



# **PARENT/STUDENT HANDBOOK**

**Includes: Parents' Club Constitution  
& By-Laws  
Extended Care Guidelines  
Sports Procedures**

**St. ANTHONY SCHOOL  
1801 Winton Way  
Atwater, CA 95301  
(209) 358-3341**

**2014 – 2015 SCHOOL YEAR**



**61 Years of Quality Catholic Education  
1953-2014**

**Pastor, Father Timmings  
Principal, Marianne Flynn**

**VII. Suspension or Removal from Team or Group**

- A. A participant may be suspended or removed from a team for one or more of the following reasons:
  1. Failure to maintain academic or conduct requirements.
  2. Two or more unexcused absences from practices.
  3. Three or more detentions in one month.
  4. Suspension from school.
  5. Improper behavior before, during and after a practice or game.
  6. Leaving school property without permission before, during or after a practice or game (second offense)
- B. The length of the suspension will be determined on an individual basis by the principal, coach, and parent depending upon the seriousness of the offense.
- C. Parents will be notified immediately of all suspension by the coach.
- D. A parent conference with the principal and coach may be required before the student may rejoin the team.

**VIII. Parents:**

- A. Parents transporting participants to or from games must be fingerprinted, have Safe Environment training, signed Code of Conduct, and have a current year insurance form filled out and on file in the school office.
- B. Parents are responsible for their passengers while driving and at the games.
- C. Drivers must carry with them the participants' permission slips.
- D. Upon return, drivers must wait until all their passengers have been picked up by a parent or guardian.
- E. Parents are to sign a separate permission slip for each away game or event.
- F. Students not covered by parent accident insurance may not participate in the sport.

*(Sample signup sheet below)*

Dear Students and Parents,

All students desiring to participate in the sports programs this year will comply with these procedures. The purpose of the procedures is to develop a well-disciplined team, or group of students who truly desire to participate and who are willing to make sacrifices to better themselves. Academics should always come first.

Students who participate in these programs are subject to all school disciplinary policies and procedures.

At all times during practices, games, and events, it is expected that all participants, coaches, observers, and volunteers respect each other and live up to our Catholic tradition of respect and concern for one another over and above winning or losing. We all represent St. Anthony School and want to be remembered for our caring and Christian image.

**Important:**

As in all physical activities, injuries may occur. Students can reduce the chance of injury by obeying all safety rules and reporting any injuries to the coach. Even if all these requirements are met, and even if the student is using protective equipment, a serious accident may still occur.

Signing this form verifies that your child has coverage and St. Anthony School is not liable.

Here

Signing this form also verifies that you acknowledge that you have read and understand the warning statement above.

My child, \_\_\_\_\_, has permission to participate in the following extra

Curricular sport, \_\_\_\_\_.

\_\_\_\_\_  
Student's Signature Date

\_\_\_\_\_  
Parent's Signature Date

\_\_\_\_\_  
Teacher's Signature Date

**Turn in this last page only! Save previous pages for your records**

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**I. Eligibility Requirements:**

A. Maintain at least “C” average in all subjects with no “D” or “F” and teacher recommendation.

B. Maintain at least a “B” average in conduct and teacher recommendation.

C. Coaches may add specific requirements.

**II. Supporters:**

A. The Sports programs are sponsored by St. Anthony School and are directly responsible to the administration of the school.

B. The programs are financially supported by Student Council fundraisers and any specific donations.

**III. Coaches:**

A. These individuals are responsible for maintaining these programs by obtaining volunteers, assistants and referees; scheduling practices, and games; as well as keeping the administration and parents informed concerning events and needs.

B. Each coach is a volunteer responsible and in full charge of his/her participants during practices and games.

C. Coaches are not responsible for observers.

D. Coaches will establish their own practice times with the approval of the principal.

E. Improper conduct and/or difficulties between the coach and a participant are to be reported to the principal. Participant suspension for improper behavior will be decided upon mutual agreement between the coach, parents, and principal.

F. Coaches will act according to our school philosophy keeping in mind that these activities should be positive and fun learning experiences in a Christian atmosphere.

G. Coaches of all the sports may plan one joint sports’ banquet each semester, with the approval of the principal.

**IV. Equipment:**

A. All equipment belongs to St. Anthony School.

B. Failure to return uniforms and/or equipment by participants and coaches will result in payment for the items lost. The cost to replace unreturned and/or damaged uniforms will be \$25/uniform.

**V. Practices and Games:**

A. There may be three practices per week until games begin.

B. There will not be more than two games per week.

C. Once games begin, no more than three days may be for the sport (i.e., two games, one practice; or one game, two practices).

**VI. Participants:**

A. All participants are expected to honor the entire season for the sport. Participants will not be accepted in another sport or activity if the season was not honored.

B. Participants will not leave the property before or during practices, games, or events without permission from their coach. The first offense is a warning; the second offense is suspension from the sport.

C. Participants must maintain eligibility requirements or face being **benched** until they are again eligible. \***Benched**—having to still attend practices and games but not allowed to participate.

D. Participants will maintain proper Christian conduct during all practices and events. This is manifested by: teamwork, respectful language, cooperation with coaches, and respect for school property and belongings.

E. Participants must wear the required clothing as specified by the coach at all practices and games.

**Illness or Injury**

In case of illness or injury, we will make every attempt to contact a parent, or person listed on the emergency form. If, in our judgment, time is essential, the child will be taken to the nearest hospital. The Extended Care staff will act according to their best judgment for the welfare of the child.

It is imperative that all telephone numbers and emergency card information is kept up-to-date, and that the school be informed if someone other than the parent may be caring for the child.

Parents are expected to make provisions for picking up sick children. The Extended Care Program does not have facilities for in-house care or transportation of sick children.

#### Attendance

As a courtesy, regular attendees of Extended Care should give prior notification to the Extended Care staff, or call the office to advise that the child will not be attending a specific day.

#### Program

1. Supervised play area.
2. Supervised homework areas.
3. Snack provided around 3:30 p.m. Please advise us if your child has any food or drink allergies.
4. Arts and crafts projects on occasion.
5. Students are encouraged to bring play clothes to change into to save wear and tear on their uniforms.

#### Behavior

As members of a Christian and caring community, the Extended Care children will be expected to respect the staff, each other, and the materials and environment provided. They will abide by the rules of the St. Anthony School. Parents of students exhibiting uncooperative attitudes will be notified. If lack of cooperation continues, the child (ren) will not be allowed to return to the program.

#### Parental Responsibilities

1. Provide a current and complete emergency and identification information sheet and grant permission to take appropriate medical steps in an emergency.
2. Sign child (ren) out daily. All persons authorized to pick up children must have signature on file.
3. Sign permission notice for child's usage of play equipment and participation in Extended Care activities.
4. Agree to assume any medical expenses incurred for the child.
5. **No CD's, I-pods, or the like are allowed. Cell phones may not be used or played with during E.C.**
6. Agree to all terms and conditions set forth in this handbook.

#### Closing Note

We welcome your suggestions as we all work together to make this a happy, safe and worthwhile experience for both your child and family. We hope this program will serve your needs. Together, we can make this program a great success.

This parent handbook contains a summary of the most important school policies and procedures regarding students at St. Anthony School. The administration of St. Anthony School reserves the right to amend this handbook at any time. Notification of amendments will be published in the Herald.

#### MISSION STATEMENT

The mission of St. Anthony Catholic Parish School is to inspire our students to follow Christ's example.

#### PHILOSOPHY

The St. Anthony School community adopts a philosophy rooted in Catholic faith, love, and respect. We acknowledge that our students vary in academic ability, needs and backgrounds, and are uniquely gifted. We believe that the parents are the primary educators of their children, and that the teachers facilitate the learning process for all students.

The administration, teachers and staff at St. Anthony School are committed to helping parents in the holistic development of each student, and strive to instill responsibility for words and actions.

In the spirit of the Gospel, St. Anthony School serves culturally diverse children from surrounding communities. We reach out to the wider community of the world, trusting in Christ who is our inspiration, teacher, and reason for being.

#### SCHOOLWIDE LEARNING EXPECTATIONS

THE SCHOOLWIDE LEARNING EXPECTATIONS adopted by St. Anthony School are:

1. Be an Active Catholic:
  - adhere to Catholic beliefs
  - respect life
  - practice their faith
  - make good choices
  - be service-oriented
2. Be a Responsible Citizen:
  - assume responsibility for words and actions
  - accept civic responsibilities
  - resolve conflicts peacefully
  - respect others
  - show concern for world-wide issues
3. Be a Life Long Learner:
  - utilize effective study habits and technological skills
  - increase their quest for knowledge
  - appreciate the arts
4. Be an Effective Communicator:
  - articulate and work well with others
  - become good listeners
  - utilize technology to communicate
5. Be a Critical Thinker:
  - apply knowledge and skills to daily life
  - use logical thinking
  - respect different points of view

A registration fee of \$150.00 is required from **each student**. This fee is non-refundable.

Each teacher will give out a list of necessary school supplies.

State Law requires all children to have current immunizations. Records must be presented at time of registration for verification.

Kindergarten and new students must present Baptismal and birth certificates, and immunization records at time of registration. Returning and new incoming 7<sup>th</sup> & 8<sup>th</sup> grade students must show current T-Dap immunization records.

A Kindergarten Screening will be administered before a Kindergarten student is accepted into St. Anthony School. There is a \$25.00 non-refundable fee for this screening.

Parents are automatically members of St. Anthony Parents' Club and are accountable for dues (\$50.00) at the time of registration. Parents are bound by contract to support the Points System or buyout for \$400.00. Parents receive a contract from the Parents' Club.

## TUITION

### 2012 - 2013 SCHOOL TUITION

1 Child	\$3880.00
2 Children	\$6600.00
3 Children	\$9320.00
4 Children	\$10950.00

St. Anthony School families have a choice of participating in the SCRIP Program for a total of \$2000.00 per family per year (\$200.00 per month for 10 months), or participation in the buyout program. The buyout program costs \$20 per month or \$200 per year.

Tuition is assessed yearly but may be paid according to a contract agreement between the parents and the school.

If tuition is paid in 10 monthly installments, it is to be paid the first week of each month. Delinquency in payment of tuition will necessitate a letter to the parents requesting that the Principal be informed as to when payment will be made. Tuition received after the 15<sup>th</sup> of the month is considered delinquent and will be assessed a \$10.00 late charge.

There will be a \$15.00 charge for all checks that are returned by the bank due to insufficient funds.

Unless previous arrangements have been made with the Principal, an account that is more than one month in arrears with payment will be referred to a collection agency. If a current status is not attained, formal "Recommended Transfer" proceedings will be used according to Diocesan Policy.

The Principal is willing to work out tuition payments with any family. Money should not be the reason for not receiving a Catholic school education.

## Who May Participate

The St. Anthony School student only may be enrolled in the Extended care program. No preschool age or out of school siblings are allowed to attend.

## Level of Participation

Students may participate daily, or on an occasional use basis according to need. Morning care is a drop-in service only. Students cannot be dropped off at school any earlier than 7:20 am.

## Program Availability

Dismissal from school at 2:45 p.m. or noon on minimum days to 5:30 p.m.

## Minimum Days

**It is necessary to send a lunch to school with your child on minimum days.**

## Holidays

Extended Care will not be open on regular school holidays and on the minimum days before school vacations.

## Fees

1. Registration fee: \$20.00 due with signed contract prior to attending Extended care.
2. Hourly fee: \$3.00 for first child
3. Additional child hourly fee: \$2.50
4. Billing is calculated on a quarter hour basis
5. **Late fee: \$5.00 for each 15 minutes past 5:30 p.m.**

## Billing

Parents will receive a monthly statement for Extended Care usage by the first week of the month. Payments are to be made in the office within ten days of billing. Delinquent accounts (30 or more days late) will be grounds for removal from the program and may be referred to the Credit Bureau for collection. Check Charges for insufficient funds, etcetera, will be passed on the maker of the check.

## Snacks

To be provided by the parents, or donation. If your child has any food allergies please list them on the emergency form.

## Departure Procedure

Students are expected to check in to Extended Care immediately after school unless written permission has been given by parent for participation in an extracurricular activity or if the student is serving detention. Parents and designated signers must sign their child (ren) out on the daily attendance sheet located in the Extended Care facility.

**Children will not be released to anyone whose signature is not on file. For the child's safety, we cannot grant permission by telephone to allow a person who is not listed on your contract to pick up your child.**

- A. Each family is required to earn fifty (50) points per semester. Single parents are required to earn twenty-five (25) points per semester. Five (5) points will be given for each hour worked on a fund raising activity.
- B. Classroom volunteering or driving on field trips does not count towards parent Club points.
- C. Room mothers will only receive points for Parent Club points.
- D. Booster Club membership is worth fifty (50) points and will be distributed as twenty-five (25) points each semester.
- E. Food or drink donations are worth one fourth (1/4) the dollar value in points (1 point=\$4).
- F. Parent Club officers who fulfill their duties will receive fifty (50) points per semester.
- G. Committee chairs who fulfill their duties will receive fifty (50) points in the semester their event takes place. Co-chairs will receive twenty-five (25) points each. Reports must be turned in to the office before point credits will be given to the chairperson.
- H. Ten (10) points per family will be given for attendance at Parent Club meetings.
- I. Points for fundraising are worth one fourth (1/4) the total dollars turned in (1 point = \$4.).
- J. All parents are required to participate in the Casino Night fundraiser by donating forty dollars (\$40.), or one or two of any of the following: craft, service, activity, or new item with a total value of at least forty dollars (\$40.).
- K. Each family is responsible for recording their hours worked, dollars raised and donations made. Records will be kept in the school office. Written notices will be sent to those lagging in points.
- L. Families will be billed at year end \$4. For each point short of the required amount.

This document was revised at the March 7, 2012 Executive Board meeting. Those in attendance were Brian Capizzi (President), Liz Rivero (Vice-President), Irene Henson (Treasurer), Kelly Aguilar (acting Secretary) and Marianne Flynn (Moderator). The revisions were presented to the membership on March 14, 2012.

**ADMITTANCE POLICIES**

Non-Catholic Students- These students are welcome to attend St. Anthony School. Even though they may have different religious beliefs, they will be expected to participate in all religious education classes and respect Catholic beliefs.

Seventh and Eighth Grade Admittance Policy-

New students will be accepted into the Eighth Grade on the condition that:

- 1. The family is relocating to this area and the student has excellent behavioral and academic records.
- 2. The student is transferring from another Catholic School and has excellent academic and behavioral records.

New students will be accepted into the Seventh Grade on the condition that:

- 6. The student has excellent academic and behavioral records.
- 7. The student and family understand that the student will be on academic and disciplinary probation for two years.

Mid-Year Admittance - There will be no mid-year admittance for new students, unless the family is relocating to this area, and/or the student has no behavioral, disciplinary, or academic problems at the previous school.

Probationary Acceptance - All new students entering St. Anthony School in Grades K through 8 shall be accepted for an academic and behavior probationary period of one year. New students may be subject to testing before they are admitted to the designated grade.

Graduation Fee – A \$30 fee is imposed on all graduates to cover the cost of the diploma, tassel, and rental of the cap and gown.

**GENERAL SCHOOL POLICIES**

Report Card Distribution is every quarter for K - 8<sup>th</sup> grades.

Progress Reports - Will be distributed 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> quarters for grades K - 8. A 4<sup>th</sup> quarter progress report may be issued at the teacher's discretion.

Homework - is an integral part of academic progress. The suggested amount of time that should be spent on daily homework is:

Grade K	15 minutes (occasionally)	Grade 3-460 minutes
Grade 1	30 minutes	Grade 5-690 minutes
Grade 2	45 minutes	Grade 7-8120 minutes

Times will vary with the ability of the child. It is the student's responsibility to complete all homework as assigned. A zero will be given for missing work. Time is allowed for make-up work during excused absences. Prior arrangements with the teacher should be made to pick up assignments for planned absences such as vacations.

Conferences - Formal Parent-Teacher Conferences are held twice a year. Parents wishing to have a conference should contact the school office and make an appointment through the secretary. Conferences will be held by appointment only: **NO IMPROMPTU** conferences will be held before or after school.

Conferences with the Principal - If you continue to be dissatisfied after consultation with the teacher, direct your concerns to the attention of the Principal; call the school office to arrange an appointment. The principal welcomes your comments, but prefers that parents arrange

appointments through the secretary to discuss any questions, misunderstandings, problems, or complaints.

**Discipline** - In the Catholic School discipline is to be considered as an aspect of moral guidance and not a form of punishment. Our school's disciplinary response to inappropriate behavior will normally be applied in the following sequence: classroom disciplinary practices, parent notification, detention, probation, suspension and expulsion.

At the beginning of the school year, rules of behavior, including this handbook, will be explained to the students by the individual teachers.

**Detention** - A student may serve a detention before, during, after school or on non-school days. Parents shall receive advance notice of all detentions longer than 15 minutes to be served outside of school hours. Students may be kept up to 15 minutes after school without parental notification.

Work Detail - A student may be given a period of time serving supervised work detail.

**Probation Academic and Disciplinary** - After a conference with the parents, a student may be placed on probation by the principal for either academic deficiency or for misconduct. A written record of student probation shall be kept and shall include the reasons for the probation, the length of probation and the conditions under which the probation will be lifted.

**Student Code of Conduct** (Diocesan policy #4910) - At the discretion of the Principal and Pastor, disciplinary action, including suspension leading to expulsion, may be taken if a student conspires to or engages in any of the following activities on or near campus, or at any school function:

#### **STUDENT CODE OF CONDUCT VIOLATIONS**

- Any disruptive behavior or conduct at school or in public that reflects adversely on the school.
- Personal appearance or dress code violations.
- Disobedience, insubordination, or disrespect for authority.
- Lack of cooperation with the school's attendance policies including but not limited to unauthorized absence or excessive absences/tardiness, cutting classes or school with or without permission of parents.
- Forgery of any person's signature, falsification or misrepresentation of phone calls, notes, forms, or other school-related documents.
- Cheating.
- Inappropriate touching, or intimacy, obscene acts, possessing or distributing obscene materials, or engaging in habitual profanity or vulgarity.
- Attempting, threatening, or actually injuring, intimidating, degrading, or disgracing, harassing or bullying any student, member of the staff, or visitor to the school
- Attempting to damage or actually damaging school or private property. The school's disciplinary response may include restitution.

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THE Executive Board shall set the rules or procedures for meeting of the organization, but in the absence of such, Roberts Revised Rules of Order shall apply.

#### **ARTICLE VI: MANAGEMENT AND USE OF FUNDS**

#### **Section A: MANAGEMENT OF FUNDS**

The funds of the Organization shall be used only for the school and for the operational expenses of the Organization. Solicitation of money from members for purposes not pertaining to the approved work of the Organization and school is prohibited. The consent of the Moderator is required for expenditures of the Organization. There shall be quarterly and annual financial public reporting to the membership of Organization concerning the income and expenditures of the Organization's funds.

#### **Section B: USE OF FUNDS**

All funds, except funds retained for the Organization's administrative expenses (usually under \$1000.), shall be turned over to the school after each fundraiser.

#### **ARTICLE VII: COMMITTEES**

##### **Section A: STANDING COMMITTEES**

The Executive Board shall have the right to create or abolish Standing Committees and to appoint the chairpersons of said committees with the approval of the membership of the organization.

##### **Section B: AD HOC COMMITTEES**

With the approval of the moderator, the President shall have the right to create special Ad hoc Committees and to appoint their chairpersons.

##### **Section C: WAYS AND MEANS FUNDRAISING COMMITTEES**

Fundraising committees shall be responsible for the planning and execution of all fund raising activities. Each fundraising activity shall have a chairperson. The Vice-President will serve as the chairperson overseeing the Ways and Means Fundraising Committees.

#### **ARTICLE VIII: AMENDMENTS**

Standing Rules shall be developed for items that may vary, or are not significant enough to be included in the Constitution. The President may appoint a committee to write and/or revise the Standing Rules. Upon approval of the Moderator, Standing Rules may be adopted, deleted, or revised by a majority vote of the members present at a general meeting.

##### **STANDING RULES:**

1. Parent Club dues are \$50.00 per family and payable at the beginning of each school year. Payment entitles the family to two free tickets to Casino Night (valued at \$60.)
2. Meeting notices shall be published.
3. Parent Involvement Policy: Every successful education program depends upon positive action, cooperation, and involvement of the parents or guardians of the children with the school and the parish community. Tuition meets less than half of the actual cost of education. Therefore, it is imperative that all registered families of St. Anthony School be actively involved in the support, service and fund raising events of the school. All money received from fund raising activities helps keep our tuition affordable.
4. PARTICIPATION PLAN:

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#### **ARTICLE IV: EXECUTIVE BOARD**

##### **Section A: MEMBERS**



The administrative body of this Organization shall be known as the Executive Board, hereafter referred to as the "Board", consisting of elected members (president, vice-president, secretary, and treasurer) and ex-officio members (pastor and moderator).

**Section B: ROLE**

All matters of the Organizations' policy and administration shall be vested in this board.

**Section C: QUORUM**

A quorum of the board shall be a majority of the members of the board including at least one ex-officio member.

**Section D: MEETINGS**

The President or Moderator shall call meetings as needed.

**Section E: VACANCIES**

The board shall have the right to fill any vacancies among the elected offices of the Organization subject to the prior approval of the pastor and Moderator and the subsequent approval by the membership of the Organization.

**Section F: REMOVAL**

The elected members of the Board shall serve at the pleasure of the Pastor and may be removed from the Board by him with cause. Any elected member of the Board who is absent from two consecutive meetings of the Board shall cease to be a member unless excused by action of the board.

**ARTICLE V: MEETINGS**

**Section A: REGULAR AND SPECIAL MEETINGS OF THE ORGANIZATION**

Regular meetings of the Organization shall take place not less than twice per semester. Special meetings maybe called by the President, Moderator or the Executive Board.

**Section B: NOTICE**

Notice of the Organization's meeting shall be published by the Moderator. The meetings shall be open to all members of the Organization.

**Section C: QUORUM**

At any regular or special meeting, those present shall constitute a quorum.

**Section D: MEETING AGENDA**

The suggested agenda of the meeting of the Organization shall be as follows:

1. Call to order and opening prayer.
2. Reading and approval of minutes unless dismissed by President.
3. Old business
4. New business
5. Committee reports
6. Moderator reports
7. Member Comments
8. Adjournment

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- Attempting to steal or actually stealing school or private property. The school's disciplinary response may include restitution.
- Possessing or selling firearms, knives, explosives or other dangerous objects.

- Possessing, using, being under the influence, furnishing, or selling controlled substances, alcoholic beverages, intoxicants, or tobacco products of any kind (see Policy #4980).
- Committing any serious offense against civil or church law.
- Violating any other school policy, procedure, or practice.

The school may require an apology and restitution by any student violating this code of conduct by harming or destroying any property or the reputation and good name of any other person involved.

**General Student Rules** - In addition to individual classroom and diocesan rules, the following stand:

- Gum chewing and/or sunflower seeds are not allowed.
- Students may not leave the school grounds at any time during the school day without written permission and clearance from the office.
- Students should be in their assigned play areas during recess and lunchtime.
- Students are not allowed in the classroom at any time unless the teacher is present. (CA. ED. Code)
- Fighting or "play-fighting" is prohibited.
- Outward and inappropriate displays of affection between students are NOT allowed.
- The school will not be held accountable or responsible for any items brought to school by the student.

St. Anthony School upholds all policies regarding suspension and expulsion as set forth by the diocese of Fresno.

**Suspension** - A student may be suspended for either serious misconduct and/or continuing misconduct. A suspension may assume the following forms or a combination of them, and it is at the discretion of the principal and teacher: non-privilege suspension, on campus suspension, or at-home suspension. See Policy 4940, 4941.

**Expulsion** - A student may be expelled for continuing misconduct or for serious misconduct. See Policy 4950, 4951, 4980.

**Withdrawal** - Before the Principal decides to expel a student; the parents may voluntarily withdraw their child from the school. No reason for withdrawal shall be placed on the student's permanent record.

**Transfer Recommended** - Is the school's decision to permanently remove a student from the school without the stigma of a formal expulsion. See Policy 4960, 4961.

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**Reasons Why A School May Transfer A Student** - The student will not profit from continued attendance (e.g. Severe academic deficiency, emotional instability, etc.).

The student's parents have failed to meet their obligations to the school, which they accepted upon enrolling their child (tuition, SCRIP, etc.). The student's continued attendance will make demands upon the school, which the school cannot meet.

The student's parents have failed to cooperate with the school staff and have not complied with the school's policies, practices, or programs (interfering with administrative functions, or disciplinary actions, etc.)

**Unauthorized Collections** - There shall be no collection projects for gifts. Any such collection must have the sanction and the approval of the Principal.

**Address Changes** - Notify the office of any changes in home addresses, telephone numbers, and persons listed on family emergency cards.

**Absences** - Parents are responsible for seeing that their children are in attendance and on time for classes. Unnecessary and/or excessive absences will be sufficient cause for contacting CPS and/or retention. When a student is absent, a phone call to the office each day of the absence or a written excuse, signed by the parent, must be presented to the teacher when the student returns to school. After 3 consecutive days of absence or after a large cumulative number of absences occur, a doctor's note will be required.

**Tardiness** - A student is considered tardy if he/she is not present at assembly when the bell rings at 8:00 a.m. A note stating the reason for being tardy must be sent to the teacher. Late students must check into the office before going to class. Three tardies warrant a disciplinary action; excessive tardiness is grounds for contacting CPS and/or for disciplinary action including probation/suspension.

**Lunch** - Daily lunch is available all days except minimum days. The monthly menu is published and distributed in the Tuesday folders. Parents delivering lunches to the school are to leave them in the office clearly marked with the student's name and grade **BY 11:30 am for ALL grades.** Cost of lunch is \$3.00 per student; \$3.50 for adults; students should purchase monthly lunch cards for \$60.00. School is a time also for students to learn social skills, so we ask that parents limit lunches with children to only special occasions. Individual milk is \$.25 per carton.

**Release of Students** - No student is permitted to leave the school grounds at any time during school hours or to be released from class without a request by the parent in person or in writing. If a student is to be dismissed early, he/she is expected to give the teacher a note.

Persons picking up students before dismissal are to go directly to the Office to sign them out and wait for them there. For your child's safety, teachers are NOT to release students to anyone other than designated staff.

Parents must come to the Office when taking a child from the campus, even after the school has notified a parent that the child is ill.

All appointments should be scheduled outside of school hours, when possible.

**Family Folder** - Is a vehicle of communication between the school and home, and is distributed on Tuesdays to the youngest child. The folder is to be returned on the following Wednesday.

**Herald** - Is our school newspaper and is sent home in the family folder on the last Tuesday of each month. It contains the calendar, and school and Parent Club news.

**Telephone** - The telephone in the School Office and the Kindergarten Building are for adult or **emergency use only.** Students may call home after 3:00pm on the office phone.

#### Section B: PRESIDENT

1. Shall preside at all meetings of the Organization and of the Executive Board.
2. Shall serve as ex-officio member of all committees, except the Nominating Committee.

3. Shall appoint the Nominating Committee and the Election Committee with the approval of the Pastor and Principal
4. Shall serve as the Organization representative to the St. Anthony School Advisory Board.
5. Shall appoint the Chairperson of all Standing and Special Committees.
6. Shall keep the membership informed of all Organization business.

#### Section C: VICE-PRESIDENT

1. Shall, in the absence of the President, perform all the duties of the President.
2. Shall serve as Chairperson of all fundraising committees.
3. Shall be responsible for obtaining all committee reports.
4. Shall be responsible for administering the Points Systems of the Organization.

#### Section D: SECRETARY

1. Shall keep minutes of all Organization and Executive Board meetings and provide the Moderator a copy.
2. Shall keep current a list of all members of the Organization.
3. Shall be responsible for all correspondence for the Organization.
4. Shall maintain the Constitution and By-Laws of the Organization.
5. Shall notify the membership of regular meetings and publicize the agenda.

#### Section E: TREASURER

1. Shall receive and keep an accurate record of all dues and other moneys of the Organization.

#### Section F: ELECTIONS

1. Nominations for officers shall be made by a nominating Committee consisting of three members selected by the Executive Board at least two months prior to the election meeting. The Nominating Committee, after submitting a list of candidates to the Pastor and the Moderator for prior approval, shall report to the membership the names of the approved candidates for each office to be filled.
2. Only active members shall be eligible for any elected office; all candidates must be current in all debts with the school. Additional nominations may be made from the floor at the meeting prior to the election. These additional nominations are also subject to the approval of the Pastor and Moderator prior to the election meeting either by a formal voting process or by acclamation. If a formal voting process is used, only members in good standing may vote. Voting shall be by secret ballot and a plurality of votes shall suffice for election. The officers shall be installed immediately after their election and their terms shall begin upon adjournment of the meeting of the school year.
3. At the discretion of the pastor and the Moderator, Parent Club leadership may be appointed to one or two eligible members when there is no slate of candidates.

# St. Anthony School Parents Club

(REVISED MARCH 2012)

## ARTICLE I: Name, Purpose, Authorization, and Relationships

### Section A: NAME

The name of this organization shall be the Parent/Teacher Organization of St. Anthony School, hereafter referred to as the "Organization."

### Section B: PURPOSE

The purpose of this Organization shall be:

1. To provide a solid resource group to plan, direct and staff the school's fund raising efforts and social functions
2. To promote a broader appreciation of the mission, goals, and ideals of Catholic education.
3. To enlist the spiritual education and social resources of home and school to provide the best Catholic education.
4. To foresee the integration of families into the life of the parish community.
5. To establish, guide and coordinate the efforts of the other school related parent organizations' such as the Booster Club.
6. To foster the political action of parents as advocates regarding national, state, and local legislation that affects Catholic schools as well as the life of students and parents.

### Section C: AUTHORIZATION

The Organization shall serve at the pleasure of the Pastor and shall function in an advisory capacity to the Pastor and Principal. Decisions of the Organization are subject to the Pastor and Principal's review and approval.

### Section D: RELATIONSHIP WITH OTHER SCHOOL ORGANIZATIONS

1. The Organization does not have an official role in the adoption of school policy or annual budget, but may recommend school policies to the school's Board of Education.
2. Other Parent organizations, such as Booster Club, shall function as Standing Committees of the Organization.

## ARTICLE II: MEMBERSHIP AND DUES

1. Membership shall consist of all parents and guardians of children enrolled in St. Anthony School.
2. Dues shall be assessed on a per family basis. The Executive Board shall determine the annual dues. Each family shall have ONE vote.

## ARTICLE III: OFFICERS

### Section A: OFFICERS

The officers of the Organization shall consist of a President, Moderator, Vice-President, Secretary, and Treasurer. The term of each elected office shall not exceed 2 years.

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**Care of School Property** - Every parent, student, and staff member should care for the school grounds and school property through cleanliness and tidiness, leaving the buildings as one may wish to find it for his own use.

**School Hours** - The bell rings at 8:00 a.m. for assembly and at 2:45 p.m. for dismissal. **Unsupervised students on campus after 3:00 p.m. will be sent to Extended Care and the parents will be billed accordingly. NO STUDENTS MAY BE ON CAMPUS BEFORE 7:45 a.m. unless they are in the early morning care program offered.**

**Parent Check-In** – All Parents/Volunteers must check in to the office prior to going in a classroom even on a regular basis.

**Volunteer Workers** - It is California State law and diocesan policy that all adults working at St. Anthony School, including volunteers, are required to have a TB Skin Test, fingerprint verification on file in the office, attend the Safe Environment program and sign a Code of Conduct.

**Photocopy Fee** – A fee of \$1.00 per page will be charged for copies made in the office, including replacement of lost field trip permission slips and the like.

**Communicable Disease** - If a child is out of school because of a communicable disease, the child should remain at home until released by his doctor in writing.

St. Anthony School works cooperatively with state and local health agencies to prevent, control, and contain communicable diseases. Communicable diseases can be a serious concern for both the affected person and the school community. Each communicable disease case shall be judged on its own merits following the policies and procedures established by the Diocese of Fresno.

Parents/guardians must immediately notify the school office if they suspect or know that their child has been exposed to or has a communicable disease that may present a health threat to their child or others.

**Illnesses** - Parents will be notified through the School Office should their child become ill at school. Parents must arrange immediate pick up for their sick child. If a child is too ill to be outdoors during recess or lunch periods, he should be kept home.

**Medication** - Students must not keep medication in their desks or on their person. All types of medication, prescription or not, must be turned in to the Office. This includes any type of cough drops.

Proper authorization must be given in writing by the parent and physician who must detail the method, amount, and time schedules by which such medication is to be taken.

**Dispensing of non-prescription drugs, e.g. aspirin, Tylenol, cough drops, etc., by the school is absolutely prohibited unless there is written permission from parent or guardian and the parent or guardian provides such medications.**

**First Aid** - First aid is provided for students who incur scratches and cuts while playing on the school grounds.

**Pick-up/Drop-off Procedures** - Parents transporting their children to and from school should leave them or pick them up in the drop-off lane near the yellow tape in front of the school, then proceed forward, or park in a lined stall. **Do not** block the middle open lane by using it for pick-up or drop-off thereby blocking moving traffic. Parents are asked to follow the traffic patterns. If parking by the Church, or playground, walk over to pick up your child. No child will be allowed to wait unsupervised.

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**Field Trips** – Since field trips are educational as well as rewarding, students must maintain good academic and disciplinary records to participate in all field trips.

**Transportation** - Transportation for field trips and other events is provided by privately owned automobiles and occasionally VIA Buses or Amtrak. **Parents are invited as chaperones only;**

**teachers will decide the required number of chaperones. It is Diocesan policy that siblings not accompany parents on field trips.** It is understood that every parent who assists as a driver must provide the school copies of current vehicle registration, a valid drivers' license and evidence of \$100 thousand/\$300 thousand liability insurance; be at least 25 years old; be fingerprinted, attended the Safe Environment program and sign a code of conduct, and have appropriate seat belts.

**Physical Education** - If, for any reason, your child is unable to participate in Physical Education, a note of explanation is required. If this condition extends over two days a doctor's certificate is required.

**Library** - Students may not check out another book if they have an overdue book. Students are responsible for the repair or replacement of damaged or lost books.

**UNIFORMS** – All students must be in uniform in the classroom and at church. Students participating in school Masses must be in uniform. Coats or jackets may only be worn on the playground or outside. All shirts are to be tucked in with the collar showing. Students may wear white, navy or heather grey polo shirts. **Students should look neat, not sloppy, as they represent our school.**  
**Uniform shorts are NOT to be worn at Masses.**

**Boys' Uniform:**

**SHIRTS** - white, navy or heather grey short or long sleeved (may not be worn with sleeves rolled), or plain, all white polo shirt. White turtleneck shirts may be worn. **All shirts must be tucked in.**

**PANTS** – “plain” navy twill dress slacks, or navy “uniform” dress slacks. “Saggy” pants, cargo, or Dickie brand pants are not allowed.

**SOCKS** - plain navy, black, or white, crew or tube. **Socks are not to be at, or below the ankles,** and must be visible above shoe line.

**BELTS** - black, brown or navy belts for students are optional.

**Girls' Uniform:**

**BLOUSE** - white, navy or heather grey, short or long sleeved shirt style (may have round or pointed collar, or turtle neck, but no puffed sleeves, ruffles, or lace trim). **All shirts must tucked in.**

**JUMPER & SKIRT/SKORT**- plaid jumper to be worn by girls in Grades K-5; plaid skirt in Grades 6-8 (can be purchased from the Uniform Store). **Solid dark shorts must be worn under skirts or jumper.** Skorts may be worn by all girls **but must be as long as a skirt/jumper.**

**SLACKS** – “plain” navy twill “uniform” dress slacks may be worn. No tight shorts (such as bike shorts), saggy pants, cargo, or Dickie brand pants are allowed.

**STOCKINGS** - solid black, navy, or white knee socks or tights; plain, all white fold-over or ankle socks. Uniform anklet socks are acceptable for girls. Leggings or stretch pants are not allowed.

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building materials in the Diocese. An accredited Inspector completed the re-inspection on April 2013, and the re-inspection data has been incorporated into the Management Plan.

Also, during the past year the District has performed the required six-month surveillance on St. Anthony School. This information is also incorporated into the Management Plan.

A copy of the Diocese's Management Plan is available for review during normal office hours in the office of the principal. If copies of the plan are desired, a nominal duplicating fee may be charged.

**HEALTHY SCHOOLS ACT 2000 (PESTICIDES)**

Information regarding pesticide usage on the school grounds will be available to parents upon request in the office.

**AIR QUALITY Policy #4744**

St. Anthony School does monitor projected local air quality to identify periods of unhealthy air quality as determined by the San Joaquin Valley Air Pollution Control District so as to protect the health of its students. During periods of unhealthy air quality (AQI of 151 and above), the school may limit any afternoon strenuous outdoor activities for the entire school population including Physical Education and athletic events or practices.

Certain sensitive students with medically identified respiratory difficulties or diseases (such as asthma) may need to refrain from vigorous activities even before the general school population limits its activities. If you believe your child qualifies as an air quality “sensitive” student, please request an “Air Quality Sensitive Group Form” from the school office.

**RESTRICTED ACCESS TO CAMPUS AND SCHOOL ACTIVITIES Policy #4790**

To protect the safety and security of students, school employees, and volunteers, all Catholic school campuses and their scheduled off-campus events and activities are closed to the public. The school, with or without cause, may at its sole discretion, invite parents, guardians, relatives and friends of students and others to come on campus or attend off-campus school events and activities.

The school shall reasonably attempt to control and monitor all visitors to campus during instructional time. **All classroom visits must be pre-approved by the principal.** **The school, with or without cause, may deny or limit entry and access to the campus or to off-campus events or activities to anyone including a student's parent or guardian.** Registered sex offenders listed on the Megan's Law web site who are disclosed to the school are prohibited from coming on campus unless accompanied or supervised by a school employee.

**ACCEPTANCE OF HANDBOOK**

As a condition of enrollment at St. Anthony School, I (we) have signed a tuition contract which states that I (we) have accepted the provisions set forth in this handbook, agree to comply with all current and future school regulations, agree to support St. Anthony School's mission and philosophy, and agree to cooperate with the school's administration and personnel.

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communications that are disrespectful or discriminatory towards a person's age, sex, sexual orientations, marital status, religious or political beliefs, national origin, ancestry, disability or any characteristic protected by federal or California law.

**CHILD ABUSE REPORTING Policy #4710**

St. Anthony School and its employees shall comply with the reporting requirements of the California Child Abuse Reporting Law. The school and its employees will immediately report any known or reasonably suspected incidents of child abuse (including physical abuse, physical neglect, sexual abuse, and emotional maltreatment) to a child protection agency.

### **PHOTOGRAPHING AND VIDEOTAPING OF STUDENTS**

While your child is at school, he/she may be photographed or videotaped by members of the school staff, by parents, and by others. If you would like to limit the photographing and videotaping of your child, please ask the school secretary for the "Request to Limit Photography and Videotaping Form."

### **SMOKING Policy #4760**

To promote the health and safety of all students and staff and to model positive health habits for students, the use of tobacco products is banned on school grounds or while transporting students to school sponsored events. This applies to all employees, students, visitors at the school, or at any school-sponsored activities or athletic events.

### **SEARCHES Policy #4821**

The school reserves the right and duty to conduct a search of a student, back pack, or desk and the physical plant and grounds of the school including vehicles whenever the school's administration deems that there may be a potential threat to the health, welfare, or safety of any student, member of the staff or visitor to the school.

### **NO RIGHT OF PRIVACY OR CONFIDENTIALITY FOR ELECTRONIC SYSTEMS Policy #3730**

Catholic schools do not grant any employee or student any right of privacy or confidentiality regarding the use of all electronic mail or messaging systems ("E-mail Systems"), all computer systems ("Computer Systems"), to include but not limited to desktop computers, laptop or tablet computers, PDAs computer network software programs and connections to the World Wide Web ("Internet"), and all telecommunications systems ("Telecom Systems"), including but not limited to telephone, intercom, voice mail, fax, pager, cell phone, and two-way radio telecommunications, while on campus or at a school-sponsored event or activity. This policy includes the use of all "Electronic Systems" (which is defined as but not limited to any E-mail Systems Computer Systems and Telecom Systems) whether owned or operated by the school, a school employee, or a student.

The school has the right to have access to and disclose in its discretion all information generated or treated on, retrieved from, stored on, sent or received on, or otherwise communicated in any manner over employee-, student-, or school-owned Electronic Systems at school or at any school-sponsored activity.

### **ASBESTOS INSPECTION NOTIFICATION**

The Diocese of Fresno hired Hazard Management Services, Inc. (HMS, Inc.), a consulting company, to complete the required three-year re-inspection of all asbestos-containing

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### **BOTH BOYS AND GIRLS**

**SWEATERS/JACKETS** - plain white or navy blue cardigan, or pullover, crew or V-neck, sweaters; **only** navy blue jacket, or crew, zip or hooded sweatshirt **with St. Anthony School emblem are allowed.** **No** other sweatshirts or zipped sweaters are allowed. **During cold weather,** heavier outerwear may be worn to and from school and out on the playground, but **must** be removed when entering Church, Hall, or the classroom.

**FOOTWEAR** - **flat shoes,** including tennis shoes, must be **solid** black, light or navy blue, brown, gray, or white, shoestrings should not be distracting. **Flat boots (no heels)** will be allowed under pants from November 1-March 31. Boots will not be allowed with jumpers, skirts, shorts or shorts. **Sandals or open toed shoes are not allowed (in or out of uniform).**

**SHORTS** - navy twill "uniform" walking shorts, not shorter than 'finger-tip ' length, may be worn from April 1 to October 31, **NOT ALLOWED AT MASSES.**

**BOOK BAG** - Students **must** carry books to and from school in a book bag or backpack.

### **ALL CLOTHING AND PERSONAL BELONGINGS MUST BE CLEARLY LABELED WITH STUDENTS' FULL NAMES!**

**Grooming** - Hair styles represent life-styles and value systems. Children do not always view hairstyles with this fact in mind, but adults do. Hair should look neat. Because of this, there is a code of acceptability for hairstyles at St. Anthony School:

Extreme fads in haircuts, colors, and styles are not acceptable.

All hair must be groomed and out of eyes all the time. Violations **must** be cleared within one week of issue or disciplinary action may be taken.

The hairstyle, cut or decor must not be distraction. Girls may wear **simple** barrettes or hairbands, **no flowers in their hair.**

No boy's ponytails; collars, and eyes must be hair free.

**Make-up & Nail Polish** - are not allowed in or out of uniform.

**Jewelry** - No distracting jewelry is allowed. Simple stud earrings worn in pierced ears and a crucifix or holy medal worn on a chain, and one bracelet, ring or pin are allowed. Boys may not wear earrings of any type. **Silent** wristwatches are allowed.

**Free Dress** - Students must dress appropriately. The decision of the Principal and teachers as to what is acceptable dress for any student will be final. Parents of students dressed inappropriately will be called to bring their child appropriate clothing.

**All Uniform code rules apply to free dress.**

**IF A STUDENT IS OUT OF UNIFORM, THE CHILD WILL CALL PARENTS TO BRING APPROPRIATE CLOTHING AND DISCIPLINARY ACTION WILL BE TAKEN.**

**PARENTS, WE ASK FOR YOUR FULL COOPERATION IN ENFORCING OUR DRESS CODE SO THAT ALL OUR CHILDREN WILL BE DRESSED AND GROOMED TO APPROPRIATELY REPRESENT ST. ANTHONY SCHOOL AND MEET OUR HIGH STANDARDS AND EXPECTATIONS.**

**Minimum Days** - Parents should consult the monthly calendar in the Herald for Minimum Days so that transportation arrangements may be made. It is very important that students are picked-up promptly at **12:00 p.m.** on Minimum Days or go to Extended Care. **The last Friday of every month is a Minimum Day. THERE IS NO HOT LUNCH SERVED ON MINIMUM DAYS.** For Curriculum Meeting Days, held four times a year, dismissal will be at 1:30pm four times a year. Check the monthly school calendar. Extended Care is available at 1:30pm on those days.

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**Walking or Bicycling** - Students must have a signed parent authorization filed with the school office before they will be allowed off campus. Students must walk their bicycles while on school property, and then lock them to the bike rack.

**Visitors** - All visitors to the school are required to sign in and out in the office and obtain a visitor's pass. **NO EXCEPTIONS**

**Parent/Community Involvement** - With the help of parent volunteers and parent participation in school functions, all members of the community benefit.

St. Anthony School is a cooperative endeavor in which every family in the school community has a vital role to play.

The school's primary expectations of parents are:

Talk to your children about God and your own faith; pray together.

Celebrate Mass together on Sundays and special days.

Be informed about the religious concepts the children are learning.

Continually develop your own faith.

Support the school's liturgical services especially Student Masses.

Volunteer your services.

Keep all financial obligations to the school current.

Participate in fund raising activities which help curtail educational costs.

Attend Parents' Club meetings and other committee meetings.

Openly communicate by bringing your questions, concerns, doubts, and ideas immediately to the teacher or principal.

Support the educational programs by fostering good study habits.

Know the academic progress of your child.

**Extended Care Program** - Supervised care is available for students from 2:50 p.m. to 5:30 p.m. and on minimum days from 12 p.m. or 1:30p.m. to 5:30 p.m. for a nominal fee. Extended care is not provided on the minimum days scheduled before holidays. The determination for morning care is dependent upon the number of students requesting it each year; with sufficient usage it opens at 7:20am. **A late fee of \$5.00 is charged for each 15 minutes after 5:30 pm.**

**Mass** - Students coordinate the 10:00 a.m. Mass at St. Anthony Church, the first Sunday of every school month. **It is expected that all students attend.** As a Catholic school, we encourage your family to consistently attend one of the Sunday/Saturday Masses on a weekly basis. Students also coordinate the first Friday Mass of every school month. Occasionally, students attend holy day, funeral and memorial Masses.

**Lost and Found** - Lost articles may be claimed after school in Extended Care. Any article left for more than one week will be given to charity.

**Sacramental Preparation** - Catholic families of students in Grade Two (First Communion and Reconciliation) must be willing to participate in the Parish Sacramental Preparation Program as a condition to their child receiving these sacraments.

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**Sports/Extra-Curricular Activities** - To participate in sports and extra-curricular activities, students must maintain a "B" average in conduct and a "C" average in academics, with NO 'D's or 'F's, and have the recommendation of the current teacher. The Sports/Extra-Curricular Activity Handout is in this handbook on pages 21-22.

**Family Life Program** - The Church recognizes the primacy of parents in the education of their children especially regarding the teaching of human sexuality. Since human sexuality is

incorporated into our comprehensive Family Life Program, specifically in grades 5-8, parents who do not wish their children to participate during the genitally explicit segments of the Family Life or AIDS instructional program shall petition in writing, the principal, to remove their children during such instruction. (See Policy 5125.3)

**Parties** - Classroom parties are scheduled for specific holidays and are the responsibility of the room mothers **after planning with the teacher.** Any other party to be held in the classrooms or on campus **MUST BE** approved by the Principal. If a parent/child wishes to bring **anything** into the classroom outside the normal curriculum, please call the office for permission. In lieu of classroom treats on a child's birthday, you are invited to contribute a book to the classroom library in honor of your child's birthday. Because they are a distraction, balloon bouquets, etc. will be delivered to the classroom the last 15 minutes of the day.

**Phones/Accessories – All toys, electronic equipment, games, c.d. players, etc. may not be brought to school or on field trips. We highly discourage bringing cell phones to school, but they may be used after school for parental contact. All cell phones will be collected by the teachers at the beginning of each day and returned at dismissal.**

#### **NON-DISCRIMINATION Policy #4110**

St. Anthony Elementary School and Preschool, mindful of its mission to be a witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

St. Anthony Elementary School and Preschool does not discriminate on the basis of race, color, national and/or ethnic origin, age, gender, or disability in the administration of education policies, scholarship and loan programs, athletic and other school-administered programs.

Likewise, St. Anthony School does not discriminate against any employee or applicant for employment on the basis of gender, age, disability, race, color, and national and/or ethnic origin.

#### **ILLEGAL HARASSMENT Policy #3710**

St. Anthony School is committed to provide a Christian learning environment that is free from any form of illegal harassment. St. Anthony School will treat allegations of illegal harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

#### **PROHIBITED USE OF ELECTRONICS SYSTEMS Policy #3731**

Catholic schools prohibit the use of all Electronic Systems to create, generate, retrieve, receive or send any offensive information or any information contrary to the teachings or beliefs of the Catholic Church, including, but not by way of limitation, any information which contains items of an offensive sexual nature, racial slurs, derogatory gender-specific comments, or any other