



Parent/Student Handbook

2010-2011

Introduction

St. Anthony School, on the grounds of St. Anthony Church in Bristol, Connecticut, is a pre-kindergarten through eighth grade Catholic school under the Archdiocese of Hartford Office of Catholic Schools.

The curriculum stressed academic achievement within a Christian community, where the child feels that he/she is loved and respected by peers and teachers. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. Here at St. Anthony School, we do our best to teach as Jesus did.

The curriculum guidelines set forth by the Archdiocese of Hartford Office of Catholic Schools, consistent with the State of Connecticut guidelines, are followed in the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology to keep our school competitive in the 21st century. We strive to offer a program that is interdisciplinary in approach, using a wide range of technological resources that will enhance student learning.

Archdiocesan Office of Catholic Schools Vision Statement

Catholic schools educate diverse student bodies to form Catholic, person-centered learning communities, provide quality teaching through traditional and innovative educational programs infused with Catholic Social Teaching, involve students to serve and support parish

life and local civic communities, graduate students who are critical thinkers, productive moral citizens and spiritual leaders, and recognize and appreciate parents as primary educators of their children.

Saint Anthony School Mission Statement

Saint Anthony School prepares students to know, love, and serve God, community, and one another, now and in the future, through a child-centered environment, that is spiritually nourishing, morally sound, academically challenging, and socially interactive.

Saint Anthony School Philosophy

We believe in one God, the Father, the Almighty, maker of Heaven and Earth, and in Jesus Christ, His only son, our Lord. St. Anthony School was founded upon the roots, traditions, and teachings of the Catholic faith. We believe that through these teachings, together with moral and spiritual values, we cultivate a faith-oriented person who accepts, honors, and gives daily witness to God's gift of life.

We were founded to fulfill the outreach mission of St. Anthony Parish, which is to provide Catholic education, with emphasis given to the youth of our community. We seek to fulfill Christ's command to proclaim the Gospel to all people. Through the Christian witness of our school community, as exemplified by our faculty, we teach a faith that is living, loving, and active.

We believe that the teachings of our Catholic values and principles, imprinted on the hearts, souls, and minds of our students, will make our children aware of their Christian commitment. Through their faith, they will become witness to the teachings of Jesus Christ. Thus, each child will actively fulfill God's command to bring the Good News of Jesus Christ to all.

We believe that our curriculum develops the spiritual, moral, intellectual, physical, and social growth of children. Through our teachings, a child is made aware of his or her unique and inherent gifts and talents. Curriculum and instruction are differentiated to provide for individual needs. Our philosophy ensures that each child is provided with intellectual stimuli and activities that are integrated with current and future technology. These practices are designed to impart fundamental knowledge, skills, and values that will enhance the students' relationships with God and others.

We believe St. Anthony School provides a safe environment that welcomes and celebrates diversity, embracing ethnic, cultural, religious, and economic differences, and in the process, produces future leaders of our Church and our community. We will continue to embrace all those who seek the opportunities that we offer.

Parents' Role in Education

We at St. Anthony School consider it a privilege to work with parents in the education of their children, because we believe parents are the primary educators. Therefore, it is your right and your duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Anthony School involves a commitment and exhibits a concern for helping your child recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless they are nurtured by the examples of good Catholic/Christian morality, and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Anthony School, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical growth. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing the student to reach his/her fullest potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the students and the other partner will never have positive results. To divide authority between school and home, or within the home, will only teach disrespect for all authority. If there is an incident at school, you, as parents, must investigate the **complete** story first. Evidence of mutual respect between parents and teachers will model good, mature behavior and relationships for students to follow.

It is essential that students take responsibility for grades they have earned, their behavior, and that they be accountable for all homework assignments. At times, a child may perceive discipline as restrictive. However, it is these boundaries and limits which provide a young person with both guidance and security.

Together, let us begin this year with a commitment to our children: that we will work in a partnership to help them to become the very best people they can be.

Parents as Partners

As partners in the educational process at St. Anthony School, we as parents:

- To set rules, times, and limits, so that your child:
 - Gets to bed early on school nights
 - Arrives to school on time

- Is dressed according to the school uniform policy
- Completes assignments on time
- To actively participate in school activities
- To notify the school office with any changes of address or phone numbers
- To meet all financial obligations to the school
- To inform the school of any special situation regarding the student's well-being, health, and safety, including dismissal directives
- To complete and return any requested information to school promptly
- To read school notes and newsletters, and to show interest in your child's total education
- To support and cooperate with the disciplinary policy of the school
- To support the religious and educational goals of the school
- To treat teachers and administration with respect and courtesy

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Accreditation

St. Anthony School is accredited through the New England Association of Schools and Colleges (NEASC).

Admission Information

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

Students will be admitted to the school according to the following guidelines:

- Pre-Kindergarten
 - Age 3 by October 1
 - Age 4 by October 1
 - Toilet-trained
- Kindergarten
 - Age 5 by October 1
 - Kindergarten Screening

- Recommendation by St. Anthony School Pre-Kindergarten
- Grades 1-8 Transfer Students
 - Review of elementary school records
 - Interview with the principal

The following documents are required for admission:

- Registration form
- Birth Certificate
- Baptismal Certificate
- Social Security card
- Physical/Immunization records

Arrival/Dismissal Procedures

Students not enrolled in the Morning Extended Day Program should not arrive before 7:30 a.m. No student should arrive and be left unattended before that time for any reason. If a student is being dropped off on Pleasant Street, please pull up beyond the first gate entrance so as not to interfere with the busses. If parents choose to use the parking lot, they must park their cars and **escort** their child/children to the coned area.

Students will assemble at 7:50 a.m. in the school yard, and be escorted into the school building by their teachers. Any student arriving after 8:00 a.m. will be considered tardy, and must enter the school through the parking lot entrance (main office) and receive a tardy pass. Parents should allow their children to enter the school building on their own each morning.

During inclement weather, students will report to the foyer.

Regular dismissal time is at 2:30 p.m. Wednesday afternoons are an exception, when students will be dismissed at 2:05 p.m. All bus students will report to the front foyer and will be escorted to their busses. Parents who are picking up students must park and escort their children **from** the coned area. Students will only be released to designated persons unless a parent provides **written** authorization for another person to pick them up.

Changes in dismissal directives must be in the form of a note to the teacher.

Attendance

Regular attendance is of utmost importance. Instructional time can never be made up. Prolonged and frequent absences could result in a child repeating a grade.

If a student is to be absent, please notify the school office no later than 9:30 a.m. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Anthony School students.

The school calendar provides for extended weekend and school holidays throughout the school year. Parents should schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. In the event that a student does miss school due to illness or other circumstance, the student will be required to make up all schoolwork that has been missed. The teacher will keep this work in a folder, and upon returning to school, the student will receive the folder. The teacher **will not** plan or send lessons home ahead of time. Tests and quizzes missed by the students will be made up in a timely manner at the teacher's convenience. It is the responsibility of the student to make arrangements for this make-up work. All make-up work must be completed within 1 week upon the return to school. Failure to make up work will result in a zero grade.

A child who is absent from school on any given day **may not participate** in any extra-curricular activities on that day.

Birthday Parties

Invitations to out-of-school birthday parties should be sent through the U.S. mail. Please do not allow your child to distribute them at school.

Books and School Property

Textbooks and workbooks are issued to students at the beginning of the school year. Students are responsible for the care of these books. All books must be covered at all times. Use of adhesive book covers is not permitted. If a book is lost, misused, or damaged beyond reasonable wear, the student's parents/guardians will be responsible for the cost of the replacement of the book(s).

Respect for property is second only to the rule of respecting one another. Students are forbidden to deface desks, tables, chairs, computers, computer software, walls, floors, school equipment, etc. Students' parents/guardians will be responsible for the cost of any damage or replacement of school equipment.

Bullying

Bullying of any kind is prohibited, and will not be tolerated. Bullying is defined, but not limited to, any verbal or written threats (seriously, in jest, or online), made against the physical or

emotional well-being of any individual. Students engaged in any such bullying activities that defame students, the school, faculty, or the parish, face disciplinary actions such as detention, suspension, or expulsion.

Bussing

Bussing will be available to Bristol residents only. Riding the bus is a privilege, and therefore, proper behavior is expected at all times.

Calendar

A copy of the 2009-2010 St. Anthony School Calendar is published in the handbook and on the website. You will be notified of any amendments to the calendar as the year progresses.

Cancellation of School

St. Anthony School will follow the directives regarding inclement weather for the Bristol School District. The media will have all information necessary. Please follow announcements for "Bristol Public and Parochial Schools." Announcements will be made on the following:

- WTIC AM 1080
- WDRC FM 102.9
- Channel 30
- Channel 3

Please do not call the school or rectory to inquire about delays or cancellations. Note that there is **no morning extended day care** when there is a delayed opening. In the event of an early dismissal due to inclement weather, extended day will be closed, and alternate arrangements must be made for pick-up.

Cell Phones

Use of a cell phone is prohibited in school. The school realizes that extreme cases exist for safety, and it may be necessary for children to have a cell phone. If a cell phone must be brought to school, the following guidelines must be strictly adhered to:

- Cell phone must be registered at the school office (A form is attached to this document.)
- Phones must be in the OFF position from 7:50-2:45, and remain in the student's backpack
- No cell phones may be used for picture taking
- Phones should be used for EMERGENCY PURPOSES ONLY
- Anyone who violates any of the rules regarding cell phones may forfeit the privilege of bringing the phone to school.

Child Abuse Laws

St. Anthony School abides by the Child Abuse Laws of the State of Connecticut. These laws mandate that all cases of **suspected** abuse and/or neglect be reported to the Department of Children and Families (DCF).

Cheating

Cheating of any kind will not be tolerated. Students who choose to cheat will face disciplinary action such as a failing grade, detention, suspension, and/or expulsion.

Code of Conduct

Good discipline creates an atmosphere that has a positive effect within a school. The hallmark of discipline in a Catholic school is the demonstration of profound respect that we show each other in all that we say and do. All students are expected to cooperate with the spirit and policies of the school, which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for each other, the school, school property, and ourselves. The principal reserves the right to determine the appropriateness of an action if any doubt occurs. Items such as, but not limited to, weapons of any kind (including toys), pagers, iPods, mp3 players, hand held games, trading cards, or anything that will detract from the learning process are not allowed at school at any time. St. Anthony School is **NOT** responsible for the loss, theft, or damage of such items if they are brought to school. Teachers have the right to confiscate these items, and they will be returned at the end of the school year.

Communication Procedures

Open communication between the parent and teacher helps to create a more effective educational environment for the student. When a parent or guardian has a concern about his/her child, the classroom teacher should be initially addressed. Please allow the teacher sufficient time to investigate and resolve the situation. Teachers should **NOT** be contacted at home. Please call the school office to make arrangements. Our faculty is very responsive and understanding and more than willing to help. Please remember, your child's teacher is the initial contact. If you are not satisfied with the resolution, then communicate your concerns to the principal. Calls to the pastor or to the Office of Catholic Schools are automatically referred back to the principal.

The principal must approve all communications.

Curriculum

St. Anthony School follows a curriculum as set forth by the Archdiocese of Hartford Office of Catholic Schools. These curriculum guidelines meet and exceed the State of Connecticut

Curriculum Standards. St. Anthony School offers students opportunities for growth in the following subject areas:

- **Religion** - Catholic doctrine and Tradition, bible study, social justice, preparation for the reception of the Sacraments of Reconciliation and the Eucharist are the backbone of our religious program.
- **Language Arts** – Reading, English, spelling, handwriting, phonics, vocabulary, composition, library skills, and appreciation of literature make up our Language Arts curriculum.
- **Mathematics** – Emphasis is placed on basic arithmetic skills in the primary grades. As students progress, mathematics skills, problem-solving, Pre-Algebra and Algebra comprise the remainder of the Math curriculum.
- **Social Studies** – Our Social Studies curriculum is rich with history, geography, economics, current events, and Connecticut state history.
- **Science/Health** – In Science, students are taught physical, life, and earth sciences, the Scientific Method, and laboratory experiences. In Health, students discover healthy habits for healthy living, including nutrition, exercise, and hygiene.

- **Spanish** – The main focus of the Spanish curriculum is to teach our students vocabulary, common expressions, grammar, and the Spanish culture.
- **Physical Education** – The Physical Education program emphasizes the development and maintenance of a healthy body.
- **Art** – Art class is designed to encourage creativity and expression through various art mediums.
- **Music** – Music provides opportunities for students to develop musical skills, and to have a better understanding and enjoyment of music. The basic elements of music are presented to the students through various experiences, such as: singing, listening, movement, expression, and music reading.
- **Technology** – Technology is integrated into the classroom throughout all subject areas via the Smart Board, Computer Lab, and other up-to-date software.

Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form at least 24 hours before a detention is to be served. Parents are responsible for providing transportation after the detention has been served. Detention takes **precedence** over appointments, practices, lessons, and games.

Dress Code and Uniforms

All students must be in uniform every day. If there is a time when the prescribed uniform cannot (for some legitimate reason) be worn, a note from the parent/guardian must be written to the principal. A list of uniform requirements is published at the end of the handbook. All uniforms **must** be purchased from Land's End.

In addition to the proper uniform, neatness, cleanliness, and good grooming are expected. This includes not only the condition of the clothing, but general appearance of students. Shirts are to be tucked in at all times, and skirts are not to be rolled up. Pants must be worn in a respectable manner. No oversized or un-hemmed pants are allowed.

Regular, sturdy, soft-soled black or brown shoes are to be worn. No work boots, crocs, clogs, sandals, heellies, open-toed, or platform shoes are to be worn.

Haircuts should reflect good taste, and be consistent with the school uniform. Hair should be neat and washed, and boys' hair should be above their shirt collars. Hair should not hang in the face, and should be **one natural color**.

Only stud earrings are permitted on girls. No more than 2 earrings per ear are permitted. Earrings are **not** permitted on boys. If jewelry is worn, it should be religious in nature.

Body piercings and tattoos are strictly prohibited. Makeup on either boys or girls is also strictly prohibited. Girls may wear **clear nail polish**. Colored or artificial nails are not permitted.

Occasionally, there will be dress down days. Students must dress appropriately on these days. No tank tops or spaghetti straps may be worn on these days. Please remember, **if in doubt, don't allow it.**

Please note appendix for Dress Code Violation forms.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Anthony School. Students who have been expelled will not be allowed to return to the school without a conference with the principal and the student's parents.

Field Trips

Field trips are scheduled throughout the school year to various educational and cultural events. Signed Field Trip Permission Slips are required for any trip. Telephone calls giving permission are not sufficient.

Food Allergy Policy

St. Anthony School recognizes that life-threatening food allergies are an important condition affecting many school children. The school positively welcomes all pupils with food allergies. St. Anthony School maintains a school-wide procedure for addressing life-threatening allergic reactions, as well as an Emergency Action Plan for any student whose parent/guardian and physician have informed the school in writing that the student has a potentially life-threatening allergy.

Health Policies

St. Anthony School enforces the policies established for the schools by the State Department of Education, the Bristol Board of Education, and the Bristol Health Department.

The School Health Office sends out notices pertaining to the specific ages at which physicals are required. Health staff also conduct regular screenings of hearing, vision, and scoliosis. Health records not received by their due dates may lead to the student's temporary removal from class.

If your child is in need of any type of medication throughout the school year, the health aide must be notified and a "Permission to Administer Medication" form must be filled out by your doctor, and be placed on file in the School Health Office. Children are not permitted to carry any prescription or over the counter medication in school.

If a child becomes ill during the school day, he or she will be evaluated by the health aide. If it is determined that the child should not remain in school, the health aide will notify the parent or guardian.

Home and School Association

The Home and School Association is an organization that helps to support and improve the education of the children at St. Anthony School through various fundraisers and family events. Parents are encouraged to support this vital group in order to attain continual success.

Homework

Homework is given with the purpose of increasing knowledge, developing grade appropriate skills, and reviewing and reinforcing daily lessons. The following are recommended Archdiocesan homework time allotments:

- Grades 1-3: 30 minutes
- Grades 4-6: 60-90 minutes
- Grades 7-8: 90 to 120 minutes

All assignments should be neat, dated, and have the child's name on them. No torn or ragged paper will be accepted. Each classroom teacher will establish his/her own homework policy. Math homework is **always** done in pencil.

If your child is having difficulty with a homework assignment, please attach a note to the homework and the teacher will review it and/or give the student extra help.

Honor Roll

Honor Roll exists to give recognition to those students in grades 5-8 whose academic achievement is an indication of hard work and dedication. The criterion for Honor Roll is as follows:

- High Honors – Academic average of 95% or higher
- Honor – Academic average of 88% or higher

Please note, any student who wishes to be eligible for Honor Roll cannot have any disciplinary action against him/her.

Internet Usage

In order for any student to have access to the school Internet, a “Proper Usage Contract” must be signed by both parent and student, and will be on file in the school office. A copy of this contract is published at the end of this handbook, and should be signed and returned to school no later than the date indicated.

Library

The St. Anthony School Library is open on a regular basis. Books may be checked out for both curricular enrichment and pleasure reading. All lost and damaged books must be paid for.

Lockers

Lockers are issued to students in grades 5-8. They may be used for storing clothing and textbooks. In order to maintain a quiet atmosphere, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school office to be placed in the Lost and Found. Items placed in the Lost and Found remain for a school quarter. After this much time has elapsed, items are donated to charity.

Lunch and Milk Program

Two days a week the students eat lunch in their classrooms. The remaining three days, a hot lunch program is run by parent volunteers. Menus and order slips are available on the school

website. Late orders will not be accepted. Milk, chocolate milk, and orange juice are also offered. Milk may be ordered in August and in January.

Parent-Teacher Conferences

Parent-Teacher Conferences for students in Pre-K through grade 8 are held each fall at the end of the first marking period. If an additional conference is needed, appointments can be made by contacting your child's teacher. Please avoid impromptu conferences.

Recess

Weather permitting, students will have outdoor recess on a daily basis. In the cooler months, all students should dress for the weather.

Report Cards

Report cards are issued four times a year upon completion of an academic quarter for students in grades 1-8. Parents should carefully review these report cards, sign, and return them. Contact your child's teacher if you have any questions or concerns.

Kindergarten students are issued a report card three times a year, beginning in January.

Pre-K students are issued Progress Reports in January and June.

Retention

Sometimes it is necessary that a child repeat a certain grade. Such a decision is made only after consultation with the principal, parents, and the teacher(s) of the child being considered for retention. If a student is failing two or more subjects, retention is necessary.

When a student is promoted against the advice of the professional staff, parents are required to sign a statement that they realize that the promotion is not recommended.

Returning to School After Dismissal

Students are not permitted to return to the school building after 2:30 p.m. dismissal. All students should be responsible for bringing home all items needed for homework.

Sacramental Program

The sacramental life of the children of the Catholic Tradition is an important component of the religion program at St. Anthony School. Preparation for two Sacraments, Reconciliation and Holy Eucharist, form the core of our efforts in grades 2 and 3. Students in grade 2 will prepare for first Reconciliation, and students in grade 3 will prepare for first Eucharist.

Parents are required to be active partners in the preparation of their children for these Sacraments.

School Board

The St. Anthony School Board is an advisory board. It is made up of parish members, parents, and the community at large. The pastor and principal appoint positions to the School Board. Meetings are held monthly.

School Office Hours

The school office is open on all school days from 7:30 a.m. to 3:00 p.m.

Snacks

Daily snack is for students in grades Pre-K through 4. Please send in a small nutritious snack for your child.

Sports and Activities

Sports and activities are an enjoyable part of the total development of the child. In order for a student to be eligible to participate in an activity, he/she must receive a grade of at least 65 in every subject. If a child receives a grade below 65 in any subject on his/her report card, he/she will be suspended from the team or activity until improvement is shown.

Any student whose conduct is not sportsmanlike is subject to administrative disciplinary action.

Standardized Testing

Each March the IOWA Test of Basic Skills is given to students in grades 3-7. The results of these tests measure a student's academic growth. They are used solely for this purpose. Results of these tests are sent home. Parents can review the results with their child's teacher if there are any questions or concerns.

Students in grade 2 are administered the CogAT tests in the fall.

Suspension

Students who are given an in-school suspension will be required to report to the school each day and work with a substitute teacher paid for by the suspended student's parents (\$65.00).

Telephone

The school phone may not be used for personal calls, nor should parents call to speak directly to their child. In the case of any emergency, parents will be contacted immediately.

Children may not use the school phone for after-school directives, as this should be conducted prior to the start of a school day.

St. Anthony School is not responsible for the mix-up of any messages. All assignments, lunches, and notes should be in order before children come to school.

Transfer of Students

Notice of withdrawal of a student should be made by the parent in writing to the principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records will be forwarded to another school until all financial accounts have been settled.

Wednesday Packet

Office correspondence will be available via the website and email blasts (Wednesday Packet). To access information, please go to our school website:

www.stanthonysschoolct.org. Please fill out the attached form in the appendix of this handbook regarding your email address. If you wish to receive a hard copy of the Wednesday packet, please notify the school office.

Visitors

Parents and other persons entering the school building are required to report to the office and sign in. No one is to go directly to the classrooms.

*****St. Anthony School reserves the right to amend this Handbook*****