

St. Anthony de Padua



Words Teach • Actions Speak

Catholic School

Parent/Student Handbook

2017-2018

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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 foster 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.

SCHOOL PARTNERSHIP

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.

Parental Roles in Education Process

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 will work in partnership with you by providing professional expertise, information on child development, and constructive communication regarding your child's academic and social needs and progress. Your support in this endeavor will result in more Christian, well-rounded, and 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/she will not be ready to learn.
Take your child to church on Sundays and Holy Days; 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 your child can give. Provide positive feedback to your child. Praise achievements or progress made 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. Be available to offer support, guidance, and direction.
Insist on regular and punctual attendance at school. Instill within your child the importance of being present 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.

Teacher Roles in Education Process

All teachers strive to provide a well-rounded education in order to prepare students for the future.

Teachers 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 active 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.

Student Roles in Education Process

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 all school property 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 is 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 P4010)

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. Enrollment in St. Anthony de Padua School is subject to the approval of the Diocese of Fort Wayne-South Bend 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.

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.

Registration Information

Registration for Pre-K, Kindergarten and NEW students entering Grades 1-8 normally opens at the Catholic Schools Week Open House, held in coordination with Catholic Schools Week. Registrations may be accepted year-round, space permitting.

School Entrance Requirements (P4010 continued)

A child can be enrolled only by a person having the legal custody of the child. Along with registration forms, the following documents shall be required at the time of school registration at all grade levels, as applicable:

A copy of the birth certificate.
A Baptismal certificate (if Catholic).
Immunization records
Last 2 years of cumulative report cards from the last attended school.
Proof of legal custody in cases where a child does not reside with both natural parents.
Latest standardized testing score reports (i.e. ISTEP, IREAD-3, NWEA, Acuity, DIBELS) from the last attended school.
Discipline report from last attended school.
Disclosure and copies of any special education services previously received.

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.

Documentation of Custodianship

Divorced or remarried parents and non-biological legal guardians are asked to present current legal documentation concerning parental status. The school must verify that the enrolling parent has the legal decision-making authority concerning the child’s education. (It is equally possible for a non-custodial parent to share joint legal custody – or conversely, that some individual is expressly prohibited from such decisions or access). It is the responsibility of the legal parent or guardian to inform the school and provide legal documentation of any legal restrictions. This information protects the legal parent and child should another person wish to pick up the child after school or make some medical decision on the child’s behalf. By providing us with this documentation, the parent assures us of whom we should or should not allow to act for the child. We appreciate parental cooperation on this sensitive topic.

Pre-K Entrance Requirements

Any child who attains the age of 3 before February 1 will be eligible to enter the Pre-K program at St. Anthony de Padua School. Children must be toilet-trained and use toilet independently, with self-care skills. A teacher interview may be completed to determine the child's readiness to enter the Pre-K program.

Kindergarten Entrance

Any child who attains the age of 5 before August 1 will be eligible to enter the Kindergarten program at St. Anthony de Padua School. Administration of a developmental assessment will be scheduled for all incoming Kindergarten students.

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 may be admitted to a Kindergarten program unless it can be determined that enrollment in such a program was intended to circumvent Indiana law, pending assessment of readiness for incoming grade.

First Grade Entrance Requirements

Indiana compulsory education begins when a child is officially enrolled in school or the year of the child's 7th birthday, whichever is earlier. 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, pending assessment of readiness for incoming grade.

Admissions Policy

Priority admission to St. Anthony School will be granted to returning students prior to the announced early registration deadline. Registrations received after the announced early registration deadline will be placed on a waiting list in the order in which they are received.

Class placement for students is not final until all registration and financial obligations are addressed. The principal may also select or deny admissions of students based upon one or more of the following considerations: demonstrated parental commitment to St. Anthony Parish, length of time parents have been registered parishioners, candidate's educational and behavioral background. The admission of any child will be based on his/her 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 VerVaet, R.N., from Health Ministry Partnership, to make sure the student has the required immunizations for the appropriate grade level. Maureen may be reached at her office number (574-254-0454, ext. 203).

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.

Admission Lottery Process

The law states "If the number of applicants for enrollment in an eligible school under a choice scholarship exceeds the number of choice scholarships available to the eligible school, the eligible school must draw at random in a public meeting the applications of applicants who are entitled to a choice scholarship from among the applicants who meet the requirements for admission to the eligible school."

Students will be enrolled at St. Anthony School on a priority basis of siblings of current students, parishioners, non-parishioners, non-Catholics until capacity for the grade is reached. In the event that the number of new students qualifying for voucher assistance and seeking admission to a given grade due to capacity requirements exceeds the capacity of that incoming class, a public, random lottery will be held by May 1 of the new school year. Those not selected will join a waiting list. The lottery process will follow guidance from the DOE.

Prospective Student Testing

Prospective students are required to submit any previous standardized test scores (i.e. ISTEP, IRead, DIEBELS) and two previous years cumulative report cards at the time of school registration and be willing to complete a battery of academic an assessment test prior to admission to St. Anthony. Students applying for admission may be tested on language, English proficiency, and math. The school administration is responsible for the administration of all admission tests and reporting test result data to teachers and parents. Requests for waivers or exceptions to admission testing must be submitted to the Superintendent of Schools in writing prior to admission of students.

Upon review of test data, the school administration will make a determination regarding the school's ability to meet the needs of the student tested.

Accepting Expelled or Suspended Transfer Students (P4020)

The school administration may consider accepting a student from another school who has been expelled, suspended, or has been a party to a major discipline problem as defined by the former school or interpreted by applicable school operating policies and/or parent/student handbook or appropriate state law only after a full and complete explanation of the facts pertinent to an individual case has been evaluated. This provision will not be followed when a student has been expelled for violating the "Gun Free" diocesan policy, which is required by state and federal law (P4560).

Discovery that any information provided was falsified will automatically be grounds to refuse the transfer request or immediately dismiss the child from the school if the discovery occurs after the child has been enrolled. All unpaid bills must be satisfied before an official transcript may be sent to the receiving school. The final decision of accepting a transfer student rests in the discretion of the principal in consultation with the pastor.

Children with Exceptional Educational Needs (P4010)

St. Anthony School, in cooperation with the Diocese of Fort Wayne-South Bend and with the South Bend Community School Corporation, provides testing for children with exceptional educational needs. Students requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial enrollment will 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.

ACADEMICS

Certification

St. Anthony School is a certified school commissioned by the State of Indiana to teach Grades Pre-K through 8. Teachers are licensed by the State. The school is accredited as a "quality" school by North Central Education Association (AdvancEd).

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 may be offered to students attending St. Anthony School:

Religion	Language Arts	Mathematics
Music	Science/Health	Social Studies
Art	Physical Education	Computer
	Spanish	

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 in carrying out this responsibility of family life education.

Religious Issues (P4410)

The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in at St. Anthony 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 for 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 Participation (P4060)

In keeping with the philosophy and mission of the Catholic schools, it is the policy of St. Anthony School that all students shall participate in a complete religion program – including religion classes – and attend liturgical functions.

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 Pre-K through 8 must attend.

First Holy Communion for the 2nd 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 8th Grade students on a date set by the bishop in consultation with the pastor.

Easter Triduum Extra-Curricular 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 extra-curricular 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.

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 K-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.

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.**

Plagiarism

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.

Grades and Report Cards

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:

Grades 1-3	Equivalent to	Conduct/Study Habits
95 - 100	O	1= Excellent
87 - 94	S+	2=Good
80 - 86	S	3=Satisfactory
70 - 79	S-	4=Unsatisfactory
60 - 69	N	
59 and below	U	

Grades 4-8	Equivalent to	Conduct/Study Habits
97 - 100	A+	1= Excellent
93 - 96	A	2=Good
90 - 92	A-	3=Satisfactory
87 - 89	B+	4=Unsatisfactory
83 - 86	B	
80 - 82	B-	
77 - 79	C+	
73 - 76	C	
70 - 72	C-	
67 - 69	D+	
63 - 66	D	
60 - 62	D-	
59 and below	F	

Grade Access and Progress Reports

In grades 4-8, student grades and individual class progress may be accessed at any time through PowerSchool login. At the beginning of each school year, new parents will be given access codes to PowerSchool. Returning parents will utilize individual permanent passwords set up during the previous school year to access their child's grades. It is the parents' responsibility to access their child's grades and to keep current on their child's progress.

Honor Roll

In order to encourage academic excellence, St. Anthony School recognizes those students in Grades 5-8 who demonstrate a high level of academic achievement each trimester. Requirements for Honor Roll distinction are:

High Honors

- Final trimester grades at or above 90 in all subject areas
- Study Skill and Conduct grades of 1 or 2 in any class, including specials.

Honors

- Final trimester grades at or above 85 in all subject areas.
- Study Skill and Conduct grades of 1 or 2 in any class, including specials.

Academic Eligibility for 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 ensure 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. This applies to student conduct.

Academic Policy – Students will be expected to maintain a cumulative grade percentage of 70% in their core subjects. Student grades will be evaluated every Monday. If a student has any core subject with grade percentage below 70% they will lose eligibility for one week until grades are evaluated the following Monday. If at that time that student has all core subjects at or above 70% they will be considered eligible for competition that week. If there are still core subject grades that fall below 70%, then the student remains ineligible for competition until they are able to get all core subject grades above the threshold of 70%. In addition, any student who receives a conduct mark of 3 or 4 for the week in any class, including specials, will be ineligible the following week for extra-curricular activities.

Access to Records (P4170)

In accordance with the Family Educational Rights and Privacy Act of 1975, any natural parent, guardian, or individual acting in the absence of a parent or guardian of a student has the right of access to official student records. Any natural parent, guardian, or 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. Files must be studied in the school office. A notice concerning parental access to education records is available in the school office which any parent or eligible student may review during regular office hours.

Standardized Testing

The ISTEP+ testing is administered to the students as mandated by the State of Indiana. Students may also participate in other testing.

Promotion and Retention (P4130)

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 may result in non-promotion to the next grade. Whenever possible, 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, parents should request a conference with the teacher(s) involved.

The school reserves the right to retain a student who has not mastered the current material and to determine the grade placement that best meets the student's needs. If a student has not produced work that demonstrates mastery of the current grade level, and the academic insufficiencies are not caused by a medical or learning disability that can be met with reasonable accommodations – AND retention is not considered an effective option – the student may be transferred to the next grade level. However, the student may also be prohibited from returning to St. Anthony after the end of that school year, if deficiencies in mastery remain.

Class Assignment of Students (P4180)

The principal/faculty shall consider several factors – class loads, scheduling ramifications, ability levels, gender balance, physical and emotional needs, student-teacher rapport, peer relationships – in determining teacher and class assignments of students.

In exceptional cases, parents/guardians may provide special insights as to which learning environment may be best for their children. However, the school administration shall make the final determination with regard to the assignment of students to teachers and classes.

Field Trips (P4320)

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 prior to the trip. For insurance and legal purposes, students travel on buses.

ATTENDANCE (P4040)

School Day Schedule

- 7:00am Before School Care
- 7:40am Students report to classrooms
- 8:00am Classes begin
- 3:00pm General dismissal
- 3:00-5:45pm After-School Care (hourly/daily charge)

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.

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;
 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:

Serving as a page in the Indiana General Assembly;
For students in Grades 7-12, 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;
Court appearances pursuant to a subpoena;
Placement in a short-term inpatient treatment program which provides instruction;
Homebound instruction;
Religious observances.

B. Excused Absences:

Illness of the student (with written statement by parent/guardian or doctor)
Funerals
for death in the immediate family
for persons outside of the immediate family with parental permission
Out-of-school suspension (Make up work is NOT accepted)
Medical and legal appointments – such appointments should be scheduled after school hours when possible

C. Unexcused Absences:

No parent contact with the school giving an explanation for the absence on the day of the absence;
No physician's note to excuse an absence once more than 5 days of absence have occurred (see "Frequent or Prolonged Illness" below);
Family vacations;
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).

Participation in Extra-Curricular Activities

All students must be in attendance in school on the day of practice, game, or activity meeting in order to participate for that day.

Truancy (P4040)

A student is truant when he/she 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. If a child is absent, St. Anthony School requires the parent to call (574-233-7169) or email (attendance@stasb.org) the school office by 9:00am to report the absence. A follow-up written excuse stating the reason for the absence must be sent to school when the child returns. Absences will not be excused and the student may be considered truant if this 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.

At St. Anthony, 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 (P4040 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 more than 10 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 more than 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.

Before/After-School Care

Students arriving on the school grounds before 7:40am will be required to report to Before School Care until 7:40am. After 7:40am students may go directly to their homeroom.

After-school supervision of students is from 3:00pm to 5:45pm. Fees are set each year based upon the time of use. 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 3:10pm 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

Promptness in arrival times is essential to fostering present and future good work habits. Parents are encouraged to ensure students arrive in a timely fashion for school.

Tardiness to school is handled in the School Office. All students are to be in the classroom no later than 8:00am. If a student is going to arrive later than 8:00am, parents/legal guardians must call the office to advise school officials. A note explaining the tardiness should accompany the child to school on the date that the child arrives late. Tardies will only be excused if the student presents a note from a medical or dental office for a morning appointment. All other tardies will be unexcused. A student arriving after 10:00am will be considered absent for the morning session.

After the 5th unexcused tardy, the school will contact the parents/legal guardian. Failure to resolve the problem at this point will require further intervention by the school to ensure timely attendance, including a possible referral to proper local juvenile officials. Teachers are not required to provide students with makeup work if the tardiness is unexcused.

Early Dismissal from School

A student will be released from school only into the custody of his/her parent(s), 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 in to the School Office to sign the child out** in the log 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 it may be inconvenient at times, 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.

St. Anthony de Padua Catholic School Uniform Code 2017-18

Saint Anthony administration reserves the right to render a final decision as to compliance with the uniform code

Pre-K

No uniform is required. Please dress students in clothes that are appropriate for the weather and play. Sneakers are recommended footwear. Boots, backless shoes (i.e. sandals, flip flops) and open toe shoes are not allowed. If winter boots are worn to school, a change of shoe that meets code must be available.

K-8

Girls	Boys
<p>Pants Only khaki or black dress trousers or slacks are allowed</p> <p>Shorts Khaki or black walking shorts may not be worn from November 1-March 31</p> <p>Shirts SS or LS oxford shirt in white purchased from SIA with school logo in black SS or LS polo shirt in either white (logo in black) or maroon (logo in white) purchased from SIA with school logo</p> <p>Outerwear Black pullover or cardigan sweater purchased from SIA with school logo Black fleece with school logo purchased from SIA (Previously purchased maroon fleece with school logo will be honored but no longer available) A uniform top must be worn underneath the fleece and sweater</p> <p>Jumper/Skorts Khaki jumper/skort must be purchased from SIA Plaid jumper/skort must be purchased from SchoolBelles A uniform shirt must be worn underneath the jumper</p> <p>Capris Khaki or black capris may not be worn from November 1-March 31</p> <p>Socks Socks must be visible above the top of the shoe, must cover the ankle and must be solid white, black or gray Tights must be solid white, black or gray</p> <p>Shoes All shoes must be fastened in the intended manner Dress Shoes - Heels must not exceed 1" in height and must be a solid, conservative color Sneakers - Must be clean and in good repair Boots are not allowed. If winter boots are worn to school, a change of shoe that meets code must be available. Backless shoes (i.e. sandals, flip flops) and open toe shoes are not allowed The shoe code remains in effect on all out-of-uniform days</p>	<p>Pants Only khaki or black dress trousers or slacks are allowed</p> <p>Shorts Khaki or black walking shorts may not be worn from November 1-March 31</p> <p>Shirts SS or LS oxford shirt in white purchased from SIA with school logo in black SS or LS polo shirt in either white (logo in black) or maroon (logo in white) purchased from SIA with school logo</p> <p>Outerwear Black pullover sweater purchased from SIA with school logo Black fleece with school logo purchased from SIA (Previously purchased maroon fleece with school logo will be honored but no longer available) A uniform top must be worn underneath the fleece and sweater</p> <p>Socks Socks must be visible above the top of the shoe, must cover the ankle and must be solid white, black or gray</p> <p>Shoes All shoes must be fastened in the intended manner Dress Shoes - Must be a solid, conservative color Sneakers - Must be clean and in good repair Boots are not allowed. If winter boots are worn to school, a change of shoe that meets code must be available. Backless shoes (i.e. sandals, flip flops) and open toe shoes are not allowed The shoe code remains in effect on all out-of-uniform days.</p>

General Guidelines

All clothing must be clean, well-maintained, and of the appropriate size for the child at all times when worn to school.
Shirts must be tucked in at all times during the school day.
Undershirts worn underneath uniform tops must be white with no printing of any kind.
No tight fitting, no cargo style, no baggy style, no low-rise, no stone washed/white, gold-tone, or army-green khaki colors.
Shorts, skorts and jumpers may not be more than 3" above the knee(to check length, kneel on the floor—hemline may not be more than 3" above the floor).
Haircuts, hair lengths, hair color and hair ornaments that distract from the conservative nature of the uniform code is not permitted.
Boys must wear their hair above the collar, eyebrows and ears in a traditional hair style. No shaved heads and no designs may be shaved into the hair.
Boys must also maintain clean shaven faces.
Hats and bandanas may not be worn in school.
Girls in grades Pre-K - 8 may wear a single set of modest post style earrings. Boys may not wear earrings. No other body piercing is allowed.
Tattoos (either washable or permanent) are not allowed.
Distracting jewelry may not be worn.
Students may not wear facial cosmetics on the school grounds during school hours.

Uniform Purchasing

All tops and sweaters must be purchased online from our approved vendor, Sports Image Apparel (SIA) at <http://www.sportsindiana.com/st-anthony/> and must include our school logo.
All jumpers and skorts must be purchased from our approved vendors, Sports Image Apparel (SIA) at <http://www.sportsindiana.com/st-anthony/> (must include our school logo) or Schoolbelles at www.schoolbelles.com (School Code S1369-we have a new plaid pattern).
Pants, capris, and shorts can be purchased elsewhere, but must be in accordance with the guidelines below.

Out of Uniform Days

Although students are exempt from the uniform for out-of-uniform days, he/she is still to abide by the intent of the dress code.
Dress up out-of-uniform days will be announced in advance.
A student may dress out of uniform on their birthday or a day he/she has arranged with their teacher to celebrate their birthday.
Nylon athletic pants may be worn. Cotton sweat pants are not acceptable on these days.
Shorts may be worn only during the months when uniform shorts are allowed and must be no more than 3" above the knee.
Blue jeans may be worn. These should be clean and without holes.
T-shirts may be worn 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.
No glaring colors (i.e. neons) or stand-out styles of clothing (i.e. costumes).
Tank tops, sleeveless tops, and tops which expose the midriff are not allowed.
Leggings are not allowed.

Spirit Days

Thursdays are spirit days. Any St. Anthony T-shirt (spirit shirt, sport team shirt, etc.) may be worn on Thursdays with any uniform bottom.

Physical Education Wear

To protect the gym floor's finish a designated pair of sneakers worn only in gym is required. Conduct/Material marks will be given for missing gym shoes and students may not be able to participate in gym class.

Consequences

After repeated violations, 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.

School Supplies & Backpacks

Parents are responsible for ensuring that students have the necessary supplies, outlined by grade on the School Supply list. As items are used up during the year, parents must replenish these items as needed. A backpack is required by all students for safe transportation of school supplies, books, homework, and school communications. **To ensure student safety on stairways and to minimize wear and tear on our floors and stairway treads, rolling backpacks are not allowed.**

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:

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.
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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.
--

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.
--

We summarize with "Care for Self", "Care for Others", "Care for this Place".
--

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 may be given for inappropriate conduct (conduct which breaks classroom or school rules). Parents will be notified when their child has acquired a detention; they should make arrangements to provide later transportation. In rare

circumstances, 4th Graders will be given detentions for repeated behavioral problems. These instances will be communicated beforehand with a parent or guardian.

In cases where it has been established that detention is warranted, a letter will be sent home to the parents from the teacher explaining what occurred and when the detention will be served.

Repeated detentions will fall under the "Incorrigible Behavior" guideline of our expulsion process. After a third detention, the principal has the option of giving the student an all-day suspension in the School Office. Any detention following that would result in an out-of-school suspension.

Suspension

Suspension is an exclusion from school and all extra-curricular 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 School. The pastor has the power to expel upon the recommendation of the principal.

Grounds for Suspension or Expulsion of Students (P4520)

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

on school or parish grounds;
off school grounds, at a school activity, function, or event;
traveling to or from school or school activity, function or event; or
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:

Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
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.
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.
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.

Threatening or intimidating any individual for whatever purpose.
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.
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.
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.
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.
Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes and/or educational function.
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.
Possessing or using on school grounds during school hours an electronic paging device, mp3 player or similar device, cell phone or other mobile message conveyance device in a situation not related to a school purpose and/or educational function.
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 and/or educational function.

Parent/Legal Guardian Concerns Procedure (P2310):

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:

Talk with the student's teacher
Talk with the teacher and principal
Talk to the pastor
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-Athlete Behavior

A student's behavior at activities is governed by the same rules, regulations, and procedures that apply to all students as set forth in the St. Anthony de Padua Parent-Student Handbook. Each student representing St. Anthony de Padua School is expected to demonstrate, and encourage in others, behaviors that reflect good sportsmanship.

Any student-athlete that faces disciplinary action from incidents during the school day may also face additional disciplinary actions from the Athletic Association depending on the seriousness of the transgression. The school principal and Athletic Director will discuss situations on a case-by-case basis and determine a course of action that will deliver a consolidated and appropriate message to the student-athlete in question.

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.

Bullying

Please refer to the Bullying Prevention Kit in the appendix located near the end of this handbook.

Sexual/Racial Harassment and Any Harassment (P4580)

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 by the student and parent/guardian, if under age 18, 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:

Parents of all students involved shall be contacted.
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.
Second Offense: Same as first offense plus detention. Counseling will also be required.
Third Offense will result in two-day suspension.
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 (P4560) prohibit students from bringing firearms, destructive devices, or deadly weapons to school or school functions. Further, students are prohibited from possessing firearms, destructive devices or deadly weapons while en 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 P4560, the term “firearm” means:

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
The frame or receiver of any such weapon
Any firearm muffler or firearm silencer

Illegal Substances.(P4570)

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. Appropriate consequences, which may include expulsion and notification to police authorities, will also be taken. Failure of the student and/or parents/guardians to cooperate will result in expulsion from school.

Electronics/Cell Phone Usage.(P4520)

Possessing or using on school grounds during school hours (8:00am to 3:00pm) an electronic paging device, mp3 player or similar device, a cell phone, or other mobile message conveyance device is forbidden. If for safety reasons parents provide their students with an electronic paging device or cell phone, these must be turned in to the homeroom teacher at the beginning of the school day. If a student is found with a cell phone during the school day, it will be confiscated and the parent must retrieve it from the principal. In the event there is a second confiscation, the cell phone will be taken from the student for the remainder of the school year. A detention will be given.

Student Locker and Belongings Inspection.(P4590)

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

Disciplinary Review for Students (Suspension or Expulsion) (P4530)

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. (P4420)

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:

Avoid marring or defacing in any way school furniture, books, equipment, doors, or walls on the parish grounds.
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.
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 3:00pm must be approved by the pastor. Granted requests will be placed on the parish calendar kept in the Parish 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:

Children must be supervised by a parent or designated adult at all times while on school grounds.
No ball playing is allowed in the gym building except in the gym/auditorium proper.
De Padua Hall will not be used as a locker room.
Children may not be in the kitchen area unless supervised by an adult.
With the exception of athletic events, drinks are only allowed in the auditorium when the tarp is laid.
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.
Children should not be dropped off for extra-curricular activities until the designated time.
Children must be picked up immediately upon the conclusion of the event/activity in which they participated.
Children are not allowed to use any of the gym/exercise equipment unless necessary for the supervised activity.

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

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.

St. Anthony does not currently participate in the Free/Reduced Lunch Program. Students may bring their lunches from home or purchase lunch from the Hot Lunch Program. Parents may eat lunch with their child in the lunchroom; notify the office of your visit upon arrival.

Students are expected to eat and act in a courteous and responsible manner, following the rules below. Students who violate the rules will receive consequences appropriate to their actions.

Rules:

Respect and obey the monitors by listening to and following their directions.
Walk in the lunchroom without disturbing others.
Once seated, remain seated until dismissed by the monitors.
Eat politely; use proper table manners.
Speak quietly to others at the same table.
All food and drink is to be consumed within the lunchroom.
Clean the eating area of all paper and trash and place this in the barrels provided before leaving.
Dimmed lights require silence so that directions may be given.

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.

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.
Follow directions of supervisors. Speak and act in a respectful manner toward the supervisors.

Use approved playground materials and equipment properly:
Use the stairs to access the slide; do not climb up the slide. One person slides at a time.
Stay away from the front and back of the swings when they are in use.
Leave the mulch on the ground; do not throw it.
Play games that are not dangerous or do not involve body contact.
Remain on school property; never go into the street or into the area of the railroad tracks.
Act in an appropriate manner; fighting or contributing to fighting is not acceptable.
Refrain from using vulgar or obscene language.
During the winter, no throwing or kicking of snow or playing on snow piles.
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 wind chill is 20 degrees Fahrenheit or below, we will not have outdoor recess.

COMMUNICATION

Important information and news from the school will be sent via weekly emails on Thursday of each week to the email address(es) provided by parents. Parents are encouraged to keep current by reviewing this weekly information. In addition, parents are encouraged to regularly visit the school's website and its links to the parish and other parish organizations <www.stasb.org>. Parents should consistently encourage responsibility from their children by having them review their backpacks, folders, planners, and Homework Hotline for information from the School Office and/or their teachers.

HEALTH

Vision and Hearing Screenings

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

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 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 and intramural sports.

Healthy nutrition will also be emphasized in all classrooms throughout the year. Our Hot Lunch program 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. The goal is to consistently teach our children about healthy eating and living habits.

Students or Prospective Students with Communicable Diseases

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:

the nature of the risk – how the disease is transmitted;
the duration of the risk – how long the carrier is infectious;
the severity of the risk – the potential harm to third parties;
the probabilities the disease will be transmitted and will cause varying degrees of harm; and
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.

Medication (P4210)

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 school.

Parents who wish St. Anthony School employees to administer any medication to their child must provide written instructions and must complete a Student Medication Administration form available in the office and on the forms page of our school website.

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, administrative assistant and child's teacher must be aware of the purpose for which a student is to receive the medication.

OTC products shall be brought in to the office by parents 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 School does not have any medication (including aspirin, Tylenol or cough drops) 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 P5430, St. Anthony 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.

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.

SAFETY

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.

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. The principal will also send an automated message to parents via the school phone contact system. Please DO NOT call the principal, teacher, or parish office 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 and the school phone contact system if they are expected to pick up their students. Please DO NOT call the school office.

Visitors

Anyone not employed by St. Anthony de Padua Parish is a guest, including parents, and as such is asked to report to the school office prior to visiting any school premises (including classrooms, gym, library, or other school areas). This regulation is imposed for the safety of our students.

Media Denial

St. Anthony School 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.

Safe Environment & Child Abuse Reporting (P3610)

It is the policy of the Diocese of Fort Wayne-South Bend that all diocesan priests; deacons; and other personnel, lay and religious, paid and volunteer; must adhere to the diocese's various policies, procedures and guidelines designed to provide a safe environment for children and young persons. All must report any suspected incident of the physical, mental, or sexual abuse or neglect of a child or young person to appropriate civil and diocesan authorities consistent with the Diocesan Guidelines on Reporting Incidents of Child Abuse or Neglect. All priests, deacons and other personnel, employee and volunteer, are subject to and obligated by this policy.

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, roller blades, and “wheelie” shoes may not be used on school grounds during school hours (7:30am-3:30pm).

Directions for Morning Drop-Off (see diagram on forms page of school website):

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 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 must 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 <u>before</u> the “Drop-Off Area” (using the first three parking spaces as a drive lane) and let their passengers off into the “Drop- Off Area” from the passenger side of their cars.
After dropping off students, drivers then proceed toward the railroad tracks, turn left in the drive lane nearest the railroad 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 three 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 and detailed instructions on website):

Pick up assignments (school or gym side) will be communicated at the beginning of the school year based on the student’s last name.

Families assigned to pick up students on the school side of the pick-up line should enter from Jefferson Boulevard and pick up your child(ren) in the pickup lane near the school.
Families assigned to pick up students on the gym side of the pick-up line should enter from Ironwood Drive and pick up your child(ren) in the pickup lane near the gym.

St. Anthony School does not provide daily bussing or any form of transportation to and from school. Bussing is only provided during the school day in cases of field trips or other off-campus activities, in which case a parent permission slip must be signed and returned to school prior to the event.

LOST AND FOUND

Parents should instill and promote 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.

ADMINISTRATION AND FINANCIAL INFORMATION

Office Hours

Office hours are **7:15am-3:45pm** during the school year and 9:00am-1:00pm 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 only free to run phone messages to students prior to 2:00pm. Parents are encouraged to make 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 with the homeroom teacher during the day and must be turned off. The administration reserves the right to confiscate cell phones that are visible during the school day (see cell phone policy).

School Tuition Payments

All school families are required to enroll in the FACTS Tuition Payment System for the processing of tuition statements and tuition payments. School tuition payments can be scheduled to be deducted from your bank account either at the beginning of each month or mid-month. Payments are made over a 12-month cycle from July through June. Tuition and fee amounts for the school year are available from the School Office, Parish Business Office, or school website.

Returning families requesting financial assistance (including School Choice Vouchers and SGO Grants) must do so **by April 15th** for the next school year via online application at <https://www.factstuitionaid.com/FACTS/gaapp>. Families who would otherwise qualify for a Diocesan SGO award and/or Choice School voucher from the State but do not apply for these awards will not be offered financial assistance from the Parish.

Parishioner Tuition Subsidy

Active parishioner status is evaluated each year at the time of registration for the following school year. At least two (2) of the following requirements must be met to receive a Parishioner Tuition Subsidy towards the cost of student education at St. Anthony School

1. **Parish Registration** – Family members are baptized and the family has been registered at St. Anthony de Padua for the past year. (Please contact church@stasb.org to register or inquire about registration status.). Note: If transferring registration from another parish, a letter from the parish office confirming your “active parishioner” status in the previous year is required from that parish.
2. **Mass Attendance with Offering Envelope/eGiving Usage** - The family attended Mass at St. Anthony at least five (5) Sundays or Holy Days of Obligation per year. For matters of convenience, families may choose to attend nearby Parishes on a given Sunday but are asked to make every effort to join the Parish community at St. Anthony de Padua each week whenever possible. Mass attendance is logged in the Parish Office through regular (usually weekly) offerings via use of parish offering envelopes or eGiving. The Parish community realizes families may experience hardship in making monetary offerings on a regular basis. For those that are unable, your intention to give is made evident by the simple placement of the offering envelope in the collection basket each week, even if the offering envelope is empty.
3. **Time/Talent/Stewardship** - Parents proactively contributed at least 5 hours of time, talent, or other stewardship to the Parish and School community through such things as participation in the liturgy (Eucharistic Ministers, Lectors, etc.) and/or at Parish and School ministries, committees, programs, and events.

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 [business manager in the parish office at 574-282-2308 or business@stasb.org](mailto:business@stasb.org) as soon as their circumstances change and before they miss scheduled payments.

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 transcript will be sent at the time a student transfers schools. Further requests for transcript copies will cost \$5 per copy.

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:

To promote enlightenment of the mutual educational responsibilities of parents and teachers.
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To help parents and teachers acquire a profound appreciation of the ideals of Catholic education and the application to obtain these ideals.
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To provide a clearer understanding of the problems and adjustments of child growth and development.

To promote, recommend, finance, and/or sponsor improvements in school facilities, including equipment, teaching tools, and recreational requirements.

Membership in HASA is open to parents and guardians of children in school, faculty members, and interested members of the parish. The Home and School Association meets on the second Wednesday of each month, except in the months of December and July.

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 to arrange.

Classroom Helpers

Parents may arrange with teachers to assist in the classroom with special art projects, read to students, or assist with other classroom activities. These needs and activities differ with each teacher.

Room Parents

Room parents and their duties are coordinated through HASA. Room parents coordinate special events such as field trips, retreats, parties, and class projects with the teacher, and assist teacher as needed.

SCHOOL ADVISORY BOARD

Objectives:

To advise on policies that will advance the philosophy of Catholic Education.

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

What Does the School Advisory Board Do?

1. Models the faith community.

2. Acts as an advisory arm to the school Principal and Pastor, but is not governing in nature.
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3. Advises on the update and implementation of school policies.

4. Develops, implements, and maintains the school strategic plan, in consultation with the Principal and Pastor.
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5. Proposes a school budget to the Parish Finance Committee.
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6. Is involved in the employment process of the Principal, under the leadership of the Pastor.
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7. Conducts a Principal performance evaluation annually and makes a recommendation to the Pastor.

8. Acts as a public relations arm of the school.
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9. Represents its constituency.

What Does the School Advisory Board Not Do?

Does not administer the school.

Does not tell the principal how to administer the school, but gives direction through policy.

Does not hire, evaluate, or terminate faculty members.
--

Does not act as a grievance committee or conciliators, as such.

School Advisory Board Meetings

The School Advisory Board holds a minimum of 8 meetings each year, in addition to a retreat in August. Because the School Board often discusses items of a tentative or sensitive nature, the School Advisory Board meetings are generally not open to the School/Parish community. However, the School Advisory Board values and encourages input from the School/Parish community. The community will be kept apprised of School Advisory Board activities throughout the year and will actively engage members of the School and Parish to support its efforts.

Any individual or group wishing to address the School Advisory Board is asked to notify the School Advisory Board of the topic they wish to bring to the Board's attention one week prior to the meeting. Time will be allotted during the regularly scheduled meetings for such presentations.

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.

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. 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 internet etiquette:

Be polite. Do not send immoral or abusive messages to others.
Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
Illegal activities are strictly forbidden.
Keep your personal address and phone number private and do not reveal the phone numbers of other students or colleagues.
Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
Use the network in such a way that will not disrupt the use of the network by other users.
Note that all communications and information accessible via the network should be assumed to be private property.
Inform the technology facilitator of any security problem immediately.
Inform the technology facilitator of any unsolicited on-line contact immediately.
Be polite. Do not send immoral or abusive messages to others.
Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
Illegal activities are strictly forbidden.

In addition, the following student actions are not permitted:

Accessing, uploading, downloading, or distributing unchristian, immoral, pornographic, obscene, or sexually explicit materials.
Sending or displaying unchristian, immoral, offensive, violent, pornographic, obscene or sexually explicit messages or pictures.
Using immoral, violent, abusive, obscene or sexually explicit language or sending unchristian, harassing, insulting, or threatening messages.
Damaging computers, computer systems, or computer networks or attempting to harm or destroy data of another user.
Violating copyright laws.
Unauthorized use of another's password.
Trespassing in others' folders, work, or files.
Intentionally wasting resources.
Employing the network for commercial purposes.
Transmission of any material in violation of any federal, state or local law.
Obtaining software or data fraudulently or illegally.
Revealing one's own or another's personal address or phone number.
Using electronic media to assume, imitate, or impersonate the identity of a student, staff, or faculty member; or to conduct any form of plagiarism or academic cheating.
Any activity that fits the definition of "cyberbullying" as described under the Discipline Code.
Any posting of statements or content that make use of the school's name, motto, mission, images, logo, or protected material.
Any posting of internet content that has the potential to negatively affect the normal learning environment of the school or that negatively reflects on the reputation of St. Anthony de Padua Catholic School or its students, faculty, staff, or stakeholders.

The school reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes harassment, derogatory use of the school name, offensive or immoral communications and safety threats. The school does not, however, actively monitor student use of technology (Internet blogs, chat rooms, etc). While the school filtering system establishes some parameters for appropriate use within the building, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home.

Policy Regarding Cyber-Bullying:

Every student attending St. Anthony de Padua Catholic School is afforded the right to participate in their educational experience without fear of harassment or intimidation. The school specifically recognizes that bullying and harassment can have a severely detrimental effect on a student's ability to enjoy this school experience and work towards their personal and academic potential. The school recognizes that bullying and harassment do not always occur on school grounds or during school hours. Bullying and harassment that occur outside of school but impact the lives of student in school will be addressed by school administration. This includes any

bullying or harassment that occurs online or through social media. The school will look at specific state and diocesan guidelines to determine if behavior is bullying or harassment. Indiana Code 20-33-8-0.2 defines bullying as such: "bullying" means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

Places the targeted student in reasonable fear of harm to the targeted student's person or property;
Has a substantially detrimental effect on the targeted student's physical or mental health;
Has the effect of substantially interfering with the targeted student's academic performance; or
Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

If it is determined that behaviors fit any of the definitions spoken to in the above, then those behaviors will be considered bullying.

The school will address cyber-bullying if it becomes aware of the bullying and the behavior can be appropriately substantiated. The school will not engage in purposed searching of the Internet to discover incidents of bullying or harassment. Any behavior that impacts a student's mental or physical health, impedes their ability to perform their required academic functions, or restricts their access to school services will be considered as having a negative impact on their ability to be a successful student at St. Anthony de Padua School. The school affords protection of these rights for its students regardless of where or how the behavior occurs, or what mechanism is used.

If the administration becomes aware of student harassment or bullying on the internet, the principal will make every effort to appropriately substantiate the claim. If the claim is found to be substantiated, then the general course of action by the administrator will be to contact the parents and students involved. The principal will include the pastor in this communication and seek his guidance in any disciplinary actions that are taken. Disciplinary action will be based on the severity of the behavior and may include but is not restricted to the following measures:

Loss of internet privileges at school
Detention
In-school suspension
Out-of-school suspension
Expulsion

Students should be aware that this policy applies to any material that is posted on the Internet. Students will be held accountable for material on the Internet that is not current, but is found to negatively impact a student's ability to perform at school, as stated in the language of this policy.

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.

St. Anthony de Padua Catholic School

Bullying Prevention Kit

Dear St. Anthony Parent,

One of the most important priorities we have here at St. Anthony de Padua Catholic School is the well-being (emotional and physical) of our students. School should be a place where children feel safe and welcome. Students who feel safe and comfortable at school tend to perform better in their academics, and have a more favorable opinion of school in general. Moments of conflict are a part of growing up; they are a part of life. Handling conflict is an important part of the growth process. The large majority of conflict that occurs at school should be handled with a measured and reasonable response. When conflict becomes chronic or when that feeling of safety is threatened, a more involved intervention may be necessary.

There are three types of conflict that we generally deal with here at school. The large majority of conflicts are of the “spontaneous” variety. Often these conflicts arise during moments of competition. That is why they are common during recess and gym class. Typically they are driven by emotions. These types of conflicts can happen repeatedly, but tend to not be a chronic issue. In these instances the best resolution comes from the students themselves. This is not always the case and some intervention from a teacher or administrator is necessary. Resolution of spontaneous conflict is an important matter, however often times spontaneous conflicts are confused with harassment or bullying. There are some stark differences in the motives and actions that are associated with harassment and bullying. It is therefore appropriate that the measures taken in dealing with these more extreme categories of conflict look very different as well. It can be common for all types of conflict to be labeled as “bullying”. This can be problematic. Bullying is a serious issue and should be addressed as a serious issue. It is important that we do not use the term “bully” lightly. Incidents of bullying will include the following three elements: an imbalance of power, intent to harm, and threat of further aggression. In determining whether a situation is accurately described as bullying, our staff will look to see if all or parts of these elements are present in the conflict. Situations of harassment are associated with verbal, physical, or visual conduct by students that interferes with a student’s academic performance or creates an intimidating, hostile, or offensive educational environment.

In order for our staff and community to deal effectively with student conflict, it is important that we address the different forms of conflict appropriately. It is also important that we, as a community, are speaking the same language. Ideally, conflict resolution involves students, teachers, administrators and parents. The purpose of this information is to help define the different types of conflict, and offer strategies for resolution. In these pages you will find policy guidelines distinguishing between spontaneous conflicts, harassment, and bullying. You will also find a helpful toolkit of strategies to use at home to help your son or daughter when situations of conflict are affecting their experience here at school.

The most effective way to combat all forms of conflict is to develop empathy in our children. Helping children think about the effects of their actions on others and “putting themselves in someone else’s shoes” is the best way for them to avoid hurtful comments and actions. We should work to build in all of our students the ability to show empathy for others, especially classmates.

Please take time to review this information. Talk it over within your family. In the end, parents are the most effective people in educating children on how to handle conflict. The experience that kids have at school is based on the successful partnership between parents and teachers. Our goal for this information is to help us all speak the same language regarding student conflicts, and give us all guidelines for resolving them.

Glossary of Terms:

Spontaneous Conflict: Conflict that occurs without premeditation and is of itself spontaneous. It may arise due to emotional outburst, misunderstanding, mishandling of competitive situations, or overly aggressive behavior. Often times spontaneous conflicts result from teasing.

Harassment: Harassment is defined as any verbal, physical, or visual conduct on the part of students that has the purpose or effect of substantially interfering with an individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.

Bullying: Bullying is defined as a conscious, willful, and deliberate hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. Bullying includes these three elements: imbalance of power; intent to harm; threat of further aggression.

Teasing: Children may regularly interact in a manner that would be unacceptable among adults. Students are still learning how to interact appropriately with their peers. It is thus understandable that, in the school setting, students often engage in teasing, insults, banter, shoving, pushing that is upsetting to other students. Teasing behaviors – while needing to be addressed by school officials – do not constitute bullying or harassment, and the interventions and consequences are of another level.

Intervention: A strategy for resolving conflict or changing negative behaviors.

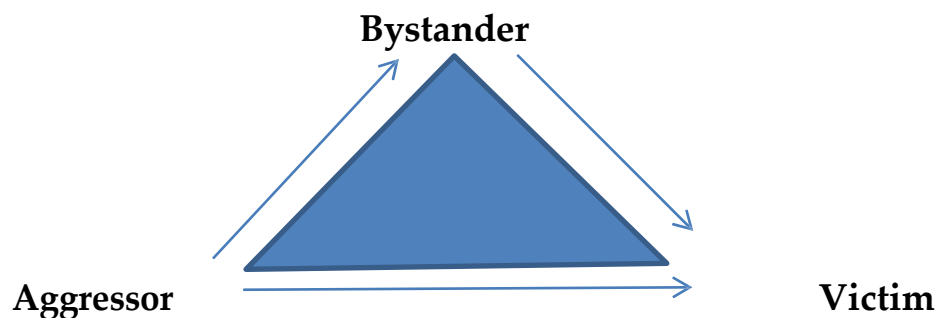
The Bullying Triangle: A term that describes the roles typically involved in a bullying scenario. The roles include: an aggressor, a bystander, and a victim.

Aggressor: In the bullying triangle, the aggressor is “the bully”. This term serves to identify the role based on the negative intention of the person.

Bystander: In the bullying triangle, the bystander is an indirect participant. The bystander is a person who is aware of the aggressive and intimidating behavior being directed at the victim. The bystander may engage in the negative attacks or may simply be an observer.

Victim: In the bullying triangle, the victim is the person being negatively affected by the aggressive behavior.

The Bullying Triangle



In most cases, bullying involves more individuals than just the “bully and bullied”. We identify the roles in this process as aggressor, bystander, and victim. It is important to help children understand what role correctly identifies them and their actions before effectively addressing the behavior.

Aggressor: Being the aggressor can be manifested in a variety of ways. Bullying behaviors include but are not limited to: repeated and targeted physical and verbal aggression, taunts, threats, and social isolation. Some of these behaviors may take place here at school but they can also happen outside of school. In recent years, technology has allowed for bullying to take place through the Internet and cell phone use. In most cases, there are underlying issues driving the aggressor’s behavior. Feelings of ineptitude, low self-esteem, or possibly envy can motivate the aggressor’s behavior. Interventions with an aggressor should focus on getting to the root of these feelings and helping the individual find better ways to cope with these feelings. Another important strategy in helping change aggressors’ behavior is building in them the awareness of their actions and a feeling of empathy.

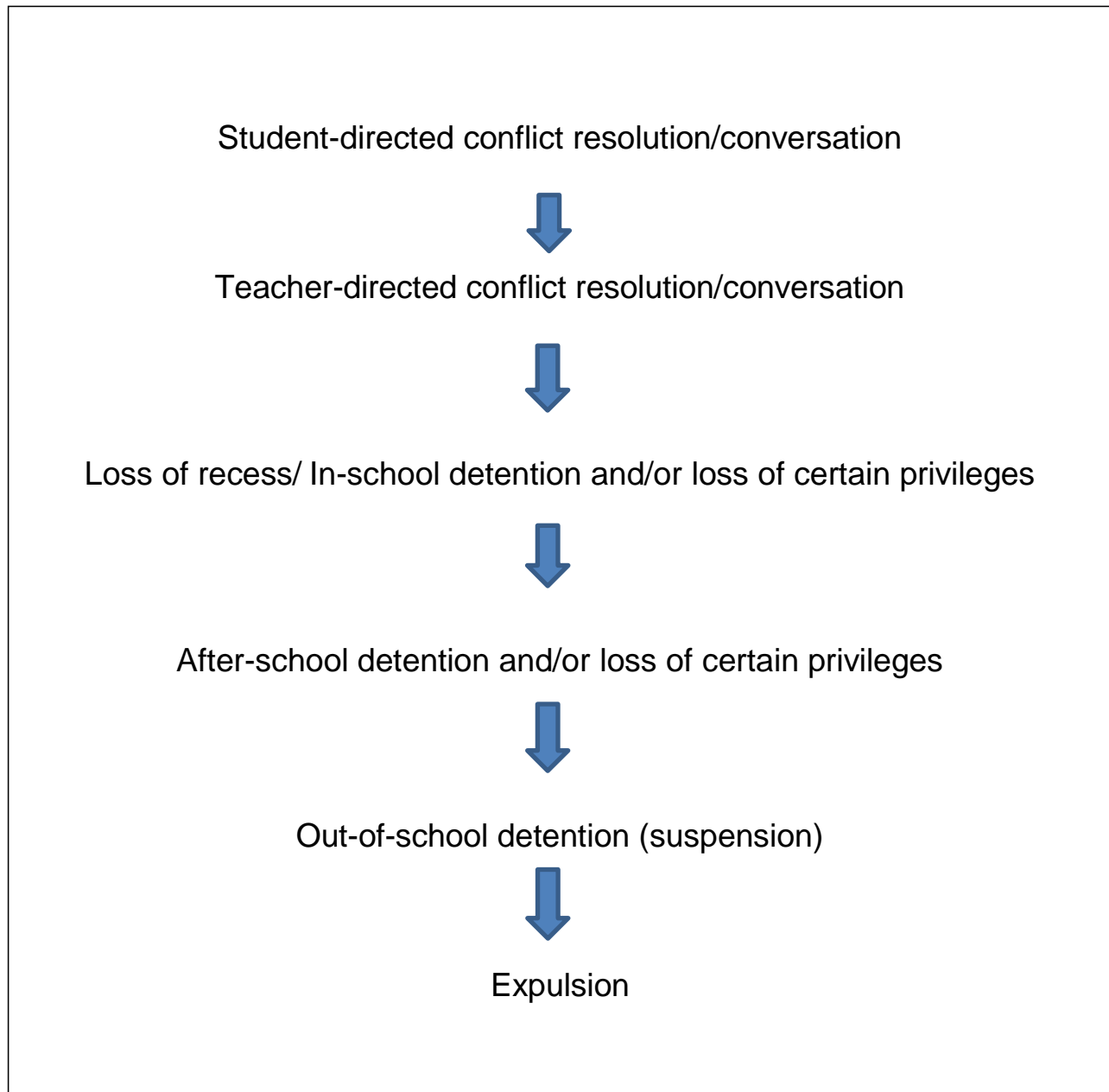
Bystander: Bystanders are indirectly involved in bullying. In some cases they may join in on the hurtful behavior. This is usually driven by fear of drawing ridicule or teasing themselves. In other cases the bystander may simply ignore the negative behavior. In any situation, the bystander has the greatest potential for diffusing bullying interactions. Strategies for intervention with bystanders should also focus on empathy. It is important that these children understand the power they have to break the bullying triangle. The action of simply avoiding “piling on” when bullying takes place is a start. The ideal lesson for bystanders is that they should have the courage to intervene when bullying takes place. A typical classroom has one or two aggressors, a small number of victims, and a large amount of bystanders. **Creating a classroom environment where bullying is unacceptable to the majority of the students is the greatest deterrent to the bullying triangle.**

Victims: The victim in the bullying triangle is the person or persons who are directly affected by the aggressive behavior. The key strategy in helping the victim is to empower them. It is important to build on their sense of self-confidence. Bullying is often done through hurtful words. In this instance, helping a victim feel that they have the power to “not allow” hurtful words to affect them is very important. Some children will “fit” themselves into the victim role. If a parent or teacher identifies a student who chronically finds them self in the victim role, it is vital to help that child identify the cause of this. Empowerment is a key component of helping a victim, but there are times when a victim will not be able to break the bullying triangle alone. In these instances, intervention from parents and teachers will be necessary.

Intervention Models

It is our intention to be consistent when dealing with student conflicts. Included below are models for interventions relating to different variations of student conflict. These models represent levels of intervention based on the severity of the conflicts while also taking into account the repeated occurrence of certain offenses.

Spontaneous Conflicts



Harassment/Bullying

Cases of bullying or harassment will be dealt with by following a series of tiered intervention strategies. Tier I speaks to initial practices that involve students and possibly teachers and/or the principal. Tier II practices are employed if the issues persist and the Tier I strategies were unsuccessful. Tier II strategies will always require parent participation. If the conflict issues continue to worsen, Tier III strategies will be employed.

Tier I	<ul style="list-style-type: none"> • Separate teacher or administrator directed conversations with each person involved – victim, aggressor and bystanders. • Possible detention for aggressor. • Follow-up observation – teachers will monitor aggressor closely. • Teachers will privately follow-up with victim.
Tier II Documentation Necessary	<ul style="list-style-type: none"> • Parent/teacher/student meeting regarding aggressor’s behavior. • Behavior contract put in place. • Possible suspension of chronic aggressor.
Tier III Documentation Necessary	<ul style="list-style-type: none"> • Possible extended suspension of chronic aggressor. • Possible expulsion of chronic aggressor.