



# PARENT 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 on the basis of 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 5 to 18. We serve children with normal intellectual capacity experiencing social, emotional, or academic delays. It is the philosophy of the school, its Board of Directors, 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 on principles generally accepted of educational practices appropriate to the needs of learning different or emotionally disturbed children and adolescents. 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 curriculum reflects the knowledge, skills, and attitudes to enable students to resume a variety of roles as contributing members of society upon completion of the program. The St. Anthony School's individualized instruction and curriculum emphasizes development or remediation of the basic skills in English, language arts, 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 5 to 18 years of age who meet one or more of the following criteria:
  - a) diagnosed learning differences
  - 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 Information 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 teacher before the beginning of school.
  - b) Parents/guardians will supply a statement 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 registration 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.

### 6. Scholarships

An **Application for Scholarship** must be completed to be considered for financial assistance. Scholarships are granted based on need and order application is received. The benefit granted to an individual family is determined by the Executive Director.

## **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 175 instructional days.
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. 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 Director after consultation with the teacher.

## **PARENT CONFERENCES**

1. Conferences are scheduled twice a year. Teachers will schedule these conferences and submit the schedule to the office.
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 nine weeks and reviewed during parent conferences.
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 (more than 5 unexcused absences per semester) 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 student in regaining control have failed. Other attempts to regain control include, but are not limited to: redirection, time-out, removal to a different setting.

## 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 each field trip. 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.

<b>SAFETY</b>
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## ACCIDENTS/INJURY

1. An accident/incident report shall be completed 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 ***Emergency Medical Release*** 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 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 office when picking them up early for any reason. Please sign-in through the office 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 ***Medical Release Form***.
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.

<b>FOOD SERVICE/NUTRITION</b>
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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.

<b>DRESS CODE</b>
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1. All students are required to follow the ***Dress Code Policy***: Khaki pants, shorts, or skirts; forest green or navy polo style shirts and sweaters. White tennis shoes are recommended. No flip flops are allowed. Hats and sunglasses are not to be worn inside the buildings.

<b>BEFORE/AFTER SCHOOL CARE PROGRAM</b>
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**BEFORE SCHOOL CARE**

Before School Care is offered from 7:30 a.m. to 8:15 a.m. The fee is \$8.00 per day for drop-ins, or \$35.00 per week for monthly care, paid monthly, excluding weeks school is not in session.

**AFTER SCHOOL CARE**

After School Care is offered from 3:15 p.m. to 5:30 p.m. The fee is \$9.00 per hour for drop-ins, or \$80.00 per week for monthly care, paid on a monthly basis, excluding the weeks school is not in session. If a child is not picked up by 5:30 p.m., a fee of \$20.00 is assessed plus \$1.00 per minute thereafter. A child continually picked up late will not be allowed to continue in the After School Program.

Please make checks payable to *The St. Anthony School*. **Monthly care is expected to be paid on the first of each month. Drop-ins are to be paid the day the child is picked up.**

Please keep in mind that our staff is in charge of the Aftercare Program and will only be on campus until 5:30 p.m.

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(Please return completed form to the Business 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

Fall 20\_\_\_\_\_  
Academic Year

\_\_\_\_\_  
Parent or Guardian (print name)

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date