This handbook contains policies of St. Anthony of Padua Parish School and the Catholic School Department of the Diocese of Stockton. It is subject to the Administrative Handbook of the Catholic School Department.

ADMINISTRATION

PASTOR --------------------- REV. CHAD WAHL

PRINCIPAL ------------------- SUSIE DICKERT
OUR MISSION STATEMENT
Growing God’s children in their faith to build a lifelong relationship with Christ.

OUR VISION STATEMENT
The vision of St. Anthony of Padua Parish School is to assist parents in forming their children as disciples of Jesus Christ by modeling a Christian lifestyle, by helping students understand and integrate gospel values within the parish community and beyond, and by encouraging each student to realize his/her full potential spiritually, academically, intellectually, physically, and emotionally.

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

Amen
St. Anthony... pray for us
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FACULTY AND STAFF
2016-2017

Kindergarten ---------------------------------------------- Desiree Aguirre
Grade 1 ---------------------------------------------------- Deborah Fox
Grade 2 ---------------------------------------------------- Jennifer Burkland
Grade 3 ---------------------------------------------------- Michelle Crowley
Grade 4 ---------------------------------------------------- Lynn Poncini
Grade 5 ---------------------------------------------------- Kim Morenzone
Grade 6 ---------------------------------------------------- Donna Young
Grade 7 ---------------------------------------------------- Jodi Verhoeven
Grade 8 ---------------------------------------------------- Nancy Hogle
Computer Teacher ---------------------------------------- Patti Smith
Spanish --------------------------------------------------- Jessica Wharton

Secretary ----------------------------------------------- Pam Kelechenyi
Office Administrator---------------------------------------- Kelly Meyer
Development/Marketing Director ----------------------- Rowena Tebaldi

Instructional Aides ---------------------------------------- Katie Gutierrez (2nd)
--------------------------------------------------------- Kelly Holdren (K)
--------------------------------------------------------- Monieca Medina (K)
--------------------------------------------------------- Amanda Munoz (K)
--------------------------------------------------------- Lisa Potter (1st)
--------------------------------------------------------- Ann Sihota (3rd)

Preschool Director ---------------------------------------- Jennifer Dalen
Preschool Teacher ---------------------------------------- Clare Woods
Preschool Teacher ---------------------------------------- Dawn Reaves-Taylor
Preschool Aide ------------------------------------------- Erica Velazquez

Extended Day Care Director/Art Docent -------------- Rowena Tebaldi
Extended Day Care -------------------------------------- Lanice Scott
Cafeteria Manager ---------------------------------------- Sue Parnham
Cafeteria Assistant --------------------------------------- Maria DaRosa
Cafeteria Assistant --------------------------------------- Lanice Scott

Emails: All staff & faculty emails are: firstname.lastname@sasmanteca.org

Scrip ----------------------------------------------- Jennifer Carranza:
scrip@sasmanteca.org

Yearbook ----------------------------------------------- Jennifer Carranza:
yearbook@sasmanteca.org

Choir ----------------------------------------------- Emelie Diaz:
emeliediaz@comcast.net
STUDENT LEARNING EXPECTATIONS

R.O.C.K.

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

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

COMMUNICATION
Effective writers
Confident oral communicators

KNOWLEDGE
Solid foundation
Think critically
Problem solving
INTRODUCTION

We recognize the role of the parents as the primary educators of their children. We believe that our responsibility is to work in partnership with the parents to provide a nurturing Christian environment in which we offer an enriched academic program to encourage the love of learning. Toward this end, we maintain a safe, secure, happy atmosphere. We promote opportunities for responsible decision-making and offer the tools necessary for handling consequences.

At St. Anthony of Padua Parish School, we foster a sense of self-worth, dignity in each individual and an acceptance of others as reflecting Christ. As Catholic educators, we prepare students to be Christian witnesses by putting their faith into action and encouraging them to be catalysts of change for the betterment of society.

Purpose
The provisions in this handbook are designed to provide parents and students information and guidance as to the procedures and rules of the school. The provisions in this handbook are not a contract and impose no obligation on the school. This handbook is not a part of the tuition agreement. The contents of this handbook may be changed as necessary at the school’s discretion and, if changed, written notification of such changes will be provided to parents and students.

SCHOOL GOALS

Spiritual Goals
To create a Christian community where children grow in understanding of the Gospel message, developing a personal relationship with Christ, and a commitment to serving God in society.
- To offer regular instruction in the teachings and traditions of the Catholic Church.
- To prepare students for the reception of the Sacraments of Reconciliation, Holy Eucharist, and Confirmation.
- To provide opportunities for students to prepare and participate in the liturgy of the Eucharist, prayer services, stations of the cross, retreats, and a variety of prayer styles - personal, communal, and liturgical.
- To teach students to use and appreciate the Bible and apply its message to their daily lives.
- To build school community and share Christian fellowship through buddy activities.
- To participate in school wide, local, and global service projects.
- To provide instruction and guidance in moral decision-making consistent with Catholic teaching.
Intellectual Goals
To help children acquire and master the skills and knowledge necessary to survive and function successfully in their world and in society as a whole.
- To follow Diocesan Curriculum Guidelines and the State of California Frameworks.
- To use various teaching methods to address individual learning styles.
- To provide many opportunities for success through the use of cooperative learning, hands-on activities, and independent work.
- To enrich the academic program by integrating technology into the curriculum.
- To have open communication with parents regarding class work, homework, and the social development of their children.
- To utilize the services of the resource teacher for student testing and outside referral as needed.
- To offer opportunities to develop creativity, critical thinking, problem solving, and communication skills.
- To incorporate a variety of outside resources into the curriculum.
- To use various assessment tools, including testing, written assignments, and oral presentations to monitor the progress of students.
- To promote the love of learning.

Social Goals
To promote self-confidence, encourage an acceptance of the uniqueness of others, and provide a basis for positive relationships which reflect the Gospel message.
- To create a loving community environment that fosters respect for each individual and concern for the needs of others.
- To communicate and work with parents/guardians to develop a plan that will motivate their children to be responsible students and Christian witnesses.
- To establish rules which encourage appropriate behavior and develop self-discipline.
- To provide activities which develop leadership, promote self-esteem and offer opportunities for individual growth.

Physical Goals
To provide a safe atmosphere which will contribute to the healthy physical development of each student and promote good sportsmanship.
- To provide a physical fitness program which develops lifetime athletic skills, personal fitness, and enjoyment of team sports.
- To strengthen fine and gross motor skills by offering a well-defined motor skills program in kindergarten through 2nd grade.
- To offer a family life program and Students in Prevention (SIP) classes which focus on hygiene, nutrition, maturation of the body, substance abuse, Fire Prevention, and Water Safety.
- To support student participation in the Diocese of Stockton CYO sports program.
- To provide a safe environment by communicating basic rules of safety and scheduling regular fire and earthquake drills.
● To achieve and preserve good physical health by offering a nutritious hot lunch program and providing health screenings in vision, hearing, and lice detection.

**Personal Goals**
To cultivate a sensitivity to, and an appreciation for, ethnic diversity and the contributions of many cultures toward the enrichment of our society.
● To acknowledge role models of various ethnic backgrounds and celebrate their achievements.
● To incorporate into our curriculum areas of opportunity to explore the customs and values of various cultures.
● To develop an appreciation for the performing and fine arts.
St. Anthony Parish School Philosophy

St. Anthony of Padua Parish School strives to educate each child to become an active Catholic citizen.

**Moral Development**
Provide students with opportunities for practicing and articulating their faith and their values.

**Intellectual Development**
Create an atmosphere of inquiry, discovery, and trust wherein each child has an opportunity to explore his/her talents and grow intellectually.

**Social Development**
Provide a safe, positive and nurturing environment for effective social development and cultural awareness.

RESPECT for DIVERSITY
ACADEMIC INFORMATION

Academic Honesty
Honesty is expected of students in the performance of all academic work. Cheating, forging, plagiarism, internet cheating (such as, but not limited to, copying or sharing the work of another and submitting it as one’s own), or doing another person’s homework assignments, or allowing a student to copy your work are all forms of academic dishonesty. Anyone who violates the policy of academic honesty may immediately receive a failing grade on that exam or assignment. Academic dishonesty may lead to other disciplinary procedures including suspension.

Conferences
Communication between parent/legal guardian and teacher is essential for establishing a good working relationship.

Scheduled by School
Compulsory Parent/Teacher Conferences are held periodically during the year. Parents are encouraged to prepare by making a list of questions about how their child is doing academically and/or socially.

Requested by Parents/Guardian
Besides formally scheduled conferences, teachers and parents/legal guardians are encouraged to communicate with each other by note, telephone, email or visit regarding the progress and behavior of the children. If a parent/legal guardian wants to contact a teacher, he/she should send a note or an email to the teacher, or email the school office to arrange an appointment.

- NO PARENT/LEGAL GUARDIAN MAY GO TO THE CLASSROOM TO CONFER WITH THE TEACHER BEFORE, DURING, OR AFTER TEACHING HOURS WITHOUT AN APPOINTMENT.
- NO PARENT/LEGAL GUARDIAN MAY CONTACT TEACHERS AT THEIR HOME WITHOUT EXPRESSED PERMISSION FROM THE TEACHER.
- SOCIAL TIMES ARE NOT APPROPRIATE FOR DISCUSSING STUDENT BEHAVIOR.
- ALL APPOINTMENTS BEFORE SCHOOL MUST BE SCHEDULED AND AGREED UPON WITH THE TEACHER. PLEASE SPEAK RESPECTFULLY TO THE TEACHER AND SCHOOL STAFF.

Guidelines
Please be as courteous to the teacher as you would expect him/her to be to you. Questioning the teacher’s authority in front of the child is not helpful. If you have such a disagreement, please request a private meeting with the teacher. Please try to be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly may lead to unnecessary confrontation with the teacher.

Please discuss classroom difficulties with the teacher first before bringing them to the principal. If the teacher and parent/guardian are not able to resolve a
difficulty, an appointment may be arranged with the parent, the teacher, and the principal.

**CURRICULUM**

**Basic Studies**
Local curriculum development is the responsibility of the principal and faculty following the approved Diocesan guidelines. All schools in the Diocese of Stockton, grades kindergarten through eight, have adopted the curriculum which includes The Enduring Standards instruction and common core in the following areas: Religion, Social Science, English, Reading, Literature, Spelling/Vocabulary, Handwriting, Mathematics, Science, and Spanish, Health and Safety, Art, Music, Physical Education, Family Life, and computers. Sixth grade participates in an outdoor educational program each year.

**Religious Education**
Religious instruction will be an integral and continuing element of the educational experiences of students in all grades.

**Family Life/Christian Sexuality**
The Stockton Diocesan Catholic elementary school program in human sexuality is an integral part of the educational program planned for each student. The integration of Catholic values in human sexuality occurs as appropriate throughout the entire curriculum. Maximizing the wholesome influences of the Catholic classroom requires an approach which integrates the Catholic value system and moral convictions throughout the curriculum. Discussion of sexuality is the responsibility of the parent.

**Worship**
An emphasis is placed on providing a religious education for all students. Religious activities normally participated in by all students attending St. Anthony of Padua Parish School are:
- Daily Prayer: morning, lunch, and at the end of the day or upon need.
- Special Liturgies and Prayer Services scheduled periodically throughout the year.
- Opportunities for the Sacrament of Reconciliation provided during the year for students in grades 3-8.
- Student Body Masses: 9:00 a.m. every Wednesday.
- Church Holy Day Masses: 9:00 a.m.
- Last day of school Mass

**Computers**
St. Anthony of Padua Parish School has computer access in classrooms, library and computer lab. Both desktop and wireless laptop computers allow student access to the Internet and the Microsoft Office suite of software as well as educational and multimedia software. The computer curriculum at St. Anthony of Padua Parish School focuses on the computer as a tool to enhance learning in all curricular areas. Students gain experience in these key areas: keyboarding, word processing,
spreadsheet, database, graphing, research (Internet), communications (Internet), Accelerated Reader, and Powerpoint.

Kindergarten meets once a week for a 30-minute computer lesson in the Computer Lab. Grades 1-3 meet once a week for a 45-minute computer class in the Computer Lab. Grades 4-8 use the Computer Lab to integrate technology into their curriculum for 40-minutes twice a week.

**Spanish**
Beginning in fourth grade, students receive Spanish instruction two days a week. Vocabulary for topics such as family, friends, home, rooms, health, school, schedules, activities, likes and dislikes, shopping, and clothing are introduced. By eighth grade, students are able to orally construct short sentences and write simple paragraphs in Spanish. Spanish Culture is also highlighted throughout the curriculum. In addition, kindergarten, first, second, and third grade periodically receive Basic Spanish lessons.

**Music/All School Music & Choir**
Music is taught to grades K-8 once a month. Students practice songs for upcoming masses as well as songs for fun. Choir is offered at the beginning of each year for students in grades 2-8, after school on Fridays in the church. See the website for permission slip.

**Physical Education**
PE classes are held for kindergarten through eighth grade each week. Participation in these classes is mandatory and a student must have a written note from a parent to be excused from classes. Extended exclusion from PE must be excused by a note from a physician indicating the duration of inactivity. Students excused from PE classes will also be excluded from physical activity at recess, lunch, and extracurricular activities.

**Enrichment**
St. Anthony of Padua Parish School offers Art Docent classes. Each grade has a scheduled time with required minutes met for each class.

**Daily Schedule, Calendars**
The school office is open from Monday through Thursday 7:30 a.m. to 3:15 p.m. and Friday 7:30 a.m. to 3:00 p.m. On minimum days, school is dismissed at 1:00 p.m. Minimum school days are given for faculty in-service and in preparation for WASC, or Religious Certification. The school calendar is available on the school website.
School Schedule
8:00 a.m. Opening bell rings
9:45 - 10:00 a.m.  Recess  Grades K - 4
10:00 - 10:15 a.m.  Recess  Grades 5 - 8
11:55 - 12:30 p.m.  1st Lunch  Grades K - 2
12:15 - 12:55 p.m.  2nd Lunch  Grades 3 - 5
12:35 - 1:15 p.m.  3rd Lunch  Grades 6 - 8
3:00 p.m.  Dismissal

Rainy Day Morning Recess Schedule
Grade  Recess
K - 4th  9:30 - 10:00 a.m. (includes 15 minutes of snack time)
5th - 8th  10:00 - 10:15 a.m.

Field Trips
Educational field trips may be offered to enhance the curriculum. These trips are financed by fund-raisers and parental contributions. Each student must have a permission slip filled out completely and signed by his/her parent or guardian to participate. Trips are generally held during school hours. Parents may not bring siblings on field trips. Students, teachers and parents/guardians will travel in personal vehicles and meet minimum requirements established by the Diocese of Stockton:

Pursuant to diocesan policy 5607.6, if volunteer vehicles are to be used for school events, including school field trips:
1. The driver must produce evidence of liability insurance on the vehicle to be used.
   • We require $100,000 per person/$300,000 per accident limit of liability for bodily injury and property damage to be the minimum for diocesan purposes.
   • We recommend $100,000 per person/$300,000 per accident for uninsured motorists.

These minimum limits are for diocesan purposes only and are not meant to imply that these limits provide adequate coverage for personal purposes. Decisions regarding adequate insurance limits for personal purposes should be made only after consultation with an insurance professional.
2. Drivers must be at least 25 years of age. All drivers must be screened carefully. Age and health as well as physical and mental condition should be considered.
3. Drivers must provide evidence of valid, unrestricted driver's license.
4. Drivers must have a clean driving record for the past three years (e.g., no at-fault accidents, no more than one moving violation; no convictions for speeding, reckless driving, driving under the influence, leaving the scene of an accident, or other similarly serious offenses.)
5. One seat belt must be provided for and used by each vehicle occupant.
6. No one may ride on motorcycles or in the bed of a pick-up truck.
7. No more than nine (9) persons, including the driver, may be transported in
any vehicle. Only an official school bus or a charter company may transport more than nine (9) persons, including the driver. No private (non-chartered) vehicle, including vans, with more than nine (9) seats should be used, regardless of the number of passengers.

8. No driver shall transport any child without providing and properly securing the child in a child passenger restraint system, unless that child is at least eight (8) years of age. The restraint system must be furnished and installed by a parent.

**Grading**

**Grading Equivalents**

Kindergarten is M = Mastered

The grading scale for grades 1-8 is as follows:

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<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>92.5%</td>
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<tr>
<td>A-</td>
<td>89.5%</td>
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<tr>
<td>B+</td>
<td>86.5%</td>
</tr>
<tr>
<td>B</td>
<td>82.5%</td>
</tr>
<tr>
<td>B-</td>
<td>79.5%</td>
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<tr>
<td>C+</td>
<td>76.5%</td>
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<tr>
<td>C</td>
<td>72.5%</td>
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<tr>
<td>C-</td>
<td>69.5%</td>
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<tr>
<td>D+</td>
<td>66.5%</td>
</tr>
<tr>
<td>D</td>
<td>62.5%</td>
</tr>
<tr>
<td>D-</td>
<td>59.5%</td>
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<tr>
<td>F</td>
<td>59.4% or below</td>
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**Effort, Conduct, and Home Study for Grades 1 - 8**

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<tr>
<td>1</td>
<td>Excellent</td>
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<tr>
<td>2</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>3</td>
<td>Needs Improvement</td>
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<tr>
<td>4</td>
<td>Poor (Not Acceptable)</td>
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**Grade Point Average Scale (Grades 6 - 8)**

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<tr>
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<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
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<tr>
<td>C</td>
<td>2.0</td>
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<tr>
<td>C-</td>
<td>1.7</td>
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<tr>
<td>D+</td>
<td>1.3</td>
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<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
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<tr>
<td>F</td>
<td>0</td>
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**Honor Roll**

Honors are presented at the end of each trimester to students in grades 6-8 who exemplify high scholastic achievement, good conduct, and consistent effort. Honor points are given in these subjects: Religion, Math, Literature, Language Arts, Social Studies, and Science. For a student to qualify for the honor roll (or CJSF in grade 7 and 8), conduct, and effort, grades MUST be good or excellent (1 or 2) in the core subjects as well as in the enrichment classes. Honor Roll will be given for grades 6, 7, & 8 on the first Monday of the month following end of Trimester at Monday Morning Prayer.

1st Honors 3.5 - 4.0
2nd Honors 3.0 - 3.4

(rounded to the nearest tenth)

**SLE Awards (Student Learning Expectations)**

These awards are awarded to students who are striving to achieve the St. Anthony of Padua Parish School goals. They are awarded for: Religion/Service, Organization,
Communication and Knowledge. SLE Awards will be presented on the first Monday of specified months following Morning School Prayer in the gym.

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

**Requirements for Trimester Membership (CJSF)**
Membership is granted for the trimester following the one in which the qualifying grades were earned, and is for that trimester only. In order to become a member, the student must submit an application each trimester the student is eligible.

**Requirements for Honor Membership (CJSF)**
Students in schools without the ninth grade must earn membership for TWO trimesters in the seventh grade and TWO trimesters in the 8th grade.

**Report Cards**
Report cards are posted on RenWeb approximately one week following the end of a trimester. In addition, parents will have access at anytime to student grades within the RenWeb portal.

Kindergarten will receive an assessment and conference at the end of the first trimester and report cards at the end of the second and third trimesters. Grades 1-8, report cards are issued at the end of each trimester. These reports are indications of your child's progress in school. Mandatory parent/legal guardian-teacher conferences are scheduled during the year. Student progress is accessible through the RenWeb account.

**Graduation**
Graduation from elementary school is marked by a simple and dignified celebration that gives recognition to the unique value of the Christian education just completed. While these exercises should be scheduled so as not to conflict with high school graduation dates, they cannot take place earlier than five (5) school days before the completion of the school year.

Appropriate attire should be worn for the occasion: Dress shirts and dress pants for boys; dress attire for girls is to be modest and follow free dress guidelines. No tennis shoes.

**Homework**
Homework is given to reinforce class work and to encourage the habit of responsibility and self-study. Parents are encouraged to provide an appropriate environment for study. The Diocese of Stockton suggests the following daily homework schedule. These times are only an average and may vary depending on
student abilities and work habits. Homework is expected to be done on the evening that it is given unless otherwise stipulated by the teacher.

Grade K 10-15 minutes  
Grade 1-4 30-60 minutes  
Grade 5-8 60-120 minutes

Weeknight activities which interfere with schoolwork are discouraged. Homework assignments or advanced projects may be given on weekends as well. This is, however, at the discretion of each individual teacher. The maximum time allowed for completion of missed assignments due to absence equals the number of school days the student was absent.

- Long-term assignments are due on the assigned date, no matter what the circumstances.
- Students are allowed one day for every day they are absent to turn in assigned work, at the discretion of the teacher.
- Requests for homework and classwork for students absent from school must be made by 9:00 a.m. Indicate at the time of the request if the assignments are to be delivered to another student or picked up.
- **ASSIGNMENTS WILL BE AVAILABLE FOR PICKUP ON THE OFFICE COUNTER BY 3:15 P.M.**

_Promotion_

A student satisfactorily completing each grade’s work will be promoted to the next grade. Students shall be advanced to the next grade upon completion of academic standards established for the grade and if they demonstrate the maturity to advance to the next grade, in the professional judgment of the teacher in consultation with the principal.

Advancement of special needs students will occur upon completion of standards developed, along with a Student Success Team (SST) meeting with all shareholders.

_Replacement_

Retention is only appropriate, for developmental readiness reasons, in grades K, 1, and 2. Beyond those grades, it should not be considered without an extraordinary reason and then only after consultation with the superintendent by the principal. Both parent/legal guardian and teachers must consider the necessity of providing special assistance (e.g., tutoring, summer school, etc.) to the student in question or of directing the student toward some alternative program which is more realistically suited to his/her needs.

_Standardized Testing_

Schools participate in the Diocesan Standardized Testing Program in the spring. Each student’s scores will be sent home. The scores are used by the teacher as a diagnostic tool to most effectively adapt the academic program to the strength and needs of the students.
Written Work Standards

The following applies to all written work, including tests, for grades 3-8:

- Use a complete heading on all written work as shown in the sample below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td>Grade</td>
</tr>
<tr>
<td>SLE</td>
<td>STA</td>
</tr>
</tbody>
</table>

  **Assignment**

- Grades K-3 (no pens). Grade 4 use pens according to teacher directions. Grades 5-8 use blue or black pens for all assignments, except science and math.
- No liquid white-out for any grade, although tape white-out is allowed.
- Arrange margins (one inch on left and right sides of paper).
- Grade 3 use manuscript until teacher directs otherwise. Grades 4-8 use cursive handwriting.
- Corrections must be done neatly according to teacher's directions.

Proofread for:

- Capitals
- Spelling
- Grammar usage
- Punctuation
- Complete sentences
- Work must have a neat appearance.
- Work must be easily readable.
- Multiple page assignments must be numbered and stapled together.
- Both sides of the paper must be used unless otherwise specified by the teacher.

ADMISSIONS AND WITHDRAWALS

Catholic schools are a primary means of Catholic education. The Catholic school is to assist Catholic families in the formation and education of their children in the Catholic faith, Gospel values, and traditions.

Application Process

Schools in the Diocese of Stockton, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color and national, and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. The Catholic Schools in the Diocese of Stockton do not discriminate on the basis of race, color, national, and/or ethnic origin, age, sex, or disability in the administration of educational policies, scholarships, loan programs, athletic, and other school administered programs. Likewise, the Catholic Schools in the Diocese of Stockton do not discriminate against an applicant for employment on the basis of sex, age, disability, race, color, and national and/or ethnic origin. (Administration Handbook).

The following is the order of priority for all new admissions to St. Anthony of Padua Parish School:

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1. The children of parents from St. Anthony of Padua Parish who are noteworthy because of their attendance at Mass, the Sacraments, Christian leadership, parish participation, and support. The principal, in consultation with the pastor determines who is noteworthy.

2. Children who have been in attendance at another Catholic school, the family having recently moved into the parish and who have been noteworthy in those matters mentioned above: this being ascertained by contact on the part of the principal with the pastor/principal of the parish/school from which they came.

3. The children of parents who live in another parish and in which they are noteworthy in those matters mentioned above. This having been ascertained by contact on the part of the principal with their pastor.

4. The children of non-Catholic parents who attend their own church and who exercise Christian leadership, to be ascertained by the pastor.

5. All others.

Applications for prospective students will be available the last week of January.

**Enrollment**

Once a student's application has been accepted, the student will be enrolled as a student of St. Anthony of Padua Parish School. By attending one day at St. Anthony of Padua Parish School during the current school year, the family is agreeing that it is willing to comply with the programs and policies of the school and actively participate in the activities that support the school in its programs and philosophy. In addition, the family is agreeing to abide by the rules and policies set forth in this Parent Student Handbook.

**Entrance Requirements:**

**Minimum Age**
To be admitted into Kindergarten, a child must be five (5) years of age on or before September 1st of the current school year. To be admitted into the first grade, a child must be six (6) years of age on or before September 1st of the current school year. Where a child has been legally enrolled in another school he/she may be admitted to the school and placed in a lower grade as age appropriate at the discretion of the admitting school.

**Records at Entrance**
Students entering school for the first time are required to bring a birth record, a baptismal record (if applicable) and a record of state required immunizations.

**Nondiscrimination Policy**
“The Church shares in the mission of Jesus Christ who called all followers to lead a just life. In fidelity to that mission, the Diocese strives for justice in employment practices. To this end, the Diocese promotes equal opportunity for all persons with regard to recruitment, hiring, training, transfer, promotion and separation from employment. Employment decisions are made on the basis of qualifications that
meet the needs of the Diocese, and not on the basis of race, color, national origin, ancestry, sex, age, religion (except where ordination or religious belief or practice is determined by the Diocese, in its sole discretion, to be a qualification for a position), marital status or veteran status, sexual orientation, physical or mental disability or medical condition, or any other characteristic protected by law.”

**Special Needs**
Admission of transfer students with special needs will be dependent upon the school program’s ability to meet these needs. It is the parents’ responsibility to inform the school of a child’s special needs prior to acceptance.

**Transfer Student Process and Requirements**
All financial obligations to previous school must be current.

**New Student Probation Status**
Students new to St. Anthony of Padua Parish School are accepted on a probationary condition during the 6 weeks following admission, with evaluations made on a regular basis. The following points will be evaluated during the probationary periods:

- Student achievement, attitude, and behavior.
- Parental support and cooperation as expressed by telephone, in letters, in conferences and in compliance with the Family Admissions Policy. If the results of the probationary evaluation are unsatisfactory, the probationary period will be extended or the student will be transferred out of the school (usually at the end of a trimester).

**Nonrenewal of Student Enrollment**
If the school determines that the school cannot serve the child, the child cannot benefit from its program, or due to the repeated uncooperative or destructive attitude of the student or parent/legal guardian, the school maintains the right not to accept the child for continued enrollment.

**Procedures for Recommended Transfer**
Students clearly unable to profit from the school by reason of ability, serious emotional instability, repeated uncooperative or destructive behavior, or the repeated uncooperative or destructive attitude of parent/legal guardian will be asked to transfer when:

- The school has explored means to meet the needs of the child.
- There has been sufficient discussion with the parent/legal guardian concerning the child’s condition or the parent/legal guardian’s attitude.

The final decision for transfers is made by the principal, in consultation with the pastor and/or superintendent. Transfers may occur at any time during the school year.
ATTENDANCE

Regular attendance is required of all students in order to ensure student success. Experience has proven that no amount of study can adequately replace the teacher’s explanations, class discussions, drills, visual presentations and board work. Students may be absent for valid reasons. The following reasons constitute a valid excuse:

- Medical appointments (which cannot be scheduled outside the school day). The student must return with a note from the parent or doctor’s office explaining the reason and verifying the appointment.
- Illness (student is physically unable to meet the demands of the academic day). Student must return with a signed note from his/her parent stating the nature of the illness and its duration.
- Funerals (family, relatives).

Any absence other than for the above reasons, including family vacations scheduled during the regular school calendar, will be considered an unexcused absence and the following conditions apply:

- Teachers are not expected to supply teaching lessons in advance for individual students on family trips. Work able to be made up, will be assigned when the student returns.
- Class participation, class work, and instruction cannot be made up.
- Tests taken while the student is absent will be made-up at the teacher’s discretion.
- Textbooks will not be taken on trips. Therefore, parents must weigh the educational value of trips against the work and instruction taking place at school during child’s absence.

Unexcused Absences

- All absences are unexcused until the parent/legal guardian provides a written note, phone call and/or a doctor’s note.
- Five or more unexcused absences within one trimester are deemed excessive.

A conference will be scheduled with parents, teachers, and principal to discuss the student’s attendance record. If absences continue, parents will be considered to have an uncooperative attitude by allowing excessive absences to jeopardize their child/children’s education.

Reporting Process

Parents must notify the school by 9:00 a.m. if their child will be tardy or absent from school that day. A student who has been absent is required to present a written excuse stating the date of the absence and the reason for his/her absence signed by the parent/legal guardian. These excuses shall be kept on file until the end of the school year.
**Tardiness**
The school day starts at 8:00 a.m. Children arriving after 8:00 a.m. are considered tardy, and need to obtain a pass from the school office.

Tardiness as a result of an emergency is always an excused tardy. Chronic tardiness whether on the part of the child, or through the parent’s negligence, is not excused. FIVE (5) or more tardies in a trimester is considered excessive and will result in an "after school detention".

**Homework During Absence**
Homework will be placed on the office counter or given to a sibling only when requested by 9:00 a.m. If a student will be out of school due to vacation, the parents are to notify, in writing, the principal and the teacher about the time and duration of the absence. **Assignments will not be compiled and given to the student until his/her return.** It is the student’s responsibility to complete missed work (Please see Homework Policy – grades 4-8).

**Credit for Missed Work**
Absence or early dismissals for personal/pleasure reasons are discouraged. Excessive absence or tardiness, even if necessary and excused, may be grounds for decreased credit or disciplinary action.

**Medical/Dental Appointments and Early Dismissal**
Parents should avoid making appointments for a child during the school day. If a child must be excused early, a written excuse must be sent to the child’s teacher the morning of the appointment stating the reason for the early dismissal.

**Medical Absences**
A medically excused absence is given for time spent in medical and dental treatment. **TO EXCUSE AN ABSENCE, A NOTE MUST BE PRESENTED FROM THE DOCTOR’S OFFICE.**
COMMUNICATIONS

Ongoing communication and cooperation between school and home is essential. We must work together and follow the rules of the school to help the children succeed. Every attempt is made to keep the lines of communication open on all levels. Individuals and group concerns are heard and addressed. However, anonymous communications cannot and will not be considered for action.

There is an appropriate chain of command for parent/legal guardian concerns:
- Appropriate teacher/staff member
- Principal and teacher/staff member
- Principal
- Pastor
- Superintendent

Address, Phone and Website
The school address is 323 North Fremont Avenue, Manteca, California 95336. The school telephone number is (209) 823-4513. The school website is www.sasmanteca.org. No student will be called to the telephone to take a call. Important messages will be delivered. Students must have permission from the principal or teacher to place a call. **NO AUTHORIZATION WILL BE GIVEN TO STUDENTS TO CALL FOR FORGOTTEN LUNCHES, ASSIGNMENTS OR TO SCHEDULE AFTER SCHOOL ACTIVITIES.**

Weekly Newsletter and Information Distribution
The weekly newsletter is available on our website every Wednesday. When there is a Monday holiday, the newsletter will be available on Thursday. Any items (flyers, letters, etc.) to be included in the newsletter must be turned in and approved by the principal no later than 12:00 p.m. on the Monday before the newsletter is to be done. All information to be distributed to school families must be approved by and have the principal's initials in the lower right-hand corner of the page. This is to ensure that the principal has approved all information distributed to school families.

School Directory
School Directory may be found within RenWeb’s ParentsWeb access. Parents have the ability to set the contact information that they would like to share with other families within ParentsWeb. All contact information will still be able to be viewed by the administration, faculty and staff of St. Anthony of Padua Parish School and is the responsibility of the parents to keep their contact information up to date in the event of an emergency with their child(ren).

Permission to use any part of the directory for mailing list purposes (i.e., homeroom list) must be granted by the principal or pastor. Directory information must not be released to anyone without permission from the principal or pastor. Parents may **NOT** use the directory information for personal or business solicitation.

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Electronic Information/Communications
The mission of St. Anthony of Padua Parish School is to educate students to become self-directed, continuous learners and ethical, responsible citizens prepared to meet the increasing challenges of a global, technological society. In addition, the school believes that technology should be used as a vehicle of communication, analysis, and research in light of Catholic values and moral decision-making.

Therefore, the school is committed to the integration and effective use of current and future technology to further the educational mission of the school and the Church’s mission of spreading the Gospel to all people. The Bishops of the United States have supported the use of technology as a means of evangelization.

Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. Electronic information research skills are now fundamental to preparation of citizens and future employees.

Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The school believes that the benefits to students from access in the form of information resources and opportunities for collaboration is critically important for learning.

Photographs of students may appear on the school website or in other publications. Parents who do not wish their children’s photographs to be placed in public media must notify the principal in writing at the beginning of the school year.

Each year parents and students must sign an acceptable use policy for use of the Internet. See "Forms" section at the back of the handbook.

DISCIPLINE

Discipline Policies
Student’s actions and attitudes should reflect a Christian ethic and their behavior should be in accordance with the moral and religious expectations as outlined by St. Anthony of Padua Parish School in its philosophy and goals. Students are expected to respect and obey all forms of authority. (i.e., the faculty, staff, substitutes, yard duty personnel, parents, volunteers, chaperones, etc.)

Discipline in the Catholic school is to be considered an aspect of moral guidance and not a form of punishment. The purpose of discipline is:
- To build a sense of Christian community, values, responsibility, and respect.
- To provide a classroom situation conducive to learning.
- To teach students the importance of responsibility, self-control, and respect toward others.
Discipline is attained in a classroom or school when parents/guardians and students work cooperatively with the administration, teachers, and support staff toward the attainment of class and school objectives. We ask for parent support with this. Our common goal is to provide a safe, comfortable, and respectful place for the children to learn and grow. This discipline plan is another step toward that goal.

Effective discipline is an extremely important element in the success of any school. For discipline to be effective there must be consequences for those behaviors that disrupt the mission of our school. The following information is intended to clarify the rules of St. Anthony of Padua Parish School and the consequences of unacceptable behavior. Implementation of these consequences as outlined will be at teacher/principal discretion.

**Disciplinary Procedures/Guidelines for Detention**
- Detention will be on Monday - Thursday.
- Detention will be served the next day. Parents must arrange for carpool, daycare, etc.
- Detention earned on Thursday will be served on the following Monday.
- Detentions will be for 30 minutes after school. (3:15-3:45).
- Parents must pick their children up in the detention classroom.
- Students not picked up within 5 minutes after detention is served, will report to daycare.
- If a child does not show, then 2 detentions will be served.
- Students will NOT use detention time to complete homework. During detention, student will complete a reflection form and turn in. A copy of the reflection form will be sent home to parents and a copy will be kept in student’s file.

**Major School Violations:**
- Actions deemed by the principal as gravely detrimental to the moral and spiritual welfare of other students which include any form of harassment.
- Conduct at school, school functions, or in the community which would reflect adversely on the Catholic school and church.
- Language or behavior which is immoral, profane, vulgar, or obscene.
- Use, sale, distribution, or possession of any alcohol/drugs or any other legally controlled substance on or near school grounds.
- Assault or battery or any threat of force or violence directed toward any school personnel, student, or volunteer.
- Possession of or assault with a deadly weapon and/or any object which can be used to cause harm to another.
- Theft.
- Vandalism.
- Smoking or having matches or cigarette lighters.
- Fighting, pushing, shoving, hitting, and other actions deemed inappropriate.
- Cheating or the intention to cheat.
- Outrageous, scandalous, defiant, or serious disruptive behavior; including social networking sites.

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• Excessive tardiness.
• Continued willful disobedience/consistent violation of school rules.
• Persistent defiance of school authority by a student or his/her parents.
• Forgery.

**Minor School Violations:**
• Uniform violations.
• Running in halls.
• Not observing the quiet zone around the school.
• Recreational equipment from home.
• Not freezing, walking, and lining up when the bell rings.
• Not following classroom rules.
• Gum chewing.

**Behavior Referrals:**
Any minor or major violations may result in detention, suspension, or expulsion.

**Academic Referrals:**
• 6-8: Not prepared for class will result in a detention (3:15-3:45).
• K-5 see individual teacher. They will establish their own academic policy.

**Uniform Citations:**
Loss of recess will result. Excessive uniform violations will result in detention (3:15-3:45).

**Tardiness:**
Tardiness is extremely disruptive to the class, the teacher, and your child. Five (5) unexcused incidents of tardiness will result in a detention (3:15-3:45).

**Citation Notice:**
Failure to return citations or referrals the next day, with parent’s signature, will result in a detention. Failure to attend detention will be a behavioral detention. The student will be required to serve both of the detentions.

**Abuse of School Personnel**
“Any parent/legal guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts classwork or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable by a fine not exceeding one hundred dollars ($100), and/or imprisonment in the county jail for a period of not more than ten (10) days, or both.”

Every person who, with intent to cause, attempts to cause, or causes, any officer or employee on any public or private educational institution or any public officer or employee to do, or refrain from doing, any act in the performance of his/her duties, by means of a threat, directly communicated to such person, to inflict an unlawful injury upon any person or property, and it reasonably appears to the recipient of
the threat that such threat could be carried out, is guilty of a public offense punishable as follows:

- Upon a first conviction, such person is punishable by a fine not exceeding ten thousand dollars ($10,000), or by imprisonment in the state prison, or in a county jail not exceeding one year, or by both such fine and imprisonment.
- If such person has been previously convicted of a violation of this section, such previous conviction shall be charged in the accusatory pleading, and such previous conviction is found to be true by jury, upon a jury trial, or by the court, upon a court trial, or is admitted by the defendant, he/she is punishable by imprisonment in the state prison.

“As used in this section, 'directly communicated' includes, but is not limited to communication to the recipient of the threat by telephone, telegraph, or letter.”

Penal Code Section 71

Harassment Policies and Procedures
It is a violation of this policy for any employee, agent, student, volunteer, or third party at a school site to harass a student or employee.

Complaints may be reported to the principal. Formal written complaints may also be filed at the office of the principal.

A complaint does not have to be written in order to be investigated.

Catholic Schools Diocese of Stockton Student Sexual Harassment Policy
The schools of the Diocese of Stockton prohibit any form of unlawful harassment of students or employees; whether verbal, physical or environmental, or through technology. In August 2008, the California State Legislature passed one of the first laws in the country to deal directly with cyber-bullying. The legislation, Assembly bill 86 2008, gives the school administrator the authority to discipline students for bullying others offline or online.

Students sending text messages or emails or disparaging remarks on social media that are inappropriate to others harassing them or making rude remarks will be disciplined and/or suspended. This behavior is not appropriate in any school, but especially in a Catholic school. Cyber-bullying will not be tolerated.

Definition of Sexual Harassment
For purposes of this policy, sexual harassment is defined as including, but not limited to, unwelcome sexual advances, requests for sexual conduct or physical conduct of a sexual nature directed toward a student under any of the following conditions:

- Submission to, or toleration of, sexual harassment is an explicit or implicit term or condition of any services, benefits, or programs sponsored by the Diocese.
- Submission to, or rejection of, such conduct is used as a basis for academic evaluation affecting a student.
• The conduct has the purpose or effect of unreasonably interfering with a student’s academic performance, or of creating an intimidating, hostile, or offensive environment.
• Submission to, or rejection of, the conduct is used as the basis for any decision affecting the individual regarding benefits and services, sponsored by the Diocese.

**Employee to Student Sexual Harassment**
Employee to student harassment is prohibited at all times whether or not the conduct occurs on school property or at school sponsored events. To prevent sexual harassment, amorous relationships between a student and an agent or employee of the Diocese are strictly prohibited. Any employee or agent of the Diocese who participates in the sexual harassment of a student is subject to disciplinary action including termination of employment.

**Student to Student Sexual Harassment**
This policy prohibits student to student sexual harassment in connection with any school activity at any time including, but not limited to, any of the following:

• While on school grounds.
• While going to or coming from school.
• During the lunch period whether on or off campus.
• During, or while going to or coming from, a school sponsored activity.

Any student who engages in the sexual harassment of another student is subject to disciplinary action including verbal warnings and reprimands, counseling, suspension, and expulsion.

**Retaliation**
The Diocese forbids retaliation against anyone who reports sexual harassment or who participates in the investigation of such a report. NO FORM OF RETALIATION IS PERMITTED AT ANY TIME FOR ANY REASON.

**Sexual Harassment Complaint Procedure**
The Diocese has adopted administrative procedures for filing sexual harassment complaints. A copy of the complaint procedure is contained in the administrative Handbook for Catholic Schools, Diocese of Stockton and listed below. Complaints may be reported to the principal. Written complaints may also be filed at the office of the principal. Complaints should be presented in written form to the principal.

**School Property Damage/Vandalism**
Students and their parents/legal guardians will be liable for all damage to equipment or school property caused by the student. It is the responsibility of the parent/legal guardian to pay for property damages not to exceed ten thousand dollars ($10,000) due to willful conduct by the child. Grades, transcripts or diploma will be withheld until the damages are paid.
**Academic Probation**

A student is placed on academic probation if he/she receives two or more academic referrals. The notices are given for the following reasons:

- Low test scores.
- Missing/incomplete assignments.
- Poor or non-participation in class.

A conference will be required for the student, parent/legal guardian with the recommending teacher and principal. The student's presence is required at such conferences. At this conference, the specific problems will be discussed and an agreement will be drawn up that clearly states:

- How the student is expected to improve.
- How and when the improvement will be evaluated.

If the requirements of the agreement are not met, the student may be asked to transfer.

**Disciplinary Probation Process**

Disciplinary probation is a serious step taken with a student who, after normal parent/legal guardian contact, teacher conferencing and disciplinary measures, continues to exhibit behavior unacceptable at St. Anthony of Padua Parish School. The principal determines what is unacceptable behavior.

- Recommendations for disciplinary probation come from teachers and/or the principal.
- A conference is called with parents/legal guardians, child, recommending teacher, and principal to discuss the areas of behavioral change necessary for the child to remain at St. Anthony of Padua Parish School.
- A time allotment for compliance is set.
- Evaluation of the student's progress is made during that time and parents/legal guardians are notified of his/her progress.
- If, by the end of the time period stated, the student has not met the conditions necessary to remain, he/she will be asked to transfer.

**Activity During Probation**

When placed on Disciplinary or Academic Probation, the student is restricted from all extracurricular activities. Restrictions will be determined by the teacher and/or principal. Students have three weeks to improve grades, behavior, effort, and homework. If an extension of probation is required, that extension will be determined at the end of the three weeks.

**Suspension Policies**

Suspensions are used when other means of correction fail to bring about proper conduct, or for serious misconduct or for investigations of serious misconduct. Out-of-school suspension is an acceptable disciplinary measure but, when possible, in-school suspension is preferred.

No student shall be suspended from school for more than five (5) school days at a time unless exceptional circumstances exist, such as to complete an investigation.
when the student’s return poses a threat to the safety of others. A student will make up work that was given during the time of the suspension when he/she returns.

**Suspension Procedures**

In cases where the absence of immediate disciplinary action (suspension) would pose a real threat to the health and welfare of another student, the students in general or school staff, the principal may remove the student from class, or the yard, etc. and contact the parent/legal guardian as soon as possible. In cases such as this, where the suspension has occurred, requirements as to due process as stated in #2 below may be adhered to after the fact.

In all other cases where suspension is necessary, but no real threat of immediate danger to the health and welfare of another student, students in general or school staff exists, the following procedures should occur:

1. **Notice**: This is satisfied by telling the student that he/she is going to be suspended, informing him/her of what school rule or regulation has been broken; and indicating to the student, by way of reference to the rule, that such violation may result in suspension.
2. **Evidence**: This is satisfied by making the student aware of what information the principal has which would lead the principal to reasonably believe that a rule has been broken and that this student is the one who is responsible.
3. **Opportunity to Respond**: This means an informal give and take between student and principal. In other words, “Do you have anything to say?” etc., and listening to his/her side. Then, the principal may make a decision to suspend based on the evidence and student’s responses to the presentation of such evidence.
4. **Parent/Legal Guardian Contact**: It is always necessary to inform the parent/legal guardian of the procedures that have been followed, including a review of the steps listed above. Where possible, a parent/legal guardian might be included in these steps so that the parent/legal guardian is aware of the total situation prior to the decision to suspend. When this is not possible, a parent/legal guardian has an absolute right to be informed of the specifics of the procedure within a reasonable time thereafter.
5. **Right to Appeal**: The parent/legal guardian may appeal the decision, first to the principal and pastor, and later to the superintendent. However, it is presumed that neither will overturn the decision if the established procedures have been followed and sufficient reason for suspension exists.
6. **Written Record**: A written record of the procedures followed in the case of the suspension (including the procedures followed after the fact in cases where immediate suspension is necessary) shall be kept by the principal in a file separate from the cum folder.

**Expulsion Policies**

Expulsion is an extreme but sometimes necessary disciplinary measure for the common good. Prior approval of the superintendent and pastor is required before
expulsion can take place. Violations of any of the Major School Violations may be a reason for expulsion.

**Expulsion Procedures (Cases of Cumulative Disciplinary Difficulties)**
The principal shall arrange a conference with the student and the parent/legal guardian who shall be informed of:

1. The pattern of conduct which at this time would lead the school to contemplate expulsion.
2. The evidence upon which this assessment is based.
3. The right of the student at this time to present a statement of information in support of being retained.
4. What specific courses of action or improvement in attitude will be sufficient in the school’s view so that expulsion will not be necessary.

If adequate improvement is not forthcoming within a reasonable time a second conference with the student and parent/legal guardian shall be arranged by the principal. At this time the procedures outlined above shall again be followed (1-4). After this conference a final decision will be made by the principal in consultation with the pastor and superintendent.

Written records of the various proceedings leading to expulsion must be on file.

**Cases Involving Serious Offenses or Threats to Safety**
There is no requirement that the school follow progressive discipline. In cases involving serious offenses or threats to safety which may include a possible criminal conduct or outrageous actions, the student is immediately suspended, the initial parent/legal guardian and principal conference is dispensed with, and the process begins with the procedures outlined above (in this case it would be a first conference with the parent/legal guardian). This procedure should be followed where the continued presence of the student will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or school personnel.

**Right to Appeal**
The parent/legal guardian may appeal the decision, first to the principal, then to the pastor, and later to the superintendent. However, it is presumed that neither will overturn the decision if the established procedure has been followed and sufficient reason for expulsion exists.

**Recommended Transfer**
Students clearly unable to profit from the school by reason of ability, serious emotional instability, repeated uncooperative or destructive behavior, or the repeated uncooperative or destructive attitude of parent/legal guardian will be asked to transfer when:

- The school has explored means to meet the needs of the child.
There has been sufficient discussion with the parent/legal guardian concerning the child's condition or the parent/legal guardian's attitude.

The transfer is to take place preferably at the end of a grading period.

The final decision is made by the principal, in consultation with the pastor and superintendent.

**Recommended Transfer on Grounds of Parental Behavior**

Normally a child is not to be deprived of a Catholic education or otherwise penalized for the action of the parent/guardian. However, the principal may recommend a transfer when the parents/guardians have failed to meet the obligations agreed upon during the enrollment process; have been uncooperative with the school, staff, policies, regulations, or programs; or have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their own or other children. The procedure for a recommended transfer will be followed and documented and the documentation must be retained on school files.

Actions of parents should at all times reflect a Christian attitude. Any actions of parents/legal guardians or other persons that are abusive toward school personnel could initiate the school's request for transfer of related pupil.

Education Code 44812 states that it is a misdemeanor to insult or abuse school personnel.

**EMERGENCIES**

**Release of Information**

In emergencies, information such as found on the emergency information card, may be released to appropriate persons if it is necessary in the judgment of the principal to protect the health or safety of the student or other persons.

**Emergency Information**

The RenWeb portal will be the primary means of communication during the year. As such parents are responsible for keeping RenWeb current with the following information through their ParentsWeb access:

- The name of the student, his/her home address, telephone and birth date.
- The business addresses and telephone/cell phone numbers of the parents/guardian.
- Primary email addresses.
- The name of the family physician and phone number.
- Permission to treat student in the event of an emergency
- Special health conditions or allergies to which the student is susceptible, the emergency measures to be applied and any current medication.
- The signature of responsible parents/legal guardians.
If an address or phone number changes for parents/guardians, RenWeb should be updated immediately to allow the school to be in constant communication with your family.

**School Lockdown**

In some situations it may be necessary to have a school lockdown. As per police recommendations, the following procedures will be implemented for a school lockdown:

- Doors will be locked.
- Drapes and/or blinds will be closed.
- No one will be permitted to enter or leave the building.
- Lockdown will continue until the school receives an “all clear” signal from emergency personnel.

Parents should not call the school so the phone will be available to emergency personnel.

**Fire/Earthquake Drill**

Parents are asked to complete the RenWeb application process annually specifying those persons to whom they wish their child released in the case of an emergency. Our policy is that the students will remain under the care and supervision of the staff on school grounds until the parent/guardian or a pre-arranged designee comes for them.

In case of an actual (serious) earthquake, students who have not been released into the custody of their parents or parents' designee according to the emergency information may be walked or transported to a location which is St. Anthony of Padua Parish School's designated approved shelter.

**Evacuation Policy**

In the event of evacuation, the principal will give the signal to evacuate the building. The fire alarm will be sounded. In the event that there is no electricity, a hand bell will be rung. All students will assemble at the designated areas on the field or blacktop. After the exits have been checked and found clear of hazards, an all-clear signal will be sounded for students to return to class.

**Assembly Areas**

Teachers will take roll and report to the designated person. They will immediately notify the principal of any injuries or special problems.

Students and staff will remain outside until the designated person checks the gas lines, electricity and safety of the building. The signal to return to the classrooms will be made.

**Release Policy**

Students will be dismissed from school only to a parent/guardian or individual designated by them. Students will NOT be permitted to leave with anyone but the person/s designated. All parents/guardians or designated persons who come to pick up students must go to the school office and sign the student out. Signs will be
posted on all school gates if an alternate location for signing out children is necessary. There will be only one area for sign-out to insure the proper release of all students. We are prepared to care for children in times of critical situations. If you are not able to reach the school, we will care for children on site. Our staff is certified with first aid and CPR training and we will be in communication with various local emergency services. We do ask for your help in the following areas: Do not telephone the school. We must have the lines open for emergency calls.

EXTENDED CARE PROGRAM

Program Information, Rules and Policies
St. Anthony of Padua Parish School provides an extended care program for regularly enrolled students. NO PRE-SCHOOL AGE CHILDREN (enrolled or not) are allowed to attend.

St. Anthony of Padua Parish School Care is in the cafeteria unless otherwise noted. Parents or their designate/s must personally pick up their children in the Cafeteria (or the room provided) and sign their names on the provided Sign-Out sheet. Failure to do so may result in extra charges. When a non-designated person picks up a student/s, the parents or guardian must inform the Extended Care Director or the office of such a change in writing or over the phone. Please call the office before 3:00 pm. If you call the cafeteria phone, please refrain doing so between 3:05 pm and 3:25 pm as we are busy with the students and might not be able to answer the phone during this time.

The program consists of 30 minutes of mandatory quiet time in the afternoon (for reading and homework) followed by snack and supervised play. Any students who disregard this rule will be subjected to the same disciplinary actions as stated in the school handbook. The program is under the supervision of a program director and/or one or more staff/aides. Extended Care Program staff members are the direct responsibility of the Principal of St. Anthony of Padua Parish School.

BEFORE SCHOOL CARE IS FROM 7:00 AM TO 7:50 AM
AFTER SCHOOL CARE IS FROM THE TIME SCHOOL DISMISSES UNTIL 6:00 PM

Please make prior arrangements if you know you will not be able to pick up your student/s by 6:00 pm. Students who are not picked up by 6:00 pm will be assessed a $6.00 late charge fee per child every five (5) minutes.

Students who arrive on campus before 7:50am MUST check into Morning Extended Care in the Cafeteria. Students are not allowed to wait outside classroom doors without their parent present.

After School Extended Care begins at 3:15pm or on minimum days, 15 minutes following dismissal time. We will post time of dismissal on the "cyclone fence", the big-lighted school sign in the parking lot, and in the school’s e-newsletter. Please
make a note of it. There will be NO extended care available on National holidays or
during school or summer vacations (Easter, Thanksgiving, Christmas, etc.).
Extended care will not be provided on the last day of school before Christmas
vacation, Holy Thursday before Easter, as well as the last day of the school year
before summer break. We will pick up the students from K - 4th grade who will
attend Extended Care on a regular basis from their respective classrooms starting
at 3:00 pm. NO one is allowed to loiter around the school area at any time.

Extended Care Charges are as follows:
$3.50 /hour for the first child
$2.50 /hour for each additional child

There will be FREE Extended Care for 15 minutes after the 3:00 pm dismissal.
Charges will commence at 3:15 pm. Partial hour of care may be broken into ½ hour
increments and each child will be charged accordingly. A statement is sent out
electronically to the email on file each month on the Wednesday following the end
of each month unless other arrangements have been made. Payments are due upon
receipt of the bill. There will be a $5.00 late fee if payments are not received
within two (2) weeks from receipt of the bill.

FOR YOUR CHILD’S SAFETY, all students are required to check in at Extended
Care no later than 15 minutes after dismissal; NO EXCEPTION. If a student has a
regular school activities on the school premises (student council, sports, choir,
Legion of Mary, Girl’s Scout, etc.) and must be at Daycare after said activities, the
students must inform the Extended Care Director or staff prior to such activities.
Students who must wait for specific hours to report to such activities will not be
allowed to loiter on school grounds without adult supervision.

NON-PARTICIPATING SIBLINGS ARE NOT ALLOWED TO “SIT-IN” DURING
ANY ACTIVITIES unless their parent or guardian is present. Coaches are not
baby-sitters.

Children attending the SAS Extended Care program are expected to abide by the
guidelines set forth in the SAS Parent/Student Handbook and the SAS Extended
Care Contract. DISRUPTIVE BEHAVIOR WILL NOT BE TOLERATED. Parents of
students exhibiting an uncooperative attitude will be notified. If the behavior
continues, the student will be asked to leave the program. All incidents will be
recorded in the Extended Care Director’s logbook. NO GUM IS ALLOWED
ANYTIME ANYWHERE AT THE EXTENDED CARE PROGRAM.

Parents will grant permission for the Program Director and staff to take
appropriate steps to obtain emergency medical care for the student/s should the
need arise. Parents will agree that the child’s family will pay any medical expenses
incurred.

St. Anthony Parish School does not assume responsibility for any student who has
not signed in at the Extended Care program before or after school.
NO CELL PHONES ARE ALLOWED AT THE EXTENDED CARE. IPOD USE IS SUBJECT TO APPROVAL OF ITS CONTENTS AND REQUESTS MUST BE SUBMITTED IN WRITING.

CONTACT INFORMATION
209-823-4513   School office (until 3:20 pm)
209-823-1479   Cafeteria (after 3:25 pm)

**Please DO NOT CALL the Cafeteria from 3:00 pm to 3:25 pm. This is the busiest time and we are not able to answer the phone.**

FINANCIAL

Insurance
Student Accident Insurance coverage is optional, although encouraged. A form is available in the office throughout the school year.

Tuition Assistance
Fees and tuition payments are required of families of children attending St. Anthony of Padua Parish School. St. Anthony of Padua Parish School will make every effort to see that no one is denied access to a Catholic education based solely on lack of funds to pay tuition. Limited tuition assistance grants are available. To qualify for tuition assistance, the families must have a genuine financial need occasioned by medical expenses, special education situations, size of family or some other financial situation. Financial aid forms are available on line or from the school office. Decisions regarding tuition assistance will be assessed by family participation in TADS and are completely confidential. **IF A FAMILY RECEIVES TUITION ASSISTANCE/SCHOLARSHIPS, TUITION MUST BE PAID ON TIME OR THE ASSISTANCE WILL BE REVOKED. TUITION ASSISTANCE GIVEN IN ONE SCHOOL YEAR DOES NOT GUARANTEE TUITION ASSISTANCE WILL BE GRANTED ANNUALLY. TADS MUST BE FILLED OUT BY DEADLINE GIVEN IN ORDER FOR CONSIDERATION TO BE MADE.**

Tuition Policy
Tuition is due and payable in ten equal monthly installments beginning August 1st and continuing through May. Tuition payments are payable through FACTS, our online tuition management program. It is MANDATORY for all families to be enrolled in FACTS. Families failing to sign up for FACTS by September 1 will incur a penalty of $100 per month until sign up in FACTS has been completed. There is an annual fee of $50 that FACTS charges for their services which is paid directly to them. This fee is waived if payment is paid in full prior to August 25th. If tuition payments are delinquent as of June 15th and no other arrangements have been made with the principal, the non-paying family’s children will not be allowed to attend St. Anthony of Padua Parish School during the next school year. Checks returned due to insufficient funds will result in a $25.00 return check fee, until

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the delinquency is cleared, as explained in the Tuition Contract Agreement. After two returned checks, regardless of program (tuition, Scrip, PTG, Lunch Program), only cash, money order, or cashier's check will be accepted.

To qualify for the Catholic tuition rate, families must be registered for one year with a Catholic church and be active participants in the liturgical life of the Parish and contribute in the collections regularly, verifiable through the use of Sunday envelopes. It is recommended that a minimum of $500 be donated to home parish during the calendar year, January - December.

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

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

**A**  TUITION DELINQUENT ACCOUNTS FOR MORE THAN 30 DAYS
1. A late fee of $25 will be added to the tuition owed.
2. A letter will be sent by the 22nd of the month after the payment is delinquent, which will indicate amount past due and requesting payment of past due amount, including late fee.

**B**  TUITION DELINQUENT ACCOUNTS FOR 60 DAYS
1. A second $25 late fee will be applied to all subsequent delinquent payments.
2. A second reminder letter will be sent requesting tuition. The delinquent family must then make arrangements with the principal to pay the tuition balance.
3. Any scholarship/tuition assistance provided by St. Anthony of Padua Parish School will be revoked.

**C.**  TUITION DELINQUENT MORE THAN 60 DAYS
1. Families will unenrolled from St. Anthony of Padua Parish School.
2. St. Anthony of Padua Parish School will take all legal actions to collect the balance due on the account to include but not limited to: tuition, registration fees, SCRIP family profit requirement, cafeteria
charges, extended day care charges, or other charges incurred as a student at St. Anthony School.

**Registration Fees**
A $285.00 non-refundable fee for each new and returning student is charged at the time of re-registration at St. Anthony of Padua Parish School. All uncollected tuition and fees must be paid in full before a child is registered for the upcoming academic year. Parents will not receive a registration packet for the upcoming year unless all tuition and fees are paid in full.

**Scrip Program**
Families have an obligation to purchase SCRIP for a profit of $225. Families have the option of purchasing SCRIP during the year as part of the participation, choosing to pay a SCRIP buy-out at the end of the year, or a combination of the two; see the attached SCRIP form at the end of the handbook.

**Volunteer Hours/Fees**
Parents/guardians are expected to assist in activities, which help reduce the operating costs and/or provide enrichment opportunities for students. A minimum of twenty (20) hours of service is expected of two parent/guardian households, and ten (10) for single parent/guardian households during each school year. In lieu of completing all volunteer hours, parents/guardians must financially compensate $10 per hour (See Parent Participation Programs).

**MEDICAL**

**Child Abuse or Neglect**
Child abuse is any act of commission/omission that endangers or impairs a child's physical or emotional health and/or development. This includes:

- Physical abuse or corporal punishment
- Emotional abuse of deprivation
- Physical neglect and/or inadequate supervision
- Sexual abuse and/or exploitation

School personnel are required by law to report any reasonable suspicion of child abuse. A reasonable suspicion of child abuse means that “it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience to suspect child abuse.” (Penal Code Section 1166a)

Determining whether or not the suspected abuse actually occurred is not the responsibility of the educator, but that of the child protective agency.

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

Contagious diseases must be reported to the school office as soon as possible. Strep throat, lice, pink eye, chicken pox, poison oak or any disease which can be contracted by other students must be reported. Students MAY NOT attend school while any disease/infection/infestation is in the contagious stage. Students with fevers MAY NOT attend school; they can resume classes when their temperature has been normal for 24 hours.

**Parent-to-School Notification**
Parents must notify the school immediately if their child has come into contact with or has any contagious disease or condition, such as but not limited to: chicken pox, pink eye, and/or head lice.

**Illness**
If a child becomes ill at school, the office personnel will notify the parent/guardian. No child is permitted to leave the school grounds without the principal and/or teacher's knowledge. The parent/guardian, or person designated by the parent/guardian, must sign out their child in the sign-out log in the school office before leaving the school premises. No student will be permitted to leave the school by him/herself and must be picked up by the parent/guardian or person designated.

If your child is absent, they may not attend practices or evening functions. If they are home from school, they must not attend afternoon or evening activities.

**Immunizations**
No child may be admitted as a student of a school unless he/she has been immunized according to California Immunization requirements. State law requires that a parent must present to the school a certificate signed by a doctor showing that the child has received a health check-up as early as 6 months before Kindergarten and up to three months after starting 1st grade. Kindergartners must have the required 3 doses of polio immunizations, 4 doses of DPT, 2 doses of MMR, and 3 doses of Hepatitis B. All students must have completed three Hepatitis B and DTAP immunizations prior to admission into 7th grade. 7th grade students will not be allowed to attend class until current immunization records have been submitted to the school.

Visual and auditory screenings are done at the beginning of each school year. The Snellen Visual Test is administered to all students in grades K, 1, 2, 3, and referrals by teachers or parent/guardian. Audiometric testing is done for students in grades K, 1, 2, 5, and 8, new students and referrals. Referral letters which require follow-up examinations by a doctor and forms to be returned to the school will be sent to parent/guardian.

TB Screening should be done upon entrance to school. The Mantoux test is the only acceptable screening test.
Conditional Admission: A student who lacks the required immunizations has one (1) week to begin immunization. (This does not apply to 7th grade students.)

**Medication Policy - Prescriptions and Over the Counter Medications**

*CSO administrative handbook: If a student must have medication during the school day, the following procedure shall be followed:*

1. No student shall be given medication at school except upon the written request of a licensed physician who has the responsibility for the medical management of the child.

2. All such requests must be signed by the parent/legal guardian who assumes sole responsibility for supplying and delivering all medications to the school office. Parents, not students, must bring medications to the school office.

3. All medication must be brought to and administered through the school office.

4. Where reasonable and feasible, the student’s medication should be self-administered.

5. A request form for each prescribed medication must be completed by the student’s physician, signed by the parent/legal guardian, and filed with the school administrator or designated representative. Forms are available in the school office.

6. The medication must be in the original container with the original pharmaceutical label with student’s name, the name of the medication, dosage schedule and instructions, the date of expiration, and the physician’s name and phone number.

All medications including cough drops, aspirin, inhalers, etc., must be secured in the school office (Exception: backup of inhalers and Epi-pens may be secured in the classrooms as well as the office). Use of an Epi-pen necessitates a 911 call. No student may carry his/her own medications.

In the event that a student is seriously at risk without the Epi-pen or inhaler on his/her person, this will be granted. All medications will be noted in a medication administration log located in the school office. The student’s name, date, medication, time administered, and by whom will be kept in the log. Consideration will be given to a variance if the physician and parent document the following:

- Risk of not carrying medication.
- The student has been instructed in the indications, administration, side effects, responsibility not to share, and the responsibility to notify the teacher immediately after use.
- Glucose testing and insulin administration is to be coordinated by the parent/legal guardian in collaboration with the school personnel.

**Over-the-Counter Drugs**

The dispensing of over the counter drugs will be treated as a prescription drug. They will not be administered to students by any school personnel without written authorization from the student’s physician.
Students requiring over-the-counter drugs will be assisted by authorized school personnel. This shall be done in accordance with the parent/legal guardian's instructions provided that a signed medication form is on file for the specific medication and all items listed above have been complied with.

**Responsibility of Parents/Legal Guardians**

Parent/legal guardians will assume full responsibility for the supplying of all medications. No medications may be brought to school by students. Parents/legal guardians shall deliver or cause to be delivered by an adult or an authorized employee of a pharmaceutical supplier any medication to be administered. The medication must be delivered to the office in original containers and labeled with the name of the medication, dosage, name of child, and frequency of administration. Over the counter medications should be in original sealed packages with directions for administration. Medication must be accompanied by a medication release form available in the school office. This form must be signed by the child's parent/guardian and the child's physician. All medication will be returned to the family at the end of the school year. All medication forms must be updated annually.

**Tuberculosis Testing for Volunteers**

An intradermal skin test (Mantoux PPD) or chest x-ray is recommended by State Law for all adults who work with children at school or who chaperone on class field trips. Parent/guardian volunteers are **recommended** to have proof of freedom from tuberculosis on file in the school office. The test must be administered within 60 days of contact with students and renewed every 4 years. The County Health Department offers “drop-in” clinics for TB tests.

**PARENTS/GUARDIAN INFORMATION**

**Classroom Interruptions**

All visitors, including parents volunteering to work in a classroom, must report to the office, sign in, and wear a visitor badge. Classroom disruptions are to be kept to a minimum and learning time to a maximum. Parents/legal guardians and visitors are expected to confer with teachers after school or at other scheduled times. Appointments are recommended. Classroom instruction should not be interrupted nor delayed.

**Complaint/Issue Resolution**

The Ministry Building does not handle school business. Concerns regarding individual school staff members or other school issues should first be directed to that staff member. If the issue is not resolved, the parent should then address it with the principal. Finally, if the concern is still unresolved, the pastor may be contacted. **PLEASE, DO NOT PARK IN PARISH PARKING LOT.**

**Custody and Release of Minors**

The school requires that the custodial parent file a court-certified copy of the custody section of the divorce decree or court-certified copy of the custody
decree with the school. In the absence of that order, equal rights will be afforded to both parents.

**RenWeb, Weekly Newsletters and Website**
RenWeb is an Internet communication tool for the school and parents. Every Wednesday, the newsletter will be emailed and posted on the school website (when Monday is a holiday, the newsletter will be emailed and posted on Thursday). RenWeb contains student assignments and grades, tuition, lunch and daycare balances, calendars, schedules, and other forms of communication from the school and other organizations.

**Single-Parent Families**
Both parents receive a RenWeb account. The weekly newsletter and general information are posted on the school website.

**Family Illness/Death**
Students should be encouraged to notify homeroom teachers and the school office whenever there is illness or a death in the family so that prayers can be offered and cards sent.

**Forgotten Items**
All forgotten lunches or other school items must be brought to the school office for delivery to students. Items must be clearly marked with student’s name and grade. Acceptance of late schoolwork items for credit is at each teacher’s discretion. Please, do not take items directly to a child’s classroom. School work will be left in the office and picked up by the student at recess.

**Messages to Students**
Students may not be called during school hours. All messages to students must be made by contacting the school office.

**Student Cell Phones**
In grades 6-8, cell phones are collected by teachers in the morning and returned at the end of the day. Cell phones may NOT be used during school hours (8:00-3:00) or at Extended Care. If students fail to turn in cell phones during school hours, or they are caught using their phone, the phone will be confiscated. Parents will be called to pick up any confiscated phones.

**Money Collection**
Money must always be sent in a sealed envelope, labeled with the child’s name and grade and the purpose of the money. The school is not responsible for non-designated money.

**PARENT PARTICIPATION PROGRAMS**

**Parent/Teacher Group (PTG)**
The Parent/Teacher Group is an organization of all parents/guardians of St. Anthony of Padua Parish School. The PTG sponsors a variety of social and fundraising activities for parents/guardians, teachers, staff and families. All are encouraged to participate in the organization and attend scheduled meetings and functions. An elected Board meets every month. A yearly membership fee of $150 (which includes two tickets to the Auction Dinner) is required of all parents. Payment is to be paid no later than October 30th and may be paid either in full or monthly installments through October 30th. A late fee will be imposed after said date.

Service Hours
Parents/guardians are expected to assist in activities which help reduce the operating costs and/or provide enrichment opportunities for students. A minimum of twenty (20) hours of service is expected of two (2) parent/guardian households, and ten (10) for single parent/guardian households during the school year. In lieu of completing volunteer hours, parents/guardians must financially compensate $10 per hour.

Listed below are a few of the categories that qualify toward work assessment hours. It is the parent/guardian’s responsibility to record all hours worked in the logbook on the front counter in the school office. If you have questions about what qualifies for work assessment hours, contact the principal or participation chair of PTG.

- CYO Coaches
- Library Aides
- Room Parents
- Scout Leaders
- SCRIP Volunteers
- Uniform Volunteers
- Volunteers
- Yearbook Volunteers
- Yard Duty

School Advisory Council
The School Advisory Council (SAC) is an advisory group to the pastor and principal and is composed of interested parents/guardians, parishioners, and alumni.

Out of School Party Invitations
Unless everyone in a class is invited to a party, invitations are not to be brought to and/or distributed at school.

Releasing Students During the School Day
Students will be released only to a parent/guardian or to an individual authorized by the parent/guardian. The parent/guardian’s authorization to release a student to a non-parent/guardian should be in writing.
An ill student will be released only to a parent or authorized person as listed on the Emergency Information Card. All students must be signed out at the main office.

**Verification of Compliance**
A written statement signed by the parent and student should be returned at the beginning of each school year. Such statement verifies that the parent is aware of and will comply with all regulations as written in the handbook (See Signature Page at the end of the handbook). A tuition contract will also be signed by each family.

**SAFETY**

**Alcohol/Smoking Policy**
Alcohol will not be served or consumed on school premises during the workday or while children are present. Alcohol will not be served by children. Alcohol will not be served or consumed during any school-sponsored field trip by anyone. The Roman Catholic Welfare Corporation is committed to a philosophy of good health, a safe working environment. In keeping with this policy, all school site buildings are 100% smoke-free at all times.

**Asbestos Notification**
Please see attached letter.

**Bicycles, Skateboards, Skates, and Scooters**
Students may not ride bicycles, skateboards, roller blades, or roller shoes on school premises. Bicycles must be locked on the racks provided. Bicycles must be walked onto the campus. Skateboards and roller blades are not to be brought to school.

**Emergency Information**
IT IS THE PARENT/GUARDIAN’S RESPONSIBILITY TO KEEP INFORMATION ON RENWEB ACCURATE AND UP-TO-DATE AT ALL TIMES. THIS IS EASILY DONE THROUGH THE RENWEB PROGRAM AT ANYTIME.

In case of illness or injury, a student will be sent home with a parent/guardian or designated person only. If a parent/guardian cannot be reached, the other person/s listed as emergency contact in RenWeb will be called. If there is a regular after school babysitter, this also must be indicated in RenWeb. It is extremely important for the safety of the children that emergency information be kept complete and accurate. (Also see Emergency Section)

**Strangers**
The principal should be notified immediately if there is ever a stranger on the playground or in the building.

**Supervision of Students**
The school does not assume any liability for injuries received on or about the school premises before or after school hours. With the exception of school-sponsored
activities, there is no supervision BEFORE 7:50 a.m. or AFTER 3:15 p.m. Students are not to arrive before 7:50 a.m. and are not to remain after 3:15 p.m. Students arriving before 7:50 a.m. or who remain after 3:15 p.m. will be sent to Extended Care and parents will be billed accordingly.

Transportation: Drop Off/Pick-up of Students
For the safety of our children and to comply with various police and fire regulations, drivers must observe the following regulations:

- Cars are not to be parked in the parking/play areas during school as these areas are used for play.
- Maximum speed limit in the school yard is 5 MILES PER HOUR.

For drop off, all cars are to enter the yard on Fremont Avenue, follow the coned area and drop off children at the designated area, leaving via the Fremont Street exit. Students must exit the cars from the RIGHT SIDE ONLY and must remain behind the cones nearest to the school. When crossing the coned area, parents must accompany their children to their classroom.

STUDENTS ARE NOT TO BE DROPPED OFF ON FREMONT STREET UNLESS LEGALLY PARKED AND BEING ESCORTED BY PARENT TO THE CLASSROOM. PLEASE BE MINDFUL OF OUR NEIGHBORS DRIVeways ON FREMONT STREET WHEN PARKING.

DRIVERS ARE NOT TO BLOCK THE TEACHER PARKING LOT ENTRANCE TO DROP STUDENTS NOR ARE THEY TO ENTER TEACHER PARKING LOT FOR ANY REASON.

For pick-up, please park in a designated parking spot and walk to your child’s classroom.

Weapons/Laser Pointer/Glass, Etc.
Possession and/or assault with a deadly weapon and/or any object, which can be used to cause harm to another, including laser pointers, will result in very serious consequences up to and possibly including expulsion. Laser pointers are strictly prohibited.

Visitors
All visitors and parents/guardians must report to the main office where they will sign in and be issued a badge to be worn throughout their time on campus.

Note: A visitor is any person who seeks permission to enter school premises.

SCRIP POLICY

Rules and Policies
The policies of the SAS SCRIP Program are as follows:

- Families participating in the SCRIP Program are required to earn $225 in profit for the school year beginning May 1st through April 30th of that school year.
year. Families not meeting the $225 profit requirement by April 30th will be assessed a fee based upon the difference. ALL SCRIP FEES MUST BE PAID BEFORE THE END OF THE SCHOOL YEAR.

- Buy out fee is $225.
- All families are required to earn $225 profit on SCRIP. Failure to meet this requirement will result in the family being assessed the difference between earned profit and the annual SCRIP fee.
- A $25 fee will be charged for all returned checks from the bank for non-sufficient funds. Checks will not be re-deposited to the bank. Only a money order, cashier's check, or cash, including the $25 fee will be accepted. If a family has two checks returned to SAS in a school year for any school program (i.e. day care, cafeteria, etc.), future SCRIP purchases will be in “cash” or “money order” only. Postdated checks will NOT be accepted.
- The minimum profit requirement for families with a student/s enrolled at Central Catholic High School will be $100. Proof of registration at Central Catholic is required to receive the reduced profit rate.
- When the minimum profit rate has been earned, a family will be eligible to earn SAS tuition credit. The family will receive half of the excess profit via tuition credit vouchers for the SCRIP purchases. Tuition credit vouchers will be issued in August. The tuition credit shall be used for SAS tuition only. Any tuition credit earned will be forfeited if a family leaves the school.
- The profit rates offered by the various stores are subject to change without notice.
- Exceptions to the SCRIP policy will be reviewed and decided upon by the principal.
- Fees and requirements are pro-rated for families who enter or leave during the school year. Adjustments are calculated on the SCRIP year May-April.

**STUDENT SERVICES AND ACTIVITIES**

**Altar Servers**
All students who are trained as Altar Servers and serve mass at any of the Sunday liturgies may assist at school liturgies.

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

**Athletics and Eligibility**
Before students can participate in extracurricular activities (such as sports, choir, student council) they must maintain a C (2.0) average in all core classes and a "1" or
"2" in Effort, Conduct, and Home Study. Core classes include: Religion, Reading, Spelling, Language, Math, Social Studies, and Science. A final decision in exceptional situations will be made by the principal in consultation with the teacher. See also "Activity During Probation" under Academic Probation.

**Catholic Youth Organization (CYO)**
Each parish in the Diocese of Stockton sponsors a Catholic Youth Organization as one dimension of its total ministry to youth. It is an athletic program open to all children in the parish boundaries. CYO sports at St. Anthony’s include: Boy’s Basketball, Girl’s Basketball, Boy’s Volleyball, and Girl’s Volleyball. The ultimate responsibility for the success of CYO programs lies with the volunteer adult participants. Adults involved in CYO should remember that the program exists for the Christian growth of young people. The conduct of adults should always model Christian values and virtues.

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

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

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

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

**Library**
The school library is open to students Monday through Friday except during vacation periods. Students may borrow books for a specified period of time. Students/parents/guardians are responsible for replacing or paying for lost or damaged books.
Lost and Found  
Articles found on the school grounds are kept in the lost and found and may be claimed there. School supplies, lunch boxes and backpacks must have name and grade level marked on them. Unclaimed articles will be sent to the St. Vincent De Paul Society.

Lunch Program  
The school cafeteria offers students the opportunity to purchase lunches every day, unless otherwise indicated. Monthly calendars are sent home at the beginning of each month listing the daily selections. 
The lunch period schedules for the year are:
- 12:15 - 12:55 for grades 3-5.
- 12:35 - 1:15 for grades 6-8.

No student is allowed to leave the school grounds during lunch.

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

Nutritional Snacks and Lunches  
Candy and soda are not permitted. Eating the right foods can lead your student in the right direction for succeeding in school. We encourage students to eat 'smart' snacks that will boost their energy without consuming snacks with high sugar content and empty calories. Examples of smart and nutritional snacks include: fruits, vegetables (and low fat dipping sauce), low fat yogurts, nuts and nut butters, baked chips, crackers, and granolas. You can also offer apples dipped in peanut butter, baked corn chips and salsa, assorted cheese slices and fruit. We also encourage 100% juices or low fat milk which boosts brain power and physical endurance. Nutritional snacks are available for purchase during first break.

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

Pictures  
Each year an approved studio takes pictures of all the children in the school for school records. Parents are given the opportunity to purchase these pictures, but there is no obligation to do so.
The fall pictures will be taken in complete uniform. Spring pictures, which will not be pre-paid, will be taken in appropriate non-uniform dress. Our photographer will also take First Holy Communion, Confirmation and Graduation photos and will have available for purchase.

**Scout Activities**
While not offered directly by the school or parish, students may be involved in troops throughout the City of Manteca and elsewhere.

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

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

General qualifications for Student Council (confirmed by teacher, moderator, or principal)
- A leader who is responsible and dependable.
- Cooperative with students and faculty.
- Involved in school activities.
- Able to spend time at meetings.
- Able to see activities through to their completion.
- Participation in discussions at meetings.
- Have no grade lower than a "C" in scholastic subjects and a 1 or 2 in conduct, effort, home study.
- To be considered for president/vice president, a student MUST have been on student council a minimum of one (1) year.

**School Supplies**
Students are responsible for obtaining and maintaining their own basic school supplies, such as paper and pens. Student Supply Lists are included in each year's registration packet and on the school website, www.sasmanteca.org. Some supplies may need to be replenished throughout the year.

**Telephone**
The school telephone number is (209) 823-4513. Messages for any member of the faculty/staff may be left at this number. Students must have permission from the principal/teacher to place a call to obtain assignments or to schedule after school activities.
Textbooks/Personal Property
Textbooks shall be selected in accordance with school policy developed by the principal in close consultation with the faculty and will be used to implement California Common Core State Standards and those in accordance with the Diocese of Stockton.

All textbooks should be covered at all times with regular, not sticky paper book covers. Lost books will be replaced at the parent’s expense and there will be no refund if the book is then found. Individual damages will be assessed at the end of the year and appropriate charges made. Students are not permitted to write in or on non-consumable books.

All books and personal property (i.e., uniforms, sweatshirts, jackets, lunches, backpacks, etc.) must be clearly marked with the student’s name and present grade. These markings should be checked periodically to make identification easier.

- Damage to books, equipment, or school/parish property by students must be paid for by parent/guardians.
- This includes the cost and replacement of materials.

STUDENT RECORDS

Review of Student Education Records
Parents of students currently in attendance at St. Anthony Parish School may review the student’s education records. Parents must call the principal and schedule an appointment.

Procedures for Challenging the Content of the Record
Challenges to the content of the record are concerned with the correction of data in the student record not with substantive decisions on the assignment of grades.

Emergency Disclosure Information
The school is required by law to disclose personally identifiable information from a student’s education record to law enforcement, child protective services, health care professionals, and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.
UNIFORMS

St. Anthony of Padua Parish School students show pride in themselves and their school by the way they dress. Clothes must always conform to standards of modesty, good taste, and appropriateness. Student and parent cooperation is expected. Parents will be called when students are not dressed appropriately. A change of clothes must be delivered before the student can return to class. Consequences will be given out to repeat offenders which may include: Loss of recess, referral, and/or detention. Repeated failure to comply with the Uniform Policy will result in suspension.

St. Anthony of Padua Parish School students are required to follow a mandatory UNIFORM DRESS CODE for both regular and non-uniform dress days. The Uniform Dress Code is set in exact detail. Every student and every set of parents must read the Uniform Dress Code. If you have any questions, please contact the office.

Girls Regulation Uniform

- All shorts, skirts, skorts, and jumpers will be NO higher than 2 inches from the middle of the knee.
- Skirts: K - 8 may wear a Lloyd plaid knife pleat skirt, center box pleat skirt, skort, or jumper. All articles are available from Dennis Uniform. Skorts are not to have embellishments of any type. Shorts are to be worn under skirts (i.e. biking shorts, spandex, etc.)
- Shorts: K - 8 may wear solid navy blue shorts. There will be no cargo shorts, drawstring waist, no contrasting stitching. In addition to the navy, 8TH GRADE ONLY may wear khaki shorts.
- Pants: K - 8 may wear solid navy blue pants. No zip away, cargo, drawstring waist, or contrasting stitching. Pants are to be worn at the waist. Pants are not to be worn too tightly or too loosely. In addition to the navy, 8TH GRADE ONLY may wear khaki pants. NO tapered or SKINNY PANTS.
- Shirts: K - 7 may wear white, hunter green, or red polo shirt. (red shirts MUST be purchased from Dennis Uniform). 8TH GRADE ONLY may wear the above colors plus navy blue. Shirts MUST be tucked in (with the exception of skirts). Turtlenecks are permitted. Undershirts must be white or the same color of shirt. Shirts are not to be too tight, baggy, or long. No cap sleeves for girls.

Boys Regulation Uniform

- Shorts: K - 8 may wear solid navy blue shorts. No cargo shorts, drawstring waist, or contrasting stitching. 8TH GRADE ONLY may wear khaki shorts.
- Pants: K - 8 may wear solid navy blue pants. No zip away, no cargo, no drawstring waist, no contrasting stitching. Pants are not to be worn too tightly or too loosely. 8TH GRADE ONLY may wear khaki pants. No tapered or skinny pants.
- Shirts: K - 7 shirt colors are white, hunter green, or red polo shirt. (red shirts MUST be purchased from Dennis Uniform) 8TH GRADE ONLY may
wear the above colors plus navy blue. Shirts **MUST** be tucked in. Turtlenecks are permitted. Undershirts must be plain white or the same color of the shirt. Shirts are not to be too tight, baggy, or long.

**Regulation Sweatshirts**

- K-8 may wear a Dennis Uniform red school sweatshirt, red hooded zippered sweatshirt, red sweater, or red sweater vest. **No non-uniform sweatshirts.**
- St. Anthony spirit wear may be worn at all times in class or church, but not when participating in mass.
- 8th grade may wear class sweatshirt or red school sweatshirt on any day.
- Knit caps and St. Anthony sun hats are fine, except in the classroom and at church.
- Spirit wear is purchased through St. Anthony of Padua Parish School PTG. The last Friday of every month will be SPIRIT DAY. On these days only, students are permitted to wear St. Anthony CYO shirts and sweatshirts, or SCIENCE CAMP sweatshirts.

**Belts**

- Grades 3-8 are required to wear a solid blue, black, or brown belt. **No pictures, writing, grommets, glitter, or jewels.**
- Belts must not be made of metallic or shiny material.
- Belts must fit appropriately around the waist and no extra length hanging down.
- Belts are optional in grades K - 2.

**Socks**

- Socks must be solid white, red, hunter green, black, or navy blue.
- **Socks must be visible above shoe.** Students are NOT allowed to wear no-show ankle socks. White, red, black, or navy blue tights are allowed (tights must be footed, no leggings).
- **No logos, pictures, stripes, or designs.**
- No folding or rolling.

**Shoes**

- **STUDENTS MUST WEAR ATHLETIC/TENNIS SHOES TO SCHOOL.**
- Shoes may be brown, black, gray, white, navy, or red. They **MUST BE PREDOMINATELY ONE COLOR**. Trim and laces must also be in one of the above colors.
- **NOT ACCEPTABLE:** Neon colors, lighted shoes, "heelies", charms, rhinestones, cartoon characters, boots, heels, waffle bottoms, platform soles, slip-ons, buckles, sandals, slippers, flip flops, or Mary Jane type shoes.
- All shoes must be tied and/or fastened as designed at all times. Shoes must be worn so they fit appropriately. PLEASE USE GOOD JUDGEMENT.
Mass Dress

- NO shorts will be worn at Mass. Mass days will be noted on the school calendar.
- No spirit wear when participating in the Mass.

Jewelry, Hair, Nails, and Make-up

- No excessive jewelry, visible body piercings (except ears)
- Non-functional accessories are not allowed.
- The following accessories may be worn:
  - **Earrings**: Small post (girls only). One earring per ear.
  - **Necklace**: One small chain and medal of a religious nature (no chokers)
  - **Watch**: One watch with alarm and tone turned off
  - **Bracelet**: No bracelets (Medical bracelets are permitted)
  - **Belt**: Brown, black, or blue with non-distracting buckle.
  - **Rings**: No rings of any kind.

Hair

- Hair must be clean, natural in color, and not extreme.
- 8th grade has the privilege of minimal highlights.
- Hairstyles must be neat and clear of the face.
- Boys' hair will be no longer than collar length and not touching the eyebrows.
- No hairpieces or extensions are allowed.
- Hair ribbons must match the uniform colors. Hair accessories must be uniform colors. Any distracting accessories will be removed.
- No shaved or partially shaved hairstyles.
- Extreme hairstyles are not permitted. The term "extreme" will be determined by the principal.
- No facial hair is allowed. Face must be clean shaven.

Nails

- Nails must be neatly manicured and trimmed.
  - **NO ARTIFICIAL NAILS**
- Clear nail polish is permitted.

Make-up

No make-up is permitted.

Non-Uniform Dress

- On occasion, students are allowed to wear non uniform dress to school.
  - **NON-UNIFORM DOES NOT MEAN FREE DRESS**.
  - The principal will determine if a student is dressed inappropriately.
  - K-4 may wear sweat suits or leggings – no writing on the backside of sweat pants.
● Scoop-neck/V-neck tops **MUST** have a camisole or t-shirt underneath. Parents will be called to bring appropriate clothing if their child does not come to school properly dressed.

● Grades 5-8: girls may not wear dresses or skirts unless they are two inches from the **middle** of the knee. If they are shorter, parents will be called for appropriate clothing.

**Clothing not suitable for school:**
- Torn or patched clothing.
- Any skin-tight pants or shorts, leggings, skirts, skorts, or shorts more than 2 inches from the **middle** of the knee.
- Sweatpants or nylon "warm-up" pants, mesh clothing.
- Sheer material.
- Tank tops, sleeveless tops.
- Clothing with inappropriate sayings, clothing which advertises alcoholic beverages or drugs.
- Clothing that is too tight, loose, or oversized.

**THE UNIFORM CODE RELATING TO SHOES, HAIR, JEWELRY, NAILS, HATS, SOCKS, ETC. REMAINS IN EFFECT ON NON-UNIFORM DRESS DAYS.**

**PARENTS WILL BE CALLED TO BRING APPROPRIATE CLOTHING IF THEIR CHILD DOES NOT COME TO SCHOOL PROPERLY DRESSED.**

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

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

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

**VOLUNTEERS/VISITORS**

Volunteers assist the school in providing for the development and education of the students and provide a benefit to the school.
Volunteer Code
Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. They serve in a variety of capacities, which include, but are not limited to: School Advisory Council (SAC) and committees, Parent/Teacher Group (PTG) and committees, fundraising, art docent, classroom assistance to teachers, room parents, field trip chaperones, and other activities relating to the talents and gifts of the volunteer population.

Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish, and Diocese with proper respect for those serving in ministries. Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact.

Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order and tranquility of the school community.

Should volunteers come into conflict on school/parish related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or an executive decision by school principal and/or the pastor of the parish.

Any person who has a conflict with a school/parish volunteer outside of the boundaries of school/parish activities must settle that dispute outside of and without involving or using school/parish resources.

All volunteers must sign a volunteer agreement form found in the back of this handbook.

Volunteer/Visitor Sign-in
For safety reasons, ALL visitors, INCLUDING PARENTS who are working in the school, are to obtain a Parent Volunteer/Visitor badge and sign the Volunteer/Visitor Log in the school office UPON ARRIVING AND WHEN LEAVING the school EACH VISIT. Parents and other visitors are NOT permitted to visit the classrooms and/or student bathrooms at any time unless arrangements have been made with the teacher and/or principal; they have registered in the office, and obtained a parent volunteer/visitor badge.

No one is to interrupt a classroom without prior permission.

Before any guest is invited to give students a presentation, approval must be secured from the principal and she must be notified. A thank you note should be sent to the person either by the teacher or by the class.

No younger siblings or other children are allowed to accompany volunteer parents to events scheduled during school hours (art docent, field trips.)
Olympic Day, etc.). Parents must make arrangements for little ones while volunteering at the school. This is for the safety of the little ones.

Note: The principal is the final recourse in all disciplinary situations. The principal retains the right to amend the handbook for just cause and parents/guardians will be given prompt notification if changes are made.
Asbestos Hazard Emergency Response

Parents and Guardians of St. Anthony of Padua Parish School must be aware of the following:

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

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

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

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

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

**Absent Work** (not in school for the entire day)

Absent work is defined as the assignment(s) given the day of absence. Absent work does not include the assignment(s) that was due the day of absence. Assignment(s) due the day of absence are due the day of return to school and will be considered late if not turned in.

- A student shall receive two days to make-up assignments from an absence. Should the student be absent more than one day the student will receive one additional day for make-up work per additional absences.

- Work turned in later then the time allotted in the absence policy will be considered late. Late work will receive a late grade (see missing work policy below).

- Long Term Assignments are due on the due date regardless of circumstances or absence and will receive a late grade. Long term assignments may be assignments that are given 2 or 3 days in advance or a week, month, etc. Examples of long term assignments are Scripture study, book reports, essays, Geo, Current Events, etc. Long term assignments may be dropped off in the office, emailed, etc.

**Missing Work/Late Work** (did not do, not completed, left at home, left in classroom, left in parents' vehicle, the dog ate it, printer not working, on flash but not printed, etc.)

- Student will call parent to explain.

- Academic tracking on RenWeb which may lead to notification by email of work deficiency plus loss of recess.

- Detention for consistent lack of homework.

- Late grade if not turned in when due.

- Work not turned in after 7 calendar days will receive a permanent 0 or a 50-59% depending on point value of the assignment. If the 7 calendar day is during a break (such as Christmas, Easter, etc.) the student may turn in the work on the first day back to school at the start of the day.

- Students who are absent for a test or return on a test day will have 7 calendar days to make-up tests.
# 2016-2017 Tuition Rates

**Grades K - 8**

### Catholic Participating:

<table>
<thead>
<tr>
<th></th>
<th>1 child</th>
<th>2 children</th>
<th>3 or more children</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Rate</td>
<td>$5,088</td>
<td>$8,655</td>
<td>$11,292</td>
</tr>
</tbody>
</table>

### Non-Catholic/Non-Participating:

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<tr>
<th></th>
<th>1 child</th>
<th>2 children</th>
<th>3 or more children</th>
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</thead>
<tbody>
<tr>
<td>Tuition Rate</td>
<td>$5,963</td>
<td>$10,137</td>
<td>$13,517</td>
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### Early Payoff Discount if paying tuition in full by August 31st:

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<th></th>
<th>1 child</th>
<th>2 children</th>
<th>3 or more children</th>
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</thead>
<tbody>
<tr>
<td>Discount</td>
<td>$175</td>
<td>$200</td>
<td>$225</td>
</tr>
</tbody>
</table>

The first tuition payment is due in August and the last is due in May.

**A General fee of $285 per student is due by May 19, 2016.**

**Dennis Uniform Fitting Day:**

Wednesday, July 13, 2016 4:30pm - 6:30pm in the cafeteria and Used Uniforms will be in the 2nd grade classroom.
Contract/Confidentiality Agreement for Parent Volunteers

St. Anthony of Padua Parish School

Thank you for consenting to be a volunteer at St. Anthony of Padua Parish School. St. Anthony of Padua Parish School values and appreciated the contribution of parent volunteers. Their presence inside the classroom enables the teachers to spend more time on teaching and less on transition, movement of students and clerical work. They also allow for more concentrated and specialized attention during certain activities. We have instituted a contract/confidentiality agreement to ensure the absolute privacy of our students and help assure the success of the program. Please read the following and sign below to acknowledge your understanding and promise to comply.

· I understand that I am a resource for the teacher when I am in the classroom.

· I promise to keep confidential any information learned or observed about any student in any class while assisting the teacher.

· I understand that if I breach this confidentiality, I will be asked not to continue in this position.

· My presence will never disrupt the class in any way, and my cell phone will be turned off.

· If a teacher needs help in the classroom they will call me or send a note home.

· I understand that I must complete the following before being allowed to volunteer: Shield the Vulnerable and fingerprinting.

Signed and acknowledged:

Signature: ________________________________

Printed Name: _____________________________

Date: ____________________________________
Internet Agreement

St. Anthony of Padua Parish School
323 North Fremont Ave.
Manteca, Ca 95336

There are multiple computers in the computer lab, library, and classrooms available to students. As parent(s)/guardian(s) of ________________________________, I/we understand that the teachers/staff cannot monitor all of the information my/our child is able to access or download at these computers.

Both my/our child and I/we understand that both the accessing and saving of inappropriate materials will not be tolerated. Furthermore, the accessing of such material will result in loss of privilege of having access to computers and may result in other penalties. (e.g. detention or suspension)

I/We also understand that it is impossible for the teachers and staff of St. Anthony of Padua Parish School to restrict complete access to controversial materials.

I/We will not hold the teacher, staff member, St. Anthony of Padua Parish School, or the Diocese of Stockton responsible or legally liable for materials distributed to or acquired from network or online services.

Please sign and return this form to St. Anthony of Padua Parish School by August 23, 2016. By doing so, you and your child indicted that you agree to abide by any restrictions regarding access to inappropriate/controversial materials as determined by you, St. Anthony of Padua Parish School, or the Diocese of Stockton and further that you hold the school or the Diocese of Stockton harmless if your child accesses and/or saves inappropriate/controversial materials.

Parent’s/Guardian’s Printed Name ___________________________ Parent’s/Guardian’s Signature ___________________________ Date ____________

Parent’s/Guardian’s Printed Name ___________________________ Parent’s/Guardian’s Signature ___________________________ Date ____________

Student’s Printed Name ___________________________ Student’s Signature ___________________________ Date ____________

Student’s Printed Name ___________________________ Student’s Signature ___________________________ Date ____________

Student’s Printed Name ___________________________ Student’s Signature ___________________________ Date ____________

Handbook revised 8/19/16
Cell Phone Policy

St. Anthony of Padua Parish School

If a student is allowed to bring a cell phone to school, the parent and student must sign this agreement. Any student with a cell phone will place it in the cell phone container in each classroom when they arrive at school.

If it is discovered that a student does not abide by this policy, serious consequences may result. There is no reason for a student to use a cell phone from 8:00 - 3:15. During Extended Care in the morning and in the afternoons, cell phones are to remain in the student’s backpack. Again, there is no need for a phone during Extended Care either.

If a phone is confiscated, only a parent may pick up the phone from the principal. The student will then be restricted from bringing a cell phone to school for the remainder of that trimester.

Thank you for your cooperation in this matter.

If this agreement is not returned and a phone is seen, it will not be returned until the administration decides.

__________________________________________

Parent Signature _____________________________ Date ______________

Student Signature _____________________________ Date ______________

Student Signature _____________________________ Date ______________

Student Signature _____________________________ Date _____________

Handbook revised 8/19/16