

# St. Anthony's Catholic School

Diocese of Stockton

Parent & Student Handbook

2020-2021



## Letter of Welcome

Dear Parents and Students,

Thank you for your interest in St. Anthony's Catholic School. Whether you are new to St. Anthony's or your family has generational ties to our school, we welcome you and hope you have a wonderful, educational experience with us.

St. Anthony's Catholic School is an excellent school with a proven curriculum. It is an outstanding environment, providing an inviting experience for every child. Our students are always discovering, always engaged, and always learning. The faculty and staff - a dedicated group of individuals, well-trained and qualified by experience, work closely with each child.

We are fortunate to work in partnership with parents who value the faith-based educational opportunities St. Anthony's Catholic School provides. This partnership has become a standard for our parents and I thank you for establishing it as a priority.

I encourage you to read through this Parent-Student Handbook annually and we will continue to update you on changes through our website and weekly newsletter.

Thank you again for your willingness to let us provide your child with the best possible Catholic education.

Yours in Christ,

Susie Dickert  
Principal

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## **Important Information Regarding Enrollment and this Handbook**

### SCOPE of this HANDBOOK

Enrollment at St. Anthony's Catholic School is a privilege. Ongoing student status is subject to the school's academic and behavioral standards which may evolve and change over time. Decisions regarding academic matters (including but not limited to the issuance of grades), student discipline, and an individual's continuing status as a student at the school are within the discretion of the school administration. The purpose of this handbook is to set forth general guidelines that will assist students and their families in understanding what the school expects of them. The provisions of this handbook are subject to change at any time by the school administration. Questions about items contained in this handbook should be directed to the principal.

### PARENT/STUDENT HANDBOOK AGREEMENT

Signing the Parent/Student Handbook Agreement Form is deemed an agreement on the part of the student and his/her parents/guardians to comply with all policies, rules, guidelines, and regulations of the school as outlined in the most current Parent/Student Handbook and in any subsequent updates or revisions of the handbook. Parents/guardians and students agree that St. Anthony's Catholic School has the right as a private academic institution to make rules that require specific conduct on the part of the parents/guardians and students. Parents/guardians and students agree to comply with required conduct and to support the policies and procedures contained herein, and intend to cooperate fully with St. Anthony's Catholic School and its personnel as educational partners. Students may not attend class or participate in any school activities until the agreement is signed.

### RIGHT TO AMEND

St. Anthony's Catholic School reserves the right to amend or waive provisions of this handbook when deemed necessary by the principal. The contents of this handbook are subject to change at any time when this is determined to be necessary by the school administration. If changes are made to the handbook, parents/guardians and students will be notified in a timely manner. This handbook exists to foster the efficient operation of St. Anthony's Catholic School. The school administration exercises flexibility to meet this objective and has the discretion to take actions other than those specified in this handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians, including a right to continued enrollment at the school.

The contents of this handbook are to be accepted by the parents/guardians and students as an essential element of the contract between home and school. Violations of the spirit, intent, or letter of the policies, rules, and regulations found in the handbook will be considered just cause for administrative action. Under no circumstances may a parent/guardian excuse a student from observance of the policies, rules, and regulations of St. Anthony's Catholic School if the parent/guardian expects the student to remain in good standing with the school.

### GOOD STANDING and CONTINUED ENROLLMENT

Students are enrolled at St. Anthony's Catholic School on the basis of an evaluation and acceptance that is ongoing. The school reserves the right to dismiss students at any time for violation of any policy in this handbook, whether on campus or off campus, unsatisfactory academic standing, or for other reasons that, in the judgment of the school administration, adversely affect the welfare of the individual student or other students, the school and its employees, the reputation of the school, or the school community.

In order to continue enrollment at the school, a student must be in “good standing.” A student considered to be in “good standing” is one who has not become subject to dismissal for academic reasons, one whose record of conduct is at least satisfactory, one whose family supports the school faculty and the policies and procedures outlined in this handbook, and one who has met all financial obligations to the school or made satisfactory arrangements for those obligations. Continued enrollment, then, is a privilege earned by cooperative personal conduct and fulfillment of academic requirements and financial obligations. The school reserves the right to refuse registration or re-registration. When the school judges that the parents/guardians do not support school policies, the school reserves the right to terminate the student’s enrollment.

Prior to accepting a student transferring from one Catholic school to another Catholic school, the receiving principal will contact the principal of the originating school to discuss student academic and behavioral performance, parent financial obligations, family involvement, etc.

#### CONDITION of ENROLLMENT for PARENTS/GUARDIANS

It is a condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Catholic principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any Parent/Student Handbook and contract of the school.

These Catholic principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the religious, academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
3. Parents/guardians and students may not send or post content on social media (e.g., Facebook, Instagram, Snapchat, Twitter, etc.) or other form of mass communication (e.g. “blast” emails or texts) that is contrary to the mission and philosophy of the Roman Catholic Diocese of Stockton and Ourcatholicschool. This includes expressing displeasure with the school administration, or with a teacher, staff member, student, or any authority at St. Anthony’s Catholic School and/or parish in regards to a policy, homework, assignments, or the implementation or administration of any school-related program.
4. Parents are expected to work courteously and cooperatively with other parents of the school community. Difficulties in relationships must be addressed and resolved by the parties themselves. If a difficulty impacts the environment of the school, the principal has the authority to intervene and work to determine an outcome.
5. These expectations for students and parents/guardians are expected on and off campus and include, but are not limited to, all school-sponsored programs and events (e.g. extended care, licensed child care programs, athletics, field trips, etc.).
6. The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school and the policies in this handbook. Depending on the severity and circumstances of the event, failure to follow the school's principles and policies will normally result in a verbal or written warning to the student and or parent/guardian. For serious violations of the school's principles and policies, the school's response may be to take disciplinary actions up to and including the requirement to withdraw from school (e.g., suspension of a student, suspension of parent/guardian's privilege to come on the campus

grounds and/or participate in parish/school activities, volunteer work, etc., or permanently withdraw enrollment from the school).

7. The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate disciplinary action without a warning.

# **About St. Anthony's Catholic School**

## MISSION STATEMENT

Growing God's children in faith to build a lifelong relationship with Christ.

## SCHOOL PRAYER

O Loving Father, we praise you each day for your kindness and greatness. You have given us each of us the gift of our lives. You have made each of us special in our own way. We thank you for St. Anthony's School and the opportunity to be a part of it. We ask that we gain knowledge, wisdom, and faith by your presence here. Help us to treat all people with love and respect. We ask this through Jesus Christ, our Lord. Amen.

## STUDENT LEARNING EXPECTATIONS (SLEs)

### **R.O.C.K.**

*"Upon this rock I will build my church." ~Matthew 16:18*

### **RELIGION**

- Basic teaching of the Catholic Church
- Pray daily and fully participate in the liturgy
- Service - to serve community, home and school

### **ORGANIZATION**

- Good study habits
- Prepared for class and ready to learn
- Use time wisely

### **COMMUNICATION**

- Effective writers
- Confident oral communicators

### **KNOWLEDGE**

- Solid foundation
- Think critically
- Problem solving

## ACCREDITATION

St. Anthony's Catholic School is accredited by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC). These Associations are non-governmental, nationally recognized organizations whose members include elementary schools through collegiate institutions offering post-graduate instruction. Accreditation of an institution by these associations indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited school or college/university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives clear evidence that it will continue to do so in the foreseeable future.

## NONDISCRIMINATION POLICY

St. Anthony's Catholic School, in the Diocese of Stockton, mindful of their primary mission to be witnesses to the love of Christ for all, admits students of any sex, race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. St. Anthony's Catholic School in the Diocese of Stockton does not discriminate

on the basis of sex, race, color, national and/or ethnic origin, or disability in the administration of education policies, scholarships and loan programs, and athletic, and other school-administered programs.

## **School Structure and Organization**

### CATHOLIC SCHOOLS OFFICE

The Catholic Schools Office (CSO) endeavors to support the mission of the Diocese of Stockton in all of its administrative, operational, financial, intellectual, and spiritual pursuits. The CSO is comprised of a Director for Catholic Schools (Superintendent), a Curriculum and Instruction Coordinator, a Business Development Consultant, and an Administrative Assistant.

### DIRECTOR FOR CATHOLIC SCHOOLS

In support of the mission of the Diocese of Stockton, the Director for Catholic Schools provides leadership, direction, and support for Pastors and Principals, serving in accordance with the Elementary, Preschool and High School Service Agreements.

### PASTOR

The Pastor is the owner and ex officio administrative officer of the parish school. As the Bishop is the chief pastor of the diocese, so is the Pastor the head of the parish; he is also responsible for all educational programs within the parish. Just as the Bishop delegates school-related responsibilities to the Director for Catholic Schools, so does the Pastor delegate the administration of the school to the Principal.

### PRINCIPAL

The school principal is delegated by the Pastor to serve as the spiritual, educational and operational leader. The principal is responsible for managing the personnel, policies, regulations, and procedures to ensure that all students are formed in a Catholic learning environment that meets the approved curricula and mission of St. Anthony's Catholic School.

### PARISH FINANCE COUNCIL

The parish finance council assists the pastor in the administration of all financial aspects of the parish.

### FACULTY and STAFF

The faculty and staff are selected by the principal in consultation with the pastor. A directory of faculty and staff may be found on the school website and in FACTS Parent Online.

### SCHOOL ADVISORY COUNCIL (SAC)

The local School Advisory Council (SAC) consists of the board of directors for the Parent/Teacher Group, pastor and principal. The SAC committee works interactively with the Principal to fulfill the SAC's consultative responsibilities regarding the school's Catholic Identity, parent engagement, strategic planning, facilities, marketing, and development activities; its role is collaborative and advisory only.

### PTG (Parent/Teacher Group)

The PTG is an organization of all parents/guardians of St. Anthony's Catholic School. The PTG sponsors a variety of social and fundraising activities for families, teachers and staff. Families in grades K through 8 pay annual dues of \$300 per family applied through FACTS. All are encouraged to participate in the organization and attend scheduled meetings and functions. An elected Board meets every month. Parents of Preschool/PreK students are encouraged to attend meetings and functions but are not required to pay dues. Preschool/PreK families, staff and friends of St. Anthony's Catholic School may purchase a membership to PTG for \$60 which includes one (1) Auction Dinner ticket and voting privileges at PTG meetings.

### PTG Participation Hours

Parents/guardians are expected to assist in activities which help reduce the operating costs and/or provide enrichment opportunities for students. A minimum of thirty (30) hours of service is expected of two (2) parent/guardian households, and fifteen (15) for single parent/guardian households during the school year. *All families are considered two parent/guardian households if both parents are involved in the education of their child, regardless of marital status.* A maximum of twenty (20) hours may be worked at the Parish Harvest Festival.

Additionally a maximum of five (5) hours per year will be given for donated candy/baked goods for events. If the required volunteer service hours are not completed, parents/guardians must financially compensate St. Anthony's Catholic School **\$20 per unfulfilled hour. All financial obligations will be pulled from the family FACTS account.**

- Families with an 8th grade student must complete all PTG Participation Hours and Mandatory Event by April 30. Failure to complete this requirement will result in additional fees which will be applied in FACTS and due on May 15. See Tuition Management section for more information.

**If a family elects to not participate in working the PTG Participation Hours then they may pay the PTG Participation Buy Out Fee of \$600 for two parent/guardian households or \$300 for single parent/guardian households which is due in full by August 15. This PTG Participation Buy Out fee will be collected through FACTS in addition to the August tuition payment. By selecting this option through our Online Enrollment & Reenrollment packets families agree to these terms. All families are considered two parent/guardian households if both parents are involved in the education of their child, regardless of marital status.**

Listed below are a few of the categories that qualify toward work assessment hours. It is the parent/guardian's responsibility to record all hours worked in the logbook on the front counter in the school office. Questions about what qualifies for work assessment hours, contact the principal or participation coordinator of PTG ([ptg.participation@sasmanteca.org](mailto:ptg.participation@sasmanteca.org)).

- CYO Coaches
- Room Parents
- SCRIP Volunteers
- Uniform Volunteers
- Yearbook Volunteers

## **Admission, Registration, and Financial Policies**

### PARTNERSHIP of SCHOOL and FAMILY

St. Anthony's Catholic School works with the parents in the faith formation of their children and continues the value development begun in the home. The school, however, has a mission to be a Catholic school and to form students in the Catholic faith. All students must participate fully in Religion class and other faith-formation activities subject to the restrictions by the Church upon full participation in the Eucharist by non-Catholics.

Acceptance to St. Anthony's Catholic School is a privilege, not a right. Parents have a right to apply to St. Anthony's Catholic School for admission of their child(ren), but the privilege of attending the school is contingent upon the parents' acceptance of the school's program of formation and instruction and their willingness to accept responsibility for their portion of the cost of education. Admission of any student is at the sole discretion of the principal.

Because the Church acknowledges parents as the primary educators of their children, the school believes that it has a responsibility to continue the child's faith formation. If the parents' public beliefs, values, and practices cause disruption of the school's educational climate, it becomes impossible for the school to support the parents in the faith formation of their children. In cases where parents engage in such conduct, continued enrollment of their children may be denied.

Acceptance into St. Anthony's Catholic School is dependent upon the ability of the school to meet the educational needs of the child. The school may not have all the resources necessary to meet the educational, physical, psychological, and/or emotional needs of an individual child. While the school will make an effort to accommodate reasonable needs, if the needs of the child exceed the resources of the school, the best interests of the child may be best served by placing the child in a different educational environment with appropriate resources for the child.

### ADMISSION PRIORITIES

The order of priority for acceptance to St. Anthony's Catholic School follows:

1. Continuing students in good standing at St. Anthony's Catholic School who meet registration deadlines (students who do not meet registration deadlines may lose their priority standing).
2. Siblings of Catholic families attending St. Anthony's Catholic School
3. Siblings of non-Catholic families attending St. Anthony's Catholic School
4. New Catholic Families
5. New non-Catholic families

### PROBATIONARY ADMISSION

All students are admitted to St. Anthony's Catholic School on a probationary basis for 90 days. This Initial Probation Period covers conduct as well as grades and general participation. The school administration may terminate enrollment at any time. This Initial Probation Period is separate from any probation which may be imposed for academic and behavioral reasons as described below.

### AGE for ADMISSION

- A child may be admitted to Kindergarten who is 5 years of age on or before September 1<sup>st</sup> of the current year; applicants must be developmentally ready, which shall be determined through appropriate screening.

- A child may be admitted into the first grade who is 6 years of age on or before September 1<sup>st</sup> of the current school year.
- Any exception to either of these guidelines shall be at the discretion of the Principal in consultation with the Pastor as needed.

#### DOCUMENTATION REQUIREMENTS

As part of the registration, the school shall require the parent(s) to provide copies of the student's birth certificate, health records including an up-to-date immunization record, and Baptismal certificate (and Reconciliation, Holy Eucharist and Confirmation certificates, if applicable). In addition, for grades 3-8 a behavioral report from current school must be provided prior to acceptance. For Kindergarten enrollment a Kindergarten Readiness Assessment must be completed at St. Anthony's Catholic School prior to acceptance.

#### PHYSICAL EXAMINATION

The school will require every new student to submit proof of having received a health assessment during the 18 months prior to entrance to the school or into first grade. The principal may grant permission to extend this to 90 days after entrance.

#### IMMUNIZATIONS

Immunizations can be a complicated topic which may be explained more fully by the child's physician. Every child must show up-to-date proof of required immunizations by the submission of a current California School Immunization Record (this can be provided by the physician).

The California Health and Safety Code sections 120325-120380 set forth current California law on this topic; a summary follows:

- Required immunizations for grades TK – 12 currently include the following: polio (OPV or IPV); diphtheria, tetanus, pertussis (DTP, DTaP, or DT); measles, mumps, rubella (MMR or MMR-V); hepatitis B (HepB or HBV); and varicella (chickenpox, VAR, MMR-V, or VZV).
- Students entering 7<sup>th</sup> grade are required to have Tdap (or DTP/DTaP given on or after the 7th birthday).
- The California Dept. of Public Health may require vaccination for "any other disease deemed appropriate."
- Public or private elementary schools are prohibited from admitting any child without documentation that the child has been immunized for the specified diseases, unless there is a documented medical exemption, based on attestation from the child's licensed physician that immunization is not safe, due to medical circumstance, such as family medical history.
- Regarding former exemptions for personal reasons, any student who, prior to January 1, 2016, had submitted a letter/affidavit of exemption on grounds of personal belief will be allowed to continue enrollment or be enrolled, without proof of immunization, but only until the child reaches the next "grade span." The statute specifies three grade spans: (1) birth to preschool; (2) kindergarten (including transitional kindergarten) through 6<sup>th</sup> grade; and (3) 7<sup>th</sup> through 12<sup>th</sup> grade.
- The school will be permitted to temporarily exclude a student who has not been immunized, if there is good cause to believe the child has been exposed to one of the itemized diseases, until the county or city health department is satisfied that the child is no longer at risk of developing or transmitting the disease.

Subject to changes as laws are amended.

Questions regarding immunizations should be directed to the principal. The following website provides thorough information: [www.shotsforschool.org](http://www.shotsforschool.org)

### APPLICATION PROCESS

New student applications are accepted online on the school website beginning in January and require a \$25 non-refundable application fee. Applications are considered incomplete until the application fee and all required documentation (see DOCUMENTATION REQUIREMENTS above) have been received. Applications remain on the waiting list throughout the school year for which the application is completed. Parents will be notified by email regarding acceptance or nonacceptance.

### REGISTRATION FEE

This fee helps offset various costs including standardized testing, student insurance, a student planner, curriculum and textbook use.

- A non-refundable registration fee of \$310.00 for each student is due and payable upon registration; students will not be considered registered until the registration fee is paid in full.
- The registration fee for continuing students is due no later than April 1st; priority status for any student is forfeited if the registration fee is not received by the due date, and a late fee of \$150.00 per child will be assessed.
- ALL financial obligations for the previous school year, including fees due for the Extended Day and Preschool Programs and extra-curricular and co-curricular programs, must be paid in full, and all required work service hours must be completed and recorded before registration is accepted.
- Students transferring from another private school must have paid all fees at the previous school prior to registration at St. Anthony's Catholic School. Prior to accepting a student transferring from one Catholic school to another Catholic school, the receiving principal will contact the principal of the originating school to discuss student academic and behavioral performance, parent financial obligations, family involvement, etc.

### TUITION

Enrollment in St. Anthony's Catholic School is a commitment for the full tuition amount for the entire school year. Early withdrawal from St. Anthony's Catholic School does not release a family from their financial obligation to this commitment. As a courtesy to our families, through FACTS payment options, families are able to make monthly payments towards tuition.

Tuition is divided into two category rates - Catholic and Non-Catholic. Catholics are those who are baptized Catholic and are active members of a Catholic parish within the Diocese of Stockton. It is possible to have family members with one student at the Catholic rate and one at the non-Catholic rate if a baptismal certificate is not presented at the time of enrollment. If a student receives the Sacrament of Baptism during the school year, tuition rate will be adjusted 30 days from that point forward if tuition is current. No adjustment will be made if an account is in delinquent status until the account has been brought current. A tuition schedule for the current school year can be found in the appendix of this handbook.

## TUITION MANAGEMENT

Tuition is due on the first of each month. Payments received after the 15th are considered late and will incur a \$25 Late Fee each month until paid. If an account is in arrears, a student may be excluded from class until the account is brought current. For special circumstances, arrangements must be made with the Office Administrator in conjunction with the Principal. All monies owed to the school must be paid before a student can enroll for the following year.

Tuition is managed exclusively via the FACTS Management Company. An active FACTS account with a valid banking institution is mandatory for all families, whether paid in full or by payment agreements. FACTS charges an annual fee of \$50 per agreement account for their services which will be collected through FACTS prior to the first scheduled payment. Parents may select one of the following payment agreement options:

- One payment: August (full payment may be made **in the school office** no later than August 10)  
\*those making one payment in full will receive a discounted tuition rate.
- Quarterly payments - June, September, December, & March
- Ten payments: August - May
- Twelve payments: June - May

### Financial Instructions Specific to Families with 8th Grade Students

Families with an 8th grade student must have all financial accounts, including Tuition, Cafeteria, Daycare, Lost Books/textbooks, unfulfilled Participation Hours, Mandatory Event Fee, Scrip Profit Requirement, and incidental fees, **paid in full by May 15**. Failure to have accounts paid by this date will result in loss of 8th grade Graduation and activities. Outstanding accounts are reported to diocesan high schools and may affect enrollment. **All Participation Hours must be fulfilled by April 30.**

### End of Year Fees

All end of year fees including Tuition, Cafeteria, Daycare, Lost Books/textbooks, unfulfilled Participation Hours, Mandatory Event Fee, Scrip Profit Requirement, and incidental fees will be applied in FACTS and **due in full on May 31**. Families with outstanding fees will not be allowed to attend the new school year unless paid in full.

### Delinquent Accounts Policy

Families with delinquent accounts will not be allowed to register their children for the next school year until the account is no longer delinquent. In the case of unforeseen circumstances, families are urged to make arrangements with the office administrator to establish a payment plan to pay the outstanding balance.

Late and delinquent payments impose an unfair burden on those families who make timely payments. Tuition payments are due on the first of each month and are considered late after the fifteenth of the month. Should payments not arrive by the fifteenth of the month or are returned unpaid, the account is considered delinquent, and a late fee of \$25 will be assessed on such accounts for each month the account remains delinquent. For checks that are returned by the bank, an additional fee of \$25 will be charged.

#### A DELINQUENT ACCOUNTS FOR MORE THAN 30 DAYS

1. A late fee of \$25 will be added to the tuition owed.
2. Any scholarship/tuition assistance provided by St. Anthony's Catholic School will be revoked.

3. An email will be sent by the end of the month after the payment is delinquent, which will indicate amount past due and requesting payment of past due amount, including late fees.

**B DELINQUENT ACCOUNTS FOR 60 DAYS**

1. A second \$25 late fee will be applied to all subsequent delinquent payments.
2. A second reminder email and a certified letter will be sent requesting tuition. The delinquent family must then make arrangements with the principal to pay the tuition balance.

**C. SEVERELY DELINQUENT ACCOUNTS**

2. Families will be unenrolled from St. Anthony's Catholic School.
3. St. Anthony's Catholic School will take all legal actions to collect the balance due on the account to include but not limited to: tuition, registration fees, SCRIP family profit requirement, cafeteria charges, extended Daycare charges, or other charges incurred as a student at St. Anthony's School.

All delinquent tuition accounts must be current at the end of each trimester or the student's enrollment will be withdrawn.

FINANCIAL AID

FACTS Management Company manages all applications for financial aid. In order to be considered for Financial Aid, applications and supporting financial documentation must be submitted by April 1st of the preceding year. IF A FAMILY RECEIVES TUITION ASSISTANCE/SCHOLARSHIPS, TUITION MUST BE PAID ON TIME OR THE ASSISTANCE WILL BE REVOKED. TUITION ASSISTANCE GIVEN IN ONE SCHOOL YEAR DOES NOT GUARANTEE TUITION ASSISTANCE WILL BE GRANTED ANNUALLY.

COST of EDUCATION

Tuition and fees do not cover the actual cost of educating a child at St. Anthony's Catholic School.

Families whose financial situation enables them to pay the actual cost of education are encouraged to do so. Any amount paid above the stated tuition fee is a donation to St. Anthony's Catholic School.

OTHER ENROLLMENT REQUIREMENTS

Families agree to fulfill the following additional commitment(s):

- Annual PTG dues
- 30 Parent Participation Hours required per family. A penalty fee of \$20 per unfulfilled hour will be applied as an end of year fee within FACTS.
- Each family is expected to raise \$225 *minimum* in profit through Scrip. If minimum profit is not met by April 30, the difference will be applied in FACTS as an end of year fee.

WITHDRAWAL

Early withdrawal from St. Anthony's Catholic School does not release a family from their financial obligation. Two weeks notice is recommended so that financial arrangements can be made for the remaining tuition. An exit interview is required with either the Office Administrator or Principal.

## **Extended Care Program**

The Extended Care Program at St. Anthony's Catholic School provides professional care, supervision, and homework support for the children of working families who desire both Catholic school education and supplementary daycare in a Catholic environment as an Extended Care Program of the school day. All policies of school, including the contents of this handbook, apply during the Extended Care Program which is only available to students enrolled at St. Anthony's Catholic School for an additional fee.

### HOURS and DAYS

The Extended Care Program is available before school from 7:00am to 7:50am and after school from 3:15pm to 6:00pm. The Extended Care Program operates only on regular school days and early dismissal days and is not available on holidays, vacations, teacher inservice days, or in the summer months.

### EARLY DISMISSAL DAYS

The Extended Care Program is available on early dismissal days from 12:15pm to 6:00pm and hot lunch is available for purchase on those days. Extended Care is NOT provided on the Friday of the Parish Harvest Festival, the minimum day before Christmas break and the last day of school.

### EXTENDED CARE RATES

Extended Care Program is available to all school families. The per child Extended Care rate is \$3.50 an hour, billed in ½ hour increments for morning and ½ hour increments for afternoon, on a monthly basis. Extended Care Program fees are invoiced in FACTS twice a month. Charges incurred from the 1st to the 15th will be due the last day of the month. Charges incurred from the 16th to the end of the month will be due on the 15th of the following month. Invoices not paid by their scheduled due dates will incur a \$25 Late Fee. Non-payment of Extended Care Program fees will result in removal from the Extended Care Program.

### EXTENDED CARE PROGRAM POLICIES

All policies of school, including the contents of this handbook, apply during Extended Care.

- Any students on campus before 7:50am or after 3:15pm must use Extended Care.
- Students are NOT allowed to wait unsupervised off campus before 7:50am or leave school unsupervised at any time to avoid signing into Extended Care.
- If a student remains at school after 3:15pm, he or she must be in the Extended Care. The teacher supervising dismissal will escort students not picked up by 3:15pm to Extended Care. Parents will be charged the per student hourly rate.
- If a student has a reason to remain at school, such as tutoring, CYO sports practice, or another *supervised* activity, his or her siblings may not remain at school after 3:15pm unless they are attending Extended Care.
- When students will be attending Extended Care after these supervised activities, parents MUST inform the Extended Care Program Director via the office before attending the activities and a permission slip must be on file for that program in the school office. Extended Care is limited to those students who attend St. Anthony's Catholic School.
- All children must be signed out by a parent or authorized adult each time they sign into Extended Care. Children will be released to authorized adults only (those listed on the emergency form).
- Every student attending Extended Care must have the signature of a parent, guardian, or authorized person(s) on file to sign the student out. Any changes must be in writing, signed, and dated. NO EXCEPTIONS! Emergency cards MUST be kept current.

- Extended Care staff is instructed to ask for picture identification from any parent or adult they do not recognize. For the protection of all the children, these rules are strictly enforced.
- Parents must not take children from the playground or other areas without notifying the Extended Care staff and signing out the children.
- Students who attend Extended Care after school must check in immediately after school (or 12:15 pm on minimum days). Students arriving late are required to have a written excuse from their classroom teachers.
- Students must either be signed into Extended Care or checked into an approved school activity. Students may not remain unsupervised on campus.
- If an emergency arises, and someone not listed on the emergency form needs to pick up a child, the Extended Care staff require written or verbal permission from the parents. Upon arrival, the individual will be asked to show picture identification.
- Official time is based on Extended Care's clock. After 6:00pm, parents will be charged a late fee of \$2.00 per minute. After three instances of pickup after 6:00 pm, parents must meet with the Principal and develop a plan for pickup.
- School personnel will not release a child to any adult who appears incapable of providing proper supervision or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may be called.

#### EXTENDED CARE CONTACT INFORMATION

- During office hours 7:40am – 3:30pm      209-823-4513 ext 1
- Before 7:40am and after 3:30pm            209-823-4513 ext 4

## Communication

### SCHOOL CONTACT

School Office: (209) 823-4513 ext 1

Extended Care: (209) 823-4513 ext 4

Website Address: [www.sasmanteca.org](http://www.sasmanteca.org)

A listing of staff emails is available on the school website. Please ensure that when contacting staff you are using the staff emails as published on the website and not using personal emails, phone calls or text messaging to a personal phone. All St. Anthony's Catholic School emails end with [@sasmanteca.org](mailto:@sasmanteca.org).

### PARENT CONTACT INFORMATION

It is essential that parent/guardian contact information be kept current at all times in the FACTS Parent Online account. The School Directory may be found within the FACTS Parent Online portal. During the enrollment process, parents have the ability to set the contact information that they would like to share with other families. This information is automatically updated when parents update their contact information within the portal. Permission to use any part of the directory for mailing list purposes must be granted by the principal. Directory information must not be released to anyone without permission from the principal or pastor. Parents may NOT use the directory information for personal or business solicitation.

### CONFIDENTIALITY

Members of the staff will not divulge information concerning any student to anyone who does not have a clear "need to know." In disciplinary or academic situations, the only persons who meet this definition are appropriate members of the faculty/staff and the parent(s)/guardian(s) of the child(ren) involved.

### OFFICE TELEPHONE USE

- Calls for students during school hours are to be for emergency only and are to be left with the school secretary.
- Students may use the telephone for emergency calls only. The following are not considered emergencies: homework, lunches, or social arrangements after school.

### COMMUNICATION from the SCHOOL

The FACTS Parent Online portal is the school's primary mode of communication. This login-protected site is for parents and students to have access to announcements, week-at-a-glance calendars for the school and each class, sign-ups, forms, RSVP's, lunch menus, grades, and homework and progress reports. It will be updated by midnight on Sunday for grades 1-8. Please check FACTS Parent Online account on a daily basis to receive the most up-to-date information and announcements. Grades and progress reports for grades 1-8 are updated on a regular basis.

Additionally, a weekly newsletter is sent out on Wednesday mornings to your email listed in the FACTS Parent Portal. This newsletter has important information that should be read weekly

### CONTACTING TEACHERS

Parents must not interrupt a teacher during class time, which includes arrival and dismissal time. Instead, parents may make an appointment in person, leave a voicemail, or email the teacher directly. Messages will be answered within 2 business days. In the case of an urgent message, the office should be contacted. Parents and students should never call a teacher at home or on his/her cell phone.

Parents should always communicate with the teacher through the FACTS Parent Online portal or the school issued email account.

### SEPARATED PARENTS and BLENDED FAMILIES

- Any biological parent or custodial parent/guardian can reasonably expect to receive communication regarding his/her student; parents/guardians should work with the school to determine the appropriate means of receiving this communication.
- Financial communication will be provided to parents/guardians who are registered in FACTS.
- Parents are expected to be reasonable in expectations regarding information about their student(s).
- Homework and classwork are for students; it is unreasonable to expect that multiple copies of homework, etc., will be provided to students with more than one set of parents or more than one household. Each child will receive one copy of homework assignments, worksheets, etc. It is the student's responsibility to complete the work and take the work to separate households as needed.
- It is expected that one teacher conference will be held for a student and that separated parents come together for that brief time to focus on the student. Families should work with the principal regarding the need for any exception to this expectation.
- To avoid conflicts at school or at school events, parents are asked to follow whatever the courts have determined regarding days and times of custody arrangements.
- The school remains impartial regarding custodial arrangements and will abide by court documents only; it is the responsibility of each parent to see that the school has current copies of all documents.
- School employees will not provide narratives in support of a parent in a marital dispute; employees need to be subpoenaed at which time they can provide honest testimony.
- It is the responsibility of any custodial parent to see that he/she is listed as an emergency contact with the school.

### EMAIL USE

Email is a great means of communication which has been embraced by schools as an effective way to communicate back and forth between parents and teachers. However, the impersonal face of email unfortunately makes it easy to say things in such a manner that one would not use during a face-to-face meeting or in a personal phone call. The following guidelines govern appropriate email use:

- E-mail is an appropriate vehicle for quick, uncomplicated messages to teachers or administrators when time and/or confidentiality are not critical factors.
- E-mail is an appropriate place to ask questions that require simple, direct answers.
- E-mail is not an appropriate communication tool when a parent requires an immediate response or when the requested response would be highly sensitive and/or complex in nature.
- E-mail is not an appropriate communication for extensive chronologies, opinion statements, critiques, or judgments.
- E-mail should not be used to avoid a difficult situation; the people involved should be spoken to directly.
- E-mail messages lack the nuances of voice inflection or facial expressions that are part of personal conversations and are therefore open to misinterpretation.
- E-mail should not be used when the sender is upset.

## DELIVERIES and FORGOTTEN ITEMS

- Any deliveries to students such as lunches, books, or homework must be made in the office and not the classroom. Items should be clearly labeled with student first and last name and grade level. When bringing outside lunches to students, please refrain from bringing sodas. Sodas brought in as a part of a student's lunch will NOT be given to the student and will be sent home with the party bringing in lunch.
- Birthday presents, balloons, and gifts, etc., are not to be sent to the school office for any student; such items will not be delivered to the classroom but may be picked up by a parent or student in the office at the end of the day.

**\*SEE APPENDIX**

## WEEKLY NEWSLETTER AND FLYERS

The weekly newsletter is emailed to parents and students (grades 4-8) every Wednesday. The newsletter contains important information and is the main communication tool used by the principal, front office, accounting, SCRIP and PTG.

Any items (flyers, letters, etc.) to be included in the newsletter must be turned in and approved by the principal no later than 12:00 p.m. on the Monday before the newsletter is sent. All information to be distributed to school families must be approved by and have the principal's initials in the lower right-hand corner of the page. This is to ensure that the principal has approved all information distributed to school families.

## BACK to SCHOOL NIGHT - ROADRUNNER ROUNDUP

Roadrunner Roundup is St. Anthony's Catholic School's Back to School Night. This is a time to meet new teachers, see the classroom, learn about the curriculum, drop off school supplies, purchase SCRIP and spend time with new and "old" friends. Information is given out in each classroom regarding grading, syllabus, expectations, Science Camp, fundraisers, class projects, etc. and it is important to attend. All faculty and office staff are available that evening to answer questions and/or provide assistance.

## PROCESS for CONFLICT RESOLUTION

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

Every effort should be made between differing parties, through open and honest discussion at the onset, to resolve the dispute. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In every case, the parties should attempt to resolve their differences at the level at which the dispute has taken place. Appeals to higher authorities may not be considered until this attempt at resolution has been completed.

- A conference to resolve a conflict may only be attended by appropriate school personnel and by parties involved *directly* in the conflict; conferences will not take place if other visitors or legal counsel are present.

- If a conflict arises between a teacher and a student, a conference will be arranged with the teacher, student, and parent(s). The principal of the school must be informed prior to this contact. Every effort must be made to resolve the issue at this level.
- The next level of appeal at the local level is to the principal. The principal will consult with the pastor who may be invited to a conference with all parties if he or the family so desire. Every effort should be made at this level to be sure that all parties are able to present their cases.
- After consultation, it is the responsibility of the pastor to render the final decision.
- In the event that irreconcilable differences remain, an appeal may be made to the Catholic Schools Office only when all steps above have been followed. The Catholic Schools Office may serve as a liaison between the school administration and the family. The appeal will be addressed according to the school's procedures in effect at that time, which will be provided to all those involved in the appeal.
- The School Advisory Council and PTG are NOT part of this appeal process.
- Should it become obvious that a parent is unable or unwilling to support the philosophy and policies of the school and/or the implementation of its philosophy and policies, the principal will recommend/require that the parent transfer his child/children to another school.
- In any instance of a dispute between parents (such as over custody of children enrolled at the school), the school will make every effort to remain neutral.
- If the parents permit the dispute to affect the school environment, other parents, students or staff, the Principal, at his or her sole discretion, may recommend/require that the parent transfer his/her child/children to another school.
- Individual parents are prohibited from directing any requests to the school or staff members for information or assistance that is designed or calculated to give that parent an advantage in his or her dispute with the other parent. Staff members may not write letters on behalf of a parent in a custody dispute.

## Visiting the School and Volunteering

**\*SEE APPENDIX**

### VISITING the SCHOOL

- All visitors and volunteers must sign in at the school office upon arrival and sign out when leaving.
- Unaccompanied siblings who are not registered students of St. Anthony's Catholic School are not permitted in classrooms during school hours.
- Pets are not allowed on campus unless preauthorized.

### CLASSROOM VISITS

- Parents/guardians are welcome to visit the classrooms of their children if prior approval has been obtained from the teacher and principal.
- Other children visiting classrooms must be cleared in advance with the principal and teacher.
- The principal reserves the right to refuse a request, in his or her discretion.

### VOLUNTEER REQUIREMENTS and GUIDELINES

Volunteering is a privilege granted at the discretion of the principal.

Anyone wishing to volunteer or work around children/young adults must follow the diocesan Safe Environment Protocol before beginning and sign the Volunteer Protocol Agreement form which can be found at the end of this handbook. This protocol includes anyone over the age of 18 and applies to parents, guardians, relatives, friends, coaches, aides, etc .

The Safe Environment Protocol requires volunteers to:

- Have fingerprinting/background check completed via Live Scan.
- Pay fee due at time of LiveScan.
- Receive clearance from the Diocesan Safe Environment office before work/volunteering may begin. Results can sometimes take a couple of days to several weeks to be received.
- Complete the Safe Environment Virtus online course, "Protecting God's Children", and present the completion certificate to the school office. The Virtus Protecting God's Children online course must be taken every three years.

The Live-Scan form and the Virtus instructions and link for the online training are available on the school website.

Anyone wishing to volunteer or work around children/young adults must also sign and submit to the school office the Volunteer Agreement Form before volunteering in any capacity.

All volunteers who intend to drive children for a school-sponsored activities must adhere to the driving and insurance requirements:

1. All volunteers who drive children for school-sponsored activities must be 21, preferably over 25 years of age and be covered with auto liability insurance. Current volunteer driver information forms must be completed and left in the school office.
2. The privately owned vehicle policy must provide liability coverage on the automobile driven in the amounts no less than \$100,000.00 individual/ \$300,000.00 cumulative

each loss or occurrence, bodily injury; \$50,000.00 property damage; \$5,000.00 per person medical; and \$100,000.00 uninsured motorist insurance.

3. No vehicle larger than an 8-passenger vehicle may be used.
4. The number of persons in a car should not exceed the number for which the car was constructed.
5. All children must wear a seat belt or be secured in an appropriate child passenger restraint system meeting federal motor vehicle safety standards as appropriate for their age and weight. Any child under 8 years of age must be secured in a car seat or booster seat *in the back seat* of the vehicle (unless all back seats are already occupied by younger children). A child under the age of 8 who is 4'9" in height or taller may be properly restrained by a safety belt instead of child passenger restraint system.
6. The school must have a copy of the driver's license and current proof of automobile insurance for any volunteer who will be driving students in connection with the school activity. This must be updated annually.
7. Volunteer drivers must strictly adhere to the itinerary of the planned trip; no deviation is allowed.
8. Volunteer drivers must strictly adhere CA Road Rules and Driving Laws, including the use of hands free devices.
9. Drivers and volunteers/chaperones may not bring siblings or younger children.
10. Volunteer drivers must have a copy of the list of students in their care.

#### VOLUNTEER CODE OF ETHICS

Adults working with children/youth as part of the ministry of the Diocese of Stockton must strictly follow the following rules and guidelines as a condition of providing services to the children and youth of the diocese. This Code of Ethics also applies to parents/guardians who are on campus or attending a school event where children are present.

Adults working with children/youth **will**:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Collaborate with other adults in service to children and/or youth;
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth;
- Refuse to accept expensive gifts from children and/or youth with whom the adult comes in contact ;
- Refrain from giving expensive gifts to children and/or youth with whom the adult comes in contact;
- Report suspected abuse (including but not limited to physical abuse, sexual abuse, emotional abuse, and neglect) to the pastor, administrator, or appropriate supervisor. If the adult is a mandated reporter under California law, he/she will also comply with his or her reporting obligation; and
- Cooperate fully with authorities in any investigation of abuse of children and/or youth.

Adults working with children/youth will **not**:

- Smoke or use tobacco products in the presence of, or provide these products to, children and/or youth;

- Use, possess, or be under the influence of alcohol or marijuana at any time while volunteering, and will not make alcohol or marijuana available to anyone under the age of 21;
- Use, possess, or be under the influence of illegal drugs at any time, and will not make illegal drugs available to children and/or youth;
- Pose any serious health risk to children and/or youth (e.g., contagious illnesses);
- Strike, spank, shake, grab, or slap children and/or youth (unless the physical action is necessary to prevent harm or injury);
- Humiliate, ridicule, threaten, or degrade children and/or youth;
- Touch a child and/or youth in a sexual or other inappropriate manner;
- Use any discipline that unreasonably frightens or humiliates children and/or youth; or
- Use profanity in the presence of children and/or youth.
- Share personal contact information with youth or email, text, or message youth unless principal and parents are included.
- Take photographs or videos of students or post these to any social media site unless expressly requested to do so by the Principal; these must be checked for authorization by parent/guardian to release.

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Catholic principles of the school and the policies in this handbook. Depending on the severity and circumstances of the event, failure to follow the school's principles and policies will normally result in a verbal or written warning to the student and or parent/guardian. For serious violations of the school's principles and policies, the school's response may be to take disciplinary actions up to and including the requirement to withdraw from school (e.g., suspension of a student, suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc., or permanently withdraw enrollment from the school).

#### FIELD TRIPS

- Students must have a signed permission slip for each trip which is distributed by the students' teacher. No other signed form can be substituted, and no phone call authorization can be taken.
- Those transporting children must have completed the driver's insurance coverage form and follow the volunteer guidelines as listed in this handbook. The minimum age for a driver is twenty-one (21). Those driving or chaperoning may not bring younger children on the trip. Parents must drive site-to-site according to the field trip form and follow routes given by teacher; no detours or unscheduled stops may be taken.
- As students are representing St. Anthony's Catholic School, they are required to wear the school uniform on all trips away from school unless the principal decides otherwise.
- The school may deny students permission to go on a field trip. Reasons for denial may include, but are not limited to, disciplinary action, poor grades, lack of signed permission form.

## Curriculum

St. Anthony's Catholic School embraces the vision of a Catholic educational philosophy. Catholic values and traditions of the Catholic faith are integrated into the curriculum and all teaching/learning situations, within and beyond the classroom.

Guidelines for the curriculum at St. Anthony's Catholic School are developed and implemented in cooperation with the Catholic School Office of the Diocese of Stockton. Teachers and school administration review and evaluate textbooks according to specified curriculum areas to insure that standards are met.

### ESSENTIAL, CORE CURRICULUM

St. Anthony's Catholic School provides complete academic instruction in essential core curricular subjects: English/language arts, reading/literature, mathematics, science, history/social studies, physical education, and religion.

### ACCOMMODATIONS for STUDENTS with DISABILITIES

- Students with identified learning disabilities may receive *reasonable* accommodations to assist with their academic success. Such accommodations may include added time to complete class work or homework, preferred classroom seating, minimizing distractions, etc. These accommodations will be discussed on an individual basis with the family, teacher(s), and principal.
- Students with identified learning disabilities who require that the curriculum be reasonably modified to meet their learning needs will have such modifications noted on grade reporting or transcripts with an "M" and notations in the notes; however, such notification will not indicate the reason for the modification. A modified curriculum will be the result of collaboration with the family, teacher(s), and principal.

Families with students coming from a public school with an already-established IEP (Individualized Educational Program or Plan) or a 504 Plan are advised that such plans relate to public school; if a family wants the full implementation of an IEP (or full access as outlined in a 504 Plan) from the public system, they must enroll the student in public school. Catholic schools endeavor to work with the public school and the family to address whatever needs they can in terms of an IEP or 504 but are only required to implement *reasonable* accommodations.

### STUDENT SUCCESS TEAM

A Student Success Team (SST) is used to identify student needs and develop a plan to address those needs in order to assist individual students. A Student Success Team consists of the classroom teacher, principal, parents, and the student, as appropriate. Intervention responsibilities are clarified for the school, parents, and the student.

### RELIGION CLASSES, SACRAMENTAL PREPARATION, and WORSHIP

- St. Anthony's Catholic School provides daily religious instruction (Catechesis) that educates children every year, at every grade level, in the four pillars of the Catechism of the Catholic Church: The Profession of Faith, The Celebration of the Christian Mystery, Life in Christ, and Christian Prayer. This age-appropriate approach invites students to discover the meaning and presence of God's activity in their lives and to encounter and know the faith of our Catholic Christian community. All students are also provided annual instruction on safe environment and self respect through the Catholic curriculum *Circle of Grace*.

- The Stockton Diocese Catholic elementary school program in human sexuality is an integral part of the educational program planned for each student. The integration of Catholic values in human sexuality occurs as appropriate throughout the entire curriculum. Discussion of sexuality is the responsibility of the parent.
- Students in 2nd Grade prepare for, and receive, the sacrament of First Reconciliation during Lent.
- Students in 3rd Grade prepare for, and receive, the sacrament of First Eucharist during the school year.
- The sacrament of Confirmation is a two year preparation program beginning in 7th grade. Those students that have been properly prepared will receive the sacrament in 8th grade.
- All students who receive sacraments must be baptized and active, participating members of the Catholic faith and members of the school's parish.
- Each school day begins with prayer in the classroom. Opportunities for community and personal prayer are offered throughout the school day (e.g., Assembly, Lunch Blessings, Dismissal Prayers, and random prayer). Prayer services celebrating the church calendar are offered throughout the school year.
- Mass is celebrated as a school community weekly on Thursdays, unless there is a Holy Day of Obligation on another day during the same week.
- Opportunities for the sacrament of Reconciliation are offered to students during Advent and Lent each year.

#### FIELD TRIPS

Field trips are part of the school curriculum and provide hands-on learning as well as experiential learning activities. Faculty members may arrange, in collaboration with and approval of school administration, field trips of an interesting and educational nature for their students. See also VISITING the SCHOOL and VOLUNTEERING.

#### LIBRARY

St. Anthony's Catholic School uses Follett Library System for the checking out and inventory of books we have on campus. Students are allowed to check out one book at a time for one week at a time, unless a teacher requests additional books be checked out for a research project. If students would like to keep a book longer, they must bring the book to the library when requesting additional time. Lost books and late fee fines will be assessed at the end of the school year with any end of year fees and will be applied in FACTS.

#### TEXTBOOKS

Textbooks are checked out to St. Anthony's Catholic School students by the teacher of the course or grade level teacher. Students are responsible for keeping textbooks covered and in good condition, free of pencil or pen marks within the pages. Lost or damaged books will be assessed at the end of the course and/or the end of the school year to the family FACTS account. Failure to pay lost/damaged textbook fees may result in a hold of student cume files until all fees are paid in full.

***\*SEE APPENDIX***

#### CHRISTIAN SERVICE HOURS

Student Christian Service Hours are a requirement of the Confirmation education program at St. Anthony's Catholic School. All students will complete a minimum of 20 hours in both Confirmation I (7th grade) and Confirmation II (8th grade). Hours are recorded and kept with the Religion Teacher for 7th and 8th grades. Students should also keep a list of their hours in case a conflict occurs.

## Student Evaluation

### PARENTS as PRIMARY EDUCATORS

In *Gravissimum Educationis* Pope Paul VI proclaimed: "Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators..."(GE #3) As the primary educators of their children, parents are expected to share concerns proactively with the teachers and administrators, collaborate to seek solutions to concerns, enforce rules and regulations of the school, foster an "atmosphere animated by love and respect for God and man,"(GE #3) and monitor student progress through tools made available, e.g., written publications, online student management systems, student work, etc...

### STANDARDIZED TESTING

The Catholic elementary schools in the Diocese of Stockton use a comprehensive, formative assessment program called STAR Renaissance. These assessments of Common Core standards are administered to grades K - 8 no less than four times per year. They are criterion-referenced and indicate a student's mastery level of specific grade-level standards.

**\*SEE APPENDIX**

### HOMEWORK

Homework is assigned for the purpose of applying and reinforcing concepts, skills, and values being learned in the classroom. Homework supports and enhances previously introduced material and is a valuable way of fostering good, independent study habits. Homework is an effective method for enrichment, as well as, extending the curriculum beyond school hours.

Homework will be assigned on a regular basis Monday through Thursday. Written homework is ordinarily not assigned over the weekends and/or holidays with the exception of assignments not completed and/or special projects. In addition, "Homework Free" nights will occur prior to special events at St. Anthony's School. A list of these events will be provided each year during Roadrunner RoundUp and will also be listed on the school website and school calendar.

Specific homework guidelines and consequences for failure to turn in homework are determined by each teacher and are provided in the class syllabus at Roadrunner Roundup. It is possible that in grades 6, 7 and 8 the guidelines may differ. Please keep a copy of the class syllabus for your records to reference.

### HOMEWORK TIME ALLOTMENT GUIDELINES

Actual homework time will vary by student; the amount of time provided to work on assignments during the school day, the instructional calendar, and individual use of time are factors impacting the amount of homework a student may have on a given day.

### MISSED HOMEWORK DUE to ABSENCE

- Missed assignments are the student's responsibility.
- Students who are absent due to illness have one day for each class period absence to make-up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days to complete the missed work.
- When a student is absent for three or more days due to illness, a parent may call the school office before 9:00 a.m. to arrange for the pick-up of homework assignments.

- Any absence that is not due to personal illness or injury, medical/dental appointments, funeral, family military leave or for religious observances/celebrations is considered unexcused. When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the student's progress with the teacher and principal who will advise them of the effect such an absence would have on the pupil's school work.
- The school is under no obligation to provide tutoring, make-up work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing such absences.
- If a student must leave school prior to the last day of school, the principal has final and absolute discretion to determine the conditions and terms governing such absences and grading.
- The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

### GRADING

The following academic grading scale has been adopted by St. Anthony's Catholic School for essential curricular subjects.

Kindergarten Skill Set & Grade Level Expectations	GRADES 1-8 Grading Scale
<b>(E) Exceeds</b> - Consistently grasps, applies and extends key concepts, processes, and skills. Works beyond expected progress.	92.5-100% (A)
<b>(M) Meets</b> - Grasps and applies key concepts, processes and skills. Meets expected progress.	89.5-92% (A-) 86.5-89% (B+)
<b>(A) Approaching</b> - Beginning to grasp and apply key concepts, processes and skills. Making less than expected progress.	82.5-86% (B) 79.5-82% (B-) 76.5-79% (C+)
<b>(NS) Needs Support</b> - Not grasping key concepts, processes and essential skills. Area of concern that requires support.	72.5-76% (C) 69.5-72% (C-) 66.5-69% (D+)
<b>(X)</b> Not assessed at this time.	62.5-66% (D) 59.5-62% (D-) 0-59.49% (F)

### GRADE POINT AVERAGES (GPA)

Grade Point Averages are calculated on a 4.0 scale and are only calculated in grades 6, 7, and 8.

### CONDUCT/EFFORT CODE

Students are expected to be prepared for daily studies, to be diligent in their academic work, to be prompt in completing assignments, and to contribute to a positive learning environment within class. Each Trimester, students' conduct (Christian Citizenship) and effort (Work Habits) in Grades 1 through 8 will also be evaluated and noted on report cards as follows:

- (1) Excellent      (2) Satisfactory      (3) Needs Improvement      (4) Poor - Not Acceptable

### PROGRESS REPORTS

Progress reports are available at any time upon request for students in Grades 1 through 8. Grades are also fully accessible to parents and students throughout the school year in FACTS Family Online accounts.

It is the responsibility of the student and parent to inquire with the teacher, when it becomes apparent there is an issue. Parent and teacher will partner together as a team to determine the steps which should be taken to correct any deficiencies.

### REPORT CARDS

Report cards are available in FACTS SIS in Grades K-8 at the close of each trimester of instruction. Report cards are to be viewed and printed off by the parents from their FACTS Family Online account and kept for family records. The final Report Card will be printed and kept in the student's cumulative file. Students who have been absent 10 or more days during a trimester may receive an incomplete in the subject areas affected. **\*SEE APPENDIX**

### PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held for Kindergarten – eighth grade at the midpoint of the first trimester and usually occurs around the first or second week in October. There may be other times throughout the year that the parents or teacher deem a conference necessary. The principal is always available for consultation, but only after the parents have discussed the matter with the classroom teacher. The student may be requested to be present at this conference. Parents are encouraged to take the initiative to keep themselves informed of their child's progress. Parents will be notified of their assigned conference time or conference times will be made available at the teacher's door for sign ups. Parents are requested to notify the teacher as soon as possible if a change is needed. No parent/legal guardian may go to the classroom before, during or after teaching hours without an appointment.

#### Conference Guidelines

- Be as courteous to the teacher as you would expect him/her to be with you.
- If you have a disagreement, please request a private meeting with the teacher.
- Be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly may lead to an unnecessary confrontation with the teacher.

### ACADEMIC/BEHAVIORAL PROBATION

- If a student receives a (D) or below in academics, or if a student does not maintain a grade point average of (1.99) or higher on trimester report cards, she/he will be placed on academic probation.
- If a student receives unsatisfactory grades in either conduct or effort on trimester report cards, or consistently disrupts the learning environment of the classroom, she/he will be placed on behavioral probation.
- Students will remain on academic or behavioral probation until the following trimester. At that time, students who improve their academics or behavior to the appropriate standing will be removed from probation. If not, they will remain on probation and may be asked to acquire special remedial assistance. If a student does not remediate her/his academics or behavior after two grading periods, the school administration will reconsider her/his continued enrollment or re-enrollment.
- Students on academic or behavioral probation are ineligible for school extra-curricular activities to include student council, rallies, Ag Day, Olympic Day, field trips, and other activities as determined by teacher and principal. Final end-of-year grading from the previous school year determines a student's initial eligibility status.

- In addition, 8th grade students are considered leaders on campus and as such are given the opportunity to wear 8th grade sweatshirts, khaki pants and blue shirts that help them to stand out as a school leader. Those 8th grade students on academic or behavioral probation may lose the opportunity to wear the leadership uniform, as well as those activities that are specifically for 8th grade ie., Graduation Awards Banquet, walking at the Graduation Mass and/or Baccalaureate Mass, and any trips planned off campus as a part of 8th grade promotion.

### PROMOTION

- Elementary school students satisfactorily completing a grade's work and who are correspondingly mature shall be promoted to the next grade.
- Elementary school students who do not satisfactorily complete a grade's work but who are appropriately mature for the next grade will be promoted but placed on academic probation. Refer to Academic/Behavioral Probation.

### RETENTION

If in the teacher's judgment retention is probable, arrangements for a conference with the teacher, parents, and the principal will be made as soon as possible. Final decision is made by the principal, in consultation with the pastor.

### ACCELERATION

Acceleration of the student may be cautiously granted on the recommendation of the teacher, at the discretion of the principal, and with the approval of the parent(s). The child's social and emotional maturity must be seriously evaluated whenever acceleration is considered and will continue to be evaluated throughout the child's school years with St. Anthony's Catholic School.

### HONOR ROLL/PERSONAL ACHIEVEMENT

At St. Anthony's Catholic School we believe in honoring excellence in education - both academic achievement and personal excellence. Honor Roll is being reserved for those students in grades 6 through 8 that have shown academic excellence by obtaining a 4.0 in all curricular areas each trimester.

Additionally, students at all grade levels will work in conjunction with their teacher to set personalized goals in math and reading to obtain each trimester. Students will be awarded for showing personal growth and meeting or exceeding set goals as measured by the STAR tests given at the end of each trimester. STAR test results will be provided on the trimester report cards.

Honor Roll Certificates will be awarded during Monday Morning School Prayer following the the end of the trimester. Personal Achievement Awards will be given at the end of the school year.

### R.O.C.K. Awards (Student Learning Expectations)

Student Learning Expectation awards are presented to students who are striving to achieve the St. Anthony's Catholic School goals. Students are acknowledged for: Religion/Service, Organization, Communication and Knowledge. R.O.C.K. Awards will be presented on the first Monday of specified months following Morning School Prayer in the gym.

### CJSF

California Junior Scholarship Federation (CJSF) is a statewide organization to foster high standards of scholarship, service, and citizenship on the part of students enrolled in middle school.

### Requirements for Trimester Membership (CJSF)

Membership is granted for the trimester following the one in which the qualifying grades were earned (A=3 pts & B=1 pt Must earn 12 pts or higher), and is for that trimester only. In order to become a member, the student must submit an application each trimester the student is eligible.

#### Requirements for Honor Membership (CJSF)

Students in schools without the ninth grade must earn membership for TWO trimesters in the seventh grade and TWO trimesters in the 8<sup>th</sup> grade.

#### VALEDICTORIAN

Valedictorians are selected by the highest combined GPA in grades 6, 7 and 8. If two or more students have the same GPA, they will share the honor in St. Anthony's Catholic School's graduation program. However, only one Valedictorian speech will be given and that speech will be determined by submission and selection of their speeches to the Middle School English teacher and Principal.

#### AWARDS

The following awards are available to eighth grade graduates:

- Presidential Academic Excellence Award – Gold Level  
Criteria are established by the President of the United States each year. The criteria includes an A minus or higher in each academic subject including Physical Education and a 2 or higher in conduct in the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades. It also includes scoring 90% or higher on standardized testing. Students will be awarded a gold cord to be worn at graduation
- Presidential Academic Excellence Award – Silver Level  
Criteria are established by the President of the United States each year. The criteria includes a grade of B or better in each academic subject including Physical Education, as well as a 2 or higher in conduct in the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades. Students will be awarded a silver cord to be worn at graduation.
- CJSF - California Junior Scholarship Federation  
Students enrolled in 6th, 7th and 8th grades will be awarded a blue cord to be worn at graduation.
- ROCK STAR Award  
Presented to students showing significant growth in STAR scores in both Math and Reading.
- S.L.E. ROCK Awards  
Awarded to students who have demonstrated the characteristics outlined in our Student Learning Expectations.

#### EIGHTH GRADE PROMOTION/GRADUATION

Graduation from the 8<sup>th</sup> grade requires the following:

- Achievement of a passing grade in all subject areas
- Completion and submission all assignments
- Return all school property in good condition
- Payment of all financial obligations to the school, including fines, by May 15th

Eighth Grade graduation marks an important transition from elementary and middle school to high school, but it should be remembered that this promotion should not eclipse graduation from high school. To mark the spiritual significance of the Catholic elementary and middle school experience, the Bishop celebrates a diocesan-wide Mass for all of the eighth grade graduates. Each year, families of

eighth graders will receive specific information regarding this very special event. Appropriate attire should be worn for these special occasions: dress shirts and dress pants for boys; dress attire for girls is to be modest and follow free dress guidelines. No tennis shoes.

School graduation celebrations (activities and ceremonies) are a privilege reserved for eighth grade students in good standing. Students on either academic or disciplinary probation or whose school financial account is in arrears may not be allowed to participate in celebrations. Students who pose a disruptive influence will not be allowed to participate in the commencement exercises.

## **The School Day and Attendance**

### SCHOOL and OFFICE HOURS

St. Anthony's Catholic School office opens each school day morning at 7:30 am until 4:00 pm. The school phone number is (209) 823-4513 for all departments. Messages can be left after hours for all staff.

### CLOSED CAMPUS

St. Anthony's Catholic School is a closed campus. Once students arrive on campus, they may not leave at any time during the school day unless they are signed out by an authorized adult. At the end of the day, students must follow the dismissal guidelines outlined below.

### ARRIVAL

School gates open at 7:50 AM. Earlier arrivals must go to Extended Care in the school cafeteria. Any child on the school grounds before 7:50 AM will be sent to Extended Care and the parents/guardians will be billed for this service.

### DISMISSAL

- All students must be picked up promptly at scheduled dismissal time. After 15 minutes, students will be sent to Extended Care for supervision, and parents will be billed accordingly.
- If students are taking part in an athletic or other after-school supervised activity and must remain for practice, game, or other event, they will be under the supervision of the coach or other adult supervisor. However, siblings who are enrolled at St. Anthony's Catholic School cannot, and will not, be supervised by the coaches or other adults and must be in Extended Care for the period of time that the activity requires; parents will be billed accordingly.
- Written permission is required for all students leaving school without being accompanied by a parent (e.g., student is walking or cycling home, etc.). A text message is not a substitute for written permission.
- Written permission is required for all students leaving school with another adult who is not the parent or on the contact form. Text messages are not a substitute for written permission.
- No student may leave the school grounds once he/she has arrived at school.
- Children are to remain in uniform until leaving the school grounds.
- In the case of early dismissal (i.e. dental or doctor appointment), parents must provide the office with written notice indicating the reason and the name of the person who will be picking the student up.
- It is the responsibility of the parent/guardian to inform the school of custody status and subsequent changes.
- School personnel will not release a child to any adult who appears incapable of providing proper supervision or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may be called.

### DROP-OFF and PICK-UP PROCEDURES

Parents need to drop off students in designated area only. There is a designated parking area as well as a designated drop off area in the main school parking lot. Please follow the signs for drop area. All other students should be walked to their classroom by their parents. Students should not be dropped off outside school fences on Fremont Avenue or Sutter Street unless parking and escorting students to their classes. Under no circumstances should students be allowed to get out of an idled or unparked car on

Fremont Avenue. Drop off is not allowed in the small Teacher Parking lot between the hours of 7:45 am and 8:10 am.

All students are to be picked up from their classrooms within 15 minutes of the end of the school day\* by an adult. St. Anthony's Catholic School students are not to pick up younger siblings without prior written permission. Students will not be dismissed to go to wait in the parking lot for pick up. If students are being picked up by someone other than a parent or authorized adult, written permission must be provided to the teacher and front office.

***\*SEE APPENDIX***

#### WALKERS and BIKE RIDERS

Students who walk or bike to school must have written parental permission on file in the School Office. Students riding bicycles must wear helmets. Bicycles may not be ridden on school grounds but must be walked to and from the bicycle rack. Bicycles are not to be left school overnight. The school is not responsible for bicycles left in the bicycle rack, and students are encouraged to use locks to secure their property. Students who walk or ride to school may not leave campus once they have arrived.

#### MINIMUM DAYS

Certain school days are designated minimum days; dismissal is at 12:00pm. These days are noted on the school's Google calendar.

#### ABSENCES

***\*SEE APPENDIX***

- If a student is absent, a parent/guardian must notify the school before 9:00am on the date of the absence with the reason. If the office does not receive a phone call, parents/guardians will be contacted.
- Parents/guardians must notify the office if a child has been diagnosed as having a contagious condition (e.g., chicken pox, strep, lice, etc.) so that precautions can be taken and notifications sent home. Student confidentiality will be observed.
- A written excuse from the parent/guardian stating the reason for an absence must be presented to the office by the student upon returning to school.
- Medical/dental appointments are considered excused absences. Parents must send a note to the office prior to the appointment informing the teacher and the office that the student will be leaving the school premises or arriving late. Before leaving the school grounds and upon returning, the parent/guardian or designated adult must sign-in the student at the school office.
- A student must attend at least half the school day to be eligible to participate in any extracurricular activity scheduled that same day (e.g., athletic games, class parties, field trips, etc.).

#### Communicable Diseases

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school restrictable diseases or conditions in students are head lice (pediculosis), chicken pox, mumps, and measles.

Contagious diseases must be reported to the school office as soon as possible. Strep throat, lice, pink eye, chicken pox, poison oak or any disease which can be contracted by other students must be reported. Students **MAY NOT** attend school while any disease/infection/infestation is in the contagious

stage. Students with fevers **MAY NOT** attend school; they can resume classes when their temperature has been normal for 24 hours without medication.

**Please refer to Missed Homework Due To Absence for additional policy and procedures.**

#### TARDIES

- It is the responsibility of parents/guardians to see that their children arrive by 8:00am. A child is considered tardy if he/she is not in line or in the classroom by the 8:00am bell.
- The parent/guardian must bring the tardy student at the office; students must not be taken directly to the classroom. Students who are tardy must receive a tardy slip from the office prior to admittance to class.
- If a parent is aware their child will be tardy but would like hot lunch for the day, please notify the school office no later than 8:30 am. Lunches are made to order and may not be available for purchase if notification is not made in a timely manner.

#### EXCESSIVE ABSENCE and TARDINESS

- Excessive absence is considered a total of 18 days per school year, which constitutes ten percent of the academic year.
- Excessive absence for reasons of illness will be handled on an individual basis.
- Excessive tardiness (5 or more per term) will result in detention and for each additional tardy after 5 and may, at the discretion of the principal, result in additional disciplinary action up to and including dismissal from school.
- Any student who is absent from school without a valid excuse or who is tardy in excess of thirty minutes shall be considered truant. The principal may contact an appropriate government entity if there is concern regarding neglect.

#### ABSENCES AND MAKE-UP WORK

Please refer to Missed Homework Due To Absence for policy and procedures.

## Appearance and Student Uniform Requirements

### INTRODUCTION

Student dress, grooming, and personal cleanliness impact the image of St. Anthony's Catholic School. It is a part of school tradition to wear uniforms to avoid class distinction and over-interest in fads. Besides representing school families, the clean, up-to-code uniform draws students' attention to community responsibility. A neat, clean, and tasteful appearance with well-groomed hair creates an atmosphere of confidence, respect, and learning. Moreover, it is an opportunity to uphold, reflect, and respect the dignity of the human person. In adhering to the St. Anthony's Catholic School uniform and dress code, students practice the virtues of humility, modesty, obedience, and respect.

It is the joint responsibility of parents and students to see that the uniform and dress code of the school is carried out daily; it is the responsibility of the teacher and staff to monitor and report non-compliance. Every student is expected to be in proper uniform every school day unless otherwise authorized. The uniform should be neat, clean, and in good repair. Violations of any uniform, dress code, and appearance requirements are subject to school disciplinary sanctions.

The school cannot anticipate every fashion trend that may develop and therefore reserves the right to make judgments regarding the application of these general guidelines to specific items at any time.

**IMPORTANT:** Logo is required on **ALL** shirts, sweaters, and polo dresses. Optional on blazers and jumpers. Tommy Hilfiger (TH) and Dennis Uniforms are our co-vendors for uniforms, links can be found on our website [www.sasmanteca.org](http://www.sasmanteca.org).

In 2020-2021 this same Mass attire will be required. **NO hooded (hoodies) sweatshirts are to be worn to Mass. \*SEE APPENDIX**

### **BASIC UNIFORM for GIRLS (K – 4th)** \*\*Mass Attire

<b>Jumpers &amp; Dresses</b>	<ul style="list-style-type: none"> <li>● **Evergreen White/Red Plaid jumper (also in Dennis): (length must reach knee; touch floor when kneeling)</li> <li>● Red Polo Dress: (length must reach knee; touch floor when kneeling) <b><i>All Polo Dresses must have Layering Shorts in black or navy worn underneath. Available through TH.</i></b></li> </ul>
<b>Tops &amp; Sweaters</b>	<ul style="list-style-type: none"> <li>● **White Peter Pan collar blouse short sleeve (TH)</li> <li>● White or Red Polo (Red Polo must come from TH or Dennis): short or long sleeve. Available styles: Pique, Interlock, and Performance</li> <li>● **White Oxford blouse: long or short cap sleeves</li> <li>● **Red Sweaters: V-neck sweater (also in Dennis). Round neck button-down cardigan, full zip sweater</li> <li>● Red Polar Fleece Jacket: Full Zip styles: feminine cut &amp; regular and in Co-Ed Half Zip</li> <li>● Red Sweatshirt: Co-Ed Hooded</li> </ul>
<b>Bottoms</b>	<ul style="list-style-type: none"> <li>● **Evergreen White/Red Plaid skirt (also in Dennis): (length must reach knee; touch floor when kneeling) <b><i>All Plaid Skirts must have Layering Shorts in black or navy worn underneath. Available through TH.</i></b></li> </ul>

	<ul style="list-style-type: none"> <li>● <b>**Evergreen White/Red Plaid skort (may ONLY be purchased through TH):</b> (length must reach knee; touch floor when kneeling)</li> <li>● <b>**Navy Pants:</b> Available styles: Twill Bootcut, Stretch Sateen/Straight Leg Sateen, Twill Straight Leg</li> <li>● Navy shorts: Twill Bermuda, <u>Co-Ed Pull On Shorts available for grades K-4 ONLY.</u> (length must be no shorter than two inches above the knee when kneeling)</li> </ul>
<b>Misc</b>	<ul style="list-style-type: none"> <li>● <b>**Evergreen White/Red Tab tie</b> (can be purchased in the school office)</li> <li>● White, black, or navy tights</li> <li>● Solid white, navy or black crew or kneehigh socks / <b>NO ANKLET or NO-SHOW SOCKS / NO LOGOS or PRINT</b></li> <li>● Solid black, navy, white, gray or red athletic shoes (may have a white sole)</li> <li>● Hair bows are to be solid navy, white or red. Plaid bows are also available in the school office for purchase.</li> </ul>

**BASIC UNIFORM for GIRLS (5th – 8th) \*\*Mass Attire**

<b>Tops &amp; Sweaters</b>	<ul style="list-style-type: none"> <li>● White or Red Polo (Red Polo must come from TH or Dennis): short or long sleeve. Available styles: Pique, Interlock, and Performance</li> <li>● <b>**White Oxford blouse:</b> long or short cap sleeves</li> <li>● <b>**Red Sweaters:</b> V-neck sweater (also in Dennis). Round neck button-down cardigan, full zip sweater</li> <li>● Red Polar Fleece Jacket: Full Zip styles: feminine cut &amp; regular and in Co-Ed Half Zip</li> <li>● Red Sweatshirt: Co-Ed Hooded</li> </ul>
<b>Bottoms</b>	<ul style="list-style-type: none"> <li>● <b>**Evergreen White/Red Plaid skirt</b> (also in Dennis): (length must reach knee; touch floor when kneeling) <b>All Skirts must have Layering Shorts in black or navy worn underneath. Available through TH.</b></li> <li>● <b>**Evergreen White/Red Plaid skort (may ONLY be purchased through TH):</b>Also available in Navy for non-Mass days (length must reach knee; touch floor when kneeling). <u>Khaki, Blended Twill A-Line skort available for 8th grade ONLY.</u></li> <li>● <b>**Navy Pants:</b> Available styles: Twill Bootcut, Stretch Sateen/Straight Leg Sateen, Twill Straight Leg. <u>Khaki pants are available for 8th grade ONLY.</u></li> <li>● Navy shorts: Twill Bermuda (length must be no shorter than two inches above the knee when kneeling) <u>Khaki shorts are available for 8th grade ONLY.</u></li> </ul>
<b>Misc</b>	<ul style="list-style-type: none"> <li>● <b>**Evergreen White/Red Tab tie</b> (can be purchased in the school office)</li> <li>● White, black, or navy tights</li> <li>● Solid white, navy or black crew or kneehigh socks / <b>NO ANKLET or NO-SHOW SOCKS / NO LOGOS or PRINT</b></li> <li>● Solid black, navy, white, gray or red athletic shoes (may have a white sole)</li> <li>● Hair bows are to be solid navy, white or red. Plaid bows are also available in the school office for purchase.</li> </ul>

**BASIC UNIFORM for BOYS (K – 8th) \*\*Mass attire**

<b>Tops &amp; Sweaters</b>	<ul style="list-style-type: none"> <li>● Red or White polo: long sleeve/short sleeve</li> <li>● **White Oxford (TH); long or short sleeve</li> <li>● **Red Sweater: V-neck sweater (also in Dennis)</li> <li>● **Red Sweater: Long Sleeve Full Zip and in Co-Ed Half Zip</li> <li>● **Red Vest: V-neck pullover sweater vest (also in Dennis)</li> <li>● Red Sweatshirt: Co-Ed Hooded</li> </ul>
<b>Bottoms</b>	<ul style="list-style-type: none"> <li>● **Navy pants: <u>Khaki available for 8th grade ONLY</u>. Available styles: Flat Front twill Cotton or Cotton Blend, Pleated Twill Cotton or Cotton Blend, Flat Front Performance</li> <li>● Shorts (Shorts may not be worn on Mass days): <u>Khaki available for 8th grade ONLY</u>. Available styles: Flat Front Twill Cotton or Cotton Blend, Pleated Twill Cotton Blend, Flat Front Performance Golf. <u>Co-Ed Pull On Shorts available from TH for grades K-4 ONLY</u>.</li> </ul>
<b>Misc</b>	<ul style="list-style-type: none"> <li>● **Evergreen White/Red Tie: pre-tied or tied (available for purchase in the school office)</li> <li>● Solid black, red, gray or white athletic shoes (may have a white sole)</li> <li>● Solid white, black or navy crew or knee length socks / <b>NO ANKLE or NO-SHOW SOCKS / NO LOGOS or PRINT</b></li> <li>● Belt (plain black) ~ <u>Optional for K-4th</u></li> </ul>

\*\*Only required on Mass days or formal dress days specified by the principal/teacher.

#### GENERAL DRESS CODE and UNIFORM REGULATIONS

- All clothing should be marked clearly with student first and last name
- Uniform items need to be size-appropriate and may not be modified in any way (e.g., purchasing smaller sizes than are appropriate or hemming skirts, etc.).
- No distracting shoes such as with lights, buzzers, or skating, etc.
- Sandals and open-toed shoes are never allowed.
- Only school uniform sweatshirts may be worn and will not be worn to Mass. Exception: 8th grade collared sweatshirts.
- Outer coats may be worn over the uniform while outside, but not in the classroom (sweaters only).
- No other clothing is allowed including Scout uniforms, Little Flower uniforms, or high school/college sweatshirts.
- Students must call home for a change of clothes if out of uniform. Every effort will be made for the student to attend class by either providing an item from the used uniform locker or a new set of socks or modesty shorts (which will be charged to the parents FACTS account.) If parent is unavailable to bring correct clothing to student and substitute clothing is not available from the locker, student will be pulled from class until a change of clothing is provided. Socks or bicycle shorts will be provided by the school and parents will be charged to their FACTS account if unable to bring to school
- NO HATS
- NO TATTOOS, permanent or washable
- No fake nails, nail polish, or French manicures.

- A clean, well-groomed appearance is required for students. Students sent to school without attention to cleanliness, uniform, or neatness may be sent home to be properly prepared for school.
- Make-up, lipstick, or colored lip gloss are not permitted for the school day.
- Clear lip balm only is permitted.
- Hairstyles are to be simple, clean, and neat. Hair must be its natural color with no highlights, no fads, distinct layers, or distracting hairstyles.
- Boys' hair must be out of the eyes, above the ears, and off the collar.
- Boys must be clean shaven (when applicable).
- The only acceptable forms of jewelry that may be worn at any time include one pair of matching stud earrings for girls only (to be worn one in each earlobe only), a holy medal, cross, or crucifix on a chain, a scapular that is worn inside the shirt or blouse (for boys or girls), or a medical alert necklace and/or bracelet when necessary (no other bracelets may be worn).

### Used Uniforms

Used Uniforms is a program that our PTG offers to our school families. We depend on your child's gently used outgrown school uniforms to help out our school families. Please, if you have any donations drop them off in the school office at any time. Our program accepts donations. Any monetary donations received helps PTG make its commitment to the school.

Anytime during the school year, if you are in need of a sweatshirt, sweaters, pants, skorts, shorts, skirts, or even a jumper, contact the school office and we will put you in contact with the front office or our Used Uniform Chairperson.

**Please put your child's name on ALL of their clothing, lunchboxes and backpacks.** Lost and found is located in the school office. Uniforms without names will go back to used uniforms for the school's general population. Anything non-uniform will be donated to St. Vincent de Paul at the end of each month.

### SPIRIT DAY DRESS CODE

School sweatshirts, cardigans, and sweaters can be worn with a plain white or school red polo or any school t-shirt. Pants and shorts, for both girls and boys can be navy blue. Denim pants are acceptable; however, denim shorts are not acceptable. In addition, girls can also wear school skirts or skorts. Shoes that are non-distracting (e.g., no predominantly neon or bright colored sneakers or shoelaces can be worn). Only black, navy, or white socks may be worn – no other colors are acceptable.

### FREE DRESS

Free dress days are celebrated during different times during the school year. Students who are "caught" displaying our Schoolwide Learning Expectations (ROCK Stars) will be placed in a drawing for a Free Dress Pass. The drawing will take place each Monday at Monday Morning Prayer. The Free Dress Pass must be redeemed by the student earning it and it may not be redeemed on a Mass Day. The following dress code applies for all Free Dress Days:

- Modesty and simplicity are guiding principles for free dress.
- No extreme fads
- Jeans in good repair (with no holes, intentional or otherwise) will be acceptable for casual "free dress" (not on "dress up" days or addressing the student body at Mass).
- Pants of any kind must fit appropriately (i.e. not skin tight, no spandex and no skinny jeans/khakis).
- Pants should be worn at the waist (no sagging).

- Halters, tank tops, or spaghetti straps are not allowed.
- No midriff shirts, loose baggy trousers, cutoffs, see-through shirts, or bike shorts are allowed.
- Objectionable clothing displaying images (e.g., alcohol, tobacco, drugs, controversial rock groups, or themes) are not allowed.
- Flat soled shoes only; NO BOOTS.
- Sandals are not allowed.
- Socks must be worn at all times.
- If there is doubt as to what is appropriate, a plain T-shirt (w/ sleeves) and jeans in good repair should be acceptable.

# Health and Safety

## IMMUNIZATIONS AND STUDENT MEDICAL EXAMINATIONS

Referenced in the ADMISSIONS section

## EMERGENCY CARDS

Each child must have a completed emergency form on file in FACTS Parent Portal. These forms must be kept up to date. Any change in address or phone number must be updated to ensure timely contact should a student become ill or hurt.

## SCHOOL INSURANCE COVERAGE

All St. Anthony's Catholic School students are covered by insurance for injuries incurred while: attending regular classes; participating in school sponsored and directly supervised activities, including field trips and summer activities; and traveling directly to and from: home and school for regular attendance, school and off campus locations to participate in school sponsored and directly supervised activities provided such travel is arranged by and is under the direction of the School, or in School Vehicles anytime. Coverage is administered by the Myers-Stevens and Toohey Company for all students. In the event of an injury, parents may obtain a claim form from the school office. The injury must be brought to the attention of the office the day the incident occurs. This coverage is secondary to family primary insurance coverage, but will assist with any out of pocket expenses and co-pays. Insurance information is sent home the first week of school to familiarize parents with the coverage.

## ILLNESS and NOTIFICATION

- Parents should notify the school office personnel on the first day of a child's illness.
- Parents should notify the school immediately if they receive a diagnosis that their child has a communicable disease.
- Students who are obviously sick or feverish may not attend school; a child must be fever-free for 24 hours before returning to school.
- Notification from the student's parent or guardian is required upon the child's return to school.
- An absence of three or more days requires a doctor's note upon the child's return to school.

## MEDICATIONS

- The school does not provide medications of any kind.
- Students are prohibited from having any medications, prescribed or over-the-counter, on their persons on school grounds, and all such medications must be kept in the school office. If a student's condition potentially requires epi-pens for severe allergic reaction or inhalers, the school will develop a plan with the parent and physician for the maintenance and potential use of those medications.
- Prescribed or over-the-counter medications must be brought to the school office by the parent in the original container.
- Only in RARE instances will the school permit a student to take medication at school. The parent is urged, with the help of the family health care provider, to work out a schedule of taking medication outside of school hours. The only exceptions involve special or serious problems where it is deemed absolutely necessary to take the medication during school hours.
- If it is essential that medications be administered at school, these medications must be administered from the school office only.

- Where reasonable and feasible, the student's medication should be self-administered.
- NO member of the faculty or staff in the school office is permitted to administer any medication without the following:
  1. A signed written statement from the parent or guardian of the child
  2. A written statement from the physician detailing the method, amount, and schedule by which the child will come at the designated time with specific instructions included for emergency treatment if an allergic reaction should occur.
  3. All medication must be kept in its original container which must be clearly identified with a prescription label with the child's name, drug identity, dosage instructions, physician's name, and prescription date (for over-the-counter medications, the original commercial container will suffice); the prescription must be current (and over-the-counter medications within the expiration limits).
  4. Medical treatment is the responsibility of the parent and the family health care provider. While office personnel will make every attempt to administer medications as requested, the school will not be held responsible for missed doses or mis-administration of any kind.
  5. Parents may request special arrangements with the school administration to allow a student to carry an additional supply of emergency medication (e.g., Epi-Pens or inhalers), if the child is sufficiently capable, mature, and responsible

#### MEDICATION FORMS

The school office can provide the appropriate medication forms that cover the above requirements. These forms must be updated annually. A new form MUST be completed by the physician and parent each school year if the need continues.

#### ILLNESS at SCHOOL, INJURY, and FIRST AID

Should a student become ill or injured, the school will make every effort to contact the parent(s) of the student for information and instructions. However, the school may contact emergency agencies (911) first depending on the nature of the situation. This action does not obligate the principal or the school to assume financial responsibility for the treatment of the student.

- All injuries to the head, no matter how small, must be made known to the parent as soon as possible.
- Students who become ill or injured at school may not leave the school on their own; parents (or other designated adult on the emergency form) are required to pick up an ill or injured student as soon as possible after being notified.
- In the case of an injury at school, school staff will render first aid, with or without parental consent, using a reasonable and ordinary standard of care.
- If a student is stabilized, school staff will await instructions from parents or emergency staff regarding further action.

#### STUDENTS with SEVERE ALLERGIES

Families with students who have identified severe allergies should work with the school as follows:

- Provide written notification (health record) to the school of an at-risk student's allergies that pose a serious threat to the student.
- Confer with qualified school representatives to develop a plan that *reasonably* accommodates the at-risk student's needs throughout the school campus and facilities.
- Provide the school with written medical documentation, instructions, and medications as directed by a physician or health care professional.

- Include a photograph of the student on the written form.
- Provide properly labeled medications and replacement medications, as required after use or upon expiration.
- Review policies/procedures with the school representatives, the child's physician, and the student (if age-appropriate) after a reaction has occurred.
- Provide and update current emergency contact information.
- Educate the child in the self-management of his/her allergy including the following:
  - safe and unsafe foods and exposures
  - strategies for avoiding exposure to unsafe foods or other items such as sharing foods with others or consuming food or drink where ingredients are unknown
  - symptoms of allergic reactions
  - how and when to tell an adult he/she may be having an allergy-related problem
  - how to read food labels (if age-appropriate)

### HEAD LICE

Head lice (or pediculosis) is a common occurrence in elementary and middle schools. When it is identified, procedures that follow must be taken. The school understands that pediculosis may not be an indication of neglect or lack of cleanliness, and where possible, confidentiality will be observed.

- When a student has been identified as having nits and/or lice, the school will contact the parents/guardians to pick up their child for immediate treatment.
- The siblings of the infected student will also be screened.
- The classmates of a student identified as having nits and/or lice may also be screened.
- The student and family will receive information about pediculosis and instructions on treating their child and their home to remove all nits and/or lice.
- Upon return to school, the student will need to be screened at the school office by a school employee for nits and/or lice before being allowed to return to the classroom.

### MANDATED REPORTING

St. Anthony's Catholic School is legally required to comply with the *Child Abuse and Neglect Reporting Act*. Those employees of the school who are designated "mandated reporters" by law are responsible to report suspected occurrences of child abuse or neglect to the proper authorities (Child Protective Services, police department, sheriff department, etc.). Although such reports are typically confidential, if a parent/guardian discovers the identity of a school employee who made a report of child abuse, the parent/guardian may not retaliate against the employee in any way for making the report.

### STUDENT THREATS OF HARM TO SELF OR OTHERS

St. Anthony's Catholic School will treat student threats to inflict harm to self, to others, or to destroy property, very seriously. Practical jokes or offhand comments of a threatening nature will be considered serious and will be investigated. Threats that are substantiated may result in disciplinary actions, up to and including dismissal.

- Anyone hearing or becoming aware of any threat is to report it directly to the principal or his/her designee.
- Threats of harm to self will be treated differently than threats of harm to others.
- The student making the threat will be removed to the office and kept under adult supervision at all times; the student may be suspended pending an investigation.
- All threats will be reviewed and investigated in a prompt and thorough manner, and the investigation will be kept confidential to the extent practicable.

- If the threat is judged credible and serious, the principal will notify the following groups/individuals of the threat: parents, pastor, potential victims and their parents, the Catholic Schools Office, and the police or health care professionals as appropriate.
- The student will not be allowed to return to school until the investigation has been completed and final disciplinary or therapeutic action, if any, has been determined.
- If the principal, after investigation and consultation, determines there is sufficient evidence of a risk of harm by a student, to others, and/or to property, the principal will continue the student's suspension and not consider the readmission of the student to the school until appropriate counseling which is acceptable to the school occurs; the guidelines for this procedure will be handled on an individual basis. Any costs for counseling will be the responsibility of the family.
- In some cases, the nature and credibility of the threat is such that the principal may request withdrawal of the student, or expel the student, without the possibility of returning to school.

#### PARKING LOT SAFETY

Families are required to observe the following guidelines to provide a safe, quick, orderly, and consistent dismissal and arrival process:

- Drivers should not exceed 5 mph while driving on campus.
- Children are to exit/enter vehicles from the passenger side **ONLY** during the morning.
- Parents must not deviate from the prescribed drop-off and pick-up locations and procedures *even if it appears safe* as these have been carefully determined to keep students out of traffic lanes. See DROP-OFF and PICK-UP PROCEDURES in ATTENDANCE above.
- All instructions of supervising staff must be followed at all times.

#### SEVERE ILLNESS OUTBREAK

If the school administration should decide that illness among students and/or staff is severe enough to make the running of the school either unsafe or infeasible, school will be closed until safety and feasibility can be reasonably restored. Interim steps prior to the closing of school may include any of the following measures:

- Custodians will disinfect surfaces and door handles.
- Instructional Assistants may act as substitute teachers.
- Classes not part of the core curriculum may be cancelled and teachers of special classes may act as substitute teachers.
- School administration, office staff, and extension staff may act as substitute teachers.
- Classes may be combined.

If the school campus must close, distance learning may be implemented (see Emergency section).

# Concussion Policy

## CONCUSSION DEFINITION

A concussion is a complex injury that causes a disturbance in brain function. It usually starts with a blow to the head, face, or neck, and is often associated with temporarily losing consciousness. However, it is important to understand that a blackout is only one possible symptom. When an athlete suffers a concussion, the brain suddenly shifts or shakes inside the skull and can knock against the skull's bony surface. If left untreated, a concussion can lead to a slow brain bleed.

## SYMPTOMS

The signs and symptoms of a concussion can be subtle and may not show up immediately. Symptoms can last for days, weeks, or even longer. Common symptoms after a concussive traumatic brain injury are headache, loss of memory (amnesia), and confusion. The amnesia usually involves forgetting the event that caused the concussion. Signs and symptoms of a concussion may include:

- Headache or a feeling of pressure in the head
- Temporary loss of consciousness
- Confusion or feeling as if in a fog
- Amnesia surrounding the traumatic event
- Dizziness or "seeing stars"
- Ringing in the ears
- Nausea
- Vomiting
- Slurred speech
- Delayed response to questions
- Appearing dazed
- Fatigue
- Loss of consciousness
- Seizure or convulsions

The injured person may have some symptoms of concussions immediately. Others may be delayed for hours or days after injury:

- Concentration and memory complaints
- Irritability and other personality changes
- Sensitivity to light and noise
- Sleep disturbances
- Psychological adjustment problems and depression
- Disorders of taste and smell

Symptoms in younger children:

- Appearing dazed
- Listlessness and tiring easily
- Irritability and crankiness
- Loss of balance and unsteady walking
- Crying excessively
- Change in eating or sleeping patterns
- Lack of interest in favorite toys or hobbies

With a loss of consciousness, it is clear that emergency medical services are needed. However, the non-blackout symptoms listed above must not be ignored. Unfortunately, a pervasive mindset in some sports is that getting “dinged” is part of the game and the athlete needs to tough it out. This thinking is dangerous because it exposes the child to further injury when his or her brain needs a rest and prevents him or her from obtaining a proper medical assessment as soon as possible.

### FOLLOWING INJURY

The following steps must be followed (by the athlete, parents, teammates, and coaches) whenever an athlete has experienced a bump or blow to the head or body and evidences any of the symptoms or signs of a concussion:

1. Remove the athlete from play immediately.
2. Call 911 and/or administer first aid as appropriate.
3. Inform the athlete's parents or guardians about the possible concussion and provide them with the CDC fact sheet on concussions.
4. Ensure that the athlete is evaluated by a physician.\*\*
5. Keep the athlete out of play and practice the day of the injury and until a healthcare professional, experienced in evaluating for concussion, states in writing that the athlete can safely return. The arrangements and cost of the health care provider are the responsibility of the parent.
6. Athlete should limit all forms of physical activity.
7. Athlete should minimize the use of all electronics (including cell phones, computers, TV, etc.) and be in a quiet atmosphere as much as possible. Social interaction, sporting events, concerts, etc., can all have a negative impact on recovery.

\*\*"Physician" means a physician of medicine, physician of osteopathic medicine; any of these medical professionals MUST have had training in neuropsychology or concussion evaluation and management.

### RETURN to SPORT

Players with even the MILDEST concussion symptoms should NOT return to a game or practice. They should be assessed by a physician immediately. If symptoms do not appear until several hours after the game, the child should still seek medical assessment. **UNDER NO CIRCUMSTANCES CAN AN ATHLETE RETURN TO PRACTICE OR GAME WITHOUT CLEARANCE FROM A MEDICAL PROFESSIONAL.**

Anyone who has suffered a concussion needs to rest the brain until all symptoms are gone. This means the athlete should be able to read, do math, and think at his or her usual pace with no headaches, fatigue, or other symptoms. This can mean a few days resting at home, not doing school work, and refraining from any exercise.

There is no timetable chart to follow; each athlete needs a treatment program tailored to his or her symptoms and circumstances. Younger children seem to take longer to recover than adults, and it is not unusual for children to be out of sports for a month after suffering a concussion. If a player suffers one concussion, he or she is more likely to sustain future concussions. Researchers believe the younger the child, the more vulnerable the brain may be to these repeat concussions.

### SECOND IMPACT SYNDROME

If someone with a concussion too hastily returns to contact sports or activities, a second concussion can result in Second Impact Syndrome — a potentially fatal condition. Second Impact Syndrome is when another blow to the head (even a minor one) results in the brain losing its ability to control its own blood flow, which increases pressure in the head and can lead to death, usually within 2 – 5 minutes. Second Impact Syndrome most often affects young athletes (in junior and senior high school), but any athlete who returns to a sport too soon is at risk.

### RETURN to SCHOOL

Following concussion, NO student may return to school until cleared to do so by a physician. Because the needs for recovery from concussion are dependent on many factors, parents should work with the school and physician regarding a plan for returning to school and full academic work. Students recovering from concussion may not attend field trips, dances, etc. until they have been fully cleared by the physician. Reasonable accommodations regarding gradual re-entry to class and full academic activities may include the following:

- Extra time to complete classwork, homework, and tests
- Reduction of workload
- Postponement of high-stakes testing, large projects, and standardized testing
- Provision of hard copies to limit iPad use or online access
- Wearing of sunglasses for sensitivity to light
- Supervised breaks during the day
- Modified/shortened school day
- Incomplete grades (rather than zeroes) until recovery takes place

In extreme cases, a student may need to be placed on independent study. In independent study, a student is guided by a teacher but usually does not take classes with other students every day.

### OPIOID and CONCUSSION FACTSHEET ACKNOWLEDGEMENT

A new law, SB 1109, which went into effect on January 1, 2019, requires each athlete (and his or her parent for those 17 and younger) participating in an athletic program that takes place outside of the regular school day sign an acknowledgment of receipt that the athlete and his or her parent have received an Opioid Factsheet and a Concussion Factsheet before the athlete may participate in practices or competition. The factsheets will be distributed by the school.

# Emergency Procedures

## EMERGENCY CARE PLAN

The school's emergency care plan follows clear and practiced safety procedures in the event of fire, earthquake, lockdown, active shooter, bomb threats, and other emergencies.

- In the event of an actual school-wide emergency, the FACTS Parent Alert system will provide parents/guardians rapid notification by text message and/or email.
- Parents should not call the school directly but wait for notification; school lines need to be used for calling out only.
- Parents should not block access to the school—access needs to be available for emergency vehicles.
- Should it ever become necessary to evacuate and relocate off campus, St. Anthony's Catholic School has arranged safe haven at Manteca Unified School District Corporate Maintenance Yard at 311 E. North Street.
- In the event of a city/countywide disaster, parents should tune to a local Emergency Broadcast Station to receive emergency instructions.
- All students will be accounted and cared for by school staff and necessary emergency steps will be taken. Parents will be notified as soon as possible through [FACTS Parent Alert](#) emergency features and/or school emergency phone contacts.
- No student will be released until all St. Anthony's Catholic School students are accounted for. No student will be allowed to leave school care unless an appropriate, competent adult comes to sign a release.

## EMERGENCY DRILLS and EVENTS

- FIRE: Fire drills take place regularly. The school follows instructions prescribed by Manteca Fire Department.
- EARTHQUAKE: An earthquake drill will take place periodically after fire drills once the students return to class. In the event of an actual earthquake, school staff will remain on site until parents can be notified, all students are accounted for, and all students have been released to appropriate adults. Parents should be aware that routes to school may be blocked or impassable.
- LOCKDOWN/ACTIVE SHOOTER: Lockdown drills will take place periodically. In event of an actual lockdown, law enforcement will be involved as soon as possible (or may call for the lockdown). The school will notify parents via FACTS Parent Alert as soon as possible. However, the safety of students is the primary importance; this may mean that the school needs to be made secure before parents can be contacted.
- BOMB THREAT: Law enforcement will be called and the school will follow their instructions. Parents will be notified when the school is instructed to do so.
- FLOOD: The school will follow emergency agency instructions. Students may be evacuated if called for. Parents should await notification via FACTS Parent Alert.

For any other emergencies, the steps of the Emergency Care Plan above will be followed.

## SCHOOL CLOSURE and COMMUNICATION

Students and families are best served when the school is open. Therefore, decisions regarding closure are made in consideration of many factors, particularly with regard to student and staff safety.

Unplanned school closure may occur for a variety of reasons. Should there be a need to consider a campus closure, the following process and procedures will be used to make that determination.

- Careful consideration of the safety and wellbeing of students and staff will be key a determining factor along with the school's ability to function based on the above listed essentials.
- Besides the Bishop, the Principal and Pastor/President are the only persons authorized to temporarily close school for emergency purposes. Extended closures will be in consultation with the Bishop.
- Decisions regarding closure will be made as soon as possible, but are often made in the early morning when the current AQI and other factors may be assessed for that day.
- St. Anthony's Catholic School will consider the closure of neighboring Catholic schools; however, there may be extenuating circumstances which cause one school in an area to close while another remains open (e.g., availability of staff, local AQI, or functioning HVAC systems).
- When St. Anthony's Catholic School is closed, all events scheduled at the school for that closure are also cancelled (meetings, performances, sports, etc.) unless otherwise noted by the Principal
- In the event of epidemic or pandemic, school may be closed for an extended period at which time distance learning may be implemented.
- Tuition will continue to be assessed at full tuition rates and payments to be collected during all closures.

The Principal will notify all stakeholders (staff, parents, pastor, boards, CSO etc.) through the FACTS Parent Portal, or through an alternative viable means, as early as possible, generally the evening before a closure and no later than 6:00am on the day of a closure.

If more than two (2) days are missed due to unscheduled school closures, these days must be made-up at the end of the school year. Families are advised to reserve the week after the scheduled school ending for potential make-up days; vacations should not be scheduled for this week.

During extended closures when distance learning is implemented, make-up days are not necessary as teaching/learning continues through the closure of the physical campus.

# Student Discipline

## GENERAL POLICY

The values of Catholic education are the foundation for all interactions and relationships at St. Anthony's Catholic School. A student is considered at all times and places a member of the St. Anthony's Catholic School student body. This is an honor and privilege and therefore, students must be conscious of their actions at all times, whether on or off campus, including but not limited to, games, dances, rallies, assemblies, service projects, field trips, and other gatherings. Courtesy and respect should be manifested at all times. Any behavior or attitude that stands in opposition to Catholic Christian values, on or off campus, toward anyone in the community, will be viewed as a very serious violation of the school's code of conduct.

St. Anthony's Catholic School reserves the right to review and consider instances of student conduct and actions, regardless of when or where such conduct or actions occur, if they express or show an incompatibility with the mission and philosophy of the school. Such actions may result in a student being barred from participation in school activities and may subject a student to the full range of disciplinary sanctions up to and including termination of enrollment.

## EXPECTATIONS

Students at St. Anthony's Catholic School are expected to conduct themselves according to principles of Catholic Christian behavior:

- To be honest in all dealings with fellow students, teachers, and school personnel;
- To cooperate positively with fellow students, teachers, and school personnel;
- To respect always the person and the rights of all;
- To obtain permission from the proper authority for the use of any of the school facilities or materials (other than those typically used under staff supervision);
- To be courteous, attentive, and respectful when fellow students, teachers, administrators, visitors, or performers address individual classes or the assembled student body;
- To be responsible for the care of all materials loaned to the student for the course of studies during the year; and
- To respect parish and school property at all times.

## ACADEMIC INTEGRITY

Personal academic integrity is essential for building community and promoting social justice. To cheat is to act dishonestly or in violation of established rules, procedures, or codes of conduct. In an academic environment, there are three principle forms of cheating:

- Violating the procedures of a test, including, but not limited to, copying answers, accessing test keys, using a copy of a previous test, using notes or materials not allowed, or altering answers on a corrected test which has been returned.
- Plagiarizing, which pertains to the rights of intellectual property; plagiarism is the appropriation of another's ideas and/or language, in part or whole, without necessary assignment or credit. Plagiarism includes copying homework/labs, and quoting, paraphrasing, or summarizing another's written work including sources off the internet or oral statements without proper citation.

- Knowingly enabling another student to cheat.

Sanctions for cheating are the discretion of the teacher (and, if necessary, the principal) and may include receiving a zero on the exam or work in question, loss of privilege, detention or suspension.

#### VANDALISM

Students and their parent(s) are liable for all damage to equipment or school property caused by the student and appropriate disciplinary actions will be taken.

#### RIGHT to SEARCH

While students generally possess the right of privacy of person and personal effects, that right must be balanced against the school's responsibility to protect the health, safety, and welfare of the whole school community. Because school officials have a legitimate interest in personal safety and protection of all students within their care and custody, the school administration reserves the right to conduct searches when there is reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies. School officials do not need a warrant or permission from a parent or guardian to conduct such a search.

School officials therefore reserve the right and responsibility to conduct, and a student must submit to, a search of his/her person, clothes, bags, cell phone, and electronic equipment when reasonable suspicion exists. A search of a student's person would occur only with appropriate supervision by a faculty or administration member of the same sex, and the school will notify the parents/guardians of the fact that the search was conducted. The school also reserves the right to search any area of campus and school property including all lockers and school computers and all electronic devices. Refusal to comply with a search process will be grounds for disciplinary action, which may include expulsion.

#### INTERVIEWS by OFFICIALS

- Law enforcement officers have the right during the school day to interview students who are suspects or witnesses. Child Protective Services representatives may conduct interviews to investigate reported child abuse or neglect.
- Before releasing a student for an interview, the school employee in charge must confirm that the person seeking the interview is properly authorized and presents appropriate identification as well as confirm that the interview is being conducted as part of the interviewer's professional duties.
- An adult, school staff member will be present for any interview with a student.
- The school employee in charge will inform the parents/guardians that such an interview will take place, except when law enforcement or the agency has a specific reason not to inform the parents/guardians.

#### DISCIPLINARY ACTIONS and SANCTIONS

The principal and other school personnel may interview students at any time for the purpose of investigation. Parents may not attend such investigations unless they are invited to do so by the principal. The following sanctions may be imposed upon students in the sole discretion of the school in any order:

- Parent and student conference
- Denial of specified privileges
- Detention: Students are assigned to after-school detention by a member of the faculty or school administration. Detentions are served after school on Mondays, Wednesdays and Fridays as

assigned and lasts for 30 minutes after school (3:15-3:45). Students are to be picked up from the detention after it has been served. Students not picked up within 5 minutes after detention, will report to daycare and applicable charges will accrue from the time of arrival in daycare. Students will not use detention time to complete homework. During detention, a student may be assigned work to do around the campus. Detention takes precedence over any co-curricular or extracurricular activity. Written notification of all detentions will be given to the student. Failure to serve detention will result in an additional detention and/or additional disciplinary action.

- Probation: The principal may place a student on behavioral probation as stated above. The student and parent will be notified in writing of the reason for probation, the period of probation, and how the probation may be ended. Students on behavioral probation are ineligible for extra-curricular activities. This period of probation is separate from the Initial Probation Period described above.
- Suspension (see below)
- Withdrawal: Parents may be given the option to voluntarily withdraw their child rather than face expulsion.
- Expulsion (see below)

### SUSPENSION

Suspension is a disciplinary action to be used at the sole discretion of the principal. Suspension is not intended to be corrective in and of itself; instead, suspension sends the message that the offending behavior does not belong at school. A student may be placed on suspension for serious misconduct or continuing misconduct on or off campus. Suspension is typically served off campus but may be served on campus at the discretion of the principal. Suspension ordinarily should not exceed five consecutive school days. However, a student may be suspended from campus longer than this in certain circumstances which may include, but are not limited to, the following: awaiting results of a pending investigation, awaiting documentation of professional evaluation, or when isolation is deemed to be in the best interest of the suspended student or the community. Parents will be notified immediately and are expected to pick up the student as soon as possible; parents will remain involved in the process through verbal or written communication or conferencing.

Since the grounds for suspension ordinarily differ in degree from the grounds for expulsion, parents and students will be informed that continued or repeated misconduct may result in a recommended withdrawal or expulsion.

### REASONS for IMMEDIATE SUSPENSION

At the discretion of the principal, the following offenses committed by students are potential reasons for immediate suspension which may also lead to expulsion. This list shall not be considered as exhaustive:

1. Serious disobedience, insubordination, or disrespect for authority including, but not limited to, the following:
  - refusal to obey school rules;
  - refusal to follow directions;
  - refusal to answer when spoken to directly;
  - giving sharp, rude answers in a disrespectful tone of voice;
  - causing interruption in classroom procedures;
  - cheating, plagiarism, or dishonesty of any kind;
2. Language or behavior which is immoral, profane, vulgar, or obscene on or off campus;
3. Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance or drug or vaping paraphernalia;

4. Injury or harm to persons or property, vandalism, or serious threat to same;
5. Sexual, physical, visual, or verbal harassment/bullying or abuse of staff, students, parents, or guests of the school;
6. Hazing;
7. Sale of any material on school grounds without proper authorization;
8. Unauthorized absence or continued tardiness;
9. Assault with, or possession of, a lethal instrument or weapon and/or any object that can be used to cause harm to another, including laser pointers;
10. Serious theft or dishonesty;
11. Outrageous, scandalous, or seriously disruptive behavior;
12. Conduct at school or elsewhere which would reflect adversely on the Catholic school or church;
13. Not adhering to the internet use agreement, hacking into the school computer system, or viewing or attempting to view material through the internet that is deemed inappropriate per the Internet Use Agreement; or
14. Sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).

#### EXPULSION

Expulsion is an extreme and permanent disciplinary action enacted for the common good; the authority to expel resides solely with the principal, in consultation with the pastor. Ordinarily, an expulsion is the result of continued disciplinary offenses, on or off campus, that have not been remedied by lesser disciplinary actions such as detention, probation, or suspension. Immediate expulsion could result from actions, on or off campus, which are a violation of criminal law, which are serious enough to shock the conscience or harm the reputation of the school or parish community, or which pose a threat to the health, welfare, or safety of the student or the school community. The student will typically be placed on suspension (see above) if he/she is not already suspended, and parents will be notified immediately. Conferencing will take place with the principal, parents, appropriate staff, and the pastor of St. Anthony's Catholic Church if he or the family so desire; the student may be included for part of the conference. If a decision is made to terminate the student's enrollment, the parents may be given the option to voluntarily withdraw the student by a specified date. Otherwise, the student will be expelled. Full academic credit will be given for all work accomplished by the student up the moment of withdrawal or expulsion.

#### DISCIPLINARY RECORDS

Disciplinary records are kept separate from the student's cumulative file and may be shared beyond enrollment at St. Anthony's Catholic School as appropriate.

## **Information and Communication Technology Policies**

### ONLINE SOCIAL MEDIA and NETWORKING POLICY for PARENTS and STUDENTS

St. Anthony's Catholic School recognizes that many different social networks exist on the Internet (Twitter, Facebook, and Instagram, among others). Millions of people, including students and parents, utilize one or more of these networks on a daily basis for both professional and personal purposes. These services provide different methods of communicating and interacting with other users, in both public and private ways. These tools include message and photograph posting, emailing, instant messaging, group discussions, blogging, and video/photo sharing.

Due to the popularity of social networking sites and the way they can facilitate effective and efficient communications between users, the use of social networking in connection with Catholic school activities presents many opportunities for enhancing the experience of students and their families. Without proper controls these communications are often unlimited, potentially affording access by unknown third parties (including those who would prey upon young people via the Internet). The nature of social networking sites leaves open the possibility of abuse and misuse (including by students and their parents), necessitating the following standards of conduct for all individuals connected with Catholic schools.

### ETHICS AND RESPONSIBILITY

When a Catholic school student or parent is using online social media (of any variety), that individual must always bear in mind that the material he or she posts reflects upon the school, the parish, the Diocese, and the Roman Catholic Church as a whole. As a consequence, it is imperative that all students and parents conduct themselves in an ethical and responsible manner when using online social media. Specifically, the following standards of conduct should be observed at all times:

- Any official organization of the school, such as SAC, PTG, Clubs, school events, etc., may only develop online media with the permission of the school administration. If approved by the school administration, it must be a link from the official website of the school. All materials placed on it must receive prior approval from the school administration. Failure to do so by any organization of the school could result in the organization being disbanded.
- Content that has the potential to be a source of scandal for the Church should never be posted. Examples of such content include, but are not limited to, obscene, harassing, offensive, derogatory, or defamatory comments and images that discredit or cause embarrassment to the school, the Diocese, or the Catholic Church, or to other students, parents, diocesan (school) employees, or parishioners.
- If a student or parent regularly identifies him or herself as a student or parent of the school in a personal website, blog, or social media account, he or she should make it clear on those personal sites that the views expressed there are his or hers alone and that they do not necessarily reflect the views of the school, the parish, or the Diocese. For example, he or she can post the following notice, in a reasonable prominent place: "The views expressed on this site are solely my own and do not necessarily reflect the view of St. Anthony's Catholic School, or Parish, or the Diocese of Stockton."
- Students and parents should be ethical and responsible participants in social media. They should at all times attempt to be accurate, truthful, and respectful in any public postings.
- Students and parents may not use school, parish, or diocesan trademarks, or reproduce any school, parish, or diocesan materials or logos without express permission from the principal, pastor, or their designees.

## PHOTOGRAPHS AND VIDEOS

Because digital images are easily created and reproduced, photographs and video files are extremely common on the web, and they are freely posted and passed along by users of online social media. It is the policy of the Diocese that privacy concerns, particularly as they relate to images of minors, are to be observed and respected in online social media use connected to its schools.

St. Anthony's Catholic School has no desire to intrude into or restrict the rights of parents and students to freely post personal photographs on their online social media sites as they see fit. If, however, they intend to upload photographic images or video files related to Catholic school activities, then students and parents must all observe the following guidelines:

- Prior permission should be obtained from any third parties depicted in photographic images or video files prior to being uploaded. If individuals decline such permission, their privacy should be respected and the image should not be posted.
- If photographs or videos, particularly those of minors, are posted with or without permission, and the student or parent asks that it be removed, the student or parent's wishes should be observed.
- Even if parents have granted permission for the use of photographs or video images of their children, care should be taken to ensure that any such postings do not identify the child by name, unless there is specific permission granted by the parent for the additional connection.

## DISCIPLINE for the Policy above

Failure to observe the foregoing guidelines may result in disciplinary measures being imposed by the school. Discipline in this context will be determined by the school, based upon the particular facts of any incident, but can mean suspension or expulsion (for student misconduct) or involuntary withdrawal of a child from the school (for parent misconduct).

## ACCEPTABLE USE of TECHNOLOGY for STUDENTS

To ensure that all students comply with school rules regarding electronic equipment, the following policies and procedures have been established for using school computers, electronic devices, the wireless network, the Internet, and all peripherals. No set of policies and procedures can provide rules to cover every possible situation. Instead, what follows is designed to express a framework and to set forth general principles when using electronic media and services. All policies are inclusive of the use of computers and electronic devices including, but not limited to, Kindles and other tablets, laptops, the wireless network, the network, the Internet, and all peripherals.

## SOCIAL MEDIA USE

- Use of social networks at school may be limited by school personnel.
- Students who use social media must adhere to the discipline policies in this handbook, the Technology Use Policy, and the Harassment and Bullying Policy.
- Students are reminded that they are always St. Anthony's Catholic School students, both on and off campus, and that ALL electronic content is both public and permanent.
- St. Anthony's Catholic School reserves the right, at its discretion, to review and/or request removal of any student's social media content. Failure to comply may result in disciplinary action.
- Permission of the school administration is required for the use of the school's name, initials, logos, pictures, property, or representations of the faculty, staff, students, or other individuals.

Deliberate publication or postings of such material on the Internet without permission may result in serious disciplinary action, including dismissal from the school.

#### USE of ELECTRONIC DEVICES OWNED or ISSUED by the SCHOOL

- Electronic devices owned or issued by the school are to be used for academic purposes only.
- Students have no reasonable expectation of privacy in their use of the school's electronic equipment or network or a personal electronic device at school.
- The school reserves the right, upon reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies, to review any student's electronic devices, files, and messages including, but not limited to, email, photos, texts, video, and other applications to ensure compliance with all school rules. Students must comply with all requests for access.
- All users are only permitted to log on to their own school-issued account. Sharing of account and/or account information is prohibited and may result in the account being disabled.
- All users may never move, change, or disconnect any of the hardware or wires/cables.
- Regardless of where it takes place, students have no right to add, copy, delete, or alter any operating system software, application system software, and system setup or equipment configurations of devices owned or issued by the school.
- Use of technology on campus or at school functions or events is subject to inspection and audit by the school administration, which may include a physical inspection of material contained on, or accessible by, the device. Students agree to cooperate with any such inspection.
- All students must agree to abide by the following Acceptable Use Pledge.

#### ACCEPTABLE USE PLEDGE COVERING ELECTRONIC DEVICES

- I will use electronic devices in ways that are appropriate, educational, and meet St. Anthony's Catholic School expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I understand that all electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of law or school policies.
- I will take proper care of electronic devices.
- I will never give my password to other individuals.
- I will keep food and beverages away from electronic devices since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not disassemble any part of electronic devices or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on electronic device covers, or do anything to permanently alter electronic devices in any way.
- I will not remove or deface the serial number or other identification on any electronic devices.
- I will be responsible for all damage or loss caused by neglect or abuse.

#### CONSEQUENCES for VIOLATIONS of INFORMATION TECHNOLOGY POLICIES

Students who violate the rules set forth in these policies will be subject to all customary disciplinary actions, including but not limited to, the following:

- Payment for labor charges and/or parts necessary to undo changes or restore any equipment or system to its proper operating configuration as determined by the network administrator and St. Anthony's Catholic School administration.
- Removal of the student from a course of instruction, suspension, and/or expulsion from St. Anthony's Catholic School.

## Harassment and Bullying

St. Anthony's Catholic School affirms the Christian dignity of every person, the right of each person to be treated with respect, and is committed to providing a learning environment that is free from harassment/bullying. Harassment/bullying of or by any student is prohibited. Every school will treat allegations of harassment/bullying seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Allegations that are substantiated may result in disciplinary action, up to and including dismissal.

1. Elementary and secondary students are undergoing a period of rapid growth in their maturity and social skills. It is not unusual for a student to make a mistake in his or her social interaction with another student. Any mistake should be corrected so that the student may learn from it and treat other students respectfully. An honest mistake should not be considered harassment/bullying. Part of any investigation into a charge of harassment/bullying will be to determine if the incident was a mistake, normal peer conflict, or something deliberate or repeated.

Harassment/bullying is unacceptable conduct that is deliberate, severe, and repeated (conduct that falls under the following categories that is not repetitive may, at the discretion of the principal, still be subject to the same consequences/sanctions as ongoing conduct).

Harassment/bullying occurs when an individual is subjected to treatment that is hostile, offensive, or intimidating based on such factors as an individual's sex, race, religion, color, national origin, or physical or mental ability. Harassment/bullying can occur any time during school, school related activities, and outside the school. It includes, but is not limited to, any of the following:

- A. Verbal Harassment/Bullying: Derogatory, demeaning, or inflammatory words, whether oral, written, or electronic;
- B. Physical Harassment/Bullying: Unwanted physical touching, contact, assault, deliberate impeding or blocking of movements, or intimidating interference with normal work or movement;
- C. Visual Harassment/Bullying: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages or gestures;
- D. Sexual Harassment/Bullying: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct includes, but is not limited to, the following: sexually demeaning comments, sexual statements, or jokes; suggestive or obscene letters, phone calls, texts, or e-mail; deliberate, unlawful physical touching; leering, gesture, or display of sexually suggestive objects or pictures.
- E. Cyber-Harassment/Bullying: Willful and repeated harm inflicted on other persons through various forms of electronic media; provocative material, pictures, images, or attempts to be harmful or cruel to another student or individual through offensive electronic distribution using a cell phone, camera, the internet, or other electronic devices; or sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).

- F. Hazing: Any method of initiation, pastime, or amusement engaged in with respect to a student organization which causes, or is likely to cause, bodily danger or physical harm, or tends to degrade or disgrace a student attending the school. May be a one-time occurrence and not be ongoing.
2. Any individual seeing or hearing about any incident of harassment/bullying is encouraged to follow the procedures below. If the harassment/bullying stems from the principal, the person being harassed/bullied is to contact the pastor.
3. The following procedures are to be followed for filing and investigating a harassment/bullying claim:
  - A. Students who feel aggrieved because of conduct that constitutes harassment/bullying should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.
  - B. If the student does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she shall direct his/her complaint to the principal or to a member of the school staff, who will then report it directly to the principal. Parents of students involved are to be contacted as soon as possible and will be kept apprised of the status of the response efforts of the school as those steps are undertaken.
  - C. The student(s) alleging harassment will be asked to complete a written complaint. Students at the primary level may verbally explain their complaint rather than writing it. The claim will be investigated thoroughly, and confidentiality will be maintained to the extent practicable.
  - D. The investigation will include a meeting with the student alleged to have harassed/bullied, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations. Where the school deems it appropriate, witnesses may also be interviewed.
  - E. Once the facts of the case have been gathered, the principal, in consultation with the pastor, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment/bullying and can include all disciplinary actions up to and including immediate expulsion; if appropriate, law enforcement may also be contacted.
  - F. If a party disagrees with the decision, he or she has the right to appeal. The Director for Catholic Schools will address the appeal according to its procedures in effect at that time, which will be provided to all those involved in the appeal. Refer to Process For Conflict Resolution.
4. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.
5. **REPRISAL AND/OR RETALIATION:** Reprisal or retaliation against any complaining student or witness, by any student or parent, is strictly prohibited. Any student or parent who engages in such a reprisal or retaliation will be subject to an appropriate disciplinary response, up to and including immediate expulsion from the school.

## Controlled Substances

St. Anthony's Catholic School emphasizes a commitment to a positive, faith-based environment for learning and the continued good health and safety of its students. Therefore, students, on or off campus, may not be in possession of, under the influence of, and/or use controlled substances, look-a-likes, or paraphernalia, nor engage in solicitation or distribution thereof. In keeping with this policy, all school site buildings are 100% smoke free at all times.

The term “controlled substance” for the purposes of this handbook typically refers to any illegal drug, marijuana, alcohol, tobacco, tobacco products, e-cigarettes and vapor products, or the intentional misuse of prescription medication. The intentional misuse of other types of substances may also be addressed under this policy, at the discretion of the school administration. A full listing of drugs that are illegal under federal law can be found in the Controlled Substances Act (21 U.S.C. §§ 801, et. seq.).

The school expects parents and students to support all policies on the use of controlled substances:

- Parents/guardians and older siblings or family members are legally and morally responsible any time they provide to or allow the use of controlled substances by underage minors.
- Students may not possess, solicit, use, or be under the influence of controlled substances or paraphernalia, on or off campus, or at supervised or unsupervised activities or events.
- Students may not host an event where controlled substances are present or used.
- The presence of students any time controlled substances are used or distributed presumes some level of participation and may result in the same consequences as those using or distributing the substances.
- Students participating in any activities, real or pretend, involving paraphernalia or “look-alikes” associated with controlled substances may be subject to disciplinary action.
- Students may not sell or distribute any controlled substance on or off campus.
- Any student (or parent/guardian on behalf of a student) who freely approaches a counselor, administrator, teacher, coach, or other staff member for help regarding a controlled substance problem will be assisted in the spirit of counseling (unless the student is found to be using the counseling mechanism to avoid disciplinary action). However, this “spirit of counseling” will require strict adherence to all policies regarding controlled substances; requirements will be handled on an individual basis.
- The presence of students at after-hours school events (such as school or parish fundraising dinners) where alcohol is served to adults does not constitute a violation of this policy.

Upon at least reasonable suspicion that a student has violated this policy, any of the following actions may be taken, as deemed necessary by the school:

- Parent(s)/guardian(s) will be notified.
- A search of the student’s belongings (backpack, bag, clothing, electronic device, etc.), desk, locker, or cubby may take place.
- The student may be suspended from school pending an investigation.
- The student and parent(s)/guardian(s) will conference with the principal and/or other school officials.
- The student may be asked to be drug tested once or periodically at a location approved by the school; the cost of drug testing is the responsibility of the parent(s)/guardian(s).
- The student may be placed on a behavior contract which may include professional evaluation, counseling, involvement with a support group, rehabilitation if recommended

by the evaluation, random drug testing, and any other provision deemed necessary by the school administration. Any costs for the above will be the responsibility of the family.

- The student may be suspended following an investigation.
- The school may ask the parent(s)/guardian(s) to withdraw the student.
- The student may be expelled.
- Law enforcement and/or child protective services may be contacted.

DISCLAIMER: Nothing in the school's controlled substance policy should be construed to mean that, as a result of this policy, St. Anthony's Catholic School has undertaken a duty to detect, prevent, or treat drug or alcohol use by students, even if such use becomes apparent.

## Extra-Curricular Activities

### DIOCESAN EVENTS

- Academic Decathlon: a team-based academic competition (grades 6-8)
- Choral Festival: choral performances for all choirs
- Let the Children Come to Me: a team-based religion competition (grades 5-6)
- Mental Math Bowl: a team-based mental math competition (grades 1-5)
- Respect Life Workshop and Mass for student councils (grades 7-8)
- Speech Contest: an individual speech competition (grades 7-8)
- Student Council Workshop (grades 7-8)
- Diocesan Wide Mass (grade 8)

### SOCIAL EVENTS/DANCES

St. Anthony's Catholic School sponsors supervised social events and dances to help students develop appropriate social skills in a Christian, Catholic context. Such events will be held on school or parish premises and are only open to students enrolled in diocesan schools. A fee may be charged. Rules and guidelines will be published prior to any event.

### STUDENT PARTIES OUTSIDE of SCHOOL (not sponsored by the school)

Parents who may sponsor dances and/or parties outside of school time are asked that, if the party is to be advertised at school (e.g., invitations handed out at school), such parties are inclusive of the entire class. Parents and students are reminded that behavior rules and sanctions of the school apply.

## Athletics

### CATHOLIC YOUTH ORGANIZATION (CYO)

The Catholic Youth Organization (CYO) through the vehicle of sports provides youth in a parish with an opportunity to practice Christian values and to become friends with other children throughout the diocese. In order to participate in the league, St. Anthony's Catholic School must abide by the rules and guidelines of the league. CYO activities should be examples of the meaning of Christian sportsmanship. The guiding principle behind the enforcement of the CYO by-laws is that the behavior of every person in the CYO program must enhance the children's enjoyment of sports.

With this mission in mind, the following goals have been determined:

- To build a community which strives to image Christ;
- To develop Christian spirit, school spirit, team spirit and personal acceptance;
- To instill Christian sportsmanship in the life-styles of the participants;
- To teach the participants the proper attitude towards winning, losing and competing with dignity;
- To develop acceptance and appreciation of others;
- To train, instruct and follow athletic/sport rules;
- To develop the students' physical abilities and coordination;
- To help form well-rounded students by fostering good health habits;
- To provide a Christian environment and outlet for youthful energy;
- To teach the positive value of athletic participation; and
- To show the necessity of practice, hard work, and time management.

These goals are founded upon the principle of the infinite worth of each person because he/she is created in the image and likeness of God.

### CONDUCT of PLAYERS DURING GAMES and PRACTICES

Athletes are expected to conduct themselves appropriately at all games and practices. Athletes are expected to represent St. Anthony's Catholic School and Parish in a manner that exemplifies good sportsmanship, pride, and respect.

### CONDUCT of PARENTS and FANS

- Parents and fans are expected to demonstrate good sportsmanship and respect for the coach, athletes on both teams, and other parents and fans.
- Parents should not offer coaching instructions to their children during a practice or game.
- Parents should not confront coaches with demands or complaints concerning strategy or playing time for their children during a game. Instead, parents are asked to observe a 24-hour cooling off period after a game before contacting the coach with a concern.
- All children are to be supervised by an adult during games and practices.
- Parents and fans must comply with requests from coaches, the athletic director, the principal, or other site-supervisors during a game or practice; if compliance is not demonstrated, the participants will be asked to leave the premises.
- Non-compliance with the above guidelines may place the enrollment of the student in jeopardy.

### CONCUSSION

Please see the section titled "Concussion Policies" following the "Health and Safety" section.

### UNIFORMS

Sport uniforms must be turned in within a week of the last game of the season. Uniforms must be laundered and bagged, and the bag should be labeled with the athlete's name. Uniforms may only be worn during games and not during practice. Participants may lose their uniform fee deposit if uniforms are returned late, damaged, or dirty.

### TRANSPORTATION

All drivers who are transporting students to sports events must follow all school volunteer driver regulations. All students who require a ride to any school-sponsored sport activity must have written authorization from their parents/guardians allowing them to ride with drivers the parents/guardians have authorized. No student may ride in a car to or from a school-sponsored game with an adult who has not been pre-authorized by his/her parents/guardians.

### PARENT PARTICIPATION

CYO coaches will receive PTG participation hours for their service as a coach. There is a limit of one coach per team for participation hours and all hours must be logged in the participation book in order to receive credit.

### OPIOID and CONCUSSION FACTSHEET ACKNOWLEDGEMENT

A new law, SB 1109, which went into effect on January 1, 2019, requires each athlete (and his or her parent for those 17 and younger) participating in an athletic program that takes place outside of the regular school day sign an acknowledgment of receipt that the athlete and his or her parent have received an Opioid Factsheet and a Concussion Fact sheet before the athlete may participate in practices or competition. The factsheets will be distributed by the school.

## **Transfer, Custody, and Student Records**

### TRANSFER of STUDENTS

Students clearly unable to profit from the school by reasons of ability, serious emotional instability or other condition, or the conspicuously uncooperative or destructive attitude of students and/or parent(s)/grandparent(s)/ guardian(s) will be asked to transfer.

- The school will first make reasonable efforts to meet the needs of the student.
- Conferences will be held with the parent(s)/guardian(s) to advise them concerning the possibility of withdrawal for academic or other reasons and to discuss possible remedial actions and/or educational alternatives.
- The final decision is made by the principal in consultation with the pastor, teacher(s), and parent(s)/guardian(s).
- Every effort is made to assist the parent(s)/guardian(s) in finding other schools or agencies with facilities to help the child.

### TRANSFER of STUDENTS BECAUSE of PARENTAL BEHAVIOR

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of the parent(s). However, the principal and/or pastor may recommend transfer of a student when parent(s)/grandparent(s)/guardian(s) are consistently uncooperative and conduct themselves in a manner that is disruptive of the harmonious relationships in the school, as such conduct is itself a violation of the school's policies. Parental interference in matters of school administration and abusive language toward principal, pastor, or teacher(s) are some of the reasons for recommending a transfer. If parent(s) refuse to accept the recommended transfer, the procedures for disciplinary expulsion will be followed. The school may respond to reasonable inquiries from potential new schools regarding parental behavior. Parents acknowledge that they have no expectation of privacy regarding their conduct or behavior with school representatives, staff, or teachers.

### TRANSFER OF STUDENTS BETWEEN CATHOLIC SCHOOLS

Prior to accepting a student transferring from one Catholic school to another Catholic school, the receiving principal will contact the principal of the originating school to discuss and review student academic and behavioral performance, parent behavior, parent financial obligations, family involvement, etc. and to provide records as appropriate. Students may not transfer from another Catholic (or private school) until all outstanding balances at the previous school are paid.

### CUSTODY OF MINORS

Unauthorized organizations, agencies, or persons shall never be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless the assumption of custody is explicitly authorized in writing by the parent(s) or guardian(s).

1. Normally, principals should ask one other adult (e.g. pastor, teacher, secretary) to witness the presentation of the authorization unless the principal is absolutely certain that the authorization is bona fide.
2. In case of any doubt as to the validity of the authorization, custody shall not be granted.
3. In order to cooperate with student and family needs, the school should be informed of custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements. The school must ask for legal verification of these arrangements.

4. In the absence of any court order, the school will make every effort to remain neutral, and will assume that both parent(s) have custody of a student, and the student may be released to either parent. As part of this policy of neutrality, any parent claiming a custody right superior to the other parent will be required to present a current and valid court order or agreement demonstrating and explaining that right. Only upon receipt of satisfactory documentation will the school recognize the rights of one parent over the other with regard to a custody provision that relates to the student's enrollment at the school (such as decisions regarding enrollment or who may alter the authorized) .

#### Rights of Non-Custodial Parents

In the absence of a court order to the contrary, the school will provide all the child's parents, custodial or non-custodial, with equal access to the child and equal access to academic records and other school-related information regarding the child. If there is a court order specifying that there is no information to be given, no contact with the child, etc., it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

#### Students Not Living with Parents or Legal Guardians

Students are expected to reside with their parents or legal guardians. If circumstances arise necessitating a student to live elsewhere, the school must have the parent's consent in writing or a court order.

#### Access to Student Records

Custodial Parent(s)/Guardian(s) have access to all permanent records (the Cumulative File) maintained by the school related to their children.

Parent(s) may request an appointment during school hours to inspect and review the cumulative file for their children.

- The principal or other school staff member will be present for such a review.
- Anecdotal notes (such as a behavioral record) and psychological test results are not part of a permanent record. Parent(s) do not have a right of access to these records..
- Parent(s) may request and receive a copy of their child's permanent records contained in the cumulative file; parents must allow school personnel a reasonable length of time to accomplish this task. The copy will be clearly marked as a copy. Originals or the original complete file cannot be released to parents at any time.
- The Cumulative File is only forwarded to the next school at that school's request; otherwise, it remains on site.
- Schools will comply with any court order (subpoena) requesting a copy of the permanent records.

## Miscellaneous Activities, Information and Policies

### Altar Servers

All students who are trained as Altar Servers (after celebrating their First Holy Communion) and serve Mass at any of the Sunday liturgies may assist at school liturgies. Please contact Parish office for training dates and times.

### Assemblies

Whenever the school has a general assembly, the students are expected to come to the gymnasium in good order. The students are expected to refrain from talking during the actual presentation at all times. They are likewise expected to show courtesy to those conducting assemblies or making presentations by clapping appropriately at the proper times.

### Classroom Parties/Birthdays

Classroom birthday parties are at the discretion of the homeroom teacher and permission must be sought from the teacher before bringing in treats to share among all students. Please be mindful of allergies to peanuts when considering treats to share.

### Choir

Joining the Children's choir provides an opportunity to give back to God. The children have a better understanding of the Eucharistic celebration as we go through the parts of the Mass. At a young age, they are being trained to minister the words of God through singing. Aside from music skills, choir singing develops good discipline, keen memory, and a higher sense of creativity. Leadership and confidence in public speaking are fostered through announcing and cantoring. As Saint Augustine says: "Those who sing pray twice."

### FUNDRAISING GUIDELINES and RESTRICTIONS

St. Anthony's School students have many opportunities for fund raising for our school through our Parent Teacher Group and classroom activities. Fund raising by students for outside extra curricular activities including but not limited to Girl Scouts, sports teams, 4H, CYO, and dance need prior approval before selling items at school. St. Anthony's Catholic School employees will not be held responsible for missing items or money as a result of selling items at school.

### Halloween Costumes

Costumes are not to be scary, violent, or bloody. They should be appropriate in nature and non-revealing. Masks may be brought to school, but are only allowed to be worn during the school parade and not in the classrooms or at recess time. Non-Uniform dress code still applies.

### Legion of Mary

"The Legion of Mary is an Association of Catholics who, with the sanction of the church and under the powerful leadership of Mary Immaculate, Mediatrix of all Graces, have formed themselves into a Legion for service in the warfare which is perpetually waged by the Church against the world and its evil powers."

The Legion of Mary members meet every week to pray the Rosary, study the Hand book, and receive assignments of spiritual works for the next week. The Junior Legionaries follow all the rules as the seniors, but their meeting lasts only one (1) hour and they do not take the Promise. The president and vice president must be adults and the secretary and the treasurer must be children.

### Library

The school library is open to students Monday through Friday except during vacation periods. Students may borrow books for a specified period of time. Students/parents/guardians are responsible for replacing or paying for lost or damaged books.

### Lockers

A locker will be issued to 6th through 8th grade students with a signed parent permission form. All lockers are the property of St. Anthony's Catholic School. Lockers are not theft and vandalism proof. St. Anthony's Catholic School strongly discourages students from leaving valuables in lockers. The school will not replace any personal property brought to school or stored in lockers. A parent's signature on the permission form indicates acceptance of liability for any school property damage/loss as a result of the use of lockers.

- The homeroom teacher will issue a locker and lock to each middle school student (grades 6, 7 and 8) during homeroom on the first day of school.
- Only St. Anthony's Catholic School locks to be used on lockers. All other locks will be cut off and disposed of.
- Students can retrieve lock combinations from their homeroom teacher when needed. Students are to access their lockers before, during breaks/passing period and after school. Lockers are behind locked gates and not accessible after school hours and on weekends.
- Lockers are made available for students use to store school supplies and personal items necessary for use at school.
- Lockers are to be kept clean with all of the items secured behind the locked door. Food items including lunch pails and water bottles are to be cleared out daily.
- Students will lose their locker privilege if they abuse the locker policy.
- The school assumes NO responsibility for loss or damage of any item in a locker, locked or unlocked.
- At any time, the school administration can search lockers to assure the safety of the school. A student need not be present when his/her locker is being searched.
- Students are solely responsible for the contents of the locker.
- Students are not to share lockers with another students.
- Students (and their parents) are responsible for, and will be charged for, any damage to or loss of school property that may result through the use of lockers. This includes any loss as a result of vandalism, broken locks and/or unreturned locks.

### Clearance of Lockers

- All lockers will be cleared out at the end of the year.
- Any items left in the lockers will become school property.
- Locks will be changed for every locker over the summer.

### LOST and FOUND

It is imperative that all items coming to school with a student be labeled with the student's name. In the event an item is lost and has no name, the item will be placed in our lost and found area located outside of the office doors before and after school. Lost lunch boxes are kept in the school cafeteria until the end of each week. Unclaimed articles will be sent to the St. Vincent De Paul Society.

### LUNCH PROGRAM

The school cafeteria offers students the opportunity to purchase lunches every day, unless otherwise indicated. Lunches are \$3.00 each day and include salad bar with fresh fruit and vegetables. Daily lunch schedule is available on FACTS Family Online and must be paid for prior to receiving lunches. Checks returned due to insufficient funds will result in a \$25.00 return check fee, until the delinquency is

cleared, as explained in the FACTS Tuition Agreement. After two returned checks, regardless of program (tuition, Scrip, PTG, Lunch Program), only cash, money order, or cashier's check will be accepted. All payments should be sent in a sealed envelope with the student's name, grade and purpose of the money. The school is not responsible for non-designated money.

All lunch orders must be placed by 8:30am with the school cafeteria. If a child is late or forgets a lunch, parents MUST leave the lunch on the office counter, clearly marked with the name and grade of the child on the container. Parents are NOT TO TAKE LUNCHES DIRECTLY TO THE CLASSROOM. Students may pick their lunches up at morning recess or the start of their lunch period. Parents should refrain from bringing fast food for students. Soda is never permitted and will NOT be given to the student, if dropped off with their lunch.

#### Nutritional Snacks and Lunches

Candy and soda are not permitted. Eating the right foods can lead your student in the right direction for succeeding in school. We encourage students to eat 'smart' snacks that will boost their energy without consuming snacks with high sugar content and empty calories. Examples of smart and nutritional snacks include: fruits, vegetables (and low fat dipping sauce), low fat yogurt, nuts and nut butters, baked chips, crackers, and granolas. You can also offer apples dipped in peanut butter, baked corn chips and salsa, assorted cheese slices and fruit.

#### Monday Morning Prayer

Each Monday, following attendance in the classrooms, the school will meet in the Gym for prayer and announcements at 8:10. SLE ROCK Awards will be presented on the first Monday of specified months following Morning Prayer. Honor Roll will be given for grades 6, 7, & 8 on the first Monday of the month following the end of Trimester at Monday Morning Prayer.

#### School Pictures

Each year an approved studio takes pictures of all the children in the school for school records. Parents are given the opportunity to purchase these pictures, but there is no obligation to do so.

The fall pictures will be taken in complete uniform. Spring pictures will be taken in appropriate non-uniform dress. Our photographer will also take First Holy Communion, Confirmation and Graduation photos and will have available for purchase.

In addition, student photos are taken randomly of students on special days such as First Day of School, Halloween, plays or during classroom activities and are posted on the school Facebook page and website. During online enrollment/reenrollment, you have the opportunity to select to NOT have your child's photo taken and posted on the internet. If you believe you failed to check that box, please come to the office and make your request in writing.

#### Student Council

The student government program gives students the opportunity to use and develop skills they are learning about self-government. The purpose of this organization is to foster spiritual growth, promote good citizenship, promote school spirit, demonstrate the practical application of democracy and encourage stewardship throughout the school community.

The Student Council is composed of elected and appointed positions. Representatives of the student body are under the supervision of a faculty moderator. Meetings are held as needed and activities are subject to the approval of the principal and teachers. Offices and requirements will be handed out prior to annual elections.

General qualifications for Student Council (confirmed by teacher, moderator, or principal)

- A leader who is responsible and dependable.
- Cooperative with students and faculty.

- Involved in school activities.
- Able to spend time at meetings.
- Able to see activities through to their completion.
- Participation in discussions at meetings.
- Have no grade lower than a “C” in scholastic subjects and a 1 or 2 in conduct, effort, home study.
- To be considered for president/vice president, a student MUST have been on student council a minimum of one (1) year.

#### School Supplies

Students are responsible for obtaining and maintaining their own basic school supplies, such as paper and pens. Student Supply Lists are included on the school website, [www.sasmanteca.org](http://www.sasmanteca.org) and will be sent home prior to the end of the current school year. Some supplies may need to be replenished throughout the year.

#### Toys

All toys, including but not limited to electronics, stuffies, trading cards and “spinners” are not allowed at school (unless it is specifically endorsed by the teacher for show and tell). All toys are considered personal property and the school does not assume any liability for their loss or damage. Students bringing out toys will be confiscated by the teacher or yard duty. It will be the parents responsibility to pick up items from the office. Toys will not be returned to students.

## **APPENDIX**

### **COVID-19 RESPONSE**

Due to the COVID-19 Pandemic, changes are being made to school policy pursuant to San Joaquin County Health and Human Services guidelines. It is only during this time period that changes are being made. If any changes become permanent, they will be added to the Parent-Student Handbook above. The complete plan submitted to the county can be found on our website at: <http://www.sasmanteca.org/covid-19.html>

#### **UNIFORMS:**

We are asking that as a part of the school day, all students are dressed and ready to learn. We are highly suggesting that all students wear their school uniform shirts/collared shirts while participating in online learning. Once we are back on campus, St. Anthony's will provide a 30 day grace period from the uniform policy while waiting for new uniforms. However, this is not a "free dress" pass. When on campus, students must be in a collared shirt with chino type pants/shorts or uniform skirt, skort or jumper.

#### **MASKS:**

As a part of the county guidelines, all students are required to wear masks. Students arriving at school without a mask will not be allowed on campus without a doctor's note. St. Anthony's Catholic School will not be responsible for providing masks to students. We are also requiring that all students keep two back up masks in their desks at all times to avoid the loss of school time.

#### **ONLINE LEARNING:**

- Roll will be taken daily. Parents must communicate with the teacher if the student is sick or not available to be online.
- Students are responsible for completing their work assignments with the teacher. During the 20-21 school year N/A will NOT be given in lieu of trimester grades for incomplete assignments.
- Students are to be respectful of one another while online.
- Teachers have posted office hours before and after school, as well as periodically during the school day. Please respect your teacher's after hours time - emails after 4:00 pm may not be answered until the following day or after the completion of the weekend.
- Issues with online learning platforms need to be communicated with the teacher immediately and should not be an excuse for incomplete work.

#### **TEXTBOOKS:**

Textbooks are being checked out to all students as needed. These textbooks are the property of St. Anthony's Catholic School and should not be written in or defaced in any way. Once we come back to school, all textbooks are to be returned for classroom use.

#### **STANDARDIZED TESTING**

Students will participate in standardized testing on campus, in small groups, while we are distance learning. Teachers will set up time for students to come onto campus during the testing windows (see school calendar for exact dates).

## **GO GUARDIAN**

St. Anthony's Catholic School has purchased GoGuardian for teacher use, in order to see what tabs are open and what students are working on, while logged into their student accounts.

## **CYO, EVENTS AND EXTRA CURRICULAR ACTIVITIES**

Due to current county guidelines, all CYO practices and events have been suspended. This also applies to St. Anthony's Catholic School and Parish events including the Harvest Festival, PTG Meetings, dances, etc. It is our hope to be able to do some Drive Through Events and possibly some outdoor activities. Stay tuned!

## **VOLUNTEERS:**

Volunteers are not allowed on campus at this time. The Volunteer requirement is being suspended until such a time that we are allowed to have parents back on campus.

## **PICK UP AND DROP OFF:**

Parents are not to park when picking up or dropping off their children. Students in grades Kindergarten through 4th grades will be lined up with the teacher for pick up in the main parking lot at the end of the school day. Students in grades 5 through 8 will be lined up with their teacher at the Sutter Street walking gate for parent pick up. Those older students with younger siblings will be picked up in the main parking lot.

## **MASS WEAR:**

The Mass uniform requirement is being suspended until the 2021-2022 school year, it is still recommended. However, hoodies will not be allowed as a part of the uniform when attending Mass.

## 2020-2021 Parent/Student Handbook Agreement

*[Electronically signed during enrollment process]*

When a family signs the statement below, it is understood by the parents/guardians and student(s) that they have read the current Parent/Student Handbook on file and agree to comply with all policies, regulations, and directives stated therein as well as any updates and revisions made to the handbook during their time of enrollment. Students may not attend classes or participate in any activities until this agreement is signed and returned.

By enrolling in St. Anthony's Catholic School, all students and parents grant to the school the irrevocable and unrestricted right to use, reproduce, and publish photographs or video images of the student, for slide/video presentations, publications, advertising, brochures, or website(s), or any other purpose, and in any manner and medium, to alter the same without restriction, and to copyright the same. In granting this permission, parent and student also release the school from any and all claims, actions, and liability of whatever nature and relating to the use of said photograph(s), video(s), or related materials.

School administration reserves the right to amend this handbook as needed; notification of such amendments will be made to parents and students in a timely manner.

I have read and understand the information contained in the Parent/Student Handbook and agree to abide by the rules set forth therein.

Please *print* Family Last Name: \_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Signature**

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

\_\_\_\_\_  
**Parent/Guardian Signature**

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

**Student Signature(s)** (when age-appropriate):

**Date:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

## Volunteer Confidentiality Agreement Form

*[Electronically signed during enrollment process]*

In connection with my volunteer service, I make the following express representations:

1. I understand and acknowledge that my time and services as a volunteer are being donated by me to the Roman Catholic Church, specifically St. Anthony's Catholic School, without contemplation of compensation or future employment, and that I provide these services for religious, charitable, or humanitarian reasons.
2. I understand that as a volunteer I will earn no wages or benefits in connection with the volunteer services I wish to provide, and that I will not seek any such wages or benefits. I further understand that I will not be entitled to unemployment insurance benefits upon the discontinuance of my volunteer services (regardless of whether such discontinuance is initiated by me or by the Parish / School.
3. I understand that I am a resource for the teacher when I am in the classroom.
4. I understand that I am to keep confidential any information learned or observed about any student in any class while assisting the teacher and if I breach this confidentiality, I will be asked not to continue in this position.
5. I understand that my presence should never disrupt the class in any way, and my cell phone will be turned off while in the classroom.
6. I understand that I must complete the following before being allowed to volunteer: Veritas and fingerprinting.

I acknowledge that I have read this agreement, have voluntarily signed it, and that no oral representations, statements, or inducements apart from the contents of this agreement have been made to me.

Date: \_\_\_\_\_

\_\_\_\_\_  
Volunteer signature

## Acceptable Use Pledge Covering Electronic Devices

*[Electronically signed during enrollment process]*

- I will use electronic devices in ways that are appropriate, educational, and meet St. Anthony's Catholic School expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I understand that all electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of law or school policies.
- I will take proper care of electronic devices.
- I will never give my password to other individuals.
- I will keep food and beverages away from electronic devices since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not disassemble any part of electronic devices or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on electronic device covers, or do anything to permanently alter electronic devices in any way.
- I will not remove or deface the serial number or other identification on any electronic devices.
- I will be responsible for all damage or loss caused by neglect or abuse.

I understand that a teacher, staff member, St. Anthony's Catholic School of the Diocese of Stockton will not be responsible or legally liable for materials distributed to or acquired from network or online services.

By electronically signing, you and your child have indicated that you agree to abide by any restrictions regarding access to inappropriate/controversial materials as determined by you, St. Anthony's Catholic School, or the Diocese of Stockton and further that you hold the school or the Diocese of Stockton harmless if your child accesses and/or saves inappropriate/controversial materials.

# Pastoral Code Of Conduct

## STANDARDS OF CONDUCT FOR THOSE WORKING WITH CHILDREN AND YOUNG PEOPLE

### INTRODUCTION

The following Policy is applicable to all persons employed by or volunteering in any of the parishes and institutions in the Diocese of Stockton. So that it is clear who must be aware of the contents of this document, the addressees include, but are not limited to, priests, religious (men and women), deacons, pastoral coordinators, school/program administrators, teachers, catechists, youth ministers, support staff, custodial staff, coaches, school program volunteers, parish volunteers, seminarians serving internships, and lay theology students.

This Policy has been developed to help create a safe, appropriate and Christian environment for minors and their relationship with adults involved in Church ministry. These child-specific standards are designed to serve as a supplement to the sexual boundary guidelines/code of ethics applicable to all those involved in the ministry of the Catholic Church (whether with minors or adults) that are set forth in the Diocese of Stockton's Code of Pastoral Conduct for Priests, Deacons, Seminarians, Lay Employees and Volunteers.

### GUIDELINES WITH REGARD TO MINISTRY WITH MINORS

1. Any and all involvement with minors (i.e., individuals under the age of 18) is to be approached from the premise that minors should always be viewed -- whether in a social or ministerial situation -- as restricted individuals; that is, they are not independent. Wherever they are and whatever they do is to be with the explicit knowledge and consent of their parents and guardians. They are subject to specific civil laws in the State of California, which may prohibit certain activities. They are not adults and are not permitted unfettered decisions.
2. Whenever possible (see Nos. 3, 4, 5 and 6 below) adults must avoid situations which will place them in a position to be alone with a minor in the rectory, school, or in a closed room.
3. In meeting and/or pastoral counseling situations involving a minor, excluding Sacrament of Reconciliation, the presence or proximity of another adult is encouraged. However, in those situations where the presence of another adult is not usual or practical (e.g., piano lessons, disciplinary meeting with an administrator, etc.), another adult should be informed that the meeting is taking place. The meeting place should be accessible and visible, with the door where the meeting is taking place left ajar, unless there is a clear window built into the door.
4. An unaccompanied minor is allowed only in the professional section of the rectory or parish center, not in the living quarters. Minors age 16 and over are permitted to work in the rectory when there would normally be at least two adults present, i.e., over 21 years of age.
5. At least two adults should be present when a group of minors engage in organized events or sports activities.
6. Adults are to avoid being the only adult in a bathroom, shower room, locker room, or other dressing areas whenever minors are using such facilities.
7. Youth trips of any kind should have a sufficient number of adult chaperones to preclude the appearance of inappropriate personal involvement with students.
8. While on youth trips or program activities with minors, adult chaperones, as well as the minors, are not to use alcohol or controlled substances.
9. While on youth trips, clergy or lay leaders are never to stay alone overnight in the same motel/hotel room with a minor or minors, with the exception of a lay leader staying in the same room with his/her own child.
10. Sacristy doors should remain open whenever minors are present within the sacristy.

11. Comments of a sexual nature are not to be made to any minor except in response to specific classroom or otherwise legitimate questions from a minor.
12. Adults are prohibited from serving or supplying alcohol, tobacco products, controlled substances, or inappropriate reading materials to minors
13. Audiovisual, Internet, music, and printed resources used in programs should be screened prior to use to ensure their appropriateness for the participants.

**If child pornography images are discovered on church, school, or agency property or in the possession of church personnel, whether on a computer or in the form of a video, printed pictures, or some other form, it must be promptly reported to law enforcement and also must be promptly reported to our Human Resources Office (209)466-0636.**

**The discovery of child pornography in the hands of church personnel or on church property, including school sites, should be treated as promptly and carefully as child abuse is treated.**

14. Careful boundaries concerning physical contact with minors must be observed at all times and should only occur under public circumstances. Prudent discretion and respect must be shown before touching another person in any way. An adult should not assume that a child is comfortable with an adult-initiated hug or embrace, and, in any event, special care should be taken to avoid incidental contact, unintended or otherwise, with or in the vicinity of a child's genital areas. If the child initiates physical contact, such as a hug, an appropriate limited response is proper.
15. Adults should refrain from giving regular and/or expensive gifts to children and young people without prior approval from the parents or guardian and the pastor or administrator.
16. Clear violations of these standards, as well as any sexual misconduct, must be reported immediately to the appropriate parish, diocesan and/or civil authorities in accordance with civil law and diocesan policy.

#### **GUIDELINES WITH REGARD TO PASTORAL COUNSELING**

1. Pastoral counseling must take place only in the professional portion of a rectory or parish facility, not in the living quarters.
2. Offices or classrooms used for pastoral counseling should have a window in the door, or the door is to be left ajar during the counseling session.
3. Another adult should be in close proximity during any counseling session.
4. Unless the subject matter precludes their presence and/or knowledge, parents or guardians of minors should be made aware of the counseling session.
5. A referral for professional assistance is encouraged if counseling is expected to extend beyond two or three sessions with a minor. Evaluation of the situation should be made with the parents or guardians.
6. The counselor should remain alert to recognize any personal/physical attraction to or from a client. In such a situation, the client should be referred to another qualified adult or licensed professional.

Approved: March 20, 2020

Most Reverend Myron Cotta  
Bishop of Stockton Diocese

## Cell Phone Policy

### **St. Anthony's Catholic School**

*\*Hard copy will be handed out at Roadrunner Roundup to be returned before phones are brought to school.*

Cellphones may be brought to school provided that they are turned into the teacher at the beginning of the day.

If a student is allowed to bring a cellphone to school, the parent and student must sign this agreement. Any student with a cell phone will place it in the cell phone container in each classroom when they arrive at school. They will receive their cell phones back at the end of the day. Those students in Extended Care are to keep their cell phones in their backpacks until pickup.

If a student fails to abide by this policy, serious consequences may result, including but not limited to confiscation of cell phone to be returned to parent and/or loss of rights to have cell phone on campus.

If this agreement is not returned and a phone is seen, parent/student and principal meeting will occur before cell phone is returned to the family.

Smart watches are considered cell phones if they are able to receive text messages and/or phone calls. These watches are not to be worn at school and will be confiscated by teachers and returned to parents at the end of the school day. Smart watches are not covered by this agreement.

(Please sign one agreement per child - this agreement is kept with grade level teacher.)

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Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Asbestos Hazard Emergency Response**

Parents and Guardians of St. Anthony's Catholic School must be aware of the following:

As required by the Environmental Protection Agency's (EPA) Asbestos Hazard Emergency Response Act (AHERA), an asbestos inspection of all our school buildings has been completed. This inspection was conducted in accordance with guidelines established by the EPA.

Fortunately, the inspection at St. Anthony's Catholic School, as well as at other school throughout the Stockton Diocese, have discovered the less hazardous forms of asbestos and samples of suspected asbestos containing building materials (ACBM) were submitted to an EPA-approved laboratory for analysis.

The inspection and assessment identified those areas of ACBM having the potential for release of asbestos fibers (friable ACBM). However, this school and diocese have chosen to manage the asbestos to eliminate any possibility of harm. All effort is being made to comply with EPA requirements and to preclude the release of any asbestos fibers into the school's working environment.

In addition to friable ACBM, locations of less hazardous (non-friable) ACBM were also identified. The school has instituted a periodic surveillance and maintenance program to ensure this, as well as the friable ACBM, does not become hazardous.

A copy of the school's asbestos management plan, including the inspection report, is in the school office. This document is available for your use or may be purchased for a fee of twenty-five dollars.

## **Opioid And Concussion Factsheet Acknowledgement**

*[Please detach, sign, and return by the first day of school]*

When a family signs the statement below, it is understood by the parents/guardians and student(s) that they have read the attached Opioid and Concussion Factsheet and the CIF Concussion Information Sheet.

Students may not participate in any athletic programs until this acknowledgement is signed and returned.

I have read and understand the information provided:

**Please *print* Family Last Name:** \_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Signature**

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

\_\_\_\_\_  
**Parent/Guardian Signature**

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

**Student Signature(s)** (when age-appropriate):

**Date:**

\_\_\_\_\_

\_\_\_\_\_

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