ST. ANTHONY SCHOOL NAME

Our school is named after St. Anthony of Padua who is the patron saint of our school. St. Anthony of Padua entered the monastery at age 15 and became an expert in sacred scripture. He later joined the Franciscan Order. He was soon recognized as an inspired preacher and people came to hear him both in Italy and France. Although he was not a healthy man, he worked at a furious pace. He died when he was only 36, worn from his labors and journeys in preaching the Gospel. After his death, Anthony was canonized and was declared "TEACHER OF THE CHURCH." St. Anthony Day is June 13th.

ST. ANTHONY SCHOOL MISSION STATEMENT

With Christ as our foundation, St. Anthony School community is dedicated to sharing our faith through learning and service.

STUDENT HOURS OF LEARNING

8:35	am	Morning Bell
10:05	am	Recess Begins
10:25	am	Recess Ends
12:32	am	Lunch Dismissal
1:12	pm	Afternoon Class Begins
3:09	pm	Dismissal

Office hours 8:00 a.m. to 4:00 p.m.

SUPERVISION

When parents authorize their children to leave the school grounds during the school day, STAR Catholic District accepts no liability for those students during those times. Permission forms must be completed and turned into the office if grade 7 and 8 students wish to leave the school grounds during the lunch break. Teacher supervision begins at 8:20 a.m. and concludes at 3:24 p.m. For safety reasons, students that are waiting for their parents to pick them up at the end of the day should wait at the front office. Parents if you are going to be later than 3:24 p.m. please notify the school office staff.

CALENDAR OF YEAR EVENTS

September 3	Labor Day
September 4	First Student Day
September 14	Learning Day
September 21	Professional Development Day
October 8	Thanksgiving Day
October 19	Professional Development Day
November 9	Professional Development Day
November 11	Remembrance Day
November 12	Day in Lieu
November 23	Professional Development Day
Dec. 24-Jan. 4	Christmas Vacation
February 7, 8	Teachers' Convention
February 11	Professional Development Day
February 18	Family Day
March 8	Professional Development Day
Mar. 25- 29	Spring Break
April 12	Professional Development Day
April 19	Good Friday
April 22	Easter Monday
May 10	Professional Development Day
May 17	Day in Lieu
May 20	Victoria Day
June 28	Last Student Day

School Staff

Principal	Mrs. T. Molzan
Vice-Principal/Teacher	Mrs. Prentice
Teacher	Mrs. J. Molzan
Teacher	TBA
Teacher	Mrs. Clarke
Teacher	Mrs. Liske
Teacher	Miss Canuel
Teacher	Mrs. Bendfeld
Teacher	Mrs. Marshall
Teacher	Mrs. Shearer
Teacher	Mr. Swap
Teacher	Mr. Naugle
Teacher	Mrs. Prentice
Teacher	Mrs. McConnell
Teacher	Mr. Johnson
Teacher	Mrs. Lefebvre
Teacher	Mrs. Haggerty
Teacher	Mrs. Schatz
Teacher	Miss Maduik
Teacher	Mrs. Schneider
Teacher	Mr. Leggo
Teacher	Mrs. Joevenazzo
Teacher	Mrs. Cameron
Inclusive Ed. Facilitator	Ms. Nyamweya
Fine Arts	Mr. Naugle
Music	TBA
Family School Liaison	Miss Clarkin
Preschool	Mrs. Miller
Administrative Assistant	Mrs. McGee
Administrative Secretary	Mrs. Lemermeyer
Librarian	Mrs. Gramlich

STUDENT CODE OF CONDUCT

Parents are the most important educators of their children and instill in them the beliefs and values they hold most dear. Teachers and parents need to work together in order to have their expectations about building positive relationships as a disciplinary model. Our goal is to allow students to pursue success rather than failure, and to provide guidance to ensure students make decisions leading to success.

In order for students to be successful, the staff believes that all students should:

- ✓ Attend all classes
- ✓ Be on time for class
- ✓ Bring required learning materials to class
- ✓ Complete all assigned work on time and to an acceptable level of achievement
- ✓ Follow staff instructions
- ✓ Follow all school rules

In order for students to be safe, the staff believes that all students should:

- ✓ Retreat others with respect
- ✓ Refrain from taking or damaging the property of others
- ✓ Keep the school clean
- ✓ Wear clothing that is appropriate for a school setting
- ✓ Wear headwear and outside coats outdoors only
- ✓ Wear only non-marking running shoes

ATTENDANCE/ABSENCES

Regular attendance is a necessary ingredient for success in school. Students are to be punctual in their attendance at school. If your child is going to be absent or late, parents are requested to phone the school prior to 8:30 am to indicate a reason for absence or late. Students arriving late must sign in at the office prior to going to class. Where students are absent without prior notice, the office staff will attempt to contact parents to ascertain a reason for the absence. The school's intention is to maintain clear communication and to ensure the safety of students.

Prolonged absence or sporadic attendance can result in a lack of continuity in learning and may have serious consequences. Repeated tardiness can lead to a loss of valuable instruction and the disruption of learning. Therefore, students who are repeatedly late or absent for more than 10% of the school days without a reasonable excuse will be viewed by staff and school administration as violating Alberta's School Act. At this point, a letter will be sent home outlining the seriousness of the situation and subsequent action if attendance does not improve.

ABSENCES DUE TO FAMILY VACATIONS

Taking holidays during the school year could result in students missing valuable learning which may have a negative effect on their academic progress. However, we do understand that because of differing circumstances this may occur. Although our teachers are committed to helping your child progress, please understand that it is not reasonable to request that the teacher prepare detailed lessons or homework missed during your child's absence. Students are responsible for catching up on all missed assignments within a reasonable time frame determined by the teacher through consultation with the student and family.

COMPUTER AND INTERNET USE

Each student and their parent/guardian must sign the St. Thomas Aquinas Acceptable Use Agreement. Students will be expected to exhibit responsible use of the networks. Consequences for inappropriate use could take various forms up to and including suspension of access to the computer.

CELL PHONES

Cell phones are **NOT** to be used during school hours **unless they are engaged in a learning activity.** Students using cell phones inappropriately during school hours will have their cell phone turned in to the administration for the remainder of the day. On the second incident the cell phone will be turned in to administration and the parent/guardian will be called to pick up the device at the end of the school day. On the third offence the cell phone will be turned into administration, the device will be returned to the parent/guardian, and the student will no longer be allowed to bring their phone to school. Inappropriate cell phone use that violates the Technology Agreement signed by a parent/guardian and student will immediately result in a consequence.

COMMUNICATION

Good communication is essential to the success of your child in school. With this in mind, it is important that you talk with your child's teacher who can best respond to the concerns or questions that you might have. Your child's teacher is your first contact. On those rare occasions where the best efforts of the parent and/or teacher are not successful in resolving the issue, it should be brought to the attention of the school administration. Concerns regarding school procedures or regulations, should be discussed with the school administration. Keep in mind that you do not have to wait until parent/teacher conferences to discuss student concerns or progress. The teaching staff welcomes your contact to set up an appointment when needed.

The St. Anthony School Star newsletter is published monthly, and is posted on our St. Anthony School website and the St. Anthony School Facebook page. Our school website is **stan.starcatholic.ab.ca.** This website is a one-stop-hub for our school information, which will keep you up to date on school events.

JUNIOR HIGH AWARDS

St. Anthony School recognizes students in grade 7&8 for their academic and athletic achievements and for school involvement. Students are recognized at the end of each reporting period. In June, a celebration and award ceremony is held.

BICYCLES/SKATEBOARDS, ETC.

Students are not permitted to ride bicycles, use skateboards, scooters, heelies or wear rollerblades on school property during school hours. All bicycles, scooters and skateboards need be locked up in the bike rack provided, as there is no space available in the school to store these items. Students are expected to walk bicycles, scooters, and skateboards on school property.

TELEPHONE

School phones are for school business. Student use of school telephones is limited to emergencies or illness.

DISCIPLINE

Everyone is responsible for their actions, and must be willing to accept reasonable consequences for their actions.

At St. Anthony School, students are expected to demonstrate a commitment to learning and achieving success through their actions and relationships with others. We believe that as unique and worthy individuals, God calls us to learn and grow together in love and hope. We strive to provide a safe learning environment where all persons are treated with dignity, mutual respect, and fairness by all members of the school community. In our school three important rules are: ***Be Safe, Be Responsible, Be Respectful.***

Every effort is made to maintain a harmonious environment. Unacceptable behavior is handled by the teacher but on the occasion of a serious breach of discipline, the school administration, the teacher and the parents may all become involved in effecting a positive solution.

Methods of dealing with improper behavior may include:

1. Discussion with the students
2. Withdrawal of privileges, extra-curricular activities, playground privileges, etc.
3. Service work or activity
4. Parent phone call or conference
5. In school suspension or out of school suspension

DRESS CODE

Students are expected to be clean and tidy, both in person and attire. Students are required to dress in a manner that is modest and not revealing. This would include stomachs and underwear being covered, shoulder straps at least 3 fingers wide, shorts & skirts mid-thigh or longer, etc. **Our school dress code applies to all students, for all activities.** Students dressed inappropriately will be asked to change or contact parents to exchange the clothing items for something more appropriate. Headwear is not permitted inside the school, unless it is for a special dress up day.

DRESS CODE FOR PHYSICAL EDUCATION CLASS

All students in **grade 5 to 8** are expected to change from street clothing to appropriate attire for gym class. This includes shorts, T-shirt and appropriate footwear. **Dress code applies to gym class and athletic events.** Students should **NOT bring valuables** to the gym change rooms or leave them there.

EMERGENCY EVACUATION

Emergency evacuation drills are conducted to ensure an orderly evacuation of the school in the event of a real emergency. A regularly scheduled emergency drill will provide practice and prepare all the students to leave the building without panic, as well as develop a sense of self-control in an emergency situation. In the event of a real evacuation, the students and staff will relocate to The Max Center at Frank Maddock High School, walking along a safe path. We would then allow students to go home provided that a parent/guardian is present to authorize their safety.

Lockdown procedures are also practiced to prepare students for the possibility of a situation where this action may be deemed necessary. An announcement will indicate the school is in lockdown. If you hear this announcement please remain calm and do not enter the building. Remain a safe distance away from the building and follow the directions of the RCMP or designated personnel.

FOOTWEAR

Health regulations and emergency evacuation drills mandate the wearing of proper footwear in the school at all times. To protect and preserve our school, we request that all students have indoor and outdoor footwear throughout the school year. Outdoor footwear consists of running shoes for safety on the playground and equipment. All personal items, clothing, shoes and supplies should be clearly marked with your child's name.

HOMEWORK

When homework is assigned, students are to enter their homework assignments into their Agenda Book. Each item listed below may be a part of regular homework.

1. Completion of work he/she did not finish in class
2. Completion of daily assignments and work missed due to illness or other absences.
3. Completion of long-term assignments.
4. Review work taken each day.
5. Study for exams and tests.

INCLEMENT WEATHER

In extreme weather conditions, the final decision to send a child to school rests with parents. Due to cold and inclement weather or when the health and safety of the students and staff is at risk, it may become necessary to cancel classes or bus service. An early morning decision regarding either condition will be made. Refer to www.starcatholic.ab.ca, www.wrsd.ca, www.psd70.ab.ca and/or FM 92.9 radio for specific bus cancellation information. It is the parents' responsibility to listen for these announcements and to make suitable arrangements for their children.

Parents are encouraged to check that children are dressed appropriately for the weather conditions. During the spring thaw, when our playground is extremely wet, and muddy conditions persist, it may be prudent to send an extra set of clothes to school.

LOCKS AND LOCKERS

All students in grade 3 to 8 will be assigned an individual locker. Students in grade 6, 7 and 8 wishing to use a lock are required to use a school combination lock. A rental fee of $2.00 is required to rent the lock. Students are advised to keep Lock Combinations CONFIDENTIAL. Students are advised NOT to bring excessive amounts of money and/or expensive or sentimental valuables to school, as we cannot guarantee their security.

LOST AND FOUND

Found articles of value, such as glasses, keys and books are brought to the office. Clothing and personal belongings should be deposited in the "Lost and Found" bench, which is located in the K-1 entrance. Parents are urged to check the Lost and Found bench for articles that their child/children may have misplaced. Throughout the school year lost and found items are displayed in the central hallway, enabling parents and students to claim their items. Any of these unclaimed items are then taken to a local charity.

LUNCH PROCEDURES

Students in Kindergarten to Grade 6 will eat in their homerooms and be supervised by their teachers. Please send **healthy snacks** avoiding items with an abundance of sugar. We suggest you monitor your child's eating habits and cooperatively determine the size and type of lunch. You may wish to consider that the inside lunch period is twenty minutes long and can be influenced by "visiting" with other children. Microwaves are **not** available to students in Kindergarten to Grade 6. Parents are encouraged to send hot lunches in a thermos if warm food is desired.

Students in grade 7 to 8 will eat in the student lounge, which is supervised by staff. Before dismissal from the student lounge, students must pick up their garbage and dispose of their refuse/recyclables properly. After lunch, grade 7 and 8 students may choose from the following options: learning room, go outside, student common area, or gym. The back of the school ground behind the building is OFF LIMITS to students as there is NO supervision in that area.

CANTEEN

We have a lunch canteen, operated by parents, available to students for the purchase of healthy and nutritious food items. The menu and list of items available will be posted on our school website.

RECYCLE PROGRAM

We acknowledge our responsibility and stewardship to the environment and feel compelled to reduce, reuse, and recycle all materials.

Bins are located throughout the school to collect recyclable containers (cans, juice boxes, milk containers). Proceeds from our recycle program fund special events for our students.

RECESS

Students in Kindergarten to Grade 6 are expected to go outside during noon and recess breaks. Recess is important to children in that it provides a break from regular school routine, a chance to get some fresh air, and an opportunity to exercise. As such, **it is important that students are properly dressed for changing weather conditions.** We cancel recess only when the temperature is - 20 degrees or below (including wind chill) or on very wet or rainy days.

PLAYFIGHTING

Play fighting is prohibited on the school premises in order to deter over-zealous participants who may cause unwanted fighting and injury. All students are expected to keep their hands and feet to themselves.

REPORTING STUDENT PROGRESS

Home/school conferences, progress reports and student portfolios are used to promote good communication between parents and teachers in the reporting of student progress. The progress reports are prepared from records maintained by the teachers. The process is based on the principle that assessment of the academic performance of students is an on-going process. Teachers assess student performance through both formative and summative assessments and record their progress using levels of achievement. The achievement level is based on the assessment evidence from the student combined with the teacher's informed professional judgment based on the most recent information. Reporting of non-academic factors also occurs on the report card. i.e.: Effort, Growth as a Learner, Comment Boxes.

First Reporting and Second Reporting Period

During the months of November and March conferences will be scheduled for all parents and students. The student's progress is communicated to the parents and student and if necessary, a 'Plan of Action' is developed to further improve the child's performance.

Third Reporting Period

The final progress report, received at the end of June, covers the child's progress in all areas for the last reporting period and indicates the child's placement for the following year. This report is given out following the closing celebration on the last day of school.

Some families have obligations that they cannot avoid at the end of the school year.
Parents finding themselves in this position will prearrange with administration to have their child's progress report mailed. Parents are encouraged to contact their child's teacher whenever they have concerns with respect to learning and progress.

SAFETY PROCEDURES

The safety of our students is of the utmost importance. Parents, please ensure the following:

- Students are not to arrive at school prior to 8:20
- **Pull off the driving lane and park in a designated spot to drop off your children.**
- Do **NOT** double park when dropping off or picking up your children.
- Parents/guardians picking up students during the day must report to the office. The secretary will call the student to the office and ask you to sign out the student.
- **Students and parents/guardians should cross ONLY at designated crosswalks.**
- Notify the school of current phone numbers for parents and emergency contacts.
- Ensure that the school is aware of your child's medical conditions/changes in custody.

SCHOOL COUNCIL

The School Council is comprised of parents who volunteer to work with the school for the benefit of all the children. This can be done through attendance at monthly meetings and/or working on School Council sponsored events. We welcome and encourage ALL parents/guardians to join and support these and other events.

SCHOOL PATROLS

The School Patrol Program is sponsored by the Alberta Motor Association and is comprised of grade five and six students who have volunteered their services in order to:
a) assist students and families in safely crossing the drop off lane in front of our school
b) assist students and families in developing sound and safe pedestrian habits in crossing busy streets
c) develop good leadership and citizenship qualities

Our patrollers are on duty after school. Patrollers participate in a year end celebration in appreciation of their service.

STUDENT EMERGENCIES

Normally, children who are too ill to go out at recess are too ill to be at school. Children coming to school ill may be unable to function well at school. They provide a source of infection for other students and would likely recuperate faster at home. If a student becomes ill or injured at school, parents will be contacted to pick up their child. In cases where parents cannot be contacted, the school will act on behalf of the parents to secure medical attention for the child. **It is extremely important that the school have an emergency phone number where a parent or emergency contact may be reached.** An injury sustained by a student is reported to the school office immediately. If medical attention is required every effort is made to contact the parents first.

SECURITY, VISITORS AND VOLUNTEERS

Parents/visitors are to report to the office upon arrival at the school. It is very important that the school is aware of all individuals in the school.

If you are dropping off an item, or leaving a message for your child, please use the front office as a means for doing so. Please do not interrupt classes to speak to your child's teacher during instructional time. Instead a message can be left at the office for the teacher to contact you.

With the exception of the main entrance, all outside doors leading into the building will be locked for most of the day to ensure maximum security for your children.

For security and evacuation plans, visitors, volunteers and parents are required to sign in, wear a nametag and commit to a confidentiality agreement for the duration of their stay.

All volunteers are required to complete a Volunteer Registration Form, Criminal Record Check and Intervention Record Check. Forms are available at the office.

SERVICE CLUBS AND EXTRA CURRICULAR PROGRAMS

Students who are interested in helping in the school may join a service club, such as: monitoring primary classrooms or safety patrol club. Extra-curricular programs will be developed based on interests and skills of students, staff and parents. Some examples of activities we have offered are: Journal Games/Running Club, Volleyball, Basketball, Badminton, Track & Field, and Battle of the Books.