



*Where Faith and Learning Grow Hand in Hand*

# **Parent/Student Handbook**

## **2024-2025**

## Changes in the 2024-2025 Parent/Student Handbook

Below you will find the new guidelines made to the 2024-2025 Parent/Student Handbook for your convenience.

- Student Birthday Celebrations.....page 62
- Daily Schedule.....page 8
- Honor Roll.....page 29
- Uniforms.....page 30-36
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## Letter of Welcome

Welcome to St. Anthony's of Padua Catholic School! In choosing St. Anthony's School, you have demonstrated a commitment to the values and philosophy of a Catholic Education. This Parent/Student Handbook contains the policies of our school. Please read this Handbook carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Anthony's School while enrolled in our school.

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

Living faith, hope, and love in our school community and participating in the celebration of the Eucharist are central to our identity as a Catholic school. St. Frances de Sales once said, "Of what use to me is all knowledge and education if I do not become holy?" Catholic education is about both the pursuit of knowledge and the pursuit of holiness.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Sincerely,

Mrs. Chambers



## Important Information Regarding Enrolment and this Handbook

### Scope of this Handbook

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

### Parent/Student Handbook Agreement

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

### Right to Amend

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

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

### Good Standing and Continued Enrolment

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

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

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

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

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the religious, academic, moral, and behavioral expectations of the school. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
2. **Parents/guardians and students may not send or post content on email, text messaging, or social media (e.g., Facebook, Instagram, Snapchat, Twitter, etc.) that is contrary to the mission and philosophy of the Roman Catholic Diocese of Fresno and St. Anthony’s School. This includes expressing displeasure with the school administration, or with a teacher, staff member, students, or any authority at St. Anthony’s School and/or parish in regard to a policy, homework, assignments, or any school-related program.**
3. **Parents are expected to work courteously and cooperatively with other parents of the school community. Difficulties in relationships must be addressed and resolved by the parties themselves. If a difficulty affects the environment of the school, the principal has the authority to intervene and work to determine an outcome.**
4. These expectations for students and parents/guardians are expected on and off campus and include, but are not limited to, all school-sponsored programs and events (e.g. extended care, licensed childcare programs, athletics, field trips, etc.).
5. **The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school and the policies in this handbook. Depending on the severity and circumstances of the event, failure to follow the school’s principles and policies will normally result in a verbal or written warning to the student and or parent/guardian. For serious violations of the school’s principles and policies, the school’s response may be to take disciplinary actions up to and including the requirement to withdraw from school (e.g., suspension of a student, suspension of parent/guardian’s privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc., or permanently withdraw enrollment from the school)**
6. **The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate disciplinary action without a warning.**

## About St. Anthony's School

### Mission Statement

St. Anthony's School is a diocesan-administered Preschool through Sixth Grade school serving the Catholic community of Fresno. As a ministry of St. Anthony's of Padua Parish, the school exists to instill the morals, values, and teachings of the Roman Catholic Church. Our integrated academic, spiritual, and extracurricular programs provide an environment, which fosters the formation of the hearts and minds of students in truth, knowledge, service, and wisdom.

### Philosophy Statement

St. Anthony's School strives to provide students with the best Catholic education and formation possible. Focusing on the holistic development of each student, the school program includes comprehensive instruction in the academic subjects and in the dogmas, doctrines, and values of the Catholic Faith, which are integrated into all academic areas of the curriculum. While striving for academic excellence, St. Anthony's School provides opportunities for intellectual, spiritual, moral, social, cultural, and physical development. St. Anthony's School acknowledges that parents, who have the primary responsibility for the moral and religious development of their children, are partners with the school and the entire Christian community in the continuing educative process.

### Student Learning Expectations (SLEs)

St. Anthony's School Student is:

A Faith-Filled Catholic who

- Develops a personal relationship with God
- Demonstrates a knowledge of Catholic doctrine
- Exemplifies Christian values, attitudes, and behaviors
- Respects the dignity of all life
- Responds compassionately to the needs of others

A Lifelong Learner who

- Exhibits a solid foundation in all subject matter
- Applies problem solving, critical thinking, and analytical skills
- Sets objectives and accomplishes goals
- Uses technology for learning, research, recreation, and communication
- Communicates effectively in written and oral form

A Positive Citizen who

- Respects oneself, individual abilities, and cultural diversity
- Practices Gospel values
- Demonstrates positive relationships with others
- Makes good, responsible choices

### Accreditation

St. Anthony's School enjoys accreditation granted by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC). These Associations are non-governmental, nationally recognized organizations whose members include elementary schools through collegiate institutions offering post-graduate instruction. Accreditation of an institution by these associations indicates that it meets or exceeds criteria for the assessment of institutional quality

periodically applied through a peer review process. An accredited school or college/university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives clear evidence that it will continue to do so in the foreseeable future.

### Non-Discrimination Policy

St. Anthony's School, in the Diocese of Fresno, mindful of their primary mission to be witnesses to the love of Christ for all, admits students of any sex, race, color and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. St. Anthony's School in the Diocese of Fresno does not discriminate on the basis of sex, race color, national and/or ethnic origin, or disability in the administration of education policies. Scholarships and financial aid programs, athletics, and other school-administered programs.

## School Structure and Organization

### Office of Catholic Education

The Office of Catholic Education (OCE) endeavors to support the mission of the Diocese of Fresno in all of its administrative, operational, financial, intellectual, and spiritual pursuits. The OCE is committed to the mission of the Church by supporting Catholic faith formation and academic excellence. The OCE is comprised of a Superintendent, Asst. Superintendent, Director of Student Information Systems/Records, and a secretary.

### Superintendent

The Superintendent oversees the entire program of the OCE.

### Fresno Catholic School System Member Board

The Board, a body of delegated responsibility gathers in the spirit of the gospel to promote sustain and ensure ministry of quality education. The Fresno Catholic School System Member Board consists of the Rector, President, and twelve to fifteen members of the school community. The Member Board works interactively with the President to fulfill the Board's limited jurisdiction responsibilities regarding the school's Catholic identity, strategic planning, student experience, facilities, marketing, and development activities; its role is collaborative with Diocesan leaders and school administrators and is limited.

### Fresno Catholic Schools President

The President is responsible for enrollment, finances, development, physical plant, and all elements as the chief executive officer of the school.

### Principal

The Principal is delegated by the President and Superintendent in a Diocesan Administered School to serve as the educational leader of St. Anthony's School, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe, traditional, Catholic learning environment that meets the approved curricula and mission of St. Anthony's School.

### Leadership Team

The functions of the Leadership Team include assisting the President and Principal in specific delegated functions.

## Faculty and Staff

The Principal in consultation with members of the Leadership Team selects the faculty and staff. All faculty and staff may be found on the school website.

## Parent Teacher Organization (PTO)

The purpose of this organization is:

- To promote a broader appreciation of the mission, goals and ideals of Catholic Education
- To enlist the spiritual, educational and spiritual resources of home and school to provide the best Catholic Education possible
- To Foster the integration of families into the life of the school and parish community
- To provide a solid resource group to plan, coordinate and staff the school's fundraising efforts and social functions
- To provide a forum of exchange for parents and teachers on matters of mutual interest
- To establish, guide and coordinate the efforts of other school-related parent organizations and or programs

St Anthony's School PTO serves as a supportive body representing all SAS parents and teachers and offering relevant and cooperative assistance to the school through non-fundraising and fundraising events. These activities enhance and augment the school experience and related programs for the benefit of all St. Anthony's School students. All activities of the PTO shall be conducted in accordance with the general policies adopted by the school. All activities of the PTO shall be communicated to the appropriate administration representative and approved by school administration. Membership in the PTO shall consist of all parents (adults/guardians) who have children currently enrolled at St. Anthony's School, all current teachers, and all current staff members.

# Calendar

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August	
12	First Day of School
12-13	Back To School Night
12-14	Minimum Days
15	Assumption of the Virgin Mary-Min. Day
16	Minimum Day
Student Contact Days= 15	

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September	
2	Labor Day - No School
Student Contact Days= 20	

October 2024						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October	
8-10	Parent / Teacher Conferences
11	In-service-Visalia - No School
18	Minimum Day - School Carnival
Student Contact Days= 22	

November 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November	
11	Veterans Day - No School
25-29	Thanksgiving Break
Student Contact Days= 15	

December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December	
18	Minimum Day
19-31	Christmas Break
Student Contact Days= 13	

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January	
1-6	Christmas Break
7	School Resumes
20	MLK Jr. Day - No School
Student Contact Days= 18	

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

February	
17	Presidents' Day - No School
Student Contact Days= 19	

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March	
3	Pre/TK/K Parent Info. Meeting
Student Contact Days= 21	

April 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April	
17	Minimum Day
18	Good Friday - No School
18-25	Easter Break
Student Contact Days= 16	

May 2025						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May	
16	Play Day - Modified Schedule
26	Memorial Day - No School
30	Last Day of School - 10:30 Dismissal
Student Contact Days= 21	

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	26
27	28	29	30			

Student Contact Days=0	
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84/96

**Color Key**

- No School
- After School Meetings
- Minimum Day
- Late Start 8:45am

Rev: 7-25-24      180TD



## Daily Schedule

### Regular Schedule

7:00-7:40 am	Morning Campus Care
7:40 am	Gates open for student drop off
8:00 am	Class Begins
10:00-10:20 am	Recess 1-3
10:20-10:40	Recess 4-6
12:00-12:45 pm	Lunch 1-3
12:25-1:10 pm	Lunch 4-6
3:00 pm	Dismissal
3:15 pm	Gates locked: Students report to Campus Care

**The school will celebrate Mass with the parish at 8:15 am on Friday mornings. Instructional minutes are adjusted to accommodate Mass days and minimum days**

### Minimum Day Schedule

7:00-7:40 am	Morning Campus Care
7:40 am	Gates open for student drop off
8:00 am	Class Begins
10:00-10:20 am	Recess 1-3
10:20-10:40 am	Recess 4-6
12:30 pm	Dismissal
12:45 pm	Gates locked: Students report to Campus Care.

### Late Start Wednesdays

Late start Wednesdays are used for teacher meetings.

1st Wednesdays – All Faculty Meeting

2nd Wednesday – Professional Learning Community Meeting

3rd Wednesday – WASC Meeting

4th Wednesday – Partner Collaboration Meeting

### School Office Hours:

Monday-Friday 7:30 am -3:30 pm

Minimum Days – 7:30 am-1:00 pm

School Office will be closed during Mass on Holy Days of Obligation

## Admission, Registration, and Financial Policies

### Partnership of School and Family

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

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

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

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

### Admission Priorities

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

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

### Probationary Admission

All students are admitted to St. Anthony's school on a probationary basis. Probation covers conduct as well as grades and general participation. The school administration may terminate enrollment at any time.

### Age for Admission

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

A child may be admitted into the 1<sup>st</sup> grade who is 6 years of age on or before September 1<sup>st</sup> of the current year.



## Documentation Requirements

At the time of initial registration, the school will require parent(s) to provide the school with records that establish and verify the student's age, gender at birth, and vaccination history, and whether the student is Catholic and has received his or her Sacraments. As part of the registration, therefore, each school shall require the parent(s) to provide copies of the student's birth certificate, health records including an up-to-date immunization record, and Baptismal certificate (and Reconciliation, Holy Eucharist and Confirmation certificates, if applicable).

## Physical Examination

Every new student must have a physical examination report on file in the school office by the first day of attendance. The report must be dated within 18 months of entrance. Students may not attend class until this information is on file.

The school will require all children to submit proof of having received a health assessment and the 18 months prior to entrance into first grade. The principal may grant permission to extend this to 90 days after entrance.

## Immunizations

Immunizations can be a complicated topic, which may be explained more fully by the child's physician. Each child must show up-to-date proof of required immunizations by the submission of a current California school immunization record (this can be provided by the physician).

The California health and safety code sections 120325-120380 set forth current California law on this topic; a summary follows:

- Required immunizations for grades TK-12 currently include the following: polio (OPV or IPV) diphtheria, tetanus, pertussis (DTP, DTaP, or DT) measles, mumps, rubella (MMR or MMR-V) hepatitis B (HepB or HBV); and varicella (chickenpox, VAR, MMR-V, or VZV).  
The California Dept. of Public Health may require vaccination for "any other disease deemed appropriate."
- Public or private elementary schools are prohibited for admitting any child without documentation that the child has been immunized for these specific diseases, unless there is a documented medical exception, based on attestation from the child's licensed physician that immunization is not safe, due to medical circumstances, such as family medical history.  
Regarding former exemptions for personal reasons, any student who, prior to January 1 2016, has submitted a letter/ affidavit of exemption on grounds of personal belief will be allowed to continue enrollment or be enrolled, without proof of immunization, but only until the child reaches the next "grade span." The statute specifies three grade spans: (1) birth to preschool: (2) Kindergarten (including transitional Kindergarten) through 6<sup>th</sup> grade: and (4) 7<sup>th</sup> through 12<sup>th</sup> grade.
- The school will be permitted to temporarily exclude a student who has not been exposed to one of the itemized diseases, until the county or city health department is satisfied that the child is no longer at risk of developing or transmitting the disease.

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

## Application Process

New student applications are accepted online on the school website beginning in January and require a \$30.00 per student non-refundable application fee. Applications are considered incomplete until the application fee and all required documentation (see DOCUMENTATION REQUIREMENTS above) have been received. Applications remain on the waiting list throughout the school year for which the application is completed. Parents will be notified by phone or e-mail regarding acceptance or non-acceptance. Applications will fall off the waiting list after one year to the date that the application started.

## Application Interviews, Testing, or Screening

Testing is required of all students wishing to enroll in St. Anthony's school. For incoming kindergarten students, the focus of the testing is on school readiness. For students wishing to enter at any other grade, testing is used for placement purposes which may include recommended placement in a grade level other than the one to which the student is applying. An essay and interview with the principal are required of all students wishing to enter 6th grade.

This fee helps offset various costs including, but not limited to, standardized testing, student insurance, school management programs and a yearbook for every student.

A non-refundable registration fee for each student is due and payable upon registration; Students will not be considered registered until the registration fee is paid in full.

The registration fee for continuing students is at the time your application is processed; Priority status for any student is forfeited if the registration fee is not received by the due date, and a late fee of \$50.00 per child will be assessed.

- ALL financial obligations from the previous school year, including fees due for Campus Care and extra-curricular and co-curricular programs must be paid in full, and all required parent volunteer hours must be completed and recorded before registration is accepted.
- Students transferring from another private school must have paid all fees at the previous school prior to registration at St. Anthony's school.

## Tuition Profile 2024-2025

### Catholic

First Child.....	\$6,400.00
Second Child.....	\$6,080.00
Third Child.....	\$5,776.00
Fourth Child+.....	\$6,400.00

### Non-Catholic

First Child.....	\$7,300.00
Second Child.....	\$6,935.00
Third Child.....	\$6,588.00
Fourth Child+.....	\$6,258.00

### Payment Options

- One payment by July 15<sup>th</sup> – 3% discount
- Two Payments in July and January
- 11 monthly payments – July – May

### Registration Fees

St. Anthony's, St. Helen's & Holy Cross - \$200

San Joaquin Memorial High School - \$450

There is a \$50 discount for all families who sign up during the early registration period.

If an account is in arrears, a student may be excluded from class until the account is brought current period for special circumstances, arrangements must be made with the principal. **All monies owed to the school must be paid before a student can enroll for the following year.**

School Fee.....\$340.00 per student

### Preschool Tuition Rates

Days	Half Day (7am-12pm)	Full Day (7am-3pm)	Extended Care (7am-6pm)
Mon-Fri	\$600.00	\$800.00	\$1,000.00
3 Days	\$450.00	\$660.00	\$870.00

## Financial Aid

No Catholic student resident in the diocese shall be denied access to a Catholic school solely based on inability to pay full tuition.

It is our belief that a Catholic education is one of the most important investments a family can make in a child's future. We understand that for many families it is difficult to afford the full cost of tuition. It is for those families that the St. Anthony's School Tuition Assistance program exists. Based upon available resources in the number of applicants, St. Anthony's School makes every effort to provide financial assistance to families in need

St. Anthony's School families with students in TK-6th, after attending St. Anthony's School for one year, are eligible for financial assistance from St. Anthony's school.

In order to apply for tuition assistance, families must complete the FACTS application form, provide a copy of their annual Federal Tax Return and submit their request by the designated due date. Each family's demonstrated need, financial information, parish participation, and their student's academic records are evaluated. If a family is approved for financial aid, they will receive an award letter stating the amount of financial aid granted. These letters are mailed in June.

Tuition assistance is awarded for one academic year at a time. **You must reapply for tuition assistance each year.** If financial aid is granted, it can be applied towards tuition only.

***In order to remain on tuition assistance, you must comply with the following:***

- A. Tuition payments must be made in full by the 10th of each month
- B. All efforts by parent and student must be made to ensure academic success and parish participation
- C. Your child(ren) must maintain regular attendance
- D. Your participation in PTO fundraisers is required
- E. You must pay all school fees
- F. Students who are placed on academic or disciplinary probation risk losing financial aid

## Cost of Education

Tuition fees do not cover the actual cost of educating a child at St. Anthony's school. Families whose financial situation enables them to pay the actual cost of education are encouraged to do so. Any amount paid above the stated tuition fee what is the donation to St. Anthony's school.

## Other enrollment requirements

Fresno Catholic School Families, we want you to be able to support your children at each of our school sites in a way that is fair to everyone. If you have one student at one school, it is the service hour requirement at each school site. For example, one child at San Joaquin Memorial would follow the service hours required for the school. The same goes for Holy Cross, St. Anthony's.

If you have two children, one at each of our schools in the FCS

For example, one child at San Joaquin Memorial/or Holy Cross, and one child at St. Anthony's:

The total service hour requirement is 48

24 hours to be completed at one school

24 hours to be completed at one school

If you have three children, one at each of our schools in the FCS

For example, one child at San Joaquin Memorial, one child at Holy Cross, and one child at St. Anthony's:

The total service hour requirement is 48

16 hours to be completed at one school

16 hours to be completed at one school

16 hours to be completed at one school

Teachers are not required to do any service hours at any school. Teachers that are also parents at any of our FCS will not be required to complete service hours as well. We hope this clarifies the service hour requirements and we hope you know how much we value your help at each of our school sites.

### Campus Care

Morning only \$50 per student per month

Drop-in rates: Morning \$10/Afternoon \$15 per student

### After school only

	3 Days per week	4-5 Days per week
1 Child	\$200 per month	\$250 per month
2 Children	\$340 per month	\$425 per month
3 Children	\$489 per month	\$600 per month

All tuition and fees will be collected via FACTS

### Class Placement Procedures

Due to the enrollment size of the school, St. Anthony's school has two classrooms per grade level. Students assigned to classes is made by the administration and faculty following the close of registration for the coming school year. Class lists are created to have a balance of boys and girls, a balance of academic ability levels, a balance of social skills and effort levels, a balance of learning styles, and a mix of students from the existing class and the other class to allow for formation of new friendships. Based on the completed enrollment, administration develops the class list and shares the list with the current grade level teachers to garner input from the teachers' perspectives. Adjustments are made as needed based on the needs of the students. Placement of students new to St. Anthony's School is determined by information gained through the application and registration process, including placement testing, interview, previous school records, etc. Every effort is made to place each child in a learning environment where he/she will be most successful. Requests for a particular class placement from teachers or parents are only taken into consideration when there is an identifiable need for the placement (health, family dynamic, etc.).

Class lists will be posted the Thursday before the first day of school. No changes to class placement will be made within the first two weeks of school. Parents and students are encouraged to work with the classroom teacher to allay any fears or anxiety. If there are special needs which the teachers or administration need to be aware of, parents are encouraged to do so in the spirit of collaboration and problem solving. If, after the two-week period of settling in, the student placement still presents a challenge, parents may request, in writing, a change in class placement. This request is filed in the school office and evaluated by the principal in consultation with the parents and the classroom teachers at the grade level. The final decision on all student placements rests with the school principal. **No**

**changes in classes will take place throughout the year after the two-week period unless authorized by the principal.**

### Withdrawal

Two weeks' notice by parents/ guardians is required before the withdrawal of a student. An exit interview must also take place with the principal. Tuition paid to the date of withdrawal is nonrefundable; all future tuition payments will be cancelled. Monthly campus care fees or preschool will be appropriated by day not all other fees/ obligations will be prorated. The registration fee is nonrefundable. The school reserves the right to withhold student records until all financial obligations have been settled.

## Extended Care Program

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

### Hours and days

The Extended Care Program is available before school from 7:00 am-7:40 am and after school from 3:10 pm to 6:00 pm. The Extended Care Program operates only on regular school days and teacher in service days and is not available on holidays, vacations, or in the summer months (unless students are part of our summer school program).

### Minimum days

The Extended Care Program is available on minimum days from 12:30 pm to 6:00 pm, with the exception of, the day before Christmas vacation, Holy Thursday and the last day of school, for children enrolled in the program and for a drop in students. Minimum days are included in monthly rates. All children must bring lunches on minimum days, as no lunch program is available.

### Monthly Payment Plan

The monthly payment plan is designed for families who know they will be using the Extended Care Program on a regular basis. Rates are significantly lower than the drop-in rate and require a nine-month contractual commitment period rates are calculated using 180 academic days, and payments are prorated over nine months, September through may. Credit is not offered for unused days, absences, or on days that the Extended Care Program is closed. All billing and payments are handled through FACTS (see tuition and fees table for current rates).

### Drop-In Rate

Students who are not on a monthly Extended Care Program contract will be charged the drop-in rate. Drop-in rates are \$10 per student for morning drop-in and \$15 per student for after school drop-in. Nonpayment of Extended Care Program fees will result in removal of the Extended Care Program.

## Extended Care Program Policies

All policies at the school, including the contents of this handbag, applied during the Extended Care Program.

- Any students on campus at 7:00 AM or after 3:15 pm must use the Extended Care Program
- Students are NOT allowed to wait unsupervised off campus before 7:00 AM or leave school unsupervised at any time to avoid signing into the Extended Care Program
- If a student remains at school after 3:20 pm he or she must be enrolled in the Extended Care Program. The teacher supervising dismissal will escort students not picked up by 3:20 pm to the Extended Care Program. Parents will be charged the per student hourly rate if their child is not contracted.
- If a student has a reason to remain at school, such as tutoring, drama, sports practice, or another *supervised* activity, his or her siblings may not remain at school after 3:20 pm unless they are enrolled in and in attendance at the Extended Care Program.
- When students will be attending the Extended Care Program after the supervised activities, parents MUST inform the Extended Care Program director via the office before attending the activities. The program is limited to those students who attend St. Anthony's school.
- All children must be signed in and out by a parent or authorized adult each time they use the Extended Care Program (except those who are contracted after school or who are not picked up after school). Children will be released by authorized adults only (those listed on the pickup list).
- Every student attending the Extended Care Program must have the signature of the parent, guardian, or authorized person(s) on file to sign the student out. Any changes must be in writing, signed, and dated. NO EXCEPTIONS! Emergency cards must be kept current.
- The Extended Care Program staff is instructed to ask for picture identification from any parent or adult they do not recognize. For the protection of all the children, these rules are strictly enforced.
- Parents must not take children from the playground or other areas without notifying the Extended Care Program staff and signing out the children.
- Students who attend the Extended Care Program after school must check in immediately after school (or 2:30 pm on minimum days). Students arriving late are required to highly written excuse from their classroom teachers.
- In accordance with diocesan policy, students must either be signed into Extended Care Program or checked into an approved school activity. Students cannot remain unsupervised on campus.
- If an emergency arises, and someone not listed on the emergency card needs to pick up a child, the Extended Care Program staff will require written or verbal permission from parents. Upon arrival, the individual will be asked to show picture identification.
- Time is based on the Extended Care Program programs clock. After 6:00 PM, parents will be charged a late fee if \$5 per minute. There is a \$10 fee for the first 15 minutes and a \$5 per minute after that. Parents are asked to pay this fee before their child reenters the program the next day after three instances of late pick up after 6:00 pm parents must meet with the director and develop a plan for pickup.
- School personnel will not release a child to any adult who appears incapable of providing safe conduct or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; Law enforcement may be called.

## Communication

### School Contact

School Office:	(559) 435-0700
Office Fax Number	(559) 435-6749
Preschool	(559) 435-0700 ext 0224
Website Address	<a href="http://www.sasfresno.org">www.sasfresno.org</a>
Family Portal	<a href="http://www.factsmgt.com">www.factsmgt.com</a>

### Parent contact information

It is essential that parent/ guardian contact information be kept current at all times on the emergency card and the school office and in FACTS family portal.

### Confidentiality

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

### Office Telephone Use

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

### Communication from the School

- The FACTS Family Portal/App is the school's primary mode of communication. This login protected site is for parents to have access to announcements, week-at-a-glance calendar for the school and each class, signups, forms, RSVP's, lunch menus, grades and homework and progress reports. Please check Family Portal daily to receive the most up-to-date information and announcements. Grades and progress reports for grades 3-6 are updated on a regular basis. Progress report dates are posted on the FACTS Family Portal School Calendar.
- The weekly newsletter is emailed each week via constant contact posted on the website. It is important to read each newsletter thoroughly, as it contains key information about news and events at St. Anthony's school.
- The school newsletter will be used only to promote school sponsored events and those events offered by other approved ministries of the Catholic Church. This includes activities of St. Anthony's of Padua Parrish, the other Catholic schools and parishes in the Diocese of Fresno, and other agencies that have the approval of the administration. We cannot advertise or promote for profit entities in our publications that do not in some way also support St. Anthony's school.
- The name of the school and any of its logos, tag lines, mission statement, etc. may not be used without the authorization of the administration. This includes any advertising done for school sponsored events, and inclusion in or on any item sold for profit.



## Contacting Teachers

Parents must not interrupt a teacher during class time, which includes arrival and dismissal time period instead; parents may make an appointment in person, leave a voicemail, or e-mail the teacher directly. Messages will be answered within 48 hours. In the case of an urgent message, the office should be contacted. Parents and students should never call a teacher at home or on his or her cell phone.

## E-Mail Use

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

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

## Deliveries and Forgotten Items

- Any deliveries to students such as books, athletic equipment, or homework must be made in the office and not the classroom. Items should be clearly labeled with the student's first and last name and classroom.
- Birthday presents, balloons, and gifts, etc., are not to be sent to the school office for any student; such items will **not** be delivered to the classroom but may be picked up after school.

## Back to School Night

Back to School Night is an opportunity for parents to learn about the curriculum, policies, and practices of their child's new classroom. It is not an occasion to have a private conversation with the teacher about an individual child's needs. If you feel the need to make the teacher aware of the individual needs of your child, please make an appointment to meet one-on-one to share that information. Due to the size of our student population, there are two back to school nights held at the beginning of the school year. One is for parents of children in grades PreK-3rd, the other is for parents of students in grades 4-6. It is preferred that children do not attend back to school night; This is an informational event for parents.

## Process for Conflict Resolution

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

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

- If a conflict arises between a teacher and a student, a conference will be arranged with the teacher, student, and parent(s). The principal of the school must be informed prior to this contact. Every effort must be made to resolve the issue at this level.
- The next level of appeal is to involve a vice principal, if applicable. A conference will be held with the parties listed previously.
- The final appeal at the local level is to the principal. In parish schools the principal will consult with the pastor who may be invited to a conference with all parties if he or the family so desire. Every effort should be made at this level to be sure that all parties are able to present their cases.
- After consultation with the pastor or president of the system, it is the responsibility of the principal to render the final decision. The next step is to request a meeting with the president of the system.
- In the event that irreconcilable differences remain, a request to meet may be made to the OCE only when all steps above have been followed. The OCE will address the request according to its procedures in effect at that time, which will be provided to all those involved in the appeal.
- Local advisory boards and parent organizations are not part of this appeal process.
- Should it become obvious that a parent is unable or unwilling to support the philosophy and policies of the school and/ or the implementation of its philosophy and policies, the principal will recommend/ require that the parent transfer his or her child/ children to another school.
- In any instance of a dispute between parents (such as over custody of children enrolled at the school), the school will make every effort to remain neutral, and the parents involved in the dispute must make every effort to resolve the dispute between themselves, and to keep it away from the school environment. Individual parents are prohibited from directing any request to the school or staff members for information or assistance that is designed to calculate to give that parent an advantage in his or her dispute with the other parent.

## Visiting the School and Volunteering

### Visiting the School

- All visitors must enter the main gate and be “buzzed” in by office staff.
- All visitors and volunteers must sign in at the school office upon arrival & out when leaving.
- Unaccompanied siblings who are not registered students at St. Anthony's school are not permitted on campus during school hours without prior scheduling.
- Pets are not allowed on campus unless preauthorized

### Classroom Visits

- Parents/ guardians are welcome to visit the classroom of their children if prior approval has been obtained from the teacher and principal.
- The principal reserves the right to refuse a request, at his or her discretion.

## Volunteer Requirements and Guidelines

All parents, guardians, grandparents, relatives, or friends who wish to volunteer at school events, drive on field trips, help in the classroom, or volunteer at parish events where the school children are present, **MUST** be fingerprinted (fee due at the time of fingerprinting) **AND** have been cleared through the Safe Environment Program and be free from infectious tuberculosis. All volunteer coaches or aides over the age of 18 must be fingerprinted. The time frame for a fingerprint result can be anywhere from 48 hours to a week. All results are sent to the diocese. It is **REQUIRED** that this clearance be on file **BEFORE** anyone can volunteer in any capacity. **Volunteering is a privilege granted at the discretion of the principal.**

- Fingerprinting: The school office will provide forms and information regarding fingerprinting.
- Safe Environment training: A link is available through the school website to take this online training for identifying and preventing child abuse and neglect. Volunteers will submit a copy of the certificate of completion to the school office. Volunteers should contact the school office for assistance or more information. This training must be renewed every 5 years.
- Signed Diocesan Code of Conduct
- Completed TB Questionnaire
- Completed Volunteer Application Form (not required of parent/guardians on registration form)
- Completed Volunteer Agreement Form

### Driving and Insurance Requirements:

- All volunteers who drive children for school sponsored activities must be 25 years of age or older and be covered with auto liability insurance. Current volunteer driver information forms must be completed and left in the school office.
- The privately owned vehicle policy must provide liability coverage on the automobile driven in the amounts no less than \$100,000 individual/ \$300,000 cumulative each loss or occurrence, bodily injury; \$50,000 property damage; \$5,000 per person medical; and \$100,000 uninsured motorist insurance.
- No vehicle larger than an 8-passenger vehicle may be used
- The number of persons in the car should not exceed the number for which the car was constructed.
- All children must wear a seat belt or be secured in an appropriate child passenger restraint system meeting federal motor vehicle safety standards as appropriate for their age and weight. Any child under eight years of age must be secured in a car seat or booster seat in the back seat of the vehicle (unless all back seats are already occupied by younger children). Each child under the age of eight who is 4' 9" in height or taller maybe properly restrained by a safety belt instead of child passenger restraint system
- The school must have a copy of the current driver's license for any volunteer who will be driving and the current proof of automobile insurance for the vehicle being driven to transport students in connection with the school activity
- Volunteer drivers must strictly adhere to the itinerary of the planned trip; No deviation is allowed. Drivers may not bring siblings or younger children.

## Volunteer Code of Ethics

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

Adults working on children/youth will:

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

Adults working with children/youth will not:

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

### Field Trips

- Students must have a signed Diocese of Fresno permission slip for each trip, which is distributed by the students' teacher. No other signed form can be substituted, and no phone call authorization can be taken
- Those transporting children must have completed that drivers insurance coverage forms and follow the volunteer guidelines as listed in this handbook. The minimum age for a driver is 25. Those driving or chaperoning may not bring younger children on the trip. Parents must also drive site to site according to the field trip form and follow routes given by teacher; No detours or unscheduled stops may be taken
- As students are representing St. Anthony's School, they are required to wear the school uniform on all trips away from the school unless the principal decides otherwise.

## Volunteering Opportunities and Requirements

- Book Fair: Organize and work on the fall and the Spring Book Fair.
- Coaching: Head coaches for St. Anthony's School sports receive 30 volunteer hours. Assistant coaches receive 15 hours.
- Fall Festival: Work on Fall Festival Fundraiser. Set up, tear down, work on and in booths, etc.
- Golf Tournament: Fundraiser held in the Fall.
- Library Assistant: Assistance is always needed to file books, repair and checkout.
- Lost and Found: Sort and return all lost and found articles monthly.
- Lunch Yard Duty: Provide lunch table and yard duty from 11:30 until 1:00 pm each day. Staff members will also be on duty
- Noon Activities: Organizing games and tournaments during the lunch hour.
- Play Day: Many parents are needed to make the day enjoyable for the students.
- PTO: A great way to become involved, find out what is happening at school, meet people, and gain parent participation hours. One parent participation hour for each monthly meeting attended.

From time to time, the school will need some assistance not listed above. Please read the newsletter each week concerning each announcement.

## Curriculum

St. Anthony's school embraces the vision of a Catholic educational philosophy. Christian values and traditions of the Catholic faith are integrated into the curriculum and all teaching/ learning situations, within and beyond the classroom. Guidelines for the curriculum at St. Anthony's school are developed and implemented in cooperation with the Office of Catholic Education of the Diocese of Fresno. The curriculum is carefully coordinated from preschool through 6th grade. Teachers and school administration review and evaluate textbooks cyclically and sequentially according to specified curriculum areas to ensure that, Diocesan standards are met. All subjects will remain aligned to the California State standards and Diocesan Religion standards. Further specifics regarding the curriculum can be provided by the principal.

### Essential, Core curriculum

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

### Enrichment Curriculum

Students participate in programs of study and music, art, computer technology, and foreign language as an enrichment to the academic curriculum.

### Family Life Program

Family life education is an essential part of the curriculum of a Catholic school.

The church recognizes the primacy of parents in the education of their children, especially regarding the teaching of human sexuality. Since human sexuality is incorporated into any comprehensive Family Life Program, parents who do not wish their children to participate during the genitally explicit segments of the family life instruction program (grades 5-8) shall petition in writing to the principal to remove their children during such instruction.

Parents who do withdraw their children from the genitally explicit segments of the Family Life Program shall be notified when these segments are taught. They will also be encouraged to provide their children with a human sexuality education within the family setting.

The school shall notify parents at the beginning of each school year what options they have regarding the family life program.

### Modified Curriculum and/or Accommodations for Students with Disabilities

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

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

### Student Support Team (SST)

A student support team is used to identify student needs and develop a plan to address those needs in order to assist individual students. A student support team consists of the classroom teacher, principal, parents, and the student, as appropriate. Intervention responsibilities are clarified for the school, parents, and the student. St. Anthony’s school is committed to assisting all students, helping teachers solve problems with students using collective expertise in supporting parent concerns. Communication is vital to this process.

### Religion Classes, Sacramental Preparation, and Worship

- St. Anthony’s school provides daily religious instruction (catechesis) that educates children every year, at every grade level, and the four pillars of the catechism of the Catholic Church: the procession of faith, the celebration of the Christian ministry, life in Christ, and Christian prayer. This age-appropriate approach invites students to discover the meaning and presence of God's activity in their lives and to encounter and know the faith of our Catholic Christian community.
- Students in second grade prepare for and receive the sacraments of First Reconciliation and 1st Eucharist during the school year.
- All students who receive sacraments must be baptized and active, participating members of the Catholic faith.
- Each school day begins with prayer in the classroom. Opportunities for community and personal prayer are offered throughout the school day (e.g., assembly, lunch blessings, and dismissal prayers). Prayer services celebrating the church calendar offered throughout the school year
- Mass is celebrated as a school community weekly

- Opportunities for the Sacrament of Reconciliation are offered to students during Advent and Lent.

Families enrolled in St. Anthony's schools seeking Sacramental preparation for their children must be aware of the following:

In accordance with Diocesan guidelines, candidates for First Eucharist will receive the Sacrament of Reconciliation prior to first year grist. Parents are required to be active partners in the preparation of their children for these sacraments.

### **Baptism**

A child under the age of seven is considered in the eyes of the church an infant. A child older than seven is considered an adult in the eyes of the church. Baptism is handled by the church and not the school. Please contact the parish office for information at (559) 439-0124.

### **First Reconciliation and First Eucharist in Second Grade**

The sacraments of Reconciliation and Eucharist are usually celebrated in the second grade. The Diocesan guidelines for the reception of the sacrament states, "A two-year catechesis of preparation is required." In accordance with this guideline, St. Anthony's school policy is as follows:

- The Catholic baptism certificate must be on file upon entering school or if seeking Baptism, by the end of the kindergarten school year.
- The family's regular participation at Sunday liturgies must be verified by their parish office. Parents must attend the required preparation classes.

Students entering school in first grade must have their Catholic Baptism certificate on file by September 30th of the year they enter in order to receive the sacraments in second grade.

If a child enters in second grade, their Catholic Baptism certificate on file and a letter from the former school or parish must be received by September 30th stating that one year of religious instruction has taken place.

### **Baptized Catholic Students Who Desire to Receive Reconciliation and Eucharist After Second Grade**

A two-year catechesis of preparation is required. Preparation is completed within the school. For a student to be prepared, a formal written request must be submitted to the school office by September 30th of the first year of preparation. The Catholic Baptism certificate must be on file by September 30th of the first year of preparation.

### **Students who are not baptized before their 7th birthday**

A child older than seven is considered an adult in the eyes of the church. This means that after the age of six, students will receive all sacraments of initiation: Baptism, First Holy Communion, and Confirmation. Students will also prepare for First Reconciliation. A two-year catechesis of preparation is required. Preparation is completed within the school and parish. The first-year preparation is completed within the school classroom. The second-year preparation is within the school classroom in conjunction with child and parent preparation in the parish's program. For a student to be prepared, a formal written request must be submitted to the school office by September 30th of the first year of preparation.

### **Students Who Are Baptized Outside the Catholic Church: Becoming Catholic and Receiving Sacraments**

A two-year catechesis of preparation is required. Preparation is completed within the school and parish. The first year of preparation is completed within the school classroom. The second year of preparation is within the school classroom in conjunction with child and parent preparation and the parish's program. Students will participate in the sacrament of Reconciliation, make a Profession of Faith to become Catholic, and receive First Eucharist. For a student to be prepared, a formal written request must be submitted to the school office by September 30th of the first-year preparation. The Baptism certificate must be on file by September 30th of the first year of preparation.

### **Field Trips**

Faculty members may arrange, in collaboration with and approval of school administration, field trips of an interesting and educational nature for their students. See also VISITING the SCHOOL and VOLUNTEERING.

### **Library**

Classes visit and use the library services throughout the week to check out books period no food or beverages are allowed in the library. Students may not use the telephone. Students must return library books on time period fines will be levied on books and materials damage and/or not returned on time period books that are not available for purchase will be required to be replaced with a book of equal value. Adult volunteers are needed to assist the librarian. Hours served count as Parent Participation Hours. Please contact the school librarian, if you're interested

### **Backpacks**

St. Anthony's school firmly believes in promoting healthy habits for our students. Therefore, please stress to your children the importance of only taking home the books needed for homework assignments. This will reduce the weight of student backpacks. Additional texts should be left in their student desks or classroom storage areas. To maximize classroom space, students in grades K-3 may not bring backpacks on wheels to school. We strongly encourage the use of rolling backpacks for students in grades 4 and above; they may also carry a separate laptop case.

### **Textbooks**

Consumable workbooks are issued to students at the beginning of each year. These are used during the school year and discarded by the school at the end of the year. Students will be allowed to keep their soft covered Religion textbooks at the end of the school year. Hardcover, reusable textbooks, will also be issued to students at the beginning of the school year. Students must keep hard covered; Non-consumable textbooks properly covered at all times period fines will be imposed for a lost or damaged school property, including but not limited to, textbooks and library books, overdue library books, etc. The purpose of fines is not the collection of money but to help the children learn to be responsible. Parents are liable for any damages to property caused by their children. All fines must be paid in order for report cards, transcripts, to be released

## **Student Evaluation**

### **Parents as Primary Educators**

As the primary educators of their children, parents are expected to make frequent use of FACTS FAMILY PORTAL to monitor student progress and to take the initiative to contact teachers should they develop a concern



## Standardized Testing

The Catholic elementary schools in the Diocese of Fresno use a comprehensive, formative assessment program called STAR Renaissance. These assessments of Common Core standards are administered to grades K-6 four or more times per year. They are criterion referenced and indicate a student's mastery level of specific grade level standards students in grades 2-6 take the ARK Test Assessment of Religious Knowledge.

## Homework

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

## Homework Time Allotments Guidelines

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

Homework will be assigned on a regular basis Monday through Thursday. Written homework is ordinarily not assigned over the weekends and/or holidays with the exception of assignments not completed and/or special projects. Homework time allotment guidelines per day for Catholic schools within the Diocese of Fresno are as follows:

Kindergarten	5-10 minutes
Grades 1 <sup>st</sup> and 2 <sup>nd</sup>	10-20 minutes
Grades 3 <sup>rd</sup> and 4 <sup>th</sup>	30-40 minutes
Grades 5 <sup>th</sup> and 6 <sup>th</sup>	50-60 minutes

Homework may include - reading, practicing math facts, studying for tests, finishing classwork and working on long term projects.

## Missed homework due to absence

- Missed assignments are the student's responsibility
- Students who are absent due to illness have one day for each class period absence to make up the missed assignments, quizzes, or tests. For example, a student who was absent 3 days will be given 3 school days to complete the missed work.
- When a student is absent for three or more days due to illness, a parent may contact the teacher via e-mail before 9:30 am to arrange for the pickup of homework assignments.
- Any absence that is not due to personal illness or injury, medical/dental appointment, funeral, or for religious observances/celebrations is considered unexcused. When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the student's progress with the teacher and principal who will advise them of the effect such an absence would have on the pupil's schoolwork.
- The school is under no obligation to provide tutoring, makeup work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing such absences.
- If a student must leave school prior to the last day of school, an incomplete grade may be given if any affected subject areas. All work necessary to clear the incomplete from the transcript

must be completed during the summer for grades to be entered for the third trimester of the year. The principal has final and absolute discretion to determine the conditions and terms governing such absences.

- The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt a child's learning process.

## Grading

The following academic grading scale has been adopted by St. Anthony's school for essential curricular subjects in accordance with the Report Card standards determined by the Office of Catholic Education at the Diocese of Fresno:

### Grades K, 1 and 2 Academics

E	Exceeding the standard
M	Meeting the standard
P	Progress toward the standard
B	Beginning to develop the standard

### Grades 3-6 Academics

Superior	96-100%	(A)
Excellent	90-95%	(A-)
Very Good	87-89%	(B+)
Good	83-86%	(B)
Above Average	80-82%	(B-)
Upper Average	77-79%	(C+)
Average	73-76%	(C)
Below Average	70-72%	(C-)
Near Failure	60-69%	(D)
Failure	0-59%	(F)

## Grade Point Averages (GPA)

Grade Point Averages are calculated as follows:

Grade	Grade Points	Grade	Grade Points
A, A+	4.0	C	2
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1
B-	2.7	F	0.0
C+	2.3		

## Conduct/Effort Code

Students are expected to be prepared for daily studies, to be diligent in their academic work, to be prompted in completing assignments, and to contribute to a positive learning environment within class period each trimester, students' conduct and effort in grades K through 6 will also be evaluated.

### Conduct/Effort Scale

1 = Excellent    2=Meets Expectations    3=Needs Improvement    4=Unsatisfactory

## Progress Reports

At a minimum, progress reports will be sent home at the midterm of each trimester for students in grades 1 through 6. Parents must acknowledge receipt of the progress report. It is the responsibility of the student and parent to inquire at progress report time as to the steps, which should be taken to correct any deficiency. Families are reminded that the progress report is not a report card but rather an indication of progress to date in a specific area. Dates for progress reports to be sent home are indicated on the school calendar.

## Report cards

Report cards are given in grades K-6 at the close of each trimester of instruction. Report cards are to be signed by the parents and return to the teachers within three school days. Students who have been absent 10 or more days during a trimester may receive an incomplete in the subject areas affected.

## Parent teacher conferences

Parent teacher conferences will be held for preschool - 6th grade on October 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup> and again in March if needed. There may be other times throughout the year that the parents or teacher deem a conference necessary. The student may be requested to be present at this conference. Parents are encouraged to take the initiative to keep themselves informed of their child's progress. Parents will be notified of their assigned conference time and are requested to notify the office as soon as possible if change is needed.

## Academic/Behavioral Probation

If a student receives a grade below (C-) in academics, or if a student does not maintain a grade point average of (C) or higher on trimester report cards, she/he will be placed on academic probation.

- If a student receives unsatisfactory grades in either conduct or effort on trimester report cards, or consistently disrupts the learning environment of the classroom, she/ he will be placed on behavioral probation
- students placed on either academic or behavioral probation will receive a written documentation of the probation
- students will remain on academic or behavioral probation until the next progress report or report card is issued. At that time, students who improve their academics or behavior to the appropriate standing will be moved from probation period. If not, they will remain on probation and may be asked to acquire special remedial assistance. If a student does not remediate his/her academics or behavior after two grading periods, the school administration will reconsider his/her continued enrollment or re-enrollment. Students on academic or behavioral probation are ineligible for extracurricular activities. Final end-of-year grading from the previous school year determines a student's initial eligibility.

## Promotion

Elementary school students satisfactorily completing a grade's work and who are correspondingly mature shall be permitted to the next grade.

## Retention

If in the teacher's judgement retention is probable, arrangements for a conference with the teacher, parents, and the principal will be made as soon as possible. Some factors that might make it necessary for a child to repeat a grade or: failure to achieve academic potential at a particular grade level, frequent absenteeism and or tardiness, lack of social, emotional or physical development, which inhibits performance, failure in two or more subjects (this may result in mandatory tutoring or retention).

## Placement

Placement in the next grade level occurs when the student has exhibited academic performance and/ or social or emotional behavior that indicates he or she might struggle to perform at the next grade level. It is believed that the student would not benefit from repeating the same content for another year due to having already been retained, having learning differences which would not be met through attention, or the existence of social emotional factors that would lead to retention unduly affecting the child's self-image.

## Acceleration

Acceleration of the student may be cautiously granted on the recommendation of the teacher, at the discretion of the principal, and with the approval of the parent(s). The child's social and emotional maturity must be seriously evaluated whenever acceleration is considered.

## Honor Roll (Grades 4-6)

Our school recognizes two tiers of honor roll for students in grades 4-6. The fundamental requirement for both levels is achieving 1's and 2's in conduct and effort.

- **Gold Honor Roll** is our most distinguished level and is reserved for students who earn straight A's in every subject area.
- **Blue Honor Roll** is awarded to students who earn all A's and A-'s with a maximum of two B's (B+, B, or B-) in their core classes.

## Sixth Grade Promotion

Promotion from the 6th grade requires the following:

- Achievement of a passing grade in all subject areas
- completion and submission of all assignments
- return all school property in good condition
- return of athletic uniforms (if any)
- payment of all financial obligations to the school, including fines, by May 15<sup>th</sup>

Sixth grade promotion marks an important transition from elementary school to junior high school, but it should be remembered that this promotion should not eclipse graduation from high school.

School promotion celebrations (activities and ceremonies) are a privilege reserved for Sixth grade students in good standing. Students on either academic or disciplinary probation may not be allowed to participate in celebrations. Students who pose a disruptive influence will not be allowed to participate in the commencement exercises.

## The School Day and Attendance

### School Office Hours

During the school year, office hours are Monday - Friday 7:30 AM -3:30 PM. Office hours for minimum days are 7:30 AM -1:00 PM. Office hours during the summer are Tuesday- Thursday 9:00 AM -1:00 PM. The school office may be closed during mass on Fridays.

### Closed Campus

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

### Arrival

Students may be on campus at 7:40 AM. Earlier arrivals must go to Extended Care. Students requiring additional supervision should be enrolled in the Extended Care Program. Any child on the school grounds before 7:40 AM will be sent to Extended Care and the parents / guardians will be billed for this service.

### Dismissal

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

### Drop Off and Pick-Up Procedures

Early Pick-Up Policy students will be permitted to leave school before the end of the day only in the company of a parent or guardian or in accordance with specific written instructions from a parent or guardian. Students must be signed out in the office when leaving school before the end of the school day. Students who leave early will be recorded as absent from any class (es) missed; and

reported on the attendance portion of the report card. Absences will be excused or unexcused as defined above. To be counted present, a student must attend at least 50% of the day.

### Drop-Off Reminders

1. If you must get out of the car to open the car door or the trunk for your children, you need to pull into a parking spot and park the car. This should not be happening in the drive-through pick-up and drop-off line.
2. If you need to visit with another parent or a member of the faculty, please park your car in a parking spot and hold that conversation on the sidewalk, in the courtyard, or in the teacher's classroom.
3. If you are using one of the loading and unloading only areas, please pull all the way forward before letting your children out of the car, it helps the line move more quickly.
4. For the safety of your children, when in one of the lines, please have them exit the vehicle on the passenger side. This is in case someone tries to pass you on your left.
5. **Please observe the five mile an hour speed limit. There are over 400 students, not to mention parents, siblings, faculty, and staff in the parking lot at drop off and pick up. We need to be mindful of everyone's safety.**

### Walkers and Bike Riders

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

### Minimum Days

Certain school days are designated minimum days; dismissal is at 12:30 PM. These days are noted on the calendar.

### Absences

- Parents are required to call the school office by 9:00 AM, on each day their child is absent from school, please leave the child's name, grade, and the reason for absence. You may also send an e-mail to [attendance@sasfresno.com](mailto:attendance@sasfresno.com) to report your child's absence.
- Parents/ guardians must notify the office if a child has been diagnosed as having a contagious condition (example chicken pox, strep, lice, COVID-19) so that precautions can be taken, and notifications sent home. Student confidentiality will be observed.
- A written excuse from the parent/ guardian stating the reason for an absence must be presented to the office by the student upon returning to school.
- Medical/ dental appointments are considered excused absences. Parents should notify the office and the teacher prior to the appointment that the student will be leaving the school premises or arriving late. Before leaving the school grounds and upon returning, the parent/guardian or designated adult must sign in for the student at the school office. A note from the doctor's or dentist's office is required for the absence to be excused. A student must attend at least half the school day to be eligible to participate in any extracurricular activity scheduled that same day (ex: athletic games, class parties, field trips etc).

## Full Day and Half-Day Absences

Full Day absence Arrival after lunch recess, leave before morning recess. Half Day Absences arrival after morning recess leave after morning recess.

## Tardies

- It is the responsibility of parents/guardians to see that their children arrive by 8:00 AM. A child is considered tardy if he/she is not in line or in the classroom by the 8:00 AM bell.
- The parent/ guardian must sign in the tardy student at the office; students must not be taken directly to the classroom. Students who are tardy must receive a tardy slip from the office prior to admittance to class.

## Excessive Absences and Tardiness

- excessive absence is considered a total of 18 days per school year and retention is possible.
- Over seven tardies and/ or 9 absences and one grading period is considered excessive absence and tardiness and retention is possible.
- Excessive absence for reasons of illness will be handled on an individual basis.
- Excessive tardiness or absence will result in a parent conference with the teacher and/ or principal. Persistent tardiness or absence may, at the discretion of the principle, result in decreased academic credit or disciplinary action including dismissal from school. Any student who is absent from school without a valid excuse or who is tardy more than 30 minutes may be considered truant. The principal may contact an appropriate government entity if there is concern regarding neglect.

## Absences and Make-Up Work

- Missed assignments are the student's responsibility
- Students who are absent due to illness have one day for each class period absence to make up the missed assignments, quizzes, or tests. For example, a student who was absent 3 days would be given 3 school days upon return to complete the missed work.
- When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 AM to arrange for the pickup of homework assignments. Any absence that is not due to personal illness or injury, medical/ dental appointment, funeral, or for religious observations/ celebrations is considered unexcused. When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the students' progress with the teacher and principal who will advise them of the effect such an absence would have on the pupil's schoolwork.
- The school is under no obligation to provide tutoring, makeup work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing the way such absences will be addressed.
- If a student must leave school prior to the last day of school and a make-up period is no longer available, an incomplete grade may be given in any affected subject areas. All work necessary to clear the incomplete from the transcripts must be completed during the summer for grades to be entered for the third trimester of the year. The principal has final and absolute discretion to determine the conditions and terms governing such absences.

The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt the child's learning process

## Appearance and Student Uniform Requirements

### Introduction

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

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

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

### General Uniform Rules (Boys and Girls)

- Shirt: White polo or blouse. Shirts must be tucked in at all times.
- Pants/shorts: Chino or trouser style pants in navy blue for boys and girls grades preschool-sixth. Shorts must have an inseam length of at least 6 inches. Shorts may not be rolled at the waist or at the thigh. Khaki shorts and pants of the same styles are an option for 6<sup>th</sup> grade. No "leggings" are allowed.
- Girls: SAS plaid skirt, skort, or jumper may be worn. Skirt/skort must be worn at the waist, may not be rolled at the waist, and may not fall more than 2 inches above the knee. If the skirt or jumper is worn, navy blue shorts must be worn underneath for modesty's sake.
- Socks: Boys and Girls must wear PLAIN White socks to school each day.
  1. Girls may wear Navy or White Tights that fit properly
  2. Girls may wear Navy or White knee socks
  3. No-Show socks and footless leggings are not allowed
- Shoes: Shoes must have closed toes and closed heels. No Toms, Uggs, or similar slip-ons will be allowed. No boots; No crocs. No sandals or any type of shoe that has been altered (backless heels) aren't allowed. No spiked heels higher than one inch and no chunky heels higher than one inch are allowed. Shoelaces must be worn in shoes so designed, and shoelaces must be tied. Athletic shoes must be on PE days.
- Outerwear: Official SAS uniform sweatshirts (either rounded neck or zippered) or sweaters may be worn during the school day. St. Anthony's School does not require a school jacket. During cold weather, jackets may be worn over the school sweater or sweatshirt. This provides our uniform look: the first layer is the polo shirt, the second layer is the sweater or sweatshirt; and, if needed a jacket, the fleece vest, or the fleece jacket may be worn over the sweatshirt as the third layer. Jackets are NOT to be worn in the classroom or in church. St. Anthony's School fleece jackets/vests are an optional uniform item (may only be purchased at Dennis Uniforms or Tommy Hilfiger) and may only be worn as a jacket over the sweatshirt. Uniforms must be properly fitted and in a good state of repair, no holes, frayed edges, stains, loose hems, or missing buttons. Sixth Grade may wear Holy Cross or SJM outerwear on Spirit Dress Days.



- **Boy's hair must be neat and well groomed. Hair length may be to the collar and must not cover the ears.** No bleached, dyed or multi-colored hair is allowed. Bangs must not obstruct or interfere with vision and no tails are permitted. No extreme styles, such as shaved heads, are allowed. Prohibited hairstyles will be at the discretion of the administration. **No facial hair is allowed; boys must be clean-shaven.**
- **Girls' hair** must be neat and well groomed. No bleached, dyed, or multi-colored hair is allowed. Bangs must not obstruct or interfere with vision. No extreme styles, such as shaved heads, are allowed. Hair feathers or extensions are not permitted. Prohibited hairstyles will be at the discretion of the administration.
- Small hair accessories that match school colors may be worn. (navy blue, white, black, yellow, and gold). No other head coverings or hats of any kind are permitted on the school campus during school hours.
- Dangling or large hoop earrings, large, beaded necklaces, multiple bracelets, or other large jewelry are not permitted.
- No facial glitter is allowed. Make-Up is not allowed in grades K-5. Minimal, natural looking make-up is allowed in sixth grade. Nails must be kept neat, clean and trimmed at all times. **Acrylic nails and colored nail polish are not allowed.** Clear nail polish is allowed for preschool through second grade. Colored nail polish is allowed for grades 3-6.
- Articles of clothing which display gang symbols, profanity, or products or slogans which promote tobacco, alcohol, drugs, or unchristian behavior are not allowed.
- **Any article of clothing deemed a distraction by the teacher will be requested to be removed.**
- Athletics: Students participating in after-school sports should purchase an athletic T-shirt from the Athletic Director. This T-shirt will outfit the athlete for fall, winter, and spring sports. Cheerleaders purchase cheer uniforms in the spring before entering the next school year. The only athletic uniforms issued are baseball, cross-country, softball, track, varsity basketball, and volleyball. **Names are not be written on athletic jerseys, Athletic Jerseys will be worn on Spirit Thursday's only. On game days, students should change into their jerseys following the completion of school, after early dismissal for athletic events, or at lunch as directed by the teacher in collaboration with the athletics department.**

### Uniform Vendors

Uniform pants and shorts of a blend of at least 60% cotton and 40% polyester may be purchased from a variety of vendors. However, Dennis Uniform or Tommy Hilfiger are the preferred vendors for St. Anthony's, as for the styles, colors, lengths, etc. of items provided will meet all requirements of the school uniform and dress code.

### Friday Mass Dress

Students are expected to wear the following to Mass each Friday and other days Mass is held in church.

- **Boys:** Blue pants and white polo shirts. Shorts are not allowed at Mass. The navy blue school cardigan sweater or vest may be worn (the cardigan sweater or vest **must** be Dennis Uniform or Tommy Hilfiger). NO SWEATSHIRTS are allowed at Mass. All other uniform guidelines remain the same.
- **Girls:** SAS plaid skirt, skort, or jumper and white polo or blouse. Shorts are not allowed at Mass. The navy-blue school cardigan sweater or vest may be worn (the cardigan sweater or vest **must** be Dennis Uniform or Tommy Hilfiger). NO SWEATSHIRTS are allowed at Mass. All other uniform guidelines remain the same.

## General Dress Code and Uniform Regulations

- All clothing should be marked clearly with student first and last name
- Uniform items need to be size-appropriate and may not be modified in any way (e.g., purchasing smaller sizes than are appropriate or hemming skirts, etc.).
- No distracting shoes such as lights, buzzers, or skates etc.
- Only school uniform sweatshirts may be worn.
- Outer coats may be worn over the uniform while outside, but not in the classroom or in the church (sweaters only).
- If circumstances prevent a student from coming to school in uniform, a note must be sent to the teacher. The substitute uniform should be as similar as to the uniform as possible.
- NO HATS
- NO TATTOOS, permanent or washable
- A clean well-groomed appearance is required for students. Students sent to school without attention to cleanliness, uniform, or neatness may be sent home to be properly prepared for school.
- Makeup, lipstick, or colored lip gloss are not permitted for the school day.
- Clear lip balm only is permitted.
- **Hairstyles are to be simple, clean, and neat. Hair must be its natural color with no highlights, no fads, distinct layers, or distracting hairstyles.**
- The only acceptable forms of jewelry that may be worn at any time include a regular wristwatch (for boys or girls), one pair of matching stud earrings for girls only (to be worn one in each earlobe only), a holy medal, cross, or crucifix on a chain, a scapular that is worn inside the shirt or blouse (for boys or girls), or a medical alert necklace and/or bracelet when necessary (no other bracelets may be worn). Smart watches, Fitbit, etc. are not allowed.

## Dress Code Violation

Violation 1: Verbal warning to student and/or parent

Violation 2: Letter home to parents

Violations 3: Student will be sent to the office to call parents to bring a change of clothes

## Spirit Day Dress

On Thursdays, students may wear school-related T-Shirts that promote participation as a St. Anthony's athlete or student. This includes St. Anthony's athletic T-shirts, ST.S, Raider Run, St. Anthony's Fall Festival, etc. These are worn with regular acceptable uniform pants, shorts, skirt, skorts, or jumpers, shoes, and accessories (This does not include soccer, baseball, or basketball tank tops or basketball shorts).

## Free Dress

On certain occasions, non-uniform dress will be allowed. Non-uniform dress falls into several categories, and students will be notified as to which category is appropriate on each particular non-uniform dress day. Students should dress in a way that represents St. Anthony's School well. Whether traveling to a game, going on a field trip, or remaining on campus, the students should dress in an appropriate manner. All non-uniform dress is to be consistent with our Uniform Policy, including tucking shirts in, the length of shorts and skirts, and shoes that adhere to the school uniform policy.

- Modesty and simplicity are guiding principles for free dress
- No extreme fads

- Jeans in good repair (with no holes, intentional or otherwise) will be acceptable for casual “free dress” (not on “dress up” days or addressing the student body Mass).
- Pants of any kind must fit appropriately (i.e. not skintight, no spandex and no skinny jeans).
- Pants should be worn at the waist (no sagging).
- Halters, tank tops, or spaghetti straps are not allowed.
- No midriff shirts, loose baggy trousers, cutoffs, see-through shirts, or bike shorts are allowed.
- Objectionable clothing displaying images (e.g., alcohol, tobacco, drugs, controversial rock groups, or themes) are not allowed.
- Sandals are not allowed
- Socks must be worn at all times.
- Administration has the right to determine appropriateness of dress
- Parents will be called to bring a change of clothes if dress attire is inappropriate.

*Dress Up Days:* Boys wear collared shirts, sweaters, and slacks. Girls wear skirts and blouses, dresses, sweaters, and slacks. No Jeans or T-shirts allowed. Shoes must adhere to the school uniform policy.

*Casual Dress Day:* Boys and girls wear shirts, sweaters, and pants. Nice jeans are acceptable. Jeans cannot be oversized, faded, baggy, grunge, patched, or torn. Shoes must adhere to the school uniform.

*Spring Picture Day:* Students may wear their favorite clothes at the discretion of their parents within the confines of the dress code established by the school. Collared shirts are preferred for boys unless another style is sharp looking; no casual T-shirts are allowed. Students may wear non-uniform pants or shorts. Nice jeans are allowed but should not be faded or patched.

#### *Play Day Dress*

- Team colored shirts that may be decorated
- Athletic shoes with team-colored socks
- Team colored hats (hats cannot be worn to Mass that morning)
- Basketball jerseys or shorts are not allowed
- Oversized cut shirts or tank tops are not allowed
- No face or hair painting
- Uniform bottoms are required (pants, shorts, skirts skorts)

*Special Occasion Dress:* Special clothing may be required on field trips. On these occasions, the teacher will specify in writing what is to be worn. No basketball shorts or jerseys are allowed.

## Health and Safety

### *Air Quality Policy*

St. Anthony’s School personnel receive notification of daily air quality to identify periods of unhealthy air quality, as determined by the San Joaquin Valley Air Pollution Control district, in order to protect the health of our students. During periods of unhealthy air quality (AQI of 151 or above), the school may limit any strenuous outdoor activities by the entire school population, including physical education classes and athletic practices or events. Certain sensitive students with medically identified respiratory difficulties or diseases such as asthma may need to refrain from vigorous activities before the general school population limits its activities. If you believe your child qualifies as an air quality sensitive student, please request an “air quality sensitive form” from the school office. Please also include this information in your student’s profile on FACTS family portal.

## Immunizations and Student Medical Examinations

Referenced in the ADMISSIONS section

### Emergency Cards

All students' medical information must be kept current in FACTS. Any change in address or phone number must be reported to the office to ensure timely contact should a student become ill or hurt these contacts must be immediately updated on FACTS family portal.

### School Insurance Coverage

All St. Anthony's school students are covered by insurance for injuries and incurred on the school grounds, during school supervised activities, and to and from school and school supervised activities. The registration fee includes coverage by the Myers Stevens and Toohey Company for all students. In the event of an injury, parents may obtain a claim form from the school office. The injury must be brought to the attention of the office the day the incident occurs. This coverage is secondary to family primary insurance coverage. Insurance information is sent home the first week of school to familiarize parents with the coverage.

### Illness and Notification

- Parents should notify school office personnel on the first day of a child's illness.
- Parents should notify the school immediately if they receive a diagnosis that their child has a communicable disease.
- **Students who are vomiting or feverish may not attend school a child must be fever free for 24 hours before returning to school.**
- A handwritten absence note from the student's parent or guardian is required upon the child's return to school.
- An absence of three or more days requires a doctor's note upon the child's return to school.
- If no doctor's note is provided the absence will be marked unexcused.

### Medications

- The school does not provide medications of any kind. Students are prohibited from having any medications, prescribed or over-the-counter, on their persons on school grounds, and all such medications must be kept in the school office. If a student's condition potentially requires EpiPens for severe allergic reaction, inhalers, or insulin, the school will develop a plan with the parent and physician for the maintenance and potential use of those medications.
- Only in rare instances will the school permit a student to take medication at school and the parent is urged, with the help of the family health care provider, to work out a schedule of taking medication outside of school hours.
- The only exceptions involve special or serious problems where it is deemed necessary to take the medication during school hours.
- If it is essential that medications be administered at school, these medications must be administered from the school office only.
- **No** member of the faculty or staff and the school office is permitted to administer any medication without the following:
  1. A signed written statement from the parent or guardian of the child.
  2. A written statement from the physician detailing the method, amount, and schedule by which the child will come nothing designated time with specific instructions included for emergency treatment if an allergic reaction should occur.

3. All medication must be kept in its original container which must be clearly identified with a prescription label with the child's name, drug identity, dosage instructions, physician's name, and prescription date for over-the-counter medications, the original commercial container will suffice the prescription must be current and over the counter medications within the expiration limits.
4. Medical treatment is the responsibility of the parent and the family health care provider. While office personnel will make every attempt to administer medications as requested, the school will not be held responsible for missed doses or misadministration of any kind.

### Medication Forms

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

### Illness at School, Injury and First Aid

Should a student become ill or injured, the school will make every effort to contact the parent of this student for information and instructions. However, the school may contact emergency agencies 911 first depending on the nature of the situation. This action does not obligate the principal or the school to assume financial responsibility for the treatment of the students. All injuries to the head, no matter how small, must be made known to the parents as soon as possible. Students who become ill or injured at school may not leave the school on their own; parents or another designated adult on the emergency form are required to pick up an ill or injured student as soon as possible after being notified. In the case of an injury at school, school staff will render first aid, with or without parental consent, using a reasonable and ordinary standard of care. If a student is stabilized, school staff will await instructions from parents or emergency staff regarding further action.

### Students and Severe Allergies

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

- Provide written notification, health record, to the school of and at risk students allergies that pose a serious threat to the student.
- Confer with qualified school representatives to develop a plan that reasonably accommodates the at-risk students needs throughout the school campus and facilities.
- Provide the school with written medical documentation, instructions, and medications as directed by a physician or health care professional.
- Include a photograph of the student on their written form.
- Provide properly labeled medications and placement medications as required after use or upon expiration.
- Review policies/ procedures with the school representatives, the child's physician, and the student if age appropriate after a reaction has occurred.
- Provide and update current emergency contact information.
- Educate the child in the self-management of his/ her allergy including the following;
  1. Safe and unsafe foods and exposures
  2. strategies for avoiding exposure to unsafe foods or other items such as sharing foods with others or consuming food or drink where ingredients are unknown
  3. symptoms allergic reactions

4. how and when to tell an adult he/ she may be having an allergy related problem
5. how to read labels if age appropriate

### Head Lice

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

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

### Communicable Disease

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a communicable or contagious disease, the parent should contact the school so that other students who might have been exposed can be alerted. Parents of sick children, as well as those with students who might have been exposed will be provided with a fact sheet that describes symptoms, incubation, treatment, and requirements to be able to return to school. The following conditions are common communicable diseases and infections:

- Chicken Pox
- Conjunctivitis (pink eye)
- Head Lice
- Fifth's Disease
- Staphylococcal Infection
- Hand, Foot, and Mouth Disease
- Mononucleosis
- Scarlet Fever
- COVID-19

### Mandating Reporting

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

### Student Threats of Harm to Self or Others

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

- Anyone hearing or becoming aware of any threat is to report it directly to the principal or his/ her designee.
- Threats of harm to self will be treated differently than threats of harm to others.
- The student making the threat will be removed to the office and **kept under adult supervision at all times; the student may be suspended pending an investigation.**
- All threats will be reviewed and investigated in a prompt and thorough manner, and the investigation will be kept confidential to the extent practicable.
- If the threat is judged credible and serious, the principal will notify the following groups/ individuals of the threat: parents, pastor, potential victims and their parents, the office of Catholic education, and the police or healthcare professionals as appropriate.
- The student will not be allowed to return to school until the investigation has been completed and final disciplinary or therapeutic action, if any, has been determined.
- If the principal, after investigation and consultation, determines there is sufficient evidence of a risk of harm by a student, two others, and/ or to property, the principal will continue the students suspension and not consider the readmission of the student to the school until appropriate counseling which is acceptable to the school occurs; the guidelines for this procedure will be handled on an individual basis.
- In some cases, the nature and credibility of the threat is such that the principal may request withdrawal of the student, or expel the student, without possibility of returning to the school.

### Parking Lot Safety

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

- Drivers should not exceed 5 MPH while driving on campus.
- No large vehicles are allowed to park in the front row.
- Children are to exit/ enter vehicles from the passenger side only during the morning.
- Do not leave young children unattended in a vehicle.
- Refrain from using cell phone while driving in the school parking lot.
- All cars not using one of the drop off only areas must pull into marked parking spots and park to let students out of the vehicle.
- Parents must not deviate from the prescribed drop off and pick up locations and procedures even if it appears safe, as these have been carefully determined to keep students out of traffic lanes. **See drop off and pick up procedures and attendance above.**
- All instructions of supervising staff must be followed at all times.
- Traffic will only be allowed on the playground during school hours with the supervision of school personnel and in areas where students are not present. This is sometimes necessary for maintenance and delivery purposes.

### Drop-off Only Areas

- Next to the trash bins in the main parking lot.
- Browning Avenue westbound curb (along campus side).
- Parents must remain in the car in the drive through drop off areas. If the parent needs to get out of the car for any reason, he/ she must park the vehicle in a parking spot.
- Safety zone: students must be aware of and walk within the marked yellow zones.
- Maroa Avenue curb (marked in red: students may not be dropped off here this is a red zone with no stopping or parking allowed).

- Maroa parking lot (in front of the Community Center) at the end of the sidewalk nearest the front parking lot reserved for preschool drop off/ pickup.

### After School Pick-up Areas

- Preschool, TK and kindergarten students should be picked up from their classrooms at 3:00 PM
- 1st grade students should be picked up in the courtyard in the front of the school.
- 2nd through 6th grade students should be picked up from the school parking lot or from Browning Avenue
- Students may not be picked up by the church/church office or any other location other than the designated pickup areas listed above.
- Parents must remain in the car and the drive-through pickup areas. If the parent needs to get out of the car for any reason, he/she must park this vehicle in a parking spot.

### Severe Illness Outbreak

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

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

## Concussion Policy

### Concussion Definition

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

### Symptoms

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

- headache or a feeling of pressure in the head
- temporary loss of consciousness
- confusion or feeling as if in a fog
- amnesia surrounding the traumatic event
- dizziness or seeing stars
- ringing in the ears
- nausea
- vomiting



- slurred speech
- delayed response to questions
- appearing dazed
- fatigue
- loss of consciousness
- seizure or convulsions

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

- concentration and memory complaints
- irritability and other personality changes
- sensitivity to light and noise
- sleep disturbances
- disorders of taste and smell
- psychological adjustment problems and depression

#### Symptoms in younger children:

- appearing dazed
- listlessness and tiring easily
- loss of balance and unsteady walking
- crying excessively
- change in eating or sleeping patterns
- lack of interest in favorite toys or hobbies

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

#### Following Injury

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

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

**\*\* healthcare professional\*\*** means a physician of medicine, physician of osteopathic medicine, license nurse practitioner, licensed physician assistant, or licensed physician and psychology; any of these medical professionals **must** have had training and neuropsychology or concussion evaluation and management.

### Return to Sport

players with even the **mildest** concussion symptoms should **not** return to a game or practice. A physician should assess them immediately. If symptoms do not appear until several hours after the game, the child should still seek medical assessment. ***Under no circumstances can an athlete return to practice or game without clearance from a medical professional.***

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

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

### Second Impact Syndrome

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

### Return to School

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

- extra time to complete classwork, homework, and tests
- reduction of workload
- postponement of high stakes testing, large projects, and standardized testing provision of hard copies to limit iPad use or online access
- wearing of sunglasses for sensitivity to light
- supervised breaks during the day
- modified/ shortened school day
- incomplete grades (rather than zeroes) until recovery takes place

in extreme cases, a student may need to be placed on home study

## Emergency Procedures

### Emergency Care Plan

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

- In the event of an actual school wide emergency, the automated facts family portal system will provide parents/ guardians rapid notification by text message and/ or e-mail.
- Parents should not call the school directly but wait for notification, school wise needs to be used for calling out only.
- Parents should not block access to the school (access needs to be available for emergency vehicles). Should it ever become necessary to evacuate and relocate off campus, St. Anthony's school has arranged safe haven at Baird Middle School.
- In the event of a city/ county wide disaster, parents should tune to a local emergency broadcast station to receive emergency instructions.
- All students will be accounted and cared for by school staff and necessary emergency Staffs will be taken. Parents will be notified as soon as possible through facts family portal emergency features and/ or school emergency phone contacts.
- No student will be released until all St. Anthony's school students are accounted for. No student will be allowed to leave school care unless an appropriate, competent adult comes to sign a release.

### Emergency drills and events

- Fire: fire drills will take place regularly. The school will follow instructions of the fire department.
- Earthquake: an earthquake drill will take place periodically after fire drills once the students return to class. In the event of an actual earthquake, school staff will remain on site until parents can be notified, all students are accounted for, and all students have been released to appropriate adults. Parents should be aware that routes to school may be blocked or impossible.
- Lockdown active shooter: lock down drills will take place periodically. In the event of an actual lockdown, law enforcement will be involved as soon as possible or (may call for the lockdown). The school will notify parents via FACTS Family Portal as soon as possible. However, the safety of students is the primary importance; This may mean that the school needs to be made secure before parents can be contacted.
- Bomb threat: law enforcement will be called, and the school will follow their instructions. Parents will be notified when the school is instructed to do so. The school will follow emergency agencies' instructions. Students may be evacuated if called for. Parents should await notification via FACTS Family Portal. For any other emergencies the steps of the emergency care plan above will be followed.

## Student Discipline

### General Policy

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

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

### Expectations

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

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

### Academic Integrity

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

- Violating the procedures of a test, including, but not limited to, copying answers, assessing keys, using a copy of a previous test, using notes of materials not allowed, or altering answers on a corrected test which has been returned.
- Plagiarizing, which pertains to the rights of intellectual property: play dream is the appropriation of another's ideas and/ or language, in part or completely, without necessary assignment or credit period plagiarism includes copying homework/ lab, and quoting, paraphrasing, or summarizing and others written work including sources off the Internet or oral statements without proper citation.
- Knowingly enabling another student to cheat.

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

### Vandalism

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

## Behavior Guidelines

### Classroom Conduct

- Students should enter the room in an orderly manner and be in their assigned area, quiet and ready to work when the teacher is ready to teach.
- Students will be responsible for bringing the required textbooks, supplies, pencils, assignment papers, and equipment to class.
- Students should listen attentively to teachers and to other students in their class.
- Students should complete assigned work on time.
- Students should be punctual and regular in attendance.

### Recess and school yard contact

- No student should be in the schoolyard before 7:40 AM., as the yard is not supervised until that time.
- Students should not leave the schoolyard once they have arrived.
- Students should remain on the school property until their teacher dismisses them at the end of the school day.
- When the bell rings, students must line up quietly.
- Students should not be in a classroom or other school building without a teacher present.
- Students must stay in designated play areas.
- The school grounds must be kept free of litter.
- If a problem arises before school or during recess, students should report the problem to the teacher or lunch monitor on duty.
- Students should not run in the hallways.
- Raft behavior or play fighting is not allowed.

### Additional school rules

- No pets allowed on campus, including the parking lot, for safety reasons.
- Hard baseballs and bats are not allowed on campus.
- Students are not allowed to ride bicycles, skateboards, rollerblades, or roller skates on the school grounds at any time.
- Ordering food from vendors off the school site is prohibited. Exceptions for special occasions must be approved by the staff in advance.
- Students may not leave school without permission. This includes after school walking to 711 or McDonald's, etc. and returning to school for an activity.
- No laser pens or other distracting devices are allowed that may interrupt instructional time.
- Students may not be picked up after school by the church/rectory or any other location other than designated pickup areas.

If a student has academic or behavioral concerns, he/she may be ineligible to attend/ participate in extracurricular activities (e.g., athletics, field trips, dances, class parties, etc.).

### Additional Behavior Guidelines

The school may take disciplinary action if the student conspires or engages in any of the following activities on, near campus, or at any school function:

- any disruptive behavior or conduct at school or in public that reflects adversely on the school
- personal appearance or dress code violations

- disobedience, insubordination, or disrespect for authority lack of cooperation with the school's attendance policies including but not limited to unauthorized absence or excessive absences/ tardiness, cutting classes or school with or without permission of parents
- forgery of any person's signature, falsification or misrepresentation of phone calls, notes, forms, or other school related documents
- cheating, including plagiarism, lying, forgery of any person's signature or falsification or misrepresentation of phone calls, notes, forms, or other school related documents
- inappropriate touching or intimacy, obscene acts, possessing or distributing obscene materials, or engaging in habitual profanity or vulgarity
- attempting, threatening, or actually injuring, intimidating, degrading, disgracing, harassing, or bullying any student, member of the staff, or visitor to the school;
- attempting to damage or damaging school or private property. The school's disciplinary response may include restitution
- attempting to steal or stealing school or private property
- possessing or selling firearms, knives, explosives or other dangerous objects
- possessing, using, being under the influence, furnishing, or selling controlled substances, alcoholic beverages, intoxicants, or tobacco products of any kind
- committing any serious offence against civil or church law
- violating any other school policy, procedure, or practice
- any other misconduct that otherwise impugns the school's integrity and/ or reputation
- spreading rumors about someone
- pulling a fire alarm
- chronic truancy
- obscene language or gestures
- leaving school grounds
- technology violation, including posting inappropriate items on social media or sending inappropriate text messages

in addition to disciplinary actions or sanctions, the school will require an apology and restitution by any student violating this code of conduct by harming or destroying any property or the reputation and good name of any other person involved.

### Cell Phone/Smart Watch Policy

The St. Anthony's school staff acknowledges the fact that more and more students are being provided cell phones and smartwatches by their parents/ guardians. Cell phones have become vital in many situations; However, students who choose to bring a cell phone to school must adhere to the following guidelines.

- No smartwatches are allowed, as they communicate with the Internet and have phone capabilities.
- All students' phones must be turned off and remain off once they have entered the school campus and throughout the school day.
- If a parent/ guardian receives a call or text message from his/ her child's cell phone during the school day that child is in direct violation of this policy.
- Should a parent/guardian need to speak to his/ her child during the school day, he/she should call the school office. Additionally, should a child need to contact his/ her parent for slash guardian during the school day, he/she will be allowed to use one of the school phones.
- Cell phones must be placed in the cell phone holder near the teacher's desk.

- Unauthorized use of cell phones by students will result in confiscation and may result in search of the phone. As with other personal property brought into our school, St. Anthony's School is not responsible for lost or stolen cell phones or smart watches.

Should a student violate the guidelines listed above, the phone will be confiscated by a school employee and delivered to the school office for safekeeping. Depending upon the circumstances the parent or guardian will be required to pick up the phone. With each repeated offense, the consequences will increase up to and including the student no longer being allowed to bring the phone in question or any other cell phone to school for the remainder of the school year.

### Right to Search

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

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

### Interviews by Officials

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

### Communications of Disciplinary Concerns

- Faculty and staff will record disciplinary events in the behavior section of FACTS.
- Student actions are assigned the merits on a scale of 1-4. The number of demerits assigned depends upon the behavior. Repeated occurrences of the same behavior will result in increasing sanctions and disciplinary actions.

Parents will receive an email report at the end of the day of any behavioral events recorded in FACTS.

## Disciplinary Actions and Sanctions

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

- parent and student conference
- denial of specified privileges
- detention: students are assigned to after school detention by a member of the faculty or school administration. Detentions are served after school on the day assigned or the day after only. During detention, a student may be assigned work to do around the campus. Detention takes precedence over any cocurricular or extracurricular activity. Written notification of all detentions will be given to the student. Failure to serve detention will result in additional disciplinary action.
- Probation: the principal may place a student on behavioral probation; the student and parent will be notified in writing of the reason for probation, resulting consequences and/ or restrictions, the period of the probation, and how the probation may be ended.
- Suspension see below
- withdrawal: parents may be given the option to voluntarily withdraw their child rather than face expulsion
- expulsion see below

## Suspension

Suspension is a disciplinary action to be used at the sole discretion of the principal. Suspension is not intended to be corrective in and of itself; Instead, suspension sends the message that the offending behavior does not belong at school. A student may be placed on suspension for serious misconduct or continuing misconduct on or off campus. Suspension is typically served off campus but may be served on campus at the discretion of the principal. Suspension ordinarily should not exceed 5 consecutive school days. However, a student may be suspended from campus longer than this in certain and circumstances, which may include, but are not limited to, the following: Waiting results of a pending investigation, awaiting documentation of professional evaluation, or when isolation is deemed to be in the best interest of the suspended student or the community. Parents will be notified immediately and are expected to pick up the student as soon as possible; Parents will remain involved in the process through verbal or written communication or conferencing. Suspension does not carry an academic penalty, and the student should keep up with classwork and homework. Since the grounds for suspension ordinarily differ in degree with these grounds for expulsion, parents and students will be informed that continued or repeated misconduct may result in a recommended withdrawal or expulsion.

## Reasons for immediate suspension

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

1. Serious disobedience, insubordination, or disrespect for authority including, but not limited to, the following:
  - refusal to obey school rules
  - refusal to follow directions



- refusal to answer when spoken to directly
  - giving sharp, rude answers in a disrespectful tone of voice
  - causing interruption in classroom procedures
  - cheating, plagiarism, or dishonesty of any kind
2. language or behavior which is immoral, profane, vulgar, or obscene on or off campus
  3. use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance or drug or vaping paraphernalia
  4. injury or harm to persons or property, vandalism, or serious threat to same
  5. sexual, physical, visual, or verbal harassment/ bullying or abuse of staff, students, parents, or guests of the school
  6. Hazing
  7. sale of any material on school grounds without proper authorization
  8. unauthorized absence or continued tardiness
  9. assault with, or possession of, a lethal instrument or weapon
  10. serious theft or dishonesty
  11. conduct at school or elsewhere which would reflect adversely on the Catholic school or church
  12. outrageous, scandalous, or seriously disruptive behavior
  13. not adhering to the Internet use agreement, hacking into the school computer system, or viewing or attempting to view material through the Internet that is deemed inappropriate per the Internet use agreement
  14. sexting, receiving, affording of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others

### Expulsion

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

### Disciplinary Records

Disciplinary records are private documents of the principal and are kept separate from the students cumulative file and will not follow the student beyond enrollment at St. Anthony's school; They are not available to students her parents.

## Information and Communication Technology Policies

### Online Social Media and Networking Policy for Parents and Students

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

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

### Ethics and Responsibility

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

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

## Photographs and Videos

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

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

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

## Discipline for the Policy above

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

## Acceptable Use of Technology for Students

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

## Social media use

- use of social networks at school may be limited by school personnel.
- Students who use social media must adhere to the discipline policies in this handbook, the technology use policy, the diocesan online social media and networking policy for parents and students, and the harassment and bullying policy.
- Students are reminded that they are always St. Anthony's school students, both on and off campus, and that all electronic content is both public and permanent.
- St. Anthony's school reserves the right, at the discretion, to review and/ or request removal of any student's social media content. Failure to comply may result in disciplinary action.

- Permission of the school administration is required for the use of the school's name, initials, logos, pictures, property, or representations of the faculty, staff, students, or other individuals. Deliberate publication or postings of such material on the Internet without permission may result in serious disciplinary action, including dismissal from the school.

#### Use of electronic Devices Owned or issued by the school

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

#### Acceptable Use Pledge Covering Electronic Devices

- I will use my Laptop/Chromebook and my other electronic devices in ways that are appropriate, educational, and meet St. Anthony's
- school expectations as outlined in the parent/ student handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other people.
- I understand that my Laptop/Chromebook and school computers used by me are subject to inspection at any time without notice and remain the property of the school's.
- I understand that my other electronic devices including but not limited to my cell phone are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of law Laptop/Chromebook or school policies.
- I will take proper care of my Laptop/Chromebook.
- I will never leave the Laptop/Chromebook unattended, and I will know where it is at all times. I will protect my Laptop/Chromebook by always keeping its stored in the provided case.
- I will never loan out my Laptop/Chromebook or give my password to other individuals. I will not let anyone else use my Laptop/Chromebook other than my parents or guardians.
- I will charge my Laptop/Chromebook battery daily and arrive at school with my device fully charged.

- I will keep food and beverages away from my laptop's/ Chromebook since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth only and will use no cleaners.
- I will not disassemble any part of my laptop's/ Chromebook or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) On the Laptop/Chromebook or Laptop/Chromebook cover or do anything to permanently alter the Laptop/Chromebook in any way.
- I will not remove or deface the serial number or other identification on any Laptop/Chromebook.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the laptop/ Chromebook, case, and power cords in good working condition.

### Consequences for Violations of Information Technology Policies

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

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

### Harassment and Bullying

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

1. Elementary and secondary students are undergoing a period of rapid growth in their maturity and social skills. It is not unusual for a student to make a mistake in his or her social interaction with another student. Any mistakes should be corrected so that the student may learn from it and treat other students respectfully. An honest mistake should not be considered harassment/ bullying. Part of any investigation into a charge of harassment/ bullying will be to determine if the incident was a mistake, or something deliberate or repeated.
2. Harassment/ bullying is unacceptable conduct that is deliberate, severe, and repeated (conduct that falls under the following categories that is not repetitive may, at the discretion of the principal, still be subject to the same consequences/ sanctions as ongoing conduct). Harassment/ bullying occurs when an individual is subjected to treatment that is hostile, offensive, or intimidating based on such factors as an individual's sex, race, religion, color, national origin, or physical or mental ability. Harassment/ bullying can occur anytime during school, school related activities, and outside the school. It includes, but is not limited to, any of the following:
  - Verbal harassment/ bullying: derogatory, demeaning, or inflammatory words, whether oral, written, or electronic.

- Physical harassment/ bullying: unwanted physical touching, contact, assault, deliberate impeding or blocking of movements, or intimidating interference with normal work or movement.
- visual harassment/ bullying; derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages or gestures.
- sexual harassment/ bullying: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct includes, but is not limited to, the following: sexually demeaning comments, sexual statements, or jokes; suggestive or obscene letters, phone calls, texts, or e-mail; Deliberate, unlawful physical touching; Leering, gesture, or display of sexually suggestive objects or pictures.
- Cyber harassment/ bullying: willful and repeated harm inflicted on other persons through various forms of electronic media; provocative material, pictures, images, or attempts to be harmful or cruel to another student or individual through offensive electronic distribution using a cell phone, camera, the Internet, or other electronic devices; Or sexting descending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others.
- Hazing: Any method of initiation, pastime, or amusement engaged with respect to a student organization that causes or is likely to cause, bodily danger or physical harm, or chance to degrade or disgrace a student attending the school. May be a one-time occurrence and not be ongoing.

Any individual seeing or hearing about any incident of harassment/ bullying is encouraged to follow the procedures below. If the harassment/ bullying stems from the principle, person being harassed/ bullying to contact the pastor and the Superintendent in cases of diocesan school.

The following procedures are to be followed for filing and investigating a harassment/ bullying Conduct

- Students who feel aggrieved because of conduct that constitutes
- harassment/ bullying should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.
- If the student does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she shall direct his/ her complaint to the principal or to a member of the school staff who will then report it directly to the principal. Parents of students involved are to be contacted as soon as possible and will be kept apprised of the status of the response efforts of the school, as those steps are undertaken.
- The students alleging harassment will be asked to complete a written complaint. Students at the primary level may verbally explain their complaint rather than writing it. The claim will be investigated thoroughly, and confidentiality will be maintained to the extent of practicable.
- The investigation will include a meeting with the student alleged to have harassed/bullied, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations. Where the school deems it appropriate, witnesses may also be interviewed.
- Once the facts of the case have been gathered the principal, and consultation with the Superintendent, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the

harassment/bullying and can include all disciplinary actions up to and including immediate expulsion; If appropriate, law enforcement may be contacted.

- If a party disagrees with the decision, he or she has the right to appeal the outcome to the office of Catholic education of the Diocese of Fresno. The OSCE will address the appeal according to its procedures in effect at that time, which will be provided to all those involved in the appeal.
- If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.
- Reprisal and/ or retaliation: reprisal or retaliation against any complaining student or witness, by any student or parent, is strictly prohibited. Any student or parent who engages in such a reprisal or retaliation will be subject to an appropriate disciplinary response, up to and including immediate expulsion from the school.

### Controlled Substances

St. Anthony's school emphasizes a commitment to a positive, faith-based environment for learning and the continued good health and safety of its students. Therefore, students, on or off campus, may not be in possession of, under the influence of, and/ or use controlled substances, look- a- likes, or paraphernalia, nor engage in solicitation or distribution thereof.

The term “controlled substance” for the purposes of this handbook typically refers to any illegal drug, marijuana, alcohol, tobacco, tobacco products, any cigarettes and vapor products, or the intentional misuse of prescription medication. The intentional misuse of other types of substances may also be addressed under this policy, at the discretion of the school administration. A full listing of drugs that are illegal under federal law can be found in the Controlled Substances Act (21 U.S.C. SS801, et. Seq.).

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

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

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

- Parents/ guardian will be notified.
- A search of the student's belongings, backpack, bag, clothing, electronic device, etc., desk, locker, or cubby may take place.
- The student may be suspended from school pending an investigation.
- The student and parent/ guardian will conference with the principal and/ or other school officials. The student may be asked to be drug tested once or periodically at a location approved by the school; The cost of drug testing is the responsibility of the parent/ guardian.
- This student may be placed on a behavior contract, which may include professional evaluation, counseling, involvement with a support group, rehabilitation if recommended by the evaluation, random drug testing, and any other provision deemed necessary by the school administration.
- The student may be suspended following an investigation. The school may ask the parent slash guardian to withdraw the student.
- The student may be expelled.
- Law enforcement and/ Child Protective Services may be contacted.

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

## Extracurricular Activities

### Student Government

- Students in 6th grade may run for student government offices.
- Classroom representatives are elected in grades four through six.
- Students must meet the following eligibility criteria to participate in student government.
- Officers must maintain a cumulative GPA of 3.0 and receive no mark lower than a 2 in conduct or effort for all grading periods in the two school years prior to running for office as well as the entire term of office.
- Class representatives must maintain a 2.85 GPA and no mark lower than a 2 in conduct or effort to run for office, and while in office.
- Officers or class representatives not maintaining eligibility will be suspended from participating until they have regained eligibility status.
- A student serving on student government may be relieved of his or her duties or position permanently or for a stated time at the discretion of the principal.

### Social Events/ Dances

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

### Student Parties Outside at School (Not Sponsored by the School)

Parents who may sponsor dances and/ or parties outside of school time are asked that invitations not be handed out at school. Personal events for parties held at parents' homes cannot be advertised on FACTS



Family Portal or other school communication platforms. Parents may use the school directory information to send invitations via e-mail, post, or phone call to the parents of students whom they wish to invite. It is advised that such parties be inclusive of the entire class or all the students of the same gender, when possible. Parents and students are reminded that behavior rules and sanctions of the school apply.

## Athletics

### Athletic Teams

Students in grades K through six are given the opportunity to participate in the athletic program, and grades five through 6 participate in an after-school sports program. An athletic fee is charged per player, per sport. This fee covers the cost of tournament fees, off site facilities, equipment, uniforms, coaches and referees.

### Participation on the Athletic Teams

Students enrolled in K through 6th grade who are planning to participate in school sports are required to have a sports physical form completed annually by their physician. This form must be on file in the school office prior to the student participating in any sport game or practice. In addition, each family is required to attend a seasonal sport meeting before the child can participate. Participation in after school sports is contingent upon the following:

- availability of qualified volunteer personnel
- try outs, if deemed necessary by the coach
- Payment of the athletic fee
- parental permission and emergency form
- students continuing satisfactory academic performance both in school and on the team
- physical examination form completed by a physician, required yearly, prior to the beginning of participation in practice or competition
- \$40 refundable deposit for uniforms issued by and belonging to the school
- a student must attend at least half of the regular school day to participate in that day's practices or games

### Parochial Athletic League (PAL)

The Parochial Athletic League (PAL) is an integral part of the educational mission of the schools who participate in the league as part of the Catholic Diocese of Fresno Crucial Athletic League. In order to participate in the league, St. Anthony's School must abide by the rules and guidelines of the league. The PAL is dedicated to fostering Christian and Human Development, encouraging a positive vision in boys and girls through exercise, example, and athletic competition and fully recognizing the dignity of each student in Christ's image. With this mission in mind, the following goals have been determined:

- To build a community which strives to image Christ.
- To develop Christian spirit, school spirit, team spirit and personal acceptance.
- To instill Christian sportsmanship in the lifestyles of the participants.
- To teach the participants the proper attitude towards winning, losing and competing with dignity.
- To develop acceptance and appreciation of others.
- To train, instruct and follow athletic/ sport rules.
- To develop the students' physical abilities and coordination.
- To help form well-rounded students by fostering good health habits.

- To provide a Christian environment and outlet for youthful energy.
- To teach the positive value of athletic participation.
- To share the necessity of practice, hard work and time management.

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

St. Anthony's School athletics also participates in a variety of other sports leagues. Student athletes participating in other leagues are always expected to maintain the same level of conduct and Christian sportsmanship.

### Player Eligibility

- players must have a C average or higher in each subject and at least a satisfactory in conduct from every teacher to be eligible to play.
- A student must attend at least half of their required regular school day to participate in that day's practices or games.
- Students on behavioral or academic probation are ineligible.
- Students not regularly attending practice sessions will not be allowed to participate in games.

### Conduct of Players During Games and Practices

Athletes are expected to conduct themselves appropriately at all games and practices. Athletes are expected to represent St. Anthony's school in a manner that exemplifies good sportsmanship, pride, and respect. Athletes who display inappropriate behavior will be removed from the game and face disciplinary consequences.

### Conduct Appearance and Fans

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

### Playing time

Playing time is the prerogative of the coach who will follow league guidelines on this issue. Coaches are encouraged to play every player as much as possible. Players cannot expect to play in games if they have not been attending practices and giving 100% effort throughout these practices.

### Reporting Injuries and Special Limitations

parents and athletes must report all injuries to the coach as soon as possible. Before the sports season begins, parents should discuss with the coach any special limitations their child may have. Any sports limitation should be listed on the student's medical release form on file with the school.

## Concussion

Please see the section titled concussion policies following the health and safety section.

## Communication with Coaches

- Players are to report all injuries to the coach as soon as possible.
- Students should express any concerns to the coach first before involving parents.
- If student concerns are not resolved after speaking with a coach, parents should contact the coach to express concerns.
- If a resolution cannot be achieved, all parties should involve the athletic director.
- The principal should only become involved if none of these steps has achieved resolution. Decisions of the principal in athletic matters are final.

## Uniforms

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

## Transportation

All drivers who transport students to sports events must follow all school volunteer driver regulations. When leaving from the school for an athletic event, the coach, in collaboration with the athletic director and safe environment coordinator, will establish a list of qualified volunteer drivers to transport student athletes to the event and back to the school campus following the event. Parents may pick their child up at the school following the event. Parents wishing to take their child from the off-site event must sign out the student with the coach. Parents who prefer to provide transportation to and from the event for their own child will sign the student out in the office prior to leaving campus.

Students who require a ride to or from any school sponsored sports activity from anyone other than his/ her own parent or guardian, or a vetted school volunteer driver, must have written authorization from their parents/ guardians allowing them to ride with the drivers the parents/ guardians have authorized. No student may ride in a car to or from a school sponsored game with an adult who has not been preauthorized by his/ her parents guardians.

## Parent Participation

Parent participation is essential to the success of the athletics program at St. Anthony' School. Parents may receive volunteer hours for coaching a school sports team. Parents/ guardians are required to sign up to work in the snack bar, game entrance held at St. Anthony's.

## Transfer, Custody, and Student Records

### Transfer of Students

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

- The school will first make reasonable efforts to meet the needs of the student.

- Conferences will be held with the parents/ guardians to advise them concerning the possibility of withdrawal for academic or other reasons and to discuss possible remedial actions and/ or educational alternatives.
- Final decision is made by the principal in consultation with the teachers, and parents for slash guardians.
- Every effort is made to assist the parent(s)/ guardian(s) and finding other schools or agencies with facilities to help the child.

### Transfer of Students Due to Parental Behavior

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of the parents. However, the principal may recommend transfer of a student when parent(s)/ grandparent(s)/ guardian(s) are consistently uncooperative and conduct themselves in a manner that is disruptive of the harmonious relationships in the school; such as, conduct is itself a violation of the school's policies. Parental interference in matters of school administration and abusive language toward principal, pastor, or teachers are some of the reasons for recommending a transfer. If parents refuse to accept the recommended transfer, the procedures for disciplinary expulsion will be followed.

### Transfer of Students Between Catholic Schools

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

### Custody of Minors

Unauthorized organizations, agencies, or persons should never be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless the assumption of custody is explicit authorized in writing by the parents or guardians.

- Normally, principals should ask one other adult (e.g. pastor, teacher, secretary) to witness the presentation of the authorization unless the principal is certain that the authorization is bona fide.
- In case of any doubt as to the validity of the authorization, custody shall not be granted. In order to cooperate with student and family needs, this should be informed of custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements. The school must ask for legal verification of these arrangements.
- In the absence of any court order, the school will make every effort to remain neutral, and will assume that both parents have custody of a student, and the student may be released to either parent. As part of this policy of neutrality, any parent claiming a custody right superior to the other parent will be required to present a current and valid court order or agreement demonstrating and explaining that right. Only upon receipt of satisfactory documentation will the school recognize the rights of one parent over the other regarding a custody provision that relates to the student's enrollment at the school (such as decisions regarding enrollment or who may alter the authorized).

### Rights of Non-Custodial Parents

In the absence of a court order, choose a contrary, the school will provide all the child's parents, custodial or non-custodial, with equal access to the child and equal access to academic records and

other school-related information regarding the child. If there is a court order specifying that there is no information should be given, no contact with the child etc., It is the responsibility of the custodial parent to provide please school with an official copy of the court order.

### Students Not Living with Parents or Legal Guardians

Students are expected to reside with their parents or legal guardians. If circumstances arise, necessitating a student to live elsewhere, the school must have the parent's approval and writing or a court order. The new location must meet with the school's approval. Students must reside with a responsible adult for at least 25 years of age; This does not include a boyfriend or girlfriend of the parent or guardian.

### Access to Students Records

Custodial parents/ guardians have access to all permanent records the cumulative file maintained by the school related to their children. Students 18 years of age or older have this same right of access.

- Permanent records may be withheld for non-payment of fees.
- A fee of \$5.00 is charged per transcript requested.
- Parents may request an appointment during school hours to inspect and review the cumulative file for their children.
- The principal or other school staff members will be present for such a review.
- Anecdotal notes (such as a behavioral record, SST notes) and psychological test results are not part of a permanent record. Parents do not have a right of access to these records, nor do these records follow the student.
- Parents may request and receive a copy of their child's permanent records contained in the cumulative file; parents must allow school personnel a reasonable length of time to accomplish this task. The copy will be clearly marked as a copy. Originals or the originals complete file cannot be released to parents at any time.
- A copy of the cumulative file is only forwarded to the next school at that school's request; Otherwise, it remains on site.
- Schools will comply with any court order subpoena requesting a copy of the permanent record.

## Miscellaneous Information and Policies

### Classroom Parties/Birthday

Birthday parties are discouraged during the school day. If you wish to send a treat, please contact your child's teacher a week prior to the day. Teachers are encouraged to share birthday treats in the afternoon. Treats containing nuts are not allowed. If you do not wish for your child to receive a treat, please let your teacher know or provide an acceptable treat. **No party invitations, birthday items, birthday balloons, or birthday gifts may be passed out during the school day.** This includes students bringing birthday items for other students. This prevents hurt feelings. Parents may hand out invitations at dismissal if all students in the class are invited. Parents are also welcome to use the school directory to find family e-mail addresses to send invitations electronically from their personal e-mail accounts. Facts family portal or other school communication platforms are to be used to advertise events not authorized by the school. Birthday books terminated by parents are welcome additions to the school library. Contact the school librarian for information on this program.

## Fundraising Guidelines and Restrictions

- Only St. Anthony's School administration may authorize the collection of money from, students, parents, or faculty. Authorization must be obtained from the principal before any collection begins. A formal request detailing the matter of collection and use of the funds must be submitted to the principal. Upon approval of the principal, the advertising of the fundraiser and the collection of funds may begin.
- All fundraising that takes place on the school campus or in the name of St. Anthony's school must be done under the auspicious of either the school advisory committee, the parent teacher organization PTO, or the student government, or the school itself. Most collection of funds will take place through FACTS Family Portal or via ACH or credit card payments. In rare cases where students or parents are asked to bring money to school, it should be placed in a sealed envelope labeled with the student's name, home room, the amount of money and closed, and the purpose. Money should be turned into the homeroom teacher, or the school office based upon directions given at the time the funds were requested as soon as it is brought to school.
- Collection of funds from parents for teacher recognition and/ or gifts should only be conducted by the room parents with the approval of school administration. Proper collection procedures, similar to those for the collection of funds from students, must be followed.
- Please note that any funds paid to the school, or a school organization become the property of the school. If the contributions have been made for a specific purpose, they will be used only for that purpose. According to the IRS, contributions to charitable nonprofit organizations such as churches and Catholic schools are tax deductible as long as they are voluntary and so on, as the taxpayer does not receive a benefit or service in exchange for the contribution. The school and its affiliate organizations will provide contribution acknowledgments within the guidelines established by the IRS and the Diocese of Fresno.

If you are working on a school project that involves spending as school funds, such as a class auction project, a written proposal must be presented to the classroom teacher, or the PTO president for PTO related activities, for approval by the school's administration prior to spending. Any purchase of scrip for the project must be approved by the classroom teacher or PTO president, and the classroom teacher or PTO president must sign any check request form for the funds or payment for the project if you are seeking reimbursement for out-of-pocket expenses, all original receipts must be attached to the request for payment.

No financial transfer actions may be undertaken in the name of the school without the approval of the school administration. This includes the signing of contracts for services provided for a fundraiser or other such event. Use of the school directory information for a private profit-making entity is prohibited by diocesan policy. Similarly, the use of any of the school's communication platforms to advertise a private profit-making entity is prohibited.

Additionally, the use of the name of the school, the school logo, school mascot, school plaid, etc. For fundraising purposes are not allowed without the approval of the school administration. They should never be used for personal financial gain.

## St. Anthony's School Scrip Program

In an ongoing effort to help offset the costs of tuition we encourage each family to use our school scrip program. With your use of scrip, you receive a rebate from each scrip purchased to apply towards

tuition. There are many vendors from which to select. A complete list is available on the scrip website [www.shopwithscrip.com](http://www.shopwithscrip.com) Scrip orders are placed online at this website and are delivered directly to your smartphone!

***Key facts about the scrip program:***

- The scrip program offers gift cards through Great Lakes, shop with scrip, and local vendors.
- All rebates earned are shared by St. Anthony's school and the participating families, with 50% being retained by the school and 50% for the families.
- Families may choose to direct their 50% as tuition credit for a family of their choosing, a charitable contribution back to the school, or receive it back as a taxable cash rebate.
- All family orders must be placed through [www.shopwithscrip.com](http://www.shopwithscrip.com) Orders will not be accepted by e-mail phone or text. Staff and PTO may submit orders in writing by e-mail.
- All sales are final. No exchanges may be made.
- All orders must be prepaid.
- Biweekly orders will be placed on Mondays by 9:00 AM, and these orders will arrive for pickup after noon on Wednesday of that week. Request for orders to be placed outside the standard order schedule will incur a \$16.50 shipping charge.
- The scrip program agreement will be available through FACTS Family Portal. It must be returned and on file with the scrip office before any rebates can be distributed.
- Rebate distribution takes place one time each year in the months of April and May. If tuition credit is elected it is automatically applied by the finance office to the Family FACTS tuition account. If a cash rebate is elected the finance office will generate a check after a W9 is complete and provided with a check request from the fundraising coordinator.
- Rebates are only distributed after \$10.00 in rebate is earned. The fundraising coordinator will provide a courtesy letter in March to the family to remind them of their election made on the Scrip Program Agreement. It will include the amount of the rebate earned by the family.
- The rebate earned may be deducted from your tuition balance. All credit earned must be used for the current school year or for the registration fee for the new school year **only. No scrip credit may be carried over for the next school year.**

Please contact Mary Margaret Stone, if you have any questions or need assistance ordering and purchasing scrip. She can be reached at [mmstone@sasfresno.com](mailto:mmstone@sasfresno.com) or by calling (559) 435-0700.

### Lost and Found

Students are encouraged and expected to respect the property of others in keeping with our belief in the importance of honesty and citizenship. If they find clothing, lunch boxes, water bottles etc., they should take these articles to the school office or place them in the blue lost and found bin located next to the glass door entrance of the Community Center. Money, jewelry, and books found should be taken to the office. Please label all student property.

Anyone who has lost property should check the classroom first and then the lost and found bin or the school office. It may be necessary to check several times, and parents are encouraged to look through the lost items when they are on campus. The lost and found bin is displayed on a regular basis. School uniform items in good condition not claimed at the end of the trimester are added to our used uniform inventory for resale.

### Lunch Program

Monday-Friday Hot Lunch is provided by an outside catering company. This is an outside service provided for your convenience. Lunches purchased online through FACTS one month in advance. Students may order hot lunch or bring lunch from home with them in the morning. No lunches are to be delivered or brought to school once the school day begins. If the student forgets to bring lunch, lunch may be provided by the catering company and will be charged to the parents FACTS account.

### Forms

These forms are provided for your convenience. You may print them as needed. Please verify with the school office that you have the most recent edition of the form. The most recent edition of these forms will also be available electronically through FACTS Family Portal.



## Parent/Student Handbook Agreement

[Please detach, sign, and return by August 30<sup>th</sup>]

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

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

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

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

Please Print Family Last Name: \_\_\_\_\_ School Year: 2024-2025

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature(s) (when age-appropriate): \_\_\_\_\_ Date: \_\_\_\_\_

## Volunteer Agreement Form

Diocese of Fresno

Volunteer Name (please print)

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Parish/School location name: St. Anthony's School

By signing this form, I acknowledge that I have chosen to volunteer at the Parish/School location names above, in the following capacity:

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

1. I understand and acknowledge that my time and services as a volunteer are being donated by me to the Roman Catholic Church, specifically the parish/school location named above, without contemplation of compensation or future employment, and that I provide these services for religious, charitable, or humanitarian reasons.
2. I understand that as a volunteer, I will earn no wages or benefits in connection with the volunteer services I wish to provide, and that I will not seek any such wages or benefits. I further understand that I will not be entitled to unemployment insurance benefits upon the discontinuance of my volunteer services (regardless of whether such discontinuance is initiated by me or by the Parish/School), nor will I be covered under the Parish's/School's worker's compensation insurance in the event I am injured while engaging in the volunteer services I will provide.

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

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Parish/School Representative: \_\_\_\_\_ Date: \_\_\_\_\_

## Acceptable Use Pledge Covering Electronic Devices

- I will use my Laptop/Chromebook and my other electronic devices in ways that are appropriate, educational, and meet St. Anthony's School expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other people.
- I understand that my Laptop/Chromebook and school computers used by me are subject to inspection at any time without notice and remain the property of the school.
- I understand that my electronic devices including but not limited to my cell phone are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of school rules and/or provisions of this handbook.
- I will take proper care of my Laptop/Chromebook.
- I will never leave my Laptop/ Chromebook unattended, and I will know where it is at all times.
- I will protect my Laptop/ Chromebook by keeping it stored in the provided case at all times.
- I will never loan out my Laptop/ Chromebook or give my password to other individuals.
- I will not allow anyone else use my Laptop/Chromebook other than my parents or guardians.
- I will charge my Laptop/ Chromebooks battery daily and arrive at school with my device fully charged.
- I will keep food and beverages away from my Laptop/ Chromebook since these may cause damage to the device.
- I would clean the screen with a soft, anti-static cloth only and I will use no cleaners.
- I will not disassemble any part of my Laptop/ Chromebook or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the Laptop/Chromebook or Laptop/Chromebook cover or do anything to permanently alter the Laptop/Chromebook in any way.
- I will not remove or deface the serial number or other identification on any Laptop/Chromebook.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the Laptop/Chromebook, case, and power cords in good working condition.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_