

**ST. ANTHONY CATHOLIC SCHOOL
PARENT/STUDENT HANDBOOK
TABLE OF CONTENTS**

Contents	Page
Absences/Illness	13
Access to Student Records	33
Administering Meds to Students	31-32
Behavior Off Campus	15
Bike Riders	12-13
Bullying & Cyber-Bullying	25
Bus Conduct	25-26
Care Of School Property	22-23
Cheating	23
Chewing Gum Fines	23
Child Custody	32
Communications	9-10
Crisis Plan	16
Demerit System	21
Discipline	21
Dress Code	18-20
Due Process	22
Early Dismissals for Appointments	13
Ed Choice Scholarship Program	7-9
Expulsion from School	24-25
Feeder School Area	33
Field Trips	15
Fingerprinting & P.G.C.	15
Fire/Tornado Evacuation	16
Harassment Policy	23-24
Homework/Study Time	11
Isolated/Restricted Areas	23
Lockdown Situations	17
Lunch Time	27
Makeup Work	13-14
Mission Statement and Beliefs	3
Non-Discrimination Statement	4
Parent and Student Agreement Signature Page	34
Party Food, Snacks & Packed Lunches	27-28
Phone Calls/Cell Phones	11-12

Contents (Continued)	Page
Playground & Playground Rules	28-29
Primary Role of the Parent/Guardian	5
Promotion & Retentions	14
Red Alert	17-18
Registration & Tuition/Fee Policy	3-5
Religion Programs/Sacraments	10-11
Report Cards	33
Respect for Faculty and Staff	21
Right to Amend	34
School Hours	12
School Nurse	11
Special School Events	14-15
Sports	26
Standardized Testing	33
Substance Abuse Policy	23-24
Supplies	9
Suspension (In School)	24
Tardiness	14
Technology/Acceptable Use Policy & Internet Safety	20
Tuition/Policy/Fee Information	5-9
Unacceptable Language	25
Vacation	14
Visitors	10
Weapons	24
Wellness Policy	29-31

OUR MISSION STATEMENT

St. Anthony School values the uniqueness of all God’s children through its commitment to Christian values and Catholic Faith formation. We strive for excellence in all programs for the spiritual, academic, and personal development of our students. We prepare students for a life dedicated to learning, leadership, and service to the Church, as well as active participation in the parish community.

OUR SCHOOL BELIEF STATEMENT

- 1. Student learning is the chief priority for the school.**
- 2. Students need not only to demonstrate their understanding of essential knowledge and skills, but also need to be actively involved in solving problems and producing quality work.**
- 3. Students learn best when they are actively engaged in the learning process.**
- 4. Each student is a valued individual with unique physical, social, emotional, and intellectual needs.**
- 5. A Catholic School is an integral part of the Church’s mission in evangelizing the Gospel of Jesus Christ, sacramental life, and understanding of the Church’s tradition.**

St. Anthony Catholic School follows the “Policies and Regulations” established by the Diocesan Department of Education governing Catholic Schools.

Teachers are expected to incorporate into every content area the teachings of the Catholic Church. (Policy 4113.08)

Teachers assume responsibility for their professional academic/spiritual growth, performance, and involvement as an individual and as a member of a Catholic learning community.

NON-DISCRIMINATION STATEMENT AND REGISTRATION

St. Anthony School does not discriminate on the basis of race, sex, national origin, age (in accordance with the law), and handicapping condition (if with reasonable accommodation on the part of the school, the handicapped person can be accommodated).

St. Anthony Catholic School offers instruction to children in grades Kindergarten through eight. No child shall be denied admission on the basis of race, color, or national origin.

Grades K-8: Incoming students will be enrolled on a conditional basis, i.e., the student's successful adaptation to the St. Anthony learning environment. If this is not accomplished within the first grading period, the family will be requested to make other accommodations for the child.

Currently enrolled students and siblings will have the opportunity to enroll for the following school year prior to new students. A place for students will automatically be held for each succeeding grade upon receipt of a nonrefundable registration fee. The registration fee will be applied to the tuition account for the registered child.

Parents/Guardians are responsible for notifying the office of changes in address, phone number, or custodial status. The custodial parent is required to provide the principal or the person in charge of Admission with a copy of any child custody order or decree pertaining to a student. (Diocesan Regulation 5119.2)

THE PRIMARY ROLE OF THE PARENT/GUARDIAN

To help young people develop the self-control necessary to succeed, parents are obligated to teach and model good habits of behavior as well as proper attitudes toward school.

To do that, parents/guardians should:

- Show commitment to their religion by attending Sunday Mass with their children regularly
- Recognize that the teacher takes the place of the parents while the student is at school
- Expect children to respect authority, the rights of others, and public and private property
- Share an interest in student progress
- Praise improvement demonstrated by the child
- Insist on **prompt and regular school attendance**
- Arrange for a consistent time and place for students to complete homework
- Understand and comply with the rules of the school concerning student conduct and cooperate with the school in carrying out any disciplinary actions
- Periodically review the bus behavior expected of bus students
- Be financially responsible for student fees, tuition, and parish support, according to St. Anthony's guidelines.

The Catholic Church and this Catholic School recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This would be a very serious decision that would not be made lightly.

TUITION AND FEE INFORMATION

Tuition and fees are reviewed annually and approved by the Pastor of the Parish and the Parish Finance

Committee. Every family is asked to complete an F.A.C.T.S. agreement as to how they intend to pay their account.

The Diocesan Tuition Assistance Fund is a program that provides tuition assistance to eligible families. F.A.C.T.S. Management and/or the Diocesan Office will notify families who have applied if they qualified for assistance or not. Request forms for assistance are available in February and the application deadline is usually around mid-March for the following school year. Families will not be considered for parish assistance if they have not applied for aid from the Diocesan program.

TUITION POLICY

According to Diocesan Policy 3240.1: A Catholic school will not accept a student whose financial obligations to another Catholic school have not been met.
The registering parent/guardian is responsible for payment of all moneys.

Our school has implemented the following tuition payment plans through FACTS Management Co. There are four options for payment:

1. Full tuition payment due by the second Friday in August. Payment to be made directly to the school. No FACTS forms necessary. With this plan, there is a \$50 per student credit reduction in the tuition.
2. Three payments (August, November, and March). These payments may be deducted on the 5th or the 20th of the month and requires a FACTS application.
3. 10 Monthly payments through FACTS. Payments may be made on the 5th or the 20th in the months of July through April. FACTS application required.
4. Credit Card Payment through FACTS. Parents may pay their tuition using American Express, MasterCard, or Discover Card. In addition to the amount of tuition, there will be a convenience fee associated with this option.

If you choose to budget through FACTS, you must authorize your bank to automatically transfer your payments from a checking or savings account.

If you choose Option #1 to pay your tuition in full by the second Friday in August, and you do not fulfill your obligation, you must go on to the FACTS Management Program.

FACTS PEACE OF MIND TUITION PROTECTION PLAN

This plan is an added benefit offered to all families for a nonrefundable annual fee of \$12 per agreement. In the event of death, the plan covers the person paying the tuition. The benefit is paid directly to the school to cover the unpaid balance (except payments in arrears) and the coverage takes effect as soon as the FACTS payment agreement is processed and a confirmation letter has been sent to the family.

Please contact the school Business Manager or the School Principal if a family due to unemployment, illness or other difficult family situations cannot make payments. We are willing to listen and help to make alternate financial arrangements.

TUITION REFUND POLICY

Enrollment for any part of a quarter is considered as enrollment for the entire quarter. Tuition paid beyond said quarter will be refunded. Cafeteria refunds will be made on the same quarterly basis. No fees are refunded.

Return check fee of \$30.00 will be charged to any family that has a non-sufficient fund check returned from the bank. If you have more than two checks returned for this reason, you must begin paying in CASH or Money Order.

ED CHOICE SCHOLARSHIP PROGRAM PARENT AGREEMENT

- Supply St. Anthony School with a certified copy of the student's birth certificate, copies of all

custody/guardianship documentation for the student and proof of parent address.

- Submit only one EdChoice Scholarship Application per student.
- The scholarship amount shall only be applied to the tuition of St. Anthony School and the parent/guardian may be required to pay other fees and costs as prescribed by St. Anthony School.
- ***Parents/guardians will sign all scholarship checks received by St. Anthony School for their student in a timely manner. Parents/guardians understand that if they fail to endorse the scholarship check to St. Anthony School, they will be responsible for paying the student's tuition.***
- If the parent/guardian would transfer the student's scholarship to another participating nonpublic school, they must notify St. Anthony School of their intent to withdraw and ***they must return to St. Anthony School to sign any remaining checks.***
- Parent/Guardian will apply for any and all financial aid or tuition discounts made available to the students attending St. Anthony School.
- Parent/Guardian will abide by the Ohio Department of Education (ODE) dispute resolution process outlined in Ohio Administrative Code Section 3301-11-14.
- If any parent/guardians income is OVER 200% of the poverty level, they will be responsible for paying any difference between the scholarship amount and the tuition of St. Anthony School.
- Parent/guardians will inform St. Anthony School and ODE of changes in family income that would impact whether or not the student is at or below 200% of the federal poverty level.
- Parent/guardian must inform ODE and St. Anthony School of any change in the student's residential address or custody status.
- Parent/guardian will NOT be able to renew their child's scholarship if; their family has moved to another city school district and their new neighborhood public school is not a designated EdChoice school, their child fails to take each

state achievement test required for his/her grade level, their child has more than twenty unexcused absences during the school year, or the parent/guardian fail to complete the renewal process.

- Parent/guardians have received and understand this policy handbook and will abide by its provisions.
- Parent/guardians understand that if their child's scholarship has been awarded in error, it will be terminated immediately and the parent/guardian would be responsible for paying the tuition if they decided to keep their child at St. Anthony School.

SUPPLIES

Students and Parents can find a copy of the school supply list on the school website www.stanthonycolumbus.org. If you need a hard copy please contact the school office and we can print a list for you.

COMMUNICATIONS

Communications are sent out via email and/or posted as an announcement on SchoolSpeak prior to an upcoming event. Other communications may be sent home with the youngest child of the family from time to time. Please check with your child to make sure you receive notices and information sent by the school. Once the teacher hands out the communications, it is the responsibility of the parent to check and see that the information is received.

Families and school staff are encouraged to communicate. The recommended way to do this is through E-mail, written communication, scheduled meetings, or by telephone conversations during school hours. Please call the school office to schedule appointments. Spontaneous visits to the classroom are not permitted and are not safe; they also interrupt the educational process. Parents/Guardians should discuss concerns with the teacher

first. If the concern is not settled to their satisfaction, they should discuss the problem with the principal.

St. Anthony School does not distribute a directory of students. Personally identifiable information is information that makes the identity of a student more traceable. This information is not published unless a parent or guardian signs a release form. (Diocesan Regulation 5126.2)

When schools are closed it will be announced “Columbus Catholic Schools are closed.) This is what we at St. Anthony will follow.

When school is closed due to inclement weather ALL activities are cancelled. This includes all sporting events (even practices).

VISITORS

All visitors must report to the school office upon entering the building using the church vestibule doors. All other doors are locked.

NO one may interrupt a class.

ANYONE that enters the school building will need to report directly to the school office to sign in, on our visitor’s log and receive a visitor’s pass that must be worn while in the school building. When leaving the school building all visitor’s will need to report back to the school office and sign out, on the visitor’s log and return their visitor’s pass.

RELIGION PROGRAMS/SACRAMENTS

An integral part of education at St. Anthony School is the religion program. With the assistance of the teacher, pastor, and others capable in this field, children prepare the Liturgy in which they take an active part. There are other times during the year when the children and teachers celebrate the Sacraments and other aspects of the Church as a total community. It is the parents’/guardians’ responsibility to make sure a child receives the Sacraments frequently and attends Sunday Mass on a regular basis.

The school assists the parents by providing instruction for the reception of the following Sacraments:

Holy Eucharist	Grade 2
Reconciliation Preparation	Grade 2
Confirmation	Grade 8

Special meetings are held throughout the year for parents to better inform them about the particular sacrament and to help them with final preparation.

HOMEWORK AND SUGGESTED STUDY TIME

At the discretion of the teacher, parents or guardians will be contacted if assignments are missed. Students missing assignments may be required to make up work during recess time, after school, or at the discretion of the teacher.

NO Students will be allowed to call home for forgotten homework. Any assignments that are emailed or faxed to the school office will not be accepted.

Grades 1 and 2	20 minutes each day
Grades 3 and 4	45 minutes each day
Grades 5 and 6	60 minutes each day
Grades 7 and 8	90 minutes each day

Please note that this is a suggested guideline. Should your child's study time go beyond this, it is recommended that you discuss the situation with the teacher since this could mean classroom work is not being completed.

SCHOOL NURSE

The school nurse is at St. Anthony School one day a week. Her duties include updating health records, eye screening, auditory testing, weight and height records, and a scoliosis check. Testing is done on a yearly basis. Parents should notify the school nurse regarding updated shot records.

PHONE CALLS

Children may NOT use the school phone without permission of a teacher, school secretary or principal. Students will, however, be asked to call home by a teacher in the event a form was sent home to be signed and not returned. This call is made from the school office. Phone calls will not be made for students who decided at the last minute to be tutored. All tutoring arrangements must be made prior to the beginning of the school day. Nor will students be permitted to make non-school related calls. This means no calls for personal business example: wanting to know if a friend can come over after to school.

CELL PHONES

Cell phones are to be turned off and kept in book bags at all times during school.

If a child is caught using a cell phone during school hours, the cell phone will be taken away and sent to the school office. A parent or guardian will have to come into the school office to pick up the cell phone. The student will no longer have the privilege of bringing their cell phone to school.

SCHOOL HOURS

All students are expected to be at school by 7:40 A.M. A staff member will provide supervision at 7:30 A.M. On rainy or bad weather days, students are to report directly to the gym upon arriving at school. Students will be considered late if they arrive after the 7:45 A.M. bell.

When dropping off & picking up your child, we ask that drivers use the front parking lot. School is dismissed at 2:30 P.M. except on early dismissal days which is 1 P.M.

Any child(ren) left on school premises after 2:45 P.M. will be sent to the School Latchkey Program, and the family will be charged accordingly.

Students should not be left unattended before or after school. Children should never be left unattended during events, programs or and functions that take place on school grounds.

BIKE RIDERS

St. Anthony School is not responsible for bikes parked on the property during the school day. Bikes must be parked in the rack and should be locked. Bicycles and bike racks are “off limits” during the day. They may not be ridden on the playground during the school day. Mopeds are not permitted.

ABSENCES AND ILLNESS

A parent/guardian is required to telephone the school (614)888-4268 between 7:30 and 7:45 A.M. if a child is going to be absent. If necessary you can leave a message on the answering machine. The school is required to telephone the parent/guardian when a child is absent and no phone call has been received.

Diocesan policy 5113.1 states that if any student misses more than 28 days during a school year, the student will have to repeat that grade.

The Ed Choice Scholarship Program only allows students who are receiving a state funded scholarship to miss 20 days during a school year. If a student who is receiving a state funded Ed Choice Scholarship misses more than the 20 days they will lose their scholarship.

Upon returning to school after an absence, a student must present a note stating the reason for the absence, the date(s) absent, and the signature of parent/guardian. Absent forms can be found on the school website *stanthonycolumbus.org*.

EARLY DISMISSAL

No student will be dismissed from the building until an adult comes into the school office to meet the student. A sign-out book is maintained in the school office; the adult is to sign the book giving the name of the student, the date, the time, and the reason for leaving the building. The student must give dismissal slips, verified by the principal or secretary, to the teacher the student currently has for class.

If the child returns to school on the same day, the student must report to the office.

MAKE-UP WORK

If you wish to take your child out of class for whatever reason, please do not ask for work to be given while the child is absent. Good teaching demands that one change with the needs of the class; thus what a teacher has planned for a given week is not always accomplished. We shall be happy to provide make-up work upon return to school, but will not give work in advance of it being taught. Families can always check SchoolSpeak for homework assignments.

TARDINESS

A student who arrives after 7:45 A.M. is considered tardy. The child must report to the office. An exact account of tardiness shall be recorded on the report card. If a student has habitual tardiness a letter will be sent to the parents to inform them that the tardiness is causing a disruption in their child's academic performance. Tardiness is not the responsibility of the child.

VACATIONS

Notification is required to both teacher and school office. This may be done by a note, phone call or email. A notation of the date leaving and the date returning will be made on the absence list and kept in the school office. This does not require a daily call-in. It is at the discretion of the classroom teacher as to the amount of work given to the student.

PROMOTIONS AND RETENTIONS

Promotion in the elementary schools will be based on a consideration of the welfare of the student. Every student will be placed where she/he can work to his/her best advantage. Parents will be notified in writing by the beginning of the third quarter if retention is being

considered. Retention will be considered only if it will benefit the student.

SPECIAL SCHOOL EVENTS

During the school year the students under the direction of their classroom teachers and music teachers present activities such as service learning, musicals or classroom plays. All students will participate in such programs and their participation and quality of performance will be reflected in their grade.

Children are not to be left unattended during these events. A parent, guardian or responsible adult must be with your child(ren) at all times.

CRIMINAL BACKGROUND CHECKS AND CHILD PROTECTION TRAINING FOR EMPLOYEES AND VOLUNTEERS IN THE ST. ANTHONY PARISH/SCHOOL IN THE DIOCESE OF COLUMBUS

EVERY volunteer in a program or ministry for children and youth regardless of their level of contact with children and youth, is required to complete a civilian criminal background check and participate in a Protecting God's Children training session. Diocesan Policy 4110.0 & 4110.1

FIELD TRIPS

All School staff and volunteers who have care, custody and control of students must have on file a current Bureau of Criminal Investigation criminal background check (fingerprints) and must attend the "Protecting God's Children" workshop. Diocesan Policy 4110.0 & 4110.1

During the course of the school year, students and their teachers may plan an educational field trip. Permission forms for trips must be signed by the parent/guardian and returned to the school by the designated date. Permission over the phone will be

accepted, only for certain field trips. The school secretary will be the only person receiving those calls.

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet behavioral requirements. This includes the 8th grade Washington D.C. trip.

BEHAVIOR OFF CAMPUS

The Diocese of Columbus has a concern with conduct by students at school or away from school that may bring discredit or harm to the name of the school or the reputation of the student body. Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is in violation of the law, conduct that is detrimental to the common good, threatening, harmful, or offensive to other students or staff or conduct that is of such nature as to jeopardize the good name of the school, may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the school. Diocesan Policy 5144.3

FIRE AND TORNADO EVACUATION

Drills are conducted on a regular basis. Students are instructed by their teachers on appropriate behavior and correct procedures to follow. They are expected to respond to directions quickly, quietly, and safely.

Fire: Fire alarm is sounded.

Tornado: Boat horn is sounded.

Out-of-doors emergency: Students will be summoned into the building by bullhorn; they are to immediately re-enter the building with no talking.

CRISIS MANAGEMENT PLAN EVACUATION SITUATIONS

BOMB THREAT - Notification – PA Announcement
Evacuate children by primary or secondary fire route.

HAZARDOUS MATERIAL (CHEMICAL) SPILL (Do not attempt any clean-up.) Notification: Fire Alarm. Evacuate children by primary or secondary fire route.

FIRE – Notification – Fire Alarm. Evacuate children by primary or secondary fire route.

GAS LEAK OR OTHER NOXIOUS ODOR-Notification – Fire Alarm. Evacuate children by primary or secondary fire route or by other ways as directed by the principal.

LOCKDOWN SITUATIONS

DANGEROUS INTRUDER OR HOSTAGE SITUATION – Notification Alert “We are under Lockdown.”

Quickly and quietly get students into a classroom, close doors and if possible lock doors. Any students in hall should be escorted to the nearest classroom. Teachers will keep students in rooms pending further instructions from building principal.

All Clear – FINISHED

OTHER INFORMATION

Teachers must not use phones during a crisis situation. Administration or emergency services must have complete access.

No one, including students and/or parents is to talk to media representatives. Each crisis will have a designated spokesperson who is the only one authorized to speak for the school.

In the event of a special emergency, detailed evacuation and lock-down procedures are available in the principal’s office.

<u>RED ALERT</u>

FRANKLIN COUNTY SCHOOLS ISSUE JOINT STATEMENT ON SCHOOL SAFETY

In the event the United States Department of Homeland Security declares a Threat Level Red, its highest level of alert, the

sixteen public school districts of Franklin County plus the Diocese of Columbus, have joined together to establish a common protocol to follow.

In Franklin County Red Alert School Team, determines that the threat is a potential danger to Franklin County, the following procedures will be followed:

IF A RED ALERT IS ISSUED BEFORE OR AFTER SCHOOL HOURS:

Then, normal school operations will cease based upon the Red Alert School Team's recommendations and will remain closed until advised by the Red Alert School Team to reopen. All school activities and events scheduled will be cancelled until further notice by the Red Alert School Team.

IF A RED ALERT IS ISSUED DURING SCHOOL HOURS: Then, school buildings will be secured and students will be kept at school until regular dismissal time, unless otherwise advised by the Red Alert School Team. Students will be sent home by normal transportation means or released to parents pursuant to district policy. All after-school activities and events will be canceled, unless otherwise advised by the Red Alert School Team.

In order to keep phone lines open for communications among schools and key responders like local health and safety authorities and law enforcement, districts ask for your cooperation in NOT calling the schools. Parents and the public are asked to monitor local television and radio for the latest information and instructions.

A Threat Level of Red is declared when there is a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe/Red condition are not intended to be sustained for substantial periods of time.

DRESS CODE

Students in Kindergarten through Eighth Grade are required to wear school uniforms Mondays, Wednesdays, and Fridays. Gym uniforms are to be worn on Tuesdays and

Thursdays. A clean and neat appearance is expected as part of the uniform. Logos are not permitted on any non-uniform clothing.

SWEATERS – Black or white cardigan, vest, or pullover crew neck is permitted during the cold weather. The only decoration that is allowed is a trademark logo of the same color thread as the sweater/vest.

SWEATSHIRTS – Crew neck black or gray sweatshirts are acceptable with the St. Anthony Logo. **NOTE:** a uniform shirt or blouse must be worn under the sweatshirt. Sweatshirts are not to be worn in place of shirts or blouses and may not be tied around waist. Hooded sweatshirts are only permitted with St. Anthony logo.

BLOUSES AND SHIRTS – White, black, or pale yellow shirts with a collar, short or long sleeves, casual or dress. White, black, or pale yellow turtlenecks or mock turtlenecks may be worn. No logo or decorative emblem is acceptable unless the logo is the same color thread as the shirt.

PANTS – Dress style, with no outside decorative pockets. Black cords may be worn until they begin to fade. No black or blue jeans will be considered as part of the uniform attire. A belt must always be worn. No tight fitted slacks for the girls.

SHORTS – Uniform walking shorts may be worn only in August, September, October, May and June unless specified by the Principal. The shorts must be worn no more than 2 inches above the knee. No clinging, tight-fitting or sweatshirt material is permitted. A belt must be worn.

BELTS – Belts must be solid black in color and must be worn at all times.

JUMPERS – Grades K through 8 must wear the uniform jumper. They must be no shorter than 2” above the knee.

SOCKS – Black or white socks must be worn at all times. Absolutely NO no-show ankle sport socks. Girls may wear knee-high socks in black, brown, or white.

SHOES – May be casual or dress. Tennis shoes are permitted, but they must be laced up all the way and the pant leg must cover the shoe. No platform shoes.

BOOTS – Boots are not permitted to be worn during the school day because of the health factor, but they may be worn to and from school during inclement weather. This includes the UGG style boots.

PHYSICAL EDUCATION UNIFORM – St. Anthony gym uniforms are worn to school on Tuesdays and Thursdays. They can be purchased from School Days Uniforms (614)262-6016. Gym shorts must be covered by sweatpants in winter.

LONGHORN UNITE T-SHIRT – The Longhorn Unite t-shirts are to only be worn on days that are specified as a Longhorn Unite Family Day.

SPECIAL OCCASIONS – The principal may give permission for modest casual clothes to be worn on field trips.

Organizational uniforms (scouts, teams, etc.) may be worn with permission of the principal.

Students may receive out-of-uniform passes as a special privilege. These passes must be given to the homeroom teacher when attendance is taken **JEWELRY AND MAKEUP** – Boys are not permitted to wear earrings during school and school functions. Girl's earrings may be no longer than one inch from the earlobe to the bottom of the earring. **NO** hoop earrings. Body piercing is prohibited except for ear loops. Jewelry adorning the neck may be a plain gold or silver chain or a chain with a Catholic significance appended to it. No pocket or wallet chains and no ankle bracelets. A maximum of 2 wrist bracelets allowed. This includes Silly Bands or other fads at the time. **NO makeup** allowed

for the girls. NO colored nail polish – clear polish is permitted. No fake fingernails are permitted.

HAIR – Hair should be neatly groomed. Boy’s hair should be no longer than the top of the shirt collar. NO ponytails for boys are permitted! Extreme haircuts are not permitted! The principal and the pastor have the final say. No colored or dyed hair for boys or girls.

TECHNOLOGY/ACCEPTABLE USE POLICY

Included with the Handbook each year is a copy of the Diocesan Policy 6142.1 sent to all families for signature and return to the school office.

Internet safety is taught throughout the year, but it is explicitly taught in fifth grade health class.

NO PERSONAL electronic devices of any kind are to be brought to school.

RESPECT FOR FACULTY AND STAFF

Students are expected to use appropriate behavior before, during and after school. Students will address the teachers and staff members by their proper titles and names. Disrespect by word or action, expressed against a teacher or staff member is NOT acceptable. Disciplinary action will be taken against the student for this inappropriate behavior.

DISCIPLINE

The basis of all discipline is respect. Discipline is the responsibility of each staff member and parents/guardians need to openly support their efforts. Students who infringe upon the rights of others, neglect their responsibilities, or violate rules will be held accountable.

If a student is found to be in violation of school policy, any or all of the disciplinary actions listed below may be imposed by the administrator, depending on the severity of the offense as well as the previous disciplinary record of the student.

- + after school detention
- + approved school/community service
- + in-school suspension
- + expulsion from school following suspension.
(Diocesan Policy 5114.0)

DEMERIT SYSTEM:

The student will be warned with a Life Skill and/or a behavioral report that will be electronically posted on SchoolSpeak. The parents will receive an email sent through SchoolSpeak notifying them to view this report under Behavioral Reports. If the behavior continues, demerits will be given.

- (2) Demerits in one week prohibit the student from playing sports that week. If a student is not currently enrolled in a sport, they will serve a week of lunchtime detention.
- (5) Demerits prohibits the student from playing sports for two weeks. If the student is not currently enrolled in a sport then they will serve two weeks of lunchtime detention.
- (10) Demerits the student & parents will be notified that the student will not be permitted to go on any class trips or any other school outings.
- (15) Demerits conference with principal, pastor, parents and teacher(s) and the student will not return for the following school year.

CHEWING GUM FINES

No students will be permitted to chew gum on the school premises. If a student is chewing gum in school, teachers & school staff members have the right to fine the student \$10.00 for the first time and \$15.00 for the second time and all times thereafter.

DUE PROCESS

To be fair, when an incident occurs between students, a teacher and/or principal will provide an opportunity for the students to discuss the incident as soon as possible. After each student presents his/her side of the story, the teacher and/or principal will make a determination regarding the incident.

CARE OF SCHOOL PROPERTY

Every student should respect the desks of the teacher and classmates and materials on or within them. Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students, who disfigure property, break windows or do other damage to school property or equipment, will be required to pay for the damages or replace the item.

ISOLATED/RESTRICTED AREAS:

All restricted areas are visibly marked and students are advised of the limitations. Areas included but not limited to: Boiler room, A/V room, teacher's lounge, Janitorial closets, certain offices and storage units.

HARASSMENT (Policy 5140.05 and 5140.06)

Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, national origin, age or disability. This includes remarks, gestures or physical contact, or the display or circulation of derogatory written materials.

Any violation of this policy may result in probation or dismissal. No retaliation against anyone who reports harassment will be tolerated. Any knowingly false charge of harassment made for the purpose of harming a person's reputation will have serious consequences, which may include probation or dismissal.

CHEATING

When a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the parents/guardian and the principal for immediate action to be taken. Please understand that whether you give or receive information during a test or on certain assignments, the offense is the same.

SUBSTANCE ABUSE POLICY

According to Diocesan Policy 5140.12, any student in possession of any kind of narcotic or suspicious substance at school will have the suspicious substance confiscated and the parent or guardian will be contacted immediately. The parent/guardian, teacher, and principal will then decide what actions to take.

SUSPENSION (IN-SCHOOL)

(Diocesan Policy 5114.0)

Suspension from a Catholic school is always a serious matter and is administered only when circumstances warrant. As soon as it becomes evident that the suspension of a particular student is appropriate, the student's parents/guardian will be notified and a conference set up to discuss the matter and its consequences. Written record of the suspension will be kept on file.

EXPULSION FROM SCHOOL

Expulsion may take place for conduct "...which disrupts the academic atmosphere of the school, endangers fellow students, teachers, or school officials, damages property, or flagrantly or repeatedly violates regulations of

policies of the Diocese or St. Anthony School.” (Diocesan Policy 5114.0) The principal retains the right to make exceptions to disciplinary actions because of mitigating circumstances. The principal and pastor have the final recourse in all disciplinary situations.

POSSESSION OF WEAPONS

No student will use, possess, handle, transmit or conceal any object, which is or can be considered a dangerous weapon or instrument of violence. Objects which are explosive or incendiary in nature, or any object reasonably determined to be a threat to the safety or security of any person, are prohibited on school premises, and at school related functions. (Diocesan Policy 5140.11) If a student is found to be in violation of Policy 5140.11, any or all of the disciplinary actions listed below may be imposed by the administration:

- + detention
- + approved school/community service
- + in-school suspension
- + expulsion from school

UNACCEPTABLE LANGUAGE

Should a child be heard using obscene and/or profane language, appropriate act will be taken and the teacher will notify the parents and demerit(s) will be given.

BULLYING (POLICY 5140.02) – The Diocese of Columbus Schools and their staffs shall not tolerate any bullying on school grounds or at any school activity.

Bullying is anyone who repeatedly uses physical, verbal (including spoken and written language) and/or cyber forces in a negative manner toward or in regard to another person.

The diocese expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene. If a staff member believes that his/her intervention has not resolved the matter, or if they bullying persists, he/she shall report to the school principal for further investigation.

The diocese expects students and parents who become aware of an act of bullying on school grounds or at any school activity to report it to the school principal for further investigation. The principal will contact parents of the aggressor and the victim. This investigation may include interviews with students, parents, teachers, school staff, and reviewing records.

Consequences for students who bully other may include counseling, parent conference, detention, suspension and/or expulsion depending on the results of the investigation.

If a student of St. Anthony's has been threatened with harm of any kind, the school will also enlist the support of local law enforcement.

BUS CONDUCT

The following rules and regulations apply to all students riding school buses.

1. The bus driver represents an extension of the authority of the school, and is in complete charge of the bus. The bus driver may assign seats to those students, as the driver deems necessary. Students are required to comply with the seat assignment.
2. Consumption of food, gum, candy, beverage, etc., is strictly forbidden.
3. Orderly conduct must be maintained at all times.
4. Students must remain seated at all times.
5. A student's bus riding privileges may be suspended for a period of up to five (5) days and may be issued for any of the following reasons.
 - A. Failure to remain seated at all times.
 - B. Refusing to obey the bus driver or conduct that endangers the safety of the driver or the passengers.
 - C. Obscene or profane language or gestures.
 - D. Fighting or vandalism.
 - E. Smoking, eating, throwing objects, and littering.

- F. Hanging out the window.
- G. Disobeying safety rules when entering and exiting the bus.
- H. Transporting weapons.
- I. Excessive tardiness to the bus stops.

SPORTS

Students who participate in athletic activities connected with the parish must realize that their grades are of prime importance and must be of passing caliber. The school strongly recommends that if a student's grades fall below passing caliber, the student parent(s) should temporarily withdrawal their child from all athletic activities until his/her grades have been raised.

If a student receives (2) demerits in one week they will be prohibited from playing sports that week.

If school closes due to inclement weather, ALL sports activities are cancelled including practices.

LUNCHTIME

The option of a hot lunch is available every day except when there is early dismissal scheduled or unless otherwise informed of changes in the schedule by the cafeteria manager. A menu is available on SchoolSpeak under the Lunch Menu tab on the left side of the homepage. Milk is included in the cost of the hot lunch. Prepayment for all selections is required.

No fast food or soda pop of any kind is permitted.

Students have one-half hour for lunch and are not permitted to leave the school grounds. No food may be taken out of the cafeteria to eat on the playground or in the classroom unless authorized by the teacher. Students are responsible for cleaning up after themselves at their table and for following all of the appropriate codes of conduct set by St. Anthony School.

If a student forgets to bring a lunch to school, the cafeteria manager provides the child with a hot lunch.

However, payment for the lunch must be made to the cafeteria manager the following day. If a parent/guardian wishes to bring a lunch to school for the child, it is to be brought to the school office for the school staff to take the lunch to the child.

The children are allowed to borrow for a full lunch twice. The third time borrowing they receive only a peanut butter/jelly sandwich and milk. All borrowing will stop 2 weeks prior to the cafeteria closing for the end of each school year. We also offer free and reduced meals through the government. If you would like more information on this program, please contact Chef Stone at 614-888-4280.

PARTY FOODS, SNACKS & LUNCHESES

Holiday or Birthday party treats are entirely optional at the discretion of the homeroom teachers. Food brought in for parties should include healthier options, as well as treats. Some suggestions for healthy snacks and party foods are: fruits and vegetables. Cheese, pretzels, popcorn, etc.

We have to be in compliance with SB 210 so we will not be able to allow food from any food chains to be brought into the school. This includes lunches on 1:00pm dismissal day. **There will be absolutely NO Birthday Pizza parties allowed at school.**

SNACKS

Grade K through 3 may have snacks at the discretion of the teacher as long as they meet the above guidelines.

PLAYGROUND & PLAYGROUND RULES

Following lunch, a period for playtime is provided. To insure the safety and wellbeing of the children during recess, the following regulations will be enforced.

The play area is defined as follows:

- The blacktop area to the north (rear) of the school building.
- The grassy area to the east of the parish hall where playground equipment is set up.

Rules:

- Students in Grade K-4 are permitted on the playground equipment on the East side of the building. Children using the swings must face north (toward the back driveway).
- At no time may any student play in front of the building.
- No one may leave the school grounds without permission of the principal.
- Games are to be played by established rules.
- Snowballs, water balloons, etc. and games that endanger the health and wellbeing of students are forbidden.
- **NO Dodge ball.**
- All injuries and problems must be reported to the school office and/or the playground person on duty.
- Use of abusive language is forbidden.
- No food, candy, or chewing gum permitted on the playground.
- On inclement days, when children do not go to the playground, they are to report to their classroom. While in the classroom they are to remain seated doing homework, chatting with a friend, or playing quiet games. They are not permitted to visit other classrooms.

WELLNESS (DIOCESAN POLICY 5141.0)

Catholic schools recognize that it is essential to educate the whole child, spiritually, academically, physically, socially, and emotionally. Similarly, wellness education must be multi-dimensional and encompass all the same areas in order to promote ultimate health. Catholic schools aid this emphasis on total wellness by embracing the reverence for life, self-respect, and respect for others.

The primary goal of nutrition education is to positively impact eating behaviors.

Nutrition Education:

- 1. Wellness objectives concerning nutrition are supported through the Diocesan Health Course of Study (2005) grade-level indicators relating to diet, nutrition, and exercise. Additionally, similar grade-level indicators are included in the Science Course of Study (2002).**
- 2. Nutrition guidelines, food pyramids, charts, suggestions for healthy food choices, and other messages that support wise food choices will be displayed in or near the cafeteria as well as in classrooms during the nutrition unit of instruction.**
- 3. Snack breaks, if applicable, will be scheduled as necessary to maintain energy levels. Additionally, school policy will outline what types of healthy snacks may be eaten during this time.**

The primary purpose of Physical Education is to promote physical fitness and to have students develop habits that will be beneficial throughout their lives.

Physical Education:

- 1. Physical fitness is supported through the Diocesan Physical Education Course of Study (2005).**
- 2. All elementary students and the designated grade levels in high school shall participate in Physical Education.**
- 3. All appropriate grade levels will have scheduled recess times.**
- 4. Loss of recess time will be at the teachers/staffs discretion.**
- 5. Students will be encouraged to participate in school and community sports programs and to be physically active outside of school.**

The school has activities in which both nutrition and physical education are inherent parts of the activities.

Therefore, the school must be mindful of these connections when planning activities.

School-Based Activities

1. The Religion Course of Study (2006) supports reverence for life, self-respect, and respect for others which are foundational concepts of wellness. All school-based activities are also rooted in these Religion Courses of Study concepts.
2. The school should use food in limited ways as a reward for behavior, and minimize sugary treats for classroom celebrations.
3. Parent education concerning wellness should be provided by the school as is appropriate.
4. Teachers will be offered professional development in nutrition as is needed, and in physical activities that might be appropriate to incorporate in the classroom.

All Schools are required to measure and evaluate their wellness policy.

Measurement and Evaluation:

1. The policy shall be reviewed regularly to evaluate school-wide compliance and effectiveness.
2. Based on the regular reviews, the school will determine any revisions necessary to support wellness in the school.
3. Whenever applicable, students could monitor wellness through activities such as monitoring their heart rate, or keeping a food and/or exercise Journal.

ADMINISTERING MEDICATIONS TO STUDENTS **(Diocesan Policy 5141.0)**

“A student possessing or using prescribed medication must leave the medication in the school office, during school hours. They must have on file a signed medical authorization form from the parent or guardian, and a

properly completed physician's statement. The authorization must include the following:

1. Written permission from the parent(s) or guardian(s).
2. A physician's verification of the necessity for the medication; name of medication; dosage; times or intervals at which it is to be taken; duration; and possible side effects.
3. Medication must be in original containers and have affixed label including student's name.
4. Accurate records of the medication given must be kept in the student file.
5. A statement releasing and holding school personnel harmless from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student.

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged.

Administration of these medications (i.e., throat lozenges, acetaminophen drugs - such as Tylenol) should be determined on the local school level, if the school judges that adequate personnel are available, and as long as appropriate permission forms are on file. The school will not administer aspirin to students because of its connection to Reye's syndrome.

Employees of the schools of the diocese, and public school employees (e.g., school nurses & school secretary) working in schools are permitted to administer prescribed medication to a student when conditions exist, which in the judgment of the employee, merit giving assistance to the student (e.g., immaturity of the student, nature of the medication). Employees of the schools of the diocese and public school employees working in schools of the diocese are not required to administer medication to students.

NOTE: All medications (prescription and non-prescription) must be kept by school personnel until the student needs to use it.

CHILD CUSTODY: The custodial parent is required to provide the principal or the person in charge of admission with the most current copy of any child custody order or decree pertaining to a student.

ACCESS TO STUDENT RECORDS (POLICY 5125.0)

No data shall be released about students without the written consent of the parent/guardian of a minor student or of the student who is 18 years of age or older.

Schools shall establish procedures to verify the accuracy of data and to remove information no longer needed.

Those who are permitted to view an individual student's records are:

1. school personnel;
2. parent(s)/guardian (s) of a minor student;
3. the student who is 18 years of age or older;
4. non-custodial parent of an individual minor student unless denied access by a court order;
5. officials of other schools to which the student transfers.

Parents(s)/guardian(s) of an individual minor student or a student 18 years or older may request a copy of any item in the file.

All other are denied access unless they have a subpoena or the written permission of the parent(s)/guardian(s) of a minor student or of the student who is 18 years of age or older.

School personnel may release information concerning students for research and statistical purposes as long as the individual student's identity is protected.

FEEDER SCHOOL AREAS (POLICY 5117.2)

School attendance areas are defined by diocesan criteria for both elementary and high schools.

1. A student shall attend the school of the parish in which the student's parent/guardian is a registered member. As stated in policy, if the parish school is full, the student may attend

another parish school if the student's pastor and the pastor of the chosen school concur. In the case of a consolidation, a number of parishes shall be assigned to a particular school.

2. If a parish has no school, the children may attend a nearby parochial school. Financial arrangements shall follow guidelines set forth in policy 3240.0.

REPORT CARDS – Report Cards are posted on SchoolSpeak four times a year. The first report card should be viewed by parent(s)/guardian(s) prior to a mandatory parent/guardian-teacher conference. Midway throughout each quarter interims reports are posted on SchoolSpeak so parents will be aware of any academic problem.

STANDARDIZED TESTING – Grades 3, 4, 5, 6, 7, & 8 are given TERRA NOVA tests the third week in October. Test scores are reported to the principal the beginning of December and these results are sent to the parents before the Christmas break.

RIGHT TO AMEND – The principal, pastor and/or school retain the right to amend the St. Anthony Parent/Student Handbook for just cause. Parents will be given prompt notification if changes are made.

NOTE: All forms mentioned in this handbook are available upon request from the School office.

See Signature/Consent Form to Sign

PARENT AND STUDENT AGREEMENT

We have read and agree to be governed by the policies put forth in the St. Anthony Parent / Student Handbook.

(Parent signature)

Date

(Student signature)

Date

(Student signature)

Date

(Student signature)

Date