL CELEBRATIONS

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

#### SCHOOL SUPPLIES



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

backpacks, and lunch boxes with your child's name. Certain grade levels may require that students purchase a binder of their choice. This will be communicated through the homeroom teacher.

## UNIFORM REGULATIONS AND DRESS CODE

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

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

Risse Brothers is the official supplier for uniform items with the exception of spirit t-shirts, sweatshirts, and footwear. Uniform garments must have the required school emblems, monograms, or embroidery. Spirit t-shirts and sweatshirts are sold through the school office. Footwear including shoes, socks, and tights are purchased in local retail stores.

All garments should be labeled with the student's name. Official uniforms must be worn for Mass, prayer services, some field trips, and other special occasions. On non-uniform days, students must follow the following policies:

- **Spirit Shirt & Jeans Days:** Students may wear their school spirit t-shirt (current year is preferred) with long blue jeans or uniform bottoms and must follow the regular policy for shoes. Blue Jeans may not be frayed, tattered, too tight, too baggy, or too low. Spirit Shirt & Jeans Days are usually held once per month throughout the school year.
- **Free Dress Days, school-sponsored events, or anytime students are on campus:** Students are required to be in appropriate attire. Clothing must be modest and appropriate for wear in the Catholic school setting. The length of skirts and dresses should be no shorter than 2" above the knee. Tank tops, halter-tops, midriff shirts, shorts shorter than fingertip length, or any garments exposing an inappropriate amount of a student's body are not permitted. When blue jeans are worn, they may not be frayed, tattered, too tight, too baggy, or too low. Clothing should not be too tight or revealing. PK3-8<sup>th</sup> grade girls may only wear leggings if the top completely covers the behind. If top is too short, student will be given P.E. shorts to wear over leggings and return at the end of the day. Garments promoting cigarettes, alcohol, politics, or music groups may not be worn. Garments with offensive or inappropriate language, graphics, or symbols may not be worn. Garments such as sweatshirts and t-shirts with appropriate references to collegiate or sports teams are acceptable on non-uniform days. Hats/caps are not indoor wear and not allowed in the classroom. Boots with heels no higher than one (1) inch are permitted on free dress days.

- ***Free Shoe Days:*** Students are allowed to wear appropriate school shoes in the color of their choice.

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

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

Students are expected to be neat, clean, and well groomed. Hair should be worn neatly and not interfere with vision. Extreme or exaggerated haircuts or styles including shaved styles, bleached, or dyed hair in colors that do not occur in nature are not permitted. Boys' hair must be cut above the ears and shirt collar in back. Boys may not wear ponytails or braids. **Middle school boys must be clean-shaven with no facial hair.** Girls may wear hair bows, scrunchies, barrettes, headbands, etc. in solid school colors or the school plaid. Florescent or neon colors and bandanas are not permitted.

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

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





St. Anthony of Padua

CATHOLIC SCHOOL

Nurturing Souls. Enriching Minds.

## GIRLS UNIFORM REGULATIONS (updated 5/2023)

### GIRLS PRE-K—KINDERGARTEN GRADES

#### Official Uniform

- Plaid jumper with emblem (no shorter than 1 inch above knee)
- Navy modesty shorts
- White blouse (short or long sleeve) with navy piping
- Navy snap tie
- Solid white or navy socks or tights
- Black, brown, navy, gray, tan, or white shoes - **Velcro or no-tie, unless can tie independently**

#### Options

- Navy short sleeve knit dress with navy modesty shorts
- Navy Elastic Band slacks with dolphin logo (NO Shorts)
- Navy elastic band skort with biker shorts and dolphin logo
- Green or Blue knit or Dri-fit shirt worn with skorts or slacks only
- Blue knit long sleeve shirt worn with skorts or slacks only
- Monogram cardigan, green or navy school sweatshirt or fleece school jacket
- School t-shirt worn on designated t-shirt days only

### GIRLS 1ST—3RD GRADES

#### Official Uniform

- Plaid jumper with emblem (no shorter than 1 inch above knee)
- Navy Modesty shorts
- White blouse (short or long sleeve) with navy piping
- Navy snap tie
- Solid white or navy socks or tights
- Black, brown, navy, gray, tan, or white shoes

#### Options

- Navy slacks with dolphin logo (NO Shorts)
- Brown belt
- Navy skort with biker shorts and dolphin logo (no shorter than 1 inch above knee)
- Green or Blue knit or Dri-fit shirt worn with skorts or slacks only
- Blue knit long sleeve shirt worn with skorts or slacks only
- Monogram cardigan, green or navy school sweatshirt or fleece school jacket
- School t-shirt worn on designated t-shirt days only

### GIRLS 4TH—5TH GRADES

#### Official Uniform

- Plaid skirt (no shorter than 1 inch above knee)
- Navy modesty shorts
- White oxford blouse with monogram (short or long sleeve)
- Navy snap tie
- Solid white or navy socks or tights
- Black, brown, navy, gray, tan, or white shoes

#### Options

- Navy slacks with dolphin logo (NO shorts)
- Brown belt
- Navy skort with biker shorts and dolphin logo (no shorter than 1 inch above knee)
- Green or Blue knit or Dri-fit shirt worn with skorts or slacks only
- Blue knit long sleeve shirt worn with skort or slacks only
- Monogram cardigan, green or navy school sweatshirt or fleece school jacket
- School t-shirt worn on designated t-shirt days only

### GIRLS 6TH—8TH GRADES

#### Official Uniform

- Navy kilt skirt (no shorter than 1 inch above knee)
- White oxford with monogram (short or long sleeve)
- Navy snap tie
- Solid navy socks (knee-hi)
- Topsiders or dress shoes are worn for Mass with the official uniform

#### Options

- Navy or khaki No-Roll skort with dolphin logo (no shorter than 1 inch above knee)
- Navy or khaki slacks with dolphin logo (NO Shorts)
- Brown belt
- Navy knit or Dri-fit shirt worn with skorts or slacks only
- Yellow knit shirt worn with skorts or slacks only
- Navy knit long sleeve shirt worn with skorts or slacks only
- Monogram cardigan, green or navy school sweatshirt or fleece school jacket
- Solid navy or white socks or tights
- Black, brown, navy, gray, white, or tan shoes
- School t-shirt worn on designated t-shirt days only



St. Anthony of Padua

CATHOLIC SCHOOL

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### BOYS UNIFORM REGULATIONS (updated 5/2023)

#### BOYS PRE-K—KINDERGARTEN GRADES

##### Official Uniform

- Navy Elastic Band shorts (no shorter than fingertip length) or slacks with dolphin logo
- Plaid button-down shirt with emblem
- Solid white or navy socks
- Black, brown, navy, gray, tan, or white shoes **Velcro or no-tie, unless can tie independently**

##### Options

- Green or Blue knit or Dri-Fit shirt
- Blue knit long sleeve shirt
- Monogram cardigan, green or navy school sweatshirt or fleece school jacket
- School t-shirt worn on designated t-shirt days only

#### BOYS 1ST—5TH GRADES

##### Official Uniform

- Navy shorts (no shorter than fingertip length) or slacks with dolphin logo
- Plaid button-down shirt with emblem
- Brown belt
- Solid white or navy socks
- Black, brown, navy, gray, tan, or white shoes

##### Options

- Green or Blue knit or Dri-fit shirt
- Blue knit long sleeve shirt
- Monogram cardigan, green or navy school sweatshirt or fleece school jacket
- School t-shirt worn on designated t-shirt days only

#### BOYS 6TH—8TH GRADES

##### Official Uniform

- Navy slacks with dolphin logo
- White oxford shirt with logo (short or long sleeve)
- Navy & Khaki striped tie
- Brown belt
- Solid navy or black socks (no ankle socks)
- Topsiders or dress shoes are worn for Mass with the official uniform

##### Options

- Navy or Khaki shorts (no shorter than fingertip length) or slacks with dolphin logo
- Navy knit or Dri-fit shirt
- Yellow knit shirt
- Navy knit long sleeve shirt
- Solid navy, black or white socks
- Monogram cardigan, green or navy school sweatshirt or fleece school jacket
- Black, brown, navy, gray, tan, or white shoes
- School t-shirt worn on designated t-shirt days only

## YEARBOOK AND SCHOOL PICTURES



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



## DISCIPLINE – A CALL TO RESPONSIBILITY

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

Deuteronomy 30:19–20

### DISCIPLINE AND DISCIPLESHIP



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

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

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

Key beliefs of our discipline program include:

- Our call to discipleship compliments the foundations of Love & Logic® built upon the view that the relationship between the teacher and the student is the most critical component of discipline. Teachers spend time getting to know their students so that positive relationships can be created.
- We include the teaching of appropriate behaviors, character traits and social skills as part of our guidance curriculum. Developing these virtues and skills are important for students as they learn to function as part of a classroom, family, community, and society.
- Structure and limits provide security for children. Children should be allowed to make mistakes in a safe environment when the cost of learning about the real world is small since the cost factor only increases as they grow older. Students are given opportunities to make decisions and live with the consequences of their choices, be they good or bad.

- When consequences and correction are necessary, they are carried out in a firm, fair, caring, and consistent way. School problems are handled by school personnel. Criminal activity will be referred to the proper authorities.
- The discipline program at St. Anthony of Padua is a combined approach using theory, and practice from many discipline and Love & Logic®. All efforts are aimed at formation and the cultivation of discipleship and Christian character.

#### HONOR CODE

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

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

#### **Definitions:**

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

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

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

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

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

#### PUBLIC DISPLAY OF AFFECTION (PDA)

Catholic schools promote friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing, touching, or embracing

that suggest more than simple friendships are not permitted on campus or at school sponsored events and will result in disciplinary action.

## CHARACTER TRAITS, SOCIAL SKILLS, AND MANNERS

Crucial to the development of a culture of discipleship is reverence for the dignity of each person. Development of Christ-like character traits, social skills, and manners lead students to becoming true disciples of Christ who act in love, respectful of themselves and all they meet. St. Anthony of Padua is dedicated to partnering with parents to teach Christ-like character traits, social skills, and manners. These are taught through example and direct instruction. Modeling and acknowledging others' use of them are important as well. Therefore, we include in our curriculum the teaching of Christ-like character traits and social skills, including manners. A list of Christ-like character traits and social skills taught and reinforced at St. Anthony of Padua include the following.

### CHRIST-LIKE CHARACTER TRAITS/HEROIC VIRTUES

#### **FAITH** (*We need each other*)

- To create a culture of building up versus tearing down.

#### **FORTITUDE** (*Love at all times*)

- To show love all the time through words and actions, even when it's hard.

#### **PRUDENCE** (*You first*)

- To consider the needs of others in addition to my own.

#### **CHARITY** (*Teamwork makes the dream work*)

- To love God and to love others.
- To use my gifts to serve those around me.

#### **TEMPERANCE** (*Watch my words*)

- To recognize the power of my words, so I will think before speaking unkind words.

#### **HOPE** (*Friends forgive*)

- To apologize when I hurt others.

- To forgive those who hurt me.

#### **JUSTICE** (*I am valuable*)

- To recognize my own value and strengths, and identify the value and strengths of others.

is continuing to try to do something in spite of obstacles, difficulties, or failures.

#### **LOVE** (*Love One Another/Friendship is a gift*)

- To create an environment that empowers everyone in our community to carry out the same kind of love Jesus showed- a love of acceptance, forgiveness, and compassion.
- To learn the value of collaborating with others.

### SOCIAL SKILLS/EMOTIONAL INTELLIGENCE – “What Would Jesus Do?”

#### **Self-Awareness**

1. The ability to recognize personal emotions, values, strengths, and limitations.

#### **Self-Management**

1. The ability to manage behaviors to achieve personal goals.

#### **Responsible Decision Making**

1. The ability to make constructive choices about personal and social behavior.

#### **Social Awareness**

1. The ability to show understanding and empathy for others.

#### **Relationship Skills**

1. The ability to form positive relationships, work in teams and deal effectively with conflict.

### SCHOOL-WIDE AND CLASSROOM DISCIPLINE PLANS

Students are expected to maintain appropriate behavior while at school. St. Anthony of

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

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

expected to maintain appropriate behavior while at St. Anthony of Padua has a ***school***

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

St. Anthony of Padua Catholic School

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

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

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

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

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

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

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

Infractions are violations of school expectations. Infractions are not consequences for inappropriate behavior. They are used to track student behavior and determine a student's weekly conduct grade. Infractions and grades are communicated weekly. The school has grouped

infractions into three levels. The following table details the levels, point values and how infractions are handled. Consequences, which change behavior, may include conferencing with the student (moral dialogue), loss of privileges, time out, recovery settings, contracts, notes home, calls to parents, separation from other students or other appropriate responses. In more serious behavioral situations detention or referral to administration may be warranted. Infractions impact a student's weekly conduct grade.



## CONDUCT CHART

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



Notes:

- Infractions–All infractions will be logged and communicated via RenWeb. Level 1 and 2 infractions are logged by teachers. Level 3 infractions are logged by Administration.
- **Detentions in 4<sup>th</sup>–8<sup>th</sup> Grades** – Repeated or multiple Level 1 Infractions may result in a detention. Level 2 Infractions result in an automatic detention. Level 3 Infractions result in a weekly conduct grade of 0. Level 3 infractions may result in a detention or suspension as determined by administration. Failure of a middle school student to serve a detention results in an additional detention requiring the student to serve two detentions.
- Cheating/Plagiarism–Students will receive a level 3 infraction, a weekly conduct grade of zero and **an academic consequence** on the assignment. The student may retake the test or quiz using a different format. If it is a project, research paper, etc., they may have to complete another one at home. Future incidents that involve cheating will jeopardize their continued enrollment.
- Violations of the Honor Code may affect a student's membership in clubs, national organizations, etc. based on the groups by-laws.
- A 5<sup>th</sup>–8<sup>th</sup> grade student who receives an “N” or “U” as a quarterly conduct grade will not participate in overnight field trips during the school year. A student in grades K–4<sup>th</sup> grade who receives an “N” or “U” as a quarterly conduct grade may lose the privilege to attend fields trips.
- Conduct grades will affect athletic eligibility and club participation.
- Students receiving a Level 3 infraction during the quarter are not eligible for Honor Roll or Citizenship awards.

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

St. Anthony of Padua Catholic School sets high standards of conduct for its students. When behavioral and/or social problems persist beyond this point the following methods or procedures may be initiated: referral for testing or evaluation, home study program, in–

school suspension, out-of-school suspension, or expulsion. Administration takes into consideration the seriousness of the offense, age of the student, frequency of misconduct, attitude of the student and degree of cooperation are considered in determining which action is to be taken.

- **Evaluation** by an outside agency may be recommended when a student repeatedly fails to respond to efforts made to correct behavior that is unacceptable or that interferes with the learning environment.
- **Extended Student Leave** may be appropriate when a student has been accused of a serious wrong. Placing a student on a home study program allows students to be removed immediately from the situation until the school has had time explore the allegations, or legal proceedings against the student are resolved. Home study programs serve as a vehicle of fair treatment and due process. A Home Study Program may also be utilized when determined to be medically necessary.
- **Suspension** is appropriate for serious situations, including but not limited to, conduct unbecoming a Christian (lying, cheating, physical contact, using profanity and harassing other students), incorrigible or persistent behavior which interrupts the learning environment, or when interventions have been implemented and unacceptable behavior continues. Suspension removes the student from the classroom temporarily in order to preserve school values, climate, and/or safety. Suspension provides the opportunity for students to reflect on the cause and effect of their choices and encourages restitution and reconciliation. Suspensions are usually for one to five days. A suspension of longer than five (5) school days must be approved by the Superintendent of Schools. Suspensions may be either in-school or out-of-school. Administration provides verbal and written notification to the parents/guardians. If in-school, the student reports directly to the school office and is isolated from other students for the day. An In-School Suspension Fee is charged to families when a full-day sub is needed to supervise a student in an in-school suspension. The \$100 fee will be billed to the student's FACTS® account. The student is responsible for completing class work assigned. Completed work must be neat, organized, and easy to read. The student is also responsible for completing homework missed and tests given during the suspension. Parents must pick up the student in the school office at the end of the suspension day. If out-of-school, the student is required to remain away from school for the duration of the suspension. Class work will be given and parental supervision required for the length of the suspension. The student is also responsible for homework assignments and tests given during the suspension. In both in-school and out-of-school suspensions a student will be given full credit for assigned work assuming it is completed in a timely fashion. Students may not participate in school activities such as athletic practices, athletic games, field trips, assemblies, field days, etc. on the day of a suspension. A letter from a doctor, licensed professional, or counselor may be required for a student to return from a suspension based on the circumstances of the suspension. Letters must be approved by administration.
- **Expulsion** is considered an extremely serious matter and every other possible solution should be explored before it is implemented. The Principal consults with the Pastor and Superintendent in cases of expulsion. Expulsions are only permitted at the

**Archdiocesan level.** Parents are given written notice of the expulsion. Immediate expulsion can take place when a student:

- Participates in disruptive activities by a group such as gangs
- Possesses, uses, or delivers narcotics, dangerous drugs or alcohol on school campus or at school sponsored activities
- Smokes or uses a tobacco product on school property or at school related activities
- Possesses, uses or conceals a weapon or any item construed to be a weapon (any instrument which may produce bodily harm or death) on school property or at school related activities
- Threatens bodily injury or harm to a student or staff member
- Assaults a student or staff member with resulting serious physical injury
- Vandalizes school property or the property of others
- Possesses an unapproved electronic devise that is disruptive to instruction
- Engages in chronic or repeated misbehavior which disrupts the learning environment
- Disruptive, threatening, or illegal behavior of a parent or guardian may result in the expulsion of a student

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

## HARASSMENT

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

- Unwelcome repeated or persistent behavior that makes a person feel threatened, humiliated, uncomfortable, or unsafe including bullying in all forms—physical, verbal, relational, etc.
- Cyber-bullying defined as the use of the internet, cell phone or other electronic device to send or post messages or visual images intended to hurt or embarrass another person. Cyber-bullying includes, but is not limited to the following:
  - ❑ sending cruel instant messaging or threatening emails
  - ❑ sending mean, repeated cell phone text messages
  - ❑ creating websites for the purpose of mocking students or school personnel
  - ❑ posting humiliating or digitally modified images of students or school personnel
  - ❑ forwarding private photos or videos to others
  - ❑ pretending to be someone else by using their online screen

- Verbal conduct such as the use of racial slurs, vulgar or obscene language, derogatory jokes or comments, social ostracization, and/or personally damaging statements about others.
- Behavior that is sexual or lewd in nature, including sexual advances, physical contact, and other verbal, physical or visual conduct of a sexual nature.
- Behavior that is intimidating, including but not limited to threatening gestures, assault, unwanted touching, and blocking of normal movement that interferes with another student's work, study, or play.

Retaliation or intimidation for having reported or threatened to report harassment, or for assisting the school in the investigations, is strictly prohibited. Acts of retaliation will result in disciplinary action.

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

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

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

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

## SEARCH AND SEIZURE

St. Anthony of Padua strives to provide an environment for students and staff that is free of drugs, weapons, or any other item or substance that may impair or impact the school's ability to implement its policies, procedures, and/or programs. The school is co-tenant of individual student lockers and desks. Without prior notification of students or parents, upon cause deemed reasonable by administration, the administrator or a representative of the administrator, may conduct a search and inspection of any area of the school and all personal effects, lockers, baggage, and/or other student property. The administrator or representative of the administrator may seize and retain any illegal or



unauthorized item discovered on school premises or in the possession of a student, whether discovered as a result of the search and inspection or otherwise. Any substances or items confiscated by the school may be turned over to the proper authorities.

#### SMOKING AND VAPING

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

#### POSSESSION OR USE OF CONTROLLED SUBSTANCES

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

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

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

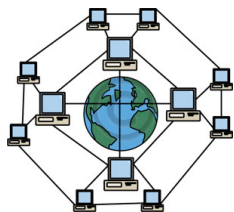
The school promotes the choice of a safe and drug-free life through the guidance program. The program is continuing and developmental allowing students to develop wholesome self-concepts and self-discipline. It includes age-appropriate classroom instruction on living drug-free.

## TECHNOLOGY AND TELECOMMUNICATIONS

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

Proverbs 23:12

### ACCEPTABLE USE POLICY



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

#### What is expected?

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

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

#### Internet & E-mail

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

What are the rules?

- **Electronic Communication and Social Media**–Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values the student can be subject to the full range of disciplinary consequences including the expulsion of the student. This policy applies to all forms of electronic communications or depictions whether they occur through the school's equipment or connectivity resources or through private communication.
- **Personal Safety and Personal Privacy**: Students will not post personal contact information about themselves or others including full names, addresses, telephone numbers, school address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information. Technology should not be used to harm other people or their work. Students should respect the rights of others and not trespass in another person's folders, work or files.
- **Social Networking**: Accessing social networking websites, blogs, video sites (e.g. Facebook, YouTube, TikTok, Instagram, Snapchat, gaming platforms, etc. except those used for educational purposes) are off-limits on school property. The use of circumventors to get around school network security is prohibited.
- **Illegal Copying/Downloading**: Students should never download or install any commercial software, shareware, or freeware onto network drives, external devices or cloud-based storage. Students should not copy other people's work or intrude into other people's files. The download/upload of any material in violation of any US, State, Board, Archdiocesan, or school policy is prohibited. This includes, but is not limited to, copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret. Accessing or downloading games and music from the Internet is prohibited unless directed by a teacher.
- **Inappropriate Material or Language**: No profane, abusive, slanderous, bullying, or impolite language or images should be used to communicate, nor should materials be accessed which are not in line with the rules of school behavior. Use of technology resources for anything other than educational purposes is prohibited. A good rule to follow is never view, send or access materials or images, which you would not want your teachers or parents to see. Should students encounter such material by accident, they should report it to their teacher immediately. Use of any electronic device to transmit unacceptable language and/or images that are harmful to self, other students, and/or to other people is prohibited.

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

1. Do not use technology to harm self, other people or their work.
2. Do not damage the network or any technology resource in any way.
3. Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.
4. Do not violate copyright laws.
5. Do not view, send, distribute or display offensive or bullying messages or pictures.
6. Do not share your passwords and personal information or in any way obtain another person's password and personal information.

7. Do not waste technology resources such as storage space or printing supplies.
8. Do not trespass in another's folders, work or files.
9. Do notify an adult immediately, if by accident, you encounter materials, which violate the Rules of Appropriate Use.
10. Do not attempt to circumvent network filters or security in any way.
11. Be prepared to be held accountable for your actions and for the loss of privileges if the Acceptable Use Policy is violated.



## Appendix A BEYOND THE BELL PROGRAM

*"I will bless you and keep you."*

Numbers 6:24

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

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

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

### BREAKFAST AND SNACK

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

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

Schools do not have to provide their Tax Identification Number (TIN) in order for people to claim the childcare credit on their Federal Tax Returns. They may fill out a Form W-10,

which can be found on the Internal Revenue (IRS) website. This form has specific instructions for 501(c)3 organizations. In the right-hand column under tax-exempt dependent care provider it states to write "tax exempt" in place of a TIN.

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

## COMMUNICATION



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

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

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

## DRESS CODE

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

## DROP OFF AND PICK UP

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

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

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

- ❖ Telephone calls are placed to both parents at work and at home. The staff also attempts to reach parents through pagers and/or cell phones.
- ❖ If parents cannot be reached, the emergency contacts are called for pick up.
- ❖ If parents and emergency contacts are not reached the staff member contacts the BtB Coordinator, administration, and/or pastor.

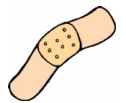
- ❖ Families are charged a late fee of \$1 per minute for late pick up. Charges begin after 6:30 PM. Late pick up charges are billed through FACTS®. Consideration is given to unavoidable freeway and weather delays so long as abuse of the policy does not become evident.

## DISCIPLINE

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

## HEALTH AND ACCIDENTS

Clinic and health procedures in effect during the school day are also in effect as part of BtB. All illnesses and emergencies are handled accordingly. Please keep your child's emergency information current in the school office.



## PERSONNEL

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

## PROGRAM AND SCHEDULE

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

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

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

## STUDY TIME

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



expected to have a book to read and maintain quiet during study or homework time. Students may not return to the classroom for forgotten items.

#### TUITION AND FEES



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

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

|  |
|--|
| <b>BEFORE SCHOOL</b><br>6:30 – 7:40 AM |
|--|

|                                       |
|---------------------------------------|
| <b>AFTER SCHOOL</b><br>3:30 – 6:30 PM |
|---------------------------------------|

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

## Appendix B

### ST. ANTHONY OF PADUA CATHOLIC SCHOOL – SECURITY MEASURES

#### 1 RESPONDING PRE-EMPTIVELY

**CRISIS MANAGEMENT TEAM** – St. Anthony of Padua Catholic School has a Crisis Management Team which meets regularly to review all school policies related to safety including, but not limited to: weather, intruders, fire, etc. This team convenes to identify, evaluate, classify and address threats or potential threats to school security. Following assessment, this team determines appropriate response and intervention. The team shares information with staff at a meeting during every August inservice and throughout the year as needed.

**STUDENT TRAINING & DRILLS** – Students receive training on the school's response protocols for intruders on campus. Drills are held for each of these emergency actions on a regular basis.

**SCHOOL TECHNOLOGY MONITORING** – St. Anthony of Padua Catholic School uses the GoGuardian program to monitor all school computers and student Chromebooks. Alerts are immediately sent to administration and the IT Department if anything related to violence or self-harm is detected. This system is used as a measure to identify any possible threats that might be made against students and or staff within the school community.

**BULLYING REPORT SYSTEM** – St. Anthony of Padua Catholic School utilizes an anti-bullying policy which is laid out in the Staff and Family Handbooks. This allows students, parents or staff to report bullying going on at school.

**SCHOOL NURSE AND SCHOOL COUNSELOR** – St. Anthony of Padua Catholic School has a full-time nurse and full-time counselor on campus at all times to provide support for the physical and mental health of all students, faculty and staff.

#### 3 HARDENING THE CLASSROOM

**LOCKED CLASSROOM DOOR POLICY** – Teachers are instructed to keep their classroom doors closed and locked at all times. Substitutes shall follow the same policy, with campuses ensuring they have access to the classrooms they need throughout the day.

**DOOR WINDOW COVERINGS** – All classrooms and offices facing the hallways have coverings for the door window which are quickly put in place with the release of a Velcro fastener to prevent intruders from visual access to classrooms.

**DOOR AND WINDOW SHEATHING** – Exterior doors and windows are treated with a sheathing that provides extra safety by slowing down an intruder if attempting to break the window or door.

**YELLOW FLOOR TAPE** – Classrooms have yellow tape on the floor to provide a clear visual for the area behind which students would position themselves in the case of the need to shelter in the classroom for safety reasons.

**WALKIE-TALKIES** – Staff have been provided with walkie-talkies to support campus communication. Teachers are to use walkie-talkies whenever leaving the classroom.



St. Anthony of Padua  
CATHOLIC SCHOOL

#### SECURITY MEASURES

As a primary preventative strategy for addressing the problems of violence, disruptions and fear, St. Anthony of Padua Catholic School has put measures in place so that we may provide a safe and secure environment for all.

School security experts recommend 4 steps to increase school security and decrease the likelihood of violence. These steps are 4 interconnected "pillars": **Responding Pre-Emptively, Control Access to School, Hardening the Classroom and On-Site Incident Response.**

#### 2 CONTROL ACCESS TO SCHOOL

**SECURE ENTRANCE AND OUTSIDE DOOR BUZZ-IN / CARD KEY SYSTEMS** – All visitors must enter St. Anthony of Padua School through main school entrance. Receptionists buzz in the visitor when recognized or can use speaker system to gather identifying information. Once inside the building, visitors must be buzzed through next set of doors to permit access to classrooms. All outside doors are locked with entry permitted through card key or key. School doors remain closed at all times.

**RAPTOR TECHNOLOGIES** – St. Anthony of Padua Catholic School utilizes RAPTOR Technologies. The Raptor® Visitor Management school security system screens for sex offenders, alerts staff of custody violations, and provides schoolwide reporting for all visitors.

**SECURITY CAMERAS** – Security cameras are in place in key locations throughout the entire campus, including the church, to allow close supervision of all areas in which students and staff may be located.

**LIMITED LUNCHTIME DELIVERIES** – Parents are welcome to eat lunch with their child at school when notice is given, and may bring their child food when joining them for lunch, however, food drop-offs are not permitted. This helps reduce interruptions to classrooms and decreases distractions to office staff during that busy time of day when active monitoring is so critical.

#### 4 ON-SITE INCIDENT RESPONSE

**PANIC BUTTONS** – Panic buttons are given to staff in strategic positions throughout campus to allow immediate notification of law enforcement if danger is detected. These are tested annually by the Parish Facilities Team.

**STAFF TRAINING** – All staff members are trained annually in emergency protocols for the campus. Key campus personnel are CPR-trained and First-Aid trained. All staff are regularly trained on intruder protocols.

**PARTNERSHIPS WITH LOCAL LAW ENFORCEMENT** – Local law enforcement is invited to come to campus at any time. St. Anthony of Padua Catholic School has a strong relationship with local law enforcement with quick response times whenever contacted. In May 2022, the Montgomery County Sheriff Department walked the campus with the school principal giving positive feedback on security measures in place.

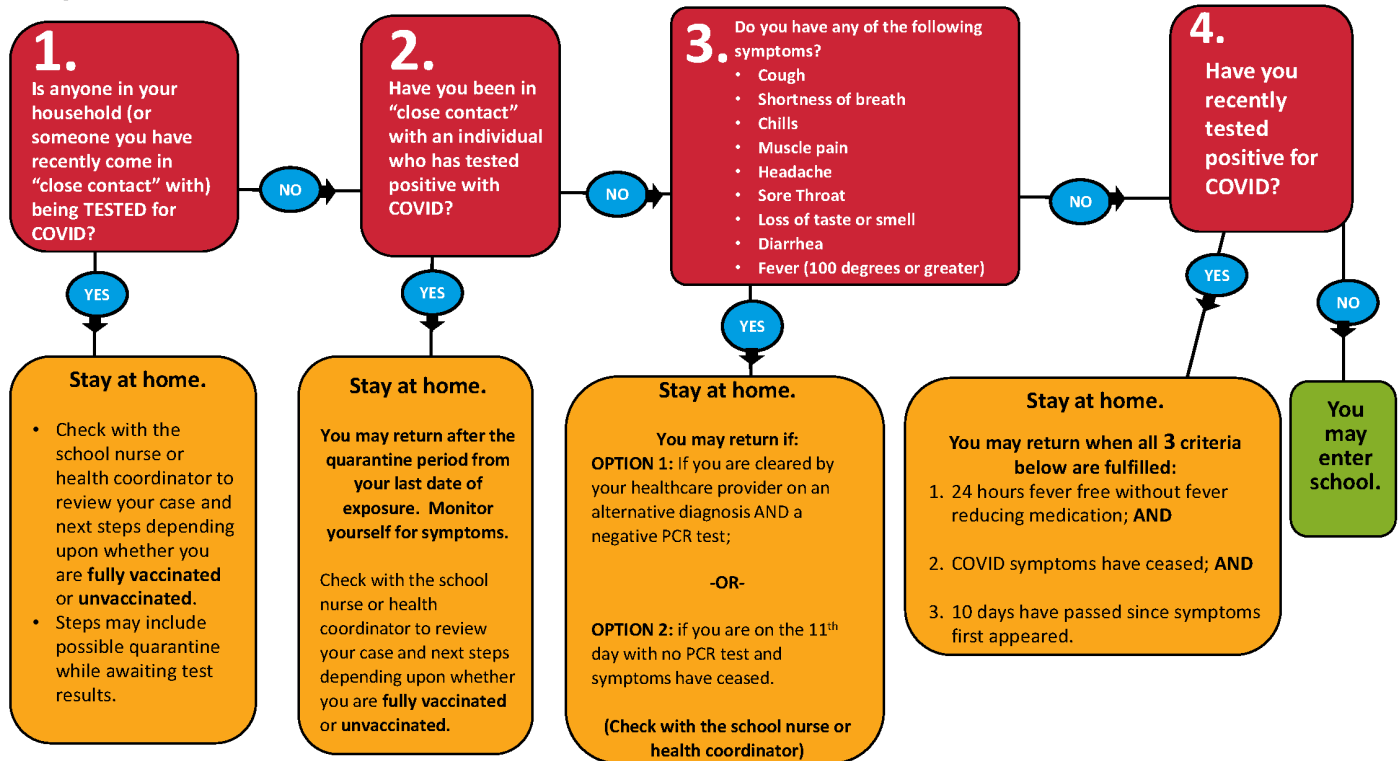
## Appendix C

### PROCEDURES FOR DIAGNOSED CASES OR CLOSE CONTACT EXPOSURE TO COVID-19

#### Daily Screener and Consequent Steps

### May I enter the school? Start with the 4 red questions below...

Updated July 2021



#### EXCLUSION & RE-ADMITTANCE PROCEDURES

When a student, faculty or staff has a temperature or answers "yes" to the screeners on the screening tool distributed by the school nurse, he/she will be required to notify the school and follow the recommendations of the CDC. These students are still encouraged to engage in distance learning when feeling able. The school will supply students with the materials needed to remain current on academic learning with the primary focus being on the student's health. Support will be given as needed. The nurse will work with students as they return to school to develop a plan unique to each student which will help with the student (or faculty and staff) return to campus. These guidelines are subject to change as recommendations change from CDC, TEA and TCCBED.

## Appendix D COVID-19 ADDENDUM

As the parent/legal guardian of the enrolling Student, I recognize that the Covid-19 pandemic has necessitated changes in the manner in which instruction may be delivered during all or part of the Academic Year.

### Learning Environment

I acknowledge and agree that changing circumstances occasioned by the Covid-19 pandemic may necessitate changes in the school's delivery of instruction and other programming during all or part of the Academic Year. These changes may include, but are not limited to, the substantial reduction or elimination of on-site instruction; the provision of distance/remote instruction to some or all students; the reduction, modification or elimination of athletics and other extracurricular activities; and the modification of the Academic Year calendar, including the dates, length and sequence of academic breaks. By signing this Addendum and electing to keep your student enrolled for the Academic Year, I acknowledge and agree that:

- A. School retains the right to implement any such changes, whether prior to and/or during the Academic Year, in its sole discretion; and
- B. No adjustment will be made to the 2023-2024 Tuition charges in response to such changes.

### Health and Safety Protocols

I understand and agree that if your Student will be returning to campus, he/she will be required to comply with School's health and safety protocols to limit the spread of Covid-19 and that failure to comply with such protocols may result in the immediate removal of Student from campus.

### Risk Acknowledgement

I acknowledge and agree that School cannot guarantee a Covid-19 free environment, and that, while School will continue to follow guidance to mitigate the likelihood of transmission, there is a risk that Student may contract Covid-19 if and when Student returns to the physical campus or at any time during Student's presence on campus. By consenting to Student's presence on School campus, I acknowledge and accept the risk on behalf of Student.

**\*Your signature on the Family Handbook Acknowledgment form located in the "Back to School Forms" will also serve as your acknowledgment for the COVID-19 Addendum.**



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