
THE ST. ANTHONY SCHOOL HANDBOOK

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

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PHILOSOPHY AND OBJECTIVES

PHILOSOPHY

The St. Anthony School is designed for children and adolescents ages 8 to 18. We serve children with normal intellectual capacity experiencing social, emotional, or academic delays. It is the philosophy of the school and the professional staff that each student is entitled to an educational program in a therapeutic environment which meets his or her individual intellectual, emotional, social, and behavioral needs. Further, it is our philosophy that all students are capable of achieving if they have appropriately specified learning tasks and time commensurate with their individual learning rates. We are dedicated to the development of the total child. Academic, social, and behavioral goals are chosen for each child upon his or her enrollment.

St. Anthony's highly individualized program is founded upon principles generally accepted of educational practices appropriate to the needs of learning different or emotionally disturbed children and adolescents. We are an accredited school through Texas Alliance of Accredited Private Schools (TAAPS) providing appropriate academics to students in each grade level. Multi-age classrooms provide positive role models for the younger children and promote self-esteem and encourage caring, responsibility, and pride in the older students.

The St. Anthony School's individualized instruction and curriculum emphasizes development or remediation of the basic skills in reading, language arts, writing composition, mathematics, science, and social studies. All students are involved in a variety of activities that develop interpersonal communication, critical thinking, study skills, and an attitude of self-worth. The educational program operates in a therapeutic milieu, encouraging appropriate social interaction, participation, task responsibility, and new methods of problem solving. The St. Anthony School provides a learning environment that nurtures success in order to influence self-concept in a positive manner. The school provides a nurturing, prepared, highly structured environment in which each student can learn and practice new, appropriate behaviors on a daily basis and can seek and find identity, success, and purpose.

OBJECTIVES

1. The St. Anthony School strives to maximize learning for all students through:
 - a) Establishment of an environment which continually affirms individual worth and positively builds on the diversity of students
 - b) The expectation that all students will perform to their potential
 - c) The provision that a variety of experiences in which students learn to think critically, to make decisions, to process and to apply factual information, and to utilize practical skills
 - d) Starting expected learning outcomes
 - e) Utilizing diagnostic teaching strategies to determine individual student placements
 - f) Use of the mastery teaching techniques embraced by effective teaching strategies
 - g) Individualized student assignments and implementing continuous assessment of student learning
 - h) Varying the expected time for learning according to each student's individual rate of learning and the complexity of the task.

2. The staff of The St. Anthony School is dedicated to providing academic instruction in which all students will develop the following:

- a) Competence in social, language, motor, and sensorial skills necessary to begin formal academic instruction
- b) Competence in reading, oral and communication skills according to individual ability
- c) Competence in basic analytical and reasoning skills, including a knowledge of pre-mathematics, mathematics, and science facts
- d) An understanding of and commitment to the American concept of a democratic society and the institutions, traditions and values undergirding it
- e) Skills necessary for the acquisition of knowledge
- f) Self-discipline
- g) Self-esteem and a positive, realistic self-image
- h) Communication skills necessary to function effectively in their environment
- i) Sound emotional, mental, and physical health practices
- j) An appreciation of aesthetic values and growth in creative interests
- k) An understanding and appreciation of other people
- l) The ability to examine available information, to distinguish fact from opinion, and to think objectively and critically
- m) Knowledge and practices to help conserve their environment
- n) A beginning understanding of world history and affairs
- o) Sound moral and ethical values that serve as guides to desirable conduct in personal, family, and community living
- p) An understanding that education is a continuing life process

ADMISSIONS AND ENROLLMENT

ADMISSIONS

1. Admission to The St. Anthony School is open to children and adolescents 8 to 18 years of age who meet one or more of the following criteria:

- a) diagnosed learning differences, autism spectrum disorder, mood dysregulation, or other diagnoses that impact schooling
- b) attention span which interferes with learning in a traditional education environment
- c) motor, sensory or language delays
- d) academic delays which have resulted or are expected to result in unsuccessful placement in other environments
- e) social, behavioral, or physical dysfunction which interferes with successful academic performance; a diagnosed or diagnosable psychiatric disorder which interferes with academic functioning

2. Admission is open to children of any race, color, religion, ethnicity, or national origin.

3. If current evaluations are not available, parents may be requested to have their child assessed by qualified professionals prior to admission.
4. Admission decisions are made by the Executive Director in consultation with the teacher(s) and other involved staff.

ENROLLMENT

1. The St. Anthony School shall inform parents about its activities and policies.
2. Before admission, parents must complete and sign an *Enrollment Form*. The school will keep this information as long as the student is enrolled.
3. New Students:
 - a) New students and parents/guardians will visit with the appropriate staff before the beginning of school.
 - b) Parents/guardians will supply documentation regarding the child's special needs. This will include allergies, existing illness, previous serious illness and/or injury, and the use of prescription medication.
4. A student is not formally enrolled until tuition payment is received.
 - a) Tuition may be paid annually or semi-annually.
 - b) Each student must have a signed *Tuition Contract* on file prior to enrollment.
 - c) Tuition is to be paid based on the schedule outlined in the *Tuition Contract*.
 - d) A late fee will be assessed if payments are 10 days delinquent.
 - e) An annual, non-refundable enrollment fee is due and payable prior to the fall semester.
5. Tuition Refund Policy

The St. Anthony School has financial and contractual arrangements with faculty, staff, vendors, etc., which are made before the beginning of each school year. These obligations and commitments require TSAS to MANDATE that all enrolling families commit financially for the **entire school year**. In order for TSAS to meet its contractual obligations to faculty, staff, and others, we do not offer a refund on any tuition and fees for any reason including, but not limited to, job relocation, change in parents' decision for student to attend, etc. If for any reason an enrolled student fails to attend or to continue in attendance at TSAS for the contracted school year, 100% of the tuition is still due and must be paid in full. Tuition must be paid by the due dates. A \$50 late fee will be charged if payments are delinquent.

PROGRAM

CURRICULUM

1. The school shall provide educational activities for each child based on age, interest and ability, and must be appropriate to his/her health, safety, and wellbeing. The activities are to be flexible and promote physical, emotional, social, and mental growth.
2. The St. Anthony School serves students who may need special care or programs at school due to learning differences, developmental, emotional, social, or behavioral difficulties. Care, programs, curriculum, and/or the school's educational experts, shall be incorporated into the child's program.
3. Physical care routines shall be appropriate to each child's developmental needs.
4. The school must ensure that indoor and outdoor time periods include the following:
 - a) Both active and quiet activities
 - b) Individual and group activities
 - c) Daily outdoor time, weather permitting
5. Each student shall have an individualized, planned curriculum to meet his or her developmental needs.
6. The curriculum shall incorporate academic, physical, social, behavioral, and emotional goals.
7. The teacher, in consultation with parents/guardian and the Directors, is responsible for the development of their students' curriculum.

STUDENT SCHEDULE

1. The instructional year shall consist of a minimum of 36 instructional weeks.
2. Daily Schedule:

Daily activities for students shall be designed by the teacher. The instructional day begins at 8:30 a.m. and ends at 3:00 p.m for elementary and middle school students, and begins at 8:45 a.m. and ends at 3:30 p.m. for high school students.. All activities are to be developmentally appropriate and will address the academic areas of sensorial and motor development when appropriate, reading, language arts, mathematics, science, social studies, physical education, health, safety, the fine arts, and affective education.

TESTING/HEALTH SERVICES

The procedure for informing a parent that a child needs testing for psychological functioning, vision, hearing, physical or occupational therapy, or any medical consultation, is as follows: The teacher informs the Director(s) of his/her concerns and a conference with the parent is scheduled. The Director(s) and the teacher attend the conference. The teacher will express his/her concerns, giving examples. If additional testing is requested, the school will discuss the results with the psychologist/therapist with the consent of the parent. Testing fees are the responsibility of the parent.

OBSERVATIONS

1. Psychologists and Therapists may observe students in their care. These observations may be scheduled through the Directors after consultation with the teacher.

PARENT CONFERENCES

1. Formal conferences are scheduled twice a year. Teachers will schedule these conferences.
2. Student concerns are to be discussed in a formal conference. Directors will attend conferences at their discretion.
3. Additional conferences may be scheduled as necessary or beneficial to the teacher, Directors, or the family.

STUDENT PROGRESS/GRADES

1. Progress Reports are given every six weeks and report cards are given every nine weeks.
2. Student progress may be reviewed at other times deemed necessary by parents, teachers, or the Director(s).

ABSENCES

Regular attendance is necessary for the student's progress. Excessive absences may result in the loss of academic credits or an incomplete grade.

DISCIPLINE AND GUIDANCE

1. The school ensures that discipline and guidance are consistent, based on individual needs and development, and promotes self-discipline and acceptable behavior.

2. There will be no cruel, harsh, or unusual punishment or treatment.
3. No corporal punishment shall be administered to any child at any time.
4. Staff members shall not strike, bite or hit a child, or put anything in or on a child's mouth as punishment.
5. The school may use brief, supervised separation from the group, if necessary, but no child shall be placed in a locked room.
6. Written behavior management programs may be used after consultation with parents and the Director(s). These programs must have parental consent prior to implementation.
7. The staff may work with parents to design behavior management programs for use at home.
8. All behavior management programs shall follow the above stated guidelines at all times.
9. Children shall be treated with respect at all times. Demeaning, humiliating or abusive behavior, or profane language is not allowed and may be cause for dismissal.
10. Behavior charts and/or a level system of increasing student responsibility are used in all classrooms to promote appropriate behavior.
11. Students who are physically out of control or may harm themselves or others may require physical restraint in order to regain control.
 - a) Only staff members who have received proper training may restrain a student.
 - b) Restraint is to be used only after other attempts to assist the student in regaining control have failed. Other attempts to regain control include, but are not limited to: redirection, removal to a different setting, sensory breaks, etc..

TRANSPORTATION

1. The St. Anthony School provides transportation to and from off campus activities and field trips. Each child is required to wear a seat belt of appropriate size. Appropriate size is defined as a passenger restraint device manufactured according to federal standards or in a seat belt. No more than one student to a seat belt. Each restraint device shall be properly anchored and used according to the manufacturer's specifications. A child may ride in a shoulder harness and seat belt, if the shoulder harness goes across the child's chest and not across the child's face or neck.
2. If a parent/guardian provides equipment for the school to use for transporting a child, the equipment must meet the specifications previously stated.
3. These guidelines apply to all school sponsored field trips.

4. A signed parental release and permission form must be obtained before the first field trip of the year. Emergency medical release forms and permission forms must accompany staff on all field trips.
5. The driver and all adult passengers must also be properly restrained by a seat belt.
6. Teachers must load and unload students at the curb side of vehicle or in a protected parking area. Students may not cross the street without adult supervision.

SAFETY

ACCIDENTS/INJURY

1. An accident/incident shall be reported to parents through documentation on the daily Coaching Card by the staff member witnessing any accident. The parent/guardian shall be notified as soon as possible.
2. In case of serious injury, the physician named by the parent/guardian on the *Authorization for Emergency Medical Care* form will be called or the child will be taken to the nearest hospital.

PHYSICAL HEALTH

REQUIREMENTS FOR STUDENTS

1. Students must submit a written statement (*Physical Exam* form) from a licensed physician who has examined the child within the past year.
2. A current immunization record for each student is required prior to attending the first day of school.
3. Students are exempt from immunizations for the following reasons only:
 - a) A certificate signed by a licensed physician stating that the required immunization would be injurious to the student's health.
 - b) A notarized statement signed by the parent stating that immunization conflicts with religious beliefs and practices.

ILLNESS

1. A student should not come to school if he/she is ill or has a fever of 99 degrees or above. The student must be free of fever for 24 hours before returning to school.
2. If a student becomes ill during school hours, he/she will be placed in a supervised area away from other children. Parents will be notified to pick up the child from school.
3. Parents must sign-out their child through the front desk sign-out sheet when picking them up early for any reason. Please sign-in at the front desk of the school when your child arrives late. Teachers are not permitted to release a child unless the child has been officially signed-out.

MEDICATION

1. Medication must be brought directly to the child's teacher with a signed *Administration of Medication & Updated Med Sheet*.
2. Prescription medication must be in the original container with the exact dosage on the label. There must be no change in dosage from the original prescription. Non-prescription medication must be labeled with the child's name and the date the medication was brought to the school.
3. Staff members will keep a log of each dose of medication administered on a *Daily Medication Log* sheet.
4. Medication shall be kept in a locked storage compartment.
5. Medication requiring refrigeration will be kept in a locked storage compartment in the refrigerator.
6. The school will return unused or expired medication to the child's parents.

FOOD SERVICE/NUTRITION

1. The St. Anthony School does not provide food service. Students bring their lunch each day.
2. Parents are encouraged to provide healthy lunches which include: Protein, Grains, Vegetables, and Fruits.
3. All students must have regular meals; morning and afternoon snacks are optional.
4. Children attending school for six or more hours each day should have food available that meets at least one-half of their daily food needs.

5. The school must have written approval from a physician or registered dietitian for special or therapeutic diets.

DRESS CODE

1. All students are required to follow the *Dress Code Policy*: Khaki pants, shorts, or skirts; forest green or navy shirts and sweaters. Close-toed shoes are required. No flip flops are allowed. Hats and sunglasses are not to be worn inside the buildings. Coats and jackets are to be worn outside only and do not need to be in dress code. Sweaters, sweatshirts, or light jackets worn inside the building need to follow dress code.

BEFORE/AFTER SCHOOL CARE PROGRAM

BEFORE AND AFTER SCHOOL CARE

1. Before/After care is \$10 per hour. Before Care begins at 7:30am. After Care is available until 4:30pm. A late fee of \$20 will be charged to the card on file for every 15 minutes past 4:30pm that your child is still in After Care.
2. If choosing to utilize our Before Care and/or After Care services, we will need a current credit card on file. At the beginning of each week, will charge the card on file for the corresponding hours your child was in Before/After Care the week prior. Students do not need to come every day or on a consistent schedule to enroll in these services. It is flexible from week to week so long as you have a payment method on file. Credit Card information must be provided via the *BEFORE CARE/AFTER CARE INFORMATION & PAYMENT DETAILS* form to utilize these services.

TECHNOLOGY PROTOCOL

1. Purpose:

The purpose of this technology protocol is to establish guidelines for The St. Anthony School to ensure a focused and safe learning environment by prohibiting the use of personal electronic devices, including but not limited to iPads/tablets, laptop computers, gaming devices, and cell phones on campus.

2. Scope:

This protocol applies to all students of The St. Anthony School while on campus premises.

3. Policy:

3.1. Personal electronic devices, including but not limited to iPads, laptop computers, gaming devices, and cell phones shall not be permitted for use on campus during school hours, unless explicitly authorized for educational or operational purposes by the school administration.

3.2. All members of the school community must adhere to this policy, respecting the campus as a device-free environment during instructional hours.

3.3. The school will provide necessary technology resources and devices for educational purposes within the school premises to complete assignments and engage in learning activities.

3.4. Faculty and staff may use personal devices for work-related tasks as deemed necessary for their roles, with the understanding that personal use should be minimized and remain within appropriate boundaries.

4. Enforcement and Compliance:

4.1. The school administration, faculty, and staff are responsible for enforcing this technology protocol and ensuring compliance.

4.2. Any personal electronic devices brought to campus in violation of this protocol may be confiscated temporarily. Parents or guardians will be notified and informed of the necessary steps for device retrieval.

4.3. Repeated violations of this protocol may result in disciplinary actions in accordance with the school's code of conduct.

5. Educational Awareness:

5.1. The school will conduct regular awareness campaigns and educational initiatives to promote understanding of the reasons behind this technology protocol and its benefits to the learning environment.

5.2. Students, parents, and staff will be provided with information on the responsible use of technology and the importance of maintaining a focused and distraction-free atmosphere on campus.

6. Review and Amendments:

6.1. This technology protocol will be reviewed periodically by the school administration to ensure its effectiveness and relevance. Amendments may be proposed if necessary. Any proposed amendments to this protocol will be communicated to the school community in advance.

By adhering to this technology protocol, The St. Anthony School aims to create a conducive and productive learning environment that fosters academic growth, social interaction, and personal development.

7. Chromebook Issuance:

7.1. To support the educational objectives of The St. Anthony School, each student will be issued a school-provided Chromebook for use during classes on campus.

7.2. Chromebooks are considered essential tools for enhancing classroom instruction and facilitating interactive learning experiences. They are to be used exclusively for educational purposes as directed by teachers and school staff.

7.3. Chromebooks remain the property of The St. Anthony School and are not permitted to leave the campus at any time.

7.4. Students are expected to take care of their assigned Chromebooks and use them responsibly. Any damage or malfunction should be reported promptly to the designated school personnel. Parents or guardians are responsible for any damages or repairs to the Chromebook. Please see the Technology Contract and Computer Loan Agreement for more details.

8. GoGuardian Technology Monitoring:

8.1. The St. Anthony School employs the GoGuardian system to monitor student activity on campus-issued Chromebooks.

8.2. GoGuardian is used to ensure that students are actively engaged in learning and to maintain a safe and productive digital environment.

8.3. The monitoring system may include features such as website filtering, content monitoring, and screen sharing for educational purposes.

8.4. All monitoring activities are conducted in alignment with student privacy rights and applicable laws and regulations.

8.5. Students should be aware that their on-campus activity on Chromebooks is subject to monitoring to promote responsible and focused use of technology for academic purposes.

9. Student Responsibilities:

9.1. Students are expected to use their assigned Chromebooks responsibly and exclusively for educational activities during class hours.

9.2. It is the responsibility of students to adhere to the acceptable use guidelines provided by the school and to conduct themselves in a respectful and appropriate manner while using technology on campus.

9.3. Any attempts to bypass or tamper with monitoring systems or use Chromebooks for unauthorized purposes will be considered a violation of the school's technology protocol and may result in disciplinary actions.

10. Training and Support:

10.1. The school will provide necessary training to students on the proper use of Chromebooks, the GoGuardian system, and the importance of responsible digital citizenship.

10.2. Teachers and staff will be available to offer guidance and support to students as they navigate their technology-enhanced learning experiences.

11. Review and Communication:

11.1. The effectiveness of Chromebook issuance and technology monitoring will be periodically reviewed by the school administration to ensure their alignment with educational goals and the maintenance of a positive learning environment.

11.2. The school will maintain open communication with students, parents, and guardians about the use of Chromebooks, technology monitoring, and any updates or changes to this aspect of the technology protocol.

12. Cell Phone Usage and Restrictions:

12.1. The St. Anthony School maintains a strict policy regarding cell phone usage on campus. Cell phones are not permitted on campus during school hours, including breaks and lunchtime, unless specified for a specific purpose or emergency situation.

13. Exceptional Situations:

13.1. Situations may arise where a student needs to have their cell phone with them or on campus for specific reasons, such as medical conditions or other valid concerns.

13.2. Parents or guardians must contact the school administration in advance to request permission for a student to carry a cell phone on campus in such exceptional circumstances.

13.3. If approved, the student must follow specific guidelines outlined by the school administration regarding the use and storage of the cell phone.

14. Consequences of Unauthorized Cell Phone Use:

14.1. If a student is found using a cell phone on campus without proper authorization, the phone will be immediately confiscated by a school teacher, director, or other staff member.

14.2. The confiscated cell phone will be securely stored by a school director until the end of the school day.

14.3. Parents or guardians will be notified of the cell phone confiscation and informed that they must come to the school building to retrieve the phone during designated hours.

15. Review and Amendments:

15.1. This cell phone policy will be reviewed periodically by the school administration to ensure its effectiveness in maintaining a focused and productive learning environment.

15.2. Any proposed amendments to this policy will be communicated to the school community in advance, and feedback may be sought before finalizing changes.

By adhering to this cell phone policy, The St. Anthony School aims to minimize distractions, promote responsible technology use, and create an atmosphere conducive to effective teaching and learning.

(Please return the completed form to the Administration Office.)

PARENT HANDBOOK ACKNOWLEDGEMENT

I have received and read The St. Anthony School Parent Handbook as acknowledged by the signature below.

Student's Name

Current Grade

Academic Year

Parent or Guardian (print name)

Signature of Parent or Guardian

Date