

St Anthony School's

Policies and Procedures

Introduction

Catholic education is intended to make our faith become living, conscious and active through the light of instruction and example. The Catholic school is the unique setting within which this ideal can be realized in the lives of the Catholic children and young people.

Only in such a school can they experience learning and living fully integrated in the light of faith. The Catholic school strives to relate all human culture eventually to the news of salvation, so that the light of faith will illumine the knowledge, which students gradually gain of the world, of life, and of mankind. Here, therefore, students are instructed in human knowledge and skills, valued indeed for their most profound significance from God's plan for His creation. Here, too, instruction in religious truth and values is an integral part of the school program. It is not one more subject alongside the rest, but instead it is perceived and functions as the underlying realities in which the student's experiences of learning and living achieve their coherence and their deepest meaning.

The pastor is the head of the parochial school. The principal and the teachers share his duties and responsibilities. They have combined financial and supervisory obligations toward it, but

their paramount interest and efforts are those of Christian development and academic accomplishment.

The parents are the chief patrons of the school. Without the support of parents, Catholic schools could not exist. Financial support through school fees and church contributions is but one way parents have of showing their interest and appreciation of Catholic schools. They must, above all, aid the pastor, the principal and the teachers in maintaining high standards set by Catholic schools

This booklet is published to help you know and understand the policies of St. Anthony School and to pinpoint ways and means by which you can help us improve our present achievements. God has visibly blessed the efforts of everyone concerned with our school in the past. Let us now go forward with vigor to even higher goals for the greater glory of God, the good of our children, and the improvement of the bit of the world that is ours.

Vision Statement

St. Anthony School is committed to nurturing and celebrating a love of God, others, self, and learning with an attitude of I can and I will.

Mission Statement

The mission of St. Anthony School is to spread the Gospel Message and to promote a sound Catholic Education to the children who are committed to our care. We are dedicated to helping prepare our children to become productive and responsible participants in our ever-changing community.

St. Anthony School Philosophy

"Go, then, and make disciples of all nations. Teach them . . ."(Matthew 28: 19-20)

The St. Anthony School community professes the following beliefs:

We believe the purpose of education is

- to provide the opportunity for students to learn to the best of their ability;
- to foster the individual growth of students in all areas of their development;
- to prepare students to assume their future role as citizens of their society.

We believe the purpose of Catholic education is

- to teach the Gospel message of Jesus according to the Catholic tradition;
- to form a faith community that worships together and reaches out in service;
- to provide a strong, educational atmosphere permeated by the Catholic faith.

We believe students at St. Anthony School

- are unique children of God, worthy of love, dignity, and respect;
- are individuals with unique needs;
- are life-long learners.

We believe parents and teachers help students to learn

- by providing a well-structured yet flexible environment;
- by using a variety of methods to meet students' individual needs;
- by fostering self-esteem, self-motivation, and self-discipline within the students.

With faith in Jesus, our Master Teacher, we profess these beliefs and act on them.

Archdiocese Open Admission Policy

The schools of the Archdiocese of New Orleans, Louisiana, admit students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools. They do not discriminate on the basis of race, color, nationality and ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Additionally, in compliance with Title IX of the Civil Rights Act of 1964, no person in the schools of the Archdiocese shall, on the basis of sex, be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any educational program or activity except as permitted under said Title IX. The school follows all policies set forth by the Archdiocesan School Board

Search and Seizure Policy

A school official may search a student, his/her desk, locker, or his/her belongings if there is reason to believe that illegal substances or objects or stolen property are being concealed or that a violation of a school rule related to the maintenance of discipline in the school has been committed.

Firearms

Act 833 of the 1991 Regular Session of the Louisiana Legislature creates the crime of carrying a firearm by a student or non-student on school property. The crime is defined as the intentional possession of any firearm by any student or non-student on a school campus during regular school hours or on a school bus. Whoever is convicted of the crime of carrying a firearm by a student or non-student on school property is subject to a maximum penalty of imprisonment at hard labor for not more than five (5) years. The law exempts from its provisions a federal, state, or local law enforcement officer or a school official or employee acting under the normal course of employment, or a student acting under the direction of such a school official or employee. The law also requires that the principal notify the parents of any student who is arrested for carrying a concealed weapon on campus.

THREATS OF BODILY HARM OR VIOLENCE

Threats of bodily harm or violence will be taken very seriously and could result in expulsion.

Arbitration Policy of the Archdiocese of New Orleans

The Arbitration Committee is a standing committee of the Archdiocesan School Board. The Arbitration Committee handles appeals dealing with the resolving of matters that cannot be resolved at the

parish level and involving Archdiocesan Policy. Initially, there must be some type of hearing on the local level--teacher, principal, and pastor--before requesting a hearing before the Arbitration Committee.

Suspected Child Abuse

The school is mandated by law to report any suspicion of child abuse and/or neglect to proper authorities. Likewise, the school must provide access by authorities to children of suspected abuse and/or neglect.

Legal Custody of Students

Where the legal custody of a student has been judicially assigned to one parent, to a legal guardian, or to foster parents, a certified copy of the same shall be kept on file with the student's records. In the absence of a legal document, a child may be released to either parent.

Non-custodial Parent

This school abides by the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

II. General School Information

A. Admission and Registration

1. According to the requirements of the State of Louisiana and the parish of Jefferson, in order to enter Kindergarten a child must be five by September 30; to enter Grade 1 a child must be six by September 30. PreK 3 and 4 students must be three and four respectively by September 30. Besides being completely toilet trained, (no pull-ups allowed) students must be able to follow instructions, take care of materials in the classroom, work well with other students, and respond positively to correction. The administration of St. Anthony School reserves the right to place on probation and/or terminate a Pre-schooler's/Kindergartner's stay in our early childhood program.
2. A certified copy of the birth certificate, certificates of the sacraments received, and health records of vaccination must be presented at the time of registration. Children who have attended school elsewhere must present the latest report card.
3. The following priority is followed in accepting students:
 - a) Children who are presently enrolled in St. Anthony School and new students who have brothers or sisters already in the school
 - b) Catholic children within St. Anthony Parish
 - c) Catholic Children outside St. Anthony Parish and residing in a parish without a Catholic school

d) Catholic children outside St. Anthony Parish and residing in a parish with a Catholic School.

4. **Registration** takes place on specified dates in February or March and is confirmed on specified dates in April or May.
5. **Pre-kindergarten** and **Kindergarten** class sizes will not exceed 25 each. Other classes will be deemed full at 30 or at the discretion of the pastor or principal.
6. Home-schooled students (those who have been taught at home) will be administered tests to determine their level of achievement and accepted for placement according to their scores.

B. Regular Attendance

1. State law requires that no student may be absent for **more than seventeen (17) days in a school year in order to be promoted to the next grade.**
2. Parents are requested to promote prompt and regular attendance at school. A student who arrives on campus after the 8:00 AM bell is considered tardy and must report to the office to be signed in by parent and get an admittance slip. In an effort to reduce the incidence of tardies, the following penalty schedule will be followed:

The Department of Social Services may be called because of excessive tardies.

Parents are expected to schedule appointments such as medical and dental checkup after school hours or during vacation breaks. However, if a student must leave early for such appointments, a note must be presented to the teacher, who will then present the note to the main office.

3. **Tardies or checkouts** of one hour or more after school begins or before it closes will be counted as a 1/2-day absence.
4. **Half-days or early dismissal days** are considered regular days of school and, therefore, students are required to attend.
5. **When a child is absent from school**, a parent must phone the school office by 9:00 AM to inform the school of his/her absence and request any assignments. These assignments will be available in the school office at 3:00 PM, and the parent will be expected to pick them up. Additionally, a parent must submit a note stating the reason for the child's absence on the day of his/her return. Failure to bring a note on the day of return may result in the child receiving a penalty. It is the **CHILD'S** responsibility to complete make-up work. If the school authority considers the absence valid, the child will be allowed to make up missed

work. If an absence is deemed unexcused, no make-up work will be allowed for grades. An unexcused absence is the result of a child or parent choosing to be absent on a scheduled school day or any part of a school day without advance permission from the principal.

6. **Family vacation trips** should not be scheduled during school days. If a student **MUST** accompany a parent on a trip, notification must be given in advance (at least three days) by a written request to the principal. If approved, the student **MAY** receive assignments from the teacher(s) before the trip or on his/her return to the classroom. The missed days are counted as absent days. It is the student's responsibility to make up missed work.
7. In the event a child has had a **communicable disease** or has been absent from school five (5) consecutive days, he/she must submit a certificate signed by a **physician** stating that he/she may again attend school. **A doctor's certificate does not remove an absence from the attendance record.**
8. **A child must be free from fever and/or vomiting a minimum of 24 hours before returning to school.**
9. If a child must leave school early, the parents must notify the school. An adult, known by the child, must meet the child in the office and sign out the child. School personnel may request identification before releasing the child.

No student may be signed out after 2:30 PM.

10. Unless a child has the permission of the principal, he/she may not leave the playground from the time he/she arrives at school in the morning until he/she leaves for home in the afternoon. This rule applies to all participating in after school activities.

C. Time Schedule

1. The Archdiocesan School Calendar calls for a minimum of 177 days of school each year. Each day is 375 minutes excluding recess. School begins at 8:00 AM and ends at 3:00 PM. Students will be considered tardy after 8:00 AM. Tardy students must report to the office for an admit slip. If a child is tardy, a parent must accompany the child to the office to sign in. In an effort to reduce the incidence of tardies, the following penalty schedule will be followed:
 1. The **Department of Social Services** may be called because of excessive tardies.
 2. Supervision hours for children are from 7:00 AM until 3:15 PM. The school is not responsible for children sent earlier or picked up later than the above hours except when office permission is granted. You will be informed of these times. After 3:15 PM children on the school grounds will be placed in after-school care at the parent's expense. The cost is as follows:
3:30-4:00 PM--\$2.00 per child,

4:00-5:00 PM--\$5.00 for one child and \$8.00 for two or more children,
5:00-6:00 PM \$8.00 for one child and \$10.00 for two or more children, and \$5.00 per minute after 6:00 PM

1. **MORNING DROP-OFF:** In order to provide for the safety of your child's arrival to school we ask that you observe the following procedure. **DO NOT ENTER THROUGH THE FRANKLIN STREET GATE.** All cars must enter through the Isbell Street gate and drop their child near the school entrance door and leave.

Parents may drive onto the schoolyard from the Isbell Street gate to discharge students. No students may be dropped off at any time on Hancock Street.

NO PARENT MAY PARK IN THE DESIGNATED FACULTY PARKING SPACES AT ANY TIME.

2. Students will proceed to their classrooms when the 7:50 bell rings. No Parents may follow the students down the hallway to the classroom. Anyone who arrives after 8:00 AM must report to the office for a tardy slip. Parents must leave the school promptly after dropping off their child.

D. Dismissal Time and Procedures

1. Students are dismissed beginning at 3:00 PM. All students will be dismissed from the front yard of school only. The teacher on duty will dismiss students who live within walking distance. **No**

student may cross or board a vehicle outside the school yard.. No parent may park anywhere on Isbell Street (including the apartment parking area) or on the school side of Franklin Street, or designated faculty parking spaces

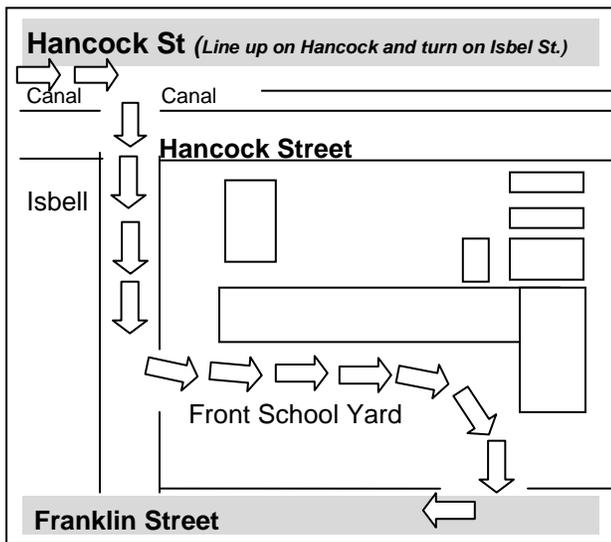
3. Parents who pick up their children should remain in their vehicles and proceed in line to the gate on Isbell Street. Line up on Isbell and Hancock Streets. Please do not block any driveways. Enter the yard in single file and your child(ren) will be sent from the cafeteria to your car. If your child(ren) are delayed for some reason or you do not have the required sign, we will direct you to a waiting area so that the dismissal will be able to continue. You may then walk to pick up your child or rejoin the pickup line at the end.. Place a large sign with the child's last name printed in dark marker on your windshield.
4. Walkers will be dismissed from the Isbel St. entrance. Walker designation is issued by the principal; a pass will be given and must be presented.
All other students will be dismissed from cafeteria.
2. (See diagram on next page.) Please do not park and walk to the gate.
3. Parents are requested to observe parking regulations, to observe signs near the school, and to avoid automobile congestion when school buses are scheduled to arrive.
4. A student name MUST be displayed in the front window of car to help a

speedy dismissal process. If your child(ren) are delayed for some reason or you do not have the required sign, we will direct you to a waiting area so that the dismissal will be able to continue.

5. NO PARENT MAY PARK IN THE DESIGNATED FACULTY PARKING SPACES AT ANY TIME.
6. For the safety of all, no child will be placed in a car while a **cell phone** is in use. Parents must not engage in cell phone conversations or texting in the car pick up line to help insure the safety of all students and staff.
7. Staff members are assigned dismissal duties. They are authorized to enforce the dismissal procedures of the school. Parents are expected to cooperate fully and respectfully with staff members. If necessary, the Gretna Police will be called to ensure the safety of all.
8. No student may reenter the school building without permission. Once a child leaves the schoolyard at dismissal, he/she may not return. If a student is to be picked up by someone other than a parent or parent's designee, a PARENT must notify the office in writing or by phone. Please inform this person of the proper pickup procedures.
9. Please do not cut in on the car pickup lines. Always enter the line behind the last car. No one appreciates those who cut in on cars that have been waiting in line.

10. Students through Grade 5 will be placed in the back seat of the vehicle.
According to Louisiana state law, students under 13 years of age must be placed in the rear seat.
11. No one besides school personnel can open gates to enter the yard after school hours.

**Diagram of
Pickup and Drop off Procedure**



F. School Uniforms

School uniforms are mandatory. Students are expected to wear clean, properly fitting uniforms, which are in good repair at all times. Uniforms must be purchased from **School Time uniform company** on designated sale days at school or at their New Orleans area store. School Time is the only authorized provider of our uniforms.

On **Dress-Down Days** no crop tops, low-cut shirts, low rise pants, shirts with inappropriate messages, band advertisements, or inappropriate symbols, etc. are allowed. Pants that

touch the top of the knee or longer may be worn. Only tennis shoes may be worn. Shorts are allowed in warm weather in Grades PK through 4 only.

Please put child's name in all items of clothing that can be taken off.

1. Boys Uniform:

- a) Boys must wear a light blue shirt, long or short sleeved, with roll collar and school emblem along with navy blue trousers or uniform short pants. Boys in Pre-kindergarten through Grade 1 must have elastic-waist pants. Shirts must be tucked in and bottom button fastened at all times. Shorts may be worn year round at the discretion of the parents. Belts must be worn at all times for Grades 2-8. Belts must be navy blue or black and are available from our uniform company.
- b) Only white, short-sleeved T-shirts may be worn under uniform shirt. Sleeves may not extend past uniform.
- c) Only solid white crew socks may be worn. Low cut socks are not allowed.

2. Girls Uniform:

- a) Girls must wear a white sport blouse with a flat, pointed, lay-down collar and short or long sleeves. Girls in Grades 6-8 must wear the blue checked skirt and the above-mentioned white blouse. Girls in Pre-kindergarten through Grade 5 must wear a blue checked jumper. The jumper must have the school emblem, purchased separately,

sewn on the left shoulder. All are available from our uniform company. Blouses must be tucked in skirts at all times. Age-appropriate undergarments must be worn. Only solid white undergarments may be worn under blouses. T-shirts may not be visible under sleeves.

- b) Jumpers and skirts are to be of reasonable length. Minimum length shall be two (2) inches from the floor when kneeling. Shorts must be worn at all times under jumpers/skirts. Only navy blue, black gym or uniform plaid shorts__may be worn under the jumper/skirt. Shorts may not extend below the jumper or skirt hem.
- c) Only solid white crew socks may be worn. Low cut socks are not allowed. In cold weather, only navy blue, white, or black tights or leggings may be worn. Socks must be worn with the tights.

3. Sweaters and Jackets: (Boys and Girls)

A navy blue cardigan sweater, St. Anthony windbreaker or sweatshirt is to be worn. NO colored shirts, denim jackets, oversized sweaters or jackets, etc. may be worn. No slipover sweaters are allowed. An overcoat may be worn over the sweater, windbreaker, or sweatshirt on very cold days but may not be worn in the buildings. St. Anthony windbreakers may be purchased only from the designated company. An optional fleece-lined hooded jacket with school logo is

available. Our uniform company will offer regulation school sweatshirts in the fall. Only eighth graders may wear sweatshirts with "Class of ..." on the left sleeve.

4. Shoes: (Boys and Girls) Grades 1-8

Only solid black, low top, laced or Velcro shoes with crepe or rubber soles, suitable for P.E., may be worn. Cotton shoelaces are highly recommended. No mid or high tops are allowed. No "lights," insignias or other decorations are permitted.

* PreK/Kindergarten Shoes

PreK/K students must have black Velcro closure shoes.

- * Ponsetti's Shoes can be purchased at Payless Shoe Store, Clearview Shopping Center and Skobel's in Belle Chasse these stores stock these.

5. Hair (Boys and Girls)

Hairstyles are to be appropriate for an elementary school, as determined by the administration. No severe or "trendy" hairstyles are allowed. This includes spiked hair, hair extensions longer than 12 inches, fake hair, dyed hair to name a few. No writing or designs may be cut into a boy's hair. Hair is to be neat and groomed and may not be covering a student's eyes. A boy's hair must not touch his collar or any part of his ears. Boys must be clean-shaven. Sideburns must be

neatly trimmed and not extend past beyond the middle of the ear.

Girls may wear only navy blue, black or white hair ornaments, not exceeding (2) inches in width. Any school-approved item purchased from our uniform company or other outlet will be permitted. Excessive hair ornaments are not allowed. No scarves may be worn. No dyed, bleached, frosted, high-lighted, sun-bleached, etc. hair colors are permitted. Frosted or colored mousse, gel, or similar products may not be worn. Neither hair spray, deodorants, nor any type of fragrances or spray items may be brought to school.

6. **Make-Up:**

Makeup, including lip gloss or tinted Chap Stick, may not be worn. Nail polish and artificial nails are forbidden. Only eighth grade girls are permitted to wear light makeup. No makeup is to be brought to school, or it will be confiscated.

7. **Jewelry:**

The wearing of any jewelry is discouraged. Watches may be worn but may not signal alarms, make sounds or be distracting in any manner. Boys may not wear earring(s) to school. Girls are permitted to wear one (1) pair of post earrings. These are small earrings that fit snugly to the bottom of the ear lobe and do not project below the ear lobe. Clip-on, dangling, or oversized earrings are not allowed. These will be confiscated if worn. No

chains, bracelets or rings may be worn. Only one religious cross or medal may be worn inside clothing around the neck.

8. **Buttons:**

Wearing buttons is forbidden, except at the discretion of the teacher for certain holidays. Those buttons approved by the school such as the St. Anthony New Life button may also be worn.

9. Writing Students may not write on any part of their bodies. Students' names or other necessary information may be written inside the school uniform, blouse, shirt, shoes, book bags, books, notebooks, or other school materials for identification purposes.

10. Tattoos are not permitted.

No novelty contact lenses may be worn.

G. School Office

1. The secretary will be in the office from 7:45 AM until 3:30 PM. All messages of importance to pupils and teachers are reported to the school secretary who will relay them to the individuals concerned at an opportune time. No teacher or child will be summoned to the telephone during class hours. The school telephone number is 367-0689.
5. Children will not have access to the telephone except in cases of emergency.
6. All visitors, including parents, room parents, etc., must report to the school office for a written pass. The Franklin Street entrance is to be used to reach

the office. No adult is permitted to visit a class without permission from the principal.

4. The secretary cannot schedule parent-teacher conferences. Teachers will schedule appointments upon written request from parents. Appointments with the principal are to be made in advance through the secretary.

H. Policies

1. No teacher or other school personnel is to be called at home.
2. **Gum chewing** is never permitted at St. Anthony School or at any school function. Gum should not be brought on campus at any time.
3. **Invitations to parties may** not be issued on the school campus unless issued to the whole class. Parents may obtain a list of class names and addresses from the office. No phone numbers will be given out unless pre-authorized by parents.
4. No **phone messages** for students will be accepted after 2:30 PM. Requests for homework for absent students must be made by 9:00 AM.
5. The school must receive a note from both sets of parents if one student will go home with another parent. If a student is to leave school in a different way or with someone not familiar to the school personnel, a note must be sent to the student's teacher.
6. Any adult authorized by St. Anthony School may correct students or issue warnings for misbehavior.
7. **After-school activities** are scheduled in advance so that plans for transportation home for students involved may be provided by parents. Anyone not picked up promptly will be sent to after-school care and the parent will be charged for supervision. No children will be allowed to stay on grounds waiting for brothers and sisters practicing for an activity. They will be sent to after-school care and the parent will be charged.
8. For **sports activities** we depend on our parents to provide transportation to and from games. Parents must submit proof of insurance in the amount stipulated by the Archdiocese.
9. Students are responsible for all **textbooks, workbooks, library** books or other resource books issued by the school. Fees will be assessed for lost books or damaged books. A \$.25 fee will be charged for each copy of a lost or damaged page. Report cards and permanent records will be withheld until payment is made. All books must be covered at all times. Covers are not to be taped to the books.
10. In order for a **child's records** to be released to the parent or to another school, all owed moneys must be paid (tuition, late fees, lost or damaged textbook fees, library book fees, lunch IOUs, after school fees, etc.).

11. Soccer balls, large playground balls, footballs, and jump ropes may be brought to school. No other toys or items, such as novelty pens or pencils, radios, MP3 players, iPhones, iPods, cell phone, etc., may be brought to school without permission of teacher/administrator. The school is not responsible for lost or damaged items.
12. Students participating in **extracurricular activities** after school may not leave the schoolyard without permission.
13. **Before and After School Care**
Supervision before (7AM-8AM) and after school (3:15PM-6PM) is available. There will be a \$2 charge for each student dropped off before 7AM. Please contact the school office to arrange for early supervision or for information about our childcare program. A fee of \$5.00 per every minute after 6 PM will be charged. A pre-paid account will be set up for all children who regularly use these services. Before/After school fees must be pre-paid, or student will not be allowed to stay the next week.
14. Do not send balloons, flowers, or any other items to school on birthdays or other occasions.
15. Correction fluids (whiteouts) and permanent markers are not allowed in school.
16. After returning from a field trip, students in
17. Grades 1-8 are expected to remain in school until the end of the school day. They may not be checked out early unless permission is granted by the principal.
18. **NO MEDICINES**, including cough drops, lozenges, etc., other than those prescribed by doctors will be administered through the office. A note from the doctor describing how to administer the medication must be sent with the medicine. Medication must be in its original container. These must be brought to the office by a parent. No student may have medication **of any kind** in his/her possession. Parents may, of course, come to the office to administer to their own child(ren).
19. **Harassment/bullying**—Harassing behavior of any kind, i.e. sexual innuendos, inappropriate racial comments, inappropriate pictures, name-calling, teasing, (oral or physical), facebook , twitter, texting , (which is considered cyber bullying) is not allowed etc. If after teacher/principal counseling the behavior continues, then severe consequences will be given.
20. Since both **breakfast** and **lunch** may be purchased at school, no snacks or drinks will be consumed during the school day, only water. Those students staying in after school care may bring a snack.
21. Students may bring water to school if the following guidelines are observed. Only room temperature water may be

brought to school—no iced beverages, flavored water or other beverages. Only screw-top water bottles may be used (Gr. 2-8) No others are allowed. Bottles no larger than 16 oz. are permitted. Student's first and last name must be written on the bottle. Bottles may not be placed in backpacks or lockers. Bottles may not be reused or shared with others. Bottles may not be brought into the computer lab or be used at computer stations in the classrooms. Each teacher will determine the management of the water bottles in his or her class. Parents are responsible for damages to textbooks and property caused by water bottles. The principal reserves the right to revoke this policy for any and all students if she feels it is necessary.

The Department of Social Services may be called because of excessive tardies.

22. All notes must be signed and returned the following day.

III. School Programs and Policies

St. Anthony School does not provide Special Education classes; however, the school will make minimal accommodations to attempt to meet the needs of these students.

A. Place of Religion

1. Religion is the heart of our curriculum; a definite time each day is devoted to religious instruction, but the truths of

the Catholic faith permeate all the day's work and activities.

2. Grades 1st through 8 attend Mass weekly.
3. Catholic children who wish to receive Holy Communion must observe the usual one-hour fast.
4. Meetings with parents whose children will receive the sacraments of Penance, Holy Eucharist, or Confirmation are compulsory.

B. Federal Programs

1. Remediation in reading and/or math is provided to eligible students through the **Title I** program directed by the Jefferson Parish Public School System. Participation is voluntary, but all students must be well-behaved and respectful in the classroom.
2. Audio-visual equipment, supplies and enrichment materials enhance instruction through the Chapter II program.
3. The breakfast and hot lunch programs are subsidized by federal funds.

Non-religious textbooks, library books, and supplies are also provided through state or federal programs.

C. Library

1. To supplement the reading program of the school, the library contains a large assortment of books that are available to the children. Pupils are encouraged to spend some of their leisure time reading. Library time is provided each week for students in Grades 1 through 8.

2. Checking out **library books** is a serious responsibility. A fee of ten cents per day will be charged for each overdue book. Students must pay for lost or damaged books.

D. Co-curricula

1. Students benefit from special programs offered by the school such as physical fitness, speech, school plays, science and social studies fairs, athletics, and band.
2. To be eligible to participate in a sports program, a student must maintain a passing average, display a cooperative attitude, and give sufficient effort.
3. Team uniforms are the property of the school and must be returned promptly in good condition or fees will be assessed.
4. Students must adhere to the rules and policies of St. Anthony School while attending any function taking place on its property or sponsored by the school.

E. Home Assignments

1. Catholic schools generally adhere to the policy of assigning some **homework** to their pupils. It is the policy of this school to require nightly study because it:
 - a) Supplements school work
 - b) Helps children to develop good work habits
 - c) Teaches children to organize what has been learned in school
 - d) Stimulates pupil growth.

2. Home assignments are:
 - a) Closely correlated with class work
 - b) Definite and specific
 - c) Performed by the pupil and not by the parents
 - d) Sometimes given over extended holidays in order to assure retention of skills taught.
3. A family schedule is recommended. The following is a suggestion of time allotment:
 - a) Forty-five minutes for primary Grades 1-3
 - b) One hour for intermediate Grades 4-5
 - c) Two hours or twenty to thirty minutes per major subject for upper Grades 6-8.
4. The above times are offered as a guide. Since there are many individual differences in children, we believe these differences carry over on the time and amount of home study required. Parents are encouraged to be flexible about home study. They should, however, encourage children to carry out each assignment punctually, neatly, and completely.
5. Some assignments are long range in nature and require planned preparation time for their completion. Advance planning eliminates the necessity of spending too much time in completing an assignment the day before it is due. No extensions will be given.
6. All assigned homework **must** be completed. Some **classroom assignments** may need to be

completed at home because of the child's poor time management during the day and/or individual differences. Final averages will be lowered as a result of missed homework. Frequent missing of assignments will result in detentions, suspensions, or dismissal from school.

7. All notices or other items sent home with a signature request must be signed by a parent and returned to school the next school day or by the date requested.

F. Testing Program

A program of standardized testing is in effect in the Archdiocese. Accordingly, standardized reading and achievement tests are administered. Results of these tests are presented to the parents, and with practical reservations, to the pupils. The results of these tests become part of the student's permanent record.

G. Report Cards

1. A report card of the child's progress is sent to the parents every nine weeks. Report card grades are a reflection of the child's mastery of concepts taught during that grading period. These grades are based on daily quizzes, weekly tests, homework and class work assignments, and class participation.
2. The report card must be signed by a parent or guardian and returned to the teacher within two days. It

should be signed only after careful study of the child's grades and a discussion with the child about each grade.

3. Deficiency reports are sent to parents of students having difficulties midway through each grading period. These must be signed by the parent or guardian and returned to the child's respective teacher(s).
4. Test papers are usually given out to students on the first day of the school week and are to be studied by the parents, signed, and returned to the respective teacher(s) on the next day. This procedure is to keep you informed weekly of your child's progress. Failure to have test papers signed and returned may result in disciplinary action.
5. **Honor roll:**
 - a) In order to be eligible for the "A" or "B" honor roll, conduct grades must average "B" or better.
 - b) A student may not have a "D" or "U" in any subject.
6. Final averages ending in one-half point are rounded off upward or downward depending upon whether the student's grades are ascending or descending.
7. All moneys owed must be paid before report cards are issued.
8. Students will not be allowed to take 9 weeks tests/exams if tuition obligations are not met. A grade of "I" will be recorded until the account is current.

H. Promotion and Non-promotion

1. The major subjects in Grades 1-3 are Reading, English, and Mathematics. The major subjects in Grades 4-8 are Reading, Religion, English, Mathematics, Social Studies, and Science. The minor subjects are Spelling, Computer, Band, and Physical Education. Any child who fails any subject during the third and fourth nine-week grading period, fails that subject automatically. A student must earn at least a 1.0 average in each subject in order to pass that subject.
2. A child failing any two (2) major subjects repeats the grade.
3. Failure in ANY subject will require summer school or study assignment. The principal and teacher will decide what is necessary to remove the failure.
4. A child will be retained in Kindergarten or Pre-kindergarten if the teachers determine he/she has not attained the necessary level of maturity or academic achievement to succeed in Grade 1 or Kindergarten.
5. Reading Promotion Requirements:
 - a) Students in Grades 1-3 must successfully complete reading with a "C" or better average. Students receiving a "D" average in reading will be conditionally promoted to the next grade upon the successful completion of summer school. Any student receiving a "D" average in

two or more major subjects will not be promoted to the next grade.

- b) Students in Grades 4-5 must achieve a "C" final average. A student who has a "D" final average in reading and fails one other major subject will not be promoted to the next grade.
 - c) Students in Grades 6-8 must have at least a "D" average.
6. State law requires that a student be absent no more than 17 days in order for him/her to be promoted. Doctors' excuses for re-admission (although required) will not remove absent days from the record.
 7. Any eighth grader failing one subject may be allowed to participate in the formal graduation ceremony; however, the certificate of promotion will be granted on the successful completion of summer school.

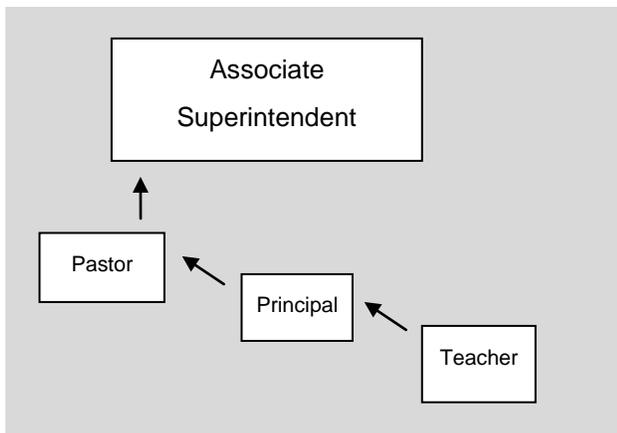
I. Parent-Teacher Conferences

1. Grade level meetings will be held at the beginning of each school year in order to inform parents of the curriculum and school and individual grade policies. Parents are obligated to attend all grade meetings for each child. Time and dates of the meetings will be sent to the parents.
2. To encourage good parent-teacher relationships and to inform parents of their child's progress, parents are requested to be present at school when the parent-teacher conferences are

scheduled. Notices containing the date and hour of these parent-teacher conferences are distributed twice a year. Either parents or teacher may request additional consultations if a child is not performing satisfactorily.

3. Conferences concerning an individual child should adhere to the following procedure:
 - a) Parent must contact or meet with the teacher first.
 - b) If deemed necessary, the parent may then schedule a conference with the principal.
 - c) If deemed necessary, the parent may then schedule a conference with the pastor.

Organizational Chart for Grievance Procedure



IV. Discipline and Consequences

A. Discipline

All students have a right to an educational environment that is conducive to their academic achievement. This environment is fostered by self-control and cooperation by all students.

1. Good behavior begins in the home. How a child relates to his/her siblings and parents will be reflected in his/her relationships with his/her peers and school authority. The school accepts the responsibility to foster the growth of behaviors and attitudes conducive to an effective learning environment.
2. The following basic principles of good discipline are important:
 - a) Disciplinary difficulties are generally symptomatic of underlying causes, such as a faulty self-concept, indulgent parents, emotional problems, negative attitudes, and other social, psychological, or physiological factors.
 - b) The immature need help in growing toward maturity. This must include encouragement to think critically and to solve personal problems, help in understanding the importance of acceptable behavior, assistance in keeping emotions under control, and assistance in experiences that are satisfying and conducive to the learning of acceptable social conduct.
 - c) Parents are role models and, as such, are expected to set an example of cooperation with the school and respect for authority.
3. It is our endeavor to systematically develop the child's physical, social, intellectual, moral, and religious capacities through guided instruction and self-discipline.

4. The highest form of discipline, and the one for which every Christian teacher strives, is discipline based on gospel values. Therefore, the following functions are ideals set by our school and faculty:

- a) To provide an orderly, clean, well-equipped school
- b) To help pupils to be willing to sacrifice immediate satisfaction because of ultimate goals
- c) To equip pupils through self-restraint to face life situations
 - d) To stimulate pupils to want to be devout Catholics, loyal Americans, and disciplined individuals.
5. To attain these ideals, parents are encouraged to cooperate with the teachers in their efforts to instill:
 - a) Respect for God
 - b) Respect for themselves
 - c) Respect for authority
 - d) Respect for classmates
 - e) Respect for property.
6. Failure by parents and/or students to cooperate fully with the above endeavors may result in punitive measures.
7. The administration and faculty are the final authority on the kind and amount of punishment issued.

B. Consequences

1. Consequences at school are administered to help the wrongdoer correct inappropriate behaviors, to discourage repeated acts of

misbehavior, and to deter others from like violations. Kind and amount of consequences are determined by the individual teacher and/or principal after careful consideration of the child involved and the nature of the offense. The school is the final authority in this matter.

2. **Detention** period is a time when a student is assigned to stay after school for an infraction of acceptable student behavior. Students and parents should fully understand that any teacher in the school has the authority to correct misconduct at any time. Therefore, it is conceivable that a teacher might assign a detention or consequence to a student who is not in any of his/her classes. **Detention for misbehavior is given after school hours on the day the teacher deems necessary.** Children are not given detention after school hours until their parents are notified by note or telephone.
3. If your child receives a detention for any reason, it is expected that you will make every effort to comply.
4. Disrespect for the authority of the teacher and other school personnel will not be tolerated.
5. **Serious misbehaviors** such as fighting, stealing, cheating, forgery, disrespect to the teacher, damaging school or personal property, and so forth may incur immediate suspension

of up to five (5) days. The child may reenter school only after consultation with the principal and respective teacher. Parents are financially responsible for the actions of their children.

6. For very serious reasons a student will be **expelled** from school if his/her behavior is judged detrimental to the school, students, faculty, and educational environment.
7. Students may be kept back from **field trips** or other activities because of constant or repeated misbehaviors, lack of cooperation, or below a "C" average in conduct. Serious misbehavior at a school-sponsored activity may also result in ineligibility to attend these events in the future.
8. Any student having drugs, cigarettes, sharpened weapons, guns or alcohol in his/her possession on school grounds will be subject to immediate dismissal. Likewise, any student disciplined in the community for misuse of drugs and/or alcohol or for acts of vandalism or criminal mischief will be subject to immediate expulsion.

V. Financial Aspects

A. School Tuition

1. Tuition is paid either in full or through bank financing. Confirmation of registration will be held in the spring of each year, at which time bank contracts will be signed.
2. Parents are responsible to pay any and all late charges on **bank loans**. If

a loan is canceled, parents must pay a \$35.00 cancellation fee.

- 3 Tuition **payments must be current** and any other moneys owed must be paid before report cards or transcripts are issued.

Failure to comply with timely loan payments will be reported and will affect your credit standing.

4 Refunds

- a) No registration fees will be refunded.
- b) Unused tuition will be refunded in the following manner.

1. If a student is on the roll for any part of a month, that month's tuition will not be refunded.
2. All remaining months' tuition will be refunded.

St. Anthony School Tuition Schedule

Tuition for the **2010-11** school year is as follows:

Parishioner (\$10.00 per week)

	Tuition	Registration
1 child	2,850.00	\$165.00
2 children	\$4,988.00	\$315.00
3 children	\$6,413.00	\$465.00

Non-supporting Catholic

	Tuition	Building Use	Non-Sup. Registration
1 child	\$3,150.00	\$100.00	\$200.00 \$165.00
2 children	\$5,513.00	\$200.00	\$400.00 \$315.00
3 children	\$7,088.00	\$300.00	\$600.00 \$465.00

Non-Catholic

	Tuition	Registration	Bldg. use fee
1 child	\$3,500.00	\$165.00	\$100.00
2 children	\$6,125.00	\$315.00	\$200.00
3 children	\$7,875.00	\$465.00	\$300.00

Pre-K 3/4

Parishioner

(minimum of \$10.00 weekly envelope contribution)

Tuition	Registration	Bldg. Use
\$3,086.00	\$165.00	

Non parishioner

Tuition	Registration	Non-Supporter	Bldg. Use
\$3,386.00	\$165.00	\$200.00	\$100.00

Non/Catholic

Tuition	Registration	Bldg. Use
\$3,896.00	\$165.00	\$100.00

Tuition Payment Policy

1. Once a loan is two months delinquent according to the latest bank statement, the school shall notify the parents that their child/children will not be permitted to attend school until at least one month's payment is made. Recourse to the School Board may be made.

Students will not be allowed to take 9 weeks tests/exams if tuition obligations are not met. A grade of "I" will be recorded until the account is current.

2. For **loans** 45 days overdue students will not be allowed to attend school or take exams until tuition is current.
3. When the loan is up to date prior to May 1, the borrower may sign a new loan. Late fee will apply.
4. Registration will not be accepted until all owed moneys are paid to the school. Tuition owed and tuition for the upcoming year must be paid in full in cash prior to the first day of school. The child may then be registered if

space is available in that particular grade.

B. School Food Program

1. Breakfast is served from 7:30 to 7:50 AM, payable daily (\$.75).
2. All students are required to eat during lunchtime. A bag lunch may be brought from home. No carbonated beverages or flavored beverages other than juice or milk cans or glasses may be brought into the cafeteria. Children may participate in the Federal-State Lunch Program. A hot meal is served daily consisting of meat or fish, vegetables, salad, and dessert. Bread or pastry and milk are included. No labeled commercial foods may be brought into the cafeteria.
3. Students are required to deposit money (any amount) into their accounts. Lunch costs \$1.50 for Grades 1-8 and \$1.25 for PreK and K. Lunch prices are subject to change. The cafeteria manager will accept checks. Lunch money is to be sent in the envelope designated for that purpose which is marked with the child's name and account number. Payment for school lunches must not be combined with any other payments sent to school.
4. Students are allowed a maximum of two (2) lunch charges from the office. If these charges are unpaid, the child should bring a lunch from home until the account is current. No "extras" may be purchased if a child owes for

meals. Parents will be called to provide money for lunch if necessary. Bills will be sent home daily.

5. **Free and reduced lunch** forms are available at the beginning of each year or as needed. Please call the school office.
6. Children are expected to practice good manners in the cafeteria.

C. Insurance

Group insurance called "Student Medical Payment Coverage" is carried on each student by the Archdiocese of New Orleans. Twenty-four hour, twelve-month coverage, is also available at a small charge to the parents. Envelopes are available at the beginning of each school year.

D. Checks

1. All checks are to be made out to St. Anthony School, unless otherwise instructed. Separate checks are to be made out for each child for each purpose. Please do not combine amounts into one check. **Please label checks with specific purpose.**
2. If an **NSF check** is written, only cash will be accepted thereafter.
3. The school will assess a \$25.00 NSF charge for any NSF checks received.
4. All moneys to be sent to school must be in a sealed envelope with the child's name and purpose clearly written on the front.

VI: Miscellaneous

1. If after reading our school policies, you are willing to participate in our endeavors not only at home, but also

in the school, we welcome your volunteer services for the following:

- a) **Playground supervisor** for one recess each week (20 minutes)
 - b) Part-time librarian from 8:30 AM to 11:00 AM on Tuesday and Thursday
 - c) **Cafeteria service** from 10:45 AM to 12:30 PM one day each week. Additional help is needed to assist PreK and Kindergarten children.
 - d) Room mother for your child's classroom
 - e) **Field trip chaperone** or team driver (All drivers must meet Archdiocesan requirements of a minimum \$100,000/\$300,000 insurance coverage.)
 - f) All parents who come in contact with students must complete Archdiocesan Safe Environment program.
2. For the good of all concerned, never undermine the authority of the school or that of a faculty member in the presence of your child.
 3. Parents are informed of health services during the school term when they are offered to us through the Jefferson Parish Public Health Office. Parents are expected to cooperate with the recommendations.
 5. Parents may refer their children to the Independent Needs Committee INC, for consideration for educational and speech evaluations. Please contact the child's teacher.
 6. Because the school relies on parental involvement, we encourage all families to donate their time to our fund-raisers, fair, activities, etc.

VII: PTA

Serving the school as a Parent-Teacher Association officer is an honor and a privilege. The St. Anthony PTA assumes an active and supportive role in the school. The many activities and fund-raisers sponsored during the year help assure a successful school year. The cooperative efforts of parents and school can only prove beneficial to the children of the school. The offices and responsibilities are as follows:

- a) **President:** Schedules, plans, prepares, and conducts bimonthly meetings in cooperation with the principal and pastor. Guides other officers and parents in the activities planned for the year. Keeps principal and pastor informed of PTA activities.
- b) **Vice-President:** Assumes leadership role in the absence of the president. Acts as chairperson for planned PTA activities (either assigned by president or volunteered).
- c) **Secretary:** Keeps complete, accurate minutes of all PTA meetings. Conducts all correspondence of the PTA as directed by the president and/or by-laws. Acts as chairperson for planned PTA activities (either assigned by president or volunteered).
- d) **Treasurer:** Collects and keeps accurate accounting of all moneys of the PTA. Makes bimonthly reports at PTA meetings Acts as chairperson for planned PTA activities (either assigned by president or volunteered).
- e) **Historian:** Keeps a yearly scrapbook of PTA activities (as required by CCSCC). Publishes news of PTA activities in local papers. Acts as chairperson for planned PTA activities (either assigned by president or volunteered).
- f) **Head Room Mother:** Serves as liaison between school and room mothers. Arranges with the principal for timely notices to be sent home to parents. Acts as chairperson for planned PTA activities (either assigned by president or volunteered).

Please consider being an officer of your school's PTA. Nominations are taken in March and elections are held in May.

VIII: St. Anthony School Advisory Council

The St. Anthony School Advisory Council has been established to develop policies and programs that will aid in the intellectual and spiritual development of the students. With consideration for the uniqueness and individuality of each student, the Council will search for and encourage programs and new technology that will enable the student to become a viable contributor to the society in which he or she will become a part.

The Council, along with the principal and input from the public, will see that this objective is obtained by integrating the messages of the gospel with an educationally motivating environment for all students.

Membership

The membership on the Advisory Council will be as follows:

1. The pastor will be an ex-officio voting member.
2. The principal of St. Anthony School will be the executive officer of the local Advisory Council, though not a voting member.
3. There will be three (3) members elected/appointed to the Advisory Council in the categories of finances, plant and facilities, and education. All are voting members. The pastor has the authority to appoint experts in other areas on an as-needed basis.
4. The president of the St. Anthony PTA will be an ex-officio voting member.

St. Anthony School Ethical Use Policy

Copyright

Policy adopted July 1997

St. Anthony School

It is the policy of St. Anthony School that all employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by:

- 1) copyright law
- 2) fair use guidelines
- 3) specific licenses or contractual agreements
- 4) other types of permissions

Employees, volunteers, and students who willfully disregard copyright laws are in violation of the school's policy, doing so at their own risk and assuming all liability.

Internet

Policy adopted: July 1997

St. Anthony School

It is the policy of St. Anthony School to require the ethical use of Internet and related technologies by all employees, volunteers, and students as set forth below in the Terms, Conditions, and Regulations for the use of Internet and related technologies. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

Internet Terms, Conditions, and Regulations

- 1) **Acceptable Use** - The use of Internet and related technologies must be in support of education and research and consistent with the educational objectives of St. Anthony School. Use of other organizations' networks or resources must comply with the rules appropriate for these networks.
- 2) **Unacceptable Use** - Transmission of any material in violation of any U.S. or state board is prohibited. This includes,

but is not limited to: copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret. Use of commercial activities is not acceptable. Use for product advertisement, political lobbying, game playing, unauthorized "chat" or chain letter communication is also prohibited. Other examples of unacceptable information are pornography, information on

bombs, inappropriate language and communication, flame letters, etc.

Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another's computer, access accounts, and/or files is prohibited.

3) Privileges - The use of the Internet and related technologies is a privilege, not a right; inappropriate use may result in cancellation of those privileges. Each user who is provided access to Internet and related technologies will participate in a discussion with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user's access to the Internet and related technologies due to unacceptable use.

4) Warranties - The educational programs governed by St. Anthony School make no warranties of any kind, whether expressed or implied for the service it is providing and will not be responsible for any damages users suffer. This includes

loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions. Use of and information obtained via the Internet and related technologies is at the user's own risk. The educational programs governed by St. Anthony School specifically denies any responsibility for the accuracy or quality of information obtained through its services. The student or parent/guardian will be responsible for any financial obligation incurred through the use of Internet and related technologies that is not previously approved as part of the local budget.

MIDDLE GRADES RULES AND POLICIES

1. Any **behavior that interferes with a student's ability to learn**, any other student's ability to learn, or the teacher's ability to teach is not allowed. Student behavior that is disruptive to others, produces off-task responses, or requires the teacher to stop teaching to attend to the behavior is not acceptable from St. Anthony students.

Any **harassing** behavior that defames, embarrasses, or causes another person emotional or physical distress is not allowed.

Students will receive a weekly conduct grade determined by the infractions committed and noted in their agendas; these grades will be averaged at the end of each quarter to determine the report card grade. All school personnel may discipline middle grades students and may deduct points from the weekly conduct grade.

2. Students must write in cursive. Dark blue or black ink must be used in all subjects except math (pencil required). No correction fluids, cartridge pens, pens with lights, or pens with other distracting elements are allowed in school. Small corrections should be made by drawing *one* line through the word. For larger corrections the work should be redone. Students must bring necessary materials to each class. Only the stitch-bound composition notebooks are permitted.

Students are required to use the Middle Grades heading on all work to be turned in.
(Sample follows)

Mary Friendship August 16, 2011 English (Exercise #, page #)

3. Students must use the St. Anthony Middle Grades **agenda as directed**. All assignments must be satisfactorily completed and on time. Because homework is important, students will receive a homework grade in each subject which will count as two test grades each nine week period. Students are responsible for having their agendas at school every day. *Parents are encouraged to review students' and conduct grades frequently.*
4. In order to encourage proper school behavior and cooperation with school rules, periodic activity days and other special school functions, including school dances, will be scheduled. *If a student receives 3 detentions in one nine week period, or is suspended, or has a D or U conduct average he/she will be ineligible for the next activity/special function day. The student must attend school on that day and work will be assigned. "Serious misbehavior at a school sponsored activity may result in ineligibility to attend these events in the future."* (**Handbook of School Policies**) Please see the **Handbook of School Policies concerning suspensions.**
5. All work must be legible, neat, and the student's own. Serious penalties will be assigned for any irregularities in homework, class work, or testing, including the Accelerated Reader.
6. Arrangements for **make up work** must be made *immediately* upon return to school after an absence. When it is necessary for a student to miss school, another student will take assignments for him/her. Although every effort will be made to make certain that assignments are complete, *it is the student's responsibility to ask the teacher what work must be made up and to arrange a time with the teacher to do so.* Work should be completed as soon as a student returns to school after an absence. A zero will be given for

any work not completed promptly. Additional time, however, may be given at the teacher's discretion. Prior permission must be obtained from the principal's office (parent note) when students know they will be checked out early or when they know they will miss school. A student will be given extra time to complete make-up work or take a missed test *only* if he/she brings a parent note which explain the reason for the absence on the day the student returns to school. The school reserves the right to deny credit for work or tests for failure to comply with this policy.

7. Papers will be given out on the first day of the school week and all papers must be returned on the next day. The parent or guardian must sign D's and U's, all punish work, and any paper requested by the teacher, including weekly conduct grades. Graded papers and other notices require a full parent signature, not initials.
8. No student will be permitted to use the phone for forgotten assignments or personal business.
9. All books must be covered with heavy-duty covers at all times. (Brown grocery bags are required for some large books. An additional covering of clear contact paper is strongly recommended to alleviate the necessity for frequent recovering of textbooks.) Book covers must not be taped to the books, book covers, notebooks, workbooks, or Bibles. Appropriate disciplinary action will be taken for infractions of this policy. Furthermore, fines are assessed at the end of the year for damage resulting in uncovered or abused books.
10. No student is to write, draw, or erase anything on the hall chalkboard. It is for the teachers' use only.
11. Students will talk quietly and display courtesy and good manners in the cafeteria, in the halls, and in the rest rooms.
12. St. Anthony Middle Grades students are assigned lockers to store books, jackets, supplies, etc. Only approved combination locks may be used, and the school administration must have a copy of the lock combination on file. The following policies must be observed regarding the use of student lockers:
 - Lockers** must be locked at all times. No student is to tamper with another student's lock or locker.
 - Students are permitted to use their lockers only at scheduled times. Students will not be allowed to return to their lockers for forgotten materials. Students must go to their lockers when they arrive at school and must have completed the morning locker visit *before* the 8:00 bell rings. After packing their books, students may not remain in the hall waiting for friends or a teacher.
 - Textbooks** should be placed on their sides in order to avoid damage.
 - The homeroom teacher must approve pictures or other displays prior to being hung in lockers.
 - Periodic locker checks will be conducted by the administration.
13. Students' names must be on all supplies, books, notebooks, folders, etc.
14. Students may not bring any magazine to school that has not been requested by a teacher.
15. Students may not chew **gum** or bring gum to school or to any off-campus school activity. Students may not bring hairspray, colognes, or lotions to school.
16. Students who do not return **permission slips** and fees on time for a designated activity

will not be permitted to attend that function but must report to school on that day.

17. Students are expected to know and to observe the school rules as stated in the *St. Anthony Handbook of Policies*.
18. Students may not remain in a classroom or in the cafeteria before school without teacher supervision and / or permission.
19. Students may not remove pages from their agenda at any time. Loose or torn pages must be promptly repaired.

If at a future date it becomes necessary to make additions or changes to these rules, the faculty will do so. We expect that all St. Anthony students will use a common sense approach to good manners, respect, and good behavior and therein avoid any unpleasant situations.

St. Anthony Middle School Conduct Reward System

Coupons will be awarded to students when progress reports and report cards are issued. The number of coupons to be awarded is as follows:

C - 1 coupon

B - 2 coupons

A - 3 coupons

Coupons may be exchanged for the following rewards:

1. Eat in class where allowed
2. Exchange for supplies such as pencils, pens, paper, etc.
3. 20 minutes free time (at teacher's discretion)
4. One day extension on long range assignment
5. 20 minutes help Mr. Arnold at P.E. (pre-approval necessary)

St. Anthony Middle School Personal Conduct Record

Each student will be assigned a conduct grade of 100 points at the beginning of each week. Points will be deducted from the conduct grade according to the chart listed below. Any school employee may ask to see a student's agenda and deduct points for infractions. Weekly conduct grades will be computed and recorded by the homeroom teacher. The weekly grades will be averaged for the quarter and will be noted on the report card. Consistent conduct grades of "D" or "U" are unacceptable. If we are unable to solve the problem through conferences, interventions, alternative plans, or other means, the student may be asked to leave the school.

Points Deducted	Infraction	Points Deducted	Infraction
3	A1-Talking	10	C3-Rude/discourteous to any adult
3	A2-Annoying others	20	C4-Bringing electronics/forbidden articles (including gum) – 1 st offense (In School Suspension 2 nd offense)
3	A3-Inattentive		
3	A4-Lack of class materials	10	C5-Lost conduct record
3	A5-Book not covered (points deducted per book)	10	C6-Improper use of Computer/Internet
3	A6-Tardy for class	10	C7-Consistent disregard for school rules/policies
3	A7-Missing agenda (first offense)	10	C8-Office referral
3	A10-Not sitting properly	10	C9-Note passing
3	A11-Out of desk	10	C10-Removing or altering pages from agenda/loose conduct pages
3	A12-Encouraging misconduct of others	10	C11-Harassment/Bullying (2 nd offense)
3	A13-Messy desk/environment	10	C12-Inappropriate behavior during a church service
3	A14- After school care violation- (1 st offense)	10	C13-Inappropriate attire on dress-down day
5	B1-Unsigned papers		
5	B2-Lack of cooperation	20	D1-Suspension
5	B3-Interfering with instruction	20	D2-Altering Agenda
5	B4-Improper behavior outside class time	20	D3-Forgery
5	B5-Not following directions	20	D4-Cheating
5	B6-Harassment/Bullying(1 st offense)	20	D5-Lying
5	B7-Missing agenda (2 nd offense)	20	D7-Stealing
5	B8-Candy/snacks at unauthorized times/places	20	D8-Destroying/damaging property
5	B9-Failure to correctly write assignments given when given	20	D9-Forbidden articles 2 nd offense
5	B10-Encouraging the misconduct of others		
5	B11-Uniform violation		
5	B12-Off task		
10	C1-Improper language		
10	C2-Misconduct at special functions		
			As assigned by Teacher/Principal
			E-Other
			E1-Fighting-points determined by nature of incident

Life Skills

As applied in the classroom

St Anthony School teaches life skills along with class curriculum such as:

- habit of reflection, prayer, expressions of gratitude (journaling)
- good manners, politeness (using words: "please", "thank you", "excuse me")
- helping out those who need assistance
- acceptance of another's opinion, response, etc. (no laughing at mistakes)
- focus on assigned task / awareness (meta-cognition)
- waiting to be called on without interrupting and/or shouting out
- willingness to risk and to be actively involved in learning activities
- listening to the one speaking, (teacher or peer), without hand up, interrupting
- response to direction
- coming to class each day with required supplies (paper, pencils, etc.)
- keeping class materials together, organized and in correct place
- remembering to take home items needed at end of day
- remembering assignments, supplies needed, and other tasks
- taking care of textbooks (covered), library books, reference and other materials
- sharing responsibility for upkeep of classroom, desk, shelves, etc.
- carefulness / neatness / organization in preparation of papers, writing, headings, etc.
- resourcefulness in regard to finding necessary materials, beginning tasks, etc.
- ability to evaluate own work, follow rubrics, find and correct mistakes
- taking care of all school areas /property (restrooms, play and lunch areas, walkways)
- taking care of personal property (jackets, lunch containers, back packs, etc.)