

# St. Anthony Cathedral Basilica School

Pride, Tradition, Spirit

2019-2020

## Student Handbook



**A Nationally Recognized Blue Ribbon  
School of Excellence**

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# SAINT ANTHONY CATHEDRAL BASILICA SCHOOL

## MISSION STATEMENT

*Saint Anthony Cathedral Basilica School,  
located in the heart of historic downtown Beaumont,  
welcomes all children to become part of a Christ-centered,  
culturally diverse, and safe environment.*

*The school provides holistic education  
in which students are held to high moral  
and academic standards  
while living their faith through community service  
and by developing a passion for social justice.*



***St. Anthony Cathedral Basilica School***  
*Pride, Tradition, Spirit*  
*Over 110 years of excellence in Catholic Education*

*850 Forsythe Street*  
*Beaumont, Texas 77701*  
*Telephone – (409) 832-3486*  
*Fax – (409) 838-9051*

*Dear Parents and Students,*

*Welcome to the 2019-2020 school year at St. Anthony Cathedral Basilica School. In choosing St. Anthony, you have become part of a century old tradition of excellence in Catholic education. The faculty and staff of SACBS look forward to working with you to ensure a successful year of spiritual, intellectual, physical, and social development for your children. Working together, we can make this school year the best ever! May God bless you and keep you at St. Anthony.*

*Sincerely,*

*Mrs. Felicia Runnels*  
*Principal*

# **I. VISION STATEMENT & PHILOSOPHY**

## **Vision Statement**

St. Anthony Cathedral Basilica School will be a living example of Catholic identity manifested through academic excellence, community service and social justice, maintaining strong parent involvement and the warm, family-like atmosphere that is characteristic of our culturally diverse school.

St. Anthony Cathedral Basilica School students will be better people for having had a Catholic education in a Christ-centered environment and will make a positive difference in the world.

## **Philosophy**

It is the belief of the entire St. Anthony Cathedral Basilica School Community that its primary purpose is to educate the whole child – spiritually, academically, socially, and physically in a Christ-centered environment. The faculty and staff at St. Anthony encourage every student to become committed to Gospel values, obtain lifelong learning skills, and understand the strengths of their own heritage while experiencing the richness of other cultures and nations. Students gain skill and knowledge that will prepare them for a successful future in a global society, as well as a passion for community service and social justice.

Students at St. Anthony are embraced for their uniqueness and for the diversity they create as a student body. As a Catholic family, our students learn the teachings of Jesus Christ, that each individual is created for a purpose within the family of Christ, that each is a free person who must discern right from wrong, and that each is called to help the proliferation of justice among all God's people.

As educators, the staff at St. Anthony pursues with passion the fulfillment of their calling to teach each student in traditional studies and in the joy of living a life committed to Christ.

## II. ADMISSION INFORMATION

### Nondiscriminatory Policy

St. Anthony Cathedral Basilica School provides admission to students of any ethnic or national origin and extends all rights, privileges, programs, and activities available at the school to all students. It does not discriminate on the basis of national or ethnic origin in the administration of its policies.

### Title IX

St. Anthony Cathedral Basilica School adheres to the tenets of Title IX:

“No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

### Registration, Tuition, Fees

Students applying for admission must qualify as directed by state approved standards:

- PK-3 must be three years of age by September 1<sup>st</sup>.
- PK-4 must be four years of age by September 1<sup>st</sup>.
- Kindergarten must be 5 years of age by September 1<sup>st</sup>.
- First grade must be 6 years of age by September 1<sup>st</sup>.

Pre-registration for students currently enrolled at St. Anthony Cathedral Basilica School is held in the spring.

Open registration begins after the spring enrollment period.

### **New students must present the following at registration:**

- Official Birth Certificate
- Up-to-date immunization records
- Baptismal, Communion, and Confirmation certificates (if Catholic)
- Report card / Achievement Testing results
- All interested families will be interviewed by the principal before admittance.

***Admittance of all new students and transfer students is considered provisional until all records have been accepted, and the student has successfully completed nine weeks of school.***

- Entrance exam will be given to students entering grades 1<sup>st</sup> through 8<sup>th</sup>.

### Fees

- Early Bird Pre-Registration Enrollment Fee (Current Students Only): \$275.00
- Regular Enrollment Fee (Current and New Students): \$475.00
- Late Enrollment Registration Fee (for Current Students): \$575.00
- Curriculum Fee (books, materials, computer usage, etc.): \$330.00 per child
- New Family Fee: \$120.00 per student

***All registration fees are non-refundable.***

Tuition is defined in the registration packet as In-Parish, Out-of-Parish, and Non-Catholic. Tuition is paid in ten installments to the FACTS Tuition Management Program. These payments begin in July and end in April. A 3% DISCOUNT is given if **annual tuition is paid in full**. Applications for tuition assistance can be done online through the FACTS Tuition Management Corporation. FACTS will make a recommendation to the principal who will notify the parent with the results of the application. If tuition is delinquent, students may be required to withdraw, and all educational services will cease. Tuition and fees must be current at the end of each nine-week grading period.

### III. ACADEMIC INFORMATION

#### School Schedules

Drop off 7:15 a.m. - 7:50 a.m.

Pick up 3:00 p.m.

*Please use our Jefferson Street drive thru.*

**Pre-Kindergarten 3, 4, & Kindergarten**

**7:50 a.m. - 2:50 p.m.**

**First – Eighth Grade**

**7:50 a.m. - 3:00 p.m.**

**Aftercare Program**

**3:15 p.m. - 5:30 p.m.**

**Wednesday Mass**

**8:10 a.m.**

(or as indicated on the monthly school calendar)

School personnel are not responsible for supervision of children before 7:15am or after 3:30pm. Aftercare personnel will supervise students after 3:15pm. **Charges for Aftercare begin at 3:30 p.m.**

#### Curriculum

The curriculum used by the Diocese of Beaumont is based on national and state standards. The curriculum includes:

#### Religion

Religion includes Catholic doctrine, Tradition, Scripture, and Social Justice.

Eucharistic liturgies are celebrated every Wednesday at 8:10am. Students

Participate in First Friday Adoration, Reconciliation, recitation of the

Rosary, Stations of the Cross, the Passion of Jesus, and May Crowning.

#### Language Arts

Language Arts is composed of Reading, English, Spelling, Writing, Literature, and library Skills. The Accelerated Reader Program is integrated into the language arts.

#### Mathematics

Mathematics includes basic skills, advanced skills, Pre-Algebra and Algebra I.

### *Physical Education*

The physical education program is grade appropriate. Health classes, including once a month hygiene classes, are included in the physical education program. The sports program includes soccer, volleyball, basketball, football, track, softball, golf and cheerleading.

### *Social Studies*

Social Studies is composed of history, geography, economics, civics, and current events.

### *Science*

Science includes general science and laboratory experiences with emphasis on both content knowledge and process skills.

### *Fine Arts*

The Fine Arts include music and art. Private music and guitar lessons are also available.

### *Foreign Language*

Spanish is taught at all grade levels. Students will learn to speak Spanish, as well as grammar, reading and writing.

### *Computer Literacy*

Computer Literacy is made up of keyboarding, word processing, database, spreadsheets, and power point.

### *Extra – Curricular Activities*

Extra – Curricular Activities include Private Schools Interscholastic Association Competition (PSIA), math competitions, Houston Chronicle Spelling Bee, 8<sup>th</sup> Grade Dinner Theatre, National Junior Honor Society, Student Council, Science Fair, Hand Bell Choir, cheerleading, and the School of Environmental Education (Camp Kappe), and a sports program.

### **Homework**

Formal home study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons and to supplement and enrich class work. Homework is based on material that has been previously presented. Homework is to be corrected by the teacher or by the teacher and students together. Whether or not a number or letter grade is assigned to the homework is up to the teacher. The teacher must record the assignment in the grade book or a homework log so that accurate records can be maintained. The purpose of homework is to provide practice to students over concepts previously taught, and to let the teacher know if students are practicing correctly and gaining the necessary skills. **The time required for homework will gradually increase as the child advances through school. Parents are expected to foster good study habits and provide a quiet workplace for students.**

Parents may call the school office at 832-3486 ext.110 to inquire about homework assignments. **Assignments for students who have been absent may be picked up in the office between 3:00 p.m. and 3:30 p.m.** Assignment books are provided for students in grades 2-8. The cost for an additional assignment book is \$5.00.



## **Tutorials**

Most teachers offer tutorials in the afternoon for students who are struggling or in need of additional assistance, or need to complete assignments. Please check with your child's teacher for the schedule. This is a free service and is provided on a voluntary basis through the generosity of dedicated teachers. Tutorials will start at 3:15 p.m.

## **Parent Plus Portal**

Parent Plus Portal is an interactive web portal that enables school administrators and teachers to instantly share data and engage with parents and students in a secure environment. Parents are able to receive grades as teachers input them in to the gradebook. Parent Plus portals are used as the most up to date way to keep up with your child's grades.

**Grades will be posted on a weekly basis.**

## **Internet Acceptable Use Policy**

SACBS encourages the use of advanced technology afforded by Internet access. Parents and guardians of minors are responsible for teaching the standards that children should follow when using the Internet. The school reinforces those standards. At school students are instructed to:

- Obtain parental permission for Internet access (form must be on file with media teacher)
- Be responsible for one's own behavior and practice appropriate etiquette. All rules of conduct in the handbook apply.
- Use technology only to support educational and/or research consistent with the objectives of the school.
- Use resources only as intended following the rules appropriate for network.
- Never transmit any material in violation of federal or state regulation including copyrighted, threatening, obscene or protected material. (Students in violation may be subject to legal action.)
- Never use technology for commercial activities, product advertisement, political lobbying, or non-academic activities.
- Never save research or other information to hard drive. All needed information is to be saved on a flash drive.

**Use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges.** School officials may review files and communications to maintain system integrity and ensure responsible use. Decisions of school officials regarding unacceptable use are final.

## **Grading**

The academic success of each student requires constant communication between parent and teacher. Please review all graded papers.

## **Grade Weighting Policy for Middle School**

Tests, Major Projects 40%

Daily, Homework, Quizzes 60%

If grades are being weighted using the 60/40 percent guideline, a minimum of 3 test grades in a nine-week period must be recorded in all core subjects that meet five days a week. Projects can be used as test grades. Major tests must be announced several days in advance of the testing date. A formal review for the test must be held. Students should have a clear understanding of what is to be tested and have the necessary materials to study from. A study guide may be provided.

- Elementary classes do not weight grades.

### **Use of Zero Policy**

**Zeros will be recorded for work not done. The deadline date for late work is one week from the day the grade is posted. Grade reduction penalties will be applied. If work is not received by the deadline date, a zero will be recorded.**

### **Other**

Grades in Spanish will be recorded as E, S, N, and U in grades 1-5. Minus or plus may be used with S. Only a grade of N or U will affect honor roll. Grades in Spanish will be recorded numerically in grades 6-8.

Grades in art, music, handwriting, and P.E. will be recorded as a number grade for grades 1-8.

### **Grading Scale**

A+ 98-100    A 93-97    A- 90-92      Outstanding: Masters all assigned work, attacks and completes work independently, shows originality and initiative, does more than required and makes excellent contributions in class.

B+ 87-89    B 83-86    B- 80-82      Above Average: Masters major portion of work, works with little assistance from others, is alert and shows interest in work, completes work on time, and makes good responses in class.

C+ 79      C 76-78    C- 75      Average: Satisfactorily completes most assigned work, works under normal conditions and directions, shows interest in work, completes work on time, and makes good responses in class.

D+ 74      D 71-73    D- 70      Below Average: Achieves below grade standard, completes a minimum of assigned work, and seldom responds in class.

F 69-0                                      Failure: Achieves far below grade level and makes little progress in schoolwork.

### **Thursday Folders**

Thursday Folders will be sent home weekly with the weekly newsletter and the students' current academic achievements, as well as other important school communications. These should be signed by parents and returned the next day. Student work may be sent in the Thursday Folder for parent review. **PLEASE READ THIS INFORMATION CAREFULLY.**

### **Progress Reports**

Progress Reports will be sent home for students who have grades below 75 during the halfway point of the nine-week grading period. Parents may check the Portals weekly for the up to date grades.

### **Report Cards**

Report cards will be issued at the end of each nine-week grading period. Cards should be signed and returned immediately.

Pre-K students will receive semester reports only. Report Card scores will be recorded using letter grades.

### **Special Needs, Diocesan Vision Statement**

The Diocese of Beaumont promotes a model of inclusion for children with mild learning disabilities/ differences in our schools. We believe that children with mild learning differences can be successful within the regular classroom setting when strategic teaching methods are utilized and appropriate planning are implemented. This philosophy is based on the understanding that parents are active partners with the school and play a critical role in their child's success.

Unlike the public school system, Catholic schools do not receive state and federal monies to fund special education programs. Therefore, we do not write or accept Individualized Education Plans as public schools are mandated to do. A plan may be written at each school for those students who are experiencing learning or behavioral differences. Each school will designate the proper personnel to collaborate on this plan with the parents. The plan's content is dependent on each school's ability to make *reasonable accommodations* to assist a student or to provide personnel who may participate in the plan.

Parents are expected to provide copies of all assessment information to schools in order that an appropriate student intervention plan can be written. If an assessment has not taken place, the school may require that an assessment is necessary to determine the student's strengths and weaknesses. This assessment can be done by a local ISD at no charge to the parents. Contact your administrator for information.

In some cases it may become evident the severity of the learning or behavioral disability/ difference exceeds the level of accommodations the school may be able to offer the student. The question of what will best benefit the student's success may indicate that a different educational placement be necessary. This decision will be based on knowledge of the resources of the school and the severity of the problem. In all cases, the decision will be based on Christian compassion.

***Students in all schools in the Diocese of Beaumont are on probation until all school and immunization records have been received.***

**Accommodations will be made for students with diagnosed learning disabilities. Paperwork must be on file. Accommodations must be reasonable and within the ability and time range of the teacher. Report cards will reflect whether or not accommodations are being made. Modifications will not be made.**

### **Parent Conferences/Visits**

Two formal Parent/teacher/student conferences are held each year in October and January.

**Student attendance with parents is required as this is counted as a school day.**

Teachers are most happy to consult with parents concerning their children, but may not do so during class time. The teachers are responsible for supervising the entire class of students; stopping them to consult distracts them from this important duty.

Appointments should be made through the school office or with the teacher and will normally be scheduled during a teacher's planning period or before or after school. Parents are requested not to call teachers at home unless a true emergency exists.

Please ask the office personnel to call your child down between classes if it is for lunch kits, P.E. clothes, etc., so as not to interrupt classroom time.

**Parents and visitors should refrain from standing in the hallways outside the classroom doors. You may wait in the sitting area near the office for dismissal of students.**

### **Academic Probation**

A student whose academic performance at reporting intervals indicates failing grades or conduct that needs improvement may be placed on academic probation and participation in extra-curricular activities will be denied. If by the next reporting interval, the student shows insufficient improvement, the administration reserves the right to have the student's participation in extra-curricular activities denied until expected next reporting period. Students who remain on academic probation for more than two grading periods may be asked to withdraw from St.

Anthony Cathedral Basilica School.

### **Testing Program**

The Iowa Test of Basic Skills (ITBS) standardized test is administered in the spring. Results will be shared with parents at the spring report card conference if available.

### **Promotion Policy and Retention Policy**

Advancement to the next level in St. Anthony Cathedral Basilica School is based on a student's daily performance, test results, recommendations of teachers, and his/her ability to complete work successfully on a more advanced level. Promotion to the next grade level depends on successful completion of all subject areas. In the elementary grades, the student shall attain an overall average of 70 or above, which is derived by averaging the final numerical grade in language arts and mathematics. In the middle grades, to be promoted, the student shall attain an average of 70 or above in five of the following subjects: religion, English, reading, mathematics, social studies, and science. After conferencing with parents, the principal and teachers make a final decision and the teacher will then inform the parents, within the last nine-week grading period, of the retention of the student. Summer school or tutoring may be recommended in lieu of retention. SACBS strives to enable each student to achieve his/her maximum potential. Retention of a student at any grade level is always done in the best interest of the student.

### **Student Records**

SACBS abides by the provisions of the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records and the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with

access to academic records. If access is denied by the court order, it is the custodial parent's responsibility to provide the school with an official copy of the order. Additionally, parent requests to view records must be made in writing.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 32 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
  
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
  
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specifies officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## IV. SPECIAL PROGRAMS

### Guidance and Counseling Program

SACBS offers a guidance and counseling program. The guidance program may include whole class group sessions, or small group sessions. A licensed, professional counselor is on staff each Monday.

### Library Program

St. Anthony Cathedral Basilica School Library is dedicated to instilling Catholic values and promoting academic excellence by nurturing mind, body, and soul.

SACBS believes that the school library programs promote and encourage reading for enjoyment, academic achievement, and life-long learning. The school program should provide, integrate, and utilize a technology rich environment to support teaching and learning.

### Hours

Library is open from 8 a.m. until 2:45 p.m., Monday through Friday. It is closed for holidays and breaks.

### Check-Out

**Kindergarten:** One book, per week. These books are NOT allowed to be taken home, and are only to be read in class.

**First Grade:** Two books, per week. Students will be allowed to take the Renaissance Learning (Accelerated Reader Program) during school hours.

**Second and Third Grade:** Two books, one week at a time. Students in this class may renew their books, if needed.

**Fourth through Eighth Grade:** Two books, two weeks at a time. Students in these classes may renew their books, if needed. If students are working on a research project, or a report that requires more than the allowed number of books, special arrangements can be made with the Media Specialist.

### Library Materials

Books will need to be returned on or before the due date to avoid becoming overdue. Students may renew their books before they become overdue. Every Wednesday the Media Specialist will send out overdue notices to be sent home in the Thursday folder. Students will not be allowed to check out any material until overdue material is returned.

If the student is unable to return the book (lost, damaged, or stolen), the family will be charged a standard replacement fee of the current retail price of the book, or an exact replacement (paperback, hardback, etc.) of the book that was lost.

Report cards will be held at the end of the nine week grading period for any student failing to return overdue library materials.

### **After Care Program**

SACBS offers an After Care Program from 3:15 p.m. until 5:30 p.m. Some early dismissal days are included. Activities include snack-time, reading enrichment, time for homework, use of computers, and playtime.

Fees for the After Care Program are as follows:

- 1 Student \$10.00 (3:15 – 5:30 p.m.)
- 2 or more students \$15.00 (3:15 – 5:30 p.m.)

These fees will be invoiced monthly.

**An additional \$10.00 per child will be charged for every 15-minute interval past 5:30 p.m.** Care will not be provided during holidays or summer vacation. Children left unattended after carpool ends at 3:30 p.m. will automatically become part of the After Care Program and will be charged the appropriate fees. **This also includes detention students.**

Emergencies will be handled in the same manner as during the school day, and parents will be contacted immediately. All discipline measures will apply. No child is to be picked up from the After Care Program without the director's knowledge. **All children must be signed out by a parent or guardian.** Children will be released to those listed by parents as approved. Please notify the office in writing if someone other than the parent is to pick up a student. These adults should be prepared to show their drivers' licenses.

### **Cafeteria Program**

The cafeteria program is a contracted program with Two Magnolia's. All prices are set and controlled by this vendor, and not by the school. Students may bring a lunch or purchase a lunch ticket for \$4.75. Tickets are sold daily in the cafeteria. Menus will be sent home monthly.

- No outside fast food is allowed.
- Students may not charge lunches.
- Lunches are to be eaten in the cafeteria, except on special occasions.
- Students are expected to leave the tables and surrounding areas clean.
- Food and drinks are not to be taken out of the cafeteria.
- Supervising teachers may deny students ice cream/dessert if students have not eaten properly.
- No glass containers may be brought to school.
- Only healthy drinks are allowed; no carbonated drinks or sodas.

## V. OTHER PROGRAMS /ACTIVITIES

### All - School Assemblies

All-School Assemblies are held to celebrate students' successes and important events. Dates are published in the Thursday Folder Newsletter.

### Awards Program

For Fourth Grade through Eighth Grade, the awards program includes the Distinguished Honor Roll (grades of 95-100 and no letter grade below an E); All A Honor Roll (grades of 90-100 and no letter grade below an S); A-B Honor Roll (all As and Bs with no more than two Bs and no letter grade below an S); Greatest Effort, Most Improved, and the Perfect Attendance Award. For First Grade through Third Grade the Perfect Attendance Award is awarded. Also for First through eighth grade, Accelerated Reader (A.R.) Awards are awarded.

### **Special end of the year awards include:**

- **St. Anthony of Padua Award** - given annually to the student who strives to live Catholic principles, a life of truth in words and actions in/out of school, willingly offers help to others and participates in school sponsored service activities, consistently strives to meet the academic requirements of the curriculum, and participates enthusiastically and proudly in promoting school spirit.
- **St. Elizabeth Ann Seton Award** - given annually as the Diocesan Religion Award to the Catholic student who shows they live Catholic principles in and out of the school and classroom, has a loving attitude towards others, has a positive attitude towards others, has a positive attitude toward learning about faith in the religion class, willingly serves others, participates and behaves appropriately during liturgies, and practices their Catholic faith.
- **SACBS Citizenship Award** - given annually to student who displays an understanding and appreciation of civic responsibility, shows a positive attitude toward classmates, school, and community, possesses strength of character and the courage to do what is right, participates in school and/or community service, and promotes citizenship within the school or community.

### Performance Programs

Performance programs include, but are not limited to, an Advent program, a dinner theatre, a talent show, music recital, Veteran's Day program, and Catholic School's Week.

### Parties

Classes are allowed 2 parties per year. These include Christmas and a holiday of choice. Room Mothers and Homeroom teachers are responsible for coordinating the parties.

***Permission must be granted before parties are planned.***



## **Field Trips**

Field trips are designed to achieve curriculum goals and will vary from grade to grade. Individual teachers, in consultation with the principal, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip. Verbal permission **cannot** be accepted. *Permission slips are due in the office 48 hours after receipt of the slip.*

### **Diocese of Beaumont Office of Catholic Schools Transportation Policy**

#### **Catholic School Groups**

- For trips with groups of 15 or more traveling in town, school buses will be used.
- For trips with groups of 15 or more traveling over 100 miles, a school bus or a charter bus will be used.
- For small groups traveling out of town, the school will rent a vehicle.

#### **All other Groups**

- For trips with groups of 15 or more traveling in town, buses are preferred.
- For trips with groups of 15 or more traveling over 100 miles, charter buses should be used.
- For trips with small groups, the locations can use a rental vehicle or volunteer vehicle.

#### **Additional Information**

- In order to reduce liability, locations should consider using buses if more than five cars are needed to transport groups regardless of the event being in town or within the diocese.
- All drivers of private or rented cars must be on the diocesan approved driver list.
- Only drivers pre-approved by the Diocese of Beaumont may drive students/children/adults to sponsored events within the diocese.
- Children who require booster seats (less than 5 years old or less than 36 inches in height) are to be driven by their parents or guardians only.
- All vendor contracts for transportation services must be approved through the diocese and insurance certificates must be on file.

3/24/10

J-19

- Refer to exhibit J-q, p.J-52 for the **Driver Information Sheet**.

**Addendum: The height of the child must be over 4' 8" rather than 36"**

**Volunteer drivers need to turn in a copy of their valid driver's license and a copy of their current car insurance. All chaperones must be on the approved volunteer drivers' list and have taken the Protecting God's Children class and have an up to date certificate on file in the school office. Only stops listed on the permission slip are allowed.**

### **National Junior Honor Society**

Founded in 1929, the National Junior Honor Society is an organization that recognizes and encourages academic achievement as well as fostering the development of character, service, leadership and citizenship qualities. 7<sup>th</sup> and 8<sup>th</sup> grade students who have attended St. Anthony Cathedral Basilica School for at least one semester are eligible for membership. Prospective members must have a cumulative academic average of at least a 95 and will be evaluated by a council of Junior High faculty members in the areas of scholarship, character, service, leadership, and citizenship. Detailed guidelines are available upon request.

### **Student Council**

Student Council is an organization that promotes harmonious relations throughout the school. Membership consists of four 7<sup>th</sup> and 8<sup>th</sup> grade officers: President, Vice President, Secretary and Parliamentarian, in addition, two representatives are elected by homerooms from grades 5<sup>th</sup> through 8<sup>th</sup>. Passing grades and good conduct must be maintained as stated in all extracurricular activities.

The purposes of the council are as follows:

- To learn how to be good citizens and leaders
- To plan student services to the community and school
- To participate in public speaking and drama
- To promote school spirit throughout the school

### **Athletic Program**

As members of the Diocese of Beaumont Sports League (DBSL), all players and spectators should strive to earn the respect and appreciation of teammates, opponents, officials, coaches and other spectators by the manner in which they participate. Students are to respect the campus of the other team. Signs and posters used for athletic events must reflect good sportsmanship and must be approved by the cheerleading sponsor. Students, parents, and staff are to refrain from any negative and inappropriate behavior. They are to respect the opposing team and officials. The above rules apply to all activities on the St. Anthony campus as well. Students in athletic programs are required to have a current physical exam on file before they may participate. Failure to have a current physical exam on file will restrict the student from participating.

In order to attend sporting events in which the student wishes to participate, a permission slip (supplied by the athletic director) must be signed by the parent or guardian and returned to the athletic director. This will be required for each sport in which a student participates. The coaches of each team will furnish more detailed information concerning criteria and DBSL guidelines for participating in the SACBS sports program. Inter-Parochial League sports are open to Grades 5<sup>th</sup> - 8<sup>th</sup>. Boys may participate in basketball, soccer, and golf. Track is available to boys in 7<sup>th</sup> and 8<sup>th</sup> grade. Football is open to boys in the 7<sup>th</sup> and 8<sup>th</sup> grades at St. Anne Catholic School. Girls may

participate in volleyball, basketball, softball, golf, and soccer. Track is available to girls in the 7<sup>th</sup> and 8<sup>th</sup> grade. Cheerleading is open to 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade girls. Students participating in sports and Cheerleading must maintain a 75 grade point average in each subject. Eligibility is determined by progress reports and report cards. Reinstatement is determined by progress reports and report cards. **A SATISFACTORY or better grade must be maintained in conduct.** Any major infraction of a school rule may cause a student to be ELIMINATED FROM THE ATHLETIC/CHEERLEADING PROGRAM. *Students absent for part of a day or a whole day will not be eligible to participate in a sport activity that afternoon or evening.* **Students with diagnosed learning disabilities may be exceptions to the academic grading standards if the degree of effort and conduct are satisfactory.**

### **End of the Year Programs**

A Pre-K and Kindergarten End-of-the-Year Program is held during the last week of school and all Pre-K and Kindergarten students are dismissed for the year. This program is hosted by the first grade teacher, parents, and students.

The Eighth Grade is given a send-off by the student body during the last week of school. The seventh grade students and parents host a graduation breakfast for the eighth grade class, and a special mass is celebrated in honor of the eighth grade graduation followed by the awarding of certificates.

An End of the Year Awards Ceremony is held on the last day of the school year.

## VI. GENERAL INFORMATION

### Attendance

School attendance is mandatory. **A student must be in attendance for six hours in order to be considered present for a full day and three hours for one-half day.** This excludes lunch.

Absences that require the Principal's approval must be presented in writing at least one week in advance of the proposed absence.

A signed request from the parent or guardian is required for a student to leave school before dismissal. Include the time and reason for leaving. **Parents must sign students out. If the child returns the same day, parents must sign students in.**

No student is allowed off-campus at any time between the time he/she is dropped off and the time he/she is picked up.

**Parents must notify the school in writing if the child is to return home by any means other than the parent or carpool persons.**

When a student is absent, the parent should report the absence to the school by 9:30am.

Excused absences include, but are not limited to, illness, accidents, family emergencies, natural disasters, and death in the family.

A written statement giving reasons for the absence must be brought to the teacher upon the student's return. Missed assignments are the student's responsibility. Students should take advantage of Parent Portal services and tutorials for getting missed assignments. Arrangements for making up missed tests, because of excused absences, are to be made with individual teachers. Time in which make-up work is to be turned in shall equal the number of days absent.

Dear Parent or Guardian:

This letter will clarify the policy of this school regarding absence from regular classes for the purpose of a family vacation.

School personnel do not have the legal authority to give students permission to be absent during school hours for the purpose of taking vacations during the school year. This is a decision that can only be made by a parent/guardian.

It is the policy of this school that students who take vacations during school hours do so with the full understanding that they are responsible for the course work covered during their absence. Since part of a student's evaluation may include daily contribution and mini-tests, absence from school has a direct effect upon this learning and its subsequent evaluation. Due to the nature of some course work, it is not possible to "make up" the material; students will receive their assignments when they return. We are concerned that vacations during class time will affect your son's/daughter's progress.

Please complete the information below and sign the form. Your child is to discuss the upcoming absence with each subject teacher and find out if any steps can be taken to minimize the effect of the absence. After each teacher has initialed this form, the teacher should file in his/her own files.

Sincerely,

Felicia Runnels  
Principal

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**Teacher: Please record your awareness of this absence by initialing the appropriate space.**

Classroom Teacher: K\_\_\_\_ 1\_\_\_\_ 2\_\_\_\_ 3\_\_\_\_ 4\_\_\_\_ 5\_\_\_\_ Math\_\_\_\_ Science\_\_\_\_ Religion\_\_\_\_

Soc. Studies\_\_\_\_ Reading/LA\_\_\_\_ Spanish\_\_\_\_ Music\_\_\_\_ PE\_\_\_\_ Comp.\_\_\_\_

**PARENTAL PERMISSION**

I understand the policy of the school with regard to student attendance and evaluation. My son/daughter, \_\_\_\_\_, has my permission to be absent from school for the purpose of a family vacation on the following dates: from \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

## **Tardiness**

Tardiness is extremely disruptive to the learning environment. Every effort must be made to see that children are on campus by **7:45 a.m.** The tardy bell rings at **7:50 a.m.** Students arriving after **7:50 a.m.** must be accompanied to the office by a parent, guardian, their car-pool driver, or a note for a tardy slip. 8:00 is the official starting time of class. **A student may be tardy one time per quarter and not lose perfect attendance.**

## **Tardy Procedure**

**This procedure is repeated each quarter. It is not cumulative.**

<b>1<sup>st</sup> tardy</b>	<b>Warning</b>
<b>2<sup>nd</sup> tardy</b>	<b>Log is signed/ color is changed, privilege is taken away</b>
<b>3<sup>rd</sup> tardy</b>	<b>Log is signed/ color is changed, teacher sends note to parents, privilege is taken away</b>
<b>4<sup>th</sup> tardy</b>	<b>Parent conference with teacher / principal</b>
<b>5<sup>th</sup> tardy</b>	<b>After school detention teacher / principal</b>

## **Dress Code**

All uniform components ***must*** be purchased from Mills Uniform Company. The store is located at 3465-A W. Alabama Street (at Marquart St.) Houston, TX 77027 and the phone number is 713-524-4700. Uniforms can also be ordered online at [millsweat.com](http://millsweat.com) (school code 8705). The customer service phone number is 1-800-541-1850. We have some gently used uniforms that are sold from the SACBS uniform closet at \$5.00 an item.

**Shoes, socks, belts, and hair accessories** may be purchased from any source.

- All shirts must have the school logo on them.
- Shirts must be tucked in at all times.
- Polo shirts are not worn with jumpers.
- The length of girls' shorts must be no shorter than 2 inches above the knee. Skirts and jumpers should reach the uppermost part of the knee.
- All boys' uniforms require belts with the exception of Pre-K. Belts may be navy, dark brown, or black. They may be plain or woven. Belts are worn at the **waistline**.
- **Students may wear Mills windbreakers, jackets, sweatshirts, and sweaters. They may also wear the windbreakers, jackets, and sweatshirts that are sold by the school. No other windbreakers, jackets, sweatshirts, or sweaters may be worn inside the building or at Mass.**

## **Spirit Days**

On Spirit Days, students may wear regular jeans or below the knees jeans with a spirit shirt. Students may not wear school uniform shirts with jeans.

### PK – 4<sup>th</sup> Girls:

- **Bib top plaid jumper** no shorter than 2” above knees is worn with a white Peter Pan collar blouse or oxford shirt only (no polos) with SACBS logo on the left chest pocket.
- **Plaid walking shorts or skorts** no shorter than 2” above knees are worn with a white or navy polo shirt, the oxford shirt, or Peter Pan collar shirt.
- **Skirts may not** be worn in Pre-K through 4<sup>th</sup> grade.
- **Khaki trousers** may be worn with polo shirt or oxford shirt.
- **Tennis shoes or Sperry’s** are worn by all girls.
- **Shoes** may not be open toe or open heel. **No boots may be worn.**
- **Solid white socks** without logos must be worn. Socks must be visible.
- **White or navy tights** without logos may be worn. **No leggings!**
- **Hair accessories** should coordinate with the school uniforms (Blue/Gold/White/Grey).

### 5<sup>th</sup> – 8<sup>th</sup> Girls:

- **Plaid walking shorts or skorts** no shorter than 2” above knees are worn with either a white or navy polo shirt, or the oxford shirt.
- **Stitch down plaid pleated skirts** which reach the knee are worn with white or navy polo shirts or the oxford shirt.
- **Khaki trousers** may be worn with polo shirt or oxford shirt.
- **Jumpers** are not worn in grades 5-8
- **Tennis shoes or Sperry’s** are worn by all girls.
- **Shoes** may not be open toe or open heel. **No boots may be worn.**
- **Solid white socks** without logos must be worn. Socks must be visible.
- **White or navy tights** without logos may be worn. **No leggings!**
- **Hair accessories** should coordinate with the school uniforms (Blue/Gold/White/Grey).

### PK - 8<sup>th</sup> Boys:

- **Shirts** include navy polo, white polo, and oxford shirts with the SACBS logo on the left chest

- **Khaki pleated pants** may be worn by all boys.
- **Khaki pleated shorts** may be worn by all boys.
- **Khaki pull-up pants or khaki pull-up shorts** may be worn in grades Pre-K through Kindergarten.
- **Belts** must be navy, black, or dark brown. They may be solid or woven and must be worn with pants or shorts that have belt loops.
- **Tennis shoes or Sperry's** are worn by all boys.
- **Solid white socks** without logos must be worn. Socks must be visible.

### **MASS DAY UNIFORM REQUIRED DRESS CODE**

#### **BOYS**

- Khaki pants (long or short) with belts.
- White oxford shirts with the SACBS logo (long sleeved or short sleeved).

#### **GIRLS**

##### **Pre-K (3) – 2<sup>nd</sup> Grade**

- Plaid jumpers and white round collard blouses

##### **3<sup>rd</sup> – 4<sup>th</sup> Grade**

- Plaid culottes
- White oxford shirts with the SACBS logo (long sleeved or short sleeved)

##### **5<sup>th</sup> – 8<sup>th</sup> Grade**

- Plaid skirts
- White oxford shirts with the SACBS logo (long sleeved or short sleeved)

#### **P.E. UNIFORMS – (Grades 6-8 only)**

- **Parents may purchase these from the P.E. department.**

**\*\*\* On very cold days students may wear warm coats of their parent's choosing for outside wear only. All inside clothing including jackets and sweaters must be uniform dress displaying the St. Anthony logo.**

#### **Cosmetics**

- Students may not wear make-up.
- Fingernails must be natural and kept at a modest length.
- Nail polish must be a clear color.
- Tattoos are not allowed.



### **Jewelry**

- Should be simple and should not be a distraction.
- Necklaces may have a simple cross or medal on a chain.
- Girls may wear small post earrings or a small loop that hugs the ear.
- Boys are not allowed to wear earrings.
- Body piercings are not allowed.
- One religious bracelet or honorary band is allowed.

### **Eyeglasses**

Only regular prescription eyeglasses may be worn. Goggles, sunshade, athletic glasses, etc. are not allowed.

### **Hair**

- **Girls' hair is to be clean and neat, and out of the eyes at all times.**
- **Boys' hair is to be clean and neat, and out of the eyes at all times. It must be above the eyebrows and must not touch the shirt collar. Part of the ears must be exposed.**
- **Tails are not allowed.**
- **Mohawk haircuts are not allowed.**
- **Designs carved on the head are not allowed.**
- **Hair color must be natural, no highlights or dye.**

### **Violation of Dress Codes**

Uniforms serve a very important purpose at St. Anthony Cathedral Basilica School. If at any time it becomes necessary for your child to be out of uniform, send a written note to the office stating the reason. The administration reserves the right to refuse admittance of any student to class when out of uniform.

- First violation:** Warning by teacher or principal.
- Second violation:** Parents are contacted and uniform must be brought to school.
- Third violation:** Parents are contacted, uniform must be brought to school and student receives in-house suspension for one day.
- Fourth violation:** Student is suspended.

### **Student Health Requirements**

Students, who are absent due to illness, must be free from fever, [diarrhea](#), and [vomiting](#) for 24 hours before returning from school. A child with strep throat should be on an antibiotic for 24 hours, as well as fever free for 24 hours. A child with chicken pox should not return to school until all lesions/blisters have healed. (7-10 days average). All cases of head lice and ringworm should be reported to the school office immediately.

A permit from your doctor or the Public Health Office is required for any child who has been absent due to a contagious disease, such as: Measles, German Measles, Mumps, Ringworm, Impetigo, Scarlet Fever, and Head Lice, before the child can be readmitted to class.

Immunization certificates and Medical Examination Forms will be required for all students entering school for the first time and those who transfer from other schools. All students must have the required immunization records showing they have been successfully inoculated against tetanus, diphtheria, polio. Hepatitis B, and measles.

### **TCCED Immunization Policy**

Every student enrolled in a Catholic school in the State of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas.

**Texas Law** requires that students whose immunizations have expired or who have not given records of immunization to schools **will not be allowed to attend school until the immunizations are updated.**

### **Texas Immunization Law**

Immunization requirements apply to all children and students entering, attending, enrolling in, and/or transferring to child-care facilities or public or private primary or secondary schools or institutions of higher education.

### **Enrollment Requirements**

Acceptable evidence of required immunizations must be submitted in order for students to enroll or start school. If the student has started the series and is on schedule, he or she can enroll provisionally until it is medically feasible to receive the next dose.

### **Acceptable Evidence of Vaccination**

1. Vaccines administered after September 1, 1991 shall include the month, day, and year vaccine was administered.
2. Documentation of vaccines administered that include the signature or stamp of the physician or his/her designee or public health personnel is acceptable.
3. An official immunization record generated from a state or local health authority is acceptable.

### **Transfer of Medical Records**

A student can be enrolled provisionally for no more than 30 days if he/she transfers from one school to another, and is awaiting the transfer of the immunization record.

### **Homeless Students**

A student who is homeless shall be admitted temporarily for 30 days if acceptable evidence of vaccination is not available.

**THE SCHOOL NURSE SHALL REVIEW THE IMMUNIZATION STATUS OF PROVISIONALLY ENROLLED STUDENTS EVERY 30 DAYS. IF AT THE END OF THE 30 DAYS, THE ACCEPTABLE EVIDENCE OF VACCINATION HAS NOT BEEN SUBMITTED, THE SCHOOL SHALL EXCLUDE THE STUDENT FROM SCHOOL ATTENDANCE UNTIL THE REQUIRED DOSE/S IS ADMINISTERED. ACCEPTABLE EVIDENCE OF VACCINATION IS TO BE SUBMITTED.**

Students in PK3 through grade 8 are screened each school year for possible hearing and vision problems. Parents are notified if further testing is recommended.

Spinal screening of students in grades 5, 6, 7, and 8 is conducted each school year. Parents are notified if student has signs of a possible spinal curve.

Screeners are certified by the Texas Department of State Health Services.

### **Head Lice**

School officials must be notified when a child or other members of the family contract head lice. The child must remain home until the proper treatment has been administered. The child who has been infested with head lice can return to school only with a doctor's statement or a Health Department release indicating that the child is free from active head lice. Head lice can only be passed from person to person through contact with brushes, combs, hats, clothing, etc. One case can spread quickly if left undetected. Therefore, if school officials find it necessary, individual children may be checked for head lice. Children who show signs of infestation must be picked up by the parents and begin treatment immediately. Please request information from school officials if in doubt of proper treatment.

### **Medication**

**STUDENTS ARE NOT PERMITTED TO HAVE MEDICATIONS OF ANY KIND ON THEIR PERSON DURING THE SCHOOL DAY.** All medications are kept in the school office. Authorized school personnel will only administer medications prescribed by a licensed physician or dentist and dispensed by a registered pharmacist during school hours. Over the counter medication such as acetaminophen, ointments, cold tablets, cough syrups, cough drops, lip balm, etc. **will not be given** unless prescribed by a licensed physician or a registered pharmacist with the proper directions.

Teachers of students with allergies that require an epi-pen will keep the epi-pens in the classroom.

Each student's medication must be in a properly labeled container with the following information:

- Student's Name
- Physician/Dentist's name
- Date
- Name of Medication

- Dosage
- Directions for administering
- Duration that medication is to be given

**Medication must be hand delivered by a parent or guardian to the office.** This medication must be accompanied by a signed permission form from the parent or guardian. When the course of medication is completed, the parent or guardian must pick up the unused portion. Failure to pick up the unused medication will result in the school's right to destroy it within 5 school days.

**EXCLUSIONS FROM IMMUNIZATIONS POLICY:**

**THE CATHOLIC SCHOOLS OF THE DIOCESE OF BEAUMONT ARE NOT REQUIRED TO ACCEPT FOR ENROLLMENT A CHILD WHO HAS RECEIVED AN EXEMPTION FROM THE IMMUNIZATIONS REQUIRED BY THE TEXAS HEALTH AND SAFETY CODE.**

**STUDENTS MAY BE ALLOWED TO ENROLL PROVISIONALLY FOR 30 DAYS DURING WHICH TIME IMMUNIZATION RECORDS CAN BE SENT TO THE SCHOOL.**

**AN ADDITIONAL PROVISIONAL ENROLLMENT MAY BE GRANTED TO STUDENTS “IN PROGRESS”. THIS REFERS TO THOSE STUDENTS WHO HAVE HAD AT LEAST ONE DOSE OF THE AGE APPROPRIATE VACCINE REQUIRED BY TDH RULES.**

**Child Abuse Laws**

St. Anthony Cathedral Basilica School abides by the Child Abuse Prevention, Adoption, and Family Services Act. The Texas Family Code requires that any person who believes that a child's physical or mental health or welfare has been or may be adversely affected by abuse of neglect, or that a child has died of abuse or neglect, must report his or her suspicions to the Texas Department of Human Resources and to a law enforcement agency. An oral report must be made immediately to the nearest office of Child Protective Services, Texas Department of Human Resources and to a law enforcement agency.

An oral report must be made immediately to the nearest office of Child Protective Services, Texas Department of Human Resources, or to the 24-hour Child Abuse Hotline (1-800-252-5400), and to local law enforcement agencies. A written report must be made within 5 days. A person, who without malice makes a report of suspected child abuse or neglect, is immune from civil or criminal liability. Reports of child abuse or neglect are confidential. Information in the reports, including the name of the person who makes the report, may be used only for purposes consistent with the investigation of abuse or neglect. Failure to report suspected physical or mental abuse or neglect of a child in Texas is a crime punishable by fine, imprisonment, or both. For student to student abuse, the diocesan policy for reporting charges is followed. That policy is on file in the Superintendent's office as well as in the Principal's office.

## **Family Involvement**

There are many opportunities to be involved in the school life of SACBS. Parent involvement is integral to the success of our school. Parents are expected to

- Read the Thursday folder.
- Attend Home & School meetings.
- Support SACBS fundraisers.
- Check the Parent Portal frequently.

Your commitment to excellence in Catholic education is vital.

## **Opportunities for Involvement Include:**

Home & School

Booster Club

Bulldog Pride Days

Fundraising efforts (Chicken Dinner, Mardi Gras Gala, Golf Tournament)

Home Room Parent

Field Trip Driver

Chaperone

8<sup>th</sup> Grade Events

School Board Committees

# **VII. STUDENT CONDUCT**

## **Discipline**

Discipline in the Catholic school is to be considered as an aspect of moral guidance. The purpose of discipline is to promote genuine character development, to increase respect for authority, to assist in the growth of self-discipline, and to provide a classroom environment conducive to learning. **No student will be allowed to prevent another student from learning or prevent a teacher from teaching.**

## **Courtesy**

Appropriate, respectful and positive behavior is expected from all students at all times and in all places. Respect for teachers and all adults on campus is a priority at St. Anthony Cathedral Basilica School.

## **Conduct**

The philosophy of St. Anthony Cathedral Basilica School emphasizes respect for the human dignity and uniqueness of every individual. All students are expected to cooperate with the spirit and policies of the school. This requires courtesy in all personal relationships, and promptness in fulfilling obligations. The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

- Students may not bring electronics **OF ANY KIND** to school without special permission from the teacher.



**Out of school suspension** is a temporary classification of a student, which prevents the student from attending classes and participating in extracurricular activities. Students may be suspended for one to five days at home at the discretion of the Principal.

**Behaviors at school or at school functions that may warrant suspension include but are not limited to:**

1. Skipping school for all or part of the day
2. Stealing
3. Fighting
4. Teasing / Bullying / Harassment
5. Incurable behavior (unacceptable behavior continually repeated)
6. Behavior not befitting a St. Anthony student
7. Cheating
8. Inappropriate language
9. Vandalism

### **Expulsion**

Expulsion of a pupil from a Catholic school is an extremely serious matter. **Possession of any type of weapon will warrant expulsion.** The incident will be turned over to the appropriate local police and legal authorities. **Students may be expelled from SACBS for use or possession of drugs, tobacco, and/or alcohol in any form.** Students will be placed on unlimited days of suspension as the incident is being investigated. An investigation by appropriate authorities (professionals, i.e., counselors, teachers, police officers, and physicians) will be conducted. The St. Anthony Cathedral Basilica School administration or staff will not be required to make accommodations for the student's academic needs upon expulsion. Reinstatement, if deemed in the best interest of all parties, may be considered for a probationary period of time. The decision to fully reinstate the student will be considered after all professionals involved see fit to recommend the reinstatement. The administration and superintendent will make the final decision.

**Students threatening and/or carrying out assault of any kind against oneself, faculty, or other students will be placed on unlimited days of suspension as the incident is being investigated by school officials and professionals, i.e., counselors, CPS, teachers, police officers, and/or physicians.** In cases of assault, both the accused and victim may be removed until the investigation is complete. St. Anthony Cathedral Basilica School will provide commendations for the student's academic needs until the investigation is complete and a final decision is made. Reinstatement, if deemed in the best interest of all parties, will be considered for a probationary period of time. A decision to fully reinstate the student will be considered only after all professionals involved see fit to recommend the reinstatement.

The campus administrator will make the final decision. If, after consultation and communication with appropriate professionals, i.e., superintendent, counselors, teachers, police officers, physicians, the administration deem it in the best interest of the child and welfare of all students/faculty that the student under investigation is permanently removed, then the pupil will be expelled from St. Anthony Cathedral Basilica School. The student's permanent record will be documented as such.

When means of discipline have failed for **repeated offenses**; the parents have not taken sufficient measures, and improved conduct is not evident, when the pupil is a moral or physical threat to the spiritual and/or academic welfare and progress of other pupils; expulsion may be used.

Under normal circumstances, a student will not be deprived of a Catholic education at St. Anthony Cathedral Basilica School on grounds relating to the attitude or behavior of parents or guardians. A situation could arise in which the uncooperative and disruptive attitude or behavior of a parent/guardian might so diminish the effectiveness of the school that the continuation of the student's enrollment could be deemed untenable. In such a situation, at the discretion of the principal, the student may be expelled.

SACBS adheres to the Texas reporting requirements as outlined in Chapter 37 of the Texas Education Code.

**The expulsion of a student will constitute forfeiture of all tuition and fees.**

### **Destruction of School Property**

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. **Textbooks rented by the student must be properly covered.** No writing in rented textbooks is permitted. The student will pay a fine or replacement fee for damaged or lost texts.

**In-School Suspension** is disciplinary action that removes the student from the classroom environment while allowing him/her to continue to work at school in an alternate setting. Students may not participate in extra-curricular activities. The Quiet Room is used for in-school suspension. **Because a substitute teacher must be hired, parents will be responsible for the substitute pay of \$60.00.**

**Out of School Suspension** is a temporary classification of a student which prevents the student from attending classes and participating in extracurricular activities. Students may be suspended for one to five days at home at the discretion of the principal.

**Behaviors at school or at school functions that may warrant suspension include but are not limited to:**

- Skipping school for all or part of the day.
- Stealing
- Fighting
- Bullying/Harassing/Teasing
- Incurable behavior (unacceptable behavior continually repeated)
- Behavior not befitting a St. Anthony student
- Cheating
- Inappropriate language
- Vandalism
- Inappropriate use of technology



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replacement. **Textbooks rented by the student must be properly covered.** No writing in rented textbooks is permitted. The student will pay a fine or replacement fee for damaged or lost texts.

### **Off - Campus Misconduct**

- **Application of disciplinary code to off-campus misconduct.** The Student Disciplinary Code and all penalties shall apply to conduct off school grounds if the misconduct endangers the health or safety of any student within the school and adversely affect the educative process.
- **Examples of off-campus misconduct subject to discipline.** Examples of such conduct include, but are not limited to: illegal activity, threats of violence, alcohol use, fighting, hazing, drug possession or sales, firearm possession, violent offenses, robbery, burglary, arson, and sexual assaults.
- **Full-range of disciplinary penalties.** Students may be subject to the full range of disciplinary penalties for off-campus misconduct, including, but not limited to: suspensions, expulsions, detentions, as well as removal from participation in extracurricular activities, such as interscholastic sports teams, club sports, student government positions, class trips, and graduation ceremonies.

### **Reconciliation Procedure**

Our intentions are always to serve the families of SACBS and the Church, keeping the best interest of each student a priority. However, disagreements may occur. In that case, we will implement a process that is based on the teachings of Our Lord in St. Matthew's Gospel, 18:15-17:

*"If your brother sins against you, go and tell him his fault between you and him alone. If he listens to you, you have won over your brother. If he does not listen, take one or two others along with you, so that every fact may be established on the testimony of two or three witnesses. If he refuses to listen to them, tell the Church."*

The steps for reconciliation are as follows:

#### ***Informal Level:***

Before presenting a concern or complaint to the larger community the individual(s) presenting the issue shall meet with the person who is the subject of the complaint and discuss the issue(s). If the Complainant is not satisfied with the outcome of the conference, the process will proceed to Level One.

#### ***Level One:***

If the member of the school community is not satisfied with the outcome of the conference at the Informal Level, the person bringing the complaint, as well as the one to whom the complaint is addressed, shall present, in writing, to the Principal their understanding of the situation, within 5 working days from the initial meeting at the Informal Level. If the complaint falls within the jurisdiction of the school (event happened on school grounds, at a school event or school sponsored event) the principal will ask the other party to present in writing their understanding of the event.

***Level Two:***

The Principal, after reviewing the written statements, will meet together with the parties involved within 5 working days after receiving the grievance to seek a solution.

***Level Three:***

If no solution is reached at Level Two, either party may submit their written grievance to the Beaumont Diocesan Superintendent of Schools at:

Superintendent, Diocese of Beaumont P.O. Box 3489  
Beaumont, Texas 77704

***Level Four:***

If the person(s) still feel justice has not been achieved the individuals(s) may deliver their written grievance to the Bishop of the Diocese of Beaumont who will make the final judgment.

## **VIII. STUDENT SAFETY**

### **Carpool Safety**

**Students in grades 1-8** are dismissed through the **Jefferson St.** covered driveway doors.

Drivers **must** have the official sign with the carpool name on it displayed in the right front window.

To reduce congestion, we encourage parents not to go into the building to pick up their children.

**Parents who do go inside must enter and exit through the Jefferson Street doors.**

**Homeroom teachers should be advised in writing if a child is to go home in a different carpool, with a different family or with a different driver.**

The parent carpool designee must be prepared to show his or her driver's license.

**Teachers will not be available to conference with parents until carpool duty is over.**

The traffic flow for grades 1-8 is from **Fannin St.** A right turn is made onto **Jefferson St.** After picking up students, cars exit to the **right** onto **Forsythe St.**

**For students in grades Pre-K 3 through Kindergarten,** the traffic flow will approach from **Forsythe St.** and make a right turn onto **Jefferson St.** Students are picked up under the covered driveway. Cars exit onto **Jefferson St.** flowing toward **Fannin St.**

If your child is not ready, you will be asked to pull ahead to park on Forsythe and your child will be walked to your car.

If you choose to walk into the building to pick-up your child, please park in the teacher parking lot (St. Anthony Cathedral Basilica parking lot) and cross the street only at the crosswalk.

### **Visitors**

- 1. All visitors must enter SACBS through the front office.**
- 2. All visitors must sign-in, pick up a Visitor's badge and sign-out as directed (except during drop off and pick up times).**
- 3. Parents are always welcome at SACBS. However, in order to provide uninterrupted instructional time for all students, we ask that parents make prior arrangements with your child's teacher for class visitation. All other needs may be addressed through the school office.**

### **Volunteers**

Parents and guardians wishing to volunteer their time in the classroom, for extracurricular activities, or field trips must have a **Volunteer Background Check and Protecting God's Children training certificate** on file in the school office. Volunteers must sign in with their destination and sign out.

### **Office Records**

**It is very important that Parents/guardians immediately notify the school office in writing of any change of contact information:**

- home and cell phone numbers**
- addresses**
- business telephone numbers**
- telephone numbers of emergency contacts**

**The office records must be accurate, complete, and up-to-date at all times.**

**BUSINESS HOURS ARE FROM 7:30 a.m. to 3:30 p.m.**

### **Permanent School Records**

To insure efficient administration of the school and to maintain our accreditation, it is important that accurate and adequate records are kept. The Texas Catholic Conference Education Department (T.C.C.E.D.) Accreditation Agency and State of Texas Department of Health examine these records; therefore, we ask you for your prompt and accurate response when forms are referred to you. Please notify the school office immediately of any changes in family status, such as change of address, phone number, place of employment, marital status, emergency card needs, etc.

### **Telephone**

Students must obtain permission to use the office phone from the school secretary. The office phone is a business phone, but students will be permitted to use it when necessary. Phone messages for students during the school day will be sent to the student's teacher.

### **Personal Belongings**

**Please ensure that all personal items belonging to your child are clearly labeled with his/her name, this includes uniforms.** Lost items will be placed in the Lost and Found for 30 days.

### **Safety Drills**

State Law requires that fire drills be held regularly each school year. Students are expected to follow these regulations:

- Rise in **silence** when the alarm sounds.
- Walk briskly in single file to the assigned designated area.
- Students must remain silent in a single file line.
- Return to the building when the “All Clear” signal is given.

**Dangerous Weather/Power Outage Drills** are also held regularly. The procedures are:

- Rise in **silence** when the alarm sounds.
- Walk briskly in single file to the assigned designation,
- Kneel, face wall, and put hands over head.
- Return to classroom when signal is given.

### **Lock Down Drill**

- An announcement is made on the P.A. system.
- Teachers and staff lock all doors.
- Students and staff go to the farthest area away from the door.
- **Administrators unlock doors when the all clear is given.**

SACBS also has a Crisis Management Plan. In the case of the implementation of the Crisis Plan, Emergency Telephone Contact procedures will be initiated and parents will be contacted by phone. If necessary, emergency evacuation procedures will be coordinated by the City of Beaumont Fire Department. In the case of inclement weather, decisions for school closure are made at the diocesan level. Announcements will be made on the radio and television.

### **Fire:**

#### **Alarm: Three bells**

Follow fire drill procedure. (See exit signs posted in each room.)

Students exit in single file and in silence.

Teachers take grade/attendance books with them.

Last person out of any inside or outside door closes the door.

**All clear signal: 2 bells**

**Stop: 1 bell**

**Return: 2 bells**

### **Weather Related Emergencies:**

#### **Alarm: 1 long continuous bell**

Downstairs classes line walls right outside of their classrooms.

Stay 5 feet away from any exterior door.

First teacher down the stairs should hold the door in all the drills.  
Upstairs students come downstairs to main hallway and fill in the middle of the hallway.  
Stay inside the downstairs corridor facing the wall and cover one's head with hands. Stay away from windows and cover one's head with hands.

Early Childhood students will be evacuated to the main building if weather permits. If unable to evacuate the building, PK-4 students will move to the PK-3 room and both classes will cluster along the inside walls. Kindergarten students will cluster along the inside walls of their classroom.

If outside the building and no opportunity to return, lie flat on stomach on the ground, and cover head with hands.

### **Industrial Incidents:**

#### **Alarm: over the PA**

Instructions will be given to turn off air conditioners, close windows and doors, and stay inside until otherwise directed, etc.

### **Threatening Person/s or Circumstances:**

#### **Alarm: PA Announcement:**

Lock doors and windows, close blinds, and lie on the floor. If circumstances permit, students outside should return to the building along with the accompanying staff member.

If an intruder should enter a classroom and the teacher is unable to send for help, he/she should make a noise of any kind - whatever it takes to alert others.

Teachers and staff should always be alert to strangers on campus and direct them to the office or off the campus.

If the evacuation of students and staff becomes necessary due to inclement weather, industrial accident, or other causes, the evacuation will be coordinated by the Beaumont Fire & Rescue Department. Emergency notification of parents will be initiated.

### **Emergency Calling Protocol**

The Superintendent notifies the Principal. The Principal notifies the Technology Director who immediately sends out a mass communication to all parties through Admin Notify.

During school hours, the principal will give a brief statement as to the problem and action taken. Parents will be notified by Admin Notify.

Admin Notify will be used as the main source of communicating with parents in emergency and non-emergency situations. Parents can also get information from local radio and television stations.

### **Restricted Areas**

The following areas are restricted to students unless they have obtained permission from a teacher or administrator:

- Halls during recess or before and after school
- Outside of fenced areas

- Teachers' workroom
- Storage rooms
- Maintenance closets
- Office area
- Cafeteria kitchen area
- All other places as instructed by teachers

Teachers should always have their whistle, gate key, room key, and name badge with them. Homeroom teachers are responsible for accounting for all of their students and should have grade books with them.

**Right to Amend**

***The purpose of this handbook is to inform parents, students and staff of policies and procedures of the school. The Principal of St. Anthony Cathedral Basilica School reserves the right to amend this Handbook throughout the school year. Notice of amendments will be sent via the Thursday Folders. Revised 2016-2017***

# **Saint Anthony Cathedral Basilica School**

## **Frequently Asked Questions**

### **What is a Spirit Day?**

Blue and Gold days are spirit days when students are allowed to wear spirit shirts. Spirit shirts can be purchased through the school. A new one is ordered each year. Often, you can find some in the uniform coop room. We normally have an all school assembly and pep rally on those days. Appropriate attire for Blue and Gold days is spirit shirt and jeans.

### **How can I get in touch with my child's teacher during the day?**

You may call, text or e-mail teachers. Teachers check their messages daily. Be aware of your teacher's planning time. If you have a more urgent need, call the operator @ SACBS. The front office will make sure that your child's teacher gets the message. 832-3486 ext.110

### **What happens on report card conference days?**

Two mandatory parent-teacher conferences are scheduled each year to coincide with the first and third report cards. Parents may come in and schedule their conference times prior to the conference day or schedule online. On the day of the conference, parents and students come to meet with the teacher to review grades and discuss student performance. Students and younger children must stay with their parents, as there are no adults on duty to care for children.

### **What is a Bulldog Pride Day?**

Bulldog Pride Days are general clean-up days at SACBS. Parents bring yard tools and brooms to work in the gardens, trim trees, sweep rocks, etc. There are also odd jobs that are accomplished on these days. Children are welcome with their parents supervising them.

### **How can we celebrate my child's birthday?**

You are welcome to arrange with the classroom teacher to bring a special classroom snack on your child's special day. Teachers will either give out the snack at the scheduled snack time or after lunch.

### **What fundraisers does St. Anthony have?**

In the fall, we have a Chicken Dinner.

Within two weeks of Ash Wednesday, we have Mardi Gras Gala, Auction, and Raffle.

Raffle tickets go on sale in September or October as a rule.

In the spring, we host a Golf Tournament.

The library hosts a book fair.

The 8<sup>th</sup> grade sponsors several fundraisers such as 8<sup>th</sup> grade Dinner Theatre to help fund the trip to Disney World.

Other fundraisers may be held to help support the school.

**Fundraisers are subject to change.**

### **What is P.S.L.A.?**

The Private Schools Interscholastic Association is an organization that hosts statewide academic competitions for private & parochial schools. Students join academic and/or talent teams in their areas of proficiency and interest. They must be willing to study and commit to attending the district competition. Students may qualify to compete at the state level usually by placing first or second. The state competition is held at Texas Christian University in Fort Worth, Texas. Parents are always needed to help in various ways in order for our students to participate and succeed.



# ST. ANTHONY CATHEDRAL BASILICA SCHOOL

## SCHOOL SONG:

### FIRM IN GOD

BY: L.A. BALDWIN

Oh my face keeps changing (from year to year).  
And my mind keeps growing (from all I hear).  
I'm a work in progress; I'm nothing less than a beautiful  
Creation of god

Chorus: in spite of all we've been through,  
We're still standing (yeah), we're still standing (tall)...  
We're still standing (yeah), we're still standing (proud)...  
We're still standing (yeah), we're still standing (firm in god)...  
Here at St. Anthony School.  
We're still standing (yeah), we're still standing (tall)...  
We're still standing (yeah), we're still standing (proud)...  
We're still standing (yeah), we're still standing (firm in god)...  
Here at St. Anthony.

See my friends, I cherish (everyone).  
And my teachers help me (get the work done).  
At home my family challenges me to be the very best that I can.

## SPIRIT CHEER

BULLDOGS, LET ME HEAR YOUR BATTLE CRY...

V \* I \* C \* T \* O \* R \* Y

THAT'S OUR BULLDOG BATTLE CRY!

# ***S.A.C.B.S. PRAYERS***

## **Morning Offering for Children**

My dear Father, I offer you this day all my prayers, works, joys, and sufferings in union with Jesus in the Holy Sacrifice of the Mass throughout the world, in the Holy Spirit.

I unite with our Mother Mary, all the angels and saints, and all the souls in purgatory to pray to the Father for myself, for each member of my family, for my friends, for all people throughout the world, for all the souls in purgatory, and for all other intention of the Sacred Heart.

I love You, Jesus, and I give You my heart. I love you, Mary, and I give you my heart.

## **Prayer to St. Michael**

St. Michael the Archangel, defend us in the day of battle; be our safeguard against the wickedness and snares of the devil. May God rebuke him, we humbly pray, and do Thou, O Prince of the Heavenly Host, by the power of God, cast into Hell, Satan and all the other evil spirits, who prowl through the world, seeking the ruin of souls.

## **Prayer to St. Anthony**

O' Holy St. Anthony, Gentlest of Saints, your love for God and charity for His creatures, made you worthy when on earth to possess miraculous powers. Miracles waited on your word, which you were ever ready to speak for those in trouble or anxiety. Encouraged by this thought, I implore of you to obtain for me my request...

The answer to my prayer may require a miracle; even so, you are the Saint of miracles. O' Gentle and Loving St. Anthony, whose heart was ever full of human sympathy, whisper my petition into the ears of the Sweet Infant Jesus, who loved to be folded in your arms, and the gratitude of my heart will ever be yours.

## **The Memorare**

Remember,  
O most gracious Virgin Mary,  
that never was it known that anyone who  
fled to your protection,  
    implored your help  
or sought your intercession  
was left unaided.  
Inspired with this confidence,  
(continued)

I fly unto you,  
O Virgin of virgins, my Mother.  
To you do I come,  
before you I kneel,  
sinful and sorrowful.  
O Mother of the Word Incarnate,  
despise not my petitions,  
but in your clemency hear and answer them.

## **Our Father**

**Our Father, who art in  
heaven, Hallowed be thy  
name;  
Thy kingdom come;  
Thy will be done on earth  
as it is in heaven.  
Give us this day our daily bread;  
and forgive us our trespasses as  
we forgive those who trespass  
against us;  
and lead us not into temptation,  
but deliver us from evil.**

## **Hail Mary**

Hail Mary, full of grace, the Lord is  
with you;  
Blessed are you among women, and  
blessed is the fruit of your womb, Jesus.  
Holy Mary, Mother of God, pray for us  
sinners now and at the hour of our death.

## **Act of Contrition**

My God,  
I am sorry for my sins with all my heart.  
In choosing to do wrong,  
and failing to do good,  
I have sinned against you,  
whom I should love above all things.  
I firmly intend, with your help,  
to do penance, to sin no more,  
and to avoid whatever leads me to sin.  
Our Savior Jesus Christ  
suffered and died for us.  
In his name, my God, have mercy.

*St. Anthony Cathedral Basilica School  
850 Forsythe Street  
Beaumont, Texas 77701  
2019-2020*

**PARENT AND STUDENT AGREEMENTS**

**One form must be completed by/for each student and parent.**

The principal retains the right to amend this handbook for just cause. Parents and students will be given prompt written notification if changes are made.

**Parent / Student Handbook Agreement**

Please read the St. Anthony Cathedral Basilica School Parent / Student Handbook, sign the form at the bottom and return to your homeroom teacher.

My signature below asserts that I have read and agree to be governed by the rules, regulations, and policies in the St. Anthony Cathedral Basilica School Parent / Student Handbook and the published addendum.

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**Media Release Form**

**Frequently we have the opportunity to feature our students and their talents in press releases and written articles, printed publications for widespread distribution, video productions (for internal or public viewing), radio and /or television tapings, and on our school website.**

I hereby grant St. Anthony Cathedral Basilica School the right to obtain my child's photograph and to display it and use it as appropriate in printed publication. Additionally, I give permission for my child's digitized image, video, and/or voice recording to be used for educational or promotional purposes.

I understand that a photograph of my child appearing on the St. Anthony Cathedral Basilica School website on the internet will not identify my child by name.

I am aware that the school has surveillance cameras.

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**INTERNET USE AGREEMENT**

**Parent / Guardian Section**

As the parent or legal guardian of the student signing below, I have read this Internet Use Agreement as printed in the Parent / Student Handbook and grant permission for my son or daughter to access the Internet. I understand that the school's computing resources are designed for educational purposes. I also understand that it is impossible for St. Anthony Cathedral Basilica School to restrict access to all controversial materials, and I will not hold the school nor the instructor responsible for materials acquired on the network. I understand that individuals and families may be held liable for violations.

**Student Section**

I have read the St. Anthony Cathedral Basilica School Internet Use Agreement. I agree to follow the rules contained in this policy. I understand that if I violate the rules of the Internet that I will face disciplinary action.

I (We) have read and agree to be governed by all rules and policies in this handbook.

Name (please print) \_\_\_\_\_  
Student/s Signature/s \_\_\_\_\_

Grade/s \_\_\_\_\_  
Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_