

ST ANTHONY SCHOOL DISTRICT

“MY CHOICES...MY CHARACTER”



STUDENT/PARENT HANDBOOK

2011-2012

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

Until you value yourself, you will not value your time. Until you value your time, you will not do anything with it.

M. Scott Peck

Dear SAA Students and Parents,

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

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

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

Thank you,

David Ray
Superintendent/Principal

TABLE OF CONTENTS

SAA Soaring

Mission Statement
School Motto
School Colors
School Mascot
School Symbol
St Anthony Creed
Leadership Profile
Graduate Profile

Parent Responsibility

Parent/Teacher Contact
Grade Reporting
Custody Issues
Inclement Weather
Emergency School Closing

Teaching and Learning Community

Learning Community Leaders
Field Lessons
Academic Success Intervention Plan
Partnership for Excellence

Enrollment

Open Enrollment
Waiting List

Attendance

School Hours
Excused Absences
Unexcused Absences
Tardiness
Early Pick-Up
Health Services

Academic Program

Study Habits
Promotion Requirements
Grading System
Academic Recognition
Academic Odyssey
Homework
Extension Policy
Late Work
Make Up Work
Student Planners

School Safety

Transportation
Walking Home after Dismissal
Drop Off/Pick Up
Early Drop Off/Late Pick Up
Student Pick Up
School Visitors
School Sponsored Activities
Closed Campus Policy
Media Release

Student Leadership Program

Non-Negotiable Expectations
Honor Code
Academic Dishonesty
Choice Management Techniques
Character Traits System

Distractions to the Learning Environment

Electronic Equipment
Language
Drugs/Alcohol/Weapons
Violence
Harassment/Bullying
Discrimination
Dress Code
PE Uniform
Grooming
Free Dress Days

Student Choice System Procedures

Expulsion
Suspension

General Operations

Home School Association (HSA)
Nutrition and Health
School Property
Computer/Internet Use
Telephone/Photocopier Use
Abuse Reporting

Acknowledgement Receipt of Handbook

SAA Soaring

OUR MISSION

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

School Motto

"My Choices...My Character".

School Colors

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

Gold –Gold is indestructible, valuable, and malleable.

Mascot

The "Eagle"

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

School Symbol

The Pillars of Knowledge

St Anthony Creed

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

Leadership Profile

SAA students will ...

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

Graduate Profile

SAA Graduate will be able to...

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

ST. ANTHONY ACADEMY STUDENT HANDBOOK

SCHOOL HOURS

School hours are from 7:45 a.m. until 3:45 p.m. each day. Children should NOT arrive earlier than 7:00 a.m. or remain on the campus later than 4:00 p.m. unless they are participating in a supervised school activity. **SCHOOL DOORS WILL NOT OPEN UNTIL 7:00 a.m.**

School Visits

Mandatory conferences are scheduled twice yearly at the end of the first six weeks grading period. Report cards will be issued to the parents at that time. Parents who would like to meet with teachers at any other time are required to contact the office and set up a conference during the teacher's planning period.

If you would like to visit your child's class, please call the office 24 hours prior to the visit. The visit must be limited to 30 minutes. Our goal is to minimize distractions or disruptions of valuable instruction time. We thank you in advance for your cooperation in helping the school preserve instruction for all students.

All visitors are required to go directly to the school office to sign in and receive a visitor's badge. Please do not go directly to any classroom.

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

Grade Reporting

St Anthony uses an online grading and reporting system. This system is available to all via the internet from grades K through 8th grade. Please take the time to check you child's grades.

Custody Issues

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

Medication

St. Anthony Academy staff are prohibited from providing or administering any medication, including aspirin, to any student.
Students needing occasional medications such as penicillin, etc. for colds, earaches, and sore throats, are to take these medications at home if possible, medication that is prescribed three (3) times a day can be given before the student comes to school, after school, and again at bedtime.

Inclement Weather

Inclement weather is a possibility throughout the year. Parents are asked to listen to radio station KRLD 1080 AM or the television station WFAA Channel 8 for any closing information. This information will be broadcasted by 6:30 am on the affected day.

Emergency School Closure

If for some reason the school must close during the day, you will be notified by telephone. Please make sure that the office has all current phone numbers where you can be reached during the day.

The Teaching and Learning Community

Founding Faculty CORPS

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

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

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

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

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

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

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

NCLB Compliance: Candidates must hold teacher certification.

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Field Lessons

Educational

SAA believes in hands on learning, which is why throughout the year, students go on educational field trips. Educational field trips are for every student and parents are encouraged to allow the student to attend.

Celebratory

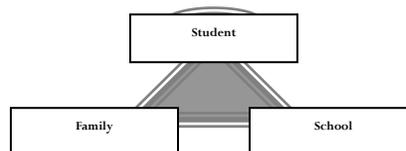
SAA also believes in celebrating student achievement with social field trips, which are earned by the students committing to and reaching the school's expectations (*See Academic Program and Student Management sections*). These field trips happen throughout the year. Each class will plan an end-of-year field lesson designed to be celebratory and educational. As part of these field lessons students will visit college campuses as well as historical landmarks, museums, businesses, and theme parks.

Academic Success Intervention Plan (ASIP)

A unique characteristic of St Anthony Academy is its extended family atmosphere, an atmosphere where students are known and embraced as individuals. The ASIP Program is designed to continue to cultivate this atmosphere even when the St Anthony student population becomes larger in future years. No one falls through the cracks. The goal is to make 100% of our students are successful academically. To facilitate full academic achievement for all students, beginning with the 2006/2007 academic year St Anthony teachers are required to provide any student having academic difficulties with an Academic Success Intervention Plan (ASIP). When a student is at academic risk, the teacher will notify the parents via our online grading system or via e-mail or by telephone.

The Partnership of Excellence

St Anthony Academy promotes a single culture of excellence demonstrated in behavior, dress, and decision- making. Excellence will be evident academically, instructionally, and through relationships with one another. As a member of the SAA community, students, parents, and staff sign a “Partnership of Excellence Agreement” form each year to reinforce their commitment to the school’s mission and values and to their own education. The triangle represents a partnership and commitment among the important leaders in the student’s academic journey:



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

Enrollment

Open Enrollment/Waiting List

In 2006, SAA accepted students entering grades K--8th grade. Students are accepted to fill any open spaces based on the lottery system. The first step for parents and/or students who wish to be considered for enrollment in SAA is to complete an application during our open-enrollment period that begins during the month of January. If more students apply in a grade than spaces available, students will be placed on the waiting list for the applicable grade. All new students wishing to enroll in SAA must complete an application in order to be considered for admission based on available spaces.

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

Attendance – EVERY Day Counts!

School Hours

SAA believes that student attendance is critical to college preparation and lifelong success. All students should be at school daily to maximize their learning opportunities. Perfect attendance is expected of each student and is important for scholastic progress. In order for a student to receive a unit of credit in a subject, he or she must not accumulate excessive absences. Tardiness will result in a detention.

We ask that you and your parents make every effort possible for you to be present daily. If an absence is unavoidable, a parent or guardian should make every effort to call the main office before 7:30 am... on the date of absence with the reason for the student's absence. If the school has not been notified by 10 a.m., the student absence will automatically recorded as “unexcused.” It is important that the parent speak directly to the office manager or other staff designee. If necessary, a message may be left using the school’s voice mail service; however, it is the parent’s responsibility to make sure the message was received and recorded. When a parent or guardian knows about a future absence, prior written permission for the absence to be “excused” should be received in advance. When the student returns to school, he/she should provide the office with a note signed by a parent or guardian explaining the reason for the absence. Since absences may determine grading and course credit, all documentation regarding absences will be retained in the student’s cumulative file for a period of two years.

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

The academic day begins at 7:45 a.m. and ends at 3:30 (elementary) and 3:45 (middle school) p.m. All children are required to be picked up by 4:00pm. If a child remains after 4:00pm, they will be sent to the late room. The late room fees are \$10 per every 10 minutes the child is there. If you are unable to pick your child up, please take advantage of the after school program at the St Anthony Community Center. Teachers will not be allowed to keep any child after 4:00p.m...

Excused Absences

Students may have an **excused** absence from school for:

1. personal illness,
2. family tragedy,
3. School-related activities.

All other absences will be recorded as “unexcused” unless a proven emergency can be documented and receipt of a dated written approval from the director is provided. If you must miss school due to sudden illness or a family emergency, the school must be contacted by 10 a.m. If doctor, dentist or other appointments must be made, *please schedule appointments on early dismissal dates, school holiday dates, or late in the afternoons.*

Prior to 8:00 a.m. on the day returning to school after an absence, the student must present to the office a note written by a parent, legal guardian, or physician/dentist validating his or her absence. Notes must include the dates of absence, the student's name, **and the REASON clearly indicated**, so that the absence may be properly documented. You are also responsible for making up any missed assignments in a reasonable amount of time given in writing by the teacher

Unexcused Absences

Absences due to running errands, tiredness, attending to non-school related working obligations, or attending non-school related athletic events, etc. are not reasons for an absence to be excused. Trips or vacations that conflict with SAA published class and exam schedules will not be excused. These absences are strongly discouraged because they do not work toward your academic goals and in your future interests.

In the event of an unexcused absence, you are still responsible for communicating the absence with the person designated in the main office to record your absence; your honest communication is appreciated. In instances of unexcused absences, you are 100% responsible for initiating communication with the teacher and making up all missed work (preferably before the absence). If you are absent frequently (excused or unexcused), a letter of concern will be sent home and if the absences continue, a parent conference will be scheduled to discuss a solution to the problem. Please note that excessive absences affect learning and, therefore, may lower your grades.

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

Tardiness

SAA relishes punctuality and dependability and maintains a strict policy regarding tardiness. Tardiness to school and to class is unacceptable and is punishable by detention. Excessive or habitual tardiness may be grounds for suspension or other disciplinary action. School begins each day at 7:45 a.m., and you need to be in your first class, seated, homework displayed, planner visible, and prepared to learn before 8:00 a.m. If a student arrives after 8:11 a.m., the student will receive a tardy pass and the attendance record will be changed to “tardy.” Students arriving to school late cannot enter classes without a tardy pass. Every effort should be made to schedule medical/dental appointments at times other than during school hours. Nonetheless, tardiness will be excused for scheduled doctor, dentist, or orthodontist appointments, illnesses, and

emergencies when students submit a note from the doctor or a parent to the main office upon arrival at school.

Tardiness will not be excused for reasons of tiredness, traffic, or errands. Students will receive a detention for unexcused tardiness. The detention is to be served on the day it is issued. Students with three attendance-related detentions in six weeks will be given notice of more serious consequences for further tardiness. Any student who arrives unexcused after 8:15 a.m. will receive an automatic detention. The Principal or teacher may issue attendance-related detentions and decide whether a tardy is excused or not.

Tardies & Unexcused Absence Violation Policy:

Purpose: This policy substantiates the **“local” truancy policy** for St. Anthony Academy.

This policy

ensures that St. Anthony Academy is enforcing the guidelines stated in the Texas Education Code 24.094

and 25.095 (See below).

Policies:

1. Any student that has acquired (3) or more tardies or unexcused absences, in a six-week grading period will have to attend Saturday School (8:00 A.M. to 11:00 A.M.) and be in school uniform, **ie: for every (3rd) tardy given or every (3rd) unexcused absence that is acquired, a student must attend Saturday School. The Registrar or Superintendent, may deem what is considered as an “unexcused absence”.**

2. If the student fails to attend Saturday School for tardies or unexcused absences, the student will be suspended. (For every Saturday School session that is missed, the numbers of days that the student will be suspended, will be increased).

3. Parents and/or guardians will be required to meet with the Superintendent after a student has been required to attend (2) Saturday schools, at that time they will be informed if the student has another violation, the student will be referred to Truancy Court.

Early Pick-Up

Students who must leave school early for unavoidable purposes *must provide a written request with the reason for leaving signed by a parent* to the main office that morning. Before the student leaves, you are responsible for collecting that night’s homework assignments from each teacher.

Health Services

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

We use the contact information provided at enrollment to notify your parent of your illness. Your contact information should be kept current so we are able to contact your parent regarding your health in a timely manner. To make changes, call the main office at 214-421-3645

Dispensing of Medications

All medication should be given outside of school hours. Three-times-a-day medications should be given before school, after school and at bedtime, twice a day medications should be given once in the morning and once at bedtime and once a day medications should be given before or after school for optimal coverage. If necessary, medication can be **self-administered by the student**, at school, under the following conditions:

1. All necessary medications, including “over the counter” meds prescribed for a student by a doctor, dentist, or Nurse Practitioner must have this Medication Permit Form signed by the medical professional and parent.
 2. Students whose doctor’s written instructions require them **to self-administer and carry** an inhaler on their person may do so, if the doctor’s written instructions are on file in the school clinic. . No other students are to be in possession of one’s inhalers.
 3. **ONLY** the parent/guardian may perform nebulizer treatments in school. Non-medical school personnel are not permitted to administer this treatment or any other medications.
-

Academic Program

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

Study Habits

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

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

Promotion Requirements

In order to advance to the next grade and receive credit for courses taken, students must earn passing grades of 70 or above in the majority of classes, state mandated tests. Each semester students must take a course in the following areas: Language Arts, Math, Science, Social Studies, Technology, Fine Arts, and P.E.

Grading System

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

Grading Scale

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

K-1st

A Mastery
B Satisfactory
C Progressing
N Need Improving

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

Academic Recognition

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

Academic Excellence Award (Year-End)

SAA bestows an academic achievement award at the end of each year to students that have:

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

Academic Odyssey

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

Intervention

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

Homework Policy

St. Anthony Academy

Introduction

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

Purposes of Homework

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

Appropriate Homework Assignments

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

Types of homework:

1. **Practice:** practice assignments reinforce newly acquired skills or knowledge. This includes nightly reading with a parent or older sibling.
2. **Preparation:** preparation often involves collecting material for a class discussion or project.
3. **Extension:** extension assignments encourage creative learning by emphasizing student initiative and research. These assignments may take the form of a project which parallels class work, and which requires students to apply skills and concepts presented in class

Time Guidelines

Current research findings indicate that assigning young children with an abundance of homework each night has little effect on student achievement; however, it is important for developing the ability to learn autonomously (Cooper, 1989).

However, it is impossible to predict the time necessary for all students to complete assignments because of different learning rates and age levels the following is suggested:

Principal's Role

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

Teacher's Role

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

Student's Role

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

Parent's Role

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

St. Anthony's Homework Policy

Math: Math homework will be assigned each night.

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

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

Science: Science homework will be assigned on Monday's and Wednesday's

Social Studies: Social Studies homework will be assigned on Mondays and Wednesday's

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

* Please note that your child will have projects at the teachers' discretion, and projects are not considered in this homework policy. Also, note that if your child has to make up an assignment it is considered **extra** and will not take the place of any homework that is assigned on that

particular night. It is not the intent of St. Anthony School to burden you and your child with an over abundance of work, but to make sure that they have the necessary skills to be successful students now and in the future.



Late Work

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

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

The ZERO Policy

Make-up Work

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

It is the student's responsibility to make arrangements with his or her teachers immediately upon returning to school for such work to be made up. Failure to do so will not excuse or exempt the student from the work missed and may result in the grade of "0" being assigned to the work. This responsibility of the student

extends to tests, quizzes, homework, and reading assignments. If a student misses class due to a late arrival or early dismissal on a particular day, that student is responsible for turning in any assigned homework and arranging the making up of tests by the end of the next class day.

Students must realize that schoolwork is primarily their responsibility. In cases of extended illness (3 days or more), a list of assignments may be obtained by emailing each individual teacher (preferred method) or leaving a message on the teacher's voicemail. Phone numbers for teachers will be provided at the start of each school year. A parent or other person with parental

permission who signs in with the office manager may retrieve books or other materials needed from the student's locker in order to make up missed work. The student will not be permitted to make up missed work for any unexcused absence.

Student Planners

If you fail to plan, you plan to fail.

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

SCHOOL SAFETY

Transportation

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

Walking Home After Dismissal

SAA students walking to or from school are required to complete a "walker's permission form" granting the school permission to allow the student to walk home, as well as riding public transportation.

Drop Off/Pick Up

All students should be dropped off at the sidewalk adjacent to the gym at St Anthony Academy. All students should be dropped off by 7:45 am.

Early Drop Off/Late Pick Up

SAA is committed to being a safe environment for our students. As a result, it is important that you honor our school hours. Please avoid dropping off before 7:00 a.m.; there is no supervision provided before this time. Students not picked up within 15 minutes of the time of dismissal from classes at 3:30 p.m. or extended day activities at either 5 p.m. or 6 p.m. will be escorted to the late room. The parents must sign the student out and may be assessed fees in the amount of \$10 per 10 minutes. This expectation applies to athletic events and field trips as well.

Released Procedures

If you are picking up your child after school, your child's name and grade must be visible in your car window. You will wait in the car pool line, which is in the lane closest to the school. Teachers will release your child as you drive up to the school. Students will not be picked up in the lane across from the school. In addition parents will not be allowed to park your car and pick up you child during the regular school day from 2:45 – 3:15. This will assure that car pool runs efficient and effectively.

School Visitors

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

School Sponsored Activities

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

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

Closed Campus Policy

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

Media Release

Throughout the school year, SAA clubs and organizations as well as outside media representatives may be on campus to videotape, photograph, and/or interview students in academic settings and school-related activities or events. Please notify the principal in writing to request that you or your parents do NOT want you participate in these opportunities.

STUDENT LEADERSHIP PROGRAM

Non-Negotiable Expectations

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

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

HONOR CODE

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

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

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

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

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

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

ACADEMIC DISHONESTY

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

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

- Allowing another student to copy one's work, quiz, or test, or submit one's work, quiz, or test is an act of academic dishonesty.

Consequences:

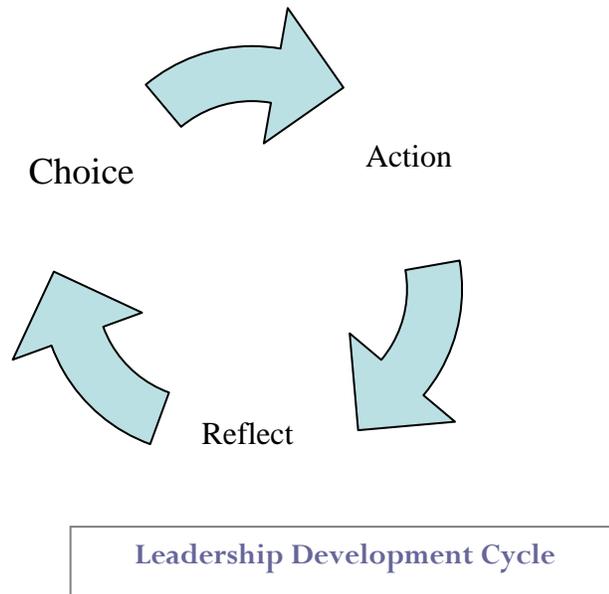
If a student is suspected of plagiarism or any other form of academic dishonesty, the following procedure will be followed:

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

Choice Management Techniques

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

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



St Anthony Academy is dedicated to providing every student an opportunity to pursue excellence consistent with the school's mission. Through personal example and the publication and enforcement of the rules stated in this handbook, faculty and administrators strive to encourage law-abiding behavior and cooperation with right order. The school also promotes and encourages punctuality, diligence, and organization. Sound judgment, responsibility, self-control, and personal toughness are also encouraged. In doing so we make every effort to maintain a respectful environment that fosters a commitment to INTEGRITY, to doing what is right because it is right. Nonetheless, from time to time it becomes necessary for a student to face disciplinary action for choices that disturb the overall learning community or

that violate the school's rules and codes of conduct. Enrollment in the school indicates knowledge of and a willingness to comply with the school's regulations. Ordinarily, the classroom teachers handle most discipline issues. They have authority to apply appropriate disciplinary techniques to maintain order in their classrooms. The Principal oversees enforcement of rules and codes of conduct.

Infractions of school rules or other discipline issues may result in consequences including, but not limited to, detention, diminished choice points, in-school suspension, suspension, expulsion, discipline notices sent home, parent/teacher conferences, and legal action. Infractions are weighted and placed on a level based on

The seriousness of the infraction, frequency of the misconduct, the student's attitude, the affect of the misconduct on the student and those exposed to the misconduct and other appropriate factors. Some of the consequences for inappropriate behaviors include:

- loss of privileges (*i.e. flex-time, etc.*)
- loss of incentives (*i.e. trips*)
- professional uniform day
- professional uniform plan (*excessive dress code violations*)
- parent notification/planners
- mandatory study hall
- advisory meetings
- parent meetings
- peer presentations
- additional assignments
- written apology
- independent character research project
- public apology
- referral to peer mediation
- referral to social services
- referral to honor council
- detention
- work hall
- academic probation
- disciplinary probation
- suspension
- dismissal
- expulsion

The principal will investigate violations of students' conduct and deal with them in an appropriate manner. Examples of such behavior would be the following:

- unexcused absences
- tardy or unexcused absence to detention
- skipping classes or school
- extreme disrespectful behavior
- extreme classroom disruption
- leaving campus without permission
- repeated detentions for the same act(s)

Distractions to the Learning Environment

Electronic Equipment

Every SAA student has the right to learn in an environment free from distractions and disruptions. The SAA Teaching and Learning Community aims to create optimum learning environments that permit students opportunities to learn and achieve free from avoidable distractions of any kind. We take distractions in the learning environment very seriously and students involved in obstructing another student's right to learn and be successful will be disciplined. Radios, CD players, MP3 devices such as i-Pods, beepers, cellular telephones, gaming electronics such as Gameboy, calculators used as games, recording devices, digital cameras, and other electronic equipment are not appropriate in the academic setting and should not be present in the classrooms, cafeteria, or hallways during regular school hours.

Violators will be required to forfeit such equipment to the Principal. The fee for retrieval is \$15. If property is not picked up by the end of the year, it will be donated to a local charity.

Laptop computers or Personal Digital Assistants (PDA's) used as games, CD players, or video or DVD players will also be subject to forfeiture.

Students using cameras for the purpose of taking Yearbook or Newspaper pictures will be issued a permission card from the respective faculty advisor. Students traveling for school-related events are permitted the use of electronic equipment during travel; however, such use will be subject to the authority of the coach, faculty member, or chaperone supervising student travel. In general, all cell phones must remain in students' lockers until they are ready to leave the campus for the day.

LANGUAGE

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

DRUGS/ALCOHOL/WEAPONS

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

VIOLENCE

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

HARASSMENT/Bullying

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

Discrimination

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

Student Choice System

Expulsion

Expulsion is reserved for students committing egregious violations to the SAA community. For safety reasons, expulsion may be necessary (without the preliminary steps) for any act, that causes an immediate threat or danger to others. The following acts may constitute immediate grounds for expulsion. Please note

that this is not an exhaustive list and that SAA reserves the right to expel a student for offenses not included on this list.

- commission of a felony
- possession or use of any dangerous weapon or object
- assault of another student or teacher
- extortion or intimidation of another students or teacher
- possession of and intent to distribute drugs or narcotics not prescribed by a physician
- destruction or defacing of property
- reported to the **STATE**

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

Suspension

The following students' choices are considered ZERO Tolerance. Students will be sent directly to the office with a referral, all students will be suspended for the following:

- Fighting
- Cheating, forging signatures, changing grades
- Using profanity
- Bullying/name calling
- Skipping Class
- Walking out of class
- Destruction of school property
- Possession or use of any kind of tobacco, drugs, alcohol
- Possession of knives, guns, or other dangerous weapons
- Refusing to follow directions of any adult staff personnel
- Disrespectful behavior
- Disruptive behavior

Before a student in grades, 3rd – 8th is sent to the office on a referral for any other “Choice Behaviors” the following steps must be in place and documented on the **Teacher Discipline Form/ Student Choice form**.

Grades K-2

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

3rd Grade- 8th Grade

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

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

1. 2 hour focused Saturday School from 7:00am -9:00am (if not or late, go to next level)
2. 3 day suspension
3. Expulsion from St Anthony

Abuse Reporting

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

General Operations

Home School Organization (PTO)

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

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

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

Nutrition and Health Program

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

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

Gum Chewing

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

School Property

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

Textbooks and Library Books

The State of Texas issues our textbooks and they are considered school property. These books are very expensive. You will record your name, the teacher's name, and the year issued in the front cover of the book; no other writing should be done in the text. *Students are responsible for the state issued textbook; if lost, stolen*

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

Computer/Internet Use

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

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

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

Telephone/Photocopier Use

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

2011-2012 Uniforms

KINDERGARTEN thru 5th GRADE

GIRLS		BOYS	
Navy Blue	Polo Shirt (<i>w/St. Anthony insignia</i>)	Navy Blue	Polo Shirt (<i>w/St. Anthony insignia</i>)
White	Button-down collared shirt (<i>w/ SAA insignia</i>)	White	Button-down collared shirt (<i>w/ SAA insignia</i>)
Navy Blue	Pleated skirt	Navy Blue	Uniform pants – w/belt
Navy Blue	Uniform pants – w/belt		
Plaid	Plaid Uniform Jumper (<i>Parker Uniforms</i>)		
Shoes	Black (<i>Dress shoes or Loafers</i>)	Shoes	Black (<i>Dress shoes or Loafers</i>)
	White or Navy (<i>ankle w/ pants</i>)	Socks	White or Blue
Socks	White or Navy (<i>knee-highs w/skirt</i>)		
Tights	White or Navy Blue (<i>in winter mos.</i>)		
OTHER			
Earrings	Small - Studs only; (<i>No hoops or dangles</i>) <i>No colored or oversized earrings, necklaces or bracelets</i>	<i>No Jewelry - Allowed</i>	
Hair	Neat Hairstyle (<i>No "coloring" in natural hair color</i>) (<i>No "different-colored" hair extensions</i>)	Neat haircut (<i>No designs, mohawks or high fades</i>)	
OUTER-WEAR			
Sweater	V-Neck button down (<i>w/SAA insignia</i>)	Sweater	V-Neck button down (<i>w/SAA insignia</i>)
Windbreaker	Navy Blue (<i>w/St Anthony insignia</i>)	Windbreaker	Navy Blue (<i>w/St Anthony insignia</i>)
Jacket w/Hood	Navy Blue (<i>w/St Anthony insignia</i>)	Jacket w/Hood	Navy Blue (<i>w/St Anthony insignia</i>)
PHYSICAL EDUCATION (K5 thru 4th Grade)			
Tennis Shoes-ONLY (<i>will not dress-out for P.E.</i>)		Tennis Shoes-ONLY (<i>will not dress-out for P.E.</i>)	

PHYSICAL EDUCATION (5th thru 8th Grade)			
Tennis shoes		Tennis shoes	
Tee-shirt	Gray w/no writing	Tee-shirt	Gray w/no writing
Gym shorts	Navy blue (<i>4th & 5th grade only</i>)	Gym shorts	Navy blue (<i>4th & 5th grade only</i>)
UNIFORM SHIRTS AND OUTER-WEAR HAVE TO BE PURCHASED FROM "DIVINE IMPRINTS"			

6TH GRADE thru 7TH GRADE

GIRLS		BOYS	
White	Button-down collared shirt (w/ SAA insignia) Uniform pants – w/belt	White	Button-down collared shirt (w/ SAA insignia)
Navy Blue		Navy Blue	Uniform pants – w/belt
Plaid	Plaid Uniform skirt (Parker Uniform)		
<u>OTHER</u>			
Shoes	Black (Dress shoes or Loafers) White or Navy (ankle w/ pants)	Shoes	Black (Dress shoes or Loafers)
Socks	White or Navy (knee-highs w/skirt)	Socks	White or Blue
Tights	White or Navy Blue (in winter mos.)		
Earrings	Gold hoops or Studs (Small) No colored or oversized earrings, necklaces or brcaelets		No Jewelry - Allowed
Hair	Neat Hairstyle (No "coloring" in natural hair color) (No "different-colored" hair extensions)		Neat haircut (No designs, mohawks or high fades)
<u>OUTER-WEAR</u>			
Sweater	V-Neck button down (w/SAA insignia)	Sweater	V-Neck button down (w/SAA insignia)
Windbreaker	Navy Blue (w/St Anthony insignia)	Windbreaker	Navy Blue (w/St Anthony insignia)
Jacket w/Hood	Navy Blue (w/St Anthony insignia)	Jacket w/Hood	Navy Blue (w/St Anthony insignia)
<u>PHYSICAL EDUCATION</u>			
Tee-shirt	Gray w/no writing	Tee-shirt	Gray w/no writing
Gym shorts	Navy blue	Gym shorts	Navy blue
Tennis Shoes	Any color	Tennis Shoes	Any color
<u>8TH GRADE</u>			
GIRLS		BOYS	
Light Blue	Button-down collared shirt (w/ SAA insignia)	Light Blue	Button-down collared shirt (w/ SAA insignia)
Navy Blue	Uniform pants – w/belt	Navy Blue	Uniform pants – w/belt
Plaid	Plaid Uniform skirt (Parker Uniforms)		
<u>OTHER</u>			
Shoes	Black (Dress shoes or Loafers) White or Navy (ankle w/ pants)	Shoes	Black (Dress shoes or Loafers)
Socks	White or Navy (knee-highs w/skirt)	Socks	White or Blue
Tights	White or Navy Blue (in winter mos.)		
Earrings	Gold hoops or Studs (Small) No colored or oversized earrings, necklaces or bracelets		No Jewelry - Allowed
Hair	Neat Hairstyle (No "coloring" in natural hair color) (No "different-colored" hair extensions)		Neat haircut (No designs, mohawks or high fades)

OUTER-WEAR

Sweater	V-Neck button down (w/SAA insignia)	Sweater	V-Neck button down (w/SAA insignia)
Windbreaker	Navy Blue (w/St Anthony insignia)	Windbreaker	Navy Blue (w/St Anthony insignia)
Jacket w/Hood	Navy Blue (w/St Anthony insignia)	Jacket w/Hood	Navy Blue (w/St Anthony insignia)

PHYSICAL EDUCATION

Tee-shirt	Gray w/no writing	Tee-shirt	Gray w/no writing
Gym shorts	Navy blue	Gym shorts	Navy blue
Tennis shoes	Any color	Tennis shoes	Any color

UNIFORM SHIRTS AND OUTER-WEAR HAVE TO BE PURCHASED FROM "DIVINE IMPRINTS"

"Navy Blue" jumpers (K5-5th grade), "Navy Blue" skirts (6th – 8th grade), Capri pants, shorts, Hip-hugger pants (CANNOT BE WORN)

****CELL PHONES - "CANNOT" BE ON OR USED DURING NORMAL SCHOOL HOURS!!!!!!**

If they are confiscated from a student, the phone will not be returned until the end of the school year.

****No video game players or portable cd players may be brought to the school unless special permission is given by the Principal (ONLY).**

Uniform Violation Policy:

1. Students that are in violation should be issued a "uniform violation form"

2. Any student that has acquired (2) or more uniform violations **in a six-week grading period will have the following consequences:**
 - A). **2 – 4 violations** Student must attend Saturday School (date and time will be determined by the Superintendent). **There will also be a \$25.00 charge for each student that has to attend Saturday School.**

 - B). **5 – 7 violations** **Student will be suspended for (1) day.** A conference with the guardian(s) and/or guardian(s) and the Superintendent is required at this time.

 - C). **8 or more violations** **Student will be suspended for (2) days.** A conference with the Parent(s) and/or guardian(s) and the Superintendent is required at this time.

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

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

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