

St. Anthony's Catholic School

2017-2018 School Handbook

St. Anthony's School Mission Statement

The mission of St. Anthony's School Community is to provide a quality education for the whole child while fostering acceptance, respect and responsibility toward self and others. This is done in the Spirit of faith, hope and charity to further God's Kingdom of Justice and peace in the world.

St. Anthony's School Vision

Our school endeavours to develop confident, conscientious and successful students who are respectful of the dignity of all people. They are stewards of creation who continually grow in their faith. Students are young energetic disciples who are guided faithfully to practice the gospel values as they celebrate what is good within the world. Encouraged to be lifelong learners, they grow in mind, body and spirit – striving spiritually, academically, physically, behaviourally and socially. Our school fosters empathy and critical thinking skills inviting students to be creative, responsible, hardworking and caring members of society.

Statement of the School's Objectives

The School's objectives are:

- To foster the growth of each child in the light of the Gospel through prayer, example and participation in the liturgy.
- To provide a safe, secure, and supportive environment which allows children to become active, confident, risk taking learners.
- To ensure that faculty is made up of people who are committed to educating the whole child through the core curriculum and a variety of extra-curricular activities.
- To provide a sound basis in reading and writing skills through a variety of learning experiences designed to encourage creativity, understanding and the ability to think.
- To recognize individual differences in each student and through regular assessment in a variety of settings, to provide opportunities for each student to achieve success at their own pace.
- To provide Christian families with an education system within which their religious beliefs and values will be supported and upheld.



St. Anthony's Catholic School

1750 Nalabila Boulevard
Kitimat, BC, V8C 1E6
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Email: stapincipal@cispg.ca
www.stanthonysschoolkitimat.com

Principal's Message

Welcome to St. Anthony's Catholic School! We are thrilled to have your family as part our school family. Please know that your child will receive a well-rounded educational experience! We truly believe that *"Giving your child a Catholic Education is a Gift that will last a life time"*.

Over the past 5 years we have made many changes and improvements to our long standing history of academic excellence; not only to meet the ever growing needs of our students but also to ensure that we are offering a comprehensive educational experience with many value added programs.

I encourage you, the parents, to come in and see me when and if you have a concern or an idea! I have an open door policy and welcome the feedback... without feedback, we cannot continue improving our school!

I also encourage you, the parents, to become involved in our school! We need volunteers to keep our school amazing... without parental volunteers, many extra things can't be done. We have an amazing Parent Support Group that organize many of the extra's such as hot lunch, subway lunch, special activities - Halloween Family Dance & Year End Bash, raises money for projects like our new school playground! Without the hard work and dedication of these parents, our students suffer. The school is only ever as amazing as our PSG. They meet on the second Tuesday of every month at 7:30 pm in the staff room!

Thank you for joining our school family!
God Bless

Katja Groves, Principal. BGen, MAL

St. Anthony's Faculty and Staff 2017 – 2018

Principal: Ms. K. Groves

Administrative Assistant: Mrs. Jessica Goncalves

Kindergarten A: Ms. Bernadette Fitzpatrick

Kindergarten B: Mrs. Heather McKinnon

Grade 1: Mrs. Tara Kaberry

Grade 5/6: Mrs. Erin Baker

Grade 2: Mrs. Rebecca Grincer

Grade 7/8: Mrs. Karlana Weiler (Socials 9 as well)

Grade 3: Ms. Teresa Pires

Grade 9: Ms. Rachael DeSousa (Science 7/8 as well)

Grade 4/5: Mr. Reilly

Librarian/French: Mr. John Nicolai

Music/Band: Ms. Melody Fiahlo

Resource Teacher: Mrs. Oriana Viveiros

Educational Assistants:

Joanna Dzikowska

Debbie Dizon

Bryna Kaines

Sara Mederios

Heidi Nicols

Raelene Rands

Bus Driver: Frank Mauro

Janitorial: Meschelle Gascon

Maintenance: Jim Ferguson

Parish Priest: Father Babji

Contact Us:

St. Anthony's School

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Phone: 250 632 6313

Fax: 250 632 6317

Email: staoffice@cispq.ca

Web Page: www.stanthonysschoolkitimat.com

News and Information

St. Anthony's Independent Catholic School has a website that is regularly updated:

www.stanthonysschoolkitimat.com

The Nalabila Monthly Update provides news and notice of events the first Friday of each month. In an effort to be environmentally conscious, the Nalabila Monthly will be sent electronically to the email that you have provided to the school (unless other arrangements for paper copies have been made) and it is also published on the website. *This is a good item to save each month as it outlines hot lunch/subway days, days off etc.

School Council

St. Anthony's School Council is a volunteer, elected body, which oversees the governance of the school and forms policy and direction to support the Mission and Philosophy statements. The Council consists of actively practicing Catholic parents or supporters of the school bound by the rules of the Policy set by the Diocesan Catholic Independent School Board in Prince George (<http://cispg.ca/>) School Council meets regularly each month.

Parent Support Group

St. Anthony's has a Parent Support Group that meets monthly. The Parent Support Group is dynamically involved in fundraising and providing organized activities such as a lunch program, recycling, beautification, and giving much appreciated support to the school. Most meetings are held at school. Watch for meeting minutes, upcoming events and reports of past events posted on the Parent Bulletin Board just inside the main doors of the school and on the website.

Parent Volunteers

St. Anthony's School has a Volunteer Participation Expectation and needs parent volunteers to, work in the library and in the classrooms, listen to student's read, and help with many school activities and projects. Everyone is asked to spend at least 10 HOURS EACH YEAR of volunteer time to provide support to the school. It is important to have volunteers on Parent Support Group and School Council as without these bodies the school cannot function. *At this time, we do not send home a bill for unworked volunteer hours (like they do in skating, swimming, hockey etc.) but we do ask that when a class room teacher asks for volunteers or the PSG, that you take the initiative to volunteer and help make your child's school a better place!! WE need your help!! Thank you in advance for your volunteer time!!

Parents and School

When contacting the school by telephone please call during office hours (8:30am - 12:30pm and 1:00pm – 3:30pm). Student volunteers do tend to the phone and secured entrance, however, if the office is unattended please be prepared to leave a message. Parents are welcome to visit the school at any time. Entry for ALL visitors will be at the main entrance located at the lower parking lot. It is expected that all visitors sign in at the office. Parents are expected to wait for children outside when picking up at noon hour and afterschool.

Student Drop-offs and Pick-ups

Schoolyard safety for St. Anthony's students has been a major concern, especially at the beginning and end of the school day. The maximum speed limit posted for the parking lot is 15km/h. To be extra safe and cautious, **please drive 5 km/h in the parking lot.** Drivers are asked to drop-off and pick-up students by parking in a designated parking stall in the lower parking area near the main entrance. Drop off at any other point creates a dangerous situation and impedes traffic flow. Please follow arrow markings to prevent congestion. Parents are NOT to park/drop off in the Teacher parking lot.

DO NOT drop-off or pick-up students near the gym entrance, or on Nalabila Blvd. **DO NOT** drop or walk with students across the parking lot up the FRONT of the school along the gymnasium. Vehicles turning into the parking lot do not have adequate space to come to a sudden stop for pedestrians and this may result in injury. Please go as far into the parking lot as possible to a designated stall and allow students to use the stairwell to the left of the main entrance.

PLEASE NOTE STUDENTS SHOULD NOT BE DROPPED OFF AT SCHOOL BEFORE 8:20AM, AS STAFF SUPERVISION IN THE SCHOOLYARD CAN NOT BE ASSURED PRIOR TO THIS TIME. STUDENTS MUST BE COLLECTED IMMEDIATELY AFTER SCHOOL. SUPERVISION IS NOT PROVIDED AFTER THE BUS HAS DEPARTED AT 3:10PM

Health and Safety

Administering Medication: Pharmaceuticals such as cough drops, Tylenol, etc. or other prescribed medication will not be administered to any student unless these have been brought in and labeled clearly, and an Administration Permission Form is signed and on file at the school office. When a child needs to be given medication of any kind during school hours, parents should call and/or send a note with such medication to the school office. The school office will call for permission/confirmation with the parent prior to administering pain relievers.

Field Trips

All students are encouraged to attend and participate in classroom field trips. In the event that a student cannot participate for medical reasons, but there is a safe location for the student to sit and watch, the student will be required to do so (ex. swimming/skating). If the field trip is all day or does not have a safe locations for students to stay, then students will be required to stay home (ex. skiing). IF the school deems that participation is not required, the school may offer a supervised location in the school for the student to wait for the classes return.

Daily Schedule –Including Kindergarten

8:40am	First Bell
8:45am	Morning Session Begins
10:35am – 10:50am	Morning Recess
12:00pm	Lunch Recess
12:35pm	Lunch begins in the classrooms
12:55pm	Afternoon Bell
1:00pm	Afternoon Session Begins
3:00pm	Classes dismissed

Non Instruction Times

St. Anthony's School staff will seek professional development through non-instructional days (NID) during the school year. Check the calendar and watch the Nalabila Monthly Update for any announcement or change in these days.

On a non-instructional afternoon (NIA), students are dismissed at noon. Please check the school calendar. The school bus completes its afternoon run following the morning sessions on these days.

Attendance

All Students must attend, on time, all scheduled classes and activities. The following are the only recognized reasons for excused absence or tardiness:

- | | |
|---------------------------------------|---------------------------------|
| -Illness or Bereavement in the family | -Doctor or Dentist Appointments |
| -Any illness of the student | -Vacation |

Please telephone the school **before 9:00 am** if your child is ill or will be absent from school. The school has an answering machine and a message can be left at any time. If you do not phone the school, the school administration may phone you. This call is a safety check only. In addition to the call, we expect your child to bring a dated, signed note to explain any absence from school. These notes are CRUCIAL for our auditor to determine funding.

Co-operation of parents in making sure that students arrive punctually is appreciated. However, students that arrive late must enter by the Main Entrance (which is secure) and report to the school office before going to the classroom. Chronic or persistent late arrivals to classrooms disrupt the important beginning of the day for all in the class.

Lunches

Lunches will be eaten in the student's respective classroom while supervised by their classroom teacher (with the exception of Senior Academy Students who may eat in the classroom or designated areas).

Holidays/Vacations

Please be aware that if you choose to take your child/ren out of school to accompany you on vacation during the school year, the teachers cannot be expected to prepare units of work for these students. The older students may be expected to do some catch-up assignments upon their return. Also, such absences from school are considered non-essential and the days are deducted from the total requirement needed for full funding from the Ministry of Education for your child/ren in that particular year.

Please contact the principal and teacher well in advance before embarking on such a vacation so that a suitable course of action can be taken.

Government Funding

Each year, Public Schools are provided with a grant per student based on the operating costs of the school and this differs for each school district. Independent Schools can apply for government grants of up to 50% of what the local public school district receives per full time student, and this grant is based on daily attendance at St. Anthony's each school year. This government funding does not cover the educational cost of a student. Tuition fees supplement the money from the Government's Student Education Grant. Extended holidays during the school year should be carefully considered because they often result in the loss of the grant for those students. This is why the school requires notes after absences due to illness.

School Fees 2017 – 2018

Tuition for Single Child	\$250.00/month	\$2500.00/year
Tuition for Family	\$330.00/month	\$3300.00/year

***family rate applies to 2 or more children rates are expected to increase slightly for 2018-2019*

Student Supplies

Student School Fees are payable on the first day of term. Please clearly mark these as Student School Fees separate from any other payments with the amount and student's name. These fees can be obtained from the school office or online at our website.

Book/Property Damage

Each school year your child will receive textbooks to use. We ask parents to help their children take good care of all textbooks. Textbooks should be carried in a school bag when taken home. If carried in the same bag as beverages or food, ensure that the beverage container is sealed in a plastic bag or is leak proof and other food containers are secure to prevent damage to books.

Rates of replacement: Loss or extensive damage to text books either hard or soft cover will be charged at the replacement cost to the student.

Bus Passes

All Regular trips on the bus must be paid for in advance. Consider pre-purchasing single trip passes or 10-trip passes since any unused portions will NOT be reimbursed at the end of the school year.

-Monthly per student	\$45.00
-Monthly per family	\$65.00
-Monthly per student/family Cabelcar	\$65.00
-Monthly AM or PM only	\$35.00
-10 Ride Punch Pass	\$30.00
-Temporary One Ride Pass	\$ 3.00

All are available from the office during the day before 2:45pm. If in an emergency a student needs to use the bus in the morning, a record of the trip must be made and the student must report to the office as soon as they reach school to pay for the trip. A processing fee of \$5.00 could be added to an outstanding account if it has to be billed by mail at the end of the month. Bus passes will not be issued to anyone with bus fees still owing.

Religious Education at St. Anthony's

Faculty and staff are committed to working together and fostering an atmosphere in which each child can experience love, respect and acceptance and is filled with the spirit of our Catholic Faith. We use the Canadian Catechism as the basis to sharing our faith. It is important that the parents support us in the implementation of this program so that it truly comes alive to the children. Parents are to take the initiative and leadership in the religious education of their children (ex: family prayer) and to set an example by practicing their Catholic Faith.

Your presence is very important, so involve yourself by attending classroom celebrations, parent meetings and related religious activities because it means a great deal to your child/ren. You are your child's first teacher. Faculty and staff are called to support the family and the parish in facilitating the religious formation of your child. Plan to celebrate with us when school liturgies are held.

School Masses

School Masses are scheduled for the first Friday of every month, at 9am and will be posted on the school website. We will inform you of changes, if needed. There are times when a funeral is scheduled and a casket may be present in the church. Dealing with death is a necessary part of living but some children can be very sensitive to dealing with death. If this might cause anxiety for your child please notify the school through your child's teacher.

Report Cards

Report cards will be issued three times a year in November, March and June. In November, reports are given out and are followed by Student/Parent/Teacher conferences. These are mandatory for all families to attend.

Homework

Reading is a valuable learning tool and all children will benefit from a minimum of 15 minutes of silent or interactive reading each night whether homework is set or not. Reading is a very important skill, which affects all other subjects.

Grade One and Two: No formal homework but material might be sent home to complete or improve oral reading. Please read with your child every night.

Grade Three: No regular formal homework but some unfinished class assignments may have to be completed at home. 15 minutes of silent or interactive reading each night whether homework is set or not.

Grade Four and Five: Regular formal homework of about half hour each night can be expected. 15 minutes of reading each night whether homework is set or not.

Grade Six: Regular formal homework of about an hour each night can be expected. 15 minutes of reading each night whether homework is set or not.

Senior Academy Grade 7-9: Expect a more significant amount of homework for our senior students.

Homework not completed: Parents will be notified by letter or in the student planner if students come to school regularly with homework not completed. It is our intention to develop in students, a responsibility for their own learning. If a student repeatedly fails to complete homework on time the parents will be notified. A grace period of two or three times may be given before you receive notification.

Conflict Resolution for Parents

When a concern arises parents have a responsibility to explore alternatives to resolve that concern without undue issue or conflict. Parents have the right and responsibility to discuss a disagreement with the staff member involved in an atmosphere of courtesy, confidentiality, and respect and on a timely basis.

While we welcome your constructive comments and suggestions, the channels of communication are as mandated by the Catholic Independent Schools, Diocese of Prince George, (CISPG) outlining the formal procedure addressing parental complaints against school personnel (Policy #470).

1. Speak to the child's teacher during school hours. Phoning the school to make an appointment to speak with the teacher about your concern is the best way to proceed.
2. If no solution to the problem is found, the parent or guardian may contact the Principal.
3. If the parent or guardian is not satisfied with the action taken, the parent or guardian can bring the matter in writing to the Catholic Independent Schools office.
4. If the parent or guardian does not receive satisfaction from the CIS office, and appeal in writing can be made to the Board of Directors through the CIS office.
5. The Board of Directors will arrange for an investigation of the appeal.

Student Code of Conduct and Discipline Policy

Schools today should reflect the realities of life outside the school. Some of those realities include the increasing pace of change, responsibilities for one's actions, cooperation with others and abiding by the community's standards and principals.

In response to what we at St. Anthony's School believe to be as a need in our school community, the following Student Code of Conduct and Discipline Policy has been developed. We at St. Anthony's intend to review this policy on a yearly basis so that we may ensure that it is fair and in keeping with changes occurring in our school community.

Although many parents/guardians will view this Policy differently, we hope that by having a consistent and fair approach to student discipline in our school, students, staff and parents/guardians alike will have a clear understanding of their responsibilities. Through the understanding of these responsibilities we hope to enhance communication and the caring environment in our school community.

We ask everyone to read our Student Code of Conduct & Discipline Policy and for parents/guardians to discuss it with your child/ren. It is very important that parents/guardians and children have a clear understanding of the policy.

Discipline

In order to guarantee each student in the school the safe learning atmosphere they deserve, we use the following plan. We believe each student can behave appropriately in school. We will not tolerate a student stopping a teacher from teaching or a student from learning, or any behaviour that violates the best interest of any individual in the school community.

The display of good manners is expected from every St. Anthony's student. "Please/Thank You/Excuse Me" and "Sorry" should be commonplace in classrooms, hallways and on the playground. Respect for self, peers, faculty and staff is the basis of our school.

General Expectations and School Rules

To create a safe and caring environment promoted by the school, students need to cooperate in the following ways:

1. Respect all persons and address them politely (no rude language, gestures, or insulting remarks). Respect of self, peers and staff is a basic human right that we are all entitled to; therefore, the display of good manners is expected from every St. Anthony's student. The conventions of 'please', 'thank you', 'excuse me' and 'sorry' are basic principles that should be commonplace in classrooms, corridors and on the playground.
2. Follow the directions of teachers, supervisors, EA's, substitutes, parent helpers and other support staff.
3. No fighting, hands-on, rough and dangerous play-fighting or striking another student. Sharp or dangerous objects are not allowed in the school, playground or bus.
4. WALK quietly on *stairs and in hallways*. Hats are removed once in the building.
5. Be on time for school and remain on school grounds until dismissed by a Teacher.
6. No gum chewing in school buildings or on the playground.
7. We are a nut aware school.
8. No animals on school property at any time (unless for show & tell).

9. Walk bikes, skateboards or scooter boards on school grounds for the safety of all people.
10. Students are required to wear school uniform and indoor closed toed footwear each day.(read dress code in student school agenda).
11. Hair will be natural colours only. Personal attire and general hygiene are to be clean, neat and tidy.
12. Follow classroom expectations and class rules as outlined by the classroom Teacher and school Principal.

In addition

We want all students:

- To be a responsible citizen of the school by observing all school rules
- To be on time for school and remain on school grounds during school hours
- To become increasingly responsible for their own learning
- To follow the directions of those in authority such as teachers, supervisors, teachers' aides and parent helpers etc.
- To show respect for all school property such as furniture, textbooks, and other equipment
- To wear and take care of the school uniform as outlined in the uniform section of this Handbook
- To complete all assigned work to the best of their ability and on time
- To be responsible for making up missed assignments and class work

School Rules

1. Students are not allowed to leave the schoolyard without permission. Students who normally bring their lunches are not allowed to go to a friend's house for lunch unless they bring a note from both sets of parents involved
2. When crossing the street in front of the school, everyone even when using bicycles, skateboards, scooters or roller blades are asked to walk across the crosswalk
3. All Students must stay on the designated school grounds.
 - No one is allowed to play in or on the steps joining the lower and upper parking lots
 - No one is allowed to play in the ditches or in the bush at the edge of the grass
 - No one is allowed to play on the grass in front of or beside the Church office/house
 - No one is allowed to play in the covered breezeway
 - No one is allowed to play in the Staff parking area
4. Scooters or bicycles must be walked while in the play areas and across the crosswalk
5. Students will not chew gum during school time including field trips, on the bus or playground
6. Students should not deface or damage any school paint, decoration or any school property
7. All Students are expected to keep their hands and feet to themselves
8. All Students are expected to respect the feelings and space of others at all times
9. All Students are expected to follow the instruction of Teachers or any designated supervisor
10. Always WALK when using hallways and stairways, keeping to your right hand side
11. The use of coarse language is not allowed in the schoolyard, in the school building or at school-sponsored activities
12. Fighting of any sort including play fighting is unacceptable on the school premises
13. Balls or any objects must not be thrown, kicked or bounced against the school walls or windows

14. Any objects such as rocks, gravel, dirt, snowballs, etc. are not permitted to be tossed or thrown anywhere in the playing areas, parking lots, or any part of school property and should remain on the ground
15. The use of electronic communication devices by students is prohibited in the school and on the bus. This includes cell phones, other listening devices, I-pads, I-pods, MP3's, or electronic games since we cannot control the listening or viewing content. Exception may be given at the discretion of the Principal.
16. Prohibited Items: Alcohol, cigarettes, drugs and ANY type of weapon or dangerous object is STRICTLY FORBIDDEN. Any student not complying with this rule or suspected to be under the influence will immediately be met with disciplinary measures or, if necessary, with law enforcement.
17. Lounge Access: Senior Academy students will be permitted access to their designated lounge upon arrival at school prior to the morning bell (but not before 8:20 am – as there is no school yard supervision prior to 8:20 am). While we encourage Senior Academy students to take advantage of their breaks outdoors, they will be permitted access to the Senior Academy Lounges. Inappropriate behaviour will result in privileges being revoked.

Senior Academy Additional Rules

1. Cell phones during class are NOT permitted unless the teacher has given permission.
2. Cell phones during recess and lunch are NOT permitted IN the school. Students are permitted to go outside to designated areas to use their phones. Cell phones will be confiscated on the spot if students break the school rules and will need to be collected after school by student/parent.
3. Absolutely No running in the hallway.
4. Gum is not permitted.
5. Absolutely no scooter use on school grounds. They are to be walked on/off school grounds and locked outside.
6. No hats or toques to be worn in the school.
7. Senior Academy hoodies are ONLY permitted to be worn in school.
8. ONLY natural hair colors are permitted.
9. Uniforms must be neat and tidy, including: hair, make up and nail polish.
10. Appropriate and respectful language must be used at all times.
11. Bullying will not be tolerated.
12. Students are expected to keep SA areas tidy
13. Students are not permitted to throw/toss anything inside the school, except in the gym.
14. Students must respect other's property and locker space.

CONSEQUENCES FOR BREAKING GUIDELINES and SCHOOL RULES

The following developmentally appropriate consequences will occur when a student is sent to the Principal for disciplinary purposes. A plan for correcting the inappropriate behavior will be discussed and decided upon between the Principal and student. Consequences may include conversation, strategies, reset time, withdrawal of privileges and/or reflective written apology to the person harmed. Parents/Guardians may, but not always, be contacted at this time.

Recurring serious problems will be addressed by contacting the parents/guardians either by incident report going home, email or phone call. Parents may be requested for a meeting with the student, teacher and/or Principal to discuss what is best for your child.

For severe discipline problems the school **Code of Conduct** will be followed as per the Catholic Independent School guidelines. When immediate consequences are required due to severe discipline problems, such as violent behavior, blatant disrespect, foul language, vandalism to school property, etc., the school may send a student home, suspend or consider expelling a student without going through the step-by-step process. In suspension situations parents are required when called to pick up their child immediately.

COMPUTER USE EXPECTATIONS

St. Anthony's School provides technology and Internet access to support students' learning. Please understand that the use of this equipment/access **is a privilege** that may be withdrawn if necessary.

A. Use of Information Technology provided:

- Technology to be used when given permission by a teacher and/or under teacher supervision.
- Use of technology for tasks as directed by the staff member in charge.
- Students are not to have food or drinks of any kind in proximity while using technology.
- Clean hands and basic rules of safety and care are to be followed when using technology.

B. Printing

- Students must request permission to print any document.
- Respect for the environment and care for equipment at all times.

C. Use of the Internet

The sending, creating, storing or displaying of inappropriate email, messages, texts, documents or graphics, by way of the internet or any other social media using technology, is not permitted on school grounds. Violators of this policy will lose technology privileges, and will suffer consequences depending on with the severity of their behavior. Discretion left to Computer Teacher/Classroom Teacher and or Principal.

School Bus Service

St. Anthony's school bus provides transport for most school field trips and continues to operate and serve residents within the city limits this year with a single run in the morning and two runs in the afternoon.

For its commuter runs, the bus travels only on the main roads and it is not practical to pick-up and drop-off at every home but routes have been developed with the hope of providing a safe and efficient service for all users. Getting to the bus pick-up points in advance of the pick-up times in the morning is important and the responsibility of the families involved. Some pick-up points are less convenient than others and present concerns especially in presence of local wildlife such as bears, and in wet or snowy conditions. Again it is the responsibility of the families involved to see that the children are safely picked up or dropped off.

Due to traffic and weather variations beyond our control, the published schedule cannot always be strictly adhered to. The driver's aim is to stay on route and on schedule and not to leave a pick-up point early. All those using the service are encouraged to respect the challenges of changing conditions, especially in winter months.

Bus Regulations

Student behaviour on the bus is an important safety issue. Below are the expectations for travelling on the bus. We ask that you go over each of the rules with your child and make them aware of the danger and subsequent consequences if they break the rules. This applies to all students since they may use the bus for field trips.

The bus driver expects total cooperation from all passengers and will report to the Principal, anyone who violates the rules. **A "School Bus Suspension Notice" will then be issued.** Seating may be re-specified when a warning is given, the second time violation means suspension from riding the bus for up to 2 days, and the third time means a prolonged or complete suspension which will be determined by the Principal.

The school bus has a tight schedule in order to arrive at school prior to the beginning of classes. Everyone travelling daily on the bus will be given a schedule. We ask that you make sure your child is at their appropriate bus stop in time for the bus. The bus will not wait for late children.

After school, the bus leaves the playground no later than 3:10pm. Please tell your child that they will not be able to go back into the school for forgotten items. If they do, the bus may leave without them.

Bus Rules:

1. Please remember that this is a Catholic, Christian environment and as such everyone is expected to be polite in conversation. This means no rude language and no yelling.
2. "Seats on seats and Backs on backs" is the rule that helps passengers to travel safely. This is a must on any bus! NO passenger should be standing or walking when the bus is moving.
3. Remember that all children on the bus should be treating each other as friends and that means no fighting or play-fighting. It is too disruptive and can result in someone getting injured.
4. No one should be throwing objects in the bus or at the bus or through the bus windows.
5. Students may be assigned seats during the first week, which they must use on each journey.
6. Food or drinks should not be eaten on the morning or afternoon bus.

School Bus passes are mandatory for daily travel on the bus. These must be obtained from the office to travel on the bus home. Students who mislay or lose their pass may obtain a ride to school but must report to the office ASAP on arrival to school to obtain a new pass. Please see Buss Passes Section in this Handbook.

In the interest of safety, it would help if all students who occasionally use the bus provide the office with a schedule so that in the event of a cancelled bus service or other emergency, ALL users can be contacted by telephone.

School Uniform

Philosophy:

By having a school uniform we are reaffirming and promoting our identity as a Catholic School. While we support and encourage individual personalities and celebrate the uniqueness of each child, by wearing the uniform we express that we are all members of the same school body and one in the Body of Christ.

Policy

Students are expected to wear the approved uniform and are not permitted to change out of school uniform to go home. Students are expected to be in uniform each school day – with the exception of special events in which families will be notified in advance. Senior Academy students, outside of regular uniform are expected to wear formal uniform for school masses and other exceptional events in which families will be notified in advance.

Uniforms are expected to be kept clean and presentable – torn or discoloured, stained items need to be repaired or replaced.

Primary Grade K – 3 Neat or Cambridge

Navy Pants
White Short/Long Sleeve Polo Shirts (with or without Crest during transition period)
Navy Uniform Dress Shorts
Navy Skorts (NO PLEATS)
Navy Tunic
Navy Cardigan Sweater
Navy Sweater Vest/Pull over
Navy/Black/White Socks/Tights
Athletic Shoes (no flip flops, slip on or dress shoes)

Intermediate Grade 4 – 6 Neat or Cambridge

Navy Pants
White Short/Long Sleeve Polo Shirts (with or without Crest during transition period)
Navy Uniform Dress Shorts
Navy Skorts (NO PLEATS)
Navy Cardigan Sweater
Navy Sweater Vest/Pull over
Navy/Black/White Socks/Tights
Gym Strip: Navy Short/White T-shirt (no graphics) *can purchased at the school
Athletic Shoes (no flip flops, slip on or dress shoes)

Senior Academy Grade 7 – 9 Cambridge

- Formal: White, short-sleeved oxford collar shirt
Navy Pants or Skort
Tie (purchased from the school).
Navy/black/white socks/tights (Socks must be below the knee)
- Optional: Khaki Pant/Skort
Khaki/Navy Uniform Dress Shorts
Short sleeve polo shirts: burgundy or light blue **CAMBRIDGE ONLY**
Senior Academy Hoodie ONLY Purchased through school
Gym Strip: navy/black t-shirt navy/black shorts (LONG, just above the knee)
Athletic Shoes (no flip flops, slip on or dress shoes)

UNIFORMS MAY BE PURCHASED FROM CAMBRIDGE or NEAT (our official uniform provider)
**purchases from Lands' End for all products is permitted (except sweater and sweater vest)

Prohibited from Uniforms: Embellishments of any kind.

Notes:

Casual clothes may be worn on designated days only, such as fun days, and specific outings – families will be notified in advance of such events. On these occasions, casual wear T-shirts should follow the “three finger” rule (straps should be at least the width of 3 fingers)

At St. Anthony’s we believe that hair and jewellery with respect to how they are worn, are extensions of our dress code. Therefore, there are certain expectations for all students related to these areas:

Hair: It is expected that students will maintain proper grooming with respect to their hair. At all times, length must be well kept and must at all times remain off the face. We do NOT allow radical hairstyles. Hair must be a natural color.

Accessories: The wearing of fashion scarves, and fancy headbands, fashion jewellery such as large loops, loose necklaces, bangles, or other visible body piercing jewellery is not permitted. A short chain and appropriate charm, ear studs, small earrings, or sleepers are permitted (but not recommended for safety reasons and may be asked to be removed in PE class). Navy, White, or Black close-fitting headbands or barrettes are permitted as long as they are necessary to keep hair tidy.

Make Up: Painted nails, fashion make-up, visible skin transfers, temporary/permanent tattoos are not permitted to be worn in school by students (**see exception below)

**Exception: In an effort to allow our Senior Academy Students some room to grow as they mature into young adults, there will be minor adjustments to this policy for Grade 7-9 Students: Make Up: Senior Academy Students will be permitted to wear subdued colored nail polish – but must be neatly maintained. They are also permitted to wear “natural” looking makeup. Any polish or makeup in excess will be determined by the administration’s discretion and dealt with accordingly.

St. Anthony's school reserves the right to deal with students who, in the opinion of the administration, violate these policies. At times this may include sending students home. All items must conform to the Uniform Policy as outlined in this handbook, in both color and style. Details on uniform purchase can be obtained by contacting the school office.

Out of Uniform

The parent of any child that is not in approved uniform will be contacted and will be asked to outfit their child in proper uniform immediately. It is important that parents support the uniform policy and that students wear their uniform each day. If for some reason, the complete uniform cannot be worn, a written note of explanation must be sent to the school by the parent.

****September 2017 – due to shipment delays/back orders from Neat Uniforms, students will be given leniency for not being in proper uniform for the first few weeks of school. We do apologize for the inconvenience that this has caused.**