

St Anthony School District

“My Choices...My Character”



Student/Parent Handbook

2018 - 2019

DISCLAIMER: The information contained in the following pages was the best available at press time. The policies and procedures listed in this student handbook are solely for the guidance of our students and parents and are subject to change at any time at the sole discretion of St Anthony Academy and its Board of Directors. SAA reserves the right to change or amend this Student Handbook information, as necessary, for the good of the school. Parents and Legal Guardians will be informed of any changes in a timely manner. Changes and/or additions will be announced, provided in the newsletter, and posted on the St. Anthony School website.

*Until you value yourself, you will not value your time.
Until you value your time, you will not do anything with it.
M. Scott Peck*

Dear SAA Students and Parents,

Welcome to St. Anthony Academy and the start of a memorable year. As we embark on this wonderful and exciting journey, be assured that our central goal is to provide excellent educational opportunities, for all students. Students, when you graduate, you will be prepared to compete with the rest of the nation's most talented students in high schools, colleges and universities across the country and internationally, if you so choose.

This student/parent handbook is designed to provide you with information that will help you be successful as a SAA student. This handbook contains procedures, requirements, policies, and guidelines for students and their parents/guardians. The purpose of this handbook is to provide answers to many of the questions that are most frequently asked, by students and parents. This student handbook lays the groundwork for our common expectations in creating a high-achieving and supportive academic and social environment. This handbook communicates the basic policies and procedures that we all must follow to ensure that teaching, learning, and achievement remain the focus of each minute of every day. However, these policies and procedures are just a starting point. As we develop our learning community, our comfort with one another and trust for one another will grow and we will begin to realize our goals through collaboration, persistence, and excellence in everything. It is our hope that this handbook will assist you as key members of our teaching and learning community.

I look forward to a powerful and positive year. Please use the information contained within this handbook as a resource throughout the year, and feel free to contact me if you have any questions or concerns. After reviewing the student/parent handbook, please sign the form on the acknowledgement page stating that you have reviewed the information contained within the handbook, tear it out, and return it to your child's homeroom teacher, no later than the Monday following distribution of handbooks.

Let our TIME together begin...

Thank you,

David Ray
Superintendent/Principal

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SAA Soaring

Our Mission

The St. Anthony School mission is to develop inquiring, knowledgeable and caring young people who make better decisions for themselves and the world through inter-cultural understanding and respect. The school focuses on curriculum, innovative instruction and parent and community involvement. St. Anthony strives to create an environment based upon academics that encourages students to become active life-long learners who understand that people, with their differences, can also be right.

School Motto

“My Choices...My Character”.

School Colors

Blue- signifies the love of truth. Blue has this significance because it belongs to the color of the sky. Just like the limitless boundaries of the sky, our students have limitless dreams and hopes.

Gold - is indestructible, valuable, and malleable.

Mascot

The “Eagle”

The eagle was a symbol born by men of action, occupied with high and weighty affairs. It was given to those of lofty spirit, ingenuity, speed in comprehension, and discrimination in matters of ambiguity. The wings signify protection, and the gripping talons symbolize ruin to evil-doers. The eagle is held to represent a noble nature from its strength and aristocratic appearance, as well as its association with the ancient kings of Persia, Babylon and the Roman legions, having been the official ensign of those empires.

School Symbol

The Pillars of Knowledge

St. Anthony Creed

I pledge today to open my mind, to seek and learn new knowledge. I will not harm, fight or disrespect my fellow brothers or sisters. My body, mind, and the words I speak are clean. I will respect my parents, my teachers and myself. I will use my knowledge to stay in school to make a new and better world. I am great and my education will make me even greater.

Leadership Profile

SAA students will...

- Work through assignments carefully and thoroughly.
- Study corrected (returned) work with care; paying special attention to mistakes and incorrect answers.
- Correct mistakes on assignments and tests.
- Demonstrate determination in the face of failure or difficulty.
- Look at failure as an opportunity to learn and improve.
- Seek challenging and additional work, once assignments have been completed.
- Actively participate in learning tasks/activities.
- Ask questions and request assistance from peers and teachers.

Graduate Profile

SAA Graduates will be able to...

- Face challenges and problems fiercely, always looking for a better way.
- Believe in themselves and strive constantly to improve themselves and their quality of life.
- Seek to understand themselves in an ever-changing world and take active steps to exert control over their lives.
- Enjoy learning, read thoughtfully, write skillfully, speak persuasively, and listen patiently but critically.
- Possess a range and depth of knowledge, apply it critically, and know how to continue to learn effectively in both structured and independent settings.
- Set goals and relentlessly achieve them.
- Think broadly, deeply, and strategically.
- Work well with others through compassion and communication.
- Respectfully advocate for themselves, their family and what they know to be right. Work consistently and effectively for a more just and humane society.

General Information for Parents

Custody Issues

Paperwork for legal considerations, which affect the custody of a student, must be given to the Registrar and will be maintained on file in the school records. Communication with the school regarding legal decisions related to custody arrangements is very important. Upon request, the non-custodial parent may receive school information. In addition, upon request, a teacher will set up, a separate parent conference for the non-custodial parent. A parent, whose parental rights have been legally terminated, is not disbursed any school information pertaining to their child(ren). St. Anthony must receive a copy of the court order terminating those rights. It is the policy of St. Anthony School, that the custodial parent has the sole responsibility of making decisions regarding the student's academic status, extra-curricular activities, and social well-being.

Health Services

Any student with emergency health or safety situations should report to the Main Office. Students too ill to remain at school will wait in the Main Office for a parent or designated contact person to arrive to take them home.

We use the contact information provided at enrollment to notify parent(s) and/or guardian(s) of student illness. Parent(s) and/or guardian(s) contact information should be kept current so that we are able to contact you regarding your student's health, in a timely manner. To make changes, call the Main Office at 214-421-3645.

Dispensing of Medications

St. Anthony Academy staff are prohibited from providing or administering any medication, including aspirin, to any student. Students with asthma should take their medicine at home or be able to keep their inhalers locked in the front office for self-administration. The teacher will allow your child to come down to the front office to take their medicine.

In order for students to self-administer their prescribed medication, a “**self-administration medical form**” must be completed and signed by the parent(s) and/or guardian(s) and placed in the student's school records. Students needing occasional medications such as penicillin, etc. for colds, earaches, and sore throats, are to take these medications at home. Medication that is prescribed three (3) times a day can be given before the student comes to school, after school, and again at bedtime.

Inclement Weather

Inclement weather is a possibility throughout the year. Parents are asked to watch WFAA - Channel 8 and log onto St. Anthony's website (www.stanthonydallas.org) for any school closure information. This information will broadcast by 6:30 a.m., on the affected day under “St. Anthony Academy Dallas”.

Emergency School Closure

If for some reason, the school must close during the day, parent(s) and/or guardian(s) will be notified via St. Anthony School's parent notification system (One Call Now). Please make sure that the Front Office has **current phone numbers** where you can be reached during the day.

Birthday Celebrations

St. Anthony School will no longer allow birthday celebrations.

Drop Off

St. Anthony School will no longer allow parents to drop off anything to the school for your student. This includes lunch, backpacks, tennis shoes, homework, etc. Please be sure your student is prepared for school daily upon arrival.

The Teaching and Learning Community Founding Faculty CORPS

We are an inquiry-based collaborative group that uses an integrated approach to knowledge and learning to propel students to their highest potential.

Teachers are at the heart of our efforts to educate and support our students. ALL SAA founding faculty possess the following qualities and qualifications:

Mission Driven: Candidates must believe that all students, regardless of background, can and will achieve academic excellence and success in college and life through a combination of rigorous curriculum expectations, excellent instruction, supportive relationships with adults, and personal commitment in a well-organized school environment.

Exceptional Achiever: Candidates must have high expectations for their own achievement and that of their students. Candidates must have a strong background and command of his/her content area.

Instructional Excellence: Candidates must have a bold and ambitious vision for developing a rigorous secondary school curriculum in a chosen field of study. Candidates must be committed to on-going professional enrichment and adolescent leadership character development as well as academic achievement.

Collaborative Spirit: Candidates must show potential to work effectively with a cohesive and diverse team of teachers, students, and parents. Candidates must be able to listen carefully to, learn from others, and have sincere respect for teachers, and students. Spanish language ability is a plus.

Dedication and Commitment: Candidates must project a passion for teaching and learning on a daily basis while connecting with students of all background and levels. Candidates must uphold student attainment as a teacher's highest priority and remain dedicated to the mission for student success in secondary school, college, and life.

NCLB Compliance: Candidates must hold teacher certification

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Field Lessons

Educational

SAA believes in hands on learning, which is why throughout the year, students go on educational field trips. Educational field trips are for every student and parents are encouraged to allow the student to attend. Any student that receives a suspension during the six-week period **may not** participate in any school-sponsored field trips for the remainder of the six weeks.

Social Field Trips

SAA also believes in celebrating student achievement with social field trips, which are earned by the students committing to and reaching the school's expectations (*See Academic Program and Student Management sections*). Each class will plan an end-of-year field lesson designed to be celebratory and educational. As part of these field lessons students will visit college campuses as well as historical landmarks, museums, businesses, and theme parks. Please note, if your child has been suspended within the year, participation will not be allowed.

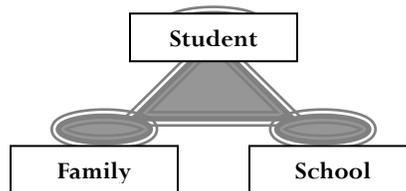
Academic Success Intervention Plan (ASIP)

A unique characteristic of St Anthony Academy is its' extended family atmosphere; an atmosphere, where students are known and embraced as individuals. The ASIP Program is designed to continue to cultivate this atmosphere even when the St Anthony student population becomes larger in future years. No one falls through the cracks. The goal is to make sure 100% of our students are successful academically. To facilitate full academic achievement for all students, beginning with the academic year St Anthony teachers are required to provide any student having academic difficulties with an Academic Success Intervention Plan (ASIP). ***When a student is at academic risk, the teacher will notify the parents via our online grading system, e-mail or by telephone.***

The Partnership of Excellence

St Anthony Academy promotes a single culture of excellence demonstrated in behavior, dress, and decision- making. Excellence will be evident academically, instructionally, and through relationships with one another. ***As a member of the SAA community, students, parents, and staff sign a "Partnership of Excellence Agreement" form, each year, to reinforce their commitment to the school's mission and values and to their own education.***

The triangle represents a partnership and commitment among the important leaders in the student's academic journey:



Throughout our school culture, the triangle represents how the responsibilities of the student, family and school community are intertwined and essential to lifelong success. This triangle of responsibility is also a promise that St. Anthony Academy will do whatever it takes to help its' students succeed.

Enrollment

Intent to Return

Current SAA students are required to submit an ***"Intent to Return" form*** in December, to hold their space for the following school year. This form is sent home at the end of November (after the Thanksgiving break).

Open Registration/Waiting List

Open registration applications (Kindergarten – 8th grade), for all available spaces for the following school year are filled based on the lottery system. The first step is to complete an application during our open-registration period, which runs from the third Wednesday in January through the end of February. Students are placed on the waiting list for the appropriate grade level, if they do not receive an open slot in the lottery drawing. Acceptance and waiting lists are announced on the SAA website the second week of March.

Siblings, of current students are required to complete an open registration application for admission.

SAA embraces diversity in its' student body, faculty and staff. *SAA does not discriminate on the basis of race, color, gender, disability, age, home district, religion, sexual orientation, national ethnic origin, or academic, artistic, or athletic ability.*

Attendance – “EVERY” Day Counts!

School Hours

Kindergarten thru 8th grade (7:45 a.m. – 3:40 p.m.). Carpool dismissal starts at 3:45 p.m.

Children should **NOT** arrive earlier than 7:00 a.m. or remain on the campus later than 4:00 p.m. unless they are participating in a supervised school activity. **Parents you will not be allowed to dismiss your child after 3:15 p.m.**

SCHOOL DOORS WILL NOT OPEN UNTIL 7:00 A.M.

Late Room

All children are required to be picked up by 4:00 p.m. If a student remains on the SAA campus after 4:00p.m., they will be sent to the late room. ***The late room fees are listed below:***

4:00 – 4:10	\$10.00	4:21 – 4:30	\$20.00
4:11 – 4:20	\$15.00	4:31 – until	\$35.00

****** Late room fees have to be paid immediately upon picking up your child. For Repeat Offenders (3 times or more), the fee will automatically double.***

NOTE: If you are unable to pick-up your child, please consider taking advantage of the after-school program at the St. Anthony Community Center. ***Teachers are not allowed to keep any child in their classroom after 4:00P.M.*** This expectation applies to athletic events and field trips as well.

Notifying the School of Student Absences:

We ask that you and your parents make every possible effort for you to be present, daily. If an absence is unavoidable, a parent or guardian should make every effort to call the Main Office before 7:30 a.m., on the date of the absence with the reason. ***If the school has not been notified by 9:00 a.m., the student's absence will automatically be recorded as “unexcused.”*** In order for a scheduled absence, to be “excused,” a written explanation must be submitted to the Registrar via email (khardy@stanthonydallas.org), prior to the absence. **The email needs to contain the name of the student, date(s) of the absence(s), reason, along with the parent or guardian's name.** **Three (3) absences per semester will be excused by email.**

Excessive “unexcused absences” have the potential to effect a student's course grade and/or unit of credit. It may also result in a student being “RETAINED” due to them not meeting the required attendance criteria set forth by the Texas Education Agency which states, "A student may not be given credit for a class unless the student is in attendance for at least 90% of the days the class is offered.

- Students who miss classes because of participation in school-sponsored activities are not marked absent. However, they are held responsible for all missed class work, tests, and assignments.
- Any student who is absent for a half or full day from school, due to illness, or has an unexcused tardy beyond the end of 2nd period, or who has been sent home by the school, is ineligible to participate in any co-curricular activity or sport, for that day.

What Types of Absences are Excused?

Illnesses of two (2) days per week will be excused by a note from the parent and/or guardian. **Three (3) day absences due to illness will require a doctor's note to be excused.**

Absences are excused if a student attends the funeral of an **immediate family member** (ie: parent, grandparents, siblings, aunts uncles), with funeral documentation (program or obituary). **Funerals of other family members, friends, etc., will not be an "excused absence".**

All other absences will be recorded as "unexcused", unless a proven emergency can be documented and receipt of a dated written approval from the director is provided. If you must miss school due to sudden illness or a family emergency, the Ms. Hardy must be contacted by 8:00 a.m via email (khardy@stanthonydallas.org). Upon the student's return to school, a written note by a parent, legal guardian, or physician/dentist validating the student's absence must be given to the Registrar. Notes must include the dates of absence, the student's name, **and the REASON clearly indicated**, so that the absence is properly documented.

Doctor or Dentist Appointments:

According to the **Texas Education Agency**, a school district **has the right to decide** if an absence documented by a doctor's note is considered as excused. The school district also **has the right to decide** the number of absences that will be excused with a doctor's note.

St. Anthony Academy Policy: Two (2) doctor or dentist appointments during a six week period will be "excused" with a doctor's note.

Un-Excused Absences

Going out of town, visiting family, running errands, extra-curricular sports activities or other personal reasons are not considered excused absences. Family trips or other out-of-town excursions that occur during the school day are not excused. Our expectation at St. Anthony Academy is that our students will be present each day school is held. We understand that certain situations arise that require students to miss school, but we hope that we can work together to keep those situations to a minimum by personal business appointments being scheduled outside the school day whenever possible.

*** If doctor, dentist, orthodontist or other appointments must be made, *please schedule appointments on early dismissal dates, school holiday dates, or late in the afternoons.*

In instances, of unexcused absences, you are 100% responsible for initiating communication with the teacher and making up all missed work (preferably, before the return to school). If you are absent frequently (excused or unexcused), a letter of concern will be sent home and if the absences continue, a parent conference will be scheduled to discuss a solution to the problem. Please note that excessive absences affect learning and, therefore, may lower your grades.

- In the case of an unexcused absence, due to truancy, the student receives a zero on any tests and quizzes missed.
- The student receiving an unexcused absence may also be subject to disciplinary action. In other cases of unexcused absence, severe academic consequences will still result.
- Students who exceed a certain number of absences will be referred to truancy court.

Tardiness

SAA relishes punctuality and dependability and maintains a strict policy regarding tardiness. Tardiness to school and to class is unacceptable and is punishable by detention. Excessive or habitual tardiness may be grounds for suspension or other disciplinary action. School begins each day at 7:45A.M., and you need to be in your first class, seated, homework displayed, planner visible, and prepared to learn before 8:00a.m. If a student arrives after 8:01 a.m., the student will receive a tardy pass and the attendance record will be changed to "tardy." Students arriving to school late cannot enter classes without a tardy pass. Every effort, should be made to schedule medical/dental appointments at times other than during school hours.

Average Daily Attendance (ADA):

The ADA time for SAA is listed below for each campus:

Elementary: 9:00 AM
Middle School: 9:00 AM

If a student **is not** at the school or on a school approved field trip, **at** the appointed ADA time, they will be counted as an “unexcused absence” for the day.

Tardiness will not be excused for reasons of tiredness, traffic, or errands. SAA believes that student attendance is critical to college preparation and lifelong success. All students should be at school daily to maximize their learning opportunities. Perfect attendance, is expected of each student and is important for scholastic progress.

Consequences for “Unexcused” Absences and Truancy Laws:

Please be advised that Section 25.085 of the Texas Education Code states that a child who is at least six (6) years of age who has not reached their 18th birthday shall attend school unless exempted by law. The law stipulates that “upon enrollment in pre-kindergarten or kindergarten, a child shall attend school”. Children enrolled in Pre-K or Kinder., are under the same attendance requirements as all other school children of the State.

The law (SBI432. Sec. 25.094) states that a student commits an offense of the law if the student is absent from school 10 or more days or parts of days within a six (6) month period or three (3) or more days in a four (4) week period.

Should the total number of absences reach or exceed ten days in a six (6) month period or three (3) days in a four (4) week period, the district may file a complaint against you and/or the student in County, Municipal, or Justice of the Peace Court. In the event that you or your child is found in violation of the Texas Compulsory Attendance Law, you would be subject to prosecution under Sec. 25.093 or 25.094 of the Texas Education Code.

Early Pick-Up

If a student is picked up prior to the official dismissal time (K-8th Grade 3:45pm) he or she has missed instructional time and is considered to have a **partial day** absence. **For truancy purposes, partial day absences are considered to be “unexcused” absences. St. Anthony School will no longer allow parents to pick up a student after 3:15 pm, due to preparation for dismissal.**

Academic Program

The goal of SAA is to prepare students for a productive and satisfying elementary and middle school experience leading to positive high school and college careers, family lives, and participation in a larger community. Our purpose is best achieved, through a foundation of rigorous academics, a wide variety of athletics and activities, and a constant focus on the core values of integrity, inquiry, choices, and reflection. Every student has unique educational needs and goals, and SAA programs offer the flexibility and high expectations to empower all students to succeed.

Library Policy:

Kindergarten – 5th grade will come to the Library/Media Center every other week. 2nd – 5th grade are allowed to check books out from the library; 2nd grade is **NOT** allowed to take their library books home. Library books are checked out to the student and that student is responsible for the book. If a library book is lost or damaged, the student will owe the library the replacement cost of the book in addition to any late fees which may have accrued. Students are not allowed to “swap” books with other students. If this happens and the book is lost or damaged, then the student to whom the book is checked out to will owe for the book and any late fees. Late fees are charged beginning the 15th day after the book was checked out. The charge is \$.05 a day for a maximum of \$5.00

Textbook Policy:

Textbooks are checked out to each student K-8th. The student to whom the book is checked out to will be responsible for that book. If a book is lost, stolen or damaged the student will have to pay for the replacement of that book before being issued a replacement. The condition of the book is noted when checked out to each student.

Study Habits

Every student is the principle agent of his or her own education. Thus, students who are motivated, independent, and organized will be the most academically successful at SAA. This group of characteristics can be encouraged and taught, but there is no substitute, if a student desires genuine excellence. Hence, each student in the pursuit of St. Anthony Academy excellence is expected to:

- Bring all necessary materials to each class every day.
- Pay attention in class, keep a notebook, and participate according to the teacher's expectations.
- Ask questions to clarify points of instruction or to prevent misunderstanding.
- Accurately, record homework assignments, before leaving class.
- Complete all homework, plan effectively for completing work, and use study hall time, productively.
- Make effective use of the student planner daily.
- Strive for nothing less than his or her best.

Promotion Requirements and Summer School Requirements

In order to advance to the next grade and receive credit for courses taken, students must earn passing grades of 70 or above in core classes, ie: English/Language Arts, Math, Reading, Science and Social Studies; students must also pass state mandated tests. Each semester students must take a course in the following areas: Language Arts and/or Reading, Math, Science, Social Studies, Technology, Fine Arts, and Physical Education.

(Texas Education Code: Section 25.092) conditions credit or a final grade for a class on a student's attendance for at least 90 percent of the days, a class is offered.

Students that fail, two of the three six-weeks in a semester, (1st or 2nd semester) fail the third or the fourth six weeks, consecutively, fail a course for the semester and/or year and/or fail the required state- mandated assessment test, maybe retained and are required to attend summer school. Students may also be required to attend summer school because of excessive attendance violations. Parents are formally notified, in writing, of a student's requirement to attend summer school.

Grading System

Throughout each six weeks, students will be assessed to determine how much and how well they have mastered the materials taught. The results of such assessments will be reflected on the JR3/Websmart online grading system, 3rd week progress reports and report cards (every six weeks). Grades reflected online, on progress reports and report cards indicate your child's academic achievement and are not lowered because of disciplinary reasons **except** for late assignments or academic dishonesty.

Grading Scale

(2nd – 8th grade)

A	90-100%
B	80-89%
C	70-79%
F	Failing 69% and below
I	Incomplete

K5 - 1st

M	Mastery (100-90)
S	Satisfactory (89-80)
P	Progressing (79-70)
NP	Not Progressing (Below 70)

If work is not completed within two weeks, after the semester ends, the **Incomplete** becomes a numeric grade.

Grade Reporting

Mandatory conferences, are scheduled twice yearly, at the end of the first six weeks grading period and at the end of the fourth six weeks grading period. Report cards are issued to parents at the conferences. Parents who would like to meet with teachers at any other time, are required to contact the office and/or appropriate teacher via e-mail to set-up a conference during the teacher's planning period.

Report cards for the second, third, and fifth six-weeks are sent home the Friday after the appropriate six-week ends. End of the year report cards are distributed on the last day of school. (*See school calendar*)

St Anthony uses an online grading and reporting system. This system is available to SAA parent(s) and/or guardian(s) via the internet from grades K-5 through 8th grade. **The parent(s) and/or guardian(s) e-mail address must be submitted to the Registrar to gain access to this system.** Please utilize this grading system, on a weekly basis, to check your student(s) progress.

GRADE CHANGES:

Grade change request must be requested within (3) business days, of the end of the six weeks. There will be no exceptions to this policy. The appropriate paperwork has to be submitted by a teacher and/or parent/guardian within those (3) business days. **The grade change will show on the next report card.**

Academic Recognition

SAA believes in rewarding those who completely meet and exceed our expectations. These acknowledgements are made on an informal basis daily and weekly for both academic achievement and for upholding the school's values. Formal acknowledgements are made at the end of each six weeks with the honor roll announcements and awards.

Academic Excellence Award (Year-End)

SAA bestows an "Academic Achievement Award" at the end of each year to students that have:

- **Yearly GPA (grade point average) of 3.4 or higher**
- **Achieve the "A" or "A/B" honor roll each six-weeks grading period.**

Special Note: The GPA shown on the six weeks report card is cumulative; the "yearly GPA is manually calculated. The schedule for the manual calculation is available, upon request, from the Registrar.

Academic Odyssey

We understand that each student has independent needs, and we are here to help meet those needs. SAA teachers are available outside school hours to help those who require additional support as well as evening and weekends via voice mail or cell phone, at times, designated on each teacher's syllabus. Students should ask questions in class and arrange for tutorials to maximize their understanding beyond the regular support provided by the teacher. Academic support time, is scheduled from 4:00 p.m. to 5:00 p.m. during school days and on scheduled Saturdays, 9:00 a.m. to 12:00 p.m. Information, in regards, to afternoon and Saturday tutoring, will be sent home, during the year.

Intervention

Students that are required by the SAA team to attend after school tutoring, Academic Odyssey, and special group Tutoring must attend these sessions in order to be successful. Parents are asked to help ensure that the student attend all sessions, if not the student is in jeopardy of being **retained**.

Special Education

Aiding students who have learning difficulties or who need Special Education or Section 504 services:

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RTI). The implementation of RTI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals: If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the

request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply. Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Contact: St. Anthony School

Phone Number: 214-421-3645

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact: St. Anthony School

Phone Number: 214-421-3645

Additional Information:

The following websites provide information and resources for students with disabilities and their families:

- **Legal Framework for the Child-Centered Special Education Process**
- **Partners Resource Network**
- **Special Education Information Center**
- **Texas Project First**

Homework Policy

Introduction

In order for students to achieve to the best of their ability, it is essential that teachers, students, and parents work together as members of a learning community, committed to excellence. The purposes of this policy are to provide specific guidelines on homework, to help foster positive attitudes about homework, and to help increase the level of communication between home and school.

Purposes of Homework

- ◆ Provides opportunities for students to develop time management and organizational skills
- ◆ Reinforces classroom learning
- ◆ Reinforces the fact that learning occurs beyond the classroom
- ◆ Strengthens ties between home and school particularly when parents help in some way, with assignments
- ◆ Enables parents to see their child's progress
- ◆ Helps students develop a positive attitude toward life-long learning.

Appropriate Homework Assignments

Homework, is defined, as educational tasks that a student is assigned as an extension of classroom work.

Types of homework:

Practice: Practice assignments, reinforce newly acquired skills or knowledge. This includes nightly reading with a parent or older sibling.

Preparation: Preparation often involves collecting material for a class discussion or project.

Extension: Extension assignments encourage creative learning by emphasizing student initiative and research. These assignments may take the form of a project which parallels class work, and which requires students to apply skills and concepts presented in class.

Time Guidelines

Current research findings indicate that assigning young children with an abundance of homework each night has little effect on student achievement; however, it is important for developing the ability to learn autonomously. (Cooper, 1989). However, it is impossible to predict the time necessary for all students to complete assignments because of different learning rates and age levels the following is suggested:

Principal's Role

- ◆ Communicate homework policy to teachers, parents, and students.
- ◆ Assist and support teachers in the implementation of the policy.
- ◆ Monitor the implementation of the policy and initiate revisions, as necessary.

Teacher's Role

- ◆ Communicate clearly and regularly with students and parents regarding homework expectations.
- ◆ Assist students in maintaining the organizational skills needed to record and complete homework.
- ◆ Ensure that all assignments have a specific instructional purpose.
- ◆ Monitor homework completion and provide constructive feedback.

Student's Role

- ◆ Be aware of all work to be completed.
- ◆ Complete all homework with care.
- ◆ Ask teachers to clarify that which is not understood.
- ◆ Ask parents for assistance, if necessary.
- ◆ Read daily and choose books that are of interest to you.

Parent's Role

- ◆ Provide your child with a quiet place for completing homework, eliminating as many distractions as possible.
- ◆ Establish a regular homework time.
- ◆ Offer assistance while encouraging your child to work as independently as possible.
- ◆ Review completed homework and offer constructive feedback.
- ◆ Read for pleasure with your child and model a love for learning.

St. Anthony's Homework Policy

Math: Math homework, will be assigned each night.

Reading: Students are encouraged to do some form of reading each night, but are required to have reading comprehension homework no more than two nights a week.

Spelling/Language Arts: Spelling and/or Language Arts, will be assigned, at the teacher's discretion.

Science: Science homework, will be assigned on Mondays and Wednesdays.

Social Studies: Social Studies homework, will be assigned on Mondays and Wednesdays.

Parents are required to sign their child's Planner/Homework Assignment Sheet each night.

* **Special Note:** Your child will have projects at the teachers' discretion; projects are not considered in this homework policy. Also, note that if your child has to make up an assignment, it is considered **extra** and will not take the place of any homework that is assigned on that particular night. It is not the intent of St. Anthony School to burden you and your child with an over-abundance of work, but to make sure that they have the necessary skills to be successful students now and in the future.



Late Work

Students are expected to complete all your assignments in a timely manner. Late work, will only be accepted, if you call your teacher and if you are granted an extension. If you do not call or if an extension is not granted, you will receive a zero on the assignment. Late work, which has been granted an extension, will not exceed 75%. Late work **will not** be accepted after 3 days.

SAA teachers expect that ALL your homework assignments are completed even if you are not granted an extension or if you are assessed the full late penalty and receive a zero. Failure to submit a homework assignment may result in further disciplinary action.

The ZERO Policy / Make-up Work

Students who are absent, for any reason, are expected to complete all assignments, including missed class work and homework. When absent, it is the student's responsibility to consult teachers and teammates for the day's assignments. Most assignments are readily available to students on or near the classroom door. Students may make up all graded work for an excused absence (illness, funeral, prior written permission) at the written discretion of the teacher. Grade level policies regarding make-up work and test and quiz make-ups will be found in the teacher course syllabus.

It is the student's responsibility, to make arrangements with his or her teachers immediately upon returning to school, for such work to be made up. Failure to do so will not excuse or exempt the student from the work missed and may result in the grade of "0" being assigned to the work. This responsibility of the student extends to tests, quizzes, homework, and reading assignments. If a student misses class due to a late arrival or early dismissal on a particular day, that student is responsible for turning in any assigned homework and arranging the making up of tests by the end of the next class day.

Students must realize that schoolwork is primarily their responsibility. In cases of extended illness (3 days or more), a list of assignments may be obtained by e-mailing each individual teacher (preferred method) or leaving a message on the teacher's voicemail. Phone numbers for teachers, will be provided at the start of each school year. A parent or other person with parental permission who signs in with the office manager may retrieve books or other materials needed from the student's locker in order to make up missed work. **The student will not be permitted to make up missed work for any unexcused absence.**

Student Planners

If you fail to plan, you plan to fail.

Preparation and organization are two keys to lifelong success and SAA will equip students with these two very important skills by presenting opportunities for daily practice. Since success is our only option, each student will be responsible for maintaining current projects and assignments in her/his planner, planning evening and weekend activities, and utilizing time management to meet deadlines. Students will have leadership preparation grades on their quarterly report card portfolio.

STUDENT LEADERSHIP PROGRAM

Non-Negotiable Expectations

Our school's choice management system is designed to identify and correct misconduct, to encourage all students to adhere to their responsibilities as citizens of the SAA community, to protect students, staff and property, and to maintain essential order and discipline. SAA students, are expected to conduct themselves in accordance to the standards set in our *Code of Conduct and Partnership to Excellence agreement*. Any behavior detrimental to the learning environment will be addressed and redirected. If you choose to show disrespect toward yourself or another including interference with another's access to a quality education in a safe environment, you will be subject to disciplinary action.

Our school's leadership program is designed to support students' lifelong success goals, encourage self-discipline, assist students in making good choices, model appropriate behaviors to encourage all students to adhere to their responsibilities as a member of the SAA learning community, to protect students, staff, and property and to maintain essential order and discipline.

HONOR CODE

Every SAA student is expected to uphold the highest standards of honor with regard to academics, activities, and other school-related pursuits. The **St. Anthony Academy Honor Code**, is established to ensure that students take responsibility for their own actions and thus create an atmosphere free from suspicion. By means of the Honor Code, SAA students practice responsible leadership, accept personal responsibility, and develop strong character. Cheating, plagiarism, forgery, and other academic dishonesty are considered severe discipline problems and will be punished accordingly in addition students will receive a zero for the assignment. We believe that students can and should take responsibility for establishing and maintaining standards for his/her own behavior. Our SAA Honor Code serves as a written model for what is expected from students in terms of behavior, as well as a pledge to live by the school's

values while maintaining college preparation as the number one priority. At its core, the honor code is based on, mutual respect and trust.

While the Honor Code is a part of our school as a total learning community, it is a special honor given to the students of St Anthony, due to their desire to be part of this family and to be concerned for its well-being. At the heart of the Honor Code, is respect for the dignity of all. Lying, cheating, stealing, and tolerating those who are damaging to the student's character and integrity and to the reputation of the school. Taking responsibility for one's actions is vital to the maturity of each individual. SAA students are citizens of the St Anthony family, their own respective families, their local communities, and the international world. The trust among all members of this family builds confidence in the overall school community and enables all to be grounded in the SAA core values of "integrity, inquiry, choices, and reflection" which guide our every decision.

This code asks that every member of the SAA community hold each other, with the same rigor in academics, to a standard of personal integrity, honesty, and mutual respect. The SAA Honor Code declares, "As a member of the SAA community, I pledge my full and steadfast support to the Honor Code and I promise neither to lie, to cheat, nor to steal." Student, parents, and teacher all commit to the honor code by signing the SAA Partnership to Excellence agreement. Teachers may require students to write the full honor code on major assignments. Actions or attempted actions that run counter to these precepts are violations to the honor code as follows:

- A student's word is expected to be the complete truth; therefore, lying and forgery are violations of the honor code.
- A student's work is expected to be his/her own, unless properly credited; therefore, plagiarism and cheating are violations of the honor code.
- The property of others is to be respected; therefore, stealing—no matter how minor—is a violation of the honor code.

It is each student's responsibility to check with the appropriate authority regarding the honor code, in situations, that seem unclear. Ignorance of the honor code, will not be an excuse, for a violation. Students who witness an honor code violation are strongly encouraged to report the action to their homeroom teacher who will notify the school principal. Witnessing an honor code violation and reporting it constitutes honorable behavior and is expected of every SAA student. Students may opt to report a violation through an anonymous referral.

ACADEMIC DISHONESTY

Students are expected to submit assignments, tests, quizzes, and essays that is the result of their own independent academic EFFORTS. Forms of academic dishonesty include, but are not limited to, the following:

- ***Plagiarism***, is a form of dishonesty where a student presents the work of another as one's own. Failure to cite the source(s) of quoted, paraphrased, or summarized material, whether published or unpublished (including Internet publications) is defined as plagiarism.
- Collaboration on homework or other assignments or tests is not permitted unless written permission has been secured from the teacher allowing for cooperative or group work. Students are permitted to receive assistance or guidance from others, but the entirety of the work itself and the content must always be the student's own. If doubt arises, students are expected to consult with the teacher.
- ***Copying*** and submitting the work of another or submitting work done by another is an act of academic dishonesty.
- Allowing another student to copy one's work, quiz, or test, or submit one's work, quiz, or test is an act of academic dishonesty.

Consequences:

If a student is suspected of plagiarism or any other form of academic dishonesty, the following procedure will be followed:

- The teacher will confiscate the student's exam, test, quiz, or assignment.
- The paper, exam, test, quiz, or assignment will be submitted to the Principal for consideration.
- The student will be required to meet with the teacher and the Principal for review of the student's work.

Choice Management Techniques

Rules and disciplinary procedures exist to ensure the safety and well-being of everyone at SAA and to create an ideal environment for continuous successful learning. Respect for self, others, and the pursuit of knowledge is the rule in all situations. Any behavior, detrimental to another's access to a quality education in a safe learning environment will be subject to disciplinary action. All school rules will be announced, presented in writing, and enforced fairly.

Our leadership enrichment program, is based upon the **SAA Choice Model**, which is designed to assist students in making positive choices that benefit not only themselves but also the entire community. Students are asked to always **act** and do the right thing, **reflect** on the consequences of their choices in order to make choices that are more responsible the next time, then to change the course of **action** based on the **reflection**.



St Anthony Academy is dedicated to providing every student an opportunity to pursue excellence consistent with the school's mission. Through personal example and the publication and enforcement of the rules stated in this handbook, faculty and administrators strive to encourage law-abiding behavior and cooperation with right order. The school also promotes and encourages punctuality, diligence, and organization. Sound judgment, responsibility, self-control, and personal toughness are also encouraged. In doing so, we make every effort to maintain a respectful environment that fosters a commitment to INTEGRITY, to doing what is right because it is right. Nonetheless, from time to time it becomes necessary for a student to face disciplinary action for choices that disturb the overall learning community or that violate the school's rules and codes of conduct. Enrollment in the school indicates knowledge of and a willingness to comply with the school's regulations. Ordinarily, the classroom teachers handle most discipline issues. They have authority to apply appropriate disciplinary techniques to maintain order in their classrooms. The Principal oversees enforcement of rules and codes of conduct.

Student Choice System Procedures

Discipline Levels: Infractions of school rules or other discipline issues may result in consequences including, but not limited to, detention, diminished choice points, in-school suspension, suspension, expulsion, discipline notices sent home, parent/teacher conferences, and legal action. Infractions are weighted and placed on a level based on the seriousness of the infraction, frequency of the misconduct, the student's attitude, the effect of the misconduct on the student and those exposed to the misconduct and other appropriate factors. Some of the consequences for inappropriate behaviors include:

When conducting discipline practices, St. Anthony Academy will follow general guidelines:

1. Discipline shall be administered when necessary to protect students, school employees, or property and maintain essential order and discipline.
2. Students shall be treated fairly and equitable. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include:
 - a. The seriousness of the offense;
 - b. The student's age, maturity, and attitude;
 - c. The frequency of misconduct;
 - d. Documented evidence of self-defense;
 - e. The potential effect of the misconduct on the school environment;
 - f. Requirements of Chapter 37 of the Education Code;

- g. The Discipline Management Plan and Student Code of Conduct adopted by the Board.
3. Before a student is assigned to detention outside regular school hours, notice shall be given to the student's parent to inform him or her of the reason for the detention.

The Four Factors Consideration will be given, as a factor in each decision concerning suspension, or expulsion, regardless of whether the decision concerns a mandatory or discretionary action, to the following four factors:

1. Self-defense;
2. Intent or lack of intent at the time the student engaged in the conduct;
3. A student's disciplinary history; or
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

LEVEL SYSTEM:

Disciplinary offenses in the Discipline Management Plan and Student Code of Conduct are categorized into three levels which identify sample offenses and possible disciplinary options available to the teacher or administrator. In general, discipline shall be progressively administered so that each level has an increasing degree of intervention designed to promote student self-discipline unless Board policy, state law, or the Student Code of Conduct specifies otherwise. The teacher or administrator responsible for the discipline of a student in a given situation may use discretion in determining the action (s) most appropriate to the setting and the infraction, except in regard to mandatory placements specified in state law (Level 2 and 3 offenses). Campus administrators have the authority to discipline students for violations of the Discipline Management Plan and Student Code of Conduct which occur on campus, on a school bus, or at school-related or school-sponsored activities, as well as certain off-campus offenses as specified by law.

Level 1

The focus at Level 1 of the Discipline Management Plan and Student Code of Conduct is on the implementation of restorative discipline and the District's Proactive Response to Intervention (RTI) process and the use of tiered supports to teach and reinforce positive behavioral expectations for all students in the classroom setting. The RTI process also makes use of early, systematic intervention supports when inappropriate behaviors are identified in order to prevent the escalation or reoccurrence of the undesired behaviors.

It is anticipated that most students will respond positively to high quality and differentiated structures and behavioral interventions applied by general education teachers at Level 1. However, if students do not respond well to the interventions at Level 1, they will be subject to disciplinary consequences when they do not respond to classroom interventions and/or when the nature of the behaviors dictates more formal action.

Level 2

The discipline charts for Level 2 give examples of offenses and disciplinary options applicable to students at each campus level (elementary, junior high) for Level 2. There is no appeal process for disciplinary consequences assigned at Level 2

Level 3

ALL GRADE LEVELS. Level 3 offenses are primarily acts of misconduct for which mandatory expulsion is required.

"LEVEL 1" OFFENSE EXAMPLES:

- Cheating or copying the work of another student
- Computer system violations
- Dress and grooming code violations *(See Uniform Policy)
- Failure to comply with directives given by school personnel, which is considered insubordination
- Falsifying school records
- Gambling
- Offensive language
- Possessing a laser pointer
- Possessing any electronic devices (ie, CD players, MP3 players, iPods; Gameboys; Nintendos, or other video, listening or entertainment device) during school hours
- Safety rule violation
- Scuffling

“LEVEL 1” CONSEQUENCE EXAMPLES:

- Assignment of school duties such as scrubbing desks or picking up litter
- Behavioral contracts or individually developed behavior management plans
- The cell phone is confiscated and a fee of \$15 will be charged for the return of the phone. St. Anthony Academy School district **is not liable for lost or stolen cell phones**. All confiscated phones must be turned into the principal’s office immediately, if possible, or as soon as practicable the day the phone is confiscated.
- Classroom self-management techniques
- Cooling-off time or “time out”
- Counseling by teachers or administrative personnel
- Detention before school, lunch detention
- Referral to Student Support Team
- Restitution/restoration, if applicable
- School-assessed and school administered probation
- Seating changes within the classroom
- Teacher Discipline Notice in addition to other consequences
- Out-of-school suspension for up to two days following a conference is permissible but not required and may not be used as the first consequence.
- Parent/guardian observations in student’s classes
- Parent/guardian conference with teacher or campus behavior coordinator
- Teacher removal or referral (consistent with Student Code of Conduct)
- Temporary confiscation of items that disrupt the educational process
- Verbal correction
- Voluntary mediation
- Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices, and/or membership in school sponsored clubs or organizations.

Out-of-school suspension for up to two days following a conference is permissible but not required and **may not be used as the first consequence:**

- Parent/guardian observations in student’s classes
- Parent/guardian conference with teacher or campus behavior coordinator
- Peer mediation
- Referral to Student Support Team
- Restitution/restoration, if applicable
- School-assessed and school-administered probation
- Seating changes within the classroom
- Teacher removal or referral (consistent with Student Code of Conduct)
- Temporary confiscation of items that disrupt the educational process
- Verbal correction
- Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices, and/or membership in school-sponsored clubs or organizations.

“LEVEL 2” OFFENSE EXAMPLES:

- Bullying
- False accusation of conduct
- Fighting
- Harassment
- Leaving school grounds or school sponsored events without permission
- Threats (student-on-student)
- Refusing to give a cell phone to school personnel
- Using a paging device or cellular phone during class time or in the locker room and bathroom
- Throwing objects that may cause bodily injury or property damage (WITHOUT HARM INTENDED)
- Directing profanity, vulgar language, or obscene gestures toward other students
- Mace or pepper spray
- Major disruptive school behavior

- Possessing a toy gun or look-alike gun
- Possessing or distributing pornographic materials
- Online impersonation
- Possession or use of fireworks of any kind, smoke or stink bombs, live ammunition or any other pyrotechnic device
- Profanity/obscene gestures toward personnel
- Repetitive Level 1 Offenses
- Setting off the fire alarm (not defined as a Level IV Offense)
- Stealing/theft
- Threats (student on personnel/facility)
- Vandalism
- Video or audio recording of students or employees for disruptive purposes

“LEVEL 2” CONSEQUENCE EXAMPLES:

- Counseling in lieu of other disciplinary consequences (parent consent required)
- Detention before school, lunch detention
- Out-of-school suspension for up to three days (Texas Education Code 37.005). A telephone or in-person conference with parent/guardian must be held prior to the suspension
- Parent/guardian observation of student in class
- Parent/guardian conference with teacher or campus behavior coordinator
- Referral to Student Support Team
- Restitution/restoration
- Verbal correction
- Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices, and/or membership in school-sponsored clubs or organizations

“LEVEL 3” OFFENSE EXAMPLES:

- Assault (Class C) (student on personnel or volunteer) (student may be removed on the first offense at the discretion of the campus behavior coordinator)
- Assault (Class C) (student on student)
- Non-Title 5 felonies: A felony offense committed off-campus that is not against another person. The school is notified by the Police.
- Abuse of a volatile chemical.
- Possession of a pellet gun or stun gun
- Aggravated Robbery off campus and not a school sponsored event or related activity (on campus is considered an expellable offense).
- Possessing, smoking or using tobacco or related products
- Possessing/selling over the count drugs/dispensing medicine violation
- Setting off the fire alarm
- Knife possession, not an illegal knife (pocket knives, razor blade, box cutter, etc.)
- Assault (Class A) (student on student)
- Felony conduct
- Indecent exposure
- Public lewdness
- Retaliation against a school employee any place
- Assault with bodily injury (student on personnel/volunteer)
- Breach of computer security
- Criminal mischief (felony = \$2500+)
- False alarm or report (Penal Code 42.06)
- Serious misbehavior in an Off-Campus Disciplinary
- Terroristic threat (Penal Code 22.07)
- Mandatory Expulsions
- Aggravated assault (student on personnel/volunteer)
- Aggravated assault (student on student)
- Aggravated kidnapping

- Aggravated robbery
- Aggravated sexual assault (student on student)
- Alcohol punishable as a felony
- Arson
- Attempt to commit murder
- Illegal knife
- Possession of drugs
- Prohibited weapon
- Retaliation against school employee or volunteer any place in associated with one of the above offenses committed on or off school grounds

Grades K-2

Responsible: White
First Offense: Green
Second Offense: Yellow (phone contact)
Third Offense: Red (parent conference)

3rd Grade- 8th Grade

First Offense: Documented Conference with student about behavior
Second Offense: Documented parent notification (phone contact)
Third Offense: Documented Parent Conference

The following actions will be taken, with the student and parents once the above actions have been exhausted:

1. (3) Three-day suspension
2. Expulsion from St Anthony (fourth suspension)

Expulsion

Expulsion, is reserved for students committing egregious violations to the SAA community. For safety reasons, expulsion may be necessary (*without the preliminary steps*) for any act, that causes an immediate threat or danger to others. The following acts may constitute immediate grounds for expulsion. *Please note, that this is not an exhaustive list and that SAA reserves the right to expel a student for offenses not included on this list.*

- commission of a felony
- possession or use of any dangerous weapon or object
- assault of another student or teacher
- extortion or intimidation of another student or teacher
- possession of, and/or intent to distribute drugs or narcotics, not prescribed by a physician
- destruction or defacing of school property
- In some instances, SAA is required, by law, to report the above-mentioned violations to the **Texas Education Agency and/or the appropriate judicial authority.**

The Principal will notify parents in writing, of the incident resulting in expulsion at the time of removal.

SCHOOL SAFETY

Abuse Reporting

It is required, under the laws of the State of Texas, for school employees to report **any suspected** child abuse or neglect. SAA teachers will comply with that law.

Parent Visitations

If you would like to visit your child's class, **24 hours** prior notice, must be scheduled, through the Front Office. The required form, (**Classroom Observation Form**), may be obtained from the Front Office. The visit must be limited to

15 minutes. Our goal is to minimize distractions or disruptions of valuable instruction time. We thank you, in advance, for your cooperation in helping the school preserve instruction for all students.

All visitors are required to go directly to the school office to sign in and receive a visitor's badge. **Please do not go directly to any classroom when you drop your child(ren) off in the morning (after 8:00 a.m.) or during regular school hours.**

No parent or legal guardian has the right to accost a student, even if you believe the student has wronged your own. The same stands if a parent acts in a threatening manner, either physically or verbally, to another parent or St. Anthony Staff member. **Such behavior will bar you from the campus and leave you open to legal action.**

Transportation

Parents/Guardians please communicate with SAA regarding transportation changes (riding home with a friend/relative, pick-up, etc.) **before** school. Students are not encouraged to use the school phones for this type of communication. **Only, in the case of a family emergency or sudden illness should the Front Office be contacted to relay a message from a parent to a child.**

Walking Home After Dismissal

SAA students walking to or from school, are required to complete a **"Transportation Permission form"** granting the school permission to allow the student to walk home and/or to ride public transportation.

Drop Off (Morning Hours)

All students should be dropped off at the sidewalk adjacent to the gym at St Anthony Academy.

Note: It is against the law, and a great danger to your student(s), to stop in the middle of the street (blocking the normal traffic flow), to drop them off.

Car Pool Procedures

If you are picking up your child after school. You will wait in the car pool line, which is in the lane closest to the school, a monitor will approach your car asking for the name of the child you are picking up. Teachers will release your child, upon being called via the walkie/talkie. During car pool hours, students will not be allowed to cross the street alone, to be picked-up on the opposite side of the street across from the school. In addition, parents will not be allowed to park your car in the car-pool lane to pick up your child during the regular school day from 2:45 p.m. – 3:15 p.m. This will assure that car pool runs efficient and effectively.

School Visitors

SAA welcomes those who are interested in our school to visit during school hours. All visitors must sign in at the Front Office and obtain a visitor's pass before being allowed to tour the campus. Visitors, including parents, are expected to conduct themselves in accordance with SAA values and high standards.

School Sponsored Activities

SAA sponsors dances and other school-sponsored activities for the enjoyment of SAA students. The Student Council and other student groups may sponsor dances, activities, and other events during the year to raise funds, encourage school spirit, and celebrate appropriate occasions. Participation in such events, is a privilege that may be suspended for discipline issues. Parameters for sponsored activities include:

- All rules are in effect at all school-sponsored activities, both on and off campus.
- Students leaving prior to the end of an activity, for any reason, may not re-enter the activity.
- SAA students may be forced to leave an activity if they conduct themselves in an in-appropriate manner or violate the school handbook. No refunds will be made for those in violation.

Closed Campus Policy

Providing a safe and orderly campus environment is very important to our success. Therefore, you are required to remain on campus, upon arrival. If it is necessary to leave campus for a doctor or dental appointment or for reasons of illness, you must check out through the Front Office.

Media Release

Throughout the school year, SAA clubs and organizations as well as outside media representatives may be on campus to videotape, photograph, and/or interview students in academic settings and school-related activities or events. Please notify the principal, in writing, to request that your student(s) **CANNOT** participate in these opportunities.

Distractions to the Learning Environment

Electronic Equipment

Every SAA student has the right to learn in an environment that is free from distractions and disruptions. The SAA Teaching and Learning Community aims to create optimum learning environments that permit students opportunities to learn and achieve, free from avoidable distractions of any kind. We take distractions in the learning environment, very seriously; students involved in obstructing another student's right to learn and be successful, will be disciplined.

Radios, CD players, MP3 devices such as I-Pods, beepers, gaming electronics, (Gameboys, PSP's, etc.), calculators used as games, recording devices, digital cameras, and other electronic equipment are not appropriate in the academic setting and should not be present in the classrooms, cafeteria, or hallways during regular school hours. Laptop computers or Personal Digital Assistants (PDA's) used as games, CD players, or video or DVD players will also be subject to forfeiture. **Violators will be required to forfeit such equipment to the Principal. The fee for retrieval is \$15.00. If property is not picked up by the end of the year, it will be donated to a local charity.**

Students using cameras, for the purpose of, taking yearbook or newspaper pictures, will be issued a permission card from the respective faculty advisor. Students traveling for school-related events, are permitted the use of electronic equipment during travel; however, such use, will be subject to the authority of the coach, faculty member, or chaperone supervising student travel.

Cell Phones

To also ensure, that students are adhering to the above-mentioned policy for electronic devices in regards to distractions and disruptions of the learning environment, ***cell phones should be turned "off" and remain in students' "locked" lockers or backpacks until they are ready to leave the campus for the day.*** Cell phones will be taken from students if caught with them during regular school hours (7:45 a.m. – 4:00 p.m.). ***SAA expects parent(s) and/or guardian(s) to re-enforce this policy by not instructing your student(s) to use their cell phone during school hours.*** It is not acceptable for a student to call or text a parent during regular school hours unless they have been instructed, to do so, by their teacher or a member of the Administrative staff.

Students who use their phones to post to any internet site will be suspended.

The fee for retrieval of a cell phone is \$15.00.

The students' parent and/or guardian will be contacted and the parent and/or guardian must reclaim the cell phone from the Front Office.

Language

SAA students use language that is respectful and in keeping with the standards of St. Anthony leadership and conversation. Profanity, obscenity, and the like in word, writing, gesture, or action is unacceptable at St. Anthony Academy. Use of such language demeans the speaker and the learning community. Disciplinary action, will be taken for violations.

Drugs/Alcohol/Weapons

No person may possess the following items on school property: tobacco, alcohol, illegal drugs, intoxicants, fireworks, weapons or fake weapons, gang paraphernalia, animals, or other items that represent a direct threat to the health, safety, or education of students, faculty, staff, or SAA guests. Rare exceptions, may be made under certain circumstances, at the discretion of the principal when a compelling educational purpose is established.

Violence

Violence, in any form, is strictly prohibited, on school property, at all times. Fights or other violent acts committed by students are grounds for ***immediate suspension and possible expulsion***.

Harassment/Bullying

Harassment and/or Bullying, will not be tolerated, in any form. All SAA employees, volunteers, parents and students will treat all persons in ways that convey respect and consideration for individuals, regardless of race, color, national origin, gender, disability, sexual orientation, family situation, relation, or political affiliation. Acts of harassment, hostility or defamation, whether verbal, written, or physical, will not be tolerated and constitute grounds for disciplinary action including dismissal and/or expulsion from school. Legal agencies, may be contacted.

Discrimination

State and federal law prohibits discrimination. SAA complies with all non-discrimination rules and regulations and does not permit discrimination against students based on race, color, national origin, gender, disability, sexual orientation, family situation, religion, or political affiliation. This holds true for all students who are participating in educational programs and extended-day school activities. Inquiries regarding compliance procedures should be directed to the Principal.

Dress Code

SAA adheres to a ***strict*** Uniform Policy. SAA's Uniform Policy is designed to encourage students to exhibit pride in their personal appearance and school. Parents and/or guardians are encouraged to support and adhere to the uniform policy at SAA and ensure that your student(s), do the same. ***Students will acquire a \$5.00 fine, for every uniform violation, that is incurred. If a student has (5) or more uniform violations in a six-week grading period, they will be suspended.*** The SAA uniform policy is located at the back of this handbook.

Spirit Day and Free Dress Days

On occasion, SAA students are given "Spirit and Free Dress" days. On "Spirit Day", students are allowed to wear the current "Spirit" tee shirt (purchased from SAA), blue jeans and tennis shoes. ***An order form to purchase a spirit day shirt is sent home, during the month of September.*** On "Free" dress days, students are allowed to wear appropriate tops (tee shirts, college-themed tee shirts or sweatshirts, etc.), blue jeans and tennis shoes. ***Capri pants, shorts, sleeveless tee shirts, attire with derogatory or racial phrasing and/or symbols, is not allowed, at any time.***

General Operations

Parent/Teacher Organization (PTO)

SAA welcomes all parents to be a part of an organization that works to help parents be more involved and support teachers in the mission to provide the students with the best education possible. Listed below, are the primary functions of PTO:

- Facilitate Parent Involvement
- Provide Staff Support (Volunteer Services - State law requires background checks be performed on all potential volunteers)
- Provide School Support (Fundraising)

PTO proudly sponsors several fundraisers to assist with field lessons and a SAA scholarship fund, which will financially help its recipients and their families with high school.

Nutrition and Health Program

Nourishment is an important part of a student's physical, emotional, and intellectual development. Healthy meals contribute to an overall sense of well-being and health. When students consume healthy meals in conjunction with a balanced fitness program, they tend to remain more focused in class and go on to make healthy choices during their lifetimes. Since we are interested in our students' lifelong success, we know that healthy living will significantly contribute to their overall quality of life and societal contributions. Therefore, a healthy lunch will be provided, each weekday in the cafeteria for a nominal fee. Healthy a la carte items will also available at a reasonable price. We encourage students bringing lunch from home, not to bring salty or sugary snacks. Because of our commitment to

overall health, SAA will not allow sugary and salty snacks to be served on our campus or in its' vending machines. ***Snacks, (including birthday cakes and cupcakes) will not, be permitted for consumption in the classrooms.***

The State of Texas offers free/reduced breakfast and lunch to qualifying families. All families (with or without need) must fill out the designated form, which is distributed in July. If your family qualifies for state assistance, a written notification will be sent home. Students who do not qualify, may still purchase school provided breakfast and lunch. Students not choosing to partake of the school provided meals should eat breakfast at home and supply their own healthy sack lunches.

Gum Chewing

Gum chewing ***is prohibited*** at all times on campus both inside and outside. Disciplinary action, will be taken for violations.

School Property

It is because of the hard work and commitment of numerous people that SAA has many excellent resources. Students should honor the diligence of those who have come before you and treat our campus with respect by not damaging property (including restrooms, desks, tables, lockers, sports equipment, textbooks, etc). You should immediately report any damage or incident, causing damage. ***If damage is due to a student, parents are responsible to replace or fix the destroyed property.***

Textbooks and Library Books

The State of Texas issues our textbooks and they are considered, school property. You will record your name, the teacher's name, and the year issued in the front cover of the book; no other writing should be done in the text. ***Students are responsible for the state issued textbook; if lost, stolen or damaged, the student and parent(s) and/or guardian(s) are responsible for payment to replace the book.***

It is the responsibility of the student to maintain the condition of all library books. Students are not to write in or highlight pages in these books. ***If a library book is lost or damaged, the student must pay the replacement costs.***

Computer/Internet Use

Computers, internet access, and other technology will be made available for approved educational uses. Inappropriate use or abuse will result in suspension of privileges and/or disciplinary action. The following guidelines are provided to ensure the proper usage of our computers.

- Students may be in the computer lab, only, with adult supervision.
- Students are not to use personal e-mail accounts or any messenger programs while at school.
- Students are not allowed to download files of any type from the internet unless approved by the instructor.
- Students are not allowed to bring any type of computer programs from home to be installed on school computers.
- Middle school students will not be permitted internet searching without direct instruction and supervision by a faculty member. A middle school student searching the Internet or logging on to any website without prior permission of a faculty member will lose computer lab privileges for a minimum of a week to a maximum of a year depending on the seriousness of the situation.
- If a student violates the SAA Acceptable Use Policy, she/he stands to lose SAA network privileges and accounts, as well as, further disciplinary action in which the student may be asked to leave the school depending on the seriousness of the violation. Any posting from the school activities to a social website will result in immediate suspension.

All members of the SAA community will be required to thoroughly review and sign the SAA Acceptable Use Policy (AUP). Your signature is your official commitment to adhere to the terms established within the SAA AUP.

Telephone/Photocopier Use

Students are welcome to use the Front Office phone, ***only***, with the consent of a SAA faculty member and/or staff teacher. Phone calls should be limited to emergency use. ***Calls regarding materials left at home (see Attendance section) or other non-essentials, are not allowed.*** Students may not use the photocopier under any circumstances.

Acknowledgement of Receipt of Handbook

We, the undersigned, have read the SAA student/parent handbook and we accept the policies and procedures contained within it. As members of the SAA treasured learning community, we understand that our failure to follow the expected policies and procedures may result in disciplinary action, loss of privileges, and possibly result in our removal from SAA.

Student Name:	
Student Signature:	
Date:	
Parent/Guardian Signature:	
Parent/Guardian Signature:	
Date:	

2018-2019 UNIFORM POLICY (KINDERGARTEN thru 2ND GRADE)

GIRLS		BOYS	
Navy Blue	Polo Shirt (w/St. Anthony insignia)	Navy Blue	Polo Shirt (w/St. Anthony insignia)
White	Button-down collared shirt (w/ SAA insignia)	White	Button-down collared shirt (w/ SAA insignia)
Navy Blue and/or Plaid	Pleated skirt (Affordable Uniforms ONLY)	Navy Blue	Uniform pants – w/blue or black belt
Navy Blue	Uniform pants – w/blue or black belt		
Yellow Plaid	Plaid Uniform Jumper(Affordable Uniforms)		
Shoes	Black Leather (Dress shoes or Loafers; <u>ABSOLUTELY-NO DESIGNS OR BOWS,ETC.</u>) White & Blue or White & Black Oxfords, NO BOOTS ALLOWED	Shoes	Black Leather (Dress shoes, Loafers, or Polo Boots)
Socks	White or Navy Blue Knee-high "ONLY" w/Skirt or Jumper	Socks	White, Navy Blue or Black
Tights	White or Navy Blue (in winter months)	Undershirt	White or Grey (only)
Undershirt	White or Grey (only)		
Earrings	Gold, Silver or Pearl Small - Hoops or Studs only;		Watch - Only <i>No Necklaces or bracelets</i> <i>No rubber wristbands</i>
NOT ALLOWED	<i>"colored" or oversized earrings, necklaces, bracelets, costume rings</i> <i>No rubber wristbands</i>		
Hair	Neat Hairstyle (No oversized bows or distracting headbands; ACCEPTABLE BOW/HEADBAND COLORS: Red,Navy Blue, White, Hunter Green		***Neat haircut (NO HIGHER THAN 2 INCHES) (No designs, Mohawks, No braids, twists, etc.)
	No "Mohawks"; No "coloring" in natural hair color / No "different-colored" hair extensions		
Sweater	V-Neck button down (w/SAA insignia)	Sweater	V-Neck button down (w/SAA insignia)
Windbreaker	Navy Blue (w/SAA insignia)	Windbreaker	Navy Blue (w/SAA insignia)
Jacket w/Hood	Navy Blue (w/SAA insignia)	Jacket w/Hood	Navy Blue (w/SAA insignia)

PHYSICAL EDUCATION

Tennis Shoes-ONLY
(will not dress-out for P.E.)

Tennis Shoes-ONLY
(will not dress-out for P.E.)

Uniform Shirts, Outer-wear & P.E. Uniform Have To Be Purchased From "AFFORDABLE UNIFORMS"
"Navy Blue" Jumpers (K5 thru 5th grade), Capri pants, shorts, Hip-hugger pants (CANNOT BE WORN!!)

2018-2019 UNIFORM POLICY (3RD GRADE thru 5TH GRADE)

GIRLS		BOYS	
Navy Blue	Polo Shirt (w/St. Anthony insignia)	Navy Blue	Polo Shirt (w/St. Anthony insignia)
White	Button-down collared shirt (w/ SAA insignia)	White	Button-down collared shirt (w/ SAA insignia)
Navy Blue and/or Plaid	Pleated skirt (Affordable Uniforms ONLY)	Navy Blue	Uniform pants w/blue or black belt
Navy Blue	Uniform pants – w/blue or black belt		
Yellow Plaid	Plaid Uniform Jumper(Affordable Uniforms)		
Shoes	Black Leather (Flats or Loafers) <u>ABSOLUTELY-NO "High Heels", Designs, Bows,ETC.)</u> White & Blue or White & Black Oxfords, NO BOOTS ALLOWED	Shoes	Black Leather (Dress shoes, Loafers, or Polo Boots)
Socks	White or Navy Blue Knee-high "ONLY" w/Skirt or Jumper	Socks	White, Navy Blue or Black
Tights	White or Navy Blue (in winter months)		
Undershirt	White or Grey (ONLY)	Undershirt	White or Grey (ONLY)
Earrings	Gold, Silver or Pearl Hoops or Studs (Small to Medium)		Watch - Only No Necklaces or bracelets
NOT ALLOWED	"colored" or oversized earrings, necklaces, bracelets, costume rings, No Rubber Bracelets		No rubber wristbands
Hair	(No oversized bows or distracting headbands; ACCEPTABLE BOW/HEADBAND COLORS: Red, Navy Blue, White, Hunter Green		***Neat haircut (NO HIGHER THAN 2 INCHES) (No designs, Mohawks, No braids, twists, etc.)
	No "Mohawks"; No "coloring" in natural hair color; No "different-colored" hair extensions		
Sweater	V-Neck button down (w/SAA insignia)	Sweater	V-Neck button down (w/SAA insignia)

Windbreaker	Navy Blue (w/SAA insignia)	Windbreaker	Navy Blue (w/SAA insignia)
Jacket w/Hood	Navy Blue (w/SAA insignia)	Jacket w/Hood	Navy Blue (w/SAA insignia)
PHYSICAL EDUCATION			
Tennis shoes	<i>Tennis Shoes (3rd/4th grade/will not dress-out) 5th gr. dress-out for P.E.</i>	Tennis shoes	<i>Tennis Shoes (3rd/4th grade/will not dress-out) 5th gr. dress-out for P.E.</i>
Tee-shirt	<i>Purchased @ Affordable Uniform - ONLY</i>	Tee-shirt	<i>Purchased @ Affordable Uniform - ONLY</i>
Gym shorts	<i>Purchased @ Affordable Uniform - ONLY</i>	Gym shorts	<i>Purchased @ Affordable Uniform - ONLY</i>

Uniform Shirts, Outer-wear & P.E. Uniform Have To Be Purchased From "AFFORDABLE UNIFORMS"
"Navy Blue" Jumpers (K5 thru 5th grade), Capri pants, shorts, Hip-hugger pants (CANNOT BE WORN!!)

2018-2019 UNIFORM POLICY (6TH GRADE thru 7TH GRADE)

GIRLS		BOYS	
White	Button-down collared shirt (w/ SAA insignia)	White	Button-down collared shirt (w/ SAA insignia)
Navy Blue	Uniform pants – w/blue or black belt	Navy Blue	Uniform pants w/blue or black belt
RED Plaid	Plaid Uniform skirt (Affordable Uniforms)		
Shoes	Black Leather (Flats or Loafers) <u>ABSOLUTELY-NO "High Heels", Designs, Bows, ETC.)</u> White & Blue or White & Black Oxfords, NO BOOTS ALLOWED	Shoes	Black Leather (Dress shoes, Loafers, Polo Boots)
Socks	White or Navy Blue Knee-high "ONLY" w/Skirt or Jumper	Socks	White, Navy Blue or Black
Tights	White or Navy Blue (in winter months)		
Undershirt	White or Grey (ONLY)	Undershirt	White or Grey (ONLY)
Earrings	Gold, Silver or Pearl Hoops or Studs (Small to Medium)		Watch - Only No Necklaces or bracelets
NOT ALLOWED	<i>"colored" or oversized earrings, necklaces, bracelets, costume rings</i> No Rubber Bracelets		No rubber wristbands
Hair	Neat Hairstyle		***Neat haircut (NO HIGHER THAN 2 INCHES)

(No oversized bows or distracting headbands; ACCEPTABLE BOW/HEADBAND COLORS: Red, Navy Blue, White, Hunter Green)	(No designs, Mohawks, No braids, twists, etc.)
No "Mohawks"; No "coloring" in natural hair color; No "different-colored" hair extensions	
Sweater V-Neck button down (w/SAA insignia)	Sweater V-Neck button down (w/SAA insignia)
Windbreaker Navy Blue (w/SAA insignia)	Windbreaker Navy Blue (w/SAA insignia)
Jacket w/Hood Navy Blue (w/SAA insignia)	Jacket w/Hood Navy Blue (w/SAA insignia)
PHYSICAL EDUCATION	
Tee-shirt Purchased @ Affordable Uniform - ONLY	Tee-shirt Purchased @ Affordable Uniform - ONLY
Gym shorts Purchased @ Affordable Uniform - ONLY	Gym shorts Purchased @ Affordable Uniform - ONLY
Tennis Any color	Tennis Any color
Shoes	Shoes

Uniform Shirts, Outer-wear & P.E. Uniform Have To Be Purchased From "AFFORDABLE UNIFORMS"
"Navy Blue" Jumpers (K5 thru 5th grade), "SKINNY PANTS", Capri pants, shorts, Hip-hugger pants (CANNOT BE WORN!!)

2018-2019 UNIFORM POLICY (8TH GRADE)

GIRLS		BOYS	
Light Blue	Button-down collared shirt (w/ SAA insignia)	Light Blue	Button-down collared shirt (w/ SAA insignia)
Navy Blue	Uniform pants – w/blue or black belt	Navy Blue	Uniform pants
RED Plaid	Plaid Uniform skirt (<i>Affordable Uniforms</i>)		w/blue or black belt
Shoes	Black Leather (Flats or Loafers) <u>ABSOLUTELY-NO "High Heels", Designs, Bows, ETC.)</u> White & Blue or White & Black Oxfords, NO BOOTS ALLOWED	Shoes	Black Leather (Dress shoes, Loafers, or Polo Boots)
Socks	White or Navy Blue Knee-high "ONLY" w/Skirt or Jumper	Socks	White, Navy Blue or Black
Tights	White or Navy Blue (<i>in winter months</i>)		
Undershirt	White or Grey (ONLY)	Undershirt	White or Grey (ONLY)

Earrings	<i>Gold, Silver or Pearl Hoops or Studs (Small to Medium)</i>		Watch - Only <i>No Necklaces or bracelets</i>
NOT ALLOWED	<i>"colored" or oversized earrings, necklaces, bracelets, costume rings</i> No Rubber Bracelets		<i>No rubber wristbands</i>
Hair	Neat Hairstyle <i>(No oversized bows or distracting headbands;</i> <u>ACCEPTABLE BOW/HEADBAND</u> <u>COLORS:</u> <i>Red, Navy Blue, White, Hunter Green</i>	Hair	***Neat haircut (NO HIGHER THAN 2 INCHES) <i>(No designs, Mohawks, No braids, twists, etc.)</i>
	No "Mohawks"; No "coloring" in natural hair color / No "different-colored" hair extensions		
Sweater	V-Neck button down (w/SAA insignia)	Sweater	V-Neck button down (w/SAA insignia)
Windbreaker	Navy Blue (w/SAA insignia)	Windbreaker	Navy Blue (w/SAA insignia)
Jacket w/Hood	Navy Blue (w/SAA insignia)	Jacket w/Hood	Navy Blue (w/SAA insignia)
<u>PHYSICAL EDUCATION</u>			
Tee-shirt	<i>Purchased @ Affordable Uniform - ONLY</i>	Tee-shirt	<i>Purchased @ Affordable Uniform - ONLY</i>
Gym shorts	<i>Purchased @ Affordable Uniform - ONLY</i>	Gym shorts	<i>Purchased @ Affordable Uniform - ONLY</i>
Tennis shoes	Any color	Tennis shoes	Any color

Uniform Shirts, Outer-wear & P.E. Uniform Have To Be Purchased From "AFFORDABLE UNIFORMS"
"Navy Blue" Jumpers (K5 thru 5th grade), "SKINNY PANTS", Capri pants, shorts, Hip-hugger pants (CANNOT BE WORN!!)