



PARENT/STUDENT HANDBOOK

2011-2012

St. Anthony Catholic School

120 W. Park Ave., Hereford, TX 79045
Phone: 806.364.1952 FAX: 806.364.7179
<http://herefordstanthonys.com>

DISCLAIMER

School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state or local regulations. They are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a handbook; however, we expect all students to follow reasonable rules and not violate the rights of others.

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120 W. Park Ave.
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Dear Parents and Students.

**“Do not be afraid to be saints. Follow Jesus Christ
who is the source of freedom and light.
Be open to the Lord so that He may lighten all your ways.”
~ Blessed John Paul II**

Welcome to St. Anthony Catholic School! In choosing St. Anthony School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Anthony School for the 2011-2012 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Anthony School during the 2011-2012 school year.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

May all that we do to shape the culture of our school give glory to God!

God bless you,

Linda Aranda
Principal



ST. ANTHONY CATHOLIC SCHOOL HISTORY

St. Anthony School has provided continuous years of education since the 1917-18 school year. It was staffed by the Sisters of the Atonement until 1938. From 1938 until 1942 the school was

staffed by the Sisters of the Incarnate Word and Sisters of the Blessed Sacrament of Victoria, Texas. The first St. Anthony School building was completed in 1927. That building is now the Deaf Smith County Museum. In 1942, the Franciscan Sisters of Mary Immaculate came from Amarillo to staff the school. In October 1981, the Franciscan Sisters divided their community and the group called the Mission Sisters of St. Francis continued to staff the school. The Franciscan Sisters of Mary Immaculate returned to teach during the 1987-88 school year and remained until the completion of the 2005-2006 school year. The school had its first lay Principal in the 1986-87 school year. The majority of faculty is currently comprised of lay teachers.

The main building was dedicated on May 15, 1955. There have been three additions built since the completion of the main building. Total number of classrooms is sixteen plus a library, meeting room, cafeteria and gym.

At the end of the 1971-72 school year, the seventh and eighth grades were discontinued. Since then the school has maintained classes through grade six. Five year old kindergarten was added in 1970 and a pre-school program for four year olds in 1989. After school care was offered as a service to working parents beginning in 1990.

The following priests have served as pastors of St. Anthony Parish:

1917-1922	Rev. J.A. Campbell, S.A.
1923-1932	Rev. Salvator, S.A.
1932-1937	Rev. Mathias Gilberg S.A.
1937-1943	Rev. Nathaniel Madden, S.A.
1943-1949	Rev. Albert Heald, S.A.
1949-1952	Rev. Dominic Kenny, S.A.
1952-1956	Rev. Bartholomew Paytas, S.A.
1956-1959	Rev. Michael Sugrue, S.A.
1959-1962	Rev. Aloysius Craven, S.A.
1962-1969	Rev. Angelus Delahunt, S.A.
1969-1970	Rev. Simeon Heine, S.A.
1970-1973	Rev. Boniface Riedman, S.A.
1973-1979	Rev. Bernard McGorry, S.A.
1979-1981	Rev. Paul Hefner, S.A.
1981-1982	Rev. Xavier Butler, S.A.
1982-1985	Rev. Mark Traenkle, S.A.
1985-1987	Rev. Patrick Walsh, S.A.
1987-1988	Rev. Cletus McGorry, S.A.
1988-2002	Rev. Orville Blum
2002-2003	Monsignor Harold Waldow
	Rev. James McGhee
2004-	Rev. John Valdez

The following persons have served as principals of St. Anthony School:

1943-1943	Sister Aloysia Payne
1943-1944	Sister Gerard Hable
1944-1945	Sister Othmara Mueller
1945-1948	Sister Nellie Rooney
1948-1954	Sister Vitalis Bon
1954-1959	Sister Aloysia Payne
1959-1965	Sister Seferina Egger
1965-1968	Sister Amabilis Romero
1968-1970	Sister Protasia Hofstetter
1970-1971	Sister Genevieve Montoya
1971-1980	Sister Wendelina Huber
1980-1983	Sister Martha Jane Venhaus
1983-1985	Sister Amy Romero
1985-1988	Mrs. Rita Burges
1988-1989	Sister Aquinas Aragon
1989-1998	Mrs. Ann Lueb
1998-2001	Ms. Nancy Neusch
2001- 2011	Mrs. Ann Lueb
2011 -	Mrs. Linda Aranda

**PHILOSOPHY STATEMENT
OF
ST. ANTHONY CATHOLIC SCHOOL
HEREFORD, TEXAS**

St. Anthony Catholic School in the Diocese of Amarillo
Serves as an extension of the Church and the
families to nurture the
Spiritual, moral, intellectual, and physical potential of the individual students.

St. Anthony provides an atmosphere
of a living Christian community which
instills moral values,
indicative of the Catholic faith and tradition
academic skills, and spiritual
relationships to enable all students,
Pre-K through 6th grade,
to grow into effective Christian adults.

**MISSION STATEMENT
ST. ANTHONY CATHOLIC SCHOOL
HEREFORD, TEXAS**

St. Anthony Catholic School develops Gospel values, a commitment to service,
and strong academic skills in each student.

ACCREDITATION, MEMBERSHIP, and RECOGNITION

St. Anthony Catholic School is fully accredited through the Texas Catholic Conference
(TCC) and holds memberships in the National Catholic Education Association (NCEA).
St. Anthony Catholic School is recognized by the Texas Education Agency.

**St. Anthony Catholic School
Faculty and Staff
2011-2012**

Rev. John Valdez.....	Pastor
Rev. Haider Quintero.....	Parochial Vicar
Mrs. Linda Aranda.....	Principal
Mrs. Gail Melendrez.....	Secretary
Ms. Dorothy Brownlow.....	Pre-School
Mrs. Ann Lueb.....	Kindergarten
Ms. Julie Newton.....	First Grade
Miss Chelsea Hartman.....	Second Grade
Ms. Lesley Woodard.....	Third Grade
Mrs. Farron Urbanczyk.....	Fourth Grade
Mrs. Shamarie Schumacher.....	Fifth Grade
Mrs. Molly Meeks.....	Sixth Grade
Mrs. Susan Hicks.....	Library Manager
Mrs. Karen Hacker.....	Physical Education
Mrs. Carolyn Evers.....	Music
Mrs. Aracely Correa.....	Computer Lab
Mrs. Jamie Davis.....	Cafeteria Manager
Mrs. Reyna Nañez.....	Cafeteria
Mr. Robert Zepeda.....	Maintenance
Mrs. Ofilia Sanchez.....	Extended Day

**ST. ANTHONY CATHOLIC CHURCH
PARISH OFFICE & SCHOOL SUPPORT STAFF**

Ms. Aida Lemus.....	Secretary
Ms. Blandina Dominguez.....	Bookkeeper
Mrs. Charlotte Paetzold.....	Cord. Religious Educ.
Mrs. Janie Banner.....	Bulletin/ <i>The Messenger</i>

PARENT/GUARDIAN/STUDENT HANDBOOK
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Introduction to Parents/Guardians:

We, at St. Anthony Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Anthony Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the great good in his/her life.

The importance of good communication between school and home is a top priority. Weekly newsletters will be emailed and posted on the school's website. Parents who have opted to receive a hard copy will receive theirs on yellow paper to distinguish them from the other schoolwork, which comes home. All other important communication, which needs your attention, will also be sent home on the yellow paper.

Occasions when parents/guardians may visit the school and speak with the teachers concerning the progress of the child are part of the regular program of St. Anthony's School. Conferences will be scheduled to pick up the first six weeks report card, the fifth six weeks report card, and will also be scheduled to discuss the achievement test results if requested by the parent/guardian. Each teacher has a conference time scheduled during the day and is usually available after school; however, it is always advisable to call beforehand for an appointment.

Parents are asked to respect the instructional time of the teachers and should never interrupt the class. If emergencies arise during the day or if a message needs to be delivered to the child, please notify the school office.

There must exist between the school and home a united authority, which expects respect and obedience from the child.

If conflicts or concerns should arise, the parents should first speak with the teacher and make every attempt to correct the situation by working with the teacher and being supportive of the teacher's authority in the presence of the child.

When satisfactory resolution of the conflicts cannot be achieved, then the matter can be brought to the attention of the principal.

In the event that all attempts to resolve the conflict or problem fails, then the parent can request that the matter be taken to the school board. This should be done in only the most serious of matters. The procedure for presenting a grievance to the board will be as follows:

Anyone wishing to present non-personnel matters of concern to the board shall make a request to the principal or president of the board one week prior to the meeting. The board may waive the requirement for a prior request by a majority vote and give visitors an opportunity to be heard. If the matter of concern is a personnel matter then the following procedure must be followed:

In the case of a complaint against a teacher or other staff member, the complainant must have met with the teacher and felt that the matter is not resolved. Then the complainant must be willing to meet with the teacher or staff member and the principal in an attempt to resolve the issue. If all these attempts to resolve the issue fail, then the party must put the complaint in writing and may request a closed session hearing before the board, principal, and the pastor.

If the complaint is with the principal, the complainant must be willing to meet with the board president and the principal in an attempt to resolve the issue. If this attempt fails to resolve the issue, then the party must put the complaint in writing and may request a closed session hearing before the board and pastor. School Board meetings are held monthly and all meetings shall be open to members of the parish and to parents of children receiving their education under the auspices of the parish. A copy of the agenda is made available on the outside door near the office a week before the meeting. Copies of the minutes from the board meetings are available upon request.

Parent Teacher Organization

All parents, guardians, and teachers of St. Anthony students are members of the Parent Teacher Organization.

The PTO has a three-fold task of (1) Establishing mutual understanding between parent/guardian and teacher, (2) Supporting the school's activities, and (3) Contributing to the operation of the school through financial support.

The PTO meets several times a year at a time and date decided upon by the PTO president and the principal. Information will be sent home to advise the parents about the meetings.

The PTO is one way of emphasizing the mutual responsibility of the home and the school in the education of the child.

Admission

Students are admitted to St. Anthony School according to the following priorities:

1. Families whose children are presently attending St. Anthony
2. Parishioner's Families
3. Non-parishioner's Families
4. Non-Catholic Families who agree to participate in all religious activities

Note: In all categories families must meet all other enrollment requirements before being accepted.

To be admitted to the pre-school K-4 program the child must be four years of age by September 1st of the current school year. To be admitted to K-5 the children must be five years of age by September 1st of the current school year.

All beginning kindergarten students and students new to St. Anthony School must present a birth certificate and a baptismal certificate (Catholic students only), Social Security Card, and immunization records at the time of enrollment. Students transferring from other schools must present the above mentioned documents plus transfer notices and report cards from the respective school previously attended, including a statement that all financial obligations have been cleared. A copy of the cumulative records must be requested from that school. It is the responsibility of the Principal to see that all information is recorded on the students' cumulative records.

All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Anthony School.

New students in the sixth grade are generally not accepted. However, exceptions can be made by the Principal.

Students suspended and/or expelled from (public, private or parochial schools), for substance abuse or for other disciplinary reasons, may be admitted to Catholic schools of the Diocese of Amarillo according to the policies stated in the Diocesan Handbook.

In the case of children seeking admission who have attended non-accredited private schools or home schools, proper documentation must be submitted to the school for the purposes of evaluation and placement, including but not limited to:

- Portfolio of student's work
- Report cards
- Recommendations from previous schools
- Curriculum used with child
- Grade level/Subject testing

Transferring students will be admitted to a designated grade on a trial basis (usually six weeks). After conferences with the student, parents, principal and teachers involved, the academic and behavioral progress reports will be reviewed and the decision made for permanent placement.

Tuition and Other Fees

St. Anthony School must meet all of its monetary obligations from the school tuition, supplemented by parish subsidy, the endowment fund, and PTO fund raisers.

An enrollment fee and monthly tuition is required of each family. The amount paid is determined by the school board each year and is based on the religion of the child.

Those wishing to apply for tuition assistance must fill out a form indicating their income and expenses. A committee is appointed by the school board president to review the requests with the Principal. All families are expected to pay the entire enrollment fee. Reduced rates are made on tuition only. An adopt-a-student plan has been set up to encourage parishioners to make a monthly donation to help students needing tuition assistance.

**FINANCIAL ASSISTANCE FORMS are available ON-LINE at
www.factstuitionaid.com.**

***The application deadline to FACTS® Grant and Aid Assessment will be published in home-school communication in a timely manner.**

PLEASE make separate checks for tuition, lunches, and extended day. This will expedite the bookkeeping and reduce the possibility of errors in crediting your account.

Delinquent Tuition Procedure

Tuition is due monthly and is divided into 10 or 12 payments beginning on July 1st preceding the coming school year. Payments are due by the 1st of each month and are considered past due after the 10th of each month. The family accounts must be at a zero balance at the following dates during the school year:

1. The last school day of October
2. The last school day before Spring Break
3. Two weeks from the last day of school

Any exceptions to these guidelines will be handled with a meeting between the parents and members of the school board. If you are unable to bring your account current, you will need to make an agreement with the board or your children may be subject to immediate dismissal from the school.

Families with unpaid accounts may not register for the next school year until accounts are paid.

*** If you have extenuating circumstances affecting the payment of tuition, you MUST communicate these to the office.**

Enrollment

Enrollment for the upcoming school year is held each year in the spring. The dates will be announced by way of newsletter and bulletin announcements.

A non-refundable fee per child is due upon enrollment. This secures the child's place in the class. After the enrollment period, students will be admitted on a first-come, first-serve basis with exceptions made only by the principal, pastor, and board.

Release of Records

Parents/Guardians have the right to request any existing records pertaining to their child.

In situations where the child does not live with both natural parents, possessory conservators shall be granted the same rights of access to the medical and educational records of the child as the managing conservator.

All references in the records to the place of residence of the managing conservator of the child shall be deleted prior to their release to the possessory conservator.

This is a diocesan policy which is in place to put the school in compliance with Federal law regarding parental rights to the educational records of a child.

Non-Custodial Parents

St. Anthony Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, St. Anthony Catholic School will provide the non-custodial parent access to academic records and other school information regarding his or her child. **If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.**

If issues arise in regard to the after school pick-up of the child, the school may ask for a written schedule, signed by both parents, that the school can use each day. The school will not permit deviations to the pick-up schedule without written notification by both parents.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of name, address, home telephone numbers, cell phone numbers, business phone numbers, **e-mail addresses** and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, and up-to-date.

Transfers

When withdrawing a student from St. Anthony School for transfer to another school all accounts must be clear before records will be released to the parent or sent to the new school.

School Year Calendar

St. Anthony School calendar is based as closely as possible to the Hereford Independent School District Calendar. However, the diocesan calendar and the local needs must be taken into consideration. All changes will be adequately announced in newsletters and special bulletins.

Special note: In the event of inclement weather, please tune to KPAN or KNNK radio station. Unless otherwise announced, St. Anthony School will follow the same directives as the HISD for cancellation or late starts.

Attendance

Students are required to attend punctually and regularly. A student's absence from school can interfere with academic progress.

The first bell rings at 8:00 a.m. and the tardy bell rings at 8:05 a.m. Opening exercises begin promptly after the second bell and all students should be present at that time. Dismissal for the morning class of 4K students will be at 11:45 a.m. Dismissal for grades 5K through 6th grade will be at 3:30 p.m.

When students 5K through 6th grade arrive they should report to the cafeteria where they will be supervised. 4K students will go directly to their classroom. Students are not allowed to leave the supervised areas without permission before classes begin.

5K through 6th grade students should be picked up no later than 3:45 p.m. The morning 4K students should be picked up no later than 12:00 noon. If a parent cannot be reached the child will be placed in Extended Day and a fee will be charged unless the office has been notified of an emergency situation.

Absences

1. Absences shall be classified into:
 - a. Excused absence, occasioned by legitimate causes such as:
 - Personal illness
 - Sickness or death in family
 - Weather or road conditions making travel dangerous
 - Medical or dental appointments
 - Days of in-school suspension
 - Parent trip (Arrangements must be made in advance)
 - Any other extenuating circumstances acceptable to the principal.

Students must be in attendance for at least 90% of the instructional days. A doctor's excuse for illness will be required after eight days of absence for the above reasons.

Ten days will be allowed for participation in extra-curricular activities provided that the student is eligible in accordance with the academic eligibility policy and has made the request for absence to the teacher and principal one week prior to the absence. Any exceptions to this policy must be cleared through the principal. The ten extra-curricular days will count against perfect attendance and will be included in the required days for attendance.

Absences for participation in non-school sponsored activities (i.e. AAU basketball, volleyball, football) must also be cleared through the principal especially if there is going to be several absences related to their participation in the activities. Assignments must be requested by the parent/students at least one week in advance. Some assignments may not be given to the student until they return. They must be given a reasonable amount of time to complete the work (usually equal to the number of days absent).

If a student misses more than the number of days allowed, the case will be reviewed by the principal, teacher, and the board. The parents/guardians may be required to appear before a closed session of the school board.

- After the review, it will be determined if the student can be promoted to the next grade.
- b. Unexcused absence--which occur with the knowledge and approval of the parent or guardian but for reasons not included in the above list or are not acceptable to the school administration.
- c. Truancy--absence which is intentional and planned in violation of attendance rules.

2. Reinstatement after absence

Upon return to school following an absence, a note should be brought to the office within two days explaining the reason for the absence unless the reason was stated to the office before the absence. The note should be brought to the school office, approved, then presented to the teacher.

3. Appointments during the day

A written request or a phone call to the office from the parent or guardian is required for a student to leave the school during the day for dental, doctor, and other appointments. This would also apply to funerals. The parents must come to the office to sign the student out. No student shall be released unless the principal knows the reason for the release and the person to whom the student is being released. In the event someone other than the parent will be picking up the child for an appointment, please notify the office in advance.

4. No student may leave the school grounds at any time without the express permission of the principal. If permission is granted by the principal, the respective teacher of that student must be notified at once. Students who go home for lunch or leave with a parent for lunch must sign out when leaving and sign in when returning. The time for return must be in conformity to the bell ending the recess period for the child. Tardies will be given for a late return to class from lunch. If someone other than the parent is picking the child up for lunch, a note or phone call should notify the office.

Note: Please make every effort to schedule doctor and dentist appointments after school hours.

5. Make-up Work for Absences

All work related to an excused absence must be completed and submitted to the teacher within a reasonable amount of time (the same length of time as the absence) in order for full credit to be granted. The parent/student is responsible for finding out about assignments and for making up the work within the time allotted by the teacher. A zero will be recorded if the student fails to make up the work in a reasonable amount of time.

Work missed due to an unexcused absence will be given a zero

Work missed due to truancy will be given a zero.

In certain instances, as determined by the principal, work must be requested in advance and completed upon return of the student to class. A zero will be given if the work is not completed as requested.

*Any exceptions to this policy must be cleared with the principal.

Note: A student must be in attendance at least two hours of instructional time to be counted as present for the morning and at least two hours of instructional time to be counted as present for the afternoon.

Tardies

The tardy bell rings at 8:05 a.m. and all students should be present at that time.

1. Students who are tardy must report to the office as they arrive at school.
2. Students are tardy if they are not present for opening exercises in both the forenoon and afternoon sessions.
 1. Frequent tardies will not be tolerated. After 10 tardies, perfect attendance becomes void. The fourth tardy in a six weeks period will result in notification to the parents about the excessive tardies and the student will be sent to a lunchtime detention. Ten tardies in a six weeks will result in the drop of one letter grade in conduct.

Conduct and Discipline

Most students expect and respect regulations which are designed to help them live together in a respectable environment. It is our endeavor to help students develop acceptable habits of conduct. Obedience and respect for authority and for the rules and regulations of the school are of vital importance if the children are to learn.

General school-wide rules are as follows:

1. Students are required to move quietly through the hallways at all times.
2. It is expected that all students will practice the use of good manners.
3. All toys, computer games, or other items which have no bearing on school work should not be brought to school except on special days as designated by the teacher.
4. Students can be assigned to detention for incomplete homework or for failure to follow the classroom or school-wide rules.
5. A detailed discipline code and procedure for referrals will be sent home at the beginning of each school year.
6. Students are expected to respect the school property. Fines will be charged for damage to books, desks, or other equipment if the damage was done intentionally.
7. No gum chewing is allowed on the school premises.

*** See Discipline Policy p. 24**

Suspension and Expulsion

Suspension is defined as a temporary dismissal of a student from the classroom. It is ordinarily served in school. However, in circumstances determined by the principal, it can be served out of school. All substitute costs for an in-school suspension will be charged to the parents. The number of days will be determined by the principal.

Decisions to suspend follow only after other means of motivation have failed and/or attendant circumstances necessitate this extreme disciplinary action.

The principal is the only school official who may place a student in in-school suspension.

Parents will be notified before the child is placed in in-school suspension. If a parent cannot be reached, the child may be kept out of class until the parent is reached.

Expulsion is defined as the permanent dismissal of a student from school.

When a student's behavior is deemed harmful to the Catholic school community or to individuals, expulsion with or without the parents/guardians agreement may be invoked.

Due to the gravity of the consequence of expulsion, consultation with the faculty, pastor and board president is required prior to the initiation of the process.

Expulsion is not the first sanction invoked against a student, except in cases involving the sale or distribution of illegal substance or possession of prohibited weapons. The student's record will ordinarily show that several formal conferences have been held with the parents/guardians to discuss the student's behavior. The record will show that at one time or another the student has been on probation or suspended, so that they are fully aware of the consequences of subsequent misconduct.

The parents of the student expelled may appeal their case, following the published grievance procedure of the school.

Procedure For Drug Abuse or Misuse

The diocesan policy on drugs and alcohol is reflective of the serious nature of the misuse and abuse of chemicals.

When there is a question of chemical substance misuse (hard or soft drugs, alcohol and inhalants) or medications misuse or overdose, the principal will work with the student and the family in a corporate effort to bring about elimination of the drug abuse and complete recovery for the student involved. Local health and law enforcement agencies can be called in. Disciplinary action and possible expulsion ensue.

Lockers and other personal property may be searched by administrators for alcohol, drugs, and other controlled substances.

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

The transmittal, sale or attempted sale of what is represented to be an illegal substance results in immediate expulsion and notification of the police.

Tobacco and Tobacco Substances

Disciplinary action will be taken if any student is found with tobacco or tobacco substances on school property.

Violence

INVOLVEMENT IN ACTS OF VIOLENCE, WHETHER ON SCHOOL PROPERTY OR AT SCHOOL SPONSORED AND SUPERVISED EVENTS, RESULTS IN IMMEDIATE EXPULSION AND NOTIFICATION OF THE POLICE.

Prohibited Weapons

- Firearms
- Knives
- Explosives
- Knuckles
- Armor piercing ammunition

Chemical-dispensing devices

Razors

Chains

Fireworks

Clubs

Any device, including school supplies, used in a way that threatens or inflicts bodily injury on another person.

POSSESSION OF A PROHIBITED WEAPON RESULTS IN IMMEDIATE EXPULSION AND NOTIFICATION OF THE POLICE.

Tutorials/Detention

Students needing extra help or who need to complete class work can be given tutorials before school, at lunch time, or kept after school. The parent must be personally notified about tutorials if it is before school or after school. If a student is not completing his/her class work in a timely manner and is being kept in on a regular basis to finish it, this is considered a behavioral problem and he/she can be sent to detention. Consistent failure to turn in assignments can result in an office referral.

Homework and Grading Policies

Homework can be expected on a regular basis. The homework can be completion of school work, additional assignments, or special projects. Students can be sent to after school detention for failure to complete homework assignments. Specific requirements per grade level will be defined at the beginning of each school year.

The grading code for the Diocese of Amarillo is as follows:

A=93-100

B=85-92

C=77-84

D=70-76

F=Below 70

*Note: Test grades shall count for one-third and daily grades for two-thirds of the report card grade.

St. Anthony's will use the following markings on the report cards for Five year old Kindergarten and First Grade.

O = Outstanding (93-100)

S+ = Satisfactory plus (86-92)

S = Satisfactory (75-85)

S- = Satisfactory minus (70-74)

- N = Needs Improvement (Below 70)
U = Unsatisfactory (Reference to Conduct)

Social Skills for all students will use an S, N, U marking. The exception is the conduct grade that will be marked with an A, B, C, etc.

Pre-School reports are given every nine weeks and indicate their progress in religion, language, math, sensori-motor, and social skills.

Unless a court order indicates something to the contrary, parents, guardians, non-custodial parents may request to see their child's grades at any time.

Progress Reports

Progress reports are sent out following the third week of each six weeks grading period. Pre-School students receive a progress report marked with developmental skills every nine weeks. Conferences will be scheduled as necessary by the pre-school teacher.

Report Cards

Report cards for students in grades K-6 are sent home on Thursday, following the end of each six weeks. Parents or Guardians are expected to pick up the first six weeks and fifth six weeks report cards personally. The teacher will schedule a conference with you at that time.

Non-custodial parents may request a copy of the report card unless a court order indicates otherwise.

Honor Roll

Students will be recognized for their academic achievements at the end of the six weeks. They will be eligible for the "A" Honor Roll if they have an "A" in Religion, Conduct, and all core subjects. They will be eligible for the "A/B" Honor Roll if they have an "A" in Religion, Conduct, and at least a "B" in all other core subjects. (Core subjects are reading, language arts, math, science, and social studies.) Music, Physical Education and Library classes are not considered as core subjects, however, failure to participate and/or cooperate in these classes can lead to office referrals, which could keep the student from achieving the honor roll. A formal office referral will result in a lowering of the student's conduct grade for the six weeks.

Academic Eligibility

Any student participating in sports or other extracurricular activities such as livestock shows, track meets, sports, or other activities approved by the principal must have passing grades in all subjects the preceding grading period, either from the last six weeks reporting period or the progress reporting period whichever is nearest the date of the activity. Failure to have passing grades will result in the student being considered ineligible to participate. Should a student choose to violate this policy, it will be considered a truant absence.

Awards for Achievement

Academic achievement and special effort are recognized at an awards assembly held in May. Students who have excelled academically and who participated in special activities such as spelling bees, essay contests, or sport activities are recognized at this assembly.

Sixth grade students are presented with special awards for outstanding achievement at the graduation liturgy. Students who have maintained a 90 or above average for the last three years are presented with medals and certificates.

Students who achieve a 90 or above average, score highly on the standardized achievement test, or are recommended by teachers receive the President's Education Award for outstanding academic achievement.

Testing

Iowa Test of Basic Skills: The ITBS is a norm-referenced achievement test given to students in Grades 2-6 during the second semester of the school year.

Cognitive Abilities Test: The CoGat is given to students in Grades 3 and 5 during the second semester of the school year. This test, in conjunction with the ITBS, provides information on both achievement and ability of the student and is helpful in determining areas of success and improvement.

Assessment of Catechesis Religious Education (ACRE): The ACRE is administered in the spring of the 5th grade year to all students, Catholic or non-Catholic. This assessment is designed to strengthen our catechetical program by testing the faith knowledge and attitudes of our students.

Although we do not have a diagnostician on campus, we are able to refer children for testing to determine special educational needs through the public school system. [Please note referral process by referring to the section of this handbook marked "Serving Students with Special Needs"](#).

Retention

Retention may be considered for students who have deficiencies as indicted below:

1. Students who have not done acceptable work in any two of the following:
reading, language arts or mathematics.
2. Students with excessive absences. (See absence policy)
3. Students who in conjunction with the above score poorly on the standardized testing.

If in the opinion of the teacher and principal, a child can become a stronger student by repeating a grade then careful consideration should be given to retention. Every effort will be made to reach a mutual agreement. However, if agreement cannot be reached, the final decision will be made by the school personnel in the best interest of the child.

Health and Safety Procedures

The school makes every effort to control the spread of communicable diseases and any child showing suspicious symptoms will be sent home as a matter of protection to all.

All children absent or excluded from school for reason of communicable disease may be re-admitted to school only on the certificate of a licensed physician. Children who have been absent due to the following diseases may be re-admitted by the city health officer only: diphtheria, smallpox, typhoid fever, meningitis and encephalitis.

To do their best work in school and for their better health, children should get adequate sleep each night and eat a regular breakfast before coming to school.

A qualified school nurse assists the faculty and children at scheduled times. She will conduct vision and hearing screening and scoliosis screening. She will also check all records on immunization and advise the parents of any deficiencies. All Texas Department of Health laws on immunization will be followed as well as all directives in the Texas Catholic Conference Health Manual.

A detailed Crisis Management Plan outlines the procedures for all emergency situations which may affect the school. Staff members are trained in first aid and CPR for emergency treatment until professional help can be obtained.

Safety drills for fire and tornadoes are held on a regular basis. Evacuation routes are posted at the doors of each classroom. Intruder lock-down drills are also held.

Medication Policy

There is a strict diocesan policy regarding the dispensing of medication of any kind. School personnel are not allowed to administer medications in any form without the written permission of the parent/guardian or physician.

If medication must be administered at school the parent/guardian will be asked to fill out a form indicating the instructions regarding the medication.

This policy applies to aspirin, Tylenol, and cough drops. All medication should be brought to the office in its original package. It is not acceptable for children to carry medication in their pockets or lunch boxes.

Student Accident Insurance

Students participating in extracurricular athletics must provide proof of insurance in order to be allowed to participate in the activity.

Lunches

St. Anthony's School participates in the federally subsidized school lunch program and is able to provide hot lunches at reasonable prices for the student. Families may apply for reduced or free lunches according to their needs.

Lunches may be purchased in advance, monthly, weekly, or daily. The cafeteria bookkeeper will keep a record of the child's account. Parents/Guardians will be notified when it is time to remit money for lunches.

Children may also bring their own lunches, but they must eat in the cafeteria. A microwave is not available for the student's use to heat lunches brought from home. Please do not send packed lunches which need to be heated.

Under guidelines from the federal lunch program St. Anthony School is not required to serve children traditional meals that do not have money to pay. St. Anthony School has a charge policy that will allow for a five (5) day grace period. Households are informed on the 1st and 15th of each month of their account balance. When a household has charged meals for five days or more, the student then will be served an alternative sandwich and milk for as long as the charges continue.

Students may not leave the building at lunchtime with anyone without prior notice to the principal. This is especially important if the child was counted to eat lunch at school that morning. Students leaving the building must be signed out and back in on the clipboard in the office. Students will be counted tardy if they are not back in the building for the beginning of the afternoon session.

The following lunchroom procedures must be observed by all students:

1. Children shall eat their lunches quietly and **are expected to use the same manners required in the classroom during lunch.**
2. **Courtesy toward other students and cooperation with lunch monitors are in order at all times.**
3. Students shall eat at the tables assigned to them and be responsible for keeping these areas clean.
4. Food may not be taken from the lunchroom to the playground or classroom.
5. Throwing food in the lunchroom is cause for disciplinary action.
6. No carbonated beverages for lunch are allowed.

Transportation

In order to protect the safety of our children when dropping off and picking up students, please follow the following traffic control pattern on map which is mailed with the August, Home-School Communication.

There are two routes for dropping off and picking up children. Pre-School children and their siblings will be dropped off at the east door in the mornings. Pre-School parents are expected to walk their children to their classroom. Pre-School will dismiss at 11:45 a.m. using the drive through Route B. All other families will use Route A in the morning. At the end of the day dismissal at 3:30 p.m., families with names ending in A-L will follow route A at the south door. Families with names ending in M-Z will use Route B at the east door. The division of letters is subject to change. You will be advised of any changes in the weekly communication. **All families MUST follow the routes.** You will be given family name signs to help the teachers and volunteers on door duty escort the children to the correct vehicle. (Be aware that Park Avenue has a yellow striped area between the enter/exit drives. You can cross over this area but it is illegal to stop in this area to wait for oncoming traffic. Traffic exiting from Route A will move faster if you turn right instead of waiting to turn left across traffic.) If you have business in the school before or after school, park away from the designated drive through routes. If you pull in close to the building, you may not be able to get out. It also blocks the view of other drivers if a child should dart out.

Parents are asked to pay close attention during the arrival and dismissal process. It is recommended that **cell phones not be used at this time**. Please follow the traffic directions given by the teachers on duty.

It is very dangerous for you to park and walk your children across the dismissal lines! Please refrain from this practice. NOTE: As a courtesy to other drivers, please do not hold up the line on the cell phone, writing checks, or waiting for children who are delayed entering or exiting the school. Pull up out of the way so the rest of the line can progress

Student Release/Protection

The school has responsibility to protect and to provide safety for all children in the school. Each child enrolled in a Catholic school has the name of the legal guardian(s) on their registration and cumulative record. All visitors to the school must sign in and out at the office.

If the family situation is such that there is a separation or divorce, a managing conservator is named. A copy of the court record is to be kept in a secure place in the school. A student shall not be released to any person other than the legal guardian (managing conservator) except when the principal has reasonable assurance that the release is authorized by the managing conservator.

Students leaving school for appointments during the day or leaving school before dismissal time must be signed out in the office.

Daily Prayer and Celebration of Liturgy

Morning prayer and opening exercises are conducted Monday through Thursday at 8:05 a.m. in the gym. On Fridays, the children will attend liturgy in the church or gym at 8:15 a.m. The students will be assigned to ministries for the liturgy. A copy of the liturgy for the week can be found on the main hallway bulletin board. **The children learn to participate at Mass by singing, reading and praying with one another. School Mass does not take the place of regular attendance at Sunday Mass, which is the responsibility of parents/guardians. Catholic children enrolled in our school are expected to attend Mass each Sunday (or Saturday evening).** Parents and friends are welcome at all school Masses

Prayer is also recited each day at lunch time and before going home in the afternoon.

SPECIAL PROGRAMS

Computers

St. Anthony School has a well-equipped computer lab. All students attend the computer lab at least once a week. Grades 1-6 will attend twice a week. Computers are also available for each classroom for individual reinforcement, remediation, and word processing skills.

Internet access is available throughout the school. Internet access is monitored by the teachers and protected by a filtering system. A computer ethics statement and rules for using the computers and the internet will be sent home at the beginning of the school year.

Sacrament Preparation

St. Anthony offers a family oriented program of sacramental preparation for the celebration of Reconciliation and Eucharist. This is in addition to the daily classroom religion class preparation.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

Schedules for meetings and activity days will be sent home with the students.

Serving Students with Special Needs

It is not a balanced or quality education if a student is frustrated by special learning needs. However, there are times when due to lack of resources, St. Anthony School is unable to effectively respond to the needs of each student. In these cases, a decision must be made to support the most viable plan to support each student academically, emotionally, socially and spiritually.

St. Anthony School honors the following procedures in trying to serve students with special needs:

Phase 1: Identification- identification of the specific area of concern(s), documentation of concern, consultation with team teachers, the principal, and the student's parent/guardian.

Phase 2: Assessment- comprehensive assessment referral through the local public school or if parents opt through private, professional consultants.

Phase 3: Planning and Placement- determining the most appropriate and affirming long-term educational plan for the student. A modified plan may be created to match the needs of each individual student with on-going communication.

St. Anthony School participates in Title I A and Title II A Professional Training Federal programs through the Hereford Independent School District. The services provided include Staff Development for our teachers and other special opportunities.

The Federal programs assist us in providing educational opportunities for underachieving students over and above what we are able to provide.

If you have any questions regarding these Federal Programs or your parental rights under these programs, please contact the school office.

St. Anthony School Staff is committed to work with the parents to provide the educational services required by our students

Guidance Services

Faith, Family, and Friends, an elementary school guidance program from the National Catholic Education Association is available for integration into the religion program.

Learning for Life is a program on life skills sponsored by Boy Scouts of America. It covers topics such as: respect, responsibility, honest, trust, caring, fairness, perseverance, self-discipline, courage, and citizenship. It will be taught several times each month.

St. Anthony's does not have a counselor on staff. Families will be referred to agencies in the community if special needs arise.

Library/Media Center

St. Anthony's School operates a central library/media center that is considered a vital part of the instructional facilities of the school.

The library contains over 10,000 books and also has a variety of tapes, CDs, DVDs, videos, and other audio visual equipment.

All students will have a library period each week. Books for the Accelerated Reading program will be available to check out during this period and instruction in library skills may be presented. Students will also be able to check out books whenever the library manager is not with a class.

Students are responsible for lost or damaged books or materials. Borrowed books are to be returned on time and in good condition. Report cards can be held for failure to pay fines for lost or damaged books.

Accelerated Reading

Students in first through sixth grade participate in the Accelerated Reading program. Students earn points for reading and testing on books. Recognition is given to the students for achievement weekly, at the end of each six weeks, and at the end of the year. Progress will be noted on a hall display in the main building. The PTO makes a donation of \$50.00 to St. Jude Children's Hospital for each 1,000 points reached by the students.

Music

Music classes are held two or three days a week depending on the grade level. In addition to learning the music used in liturgies, the children are taught the use of rhythm instruments, note reading, recorders, and line dancing.

Musical programs are presented several times a year.

Physical Education

All students must participate in the physical education program. A student may be excused from class participation upon written recommendation of a doctor or by a note from the parent/guardian with approval by the principal.

The physical education period is an instructional period involving the same standard of instruction as any other area.

Weather permitting, physical education classes may be held outside, otherwise, the auditorium or other indoor facilities will be used. Tennis shoes must be worn for P.E.

In conjunction with the physical education classes, students in the intermediate grades may be involved in tournament basketball games or track meets.

The basketball program strives to provide a fun, learning experience including the fundamentals of basketball, good sportsmanship, and team work. Those students participating in the basketball program will be charged a fee to help pay for the costs incurred in providing this program.

Students absent from class due to illness on the day of a basketball game will not be allowed to participate in an after school or evening game.

Field Trips

Field trips provide enrichment and in-depth studies of topics motivated by the teacher and the curriculum. All field trips should be initiated by the teacher.

Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

Parents will be asked to sign a permission slip for field trips. Verbal permission cannot be accepted. Information pertinent to each field trip will be sent home indicating the date, time, and place of each trip.

Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.

Parents are often asked to help provide transportation for field trips. Proper vehicle insurance information is required in the school office before a parent can transport children. All drivers must follow state laws regarding seatbelts and the number of passengers allowed in a vehicle. The school vehicle may also be used for field trips with advanced request. The driver for the vehicle must be approved on the parish insurance list. Cell phone numbers for drivers should be noted on the field trip paperwork left in the office. One adult per ten students will be required for supervision on field trips.

All persons driving for field trips must have submitted a Criminal Background Check and attended a Safe Environment Training in addition to carrying the required liability insurance.

Volunteers

All volunteers and who work with the children at St. Anthony's School must submit a Criminal History Check and attend a Safe Environment Training in keeping with the Charter for the Protection of Children and Young People promulgated by the United States Catholic Conference of Bishops. Volunteers must attend a renewal Safe Environment Training and submit a new Criminal History Check every five years.

OTHER IMPORTANT INFORMATION

Home-School Communication

Each Thursday afternoon, a newsletter will be available to parents through choice of hardcopy sent home with child, email, or on the school's website. It will contain items of importance for the coming week and notes about significant events of the past week. Lunch menus, notes from the PTO, and other items may accompany these communications. Any information a group may wish to have published in the newsletter must be received in the school office via email by noon each Tuesday. The school will not, however, advertise for any individuals wishing to raise money for their own interest. **All families will receive their newsletter by preference of a hardcopy or via email weekly. Please contact the school office to get your email address on the distribution list. It is the responsibility of the family to contact the school office to update their email if it changes throughout the school year.**

Asbestos

St. Anthony Catholic School is in complete compliance with all OSHA policies and regulations. Asbestos information and Asbestos Management plans are on file in the school office.

Care of School and Personal Property

The appearance of the school and way it is kept has a great influence on the reputation of the school. Sharing the responsibility of keeping the buildings, grounds, and equipment of the school in good repair is expected of everyone. Fines can be charged for lost or damage books, desks, or other school property.

The school will not take responsibility for personal belongings. Valuables should not be brought to school.

Bicycles which are ridden to school should be parked in the area provided and should be secured with a lock. No internal combustion or electric scooters will be allowed at school.

Any lost articles which are found at school are taken to a lost and found in the office and can be claimed during office hours. Articles of clothing not claimed by the end of the school year will be taken to charitable organizations.

Use of the School Phone

The school phones may not be used by students without permission. Students are allowed to call home one time for forgotten swimwear.

The students may not use the phone to call for other forgotten items except in an extenuating or emergency situation.

All student phone calls should be made from the main office.

Use of Cell Phones

Students may not use cell phones during the school day. On the first offense, if a student is found to be in violation of this policy, the cell phone will be confiscated and returned to the student at the end of the day. On the second offense, if a student violates this policy, the phone will be confiscated and a parent will have to meet with the principal before the phone will be returned. Any additional offenses may result in the confiscation of the phone until the end of the school year.

Salesmen, Solicitors, Propaganda, Political Activity

There will be no soliciting of money in the school from any source without the express permission of the principal and/or pastor.

Lists of students with their addresses will not be given to agents, salesmen or other solicitors except for approved fund raisers.

No advertisements, circulars, posters, and other propaganda will be passed out in the classroom or on the school premises without permission of the principal.

Section 501c(3) of the Internal Revenue Code prohibits Catholic organizations that are tax exempt under its provisions from participating or intervening in political campaigns on behalf of or in opposition to any candidate for public office. Any questions regarding this need to be addressed to the Diocesan office.

Staff Meetings

Staff Meetings are held one time per month. Please watch for notification in the weekly newsletter for date and time. Dismissal on that day will be at 2:15 p.m. unless otherwise indicated on the school calendar or in a special memo.

Room Mothers

Room mothers are decided at the beginning of each school year. Each mother is given the opportunity to sign up as room mother or helper. A head room mother will coordinate the activities for the year. Parties are held for All Hallows' Eve, Christmas, and Valentine's Day. A Passover meal is served on Holy Thursday and room mothers are asked to help serve the meal. The Passover meal is in lieu of an Easter party. The school picnic is held in May to complete the activities for the year. (Fathers or legal guardians are also welcome to serve in this capacity)

Birthday Celebrations

It is permissible for parents/guardians to bring refreshments to school on the child's birthday. Arrangements should be made with the teacher in advance. The last 30 minutes of the day is recommended as an appropriate time. Lunch may not be brought in for the entire class to celebrate a child's birthday.

Birthday invitations for parties held away from school should not be handed out in the classroom unless all the students in the class are invited.

Substitute Teachers

Substitute teachers are hired to fill in when a teacher must be absent. Volunteer help is accepted graciously but payment will be made to those requesting to be paid. All substitute teachers must fill out an application, submit to a criminal background check and attend a Safe Environment Training. Any parent interested in substituting may obtain an application in the office.

Alcohol and Tobacco Use

The Diocese of Amarillo policy on consumption of alcoholic beverages on parish property shall be followed at all times. In the event that the school is sponsoring an event wherein alcohol is being provided, responsible bartenders must be appointed. Under no circumstances will parishioners be allowed to bring in alcoholic beverages to any school function.

According to local school board policies, smoking will not be permitted in any of the school buildings at any time.

Wellness Policy

A detailed wellness policy was developed in 2006. A copy is available in the school office. You will be given a list of approved items for school parties, birthday parties, and other school functions.

Extended Day

St. Anthony's Extended Day program is available to students enrolled in the Pre-School Program. Care is provided from the dismissal time of 11:45 a.m. until 5:30 p.m.

St. Anthony's Extended Day program strives to provide an enjoyable atmosphere with a variety of activities including arts and crafts, indoor games, a rest time, and exercise.

Children attending the program will need to eat lunch in the cafeteria or bring their own lunch. Lunches may be purchased in advance or on a daily basis. A nutritious afternoon snack will be provided.

Parents desiring to use the Extended Day Program will fill out an enrollment form specifically for Extended Day. They must indicate a specific period of time. (monthly or by semester)

Fees will be determined each year by the school board and will be communicated on the enrollment papers. Late fees can be charged if the child is not picked up at the stated time.

A child will be released only to parents, guardians, or individuals authorized on the emergency release form for the school. Exceptions will be made only if arrangements are made in advance. **The child must be signed out daily by the adult picking the child up from Extended Day.**

The same general rules that apply to the student body will apply for the Extended Day program.

* Special Note: The possibility would exist that an extended day could be granted for the morning should there be enough enrollment to warrant a morning and afternoon class of pre-school.

After-School Care

St. Anthony School provides after school care for students in kindergarten through sixth grade until 5:30 p.m.

The program will provide time for homework, organized games, and outdoor play (weather permitting). A nutritious snack will also be provided.

Families choosing this care will need to [indicate the need by checking the section marked *After-School Care* as noted on the enrollment form](#). Fees will be determined on a yearly basis by the school board and communicated on the enrollment papers. Drop-ins will only be accepted on an emergency basis.

Parent or guardian must sign them out.

DISCIPLINE POLICY

The primary and intermediate teachers will meet during in-service to determine the rules and consequences to be followed in the classrooms. The rules are stated positively and are few in number. Other school rules, such as those applying to the playground, cafeteria, and hallway are also communicated to the students. When the teachers or principal feel the discipline infractions go beyond their stated consequences, they may refer the child to the office for a formal discipline referral

The office procedure for pre-school through first grade will be as follows:

1st referral (white referral slip)

The principal will speak to the child and will notify the parent/guardian.

The child will receive an “N” in conduct for the six weeks.

2nd referral (pink referral slip)

Detention will be assigned. The number of days will be determined by the Principal. The student will receive a “U” in conduct.

3rd referral (pink referral slip)

Parent Conference will be mandatory. Detention will be assigned. The number of days will be determined by the Principal. The student will receive a “U” in conduct.

The office procedure for second through sixth grade will be as follows:

1st referral (white referral slip)

The principal will speak to the student and will notify the parent/guardian.

This office referral in itself will not make the student ineligible for the honor roll.

2nd referral (pink referral slip)

Parent Conference will be required. Detention will be assigned. The number of days will be determined by the Principal. The student’s conduct grade will be lowered and he/she will not be eligible for the honor roll for the current six weeks.

3rd referral (pink referral slip)

In School Suspension will be assigned. The number of days will be determined by the Principal. The student’s conduct grade will be lowered and he/she will not be eligible for the honor roll for the current six weeks.

- Teachers may request that a student be given a warning conference with the principal before a formal office referral is filed. Teachers may also lower the conduct grade for cumulative misbehavior in the classroom without an office referral.
- Students who go beyond three referrals can be subject to additional suspensions or expulsion. See also Parent/Guardian Handbook and Diocesan Handbook (available upon request) for additional information.
- In all cases of in-school suspension, the parents will be charged the cost of the substitute required to supervise the suspension. In cases determined by the principal the suspension may be assigned out of school. In these cases, the assigned work would be picked up by the parents to be completed at home. Full credit would be given for this work.

DRESS CODE

All wearing apparel should be modest, neat, and clean (sundresses, tank tops, and net shirts are not permitted). The entire midriff must be covered. (This includes swimsuits for the girls.) Caps, hats, bandanas, and head scarves (on boys or girls) may not be worn in the school building except on special designated days. All girls Pre-School through sixth grade must wear shorts under dresses or skirts. Shorts or skirts must not be shorter than three inches above the knees.

Hair is to be neat, clean, and styled so that vision will not be obstructed. Faddish hair styles, including but not limited to, tails, punk styles, mohawks, unnatural colors and any hairstyles distracting to the learning environment are not allowed. Jewelry should be kept simple. Ear cuffs, boys' earrings, multiple piercings, and body art are not permitted.

A "Special Dress" policy for students in Kindergarten through Sixth Grade will be in effect for Fridays, field trips, and other special days determined by the principal. All students Pre-School through Sixth Grade will be required to have a blue t-shirt. Every Tuesday will be St. Anthony's T-Shirt and jeans day.

The "Special Dress" policy consists of the following requirements:

1. A dark blue polo type shirt with St. Anthony's monogram.
2. Approved khaki pants, skorts, and jumpers for girls available from the company designated by the school. **(Stockings or tights worn with skorts should be opaque or solid colored navy, white or beige.)**
3. Approved khaki pants or shorts for boys available from the company designated by the school.
4. **Shirts tails must be tucked in and a belt is required.**

Optional: Sweatshirts with school emblem may be worn with the polo shirt.

Any exceptions to buying from the designated company must be cleared through the principal. (Such as when the needed sizes are not available through the current company.)

All students must wear tennis shoes for P.E. class. Failure to bring proper shoes for P.E. can result in loss of points for the six weeks grade. Students participating in school sports events are required to wear a St. Anthony's T-shirt and blue or khaki shorts.

Appropriate footwear should be worn at all times. Thong-type flip-flops are not allowed. Shoes for girls with high wedges and narrow heels are discouraged.

Students will be given one warning for failure to follow this dress code. Additional non-compliance will result in a call home for proper clothing to be brought. Continued non-compliance can result in a formal office referral.

NOTE: The principal will make the final decision about the appropriateness of all dress code guidelines including clothing and shoes worn to school and will determine if the student is in compliance with the dress code.

PLEASE label all student clothing with names. This especially true for uniform clothing, swimming suits, towels, sweaters, and jackets. All unclaimed clothing at the end of the school year will be given to the summer youth garage sale.

The following statements refer to all students enrolled at St. Anthony School:

Non-Discrimination Statement

The education system of the Diocese of Amarillo is committed to equal opportunity and does not discriminate on the basis of race, color, national or ethnic origin, or sex in the educational programs or activities it operates. This policy of non-discrimination in educational programs and activities extends to employment in and admission to, such programs and activities and services. It admits both employees and students of any race, color, national origin or sex to all rights, privileges, employment opportunities, programs, activities and services generally accorded or made available. It does not discriminate in its educational policies, employment policies, admission policies, athletics, or other school-administered programs. (Quoted from Diocese of Amarillo School Board Policy # 1)

In addition students and employees are not discriminated against due to religion or political affiliation for participation in the federal lunch program.

Family Education Rights and Privacy Act

St. Anthony’s School complies with the requirements of (FERPA). A copy of the rights is available on request.

Note: This handbook may be amended as deemed necessary by the administration. Parent/Guardians will be promptly notified if any changes are made.

The Parent-Student Handbook will this year be distributed electronically. If you would like to receive a paper copy, you may request one from the principal.

After reading through the entire handbook with your child, please keep in mind that you may access it on our website, as needed. If you or your child has questions about any of the material in this handbook, please contact the principal. Also, please complete and return the **Parent-Student Handbook Acknowledgment of Electronic Distribution** to the main office.

St. Anthony Catholic School - Hereford, TX
2011-2012 Parent-Student Handbook
Acknowledgement of Electronic Distribution

My child and I are responsible for reading, understanding, and abiding by the St. Anthony Catholic School Parent-Student Handbook which includes the Student Code of Conduct, the Internet Acceptable User Policy and Consent.

My child and I have been offered the option to receive a paper copy or to electronically access at www.herefordstanthonys.com.

I have chosen to:

- Receive a paper copy of the Parent-Student Handbook.
- Accept responsibility for accessing the Parent-Student Handbook by visiting the Web address listed above.

I have read, understand, and agree to abide by St. Anthony's Parent-Student Handbook for the 2011-12 school year. I understand that my child will be held accountable for the behavior expectations and disciplinary consequences outlined in the Student Code of Conduct. I understand that the Student Code of Conduct governs all behavior at school, at school-sponsored and school-related activities and during school-sponsored travel. If you have any questions, we encourage you to ask for an explanation from teachers or school principal.

Student's Name (Please Print)

Grade Level

Parent's Email Address

Parent/Guardian Name

Date