

St. Anthony School
Family Handbook
2009-10

“In the Catholic social vision, the human person is central, the clearest reflection of God among us. Each person possesses a basic dignity that comes from God, not from any human quality or accomplishment, not from race or gender, age or economic status. We believe the test of every institution or policy is whether it enhances or threatens human life and human dignity. In the Catholic tradition, people are more important than things.”

Catholic Social Teaching Bulletin
Washington State Catholic Conference
February, 2002

Approved by Father Gary Zender and the St. Anthony School Commission, January 2009

Note: Substantive changes from the 2008-09 handbook are in brown font.



Dear St. Anthony School Families,

Each year, the School Commission and school administration reviews this policy handbook, which is a guide for carrying out our mission of “educating students to be joyful, loving, Christ-centered people capable of serving others and bettering the world.” The handbook states the basic values of our life together and also articulates the guidelines and procedures which can support the spirit of community and the quality of education we all wish for students at St. Anthony School. All of us – parents, students, faculty and staff, parish leadership – are partners in this endeavor.

The handbook also is a great resource for the practical details of school life! We encourage you to make a note of where it can be found on our website and consult it when questions surface about schedules, conduct expectations, uniform regulations, reporting practices, and communication procedures. We welcome your feedback about what you found helpful or what might be added to make this handbook more useful in another year.

When you sign your 2009–10 registration papers, you are asked to indicate that you are aware of how to find this handbook on our website and commit to making a sincere effort to respect and uphold the policies and procedures articulated in the handbook. This presumes that parents will take the time to review its contents, for yourself and with their children in an age-appropriate way. (To assist you in this process, we have put in **brown font** any substantive changes from the previous year’s handbook.) We, as a school administration, make the same commitment to you, to review and abide by its contents. When there are questions, differences in interpretation, mistakes made, it is hoped that this handbook will help us resolve the issue in light of important core values and principles.

So this handbook is an important resource. It outlines the obligations the school, the students, and the families have towards each other. It does not address every procedure or specific situation, but does provide a point of reference and a framework for our interactions as we work together for the good of all our students and our school community.

Peace,

Sister Linda Riggers, snjm
Principal

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St. Anthony School Mission Statement:

“To educate students to be joyous, loving and Christ-centered people capable of serving others and bettering the world.”

To accomplish this we acknowledge that “Christ is the Vine...
We are the Branches” and commit to:

Value our Catholic Faith

Inspire a Passion for Learning

Nurture the Whole Child

Embrace Academic Excellence

Archdiocese of Seattle Catholic Schools Mission Statement

THE MISSION

The schools of the Archdiocese, in communion with the Archbishop, in collaboration with parents, parish leadership, and the community, and in the service of teaching Gospel values and the faith of the Catholic Church, educate students in grades K to 12 for leadership and service to the church and society through excellent religious, academic, and co-curricular programs that strive to be accessible to all.

A CATHOLIC EDUCATION

Through each of their programs, especially religious education, Catholic schools collaborate with parents as the primary educators of their children in faith, hope and love.

- Supported by their parishes and communities, Catholic schools educate the whole person – mind, heart, and spirit – by teaching, modeling, and instilling the teachings of the Gospel and of the Catholic faith.
- These teachings, expressed through sacraments, religious traditions, and lived example, foster in students an ethical and Christ-like way of life.
- By learning to value this way of life, students grow to respect the intrinsic dignity of each person and to serve as leaders in search of a just and peaceful society and church.

THROUGH EXCELLENT RELIGIOUS, ACADEMIC, AND CO-CURRICULAR PROGRAMS

The Catholic schools of the Archdiocese develop the growth of each student toward his or her full potential by providing high quality instruction in all areas.

- Catholic schools offer programs designed to develop the spiritual, academic, artistic, athletic, and leadership potentials of their students.
- Catholic schools encourage and prepare students to attain high standards of achievement.
- All schools seek accreditation through an established process of review.
- Teachers receive certification from the State of Washington, and teachers of religion from the Archdiocese of Seattle.

THAT STRIVE TO BE ACCESSIBLE TO ALL

Catholic Schools of the Archdiocese of Seattle respect all students and strive to be accessible by:

- Providing tuition assistance for families with financial need.
- Serving a population that comprises the rich ethnic diversity of the Archdiocese.
- Providing reasonable accommodations for students with disabilities.
- Ensuring the viability of present schools.
- Opening new schools in under-served areas of the Archdiocese.
- Welcoming children who value a Catholic education, regardless of religious background, depending on space available.

Approved by Archbishop Alex J. Brunett, June 18, 2002

St. Anthony School Statement of Philosophy

As part of the St. Anthony School Mission Statement, our community proclaims that “Christ is the vine, and we are the branches.” This provides the outline for our school-wide statement of philosophy.

Value our Catholic faith

St. Anthony School is linked by our common faith in Jesus Christ to our local parishes, our Archdiocese and the worldwide Roman Catholic Church. As a ministry of the Church, we exist first and foremost to proclaim the Good News of Jesus Christ and to live out Gospel values in our classrooms and our community. With classmates and teachers, our students have the opportunity to turn to God in praise and petition, linking their lives and their faith. We recognize the parent as the primary educator of the child and augment the parent’s and the parish community’s efforts to pass on to children the message of Jesus. We offer each child the opportunity to develop the knowledge, attitudes and skills that enable them to take an active role in the larger faith community and become dynamic agents of change for peace, freedom, justice, and dignity for all people.

Inspire a passion for learning

By combining structure with creativity, encouragement with high expectations, choice with responsibility, and joy with self-discipline, we foster a climate that promotes a capacity and passion for life-long learning. We support and challenge each student to construct the enduring understandings, skills, attitudes, and capabilities that will enable her or him to critically analyze complex issues, to think creatively, and to find pleasure in the discovery of new knowledge. In addition we endeavor to inspire in each teacher, each family, and our entire community the desire for continued growth in wisdom and faith.

Nurture the whole person

We believe that each person is a unique creation of God, blessed with special gifts and talents. Each child deserves the opportunity to develop his or her God-given potential to the fullest. We endeavor to guide each child toward the fulfillment of this potential in all areas of the child’s life: spiritual, intellectual, social, emotional, artistic and physical. We work consciously to create an environment where each student is safe, respected, and welcomed. We celebrate the diversity of people and support persons with special needs. We work diligently to provide a range of educational opportunities that enable our students to explore and express their unique gifts and talents.

Embrace academic excellence

As a community, we challenge and commit ourselves to achieving academic excellence. We accomplish this through a framework of shared responsibility between teachers, parents and students. The first element of this framework is *focus*, a shared clarity and alignment of our educational vision, goals, direction, and purpose. The second element is *reflection*, our commitment to examine carefully what we have done in the past and identify better ways of accomplishing our goals in the future. The third element is *collaboration*, the bringing together of people to share their ideas, experience and knowledge. It is through these three elements that we create and shape an outstanding academic program for our students.

St. Anthony School School-Wide Learning Expectations

The community of St. Anthony School; parents, students, teachers, staff and administration, will prepare its graduates to be

Active Persons of Faith Who:

- Foster the Christian values of compassion, charity, empathy, justice and a respect for the dignity of life.
- Know Catholic doctrine and tradition.
- Demonstrate care, respect and stewardship towards all of God's creation.
- Make sound moral and ethical decisions based on Gospel values and Church teaching.
- Reverence the sacramental life and liturgical celebrations of the Church.
- Participate actively in a community of faith and in service to others.

Life-Long Learners Who:

- Demonstrate mastery of basic academic skills and concepts.
- Show a continuing curiosity and self-motivated desire to learn.
- Use critical thinking and research skills effectively.
- Read proficiently for learning and pleasure.
- Appreciate and participate in the creative arts.
- Maintain habits of fitness and physical activity.

Problem Solvers Who:

- Set realistic goals and persists in achieving them.
- Adapt to changing conditions and develop thoughtful and effective solutions.
- Understand divergent points of view and are able to establish and accomplish goals cooperatively with others.
- Resolve conflicts peacefully and in a fair and honest manner.
- Can assess work for completeness and overall quality.

Effective Communicators Who:

- Articulate ideas clearly, effectively and creatively in written, spoken, dramatic, musical, and/or visual form.
- Speak publicly with confidence and poise.
- Listen respectfully, critically and compassionately.
- Recognize, understand, and effectively use non-verbal communication.
- Utilize technology ethically to express ideas, information and opinions.

Self-Aware Individuals Who:

- Find a sense of joy and purpose in life.
- Demonstrate strong self-respect by understanding and utilizing his or her unique gifts and talents and appreciating the unique gifts and talents of others.
- Make thoughtful, independent decisions.
- Handle setbacks and adversity with positive self-regard.
- Respect the reputation, rights, beliefs, culture and property of others.
- Demonstrate self-control and take personal responsibility for actions.
- Appreciate achievement and work to achieve high standards.
- Accurately assess personal strengths and areas needing improvement.

“Stewardship: A Disciple’s Response”

St. Anthony School is called to foster a commitment to discipleship within its students, and as an evangelizing ministry of the Roman Catholic Church, it is called to enhance the spiritual life and growth of each student’s family as well. We therefore call and challenge each school family to prayerfully consider and choose to engage in a way of life that responds to the National Conference of Catholic Bishop Pastoral Letter on stewardship. In that pastoral letter, *Stewardship: A Disciple’s Response*, the American Catholic Bishops described this call, challenge and choice as follows:

The Call

Christian discipleship begins first with vocation, the call to follow Jesus and imitate his way of life. From Scripture we know that Jesus does not summon his disciples as a faceless crowd, but calls to each of us as unique individuals. He knows our personal histories, our strengths and weaknesses, and our destinies. When He calls He has a purpose in mind for each of us which will draw out from us the very best that we have to offer. In response to His call, each of us must discern, and ultimately decide whether to live out joyfully and generously the commitments, responsibilities and roles to which He has called us. This will not be without cost. Whoever actually follows Christ will have much work to do on His behalf. Also, Jesus’ call is urgent. He does not tell people to follow Him at some time in the future, but do so *now* – at *this* moment. However, a person can say no to Christ. Consider the wealthy young man who approached Jesus asking how to lead a better life. Jesus tells him: give to the poor and follow me. “When the young man heard this statement, he went away sad, for he had many possessions.” (Mt 19:22) Certainly, attachment to possessions is considered a serious obstacle to spiritual growth in all of the world’s major religions, but Jesus is saying even more here. He is indicating that while He has great love and compassion for us, He also wants us to know that discipleship is more than just pleasant spiritual experiences and feelings of friendship. It is costly because it requires us to put aside our own cravings for possessions, control and power in exchange for a more intimate and honest relationship with Him.

The Challenge

Following Jesus is the work of a lifetime. At every step forward, one is challenged to go further in accepting and loving God’s will. Being a disciple is not just something else to do alongside many other things suitable for Christians, it is a total way of life and requires continuing conversion. Jesus sometimes described a disciple’s life in terms of stewardship. In Jesus’ time, a steward was one to whom the owner of a household turned over responsibility for caring for the property, managing affairs, making resources yield as much as possible and sharing the resources with others. The position involved trust and responsibility. In Jesus’ parable of the “talents” we know that those silver coins stand for more than just money. All temporal and spiritual goods are created by and come from God. This is true of everything that human beings have and experience: spiritual gifts like faith, hope and love; the talents of our bodies and minds; cherished relationships with family and friends; the material goods that we possess; the achievements of human genius and skill; the world and the whole of creation. And like the parable, one day God will require an accounting of the use each person has made of the particular portion of these “gifts” entrusted to him or her.

The Choice

Jesus confronts us then with a choice. Do we follow him in freedom and friendship to serve others, or do we, like the rich young man, go away unhappy because we are unwilling to let go of the entrapment of our own desires?

At St. Anthony School we support and encourage all of our students and families to make stewardship an essential part of their lives. For the students we ask them to participate in Christian service projects in their classrooms. For our families we encourage them to engage in volunteer activities in the school, in their parish and in the wider community. We also ask families to steward their spiritual time by making Sunday worship an integral part of their lives and making prayer an integral part of their daily family life. Finally, we ask each family to consider prayerfully and in proportion to their financial resources, ways in which they can financially support the parish and school.

The life of a Christian disciple and steward is the life of Jesus in the world today. It is challenging and difficult in many respects. Yet, intense joy is there for those who take the risk to live as joyous stewards and sharers of the many gifts that God has bestowed upon us.

SECTION II. ORGANIZATION

AFFILIATION AS A CATHOLIC SCHOOL

St. Anthony School is a Catholic school operating under the auspices of the Catholic Archdiocese of Seattle. As such, it is a teaching ministry of the Archdiocese and all school personnel (both employees and volunteers) are responsible to the Archbishop and his delegates, the Vicar for Education, the Superintendent for Catholic Schools, and the Pastor of St. Anthony Parish.

PASTOR

The Pastor of St. Anthony Parish is *the* policy maker for St. Anthony School. He fulfills this function within the context of Archdiocesan policies and in collaboration with the school principal, the School Commission, and the Pastors of those parishes which have significant numbers of children attending the school. The Pastor of St. Anthony Parish also serves as the direct supervisor of the principal and is the final recourse for any appeals of decisions made by the principal.

PRINCIPAL

The Principal serves as the Pastor's delegate in the capacity of leader and representative of the school and is responsible for the overall administration and supervision of the school in conformity with Archdiocesan and local school policies. As the school's spiritual leader, the principal ensures its Catholic identity, practice and culture, and provides for the faith formation of students and staff. As the school's educational leader, the principal is responsible for curriculum development in all subject areas, for hiring, placing and evaluating teachers and staff, and for promoting teacher professional growth. As the administrative leader, the principal is responsible for managing resources and ensuring the implementation of the policies and operational procedures of the school. The principal is also expected to exert leadership in developing a sense of Catholic community among the students, parents and faculty of the school. In those cases where school policies conflict, or require interpretation, the principal is vested with the authority to make those decisions that clarify the school's policy and its application in specific situations.

SCHOOL COMMISSION

The School Commission is the consultative body that works in collaboration with the principal and Pastor to develop local school policies, establish and communicate the school's mission statement, develop long-range goals for the school, review and develop means to finance the school (including tuition structures, financial development and fund-raising), promote communications and public relations, and evaluate the school's overall goals and plans. The St. Anthony School Commission is made up of parents from the school community, pastoral appointees, representatives from the parents' clubs, and representatives from the faculty. In its makeup, it strives to reflect the rich cultural diversity existing in our school community.

CATHOLIC SCHOOLS DEPARTMENT

The Catholic Schools Department provides information, guidelines, assistance, and services to all Catholic schools in the Archdiocese of Seattle. Although governance of the schools occurs at the local parish level, all local school policies and their administration are expected to follow the Archdiocesan policies and guidelines as approved by the Archbishop. In unusual circumstances, some decisions that are ordinarily made at the local level by the school administration (principal and Pastor) may be referred to the Catholic Schools Department.

PARENT ORGANIZATIONS

Every Catholic school is expected to have a functioning parent organization in order to facilitate, encourage, and ensure ongoing communications and support between the school, parents and parishes. At St. Anthony School we are blessed with several very active parent organizations.

1. Our largest parent group is the **Roadrunner Parent Teacher Council**. Its purpose is "to enhance community, strengthen relationships and actively involve parents in school volunteer efforts. All parents and teachers in the school are automatically members of this organization. Directed by a coordinating committee which meets monthly, this group plans the three general meetings of the year, facilitates parent involvement in school activities, and coordinates a number of community-building activities.
2. For each of the three parishes which subsidize students from families which are active members in their parishes, the parents have formed associations in order to become more visible within the parish, and to "give back" in service to the parishes in appreciation for their commitment to St. Anthony School:
 - The school families from St. Stephen the Martyr Parish have formed the **St. Stephen's Parent Club (SSPC)** All parents from St. Stephen's Parish with children enrolled in the

Section II. Organization

- school are expected to be active members of this group. An August family picnic and an appreciation breakfast during Catholic Schools Week are among its activities.
- The parents from St. John the Baptist Parish who have students attending several Catholic schools have also formed the **St. John the Baptist Parents Club**. This group functions under the direction of the parish religious education department. This group also is active during Catholic Schools Week, holding a spaghetti dinner which benefits the parish.
 - **ASAPP (Active St. Anthony Parish Parents)** is the third parent group, holding three meetings annually, hosting an appreciation breakfast during Catholic Schools Week and a spaghetti dinner in early summer to benefit the parish.
3. Finally, a very active group is the **Filipino-American Community of St. Anthony - FACSA**. They also participate in a number of community events in the school. Their largest event of the year is the annual Barrio Fiesta, which takes place near the end of each school year.

PARENT VOLUNTEERS

St. Anthony School depends heavily on the many volunteers that contribute to the operation of the school. These volunteers include classroom aides, office help, fund-raising coordinators and workers, coaches, lunchroom aides, etc. Volunteers serve to provide a positive educational climate for the students of St. Anthony School. While volunteers work most closely with teachers, other staff members, and parent organizations, they still remain accountable to the principal. Current Archdiocesan guidelines require all volunteers to undergo background checks if they are to be working with children. Parents wishing to volunteer should contact the school office for more information.

While often teachers seek out classroom volunteers and make the arrangements, occasionally parents and grandparents initiate the offer to volunteer in a classroom. Adults who wish to volunteer at St. Anthony School make arrangements in advance with a specific teacher, or the office. The arrangements include the time of arrival and departure. A Volunteer Guidelines sheet is made available to first-time volunteers, who are asked to review it and sign a commitment to serve according to the guidelines.

PARISH ORGANIZATIONS AND STAFF

As one of many ministries of the parish, St. Anthony School works closely with other parish organizations and staff. The school strives to maintain excellent working relationships with the staff and commissions of Faith Formation, Small Christian Communities, Liturgy, Facilities, and Finance. It also extends the use of the school building on evenings and weekends to classes and activities of the various ethnic, cultural and community groups in the parish and the larger community.

STANDARDS FOR PARENTS OF CHILDREN ATTENDING CATHOLIC SCHOOLS

Catholic parents of students at St. Anthony School are expected to conscientiously and regularly participate in Sunday worship and parish activities, contribute financially to the support of their parish and the school appropriate to the resources available to them, and assist in the development of a sense of Catholic community among students, parents, faculty and parish by volunteering their time and talent.

Since by far the greatest influence on a child's thinking and behavior is his/her parents, the school cannot attain its goals without active support from the parents. It is the parents' responsibility to encourage in the child a positive attitude toward learning, and to guide the child in becoming a responsible, caring human being. This would include the following:

1. Supporting the spiritual development of your child by regularly attending Sunday Worship together.
2. Fostering in your student a Christ-like concern for all classmates and their reputations.
3. Upholding the rules and policies of the school.
4. Upholding and respecting the authority of school personnel in the presence of children.
5. Being available for conferences.
6. Ensuring that your child arrives to school on time.
7. Ensuring that your child arrives at school in proper attire.
8. Assisting your child to establish a specified time and place to complete homework.
9. Seeking professional counseling and/or diagnostic evaluation when recommended by school personnel.

Parental cooperation with school staff is essential for the welfare of all students. If, in the opinion of the administration, parental behavior seriously interferes with teaching and learning at the school, the administration may require parents to withdraw their children and sever the relationship with the school.

SPEAKING ENGAGEMENTS BY PUBLIC OFFICIALS

The pastor gives prior approval before an invitation is made to any public official to come to St. Anthony School to speak to students or teachers. The pastor will consult with the Washington State Catholic Conference as part of the approval process

When it fits with the curriculum, students may visit the offices of public officials, to learn about the legislative process or the responsibilities of government officials. The pastor is informed of such visits in advance and students are appropriately prepared to consider any discussions in light of Catholic social teaching.

STANDARDS FOR TEACHERS

All teachers at St. Anthony School are required to possess a Washington State teaching certificate for the appropriate grade and/or subject(s) being taught. All teachers of religion must be certified, or in the process of being certified, as catechists according to the policies and procedures established by the Office of Catholic Faith Formation of the Archdiocese of Seattle. Teachers are expected to live a life style compatible with Catholic moral values and exercise professional conduct consistent with Catholic teaching. As part of their professional responsibilities and annual evaluations, all teachers at St. Anthony School are expected to demonstrate competence and professional/ethical behavior in the following areas:

1. Ensuring the safety and well-being of students;
2. Modeling a faith life consistent with the teachings of the Catholic Church;
3. Providing quality instruction consistent with the school's curriculum goals and the St. Anthony School Standards for Quality Teaching and Learning;
4. Working collaboratively with parents, colleagues and students to promote student learning;
5. Pursuing ongoing professional growth.

STATE APPROVAL OF SCHOOL

St. Anthony School follows all rules and regulations governing the approval of private schools in the State of Washington. St. Anthony School submits approval forms annually for review as requested by the Office of the Superintendent of Public Instruction and Washington State Board of Education. St. Anthony School has been approved as a private school.

NAAS/WCEA ACCREDITATION

St. Anthony School is fully accredited by the Northwest Association of Accredited Schools (NAAS) and the Western Catholic Education Association (WCEA). As part of that accreditation, St. Anthony School participates in an annual reporting process of setting and achieving school improvement goals. On a regular six-year cycle, the school engages in a major accreditation self-study and site visit review by representatives from the NAAS and WCEA.

RIGHT TO AMEND

Valuing the consultative process, the administration (the Pastor and Principal) are committed to working collaboratively with the St. Anthony School Commission in developing the policies of St. Anthony School. However, the administration of St. Anthony School retains the right, with just cause, to amend the policies and procedures outlined in this handbook. The administration also retains the right to establish new policies or procedures not contained in this handbook, as needed.

SECTION III. CURRICULUM

TEACHING AND PRACTICE OF RELIGION

St. Anthony School is committed to the spiritual formation and religious education of its students. To accomplish this, the Catholic liturgy, sacraments, traditions and forms of prayer are taught as an integral part of the school's curriculum. Liturgy is celebrated regularly, prayers said daily, and Catholic traditions celebrated according to the liturgical season. The school also provides opportunities for students to participate in service learning projects that benefit the Christian community and the entire human community.

The curriculum for religion is current in content, consistent with the teaching of the Roman Catholic Church, and in conformity with the Archdiocesan guidelines for the curricula of religion. All supplementary materials used in the instruction of religion are in conformity with Catholic moral teaching and doctrine and approved by the Archbishop or his delegate. Instruction is designed to be developmentally appropriate and in conformity with the cultures and religious practices of the local parishes.

ACADEMIC CURRICULUM

The academic curriculum of St. Anthony School conforms to the laws and regulations for private schools of the State of Washington and to the Archdiocesan Policy for Required Curriculum in Catholic Elementary Schools. The required curriculum areas for St. Anthony School are

- Religion (including Christian Service);
- Language Arts (including Reading, Writing, & Communications)
- Mathematics
- Social Studies
- Science
- Fine Arts (including Music and Visual Art)
- Physical Education
- Personal and Social Development (including Health and Safety; Human Sexuality [in grades 5-8]; Infectious Diseases Education; and Organization & Work/Study Skills.)

The St. Anthony School Curriculum Standards are derived from Archdiocesan curriculum guidelines, Washington State Essential Academic Learning Requirements, and national subject area standards as established by national educational organizations connected to each subject area. The curriculum standards provide the basic framework for classroom instruction, the assessment and reporting of student learning, and the acquisition and use of instructional materials and resources. The St. Anthony Curriculum Standards are available from your child's teacher, the school office, or may be accessed through the school's website.

Finally, Archdiocesan policy also requires that the curriculum of a Catholic School be inclusive enough to teach all students basic values, understandings and skills, and flexible enough so that it provides for a variety of student needs. At St. Anthony School we endeavor to plan and carry out instruction that meets the needs of students with a diversity of learning styles and abilities.

FORMATION FOR LOVE AND CHASTITY

St. Anthony School follows the Archdiocesan guidelines for education in human sexuality that includes assistance to parents so that they can fulfill their role in helping their children know and live authentic Catholic doctrine and morals in the area of human sexuality. As per Archdiocesan guidelines, early sexuality education (grades K-4) is to be offered in the home rather than in the classroom setting. The school may make available classes and materials to assist parents with children in grades K-4 in educating their children in the area of human sexuality and family life. In grades 5 & 6, instruction in human sexuality is offered a portion of which is given in a gender separated classroom setting, unless parents exercise their option to have the instruction occur at home. All human sexuality instruction and resources at St. Anthony School will meet the following standards:

- The programs will reflect authentic and comprehensive church catechesis.
- The programs will be pastorally sensitive to the issues of culture.
- The programs will be family-centered.
- The programs will be developmentally sensitive.

INFECTIOUS DISEASE EDUCATION

Within its Personal Health and Safety Curriculum, St. Anthony School will incorporate education about infectious diseases or life-threatening illnesses including, but not limited to hepatitis, cancer, heart disease, and HIV/AIDS. This education will be current in content and consistent with the moral teachings of the Catholic Church.

FIELD TRIPS

St. Anthony School encourages experiences outside the classroom to enrich student learning. All field trips will have the enrichment of the curriculum as their core purpose and will be carefully planned as an extension of the classroom experience. Parents are asked to note carefully all arrangements for field trips. Written parental permission on the St. Anthony School field trip permission form, submitted prior to the day of the field trip, is required for any student to participate in a field trip. Unless there is prior approval from the principal for an exception, students are required to wear their school uniforms on all field trips. The principal reserves the right to exclude a student from participation in a field trip.

HOMEWORK

Homework is assigned to supplement and reinforce the learning of skills and concepts taught in class, and establish a pattern of good study habits. Homework assignments are an extension of classroom work and should be completed by the student on his/her own. (Exceptions to this would be homework assignments that encourage family or parent participation.) Parental support is best demonstrated through interest, encouragement and reinforcement. Parents can also help by establishing a consistent time for homework and providing an adequate and well-lit study space that is free from distractions (i.e., no radio, TV, video games, etc.)

Homework is assigned on a regular basis for all grades on Monday through Thursday. On occasion, long-range assignments are given and some students may choose to work on them on weekends. The amount of homework assigned is geared to the average student and should generally fall within the following ranges:

Grades K & 1	Optional
Grades 2 & 3	15-30 minutes per night
Grades 4, 5, & 6	30-60 minutes per night
Grades 7 & 8	60-120 minutes per night with occasional weekend assignments

Each teacher has a teacher web page where homework assignments and other current information is posted. Students are generally responsible for writing down their homework assignments in each class (or making arrangements with a fellow student to get the assignments in the case of an absence) and parents are encouraged to review with the student what is expected in terms of homework for that evening. If a student consistently spends more time in quality studying than the general range indicated above (without interruptions and distractions, of course), the teacher should be notified so that adjustments can be made. If a student is consistently spending less time in the average range doing homework, it should be determined whether he/she is doing the quality of work that is consistent with his/her ability. Parents of students who fail to complete assigned homework on a consistent basis will be informed of the situation in a timely manner by the teacher.

ASSESSMENT OF STUDENT LEARNING

Student progress in learning is assessed in a variety of ways and for a variety of purposes. Our definition of assessment is “the process of collecting, synthesizing and interpreting student work in order to make sound educational decisions.” Classroom based assessments are aligned with curriculum standards

It is the goal of St. Anthony School to have a **balanced, planned, transparent,** and **reflective** assessment program.

A **balanced** assessment program means that student learning is measured in a variety of ways, including standardized tests, ongoing informal observations of student work in the classroom, assessment of products, projects and portfolios created by the student, and periodic assessments using the typical multiple response and short answer tests and quizzes.

A **planned** assessment program is demonstrated by designing assessments that align with the curriculum standards and are created prior to instruction. Often times, the assessments and their criteria are shared with students prior to instruction, and in some cases, the criteria for a particular assessment will be developed collaboratively by both teachers and students.

A **transparent** assessment program is characterized by information being readily available to both student and parent on how student achievement was evaluated and what criteria was used in the assessment.

A **reflective** assessment program is one where assessment information is used for the purpose of improving teaching and learning. This includes: accurately monitoring student progress to promote growth in learning;

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using assessment data to make instructional decisions that will improve instruction; evaluating student achievement to recognize accomplishment; and evaluating overall program effectiveness and making necessary modifications when needed.

STANDARDIZED TESTING

The ITBS (Iowa Test of Basic Skills) is a norm-referenced, standardized test used to track student learning over multiple years and to ensure that students are mastering the basic skills appropriate to their age group. All students in grades 3, 5 & 6 participate in these tests. Students in grades 7 and 8 may take the ITBS on the scheduled weekend for diagnostic purposes or to qualify for special programs. Teacher recommendation / approval is required and can be generated by parental request.

All students in grades 4 and 7 participate in the Washington Assessment of Student Learning (WASL-Listening, Reading, Writing and Math.) In addition, students in grades 5 & 8 participate in the WASL testing for Science. These tests measure student learning and competencies by comparing student performance to established standards. This testing instrument is a criterion-referenced, performance-based, standardized test and its primary function is as an overall program evaluation tool. Following Archdiocesan policy, the school-wide results from the WASL and the ITBS will not be released to the general public, but only to the St. Anthony School community and the Catholic Schools Department.

In lower grades (K-4), in the years when “paper and pencil tests” are least accurate and the development of reading skills is a priority, St. Anthony School is currently administering the DIBELS (Dynamic Indicators of Basic Early Literacy Skills). The DIBELS is a short individually administered curriculum based reading assessment designed to monitor the development of pre-reading and early reading skills.

On occasion, it will be recommended that students take additional standardized tests as deemed appropriate by the school staff, or have specific diagnostic tests administered to help determine possible placement and/or the need for additional educational services. In those situations, parents will be notified in advance of the planned testing and will be fully informed of all test results.

REPORT CARDS

Parents receive a report on student progress six times a year. They receive three trimester report cards, and an additional “progress report” is issued midway through each trimester. The report cards reflect the overall progress a student is making in each subject, based on assessment measures administered after presentation, practice and review. As some homework assignments are opportunities for the student to demonstrate their acquisition of the knowledge and skills taught, assignments may have a bearing on the overall report card rating. Homework completion and quality always has a bearing on “Learning Skills” marks.

Report card scores are intended to communicate the degree to which the student is meeting the standards or expectations for that grade. The assessments which feed into the report card marks are scored on the following scale, with “weight” given to the assessments that are most important in determining the student performance.

Grading Scale:

4 = Exemplary: The student’s performance at this level not only indicates secure knowledge of the skill, concept or process, it also merits distinction for special insights and reasoning, excellent communication of understanding, and work completed beyond the teacher’s expectations.

3 = Secure: The student’s performance at this level indicates that he/she understands the content and the thinking strategies needed to perform the task. The student also executes the task with confidence and accuracy. The student’s responses also reflect the ability to apply the skill or concept in different contexts.

2 = Developing: The student’s performance at this level indicates that part of the learning task has been accomplished but performance is inconsistent, and it is apparent that more teacher feedback and student understanding is required for the student to demonstrate understanding at the secure level.

1 = Beginning: The student’s performance at this level shows only fragments of understanding with significant gaps. The student’s responses indicate little understanding of either the concepts or procedures involved. Significant additional teaching and remediation will be required for the student to be successful.

0 = Non-Performance: The student demonstrates no attempt to complete the task, or does not turn in work to be evaluated

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This scale is used for individual classroom assessments as well, but scoring rubrics are more specific to the skill, concept, or process being taught. Generally, the learning desired and the rubrics are shared with the student at the beginning of a unit of study.

Beginning with the 2007 – 08 year, assessments for all report card scores will be reported numerically, averaged to the nearest tenth, and no letter grades will be given. GPA is an average of all subjects given numerical marks, with daily subjects weighted more heavily than classes taken once or twice a week. Honors will be awarded to students averaging 3.5 or higher, the point at which the student's scores are nearer to "Exemplary" than they are to "Meeting the Standard." Students with grades between 2.5 and 3.5 may be considered to be meeting the standard for their grade. Students at 3.5 and higher may be considered to be exceeding their grade's standards for that subject. Report card marks are not always an indication of a student's effort or ability. A student with a GPA of 3.8 may be underachieving and a student with a GPA of 1.6 may be making exceptional effort. Conferences (parent-teacher-student in the fall and student-led conferences in the spring, grades 1 – 8) as well as communications initiated by either parent or teacher round out the picture.

No single subject grade can fully communicate how a student is performing. Comments are added to clarify specific areas of strength or weakness within a subject or to suggest strategies to support the student in making progress. Alternative marks may be given for particular circumstances. S/U (Satisfactory / Unsatisfactory) marks may be issued in subjects where insufficient time is available to adequately assess student progress. (In primary grades, no mark in certain subjects of the first trimester may be for the same reason; more presentation and practice time is needed before assessing student progress.) Incomplete (Inc.) is a marking used when students are given more time to complete work, but must be replaced by a grade at the end of a school year. S, U, and I do not count toward cumulative GPAs. Accommodated report cards are also available, for reporting student progress against a personal standard, as opposed to object grade-level standards. Marks may be accommodated for both gifted and struggling students, with an indication given on the report card of the type of accommodation.

We encourage parents to discuss these reports with their child and to work cooperatively with teachers to help the student achieve his/her full potential. Parents are also encouraged to confer with the teacher if any student work or the progress report/report card itself warrants concern. If the situation arises where a parent feels that there is a discrepancy in a trimester grade, the parent needs to contact the teacher within one week of the issuance of the report card to resolve the question.

In between reporting periods and upon request, it is possible for teachers to email to parents information about the assessments that will feed into a report card/progress report score, and about work completion of their student. Ordinarily a parent can expect a response to an inquiry within 48 hours of a request.

SECTION IV. STUDENT GUIDELINES

NOTICE OF NONDISCRIMINATORY POLICY REGARDING STUDENTS

St. Anthony School admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, athletics or other school-administered programs.

ADMISSION AND ENROLLMENT

AGE REQUIREMENT

The age requirement for admission to the St. Anthony School is that students must have attained 5 years of age on or before the 31st of August prior to the beginning of kindergarten. This policy conforms to the regulations governing private schools in the State of Washington.

ENROLLMENT POLICY

Students will be admitted to St. Anthony School according to and in the order of the following qualifications:

1. Current students (Catholic and Non-Catholic) whose families comply with all yearly registration requirements.
2. Siblings of students already enrolled in the school.
3. Students from families who are *active*¹ members of St. Anthony Parish, St. Stephen the Martyr Parish, or St. John the Baptist Parish, or other parishes that provide an agreed upon subsidy to the school.
4. Families new to the area who have registered in one of the subsidizing parishes, have made a pledge of financial support to the parish, and have a recommendation from their previous principal or pastor.
5. Active members of non-subsidizing Catholic parishes.
6. Non-Catholic students from families who desire a Christian learning environment for the student.

STUDENTS WITH SPECIAL NEEDS

St. Anthony School offers reasonable accommodations for children with identified learning disabilities or health impairments. It is required that parents inform the principal of any such special needs prior to admission.

TRANSFER STUDENTS

All students desiring to transfer into St. Anthony School in the 5-8th grades must have an interview with the principal prior to the school's offering admission. All transfer students wishing to enroll at St. Anthony School must also provide copies of educational records (reports cards, test scores, etc.) from the student's previous school prior to final acceptance for enrollment and provide a letter of reference/introduction from the pastor or principal of the student's previous church/school. All students are accepted on a probationary basis of one trimester and all student enrollment is dependent upon their ability to maintain the academic and behavioral standard of St. Anthony School.

WAITING LIST

For those families who are not able to gain admission for their student to the school, a waiting list will be established based on the same qualifications outlined in the Enrollment Policy. Applicants to the school must complete a new pre-registration form each year during registration in order to remain on the waiting list.

ATTENDANCE

ABSENCE

It is legally required that all children enrolled in St. Anthony School are accounted for each school day. If your child will not be attending school on a given day, or days, please telephone the school office before 8:30 AM on the day of the absence. Give the name of the student, his/her teacher, and the reason for the absence (i.e., illness, doctor's appointment, death in the family, etc.) If the school is not informed by the parent of the student's absence, the school will telephone the parent(s) at home or at work. If a parent cannot be contacted, the school will attempt to contact persons listed on the student's emergency record. If no one can be contacted to confirm the reason for a

¹ An *active* member is defined as 1.) Registered in the parish for the minimum length of time required by the parish, 2.) Having made an annual commitment to financially support the parish through the parish Stewardship Program and contributing as pledged, and 3.) Demonstrating *active* participation in the worship and ministries of the parish.

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student's absence, the Renton police will be informed of the situation. If you know in advance that your child will need to miss a number of days from school, please inform the school office of that in writing.

In order to best support each student's academic success, St. Anthony School will utilize the procedures outlined in the section on communication between home and school in cases of academic concern when there is a pattern of repeated or excessive absences. (Please see the section *Communications in the Case of Special Academic Concerns*.)

TARDINESS

At the 8:35 AM bell, all students should be at their desks ready for the day. Students arriving to class after the 8:35 AM bell *must* report to the office for a tardy slip before being admitted to class. If your child is late coming to school, we ask that you telephone or write a note so that we know you are aware your child is late. Late arrivals disrupt class, cause a loss of instructional time for other students, create extra work for the office and the teacher, and most importantly, hinder the student's being ready to learn. Therefore, if a student exceeds a total of 6 unexcused tardies in any one trimester, the family will be charged a fee of \$5.00/tardy per student. When there is a problem of excessive tardiness, (i.e., tardies in excess of 10 per trimester) parents will be asked to work with the school principal or his/her delegate in finding a solution to the problem (Note: "excused" tardies are classified as those due to a scheduled or emergency medical/dental appointment, or a pre-arranged and approved absence for a portion of the school day. "Unexcused" tardies would include late arrivals due to traffic congestion or other unexpected delays, or students arriving late to class without parental notification.)

RELEASE OF STUDENTS DURING THE SCHOOL DAY

Whenever possible, appointments for students (doctor, dentist, etc.) should be made outside of school time. *If a student does need to leave school during the school day, the student MUST be checked out through the school office only.* Upon returning, the parent and child are asked to re-check in at the office. If a student is taken out of school prior to the end of the school day for other than pre-arranged and/or approved reasons, that student's absence shall be classified as an unexcused "tardy" and subject to the same fee arrangement as described in the "Tardiness" section of this handbook.

VACATIONS

Vacations other than those scheduled during regular school breaks are highly discouraged. Students miss important instruction, laboratory activities and group interaction, as well as the introduction of new concepts. Also, it is very difficult for students (and places an additional burden on teachers) to catch up on missed instruction and class work. It is expected that the principal be informed in writing if a student is to be away on vacation during regularly scheduled school days. If a student misses school because of vacation, it is the student's responsibility to arrange with the teacher for making up missed work in a way that does not place an extra burden on the teacher.

COMPLETION OF MISSED WORK

If a student is absent from school for any reason, it is the expectation that the student assume responsibility (with the help of the parent when the student is in the younger grades) for arranging with the teacher(s) for the completion of any missed assignments. It is highly recommended that students develop a "homework buddy" partnership with another student to ensure that assignments and materials can be brought to the absent student on a timely basis.

STUDENTS LEAVING SCHOOL GROUNDS

No student is allowed to leave school grounds during school hours without explicit written permission from his/her parents and the approval of the principal.

CATHOLIC EDUCATION AND THE RIGHTS OF FREE SPEECH AND ASSEMBLY

Federal and state constitutional law guarantees that *government* will not arbitrarily deprive individuals of their constitutional freedoms. However, these protections do not extend to non-public schools because private schools are private agencies. Thus, at St. Anthony School the right to assembly or to free speech may be restricted at the discretion of the principal if such speech or assembly violates the teaching of the Catholic Church or, in the opinion of the principal, disrupts the learning environment of the school.

CONDUCT EXPECTATIONS AND DISCIPLINE POLICY

At St. Anthony School, it is our goal to create a school-wide environment in which adults and children work together to build a peaceful and respectful climate for learning and play. We believe that safe, kind, respectful and responsible behaviors are essential to living a Christ-centered life in community and can be learned by all students. Parents, teachers and students working together will nurture these behaviors through modeling, instruction, and if necessary, the application of appropriate consequences.

SCHOOL-WIDE EXPECTATIONS

1. **BE KIND** – This means treating other people gently. It means looking for ways to help other people. It means extending friendship towards others. It means showing care and understanding for the feelings of others. Examples: Encourage all students to participate in activities or games; help another person if they get hurt; do things that help other people feel good about themselves; greet people, say hello, give the gift of your smile and give hugs; do helpful things like hold open a door or help clean up a mess.
2. **BE SAFE** – This means working and playing in ways that prevent you and others from getting hurt. Examples: Walking “gently” in the school; using the playground equipment properly; using classroom equipment and supplies properly; playing games by the proper rules; playing games without being unnecessarily rough or aggressive.
3. **BE RESPECTFUL** – This means being polite and considerate of others. It means respecting the property and reputations of others. Examples: Following the instructions of all school adults; using respectful language and actions; taking care of the school building and grounds; not disrupting the learning of others; not taking something that isn’t yours; not spreading gossip about another person.
4. **BE RESPONSIBLE** – This means being dependable and doing things well and to the very best of your ability. It means being willing to accept the consequences of your actions and not making excuses. It means that others can count on you because you are honest and follow through on your agreements. Examples: Being on time for class; working hard to learn as much as possible; dressing appropriately for school and the weather; telling the truth at all times; completing assignments on time; not cheating on assignments or assessments.
5. **BE CHRIST-LIKE** – This means caring for your neighbor as you would yourself and helping others when there is a need. It means seeing God in other people and thanking them for their gifts. It means being a peacemaker and forgiving others if they make mistakes. It means speaking out truthfully for justice, while also acting with compassion and mercy. It means offering comfort when people are hurting and encouraging people when they get discouraged. It means being willing to sacrifice some things personally in order to further the common good. It means praying to God when things are confusing or tough. It means doing what is right, even if it is difficult.

All St. Anthony School staff members are committed to working with students in positive ways to help them understand and practice these school-wide expectations. Each teacher will work with his or her students through the use of curriculum materials, such as the PeaceBuilders™ principles, and class discussions to develop age-appropriate plans to help students meet these school-wide expectations, both in the classroom and throughout the rest of the school. In addition, students will be encouraged to use the Peer Mediation Program to resolve minor peer-to-peer conflicts. The elements of both the classroom and school-wide plans include encouragement for positive behavior as well as appropriate consequences for those times when the expectations are forgotten or disregarded.

CONSEQUENCES FOR STUDENT MISCONDUCT

While each student will be encouraged to live out our school-wide expectations by being a Peacebuilder and Christ-like in their behaviors, there will be occasions when a student forgets and acts in a way that is harmful to others. All of our actions have consequences. Consequences occur as an outcome of our chosen behaviors. They are a way of helping us learn appropriate (and wise) behavior. When we are kind, respectful and responsible, people often respond to us in positive ways. When we are unkind, disrespectful, or irresponsible, people will often get frustrated and not want to be around us.

A **Natural Consequence** is what naturally occurs as the direct result of a behavior. Example: When a student leaves his or her coat in the classroom, the natural consequence might be to be cold out at recess. Or, if a student kicks a ball over the fence, the student no longer has that ball to play with at recess.

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A **Logical Consequence** is sometimes necessary when a behavior is inappropriate, but the natural consequence of that behavior is unsafe, creates problems for others, or is too remote to be meaningful to the student. To be used correctly, a logical consequence needs to meet three criteria – it is **RELATED**, **RESPONSIBLE**, and **RESPECTFUL**. Example: When a student damages someone else’s property, a logical consequence would be to repair the property, or reimburse the person for the property. Appropriate logical consequences should, in most cases, be chosen by the adult staff member observing the behavior, taking into consideration the severity of the problem, the number of repeated concerns, and the learning style of the student.

LEVELS OF CONSEQUENCE

At St. Anthony School the level of consequence will be in relationship to the frequency and/or seriousness of the misbehavior.

- Level 1** At this level the inappropriate behavior is minor and/or incidental and requires a simple verbal reminder of the expectations, reviewing the appropriate behavior with the student, and having the student practice the appropriate behavior for the situation. Example: A student runs in the lunchroom or hallway. The student would be reminded of the expectation to “be safe” and asked to go back and walk. Here, the expectation is addressed immediately by the observing teacher or staff member, the consequence is immediate and of brief duration, and no further action is required.
- Level 2** At this level the student chooses to disregard school expectations after being provided a verbal reminder. (A verbal reminder may be given to an entire group in the course of class sessions and the giving of directions for a particular project or activity.) To assist the student in meeting the school’s expectations, the student will be given additional consequences. Examples of Level 2 consequences include: time-out, loss of recess, detention after school, work projects around school, reflective writing assignments, written notes of apology, and when appropriate, informal parent communication. If the behavior occurs outside the student’s regular homeroom or classroom, the student’s regular classroom or homeroom teacher, the school counselor, the principal, and the parent will be notified via a *Conduct Referral Form*. (Conduct Referral Form records are retained until the student leaves St. Anthony School, at which time they are destroyed.) Level 2 consequences will be administered and followed up on by the teacher or staff member observing the behavior and in cooperation with the student’s regular or homeroom teacher when appropriate.
- Level 3** At this level there is an emerging pattern of student disregard for school expectations, or the behavior is considered seriously inappropriate (see below). The principal and parents will be notified of the situation and provided with documentation of the concern. The student will be engaged in a problem solving process with teachers, parents and principal to address and reverse the negative behavior pattern. Actions taken as a result of this problem solving process could include, but are not limited to: development of a specific behavior contract with clearly outlined expectations and specifically defined consequences, disciplinary probation, and/or in-house suspension.
- Level 4** At this level the student’s disregard for school expectations is deliberate, ongoing, and/or increasing in frequency, and/or the behavior is severely inappropriate and/or endangering to others (see below). In such cases, the principal will determine appropriate intervention upon consultations with the supervising adult(s). Such interventions may include, but are not limited to: suspension, expulsion (which requires principal consultation with the pastor), and/or the filing of a police and/or CPS report. This level of consequence would also require an entry on the student’s permanent conduct record.

If a police report is made with reference to student conduct, any police interviews of students which may become necessary will be conducted away from the school premises, assuring that parents are aware of and involved in this process.

SERIOUS TO SEVERE MISCONDUCT

Some student behaviors are dangerous, or considered to be extremely destructive to a Christian learning environment. Examples of behaviors, but not limited to these behaviors, that will be dealt with at a level 3 or level 4 in the Level of Consequences include:

1. **Willful disobedience to adult authority** – This includes, but is not limited to:
 - a. Public and/or belligerent refusal to follow adult directions
 - b. Undermining adult authority through mocking words or actions
 - c. Lying or attempting to deceive school personnel
 - d. Forgery of documents

2. **Willful hurting of others** – This includes, but is not limited to:
 - a. Fighting
 - b. Bullying (repeated physical or psychological aggression towards others.)
 - c. Harassment (behavior which interferes with an individual’s school performance and/or creates a hostile or offensive environment and is based on the victim’s race, gender, age, sexual identity, physical or mental disability, or religious beliefs.)
 - d. Using objects or materials in a way that seriously endangers the safety of others
 - e. Threatening violence towards other students and/or staff.

3. **Illegal Activity** – This includes, but is not limited to:
 - a. Assault
 - b. Possession of a weapon or dangerous objects/materials
 - c. Vandalism
 - d. Unauthorized entry or use of school facilities, equipment and materials
 - e. Stealing
 - f. Possession of tobacco, alcohol or drugs
 - g. Arson and/or setting off a false alarm
 - h. Illegal conduct occurring off school property that is detrimental to the reputation of the school

While the above-mentioned actions are considered to be serious and unacceptable behaviors, the age, developmental understanding, past conduct record, and emotional state of the student will be taken into account when determining an appropriate consequence. The principal is the final recourse in all disciplinary situations and may waive any disciplinary regulation for just cause at his/her discretion.

DUE PROCESS IN CASES OF EXPULSION

When the principal makes the decision to expel a student, a certified letter will be sent to the student and his/her parents or guardians. The letter will outline the behaviors of the student leading to the decision and document the disciplinary action being taken, while acknowledging the student’s right to a hearing. If the parents desire a hearing, they must file that request in writing to the principal and Pastor within five school days of the receipt of the certified letter. If a reply is not received within the five day period, the student and parents are deemed to have waived a hearing and the disciplinary action takes effect. If a hearing is requested, it is to be held within five school days of such a request. The principal has the right, if necessary, to exclude the student from all school activities during the time it takes to complete the due process.

The due process hearing will include a complete review of the facts of the case, including documentation of the student misconduct and any other disciplinary actions taken prior to the expulsion. The Pastor (or his delegate) will convene and conduct the hearing to ensure that all applicable school policies and procedures were followed and that the principal’s decision was arrived at in a fair and just manner.

EDUCATIONAL RECORDS

STUDENT EDUCATION FILE

In general, a student’s educational file contain copies of past report cards, standardized testing data, results of specific diagnostic testing, information supplied by the parent(s), copies of sacramental records and notes regarding any disciplinary actions for misconduct. These files are maintained in the school office and may be accessed only by approved school personnel (i.e., the student’s teacher(s), the school counselor, the principal and his/her assistants.)

[Note: Documentation from an outside mental health care professional that is shared with the school and is of a confidential nature will be placed into a separate, confidential file and will not be a part of the student’s regular academic/disciplinary file. This separate file will be maintained in a locked file in the counselor’s office and may be accessed only by the principal, the school counselor, the Pastor and the student’s parents.]

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INSPECTION OF RECORDS BY PARENTS

Pursuant to Archdiocesan Policy, each parent shall have full and equal access to a student's educational records unless there is a court order to the contrary. A certified copy of a Parenting Plan or other court order containing a specific provision limiting a parent's access must be provided to the principal before a parent's access to a student's education record will be restricted. To review your child's educational records:

1. Through written request to the principal, the parent asks to view the student's educational records.
2. Within a reasonable time, the principal will set a specific date, time and place for viewing the file.
3. The principal or his/her delegate is to be present while the file is being reviewed.

OTHER STUDENT RECORDS

Health Cards

Updated health cards and immunization records are required for every student. They are forwarded to the student's new school at the time of the student's transfer to that school.

Permanent Record Cards

Permanent Record Cards are required for every student. This longitudinal record of student learning and attendance is kept permanently at the school, and may be photocopied at the time of student transfer to another school.

Attendance Records

Student attendance is recorded daily at the beginning of each school day. Attendance records are kept permanently on file in the school office.

WITHDRAWAL AND TRANSFER OF RECORDS

Notice of transfer from St. Anthony School should be made to the school office two weeks in advance of moving, and permission must be given in writing for the transfer of records to the next school. Educational records are transferred directly to the student's new school by the staff of St. Anthony School.

PERSONAL PROPERTY AT SCHOOL

Students are strongly discouraged from bringing personal property to school, unless requested to do so by the teacher for an educational purpose. The school does not assume responsibility for any loss or damage to personal student property, and any item brought to school is done so at the student's risk. Also, any student property deemed to be endangering to self or others, disruptive to the learning environment, or contradicting Catholic values, may be confiscated by school staff and returned to the parents via the school office.

All lost articles of clothing and/or personal possessions will be kept in the office or the school lost and found bins until the last school day of each month. Unclaimed clothing items will be donated to charity on the last day of each month.

PLACEMENT OF STUDENTS

The principal has the responsibility for the final decision regarding the grade placement, teacher assignment, and promotion and retention of all students in the school. A student transferring to St. Anthony School is ordinarily assigned to the class/grade indicated on the report card or transfer form from the student's prior school. In certain circumstances, the principal may require additional testing to determine grade placement. For the placement of students without educational records, an educational history shall be compiled in cooperation with the parents or guardians of the student and based on the information received, the student shall be placed at the grade level best suited to his/her level of achievement and development. In the case of students with special needs, the principal will evaluate each situation on a case-by-case basis to determine the quality of "fit" between the student's needs and the school's resources, and in good faith, make every effort to provide appropriate accommodations for students with disabilities.

PROMOTION AND RETENTION OF STUDENTS

Students are promoted once a year in June. Promotion is based on the student having successfully completed the academic requirements (or in the case of special needs students, the accommodated requirements) of the grade. Any student may be required to repeat the work of a grade whenever, in the judgment of the principal and the teacher, it would be to the student's educational advantage to repeat rather than be promoted to the next grade. Whenever a student is in danger of retention, his/her parents must be advised of this situation at least three months prior to the end of the school year.

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When a student has a GPA of 1.0 or less in a single subject or overall during any two consecutive trimesters, additional learning support may be required as a condition of promotion. These requirements, such as attending summer school or retaining a tutor, will be stated in writing along with a timeline and the process of documentation necessary to complete the requirement.. While the school will provide the student and his/her family with a list of resources to complete these additional courses of study, it is the responsibility of the student and his/her family to arrange and complete them.

WITHDRAWAL OF STUDENTS FOR ACADEMIC REASONS

St. Anthony School may request that a student be withdrawn if the school has determined that it is unable to meet the student's long-term academic needs, or if the student's performance has demonstrated that he or she is unable or unwilling to achieve minimal progress in meeting the school's academic expectations. If such a request is made, the following conditions must have been fulfilled:

1. Sufficient advance notice of the contemplated action has been provided in writing to the parents.
2. The student and the parents have been given the opportunity to review and discuss with the appropriate school personnel the student's needs and the school's resources, or lack thereof, to meet those needs.
3. The student and parents have been given assistance in determining a more suitable placement for the student, and the school agrees to cooperate with any receiving school in matters concerning the placement of the student in an instructional program.

TECHNOLOGY, APPROPRIATE USE OF

Students are expected to follow the following rules and ethics in all of their work with computers and technology at St. Anthony School:

The student recognizes that computers are for educational use and:

- Will not play non-educational games or use the computer resources for other non-academic activities, unless granted permission to do so by a teacher during scheduled student breaks.
- Will not waste or take supplies, such as paper, printer ribbons, or other supplies that are provided.
- When working on a computer, he/she will work in ways that do not disturb others.

The student recognizes that copyright law protects software programs and:

- Will not make unauthorized copies of software found on school computers, either by copying them onto other storage media or onto other computers through any means.
- Will not give, lend, or sell copies of software to others without the written permission of the copyright owner or the original software is clearly identified as shareware or in the public domain.

The student recognizes that the work of all users is valuable and:

- Will protect the privacy of others' areas by not trying to access their files.
- Will not copy, change, read, or use files belonging to another user, without that user's prior, written permission, which is signed by that user and by a teacher.
- Will not attempt to gain unauthorized access to system programs or computer equipment.
- Will not use computer systems to disturb or harass other computer users.
- Will not download information onto the hard drives of any St. Anthony School computer without prior permission and supervision of a teacher.
- Will access only his/her own files unless given written permission that includes a teacher's signature.

The student understands that communication through e-mail or the Internet should be professionally written and:

- Will not send any messages that contain foul language, sexual, or racial comments that contradict Catholic moral values.
- Will not include personal information such as name, address, phone number or photo.

The student understands that violation of any of the rules described above could result in loss of computer privileges at St. Anthony School.

HAND HELD TECHNOLOGICAL TOOLS

Cell Phones

- Parents often wish children to have cell phones in case of emergency. They can be a distraction for the users and others during the school day and generally other phones are available for emergency use. Text messaging also makes unethical behavior more tempting and possible.

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- With the exception of afternoon traffic pick-up times, in the area where students wait for traffic, if cell phones are visible in the school building or on the playground during school hours including BASS (6:30 AM – 6 PM) without prior authorization of a teacher or supervisor, they will be confiscated and held until after school. Repeated infractions may result in a call to a parent or the item's being sent to the office where the parent may pick it up.

Electronic Games and Entertainment/listening Devices

- These items generally have little educational value and are a distraction. In addition, they are costly and easily lost or damaged.
- Allowing these items to be brought to school is strongly discouraged.
- If these items are visible during the school day, including the playground, they will be confiscated, sent to the office, and the parent may pick them up.

Regarding all Technological Items

- For any technological object where use is restricted, repeated violations may result in other consequences, such as conduct referral slips, time out, etc.
- The school is not responsible for damage or loss to such items.

UNIFORM POLICY/DRESS CODE

It is the intent of the School Commission, principal, school staff and school community that St. Anthony School is a uniform school. The uniform should be a symbol of a student's pride in him/herself and the school. It is our expectation that:

- Every student will be in complete uniform unless he/she has a valid, written excuse from his/her parents for that day only.
- Uniforms are to be clean, appropriately sized and appropriately worn.
- Our uniform policy is enforced by all school personnel. Failure to adhere to the uniform policy may result in non-admittance to class, referral to the principal's office, and/or a call to the parents.
- While it is not mandatory that all uniform items be purchased from the Uniform Store, it is required that **all uniform items be generally indistinguishable in both style and color from items available at the Uniform Store.**

The basic uniform for *girls in grades K-5* is a Mayfair plaid jumper or skort with a long or short sleeve plain white blouse, white knit polo shirt, or white turtleneck shirt. As an alternative to the jumper or skort, navy blue dress slacks, navy blue corduroy pants, or navy blue walking shorts may be worn with the white blouse, white knit polo shirt, or white turtleneck shirt. White or navy blue knee socks or anklets are required. Plain white or navy blue tights/leggings may be worn with the jumper in colder weather. Navy blue cardigan sweaters, navy blue V-neck sweaters (vest or long-sleeved), or St. Anthony sweatshirts are additional garments that may be worn with the basic uniform. St. Anthony CYO team sweatshirts may also be worn but must receive prior approval from the principal.

The basic uniform for *boys in grades K-5* is navy blue corduroy pants, navy blue dress slacks, or navy blue walking shorts worn with a long or short sleeve white dress shirt, white knit polo shirt, or white turtleneck shirt. If a T-shirt is worn under the shirt, it is to be plain white without words or pictures. Plain white or navy blue socks are required. Navy blue cardigan sweaters, navy blue V-neck sweaters (vest or long-sleeved), or St. Anthony sweatshirts are additional garments that may be worn with the basic uniform. St. Anthony CYO team sweatshirts may also be worn but must receive prior approval from the principal.

The basic uniform colors for *girls in grades 6-8* will be navy blue and/or **Uniform Store khaki**. The basic uniform top that may be worn includes a long or short sleeve white blouse, white knit polo shirt, white turtleneck shirt, or navy blue polo shirt. These tops may be worn in combination with navy blue or khaki skirts, skorts (Uniform Store style only), slacks, or walking shorts. White or navy blue knee socks or anklets are required. Navy blue cardigan sweaters, navy blue V-neck sweaters (vest or long-sleeved), or St. Anthony sweatshirts are additional garments that may be worn with the basic uniform. St. Anthony CYO team sweatshirts may also be worn but must receive prior approval from the principal.

The basic uniform colors for *boys in grades 6-8* will be navy blue and/or **Uniform Store khaki**. The basic uniform shirt that may be worn includes a long or short sleeve white dress shirt, white knit polo shirt, white turtleneck shirt,

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or navy blue knit polo shirt. If a T-shirt is worn under the shirt, it is to be plain white without words or pictures. These shirts may be worn in combination with navy blue or khaki slacks or walking shorts. Plain white or navy blue socks are required. Navy blue cardigan sweaters, navy blue V-neck sweaters (vest or long-sleeved), or St. Anthony sweatshirts are additional garments that may be worn with the basic uniform. St. Anthony CYO team sweatshirts may also be worn but must receive prior approval from the principal.

HAIR STYLES

It is expected that students come to school with hair styles/colors that are natural in appearance and not a distraction to the learning environment of the school. Students coming to school with noticeably and unnaturally dyed hair or with a hair-style deemed distracting to the learning environment may not be allowed to attend classes until such time as the hair-style and/or color is returned to a more natural appearance.

ACCESSORIES

Other clothing and accessories worn by students (i.e., shoes, jackets, jewelry etc.) must meet the criteria of being non-endangering to the student(s), not distracting to the learning environment, nor contradictory to Christian social/moral values. The Uniform Store “bike shorts” are accessories, worn only under a skirt or jumper. Any accessory that draws excessive attention to the student is highly discouraged and may be restricted at the teacher’s or principal’s discretion. **All items of clothing are expected to be clean, in good condition, and appropriate for a learning environment.**

ADDITIONAL RESTRICTIONS

The School Commission has also identified certain items that are specifically restricted. These include no makeup in grades K-5; no dangling earrings in grades K-8; no earrings on boys; no open-toed or backless shoes or shoes with wheels.

EXCEPTIONS

As with any policy, there will be times when exceptions are reasonable and justified. The following are anticipated exceptions to the school uniform policy:

1. Scouts wearing scout uniforms on scout meeting days.
2. Students with special fitting/sizing needs that cannot be addressed by the Uniform Store. (These situations will require prior approval by the principal.)
3. Special events (field trips, performances, etc.) that require a student to come to school out of uniform. (These situations will require prior approval by the principal.)
4. Special spirit-building days when students are invited to add specified accessories to the basic uniform or when certain items may be substituted for the basic uniform. See “Spirit-Building Apparel Days” section below.

GYM APPAREL

At the beginning of the year, our physical education specialist will inform students about what clothing to have for gym days. While students need not have gym shoes that are used exclusively in the gym, they must wear gym shoes when they participate in PE classes. If students are wearing “street shoes” (non-gym shoes) to school, on PE days, they are expected to bring gym shoes into which they will change for their PE classes. If a class is allowed to change, the clothing worn must meet the guidelines of “Free Dress”

FREE DRESS

Free Dress is allowed on the first Friday of each month unless otherwise publicized. If the first Friday is a holiday, the following Friday will be considered Free Dress Day. Clothing and accessories worn on free dress days will need to meet the criteria of being non-endangering to the student(s), not distracting or disruptive to the learning environment, nor contradictory to Catholic social/moral values of respect for life, modesty and propriety. Any article of clothing or accessory that draws excessive attention to the student may be restricted at the teacher’s or principal’s discretion. **Clothing that is designed exclusively for sports and night wear are not generally appropriate for the learning environment. Even on free dress day, all shirts and blouses shall have sleeves.**

SPIRIT-BUILDING APPAREL DAYS

On occasion, student leadership or other groups may request a variation of the basic uniform as a spirit-building initiative or to express solidarity with someone or some occasion. These exceptions are approved by the principal in advance and parents may expect advance written notice in the *Roadrunner* or a special communication. Parental

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assistance in dress choice is gratefully appreciated as it helps reduce the burden of school action for lack of compliance, and enables these days to achieve their community-building goals.

These Days Take Two Forms:

- **ACCESSORY DAYS** – “Uniform Accessory” option: Students are expected to wear the basic uniform but may wear additional items – hats, ribbons, socks, buttons that meet the specification of the day; if the item is a color, s/he may also wear a shirt that meets the criteria. (example: on “Wear Pink Accessories Day”, students could wear pink barrettes, a pink scarf, and a pink shirt.)
- **UNIFORM PLUS OPTION** – Students may wear an item that meets the specification of the day instead of their uniform. If the student does not wish to participate or does not have the requisite item, s/he wears uniform components to school or wears apparel items which match the day. (example: on “Red & Green Day” students could wear clothing that is basically red and green. A student could wear a green sweatshirt and if s/he lacked red or green pants, it would be expected that the student would wear the uniform pant with the green sweatshirt.)

Please note that, in both cases, the items worn must conform to the guidelines named above under “Restrictions”, “Accessories,” and “Free Dress”.

SECTION V. ENSURING THE SAFETY AND WELL-BEING OF STUDENTS

ABUSE, REPORTING OF

The laws of the State of Washington mandate that school personnel promptly report alleged or suspected child abuse and/or neglect to the Washington Department of Child Protective Services (CPS). The law requires school professionals to notify CPS even if there is a suspicion of abuse or neglect. Abuse may include physical abuse (such as corporal punishment), sexual abuse (such as inappropriate touching), or psychological/emotional abuse (such as name calling or intimidation). All St. Anthony School personnel are directed to follow specific reporting procedures that are in compliance with the Washington State law.

BULLYING AND/OR HARASSMENT

St. Anthony School is deeply committed to ensuring the physical and emotional safety of its students. Therefore, bullying and/or harassment are considered behaviors that are neither acceptable nor tolerated at the school. While the procedures used to address bullying or harassment are similar, bullying and harassment are slightly different in definition. Bullying is repeated and planned physical or verbal aggression by one student, or group of students, towards another student (or students), and is often characterized by difference(s) in age, physical capability or power. Harassment, like bullying, is behavior which interferes with an individual’s school performance and/or creates a hostile or offensive environment and is based upon the victim’s race, gender, age, sexual identity, physical or mental disability, or religious beliefs.

In those cases where a student is either experiencing or observing bullying or harassment, the following procedures are to be followed:

1. The person (or persons) being bullied or harassed (or those observing the bullying or harassing) should clearly indicate to the person(s) initiating the bullying or harassment that such behaviors are harmful, unacceptable and need to stop.
2. If the bullying or harassing behavior persists, it should be immediately reported to a school staff member, a teacher, the school counselor, (all of whom are also to inform the school principal) or directly to the school principal. If the bullying or harassment is not severe or immediately threatening, the student(s) involved (and their parents) will be informed by the principal of the allegation of bullying and/or harassment and given clear instructions in writing that any further incident of bullying, harassment or intimidation will result in immediate suspension.
3. If the bullying or harassing is determined to be severe or an immediate threat to student safety, the offending student(s) will be placed on suspension (either in-school or at home) until the situation is fully investigated by the principal.
4. Students who continue to engage in bullying or harassing behaviors will be expelled from the school.

CHILD CUSTODY OR PARENTING DISPUTES

Divorced parents of children in the school are strongly encouraged to submit a copy of their parenting plan as part of the student’s record. The school and its staff may not deviate from a parenting plan without written authorization from both parents. In the event that a court order is issued that limits parental access, it is the responsibility of the custodial parent to provide the school with a copy of that court order. The school will then abide by that order until

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receiving official court documents indicating that the original order has been rescinded or revised. In cases of a custody or parenting dispute between parents, the school and its staff will, pursuant to Archdiocesan Policy, remain neutral towards both parties and encourage parents to resolve the issue through mediation or legal means rather than in a manner that inappropriately involves and/or distresses the child or the school environment. In addition, no employee is allowed to produce letters, written opinions, or other documentation for the purposes of a court hearing, trial, or other legal proceeding involving a parenting dispute, unless required to do so by legal subpoena or court order.

COUNSELING OPPORTUNITIES

St. Anthony School offers the services of a certified school counselor to all students and families. The purpose of this service is to work in partnership with students, teachers, and parents in order to empower students to be successful in their educational pursuits at St. Anthony School. The school counselor assists students with personal and social development through short-term personal counseling, small group counseling, classroom presentations, referral to community resources, and when necessary, crisis intervention. The school counselor is also responsible for assisting the teacher with the development and implementation of the K-8 Personal and Social Development Curriculum. On occasion, counselors do the direct teaching. They also assist teachers in working with students with special needs.

In order to maintain good relationships with both students and parents, the counselor may see a student up to three times without parental notification and consent. After the third visit, parents will be notified. If serious concerns exist, parents will be promptly notified whenever such a concern arises. The school counselor does not provide long-term counseling for students or families, but will help families connect with other mental health resources in the community if that is needed

CRIMINAL BACKGROUND CHECKS

In accordance with Archdiocesan Policy all employees of St. Anthony are required to have undergone an extensive criminal background check. All certified staff members (teachers and administrators) and Non-certified school employees are required to have a CICS (City Investigation Corporate Security) Criminal Background check. In addition Archdiocesan provided Safe Environment training is required by all employees within 90 days of employment

All volunteers who have access to minors and or vulnerable adults must also have a cleared CICS Criminal Background check. If a volunteer is driving on a field trip a CICS Criminal Background check and Driver Information Sheet must be filled out prior to the field trip.

Archdiocesan policy requires CICS Criminal Background checks to be completed every three years and Driver Information Sheets to be completed annually.

DROP OFF AND PICK UP OF STUDENTS

For the safety of the students, parents are strongly encouraged to use of the north drop off/pick up area for both unloading and collecting students. Parents may also park in designated spots in the parish parking lot and walk their child to the school building. No drop off should occur in the 4th Ave. parking lot of the Parish Ministry Center (PMC) nor along the east side of the Gym. The businesses to the south of the traffic lanes request that we leave their commercial spaces for their clients and park elsewhere.

Parents are highly discouraged from using clearly marked “No stopping or standing” zones or fire lanes for drop-off or pick-up purposes. . Parents can be ticketed by the Renton Police for dropping off or picking up students next to the school on 4th Ave and Shattuck Ave.

In the traffic lanes children are dropped/picked up only when their vehicle reaches the front of the line where they can be crossed over by our safety patrol. In the afternoons, parents who are at the head of the line for longer than about three minutes and whose children have not yet arrived at the pick-up area are asked to “loop around” and return to the back of the traffic lines, so that the parents waiting behind them can pull forward to collect their children.

Staff supervision of the playground will begin at 8:10 AM. Parents should not drop off students prior to 8:10 AM unless they will be going directly into the school building to attend BASS, a pre-arranged tutoring or study session, or to church to attend morning Mass with their teacher and classmates. (Unless serving Mass, students at Mass must be accompanied by their teacher or another adult.) All students (and parents) are expected to wait outside the school

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building until the 8:25 AM bell, unless they are attending BASS or have made prior arrangements to meet with a teacher.

It is expected that all students will be picked up from school within 15 minutes after dismissal. During these 15 minutes members of our safety patrol and staff are in attendance. Students remaining unsupervised on school or parish grounds later than 15 minutes after dismissal will be signed into the BASS program and parents will be charged accordingly. Students are dismissed at 2:00 PM on Mondays and at 3:00 PM Tuesday through Friday.

EMERGENCY CLOSURE OR DELAYED OPENING OF SCHOOL

On occasion, severe weather conditions or other emergency situations will require the delayed opening or cancellation of school. Information regarding such closures will be communicated through three main channels: the school closure hotline (425-255-0059, line # 7), the school website at www.sasr.org, or through the three main Seattle television stations, KOMO, KING, and KIRO. On those mornings when school is to be cancelled or delayed due to weather, the decision is usually made by the principal between 5:00 and 5:30 AM and the decision is communicated to the above resources by 6:00-6:30 AM. Unless it is communicated through one of the communication channels listed above that school will be delayed or closed, you may assume that school will be in session at the regular times for that day.

EMERGENCY/DISASTER PROCEDURES

St. Anthony School has established procedures and supplies for major disaster and emergency situations. In addition, the school regularly practices fire, earthquake and lockdown drills.

In the event of a major disaster, parents should **not** expect to contact the school by telephone. Not only will the telephone lines be overloaded, telephone calls to the school office only hinder our abilities to provide emergency services to the students. Parents will be notified of any injuries to students as soon as possible after emergency needs have been met. *When there is an emergency, and parents wish to take their children home, they must sign students out through a central checkpoint before removing children from the school grounds.* Children will be released only to those names on the St. Anthony School Health Emergency Form. All parents are expected to cooperate fully with public safety officials and school staff.

As per the health emergency form that each parent signs at registration time, "In the event of a major disaster and we have exhausted all reasonable efforts to contact you or any of your authorized contacts, we will make a prudent and reasonable decision on releasing your child to a responsible adult that is known to you and your child, or to an emergency assistance agency."

INFECTIOUS DISEASES

The Archdiocese of Seattle considers infectious and/or life threatening diseases as medical and disabling conditions. Archdiocesan policy also states that Catholic schools within the Archdiocese may not discriminate on the basis of disabling conditions. However, there may be particular situations in which limitations of the admission or continued enrollment of a student with infectious diseases and/or life threatening illnesses is medically justifiable. Those cases will be dealt with on a case-by-case basis in accordance with Archdiocesan policy and in consultation with the Catholic Schools Office of the Archdiocese of Seattle. This policy does make the distinction between a temporary infectious illness, such as chicken pox, or flu, where a student may be asked to remain at home until the illness passes, and a disease, which is a chronic and long-term condition.

MEDICAL RECORDS/IMMUNIZATIONS

Updated health cards and immunization records are required for every student. Students without the required records of immunization will not be allowed to attend school until those records are submitted. Also, any student with a life-threatening illness or disability is required by Washington State Law to have a medical plan on file with the school before being allowed to attend school.

MEDICATIONS, ADMINISTRATION OF

Students at St. Anthony School are not permitted to have prescription or non-prescription medication in their possession while at school. This includes cough drops, cough syrup, Tylenol-type medications, etc. The only exceptions to this policy are students who have a diagnosed life-threatening condition, and would require *immediate* administration of prescribed medications by a school staff member. All other medications must be kept in a locked cabinet in the health room. St. Anthony School staff may not administer medication to students, except in compliance with applicable state law and regulations. The law requires an official form be on file in the school health room or accompanying the medication, and signed by a physician, authorizing the administration of the

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specific medication by the school staff to a specific student. You may obtain a copy of this form from the school office.

PROCEDURES FOR ILLNESS, INJURY OR ACCIDENT

First Aid will be given by trained school staff, in accordance with State law, for minor injuries which occur at school. If a child is seriously injured or becomes seriously ill while at school, parents will be contacted immediately. If in the opinion of school staff, the student is experiencing an extremely serious or life-threatening illness or injury, emergency medical personnel (911) will be contacted immediately. If the student needs to be transported to an emergency facility via ambulance, a school staff member will remain at the emergency facility with the student until a parent or other authorized person arrives.

During registration, parents complete a "Health Emergency Form". This form provides for the school a list of names that your child may be released to during emergency situations when parents cannot be reached. *Be sure the emergency numbers you include on this form are for persons who can get to school quickly if needed.* Also, be sure you have an agreement with this person before you send the name and number to us. Finally, be sure your child knows the designated person and is comfortable with him/her.

PHYSICAL ACTIVITY & NUTRITION WELLNESS POLICIES & GUIDELINES

Healthful foods and opportunities to be physically active are essential for children in order to grow, learn and thrive. Good health fosters student attendance and education. St. Anthony School is committed to providing a school environment that promotes children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Complete policies and guidelines are available in the school office.

SEARCH AND SEIZURE

Within a Catholic school setting, school personnel have more latitude in conducting searches and/or confiscating student property than do their public school counterparts. Since lockers and desks are school property, school personnel always have the right to examine them and their contents. If a teacher, or other school staff believes that a student is carrying a dangerous or illegal item on his/her person, the staff member will ask the student for that item. If the student refuses, the student will be brought immediately to the principal.

Such searches should be conducted respectfully and judiciously, and only when there is a "reasonable" cause for conducting such a search and/or confiscation. Reasonable cause would include, but is not limited to, times when there has been an incident of property theft, the teacher has information that a student may have in his/her possession a banned substance or an item that is endangering to the student and others, or the student is in possession of an item that is in violation of school rules/expectations and/or, in the staff member's judgment, disruptive to a Christian learning environment.

It is always reasonable for a teacher to ask for and hold student property that has been used in a way that endangers others, is disruptive to the learning environment, or contradicts Catholic values. When confiscating a student's property because of these reasons, arrangements will be made to return that item to the student or his/her parents within a reasonable period of time, unless the item in question needs to be held as evidence in a disciplinary review or possible police report.

THREATS OF VIOLENCE

Any threat to the safety and well-being of any member of the school community will be taken seriously. The following procedures will be implemented when there is a threat of violence.

1. The person hearing the threat, or notified of the threat, is to inform the principal immediately.
2. The Principal or his/her delegate will immediately notify the parents of the students involved, and may also notify the Renton City Police, the Pastor and the Catholic Schools Office.
3. The student(s) making the threat may be placed on immediate suspension and may be required to have an evaluation/risk report completed by a medical psychologist or psychiatrist before the student(s) can be admitted back to school. It may also be required that the custodial parent provides a written release to share and receive information with the mental health professional contracted by the parent.
4. When readmitted to the school, the student may be placed on a behavior plan which will be reviewed every three weeks to ensure student and parent compliance with the recommendations of the mental health professional and the disciplinary consequences imposed by the school. Failure to comply with those recommendations and disciplinary consequences will be grounds for expulsion.

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While threats of violence are considered to be serious and unacceptable behaviors, the age, developmental understanding, past conduct record, and emotional state of the student may be taken into account when determining the appropriate consequence. The principal is the final recourse in determining the appropriate consequence in all disciplinary situations.

If adults in the community make the threats, a family's registration for the remainder of the school year or the following year will be considered probationary until all recommendations or requirements are fulfilled to the satisfaction of the principal. Legal action may also be taken by calling the police or seeking a restraining order.

VISITORS

For the safety of our students, all visitors (including parents) are expected to check in with the school office upon entering the building. All visitors or volunteers working in the building are also expected to wear a "Visitors" badge to identify themselves as "friendly people" for our students.

Several kinds of visits to St. Anthony School are possible and encouraged.

- Prospective new families are invited to schedule a tour in January and February, where they will be shown around the school by a member of the Administrative Team. A visit with the Principal may be scheduled at this time.
- If an older student is considering a transfer to St. Anthony School, arrangements may be made for a period of time, sitting in with a class. In these cases, emergency information must be left at the office.
- Parents and grandparents sometimes wish to eat lunch with their students. While advance notice is required to take a school lunch, a parent may simply check at the office, and then sit with their child in the lunchroom. (If insufficient space is available at the child's assigned table, the parent and child may be asked to move to a separate table.)
- Pre-arrangement is required for parents to visit in the classroom. These visits may not interfere with the learning environment so nearly always the parent is asked to be a volunteer and help out in the classroom as directed by the teacher, or to assist the playground supervisors in an observation role on the playground. Parents may not engage in direct play with the students on the playground unless specifically asked to do so.
- Returning students: After students have left St. Anthony School, they often want to return to say hello to their former teachers and classmates. While their presence must not interfere with instruction, faculty and staff also are glad to see them and hear about their experiences. Sometimes these students also wish to give service or fulfill community service hours, also gratefully welcome. As with visits from adults, these visits need to be arranged in advance. Former students should bear in mind that members of the faculty are more available at the end of the school day.

WEAPONS AT SCHOOL

Weapons (knives, guns, etc.) are not allowed at St. Anthony School. Any object when used to intimidate, threaten, or inflict bodily harm must be considered a weapon. Likewise, if an object looks like a weapon or is used as a weapon to threaten, intimidate or coerce, it too, will be treated as a real weapon. If the principal determines that an object falls into the category of a *dangerous weapon*, (an object that could inflict serious bodily harm or death) the following procedures are required:

1. A police referral for possible criminal charges will be filed. Carrying or possession of a firearm, or dangerous weapon on school premises is a gross misdemeanor and the student may also be guilty of a felony assault.
2. Emergency expulsion shall be done immediately and the student will be prohibited from school property while the principal's investigation is ongoing.
3. The principal shall carry out whatever investigation is necessary. As in any case of expulsion, the accused will have the opportunity to respond to the charges before the final disposition of the case, and the right to request a hearing regarding the expulsion.

Unless they are related to an academic subject with teacher pre-approval, drawings of weaponry or violence are not appropriate to be done or kept at school, since they can be misinterpreted and frighten others.

SECTION VI. COMMUNICATIONS

COMMUNICATIONS BETWEEN HOME AND SCHOOL-THE FAMILY ENVELOPE

School to family communication envelopes are sent home twice each month, usually on each second and fourth Tuesday. Please watch for these and let the school office know if they are not getting home. Our bi-monthly newsletter, the Roadrunner, and miscellaneous letters, calendars, notices, etc., are sent home through these envelopes. The family envelope is sent home with the youngest child. Please be sure that all contents have been

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removed and read. Materials other than staff initiated communications may not be distributed or sent home with students without prior authorization by the principal. School authorization does not necessarily imply endorsement of that material.

COMMUNICATIONS IN CASES OF SPECIAL ACADEMIC CONCERNS

In our efforts to meet the learning needs of all students, the principal and counselors meet weekly to discuss and strategize ways to support teachers and students in the classroom. This Student Support Team (SST) is expanded monthly to include other learning specialists. It is the philosophy of the school that the parent is the primary educator of the child and that the school exists to support the parents in that task. Therefore, when significant concerns arise regarding a student's academic performance in school, the following steps will be followed to ensure that parents are involved in a problem-solving process to find the best solutions for supporting the student's academic growth.

- 1. Identification:** On occasion, a teacher or the school counselor may notice that a student is having significant difficulty academically. This concern may be prompted by standardized test results, or by teacher observation and classroom-based assessment. Teachers would then complete a Focus of Concern, outlining specific issues, interventions tried and requesting further evaluation. School personnel responds to learning styles with accommodations and interventions in and out of the classroom. When there is significant concern, the parent will be contacted, informed of the concern, and requested to attend a Student Advisory Group meeting that is also attended by the school counselor, the student's teacher(s), other school staff when appropriate, the school principal, and when appropriate, the student. The purpose of this meeting will be to identify the specific difficulties the child is experiencing and make the determination whether more in-depth diagnostic assessment is required to gain a clearer picture of the nature of the difficulty.
- 2. Assessment:** At this stage of the process, additional diagnostic testing may be arranged or recommended, but only with parental consent and cooperation. This may include, but is not limited to, diagnostic assessments done by members of the St. Anthony School faculty, diagnostic assessment done by an outside educational agency, pediatric assessment, or comprehensive educational assessment done by the student's local public school district. In those cases where the school staff feels that further diagnostic testing is essential for assisting the student's academic growth, and the parent refuses to cooperate or consent to further testing, the school may require the student's withdrawal from the school. (Please see the section *Withdrawal of Student for Academic Reasons.*)
- 3. Placement:** After appropriate diagnostic assessment has been completed, appropriate school professionals will meet with the parent (and student, when appropriate) to discuss the findings of the assessment(s), develop realistic and achievable academic goals for the student, and determine the best instructional setting for supporting the student's achievement of those goals.
- 4. Evaluation:** It shall be the responsibility of the school counselor, in consultation with the parent(s), the teacher will and other school staff, to establish procedures for monitoring the student's progress towards achieving the identified academic goals and establishing communication channels to communicate that progress with the parent(s). Generally, the teacher, after consulting with the counselor, will meet with the parent and student at least twice each year to discuss the student's progress and the appropriateness of the student's instructional setting.

CONFERENCES

Our fall parent-teacher (and student) conferences are generally scheduled in late October or early November. These conferences are very important since they will help confirm the student's yearly learning goals and hopefully, correct any problems the student may be having early in the year.

Informal parent-teacher meetings are also encouraged if a parent (or teacher) has a concern. To schedule a meeting with a teacher, you are invited to call during school hours, send a note to your child's teacher, or contact him or her via e-mail. It is our faculty policy that parent phone calls are to be returned within 48 hours, or within two working days of parents leaving a message. Also, please do not assume that teachers are available for "drop-in" conferencing before or after school unless scheduled ahead of time. Please respect their time to prepare for class or to be with their own families at home.

Towards the completion of the school year, usually in late May, student-led conferences are scheduled. These are different from Parent-Teacher conferences in that they are "student led." Although the teacher is present in the

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classroom, your child will be conducting the conference and will inform you of his/her progress, growth, and advancements during the current school year. The intent of this program is to involve the student in their own evaluation process and therefore having them take ownership of the quality of their work, study habits and ultimately their grades. In addition, the goal is for the student to expand their communication skills. We have found this to be rewarding for the teacher, students and parents.

CONFIDENTIALITY

In general, information of a private nature that is shared with any staff member of St. Anthony School will be held in confidence. However, if the shared information gives the staff member reasonable concern for the health, safety, or life of an individual, that information will be shared with the parents, counselor, principal, and other appropriate legal authorities.

CONFLICT RESOLUTION COMMUNICATIONS PROCEDURES

In keeping with the Church principle of *subsidiarity*, concerns or problems should be resolved at the lowest level whenever possible. Also, concerns should be brought to the attention of school staff in a respectful and fair manner. When parents have questions or concerns about St. Anthony School:

1. The teacher (or appropriate staff person such as the BASS director, office staff, etc.) should be contacted first if the problem pertains to curriculum, classroom procedures, or interpersonal classroom relationships. *(NOTE: It is never appropriate for parents to confront a student other than their own child regarding an interpersonal conflict that has occurred at the school.)*
2. If the problem has not been resolved after discussing it with the teacher, or if the problem pertains to general school policy, the principal should be contacted.
3. The principal may refuse to discuss a problem concerning a teacher unless the teacher has first been consulted or unless the principal may name the source of information when discussing a matter with the teacher.
4. If, after verbal consultation with the principal, there are still unresolved concerns, parents should submit those concerns in writing to the principal. (Note: At this stage of the problem-solving procedure and for purposes of this policy, e-mail communications are not considered "in writing.") Within ten working days the principal will provide a written response to parents explaining the policy, procedure and/or rationale for the decision or actions related to the parent's concern.

Procedure in case of dissatisfaction with school policies or decisions:

If the process listed above fails to satisfy parental concerns, the following procedures are available, but **only** after all the steps listed above have been followed.

1. The principal and pastor are informed of the concern in writing with a request for a formal hearing with the pastor. This request for a hearing must occur within thirty days of the written response provided by the school principal in the above process.
2. The procedures to be followed in the hearing process are:
 - a. The pastor acts as the hearing officer to review the facts of the situation and determine the fairness of the policy, procedure or action.
 - b. Pastor, principal, teacher, and parents or guardians are present at the hearing.
 - c. The pastor, within ten working days following the hearing, states his findings and his decision regarding the questioned policy, procedure or action.
 - d. These findings and evaluations are sent in writing to all directly involved and concerned parties.
 - e. The decision of the pastor is final.

PARTIES, INVITATIONS TO

Invitations to private parties such as birthday parties or graduation parties are not to be passed out at school unless the entire class is invited. Please use the mail or telephone to make these arrangements. Birthday celebrations in school will be limited. If you do want to do something for your child's homeroom, you must contact the teacher beforehand. Suggestions for a school birthday celebration might be a recess treat or you may send a pencil, or eraser, or other small inexpensive favor for each child in the class in place of food. **Because there are students in the school with severe and life-threatening food allergies, it is essential that any and all treats be cleared with the teacher before they are sent to school.** These celebrations during the school year are left to the discretion of each homeroom teacher. All other classroom parties will be at the discretion of the classroom teacher.

Section VII. Financial Arrangements

Children love to share “birthday books.” You may wish to consider purchasing a “birthday book” to be shared with your child’s class and then donated to the school library or classroom. A list of books that would improve our library quality and selection is available upon request.

RELEASE OF INFORMATION/PRIVACY POLICY

Annually, the school produces a school directory which contains the students’ names, homeroom number, parents’ names, address and home phone number. These directories are distributed only to school families and school/parish staff. Parents must inform the school office in writing by the end of the first week of school if they wish to have their address and phone number remain unpublished. Student and family information will not be released to vendors or outside agencies. Some family and student information may be released, with the consent of the principal, to groups who have an affiliation with Catholic schools or to Archdiocesan agencies. Students’ pictures may be included in school publications and website for informational and promotional purposes, but will only include the student’s first name and last name initial. Parents wishing to withhold their child’s picture or name from any school publications should inform the school in writing by the end the second week of school.

TELEPHONE AND E-MAIL COMMUNICATIONS

School telephones are available to students in emergency situations. A student must have permission from a school staff member to make a telephone call from the school. Unless authorized by an adult cell phones are not allowed to be used by students at any time while at school.

Each classroom is equipped with a telephone to enhance communications between parents and teachers and to provide better communications with the police and fire departments in the case of an emergency. During the school day, the classroom telephones will be on “do not disturb” so as to maintain the integrity of the learning environment. Parents wishing to leave messages for teachers may do so through the office. If, however, the message is “time-sensitive,” i.e., the information needs to be received by the teacher or a student prior to the end of the school day, such messages should be left with the school office. It is our faculty policy that parent phone calls are to be returned within 48 hours, or within two working days of parents leaving a message. If you need a response earlier than that, or a teacher does not respond to a voice-mail message within 48 hours, please call the school office. When leaving a voice-mail message please remember to include your name, the number or numbers where you can be reached (please speak slowly) and the reason for your call.

Each teacher and most staff members have school e-mail addresses. In general, their e-mail addresses are a combination of the teacher’s or staff member’s last name and the school’s domain name, sasr.org. For example, to contact a teacher via e-mail, his or her e-mail would be teacherlastname@sasr.org. In general, the same etiquette and procedures for contacting a teacher by phone apply to contacting him or her via e-mail. Teachers are encouraged to check their e-mail at least once a day and are expected to respond to parent e-mail within two working days. It is not recommended using e-mail when the message is of an emergency or time-sensitive nature. Because the school’s e-mail is to be used primarily for school business only, we ask that only school related e-mails be forwarded to St. Anthony faculty or staff.

With the increase in technological options for communication, teachers spend an increasing amount of time responding to e-mail. Teachers are instructed to respond to e-mail outside of the class hours when interaction with students is the first priority. E-mail is an effective vehicle for communication for information, such as schedule changes or homework clarification. Particularly for highly emotional, controversial or complex situations, it is preferable to seek a phone or face-to-face meeting, limiting the e-mail correspondence to naming the topic and requesting a phone or personal conference.

NON-INTERRUPTION OF TEACHING AND LEARNING

Because we highly value classroom teaching and learning time, we ask that parents not just “drop in” to the classroom to talk with students or the teachers. If you need to communicate with a teacher, please use the procedures described above. If you need to get a message or other item delivered to a student, please do so only through the school office.

SECTION VII. FINANCIAL ARRANGEMENTS

AFFORDABILITY POLICY

In keeping with the Archdiocesan Mission for Catholic Schools, and in its role as an evangelizing ministry of the Church, St. Anthony School makes every effort to maintain accessibility to the school for Catholic families who are active in their parishes, regardless of ability to pay full tuition. In those situations where a family is unable to meet full tuition requirements, the principal has the authority to negotiate a reasonable tuition agreement with the family, based on the family's needs and the amount of tuition assistance resources available. The principal shall require that the family provide pertinent financial information before establishing the level of assistance. The school office will keep all financial assistance information and materials confidential. For further information regarding application for tuition assistance, parents may contact the school office.

ELIGIBILITY FOR IN-PARISH TUITION RATE

The actual cost of educating a student at St. Anthony School is significantly greater than the tuition rates established for Catholic families who meet the eligibility requirements for in-parish tuition rates. This is made possible by the generous financial support offered from the parishes of St. Anthony, St. Stephen the Martyr, and St. John the Baptist, and the ongoing fund-raising and development efforts of the school. In the spring, as a part of the registration process for the following year, families who wish to receive a parish subsidy are expected to complete a form requesting this subsidy.

To be eligible for the in-parish tuition rate, each family must meet the criteria for eligibility outlined below, as well as any additional criteria established by their home parish.

1. The family must be registered in a parish that has entered into a subsidy agreement with the school.
2. The family must be participating in the sacramental life of the Church by attending Sunday Mass on a regular basis.
3. The family must have made a pledge of commitment, appropriate to the financial resources available to them, to financially support the parish through the parish's annual stewardship program.
4. The family's financial contribution to the parish must be consistent with their pledged commitment and received regularly by the parish through the use of contribution envelopes provided to registered parishioners.
5. Families new to St. Anthony Parish will be considered eligible for the in-parish rate when they have been registered in a subsidizing parish for the minimum length of time required by their parish, and have met the above criteria, or when they have provided the school and parish office with a written statement from their previous pastor about their worship and regular financial support that documents that their level of involvement at their previous parish meets the in-parish expectations of St. Anthony School.
6. The family will actively participate in the development and fund-raising efforts of the school. We expect that each family will participate financially in the school's three major fund-raising and development activities:
 - a. STAAR Auction (Required \$20 per student class project donation & \$150 cash or procured items).
 - b. Making a Difference Annual Fund (Amount commensurate with the family financial resources).
 - c. Fitness-a-thon (Student participation fundraiser).
7. The family will actively participate in documented volunteer service to the school, parish and/or wider community as part of their commitment to St. Anthony School's overall commitment to stewardship and Christian service.

Families who fail to meet the above criteria may be charged the out-of-parish rate until they have re-established their eligibility for the in-parish rate, or have made specific alternate arrangements with the principal.

TUITION PAYMENTS

1. All tuition payments are handled by the SMART Tuition Management Services. Tuition payments may be made by check or money order (a coupon book will be provided) or by automatic deduction from your checking account.
2. The first tuition payment is due in **July** and follows the payment plan chosen by the family from the SMART enrollment form.
3. Monthly tuition payments will become delinquent according to the payment plan chosen from the SMART enrollment form. **A late fee of \$15.00** will be added to late payments.
4. The school will provide past due notification for those accounts that are thirty (30) days past due.
5. Those accounts more than sixty (60) days past due will be advised that their student eligibility for continued enrollment in the school is up for review by the principal.

Section VII. Financial Arrangements

6. Parents may be asked to withdraw their child(ren) from the school if accounts become over ninety (90) days delinquent.
7. Grades or transcripts will not be forwarded to any other school until all financial obligations have been met, nor will registration for the upcoming year be accepted.
8. If a student is withdrawn from school prior to the end of the school year, tuition will be due and payable up to the end of the month in which the student is withdrawn.
9. If a student enrolls mid year, tuition is assessed on a per diem basis.

MONEY SENT TO SCHOOL

All money sent to school should be placed in a sealed envelope and clearly labeled with the student's full name, homeroom, purpose, and amount. Children should not bring money to school unless needed. When necessary, large amounts may be checked in at the office.

REPLACEMENT OF LOST BOOKS AND MATERIALS

LIBRARY RESOURCES REPLACEMENT POLICY

Library resources are the responsibility of the person who checked them out. The following policies were developed in consultation with other school librarians. All students learn about book care and book return policy.

Overdue Library Resources:

- There are no fines for overdue resources, but students may not check out other resources until the overdue resource is returned, renewed or replaced.

Lost Library Resources:

- Students failing to return library resources after three notifications will be charged the full replacement cost of the unreturned resource plus a \$ 15.00 non-refundable handling fee.
- If a lost resource is returned, the amount paid for the replacement of the resource is refunded, if returned by the end of the current school year.

Damaged Library Resources:

- There is no charge for a damaged resource if the library staff is able to repair it. If a resource does become damaged it is important to let the library staff repair it since they have the training and equipment to do the repair properly.
- When a resource is damaged beyond repair, the student will be assessed a fine that will be determined by the librarian, even if the damage was accidental. The fine will cover the cost of book replacement.

LOST TEXTBOOKS AND DAMAGED CLASSROOM EQUIPMENT

In the event that a student loses or damages a textbook so that it cannot be reasonably used, or damages any piece of classroom equipment so that it cannot be reasonably used, the student will be charged a replacement equal to the cost of the lost or damaged item plus a 20% handling fee to cover tax and shipping.

LIBRARY MATERIALS SELECTION POLICY

Policy and procedure for selection of instructional materials for the school library are available upon request from the school librarian.

DAILY SCHEDULE**Opening of School**

6:30 AM	BASS Opens
8:10 AM	Safety Patrol/Adult Supervision on duty in the parking lot
8:25 AM	First Bell – School Doors Opened for Students
8:30 AM	Second Bell-Warning Bell
8:35 AM	Tardy Bell – Classes Begin

(Students arriving after the tardy bell will need to report to the office to obtain a tardy slip before going to their regular classroom.)

Morning Recess

10:00-10:15 AM	Kindergarten and 1st Grade Recess
10:15-10:30 AM	2nd and 3rd Grade Recess
10:30-10:45 AM	4th and 5th Grade Recess

Lunch and Lunch Recess

1st Lunch Period:

11:25-11:40 AM	Kindergarten, 1st and 2nd Grade Lunch
11:40-12:00 Noon	Kindergarten, 1st and 2nd Grade Lunch Recess

2nd Lunch Period:

11:45-12:00 Noon	3rd and 4th Grade Lunch
12:00-12:20 PM	3rd and 4th Grade Lunch Recess

3rd Lunch Period:*

12:05-12:20 PM	5th and 6th Grade
12:20-12:45 PM	5th and 6th Grade Lunch Recess

4th Lunch Period:*

12:30-12:45 PM	7th and 8th Grade Lunch
12:45-1:10 PM	7th and 8th Grade Lunch Recess

* (On Tuesdays & Thursdays students in band have lunch and recess at times that accommodate band.)

Afternoon Recess

1:15-1:30 PM	Kindergarten and 1st Grade PM Recess
1:30-1:45 PM	2nd and 3rd Grade PM Recess
1:45-2:00 PM	4th and 5th Grade PM Recess (Except Mondays)

Dismissal & Closing

2:00 PM	Early Dismissal for Faculty Meeting (Mondays Only)
3:00 PM	Regular Dismissal (Tuesday through Friday)
3:15 PM	School Pickup Ended/All remaining students to BASS
6:00 PM	BASS Closes