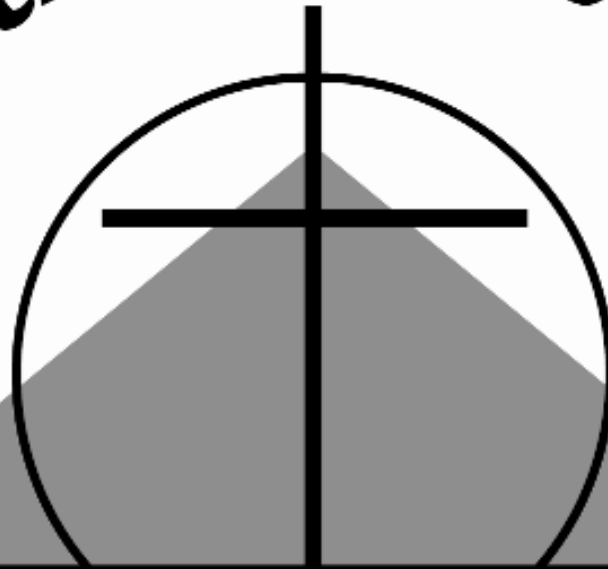


St. Anthony de Padua



Words Teach • Actions Speak

Catholic School

Parent/Student Handbook

2010 - 2011

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INTRODUCTORY REMARKS

The policies and procedures contained in this handbook are the result of a concerted effort on the part of the St. Anthony de Padua School Board and the school staff members. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school and to become an integral part of it.

We welcome you to our school and we hope that you will always be conscious of its Catholic traditions and academic requirements. This school will be whatever you make of it. Let us ask the Holy Spirit to give us the guidance necessary to accomplish the tasks which will make it outstanding.

SCHOOL PARTNERSHIP

Enrollment in St. Anthony de Padua School is subject to the approval of the Diocese and the St. Anthony de Padua School administration. In order to foster an environment which promotes the optimum educational and spiritual development of the student, every parent/guardian of each student is expected to act as a cooperative partner with the Diocese and School and comply with all policies and rules which are established by the Diocese or School. The School retains the right to rescind approval for the enrollment of any student if it determines that there is a lack of cooperation on the part of the student's parent/guardian and, as a result, the withdrawal of the student would be in the best interest of the student, the School, other students attending the School, or the fulfillment of the School's mission.

MISSION STATEMENT

St. Anthony de Padua School develops life long learners who live their faith through stewardship and are committed to Catholic values and academic excellence.

BELIEF STATEMENTS

St. Anthony de Padua School is an evangelizing, educational community; therefore we proclaim the Gospel message, build a faith community, celebrate through prayer and worship, and serve others, especially those in need.

St. Anthony de Padua School calls each member of the school community to a personal relationship with Jesus Christ.

St. Anthony de Padua School assists parents, who are the primary educators of their children, in meeting their responsibility of educating their children in the teachings of the Catholic Church and of living a Catholic way of life.

St. Anthony de Padua School provides an atmosphere that is permeated by the Gospel spirit of love which recognizes self-discipline and personal responsibility and affirms the dignity of all.

St. Anthony de Padua School is committed to academic excellence and fosters the intellectual development of faculty and students.

At St. Anthony de Padua School we believe that all children can learn because we believe that each child is created in God's image.

VISION STATEMENT

St. Anthony de Padua School will exhibit the following characteristics:

- A vibrant Catholic community composed of faculty, staff, parents, and students committed to witnessing the faith as evidenced by their kindness to others and respect for themselves and their environment.
- A respected educational institution, a strong influence in the local community, and a Christian leader in the diocese for the third millennium.

- Academically motivated students all achieving at their greatest potential through diversified instruction.
- A high level of supportive parental involvement in the education of their children.
- Students capable of thinking critically and writing cohesively.

PHILOSOPHY OF EDUCATION

St. Anthony de Padua School is an educational unit that seeks to meet the spiritual, intellectual, physical, emotional, and social needs of its students. The Catholic School exists to work with parents in guiding their children to responsible Christian adulthood and the realization of the purpose for which God created each child.

St. Anthony de Padua School strives to provide a nurturing Christian environment which affords opportunities for success to our students by emphasizing regular religious instruction and experiences, mastery of basic academic skills, and growth of individual responsibility and Christian values. Through information and experiences which foster a knowledge of and appreciation for cultural diversity, students gain an understanding of themselves and others in the world around them.

To properly develop and nurture this basic philosophy, it is necessary that the parents, teachers, and students assume their portion of the responsibilities which are listed as follows.

Parents

We invite you to fulfill your role as primary educator of your children by being a true partner with the school in your child's education. We are anxious to work as partners with you by providing professional expertise, information on parenting and child development, and constructive communication regarding your child's needs and progress. Your support in this endeavor will result in more Christian, better educated students.

It is the parents' responsibility to provide the basic needs for their children, such as food, shelter, clothing, safety (physical and psychological) and love. Until the child has these, he will not be ready to learn.

Take your child to church on Sundays and Holydays; pray with your family on a regular basis (i.e. mealtimes, bedtimes, etc.).

Encourage wholesome personal relationships between your child and others. Model good interpersonal relationships in your own family life.

Show interest in each of your children. Develop regular, meaningful communication early so you will be in touch when they need you most - during adolescence.

Set your standards high but be honest and realistic about your child's potential. Expect only what he can give. Provide positive feedback to your child. Praise his achievements or improvements first; then suggest areas for improvement.

Provide proper educational materials for your child both at home and at school. Provide a quiet place and time for your child to do homework.

Insist on regular and punctual attendance at school. Instill within your child the importance of his presence in school.

Be sure your child's school attire is appropriate and conforms to the school uniform code.

Hold the teacher's and school's rules in high regard. Your child will imitate your attitude.

Cooperate with the teacher and the school as you expect them to do with you. Welcome their suggestions and advice; they are trained professionals dedicated to your child's success.

Never criticize the teacher in front of your child. If you have a question or complaint, take it up with the school through proper channels: set up an appointment to discuss it with the teacher, then the principal, then the pastor. Investigate all facts before passing judgment. Always deal in constructive criticism: tell the school what your goal is rather than complaining about the past.

Teachers

All teachers strive to provide a well-rounded education in order to prepare students for the future. They shall provide an educational atmosphere which will utilize encouragement and implement self-confidence in order to help students gain personal, spiritual, emotional, and social growth. Teachers will assist the child in the development of his potential through guidance, instruction, and good example.

Each teacher is dedicated to the teaching and formation of the Catholic/Christian youth. In order to achieve these goals, the teacher must keep abreast of current educational methods and Church teachings.

Classroom teachers are in the best position to help children learn discipline at school. Since the best discipline is preventive, teachers will provide strong leadership, good organization, and consistent enforcement of the rules. They will spend time at the beginning of the school year discussing rules and expectations with students.

Teachers will maintain adequate supervision at all times in classrooms and halls.

Teachers will attempt to resolve each discipline problem with the student involved, primarily through discussion, sanctions, or parent contact. They will contact parents and seek their support in dealing satisfactorily with persistent discipline problems.

Students

Each child is an individual created by God, and is endowed with his/her own potentialities and talents which should always be used to the best of his/her ability.

Students will be expected to obey the rules of the classroom and school at all times. Infractions of these rules will result in consequences consistent with the infraction and the age of the student.

Students are expected to be respectful of themselves, teachers, monitors, and other students at all times. They are to use school property, including textbooks, in a careful and responsible manner.

Students should study diligently and maintain the best possible level of academic achievement.

Complete homework and make-up work on time. Students are expected to complete their own work. Plagiarizing or cheating is against the commandments and unacceptable.

Students are to refrain from slanderous and obscene remarks in verbal and written communication.

Students are to dress in a manner consistent with the school's uniform code.

Students are to carefully maintain school facilities and books.

Student desks and lockers remain the property of the school and may be searched for any reason consistent with diocesan policy.

ADMISSIONS

Enrollment (Diocesan policy #4010)

Diocesan schools shall comply with state laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.

Non-discrimination Policy

Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to color, race, gender, or national origin, and reasonably accommodate the disabled in the educational programs.

Admissions Policy

Admission to St. Anthony School will be granted according to the following prioritized guidelines:

1. Enrollment may be granted to students who have brothers and sisters currently enrolled in St. Anthony's School.
2. Enrollment may be granted to children of St. Anthony's parishioners who do not have children already in school.
3. Enrollment may be granted to children of Catholic non-parishioners.

4. Enrollment may be granted to children of non-Catholics.

Within each category the principal may select or deny admission of students based upon one or more of the following considerations: demonstrated parental commitment to St. Anthony's Parish, length of time parents have been registered parishioners, candidate's educational background. The admission of any child will be based upon his effect on current student population and educational resources.

As required by State Law students who are accepted into St. Anthony School must provide appropriate health forms verifying that the child has received the required immunizations. Due to annual changes in required immunizations, it is the responsibility of the parents to contact their health care provider, Department of Health at the local level, or Maureen Vervae, RN from Health Ministry Partnership, to make sure the student has the required immunizations for the appropriate grade level. Maureen Vervae may be reached at her office number (574-254-0454, ext. 203) or her beeper number (472-5038).

Students must have their immunization records current for the first day of school or upon admission when transferring to St. Anthony School from another school. Failure to comply will result in exclusion from school until records are received and reviewed by the school office.

Registration Information

Registration for kindergarten and preregistration for NEW students entering grades 1 - 8 normally takes place on the first Monday and Tuesday of March.

School Entrance Requirements (Diocesan policy 4010 continued)

A child can be enrolled only by a person having the legal custody of the child. A certified copy of the birth certificate and/or a baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody may also be required in cases where a child does not reside with both natural parents.

If these required documents are not provided to the school within thirty (30) days of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana Clearing House for Information on Missing Children (Policy 4030) and will cooperate with local authorities if the child has been reported missing.

The custodial parent or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request the records from the last school the student attended within fourteen (14) days of enrollment.

Written proof that the child meets state and county health requirements (immunization record) for enrollment shall also be required.

Kindergarten Waiver

Any child who attains the age of 5 before September 1 will be eligible to enter the kindergarten program at St. Anthony de Padua School. If the child is younger than 5 years of age and the child's birthday falls no later than September 15 of the applicable year, and the parent(s)/guardian(s) of the child wish to enroll the child in a diocesan kindergarten program, they may attempt to do so by making application to the local Catholic school. The appeal procedure will be handled in the following manner:

- A. The custodial parent or legal guardian applying for a waiver to the Kindergarten Entrance law, must complete a waiver form received from the local Catholic school. The parent/guardian must provide verification of the student's birth date at this time.
- B. The completed form and a letter of review by the child's preschool teacher will be submitted to the local Catholic school office.
- C. Determination of early entrance will be decided by the principal based on the following:
 1. Whether or not space is available in the kindergarten program at the school which the child will attend.

2. All information submitted by the parent(s)/guardian(s) of the child with the application.
3. A recommendation of the preschool teacher for the child's entrance. In the case of a child who did not attend a preschool, the principal may require a conference with the kindergarten teacher, parent/guardian and principal about whether early entrance is in the best interest of this child.
4. Administration of the Gesell Assessment of Developmental Readiness is optional for determining eligibility for an entrance waiver to kindergarten. In no case may the Gesell assessment of development be used as the sole determining factor for a decision about a waiver. Financial responsibility for the assessment is a local school decision.

NOTE: A child coming into a diocesan school from an out-of-state kindergarten program or an in-state kindergarten program and who does not meet the Indiana state age-eligibility requirement should be admitted to a kindergarten program unless it can be determined that enrollment in such a program was intended to circumvent Indiana law.

First Grade Entrance Requirements

A child entering first grade must be six years old on or before September 1. The academic program of the Catholic schools is such that a waiver for age is not acceptable unless the child has demonstrated the successful completion of a kindergarten program.

Students enrolling in a diocesan school after successfully attending kindergarten in another accredited/recognized school that has different age requirements shall be allowed to continue in school without interruption because of chronological age.

Children with Exceptional Educational Needs

Children with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial enrollment should be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school system which can accommodate the special needs of exceptional children.

Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the child's teacher(s). This recommendation will be either for special class placement within the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will place the decision in writing. In some instances the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would pose an undue hardship on the operation of the school, or poses a threat of harm to the student, other students, or school personnel.

Learning Disabilities

St. Anthony School, in cooperation with the Diocese of Fort Wayne - South Bend and with the South Bend School Corporation, provides testing for learning disabilities, speech problems, and psychological problems. The school cooperates with South Bend Community School Corporation to provide speech classes for those students requiring these services; through the services of a licensed teacher, extra tutoring help is provided for students with a learning disability.

Students or Prospective Students with Communicable Diseases (Dioc. pol. 4010 cont.)

Catholic schools shall comply with all applicable state law and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease.

Prospective students who meet all entrance requirements may not be denied admission solely on

the basis of a diagnosis of a communicable disease unless required by applicable state law or board of health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a communicable disease.

However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected of having a communicable disease, a review team consisting of the student; his/her parent/guardian; his/her physician; a physician representing the school, parish or diocese; and school or parish administrators will be established to determine whether the child's admission or continued presence in the school exposes others to significant health/safety risks. In making its determination, the review team will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact based on reasonable medical judgments given the state of medical knowledge about:

- A. the nature of the risk - how the disease is transmitted;
- B. the duration of the risk - how long the carrier is infectious;
- C. the severity of the risk - the potential harm to third parties;
- D. the probabilities the disease will be transmitted and will cause varying degrees of harm; and
- E. whether a reasonable accommodation exists and/or is required.

The review team must also take into consideration the scope of the problem, education-related civil rights, and the student's right to confidentiality.

The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Vicar of Education, and diocesan attorney.

In the event it is determined that a child is unable to attend regular Catholic day school, the parish, school and diocese will assist the parent or guardian in locating alternative educational services and obtaining religious and catechetical instruction.

ACADEMICS

Certification

St. Anthony School is a certified school commissioned by the State of Indiana to teach grades pre K-8. Teachers are licensed by the State. The school is accredited by North Central Association.

Curriculum

St. Anthony School provides for a well-rounded curriculum in accordance with the guidelines set forth by the State of Indiana and the Diocese of Fort Wayne-South Bend. The following subjects are required of all students attending St. Anthony School:

Religion	Language Arts	Mathematics
Music	Science/Health	Social Studies
Art	Physical Education	Computer
	Spanish (grades K - 4)	

God's Gift of Human Sexuality

The Catholic school upholds and supports God's plan for sexual relations by promoting chastity and a respect for human life. Sexual union is intended by God to express the complete gift of self that a man and a woman make to one another in marriage, a mutual gift which opens them to the gift of a child. Therefore all students are expected to live a chaste lifestyle and to abstain from sexual relations.

In conformity with pastoral guidelines from the Holy See on human love and sexuality, the moral and spiritual aspects of human love and sexuality will be presented to students within the school's curriculum. Parents, as the primary educators of their children, are normally expected to address the more intimate details of human love and sexuality at home with their child. However, if parents need assistance in this area, they may delegate this personalized dialogue with their child to a teacher, counselor or some other trustworthy person. The Diocesan Office of Family Life, in conjunction with the parishes and schools, will assist parents of elementary students in carrying out this responsibility of family life education.

Religious Issues (In accordance with diocesan policy #4410)

The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in a diocesan school.

Every human being is created in the image and likeness of God; his/her life must be respected and protected from the moment of conception until natural death. If a student becomes involved in a pregnancy, the school will provide assistance and support for the student and his/her family.

The pastor and principal will meet with the family and provide the opportunity for the students to complete their education. Students will be referred for pastoral counseling which must emphasize the sanctity of human life. The pastor and principal reserve the right to undertake whatever additional actions seem appropriate for the well-being of the students involved and the school.

A student who obtains an abortion or who aids another person in obtaining an abortion shall be suspended immediately and may be denied the privilege of continuing his or her education in a diocesan school, as determined by the Bishop.

Religious Functions

Students attend Mass weekly with their class and on all special feast days. When special seasonal devotions are celebrated, all students in grades 1-8 must attend.

First Holy Communion for the second grade class is held in the spring. The First Communicants receive the Sacrament of Reconciliation prior to this ceremony.

The Sacrament of Confirmation is administered to 7th graders on a date set by the bishop in consultation with the pastor.

Note: Non-Catholic students are required to attend all class religious services and participate in religion classes.

Homework

With the vast amount of material that students are expected to master, homework is an integral factor in the learning process. It is a part of the curriculum and is meant to augment classroom instruction. St. Anthony de Padua School will assign homework, based upon the age and the needs of the student. If questions regarding homework arise, parents of students in grades 3 - 8 should avail themselves of the Homework Hotline. Parents are expected to supervise study at home and students are expected to turn in the appropriate homework at the appointed time. Homework that is not completed on time may be given zeros and may not be made up. As a result of incomplete homework, other negative consequences may be imposed at the discretion of the teacher(s) in consultation with the administration. Extra credit work will not be given to bring grades up.

Plagiarism, the taking of another's ideas or words, from whatever source, without giving credit, is morally wrong and illegal. Students who intentionally engage in plagiarism will receive zeros.

The following provides guidelines for the amount of time students may be expected to do homework. These are averages per day:

Grades 3 - 4	30 - 45 minutes
Grades 5 - 6	45 - 60 minutes

When a child is absent for an excused absence, parents may make arrangements to pick up a child's homework assignments at the end of the school day. Homework assignments will not be available during the school day.

Progress Reports

Daily work assignments and tests for grades K - 3 will be sent home in folders each week. Folders must be returned with the parent's signature the very next school day.

Teachers of grades 4 - 8 will communicate students' progress to the parents in a timely manner appropriate to the age of the student. These communications must be returned with the parent's signature the very next school day.

Poor conduct slips will be distributed by the teacher at the time of the occurrence. These must be signed by the parent and returned the very next school day.

These communications to parents (outside of report cards) are a courtesy on the part of the school staff. They are not meant to replace communication between the parent and the child. It remains the responsibility of the student to keep the parent informed as to progress in both conduct and academics.

Grades and Report Cards

At the beginning of each school year parents will be given access to PowerSchool. It is the parents' responsibility to access their child's grades and to keep current on their child's progress. Report Cards are distributed after each trimester. An explanation of the marking system is found on the report card. Parents should be mindful that an equally important portion of the report card is the section indicating the child's work habits and school behavior.

If parents question a student's report card grades, such an inquiry must be made within two weeks of the issuance of the card. After that time, the grades remain as reported.

Parent-Teacher Conferences will be held at the end of the first trimester. If conferences are needed at other times, parents should email the teacher(s) to arrange an appointment.

The following grading scales are used in grades 1 - 8:

<u>Grades 1 - 3</u>	<u>Equivalent to</u>	<u>Grades 4 - 8</u>	<u>Conduct/Study Habits/Specials</u>
S	A	100 - 94	1
VG	B	93 - 86	2
G	C	85 - 77	3
L	D	76 - 70	4 (76 and below)
U	F	69 - below	

Honor Roll

In order to encourage academic excellence, each quarter St. Anthony School recognizes those students in grades 4 - 8 who demonstrate a high level of academic achievement. Requirements for making the honor roll are:

High Honors

1. An average of 96% or above in graded subjects with no grade lower than 90%;
2. No grade lower than a "2" in special subjects;
3. Study skill and Conduct grades not lower than a "2".

Honors

1. An average of 90% - 95% in graded subjects with no grade lower than 86%;
2. No grade lower than a “2” in special subjects;
3. Study skill and Conduct grades not lower than a “2”.

Access to Records (Diocesan policy #4170)

In accordance with the Family Educational Rights and Privacy Act of 1975, parents/guardians have the right of access to official student records. Any natural parent, guardian, individual acting as a parent in the absence of a parent or a guardian has the following rights, (unless the school has been provided with evidence that there is a court order, State statute, or legally-binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights):

1. Inspect and review the student’s education records (must be reviewed in the school office);
2. Request the amendment of the student’s educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;
3. Consent to disclosure of personally-identifiable information contained in the student’s education records, except to the extent that the Family Educational Rights and Privacy Act and the regulations authorize disclosure without consent;
4. File with the U.S. Department of Education in complaint under 34 C.F.R. 99.64 concerning alleged failures by the agency or institution to comply with the requirements of the Act;
5. Obtain a copy of the diocesan policy (P4170) and procedure for access to student’s records. Copies of this policy are maintained in the principal’s office.

Custodial parents, guardians, and students may request, in writing, changes or deletions to their file. If the principal does not honor the request, the parent/guardian/student’s written statement should be added to the file.

Requests for access to files must be made in writing to the principal’s office. Files must be studied in the school office.

Standardized Testing

The ISTEP+ testing is administered to the students as mandated by the State of Indiana. Other grades may take other standardized tests. Reports to parents follow the testing.

Promotion and Retention

A child is promoted to the next grade when the work of the present grade has been successfully completed. Failure in two or more of the core subjects will result in non-promotion to the next grade. The school reserves the right to retain a student who has not mastered the current material.

Parents are informed by the middle of the year if their child is not progressing satisfactorily and retention is apparent. If retention is considered, the student may be recommended for learning disabilities testing. During the school year parents should avail themselves of the access to PowerSchool; if a child's efforts and grades fall following conferences, parents should request a conference with the teacher(s) involved.

Field Trips

School sponsored field trips shall be limited to activities that promote the educational philosophy and goals of the school and facilitate the attainment of specific educational objectives in the particular course.

Field trips, which coincide with the curriculum being taught, play a valuable role in the curriculum. Permission slips must be signed by parents or guardians and returned to school prior to the trip. For insurance and legal purposes, students travel on school buses.

Learning Center/Computer Lab

The Learning Center is an integral part of our school curriculum. It incorporates the library collection, supplemental reference material, audio-visual aids, programmed learning materials, learning games, manipulative learning activities, and computers which are available to all students. St. Anthony school follows the Diocesan Internet Policy (#4620 - found in the back of this Handbook).

ATTENDANCE (Diocesan policy #4040)

School Day Schedule

7:00A.M.	Early Supervision in MPR (.50/day charge until 7:30)
7:40A.M.	Teachers arrive
7:45A.M.	Students report to classrooms
8:00A.M.	Classes begin
3:00P.M.	General dismissal

The diocesan schools consider the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class; the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety. For this reason students who miss school for unexcused absences or who miss excessively (over 5 days a quarter) for excused reasons may have their grade lowered.

Parent/Legal Guardian Responsibility

Parent/legal guardians are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven (7) until the date on which the child:

- A. Graduates;
- B. Reaches at least sixteen (16) years of age or less than eighteen (18) years of age and:
 1. the student and the student's parent/guardian and the principal agree to the withdrawal; and
 2. at the exit interview the student provides written acknowledgment of the withdrawal and the student's parent or guardian and the school principal each provide written consent of the student to withdraw from school.
 3. reaches the age of eighteen (18) years.

Absences from School - Absences from school shall fall into one of the three following categories:

- A. Absences which are counted as present:
 1. Serving as a page in the Indiana General Assembly;
 2. For students in grades 7 through 12, serving on a precinct election board or as a helper to a political candidate or political party on election day with prior approval of the principal;
 3. Court appearances pursuant to a subpoena;
 4. Active duty with the Indiana National Guard for not more than ten days in a school year;
 5. Placement in a short term inpatient treatment program which provides instruction;
 6. Homebound instruction;
 7. Religious observances.
- B. Excused Absences:
 1. Illness of the student (with written statement by parent/guardian or doctor)
 2. Funerals
 - a. for death in the immediate family
 - b. for persons outside of the immediate family with parental permission.
 3. Out-of-school suspension (Make up work is NOT accepted).

4. Medical and legal appointments - Such appointments should be scheduled after school hours when possible
5. School/college visits (2 days) - parents need to check with the individual school's policy for arranging such visits.

C. Unexcused Absences:

1. No parent contact with the school giving an explanation for the absence on the day of the absence.
2. No physician's note to excuse an absence once more than 5 days of absence have occurred (see Frequent or Prolonged Illness below).
3. Family vacations.
4. Absences other than those defined as excused or absences counted as present.

St. Anthony School discourages vacations and family trips which take children out of school because of the importance of in-class time to our educational program. When such trips are unavoidable, it is the student's (and parent's) responsibility to obtain and make up any school work missed. This work will not be given before the absence. The student will be given extra time (at the discretion of the teacher) to make up the missed work. Gaps in instruction resulting in a child's regression may have to be remedied in the future at the discretion of the principal in consultation with the child's teacher(s).

Truancy (Diocesan policy #4040 cont.)

A student is truant when s/he is absent from school or class without the permission of his/her parent or guardian and the school. Students who are habitually truant shall be reported to juvenile authorities in accordance with applicable state law and following diocesan procedures. Habitual Truancy may be evidenced by the following:

- A. Refusal to attend school in defiance of parental authority.
- B. Accumulating a number of absences from school without justification over a period of time, such as a grading period. Habitual truancy is not evidenced by a single isolated incident or unexcused absence.
- C. Three (3) or more judicial findings of truancy.

Reporting an Absence

A parent/guardian shall contact the school to report a student's absence. Each school has established procedures for reporting absences. Absences will not be excused and the student may be considered truant if the procedure for reporting an absence is not followed.

A written explanation for any absence signed by a custodial parent/guardian is required upon the student's return to school. The school is not required to provide credit for makeup of assigned work missed because the student's absence is unexcused or the student is truant.

If a child is absent, St. Anthony's requires the parent to call the school office by 9:00A.M. to report the absence. A follow-up written excuse stating the reason for the absence must be sent to school when the child returns.

At St. Anthony's a student who does not attend school on a given day or who goes home during the day due to illness may not take part in any school or community related extra-curricular activities on that day. Failure to follow this policy will result in the absence being considered truancy and zeros being given for the work missed.

Frequent or Prolonged Illness (Diocesan policy #4040 cont.)

If a student is absent for five consecutive days due to illness or has contracted a contagious disease, a physician's statement may be required in order for the student to return to school.

Response to Irregular Attendance

If an irregular attendance pattern begins to develop, the school may use the following procedure to encourage the student's return to a pattern of regular school attendance.

- A. Call daily from school (secretary, principal, or attendance clerk), to parent/guardian to verify absence and to determine reason.
- B. After a student is absent 6 days per school year, a school administrator, attendance clerk, or counselor may make contact with the student's parent/guardian. The date and content of this contact shall be documented.
- C. After the student is absent over 12 days per school year, a conference shall be held with the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept.
- D. After a student is absent over 15 days per school year, a referral shall be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the intake officer of the local School Truancy Prevention Program.

Child Care

Students arriving on the school grounds before 7:30A.M. must report to the Multi-Purpose Room where PAID supervision will be provided. The cost will be .50 per day. Students arriving between 7:30 and 7:45 must still report to the Multi-Purpose room, but there is no fee for this time. After 7:45 students may go to their classrooms.

After school there is supervision of students from 3:00 - 6:00P.M. Fees are set each year based upon the time students use the services. Contact the school office for more information. Students not using the After School Care service are to leave the school grounds when dismissed. Any student still on the grounds at 3:10 will be placed in the lobby of the gym under the supervision of the After School Care program and parents will be billed accordingly. If students have after school sports activities or other activities, they may return at the time the activity is scheduled; coaches are not available until the time of the activity itself.

Tardiness

Children are tardy if they are not in the classroom by 8:00A.M. or by the beginning time for the afternoon session. All tardiness must be followed up with a written excuse stating the nature of the tardiness. It is the parents' responsibility to see that children arrive on time; failure to do so constitutes neglect. Excessive tardiness will result in notification to Child Protective Services.

Early Dismissal from School

A student will be released from school only into the custody of his/her parents, legal guardian, or authorized person as listed in the school's records. In case of illness or emergency which necessitates sending a child home, the parent/legal guardian will be advised by telephone as to the reason and manner of getting the child home. Children will wait in the school office if they are being dismissed early. Whenever children leave the school before dismissal time, the parent, legal guardian, or authorized person (as specified above) must come to the office to sign the child out in the book provided for that purpose. If children are returned to school, they must be signed in. Children will not be allowed to wait by the door to be picked up. Although at times it may be inconvenient, these procedures are implemented for the child's safety.

Children will never be sent home during the class time for homework or other forgotten items.

DRESS CODE

St. Anthony School's uniform for all grades (K - 8) consists of the following articles which may be mixed and/or matched. All clothing must be clean, well-maintained, and of the appropriate size for the child at all times when worn to school. St. Anthony's administration reserves the right to determine dress code compliance.

BOYS: Items must be purchased from SchoolBelles, Land's End (or its distributors), or our online uniform vendor. Items purchased elsewhere must be in accordance with the color and style of items from these distributors.

Navy blue or khaki dress trousers which must be worn at the waist

No flared or slit legs, no cargo style, no baggy/"falling down" pants, no stone washed/white, gold-tone, or army-green khaki colors

Navy blue or khaki walking short (may be worn from August--October and April—May)

No cargo style

Shorts must not be more than 4" above the knee and should not fall below the knee.

If a belt is worn, it must be plain solid color brown or black with a simple brass buckle.

SS or LS oxford shirt in either white or maroon

SS or LS polo shirt in either white or maroon

Turtleneck in either white or maroon

Maroon sweater : Vest, pullover or cardigan style

A uniform shirt must be worn underneath the sweater

Crew socks (6" ribbing) must be white or dark-colored (no footies or anklets).

Maroon sweatshirts (with or without St. A's logo) may be worn with a uniform shirt underneath.

Only crewneck sweatshirts may be worn; no hoodies and no pouches.

GIRLS: All items must be purchased from SchoolBelles, Land's End (or its distributors), or our online uniform vendor. Items purchased elsewhere must be in accordance with the color and style of items from these distributors.

Plaid jumper, skirt, or culottes may be worn at all grade levels(must be purchased from SchoolBelles)

Length no more than 3" above knee (to check length, kneel on the floor—hemline may not be more than 3" above the floor).

Navy blue or khaki dress slacks which must be worn at the waist

No flared or slit legs, no cargo style, no low-rise, no stone washed/white, gold-tone, or army-green khaki colors

Navy blue or khaki walking short (may be worn from August—October and April—May)

No cargo style

Shorts must not be more than 4" above the knee

Navy blue or khaki culotte/skort or skirt

Skort/culottes and skirts must not be more than 3" above the knee

If a belt is worn, it must be plain solid color brown or black with a simple brass buckle.

SS or LS oxford blouse in either white or maroon

SS or LS polo shirt in either white or maroon

Turtleneck in either white or maroon

Maroon sweater: Vest, pullover or cardigan style

A uniform shirt must be worn underneath the sweater

Crew socks (6" ribbing) must be white or dark-colored (no footies or anklets).

Tights or knee-hi's must be either white or navy and must be worn as they were intended

Maroon sweatshirts (with or without St. A's logo) may be worn with a uniform shirt underneath.

Only crewneck sweatshirts may be worn; no hoodies and no pouches.

Shoes—Boys and Girls

Shoes may be either a dress shoe (heels must not exceed 1" in height) or a sneaker (no hi-tops) and must be clean and in good repair. If a sneaker shoe is worn, the basic shoe color must be either black, brown, gray, navy or white. Small stripes or other small symbols on sneakers may be any basic color. No glaring colors (including neons) and no glaring designs will be allowed. No character (i.e. Mickey Mouse, Batman, etc.) shoes are allowed. Any other shoe besides a sneaker must be solid color white, navy, gray, black or brown. If the shoe has a fastening of any kind, it must be fastened in the intended manner. For the safety of students and the preservation of school property, "wheelies" may never be worn.

These regulations regarding shoes remain in effect on all non-uniform days, too.

Unacceptable clothing

Blue jeans

Sweat pants

Corduroy pants

T-shirts underneath uniform tops with printing or colors of any kind

Tank tops, sleeveless tops, and tops which expose the midriff

Hi-top tennis shoes, backless shoes (i.e. sandals, clogs, thongs)

Physical Education Wear

Students in grades 4 - 8 are required to bring a change of clothing for their physical education classes. For these classes students may wear shorts (**no more than 4 inches above the knee**) or sweat suits; blue jeans are not allowed. They must wear sneakers. To protect the floor's finish a different pair than that worn for regular classes is required.

Non-Uniform Days

All non-uniform days are dress up days unless specifically named as dress down days. Non-uniform days are a reward to a student for a specific reason such as a birthday. Although the student is exempt from the uniform for a day, he/she is still to abide by the intent of the dress code. Therefore, non-uniform dress clothes are to be worn. Sweat shirts and pants, blue jeans, T-shirts and tank tops/sleeveless tops and tops which expose the midriff are not acceptable on these days. Regulation socks must be worn. Shorts may be worn only during the months when uniform shorts are allowed but must be no more than 4" above the knee.

On dress down uniform days, blue jeans may be worn. These should be clean and with no holes in them. T-shirts may be worn on dress down days but may not have a picture or wording which is contrary to the teaching of the Church or contrary to the messages taught in the school. Fridays are spirit days. The school spirit T-shirt may be worn on Fridays, with any uniform bottom.

Other Guidelines

Safety, consideration of distracting elements, and a realization that fads are temporary are the basis for the following guidelines:

1. Boys must wear their hair above the collar in a traditional hair style. No shaved heads and no designs may be shaved into the hair. The length and bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. When combed forward, hair will not fall over the ears or eyes.
2. Because of gang influence, baseball hats may not be worn in school.
3. Girls must wear their hair out of their eyes in a conventional hairstyle.

4. Girls in grades K - 4 may only wear studs in their pierced ears. Girls in grades 5 - 8 may wear earrings that do not extend over or below the earlobe. Only one earring per ear is allowed. Boys may not wear earrings. No other body piercing is allowed.
5. Tattoos (either washable or permanent) are not allowed.
6. Distracting jewelry may not be worn.
7. Students may not wear cosmetics on the school grounds during school hours.
8. Fingernail polish worn by girls should be pink, white, or light red. Only one color of polish should be worn on all nails.

Consequences

Parents will be notified when students are not in compliance with the dress code. Every third violation will result in the student serving a detention. After the third detention (the 10th violation) each violation will result in a detention.

DISCIPLINE

Discipline is integral to education, not divided from it. Christian discipline places responsibility for behavior on the student. In each classroom the students are taught which behaviors are acceptable and which are not, as well as the reason for both. In addition, the student is made aware of the consequences for both acceptable and unacceptable behavior.

The principles underlying our discipline program are founded upon the Ten Commandments of the Old Testament and the two-fold Commandment of love taught directly by Jesus. In light of this, our school teaches the following behaviors:

1. Love for God is expressed through words and actions which show respect for His Name, as well as for all persons and things which He has created.
2. Love for self and neighbor is expressed through words and actions which show respect for the human body, the intellect, the emotions, and the spirituality of each person, for each of us is a child of God.
3. Love of self and neighbor is also expressed through respect for private and public property. Each person is responsible for the wise use of that property.

Teachers will handle routine discipline within their classrooms. Parents and students are notified of classroom/level rules at the beginning of the year.

Detentions

Students do not have the right to prevent teachers from teaching and other students from learning. In the primary and lower elementary grades teachers will determine the consequences for normal inappropriate behavior. Serious offenses and repeated violations will result in the student being placed into the Administrator's Discipline procedures listed below.

In grades 5 - 8 detentions will be given for inappropriate conduct (conduct which breaks classroom or school rules). Detentions will be served on Tuesdays & Thursdays from 3:00-4:00P.M. Parents will be notified when their child has acquired a detention; they should make arrangements to provide later transportation.

Repeated detentions will fall under the incorrigible behavior guideline of our expulsion process. Therefore three detentions will be considered as completing the first step of the principal's discipline procedures outlined above. Every two detentions acquired after that will complete one more step of this process (detentions 4 & 5 complete step 2; detentions 6 & 7 complete step 3; detentions 7 & 8 complete step 4; detentions 9 & 10 result in withdrawal or expulsion from school).

Administrative Discipline Procedures

- A. When a child is sent to the office for disciplinary action, the principal will make one of the following assumptions:
1. The teacher has dealt with the problem over a period of time and:
 - a. is not getting the desired results;
 - b. is sending the child as part of a prearranged discipline plan;
 - c. the infraction is of such a serious nature that it must have the immediate attention of the principal. The following are considered to be serious offenses and call for immediate referral to the administration: defiant acts, indecency, continual fighting, damaging property, stealing, truancy, sexual harassment, weapons possession.
 2. The student knows why s/he is being sent to the principal.
 3. A note of explanation is being sent to the office to describe the nature of the incident.
- B. The following guidelines will be followed when a serious disciplinary problem occurs:

First Offense

- A. A report of misconduct is filed by the teacher with the principal.
- B. The principal conferences with the student and makes mandatory recommendations for improvement. Some disciplinary action (missed recess, detention) may be imposed.
- C. The teacher and principal meet to discuss the recommendations.
- D. The principal makes a written report which is kept on file in her office.

Second Offense

- A. Steps A - D of the First Offense are followed.
- B. When the child is sent to the principal, the parents are called and informed of the incident by phone. Parents will be encouraged to follow through with some disciplinary action.
- C. A detention will be given.

Third Offense

- A. The student will be suspended from class until the parents have been contacted.
- B. The principal, teachers, parents and child meet to form a plan for good behavior. This meeting will include a discussion of the inappropriate behavior, a recognition by the student that the behavior must change, and a written contract of what is expected in the future. This signed contract will be kept on file in the school office.

Fourth Offense

- A. The student will be suspended from school for two days or given a two day in-school suspension. Parents will be notified.
- B. Teachers will provide school work to be done. The parents must provide proof that the student is at home and supervise the completion of the assigned work.
- C. A record of the suspension will be kept on file in the school office.

Fifth Offense

- A. If a fifth offense occurs, a parent will be asked to withdraw the student from school.
- B. If not withdrawn, the student will be expelled.

Suspension

Suspension is an exclusion from school and all extracurricular activities. Suspension may be implemented at home or in school. In school suspension is when a student is set apart from peers for a predetermined amount of time depending on severity. Work must be made up. The principal has the power to suspend students for major or repeated offenses. The principal reserves the right to suspend

a student for gross misconduct even if it is the student's first offense.

Expulsion

Expulsion is the final exclusion of a student from St. Anthony's School. The Pastor has the power to expel upon the recommendation of the principal.

Grounds for Suspension or Expulsion of Students (Diocesan policy #4520)

The grounds for suspension or expulsion apply to student conduct which occurs:

- A. on school or parish grounds;
- B. off school grounds, at a school activity, function, or event;
- C. traveling to or from school or school activity, function or event; or
- D. at any other time when the principal determines that the student's conduct either causes harm or could potentially cause harm to other students, school employees or property, or the reputation of the school, parish, or diocese.

Student conduct which constitutes grounds for student suspension or expulsion subject to the school's provisions for disciplinary review includes, but is not limited to, those contained in diocesan expulsion and suspension policies, such as:

- A. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
- B. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
- C. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.
- D. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.
- E. Threatening or intimidating any individual for whatever purpose.
- F. Possessing, handling or transmitting a knife or any other object which under the circumstances and in the sole opinion of school officials could be considered a weapon. A student who must use a knife as part of an organized activity held by an organization that has been approved by school officials is exempt from this rule so long as the knife is used as a part of or in accordance with the approved organization.
- G. Possessing, using, transmitting, or being under the influence of any controlled substance or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
- H. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.
- I. Failing in a substantial number of instances to comply with directions of teachers or school personnel during any period of time when the student is properly under their supervision.
- J. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or educational function.
- K. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary in carrying out school purposes and/or educational function.
- L. Possessing or using on school grounds during school hours an electronic paging device or a hand-held portable telephone, or a tape recorder in a situation not related to a school purpose or educational function.
- M. Engaging in any unlawful activity on or off school grounds if the unlawful activity is

considered by school officials to be an interference with school purposes or and educational function.

Parent/Legal Guardian Concerns Procedure (Policy #2310):

To facilitate and promote the orderly and efficient resolution of concerns, parents/legal guardians wishing to address and/or question an academic area or situation regarding a specific teacher or classroom procedure must follow the grievance procedure below:

1. Talk with the student's teacher
2. Talk with the teacher and principal
3. Talk to the pastor
4. If the issue is not satisfactorily resolved, then the parent/guardian should place his/her concerns in writing to the person involved and his/her supervisors (e.g., pastor and principal).

Parents/legal guardians should follow the steps set forth above except where a situation is specifically covered under another school or Diocesan policy which provides for a different reporting procedure (e.g. harassment).

Parents should treat the faculty and staff with the same respect which the faculty and staff treat the students. The school is a partnership with the administrators, faculty, staff, and parents all working together to make the Catholic learning experience for the students the best it can be. When and if this partnership breaks down, and issues cannot be resolved through the above process because of student discipline issues, communication problems, or parental harassment, as a last resort, students and/or parents may be asked to withdraw from the school.

Student Accused of a Non-School Related Criminal Act

When a student is accused of a non-school related criminal act, St. Anthony School shall follow diocesan policy (P4550). Such a student is presumed innocent and no academic or disciplinary penalties will necessarily be imposed until guilt is admitted or proven. If circumstances necessitate removal from the academic setting, parents/guardian's wishes will be considered, but the final decision will remain with the principal in consultation with the pastor and Superintendent of Schools. Should such a removal be deemed necessary, a program of home study will be developed and implemented for the student.

Sexual / Racial Harassment and Any Harassment (follows diocesan policy #4580)

It is the policy of the Diocese and St. Anthony School to maintain a learning environment that is free from harassment: sexual, racial and any other harassment. Harassment is inconsistent with God's law of love of neighbor and is against the law. St. Anthony School will follow diocesan guidelines in cases involving harassment, as such:

Definitions: Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any student to another student while on school property.

Racial harassment shall consist of racial slurs, innuendoes, or name calling when made by any student to another student while on school property.

Harassment shall consist of repeated and/or constant unwelcome verbal or physical conduct made by any student to another student while on school property.

Procedure: Confidentiality, both of the complainant and the accused, will be respected. Reports of inappropriate behavior shall be put in writing (either by the complainant or the receiver of the complaint) on forms supplied by the school consistent with diocesan guidelines.

Reports must name the person charged and state the facts.

Reports will be investigated by the administrative team (principal, vice principal, classroom

teacher - as needed). In cases of sexual and racial harassment, the pastor and superintendent of schools will be notified. A substantiated charge shall subject the student to disciplinary action:

1. Parents of all students involved shall be contacted.
2. *First offense will require letters be written between accuser and accused; hopefully resulting in a face to face conversation. Principal and/or vice principal will moderate process.
3. Second offense - same as first offense plus detention. Counseling will also be required.
4. Third offense will result in 2 day suspension.
5. Fourth offense will result in expulsion.

*A serious violation (after consultation with pastor and counselor) may result in expulsion.

False Reporting: Any student who knowingly and maliciously files false charges against another student will be subject to the same disciplinary procedures outlined above.

Weapons

State law (I.C. 20-8.1-5-4(b)(1)) and Diocesan Policy (#4560) prohibit students from bringing firearms to school or school functions. Further, students are prohibited from possessing firearms on route to or from school or school activities or on school property. A violation of this policy carries an automatic expulsion from school.

For purposes of diocesan policy #4560, the term “firearm” means:

- a. any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- b. the frame or receiver of any such weapon;
- c. any firearm muffler or firearm silencer; or
- d. any destructive device: bomb, grenade, rocket, etc. (described in diocesan policy #4560).

Illegal Substances (Diocesan policy #4570)

Possession and/or use of tobacco, alcohol, or any other illegal substance on school property will be considered a serious offense. The school shall assist students experiencing substance abuse problems in accordance with diocesan policy: requiring counseling, evaluation, and treatment. Also appropriate consequences, which may include expulsion and notification to police authorities, will be taken. Failure of the student and/or parents/guardians to cooperate will result in expulsion from school.

Possessing or using on school grounds during school hours an electronic paging device or a hand-held portable telephone is also forbidden. Such devices will be confiscated and parents will be required to retrieve them from the principal. Parents of students bringing such devices into school give implicit permission for the school staff to read electronic messages.

Student Locker and Vehicle Inspection (Diocesan policy #4590)

All students who enroll in a diocesan school must consent to the search of their person and personal belongings, lockers, school desks, etc. at any time and for any reason consistent with diocesan policy.

Disciplinary Review for Students (Suspension or Expulsion) (Diocesan policy 4530)

Any student accused of wrongdoing in violation of school or diocesan policy that could result in the student’s suspension or expulsion from the school will be given:

1. An explanation of what the student is accused of doing that is wrong and
2. An opportunity for the student, in the presence of the student’s parents, to respond to the accusations before either the principal or an impartial tribunal established by the school’s administration for the purpose of making a recommendation on the matter.

The principal (in consultation with the pastor in the case of an elementary school) shall be responsible to make a final decision on all such matters. The principal’s decision shall be final and binding on all parties.

The failure or refusal of parents/guardians to participate in diocesan or school discipline proceedings concerning their student's improper behavior may be considered educational neglect and the child may be considered a "child in need of services" in accordance with I.C.31-34-1-7, and, in that case, the matter shall be referred to the Child Protective Services Division of the Department of Public Welfare. (Diocesan policy #4420)

Parent Responsibility

Parents are financially responsible for property and/or books damaged by their children. School property is Church property. Therefore, it is to be treated with the same consideration. The following rules should be observed:

1. Avoid marring or defacing in any way school furniture, books, equipment, doors or walls on the parish grounds.
2. Rental books should be covered at all times; students must not write in or on these books with any medium (i.e. pencil, pen, white out, etc.). Fines will be imposed when books are misused.
3. Respect the privacy of teachers' as well as other students' desks, papers, and property.

School Facilities Use

School personnel shall cooperate with the parish in establishing guidelines for the use of school facilities. Such use by school organizations or other outside agencies should never interfere with the learning process of the students.

Use of the facilities can be arranged by calling the pastor or principal. All activities after 3:00P.M. must be approved by the pastor. Granted requests will be placed on the parish calendar kept in the rectory office.

Safety Rules After School Hours

The use of St. Anthony de Padua facilities after school hours is a privilege. As such the following rules must be followed:

1. Children must be supervised by a parent or designated adult at all times while on school grounds.
2. No ball playing is allowed in the gym building except in the gym/auditorium proper.
3. DePadua Hall will not be used as a locker room.
4. Children may not be in the kitchen area unless supervised by an adult.
5. No drinks are allowed in the auditorium except at designated events when the tarp is laid. Teams may have water bottles; if spills occur, coaches are responsible for seeing to it that they are mopped up.
6. Sponsors (i.e. coaches, scout leaders) are responsible for the supervision of the children in their group during the specified time of the activity/event.
7. Children should not be dropped off for extra-curricular activities until the designated time.
8. Children must be picked up immediately upon the conclusion of the event/activity in which they participated.
9. Children are not allowed to use any of the gym/exercise equipment unless necessary for the supervised activity.
10. Adults supervising activities (sports, scouts, etc.) are responsible for seeing that the facilities are cleaned after the activity/event.

Abuse of school/parish facilities or failure to leave the facilities in a clean condition may result in the termination of the privilege to use the facilities.

Lunch Program

Each student eats lunch with his/her class. Please make arrangements with the office if you would like your child dismissed for lunch; otherwise there is no noon dismissal.

With the cooperation of the federal government, St. Anthony School provides a subsidized milk program. Students may purchase milk on a yearly basis. Monies will be collected at the beginning of the year for the entire year. Parents are asked to send the correct change.

Students bring their lunches from home as there is no Hot Lunch Program available. Parents may eat lunch with their child in the lunchroom; notify the office by 8:30 on the day you wish to participate.

Students are to behave in St. Anthony's lunch program in a manner consistent with good manners and Christian behavior. They are to eat and act in a courteous and responsible manner.

Rules

1. Respect and obey the monitors by listening to and following their directions.
2. WALK in the lunchroom without disturbing others.
3. Once seated, remain seated until dismissed by the monitors.
4. Eat politely; use proper table manners.
5. Speak quietly to others at the same table.
6. All food and drink is to be consumed within the lunchroom, not taken to the playground.
7. Clean the eating area of all paper and trash and place this in the barrels provided before leaving.
8. Dimmed lights require silence so that directions may be given.

Consequences

Students who violate the guidelines will receive consequences appropriate to their actions. These consequences will be determined by the supervisors and the principal. Serious or repeated offenses may result in the parent being required to supervise their child in the lunchroom or in suspension from the lunchtime program. In such a case, it will be the parents' responsibility to pick up the child at the beginning of the lunch period and return him/her for the start of the afternoon classes.

Playground Guidelines

Students are expected to interact on the playground in such a manner as to not cause harm or injury to themselves or others or disturb other students in the building.

1. Play only in the designated areas of the school grounds: the blacktop between the school and gym buildings west of the main entrance and the playground west of the school building. The field at the corner of Ironwood and Jefferson is out of bounds and used for gym classes only. Picnic tables may be used; sit only on the benches, not the table tops. Stay out of the flower beds and trees and do not pick the flowers.
2. Follow directions of supervisors. Speak and act in a respectful manner toward the supervisors.
3. Use approved playground materials and equipment properly:
 - a. Use the stairs to access the slide; do not climb up the slide. One person slides at a time.
 - b. Stay away from the front and back of the swings when they are in use.
 - c. Leave the mulch on the ground; do not throw it.
4. Play games that are not dangerous or do not involve body contact.
5. Remain on school property; never go into the street or into the area of the railroad tracks.
6. Act in an appropriate manner; fighting or contributing to fighting is not acceptable.
7. Refrain from using vulgar or obscene language.
8. During the winter, no throwing or kicking of snow or playing on snow piles.

9. Wear proper attire in cold weather.

Violations of a rule may result in suspension from playground use. Determination of consequences will be made by the supervisors and principal.

Children need fresh air, sunshine, and exercise. Therefore they will be expected to go outdoors when the weather is clement. If the temperature is 15 degrees (wind chill) Fahrenheit or below, we will not have outdoor recess.

COMMUNICATION

The information flow between home and school is a very important one. In order to expedite this two-way process, communication folders will be utilized. A pocket folder will be sent home each Thursday. Contents may include any information, including newsletters from the office, field trip information, and details of classroom activities from the teachers. The sheet on the inside of the folder should be signed every week; the folder should be returned the next day.

In addition parents are encouraged to keep current by visiting the school's website and its links to the parish and other parish organizations <www.sbstanthony.org>.

HEALTH AND SAFETY

There may be a uniformed crossing guard at the corner of Ironwood Drive and Jefferson Blvd. His or her schedule is typically as follows: 7:40 to 8:05A.M. and 2:55 to 3:15P.M. If this guard is not present, the school will address this issue in communication home to parents. Our school has organized groups of patrol students. The requirements for eligibility are good conduct, respect for authority, responsibility, and ability to get along with others. These students help supervise student traffic at 3:00PM dismissal.

A registered nurse provides supervision for medical issues. Vision, hearing, and scoliosis screening are provided in accordance with state guidelines.

Because we are concerned with the safety and well-being of our students, our school and the diocese have prepared a Safe and Secure School Plan which addresses events which may threaten our students. During the school year, we will conduct drills for fire and severe weather as well as lockdown drills. In addition, the plan provides for responding to crisis situations, such as identifying evacuation sites and providing support for students, parents and staff, including counseling services provided through school counselors or counselors on the staff at Catholic Charities.

Wellness Issues:

With the increase in student obesity and childhood illnesses, such as diabetes and asthma, the school is concerned for the health of all of its members, students and teachers. Therefore St. Anthony's School will encourage a healthy living style. Students will be afforded opportunities for healthy exercise through regular physical education classes, active involvement in recess periods, and a range of extra-curricular sports.

Healthy nutrition will also be emphasized in science and health classes. Only nutritious foods will be sold through the office store (i.e. jello, peanut butter crackers, fruit, etc.). Fast food lunch days will offer healthy foods and drinks (no soda will be sold). Parents are encouraged to pack healthy foods in student lunches and to send in only healthy foods for birthday treats; or, better yet, to purchase a classroom gift in their child's name as a birthday treat.

Visitors

Anyone not employed by St. Anthony Parish is a guest, including parents; and as such, is not allowed to be on any of the school's premises (including classrooms, gym, library, or other school areas) without first reporting to the office and being given permission to visit in the school. This

regulation is imposed for the safety of our students.

Media Denial

St. Anthony's is proud to share good news about our students, school programs, and other events, while protecting learning time and being sensitive to our student's privacy. Therefore, we give all parents or legal guardians the opportunity to request that their child not be included in any media/internet coverage during the school year. Forms are sent home at the beginning of each year.

Medication (in accordance with diocesan policy #4430; copies available upon request)

The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance his/her educational plans. Only those medications which are prescribed as necessary by a physician to maintain the child in school and must be given during school hours shall be administered in accordance with the physician's written prescription, a copy of which must be provided to the school.

Parents who wish St. Anthony's school employees to administer any medication to their child must provide written instructions and must complete a Student Medication Permit form available in the office. All medication must be kept in the office and will be administered by the office staff.

All permission for long-term medication shall be renewed annually. Changes in medication shall be documented by written authorization from a licensed prescriber.

In specific cases, the school may require the parent/guardian come to school to administer medication for his/her child.

Over-the-counter (OTC - non-prescription) medication may be given at school with the parent's written permission. The principal must be aware of the purpose for which a student is to receive the medication. OTC shall be brought in with the manufacturer's original label with the ingredients listed and the student's name affixed to the original package. It will be stored in the office.

St. Anthony's school does not have medication (including aspirin or Tylenol) available in school.

The parent/guardian is responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for his/her child. If the parent does not pick up the medication by the end of the school year, the principal or office staff will dispose of the medication in an appropriate manner.

Non-Smoking Environment

In compliance with diocesan policy #5430, St. Anthony de Padua School is a smoke free environment. No one: employee, student, or visitor is allowed to smoke in any building (school or gymnasium) during times when student activities are being conducted.

Severe Weather

In accordance with state law, fire drills are held on a monthly basis and storm drills are held in the spring and fall. School safety emergency drills are held several times each year.

If severe weather should necessitate the closing of school, an announcement will be made over WSBT and WNDU television and radio stations. Please DO NOT call the rectory, teacher, or principal in such cases.

If school is to be closed during the school day (after school is already in session), then parents will be notified by the radio or television stations if they are expected to pick up their students. PLEASE do not call the school office.

Insurance

Diocesan policy requires that all students be covered by student/athlete insurance. Part of the yearly activity fee is used to cover this insurance. Students have coverage for injuries and accidents

that happen during the school day at St. Anthony de Padua School or during school-sponsored activities. Eligible covered expenses will be paid which are in excess of other valid and collectible insurance. Claims should be submitted to the parent's insurance first.

If an injury occurs, seek medical care through your usual providers. Then contact the school office where school personnel will complete the school's portion of the claim form. The claim form will then be given to the parents who must complete their portion of the form. Parents then mail the completed form along with an Explanation of Benefits and corresponding itemized bills to the plan administrator's address shown on the form. All correspondence after this point should be between the plan administrator and the parents. Completed claim forms must be submitted within 90 days of the date of the injury.

LOST AND FOUND

Parents should inculcate a sense of responsibility in their children for their personal belongings. However, in the event of loss, an effort will be made to find the lost article. Labeling items with the child's name helps in this effort. A Lost and Found barrel is located in the school outside the office. Periodically, after advance notification, unclaimed items are sent to the St. Vincent de Paul Society.

TRANSPORTATION

Bicycles, Skateboards, Roller Blades

Students who ride bicycles to school must park their bicycles in the racks provided and they must be locked. Bicycles must be walked when on school grounds. Skateboards and roller blades may not be used on school grounds during school hours (7:30am.-3:30pm).

Directions for Morning Drop-Off (see diagram on website)

Main Points:

- Traffic entering off of Ironwood must do so behind the gym. These cars make a U-Turn around the gym letting students out of their cars on the passenger side into the "Drop Off Area" or along the white line running parallel to the school.
- After dropping off students, drivers turn exit the parking lot onto Ironwood in two lanes (one to head south on Ironwood and one to head north onto Ironwood).
- Traffic entering off of Jefferson enter the parking lot through the "IN" drive and proceed driving alongside the church. At the southeast corner of the church, cars turn right and drive west in a SINGLE LANE to the "Drop Off Area." Drivers then turn left toward the railroad tracks before the "Drop Off Area" (using the first 3 parking spaces as a drive lane) and let their passengers off into the drop off area from the passenger side of their cars. Students may also exit cars at the church steps and along the white line running parallel to the school.
- After dropping off students, drivers then proceed toward the railroad tracks, turn left in the drive lane behind the second double row of parking spaces, drive to the fence on the east side of the parking lot, turn left towards Jefferson and exit onto Jefferson. Because of the heavy traffic on Jefferson in the morning, drivers may want to turn east onto Jefferson and drive around the block.
- Students from all cars will walk in the "Drop-Off Area" to the white line running parallel to the school and then proceed in that area to the main entrance of the school.
- No cars will be allowed to park in the first 3 parking spaces in any row as this will be the drive area for the cars entering off of Jefferson.

Directions for Afternoon Pick-up (see diagram on website)

Vehicles should enter from Jefferson Blvd. through the entrance drive or from Ironwood Dr. behind the gym (this is an **enter only** drive) and should park (facing the church) behind the Church to the east of the white line (or east of the basketball hoops) painted on the parking lot. Traffic should exit school grounds at either Jefferson (the exit drive) or onto Ironwood Drive in two lanes between the school and gym. Students are to walk behind the white line to the Church steps and then cross to their cars, but **only if their car is in a parking space**.

The area near our school, behind the white line running parallel to the school, is a safe walking area for our students. **Please do not park in this area between 7:30A.M. and 3:15P.M.**

1. **All pedestrians (students and adults)** should cross to their cars when the staff on duty have raised their STOP signs. While pedestrians are crossing to their cars, all cars should stop where they are whether this is in a parking space or in a drive lane. No car should begin to move until the pedestrians are held on the church steps (STOP signs are lowered position).
2. Vehicles wishing to exit onto Jefferson should park in parking spaces behind the church but on the eastern end of the parking lot while vehicles wishing to exit onto Ironwood should park in parking spaces behind the church but on the western end of the parking lot; this will eliminate two way traffic in the drive lanes.
3. The driveway behind the gym is an **enter only** drive. No cars should exit onto Ironwood by way of this drive - only exit in lanes between the school and gym.
4. **Vans, SUV's and trucks should park in the second double row of parking spaces or in parking spaces adjacent to the fence separating parish property from the railroad tracks** (refer to the Afternoon diagram); this will allow all drivers to see the CHILDREN and the STOP signs more clearly and allow the teachers with the stop signs to see the students and the moving traffic.
5. Since parking spaces are at a premium, we ask drivers to please leave the lot as soon as you have picked up your riders and the STOP signs are lowered. This will allow entering cars to move into the spaces you vacate.

ADMINISTRATION AND FINANCIAL INFORMATION

Office Hours

Office hours are 8:00A.M. - 4:00P.M. during the school year and 9:00A.M. to 2:00P.M. during the summer. The school office will be closed during July.

Telephone

The office telephone is available to students in case of emergency only. Forgotten supplies, lunches, and homework are not considered emergencies. If forgotten items are brought to school, please leave them with the secretary in the office. She will see to it that your child receives them.

The office staff is not free to run messages to students. Parents should make all necessary arrangements with their child in the morning before bringing the child to school.

If for safety reasons parents provide their students with cell phones, these must be kept in the student locker during the day and must be turned off. The administration reserves the right to confiscate cell phones that are visible during the school day.

Fees

A registration fee is due in the spring for the following school year. The fee is \$200.00 per family and is non-refundable. A \$75.00 technology fee and a \$25.00 gym fee will be added to the FACTS tuition collection process. A diocesan mandated activity fee of \$30.00 will be collected at the beginning of the school year; this covers student insurance, membership in INPEA, and marketing fees.

School Support Payments

School support payments are due at the beginning of each month (July - June). Tuition fees for the 2008 - 2009 school year are as follows:

<u>Parishioners:</u>		<u>Non-Parishioner</u>	
One child	\$3,225.00	Each child	\$4,300.00
Two children	\$5,644.00		
Three children	\$7,257.00		
Four children	\$8,870.00		

To be considered a parishioner in good standing and to receive the parishioner rate, parents must be baptized Catholic, registered in the parish, attend Sunday Mass on a regular basis, and regularly use their church envelopes. Registered parishioners who have not attended Mass or used their Sunday envelopes on a regular basis will be charged the non-parishioner fee. Families will be monitored on a quarterly basis. Contact the rectory regarding payment and/or financial assistance.

Overdue Accounts Policy

All tuition payments and other school fees must be paid in a timely, responsible manner. Families unable to make these payments should make arrangements with the office of the pastor.

All report cards and transcripts, etc. will be withheld if a family owes money and does not make an effort to alleviate the bill. Unpaid tuition balances at the end of one year may result in children not being accepted into school the following year.

Transcript Requests

One copy of a student's transcripts will be sent at the time a student transfers schools. Further requests for transcript copies will cost \$5.00 per copy.

Annual Budget Summaries

The budget committee of the school board will request information and collect budget summaries from treasurers of school-related activities on an annual basis. Organizations that collect over \$600 per year will be required to provide budget summaries, including HASA, the 6th and 8th Grade Class accounts, Athletic Board, Student Council and Pep Club. Groups collecting less than \$600 may participate if they want to maintain an archive of their financial transactions. The principal and/or pastor shall be an authorized signer for all school accounts.

It is the responsibility of the School Board to develop a simple budget summary sheet and distribute it to those responsible for accounts at the beginning of the academic year.

It is the responsibility of the class/club treasurer to complete the form and return it to the school office by the end of the academic year. Since canceled checks must accompany the budget summary for the diocesan audit, the treasurer must maintain accounts at institutions that return canceled checks with their monthly statement.

The School Board will collect and archive five year's worth of budget summaries. The archive will be available to the pastor for diocesan audits, the principal, and parents who are responsible for planning their school-related activity.

EXTRA-CURRICULAR ACTIVITIES

Sports

St. Anthony School, in cooperation with the St. Anthony Athletic Association, offers the following list of sports for the school children:

Fall Sports

Boys

Football (with other schools)
Soccer

Girls

Soccer
Softball

Winter Sports

Basketball
Wrestling (with other schools)

Volleyball
Basketball (follows volleyball)

Spring Sports

Baseball

Track

Other Activities

St. Anthony School provides a wide range of other extra-curricular activities. These include, but are not limited to, Student Council, Pep Club, Children's Choir, Quiz Bowl, Chess Club, Newspaper and Scouting.

Extra-Curricular Activities Policy

Participation in extra-curricular activities is a privilege, not a right. Students are responsible for maintaining their academic standing and for comporting themselves in such a manner that reflects positively upon themselves, their parents/guardians and the school. Parents are expected to avail themselves of their access to PowerSchool to insure that their child is maintaining grades commensurate with his/her abilities. The school reserves the right to remove students from extra-curricular activities if they and/or their parents do not fulfill their educational responsibilities.

At mid-trimester any student whose grade in any academic area falls below 77% will receive a progress report. Such a student will be removed from all extra-curricular activities for a period of two weeks. At the end of the two weeks, if the student is achieving a 77% or better in all academic areas, he/she will be reinstated; if grades are not at 77% or better, the student will remain ineligible until the end of the trimester. Cases of unsatisfactory conduct (i.e. acquiring before or by mid-trimester half the requisite number of conduct marks to merit a grade of "4") will also result in a two week's probationary period; at the end of the two weeks, the student will be reinstated IF conduct has been acceptable. If the conduct has not improved, the student will remain ineligible for the remainder of the trimester. All students become eligible for extra-curricular activities at the beginning of each trimester.

Easter Triduum Extracurricular Activities

In recognition of the Catholic identity of St. Anthony de Padua School and the important role that the solemnity of Holy Week plays in that identity, there shall be no school affiliated extracurricular activities scheduled, either on or off school premises, on Holy Thursday through and including Easter Sunday without prior approval of either the Diocese or the pastor.

PARENT INVOLVEMENT

Parental involvement in school affairs shows your child that you care. Your involvement contributes greatly to the success and well-being of our school. We are very flexible; we'll work around your schedule. Please call us.

HOME AND SCHOOL ASSOCIATION (HASA)

Mission: HASA is a pro-active association that promotes cooperation between home and school to support student growth and development, while embracing the ideals of Catholic

education.

The objectives of the Home and School Association are:

1. To promote enlightenment of the mutual educational responsibilities of parents and teachers.
2. To help parents and teachers acquire a profound appreciation of the ideals of Catholic education and the application to obtain these ideals.
3. To provide a clearer understanding of the problems and adjustments of child growth and development.
4. To promote, recommend, finance and/or sponsor improvements in school facilities, including equipment, teaching tools, and recreational requirements.

Membership in Home and School is open to parents and guardians of children in school, faculty members, and interested members of the parish.

The Home and School Association meets at 7:00P.M. on the second Wednesday of each month.

Classroom Visitation

The education of the students is a team effort. Parents may observe their child in the classroom environment during the year. Please contact the office 24 hours in advance. Observations will be limited to a morning or an afternoon session.

Room Parents

Room parents help the teachers with field trips, parties and treats, picnics, class projects, and in any other way requested by the teacher.

Classroom Aides/Tutors

Classroom aides/tutors work along with the students, teachers, or other parents in the classroom with individual and/or small group instruction, special art projects, setting up learning centers, etc. These jobs differ with each teacher.

Perceptual Motor/Bridges Program

The Perceptual Motor/Bridges Program for grades K - 1 is in need of volunteers to make the program a success. Call school to speak to the P.E. teacher if you have a question.

SCHOOL BOARD

Objectives

To establish and maintain a philosophy of Catholic education.

To establish and maintain those policies that will advance this philosophy of Catholic Education.

To provide a forum for the discussion of those policies, plans, and other matters pertinent to St. Anthony School.

Meetings

The School Board holds a minimum of 8 meetings each year on the first Wednesday of the month.

All meetings are open to all members of St. Anthony Church: parents, foster parents or guardians of children enrolled in the school, faculty, and any person invited by a board member.

Persons wishing for an item to be placed on the agenda who are not members of the Board may not address the Board at any meeting unless, at least 5 days in advance of the meeting, a written petition has been submitted to the secretary. Persons who are not members of the Board may comment on the discussion of a particular agenda item after they have been recognized by the chairperson.

Responsibility and Authority

Actions of the Board need to be in accordance with Diocesan policies.

When new policies are adopted, they are communicated to the faculty, students, parents, foster

parents and guardians of students by means of a newsletter prepared and distributed by the principal and through the bulletin. New policies are entered in the Board minutes and Policy Handbook and, if appropriate, in the School Handbook.

The Board is open to recommendations and suggestions from the faculty, Parish Council, Home and School Association, parents, foster parents and guardians of students, students, and parishioners.

Board members are responsible for maintaining sound public relations with the parish community and with the civic community.

What Does the School Board Do?

1. Models the faith community.
2. Develops policies which it recommends to the Pastor.
3. Proposes school budget to the Parish Council.
4. Cooperates with the pastor in the principal hiring process.
5. Acts as the public relations arm of the school.
6. Represents its constituency.

What Does the School Board Not Do?

1. Does not administer the school.
2. Does not tell the principal how to administer the school, but gives direction through policy.
3. Does not hire, evaluate, or terminate faculty members.
4. Does not act as a grievance committee or conciliators, as such. The Board helps to clarify the chain of command so that satisfaction is pursued directly at the appropriate "link" (teacher - teacher/principal - principal - pastor).

DIOCESAN CONNECTION

In addition to the policies and procedures enumerated in this handbook, St. Anthony de Padua School adheres to all other officially promulgated diocesan policies and procedures. Copies of the Diocesan Policies are available for review in the principal's office. Diocesan policies are granted precedent over any conflicting school policy.

The administration reserves the right to review and interpret these policies which are also subject to change or revision at the discretion of the school administration and/or the Diocese.

CONCLUSION

It is our hope and prayer that the directives as well as the information outlined in this handbook will be helpful in the establishment of a satisfying relationship between the home and the school. The child needs to know that his/her parents and teachers are working in the same direction. If a question should arise, parents should consult with the teacher. With close communication, we can work together for the child's best interest.

INTERNET ACCEPTABLE USE POLICY/PROCEDURES

The use of the Internet and related technologies must be in support of acceptable education and research and consistent with the educational objectives, purposes, and mission of St. Anthony de Padua School. Individual users of the computer networks are responsible for their behavior and communications over those networks and must conform to proper Internet rules of behavior, as well as Christian moral values. Acceptable and unacceptable Internet usage will be determined according to Diocesan Policy (P4620) on Internet Usage as ratified June 16, 1998. Inappropriate use of the Internet will result in a cancellation of those privileges, as well as other appropriate disciplinary action as deemed by the administration.

Before being granted Internet access, students will be advised of the rules of proper Internet usage and Christian moral usage of the Internet; they will be required to sign an Internet usage agreement whereby they promise to use the Internet only in accordance with these rules and moral values. A student's parent or legal guardian must also sign an Internet Usage permission form provided by the school. THEREFORE students and parents agree to the following:

1. Students have the right and responsibility to access the Internet to facilitate diversity and personal growth in technology, information gathering skills and communication skills.
2. Students have the right to use the following in a responsible manner: electronic mail, web searching, and FTP (File Transfer Protocol).
3. Internet accounts are to be used only by the authorized owner of the account for the intended purpose(s).
4. Students may access the local area network and/or the Internet while at school only with permission from a teacher or administrator and under their supervision.
5. Students shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the Internet.
6. Students will accept the responsibility of keeping copyrighted software of any kind from entering the local area network or wide area network via the Internet.
7. Students may not use the Internet to access any pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network, wide area network, or the Internet.
8. Students are responsible for maintaining the integrity of the private electronic mail system and to report all violations of privacy. E-mail files must be monitored periodically and deleted from the personal mail directory to avoid excessive use of fileserver space.
9. Students are responsible for making only those contacts on the Internet which lead to some justifiable education growth.
10. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the local area network, wide area network and the Internet.
11. St. Anthony de Padua School network administrators reserve the right to define inappropriate behavior, pornographic material, antisocial behavior and/or malicious use of the local area

network, wide area network and the Internet.