

St. Anthony of Padua School Family Handbook 2023-2024



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Mission Statement

St. Anthony of Padua Roman Catholic Elementary School is a faith community, where students are challenged to grow and develop spiritually, intellectually, emotionally, socially, and physically in accord with Gospel values. Our mission is the responsibility of the student, home, school, and community.

--Adopted March 2015

Belief Statements

Spiritual Development/Dedication to Human Dignity

- We believe our school's purpose is to enable students to develop Christian values and a lifelong relationship with Jesus Christ. We promote the principles of Christian morality, teach Catholic social principles, practice traditions of our Catholic faith, and make prayer a priority.
- We believe our school community provides a safe, nurturing environment.
- We believe Gospel values call us to respect and celebrate individual and cultural differences in our interpersonal relationships.

Academic Excellence/Learning Environment

- We believe all students can succeed in a positive environment which addresses a variety of learning styles.
- We believe engaging instruction develops critical thinkers and creative problem solvers.
- We believe that varied assessments help students identify and define personal goals.
- We believe that education instills a love of learning that empowers students to adapt to an ever-changing world.

Social Justice/Service

- We believe our school's faith formation begins at home, is enhanced at school, and benefits the global community.
- We believe that our ultimate goal is to help children become courageous, compassionate citizens who will model Gospel values throughout life.

General Information

Admissions and Re-Admission Procedures

St. Anthony of Padua School recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, and national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school-administered programs.

St. Anthony School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

Priority for admission is given to registered, active members of the parish. Non-parishioners and non-Catholics will be considered for admission if space and financial considerations permit.

St. Anthony parents are expected to share their time, treasure, and talent with St. Anthony School and Parish. Expectations for the parish include weekly attendance at Mass, financial support, and participation in parish and school activities.

Students are accepted on a yearly basis and must apply for re-admission each year. Acceptance for admission/re-admission will be based on academic progress, **attendance**, appropriate conduct, and fulfillment of all financial obligations. The school has the final authority for acceptance for admission/re-admission.

Registration of New Students (1-8)

New families must contact the school office to register their child or children. Registration of new students takes place during the second semester after the re-registration of current school families.

Prior to acceptance, the student's previous school records will be reviewed, and a student/parent interview with the principal is required. Following the interview with the principal, families will be notified of their acceptance.

Children entering grade 1 must be six years of age by September 30 and/or provide evidence of successfully completing a year of kindergarten in an accredited school.

Kindergarten Registration

Children entering kindergarten must be five years of age by September 30. Registration paperwork should be filed in the spring. Applications will be reviewed by the principal; parents will be notified of acceptance shortly after review. In the spring, all incoming kindergarten children will participate in a kindergarten assessment to determine readiness.

Re-Registration and Re-Admission

Families whose children attend St. Anthony of Padua School will be required to re-register for each academic year. This re-registration will take place during the second semester, usually each January. The student's academic, conduct, **and attendance** records will be reviewed for re-admission. All tuition must be **paid and current** before the re-registration is considered complete.

Withdrawal/Transfer of Students

Families who desire to withdraw from St. Anthony of Padua School are required to submit in writing a “Withdrawal Form” available in the school office. In addition, they are required to sign a “Transfer of School Records” form also available in the school office. All fees (tuition, fines, lost books) *must* be paid in full by the last day of school in order for a child to receive his/her report card.

School Hours

The school day begins at 7:55 AM and ends at 2:40 PM. At 7:35 AM, students may enter the building through our main north and south doors to attend their classrooms. A single warning bell will ring at 7:50 AM, followed by a double bell at 7:55 AM to signal the start of the school day. A single bell will ring at 2:40 PM to start the dismissal procedure of students.

St. Anthony of Padua offers a Before School Care Program and an After School Care Program to help accommodate family schedules. These programs will be highlighted in the arrival and dismissal procedures.

Morning Arrival Procedures

Early Arrival and Before School Care Program

Students entering the building prior to 7:35 AM must attend our Before School Care Program. Our Before School Care Program is available from 7:00 AM till 7:35 AM for any student for a minimal daily fee. There is teacher supervision for our Before School Care Program.

All other early arrival students must remain outside the building with supervision until 7:35 AM. For the safety of our students and staff, all of the doors will remain locked until 7:35 AM when all students are permitted to enter the building through the north and south doors to attend their classrooms.

Bus Riders

Students are dropped off at the north entrance by the flagpole. The buses use the circular drive to drop students off at school. If interested in using busing as a means of transportation, families must contact the Department of Transportation through the Parma City School District to determine qualification for busing. Not all families may qualify for busing, and this is determined by the local school district. An online Google form must be completed annually by April 30 of the current school for the following school year.

Car Riders

Students can be dropped off in either the north lot or the south lot. Parents may use the drop-off line, or, if parents choose to park, they must walk their child/children to the door. All drivers are asked to be cautious when entering and leaving the school property.

Late Arrival

A parent must report to the office to sign in any late child/children. Students will be marked tardy if they are not in their classrooms by 7:55 AM.

Dismissal Procedures

Students are dismissed at 2:40 PM.

Transportation Tags: Kindergarten, First, and Second Grade Students Only

To ensure these students are going to their appropriate destinations, each student will be given three pictures that are to be attached to their book bag based on their dismissal.

- Car Riders: Attach the car picture with "S" for south lot.
- Bus Riders: Attach the bus picture with the bus number written on the back.
- After School Program: Attach the owl picture.

Driver Release Forms

Every family is required to fill out a driver release form. Students are only permitted to leave the building with people identified on their form.

In the event a child must go home with someone not on the driver release form, the office must be notified with the person's name. The child will report to the office for dismissal. The person not specified on the form must present his or her ID to office staff before the child will be released.

Dismissal Traffic Pattern

- Students always have the right of way.
- Due to the high number of students exiting the school at one time, all drivers must be cautious of their surroundings and utilize low speeds.
- All drivers picking up students must park their car and exit their vehicle to be visible before a child will be released.
- No cars may be parked in the traffic circle.

Bus Dismissal

Buses will be parked in the north traffic circle, and students will exit the building through the north main doors.

1. Walk directly to the bus.
2. Follow the directions of the dismissal supervisor.
3. Safely enter and exit the bus.
4. Follow the bus rules of the public school district that provides transportation.

Car Riders, South Lot

All car riders will exit the building through the south office doors.

- Follow the directions of the dismissal supervisor.
- Parents pull in to a designated grade-level lane of their youngest child.
- Students will be dismissed two lanes at a time. Older students will accompany their younger siblings.
- Once the two lanes of cars are loaded, they will be directed to leave, and the next two lanes will be dismissed.
- Any late arrivals should enter the last lane marked "late arrivals."
- Students not picked up by 2:50 PM will be sent to the After School Care Program. Parents will be required to pay all charges according to policies established by the After School Care Program.

Walkers and Bike Riders

Students walking or riding their bike from school will be dismissed from the State Road doors.

- Cross streets only at the crosswalks and places designated by the crossing guards.
- Bicycle riders must dismount completely and walk their bike across the crosswalk. The same applies for the school yard.
- Obey the directions of the crossing guards at all times.

Students who do not show respectful cooperation with the crossing guards will have disciplinary consequences at school.

After School Care Program

An After School Care Program is available for all students from 2:40 PM until 5:30 PM in the lower level of the school. The After School Care Program is supervised by St. Anthony staff.

- Students must be enrolled and registered in the program prior to use of the program.
- Families must pay a daily rate.
- Students will have the opportunity for play time, snack time, study time, and special activities time.
- Students must be picked up on time, and late pickups will result in additional fees.

Extracurricular Programs

St. Anthony of Padua offers a variety of extracurricular programs for students. Students must go directly to their extracurricular activity following dismissal. In the event of an extracurricular activity that does not start immediately after school, students must report to the After School Care Program or leave the building before returning to the activity at the appropriate time. Upon completion of the extracurricular activity, students are to be picked up by parents or must report to the After School Care Program.

Emergency and Weather School Closure

In the event of severe weather or an emergency, families will be notified through **an automated message**. Local news stations will also be notified of the closing and will broadcast our school name.

Parma City School District is responsible for determining when schools should close due to bad weather. When Parma City Schools are closed, so is St. Anthony of Padua.

Bus Transportation Rules

St. Anthony School provides rosters to Parma Transportation; eligibility requirements are set by Parma City School District. Please contact Parma Department of Transportation at (440)885-8335 with any questions.

School bus transportation is a privilege that cannot be abused by demands for luxury, services, or individual convenience. A safe and efficient school bus program calls for teamwork by students, bus drivers, teachers, and the principal. Without teamwork, a school system risks what it cannot afford to risk--death or injury.

All the students of St. Anthony of Padua School are bound by the rules and regulations set forth by the state of Ohio to provide both efficient and safe transportation. By law and local school board policies, students are only permitted to ride on the bus they are assigned to in their own district.

Students are never permitted to cross bus systems due to insurance policies. Walkers or car riders *may not* ride buses of any district unless they qualify for busing in that district.

Getting On and Off the Bus

1. To help maintain morning schedules, all students must be ready and waiting when the bus arrives.

2. Riders must always stay off the road while waiting for the bus.
3. Riders must conduct themselves in a safe and polite manner while waiting.
4. Riders must wait until the bus comes to a complete stop before attempting to board.
5. Crowding and pushing is dangerous and must be avoided when getting on and off the bus.
6. School bus stops for loading and unloading must be reasonably spaced.

Riding on the Bus

1. Loud talking and laughing or unnecessary confusion can divert the driver's attention and may result in a serious accident. Riders must talk quietly when riding the bus – at intersections and railroad crossings there is to be no talking.
2. Bus riders must never tamper with the bus, outside or inside, or any of its equipment.
3. Any damage done by students riding the school bus, such as cut cushion, a broken window, etc., will have to be paid for by the student or their parents. Throwing anything in the bus or out an open window is prohibited.
4. Riders must always keep arms inside the bus when the windows are open.
5. Books, packages, coats, and all other objects must be kept out of the aisles.
6. Eating is not permitted on the bus at any time.
7. The use of cell phones on the bus is prohibited.

Consequences for Violation of Rules

The bus driver is responsible for the orderly conduct and discipline of the students. While on the bus, the students are under the authority of and directly responsible to the driver.

- First Offense: Names and addresses will be turned in to the principal as a warning. Parents will be notified by the principal.
- Second Offense: Students will be taken to the principal for discipline that may result in detentions and removal of riding privileges for five days.
- Third Offense: Students will have their riding privileges suspended for the remainder of the current semester.
- If an offense is smoking, vandalism, or constitutes a major safety hazard, no warning will be given and the principal may suspend privileges indefinitely with written notification to parents.

If the misbehavior is of such seriousness as to warrant the child being excluded from riding the bus, this decision rests with the principal who will inform the parents. Any violation of the above rules and regulations may result in the suspension of transportation privileges. The above rules and regulations apply to any trip under school sponsorship. Students shall respect the wishes of the chaperone appointed by the school.

Student Responsibility for Safe Conduct

Students are expected to cooperate with the bus drivers, crossing guards, and teachers on supervision. Students who choose not to cooperate with the bus drivers receive violations to be signed by the parents. St. Anthony of Padua School personnel support and cooperate with all bus districts in the issuance of bus violations according to district policies.

Early Dismissal and Change in Transportation

In the event a student must leave school before dismissal or will have a change in transportation, notification is required from a parent to the school office regarding appointments or a change in home routing. A child may not ride another child's bus. Please follow these steps:

1. The student must present a note, signed by a parent, stating the reason for the early dismissal or change in regular transportation home. Notes are preferable, but calls to the school are acceptable prior to **2:00 PM**.
2. No student may leave the school grounds without being excused. These procedures are implemented for the protection of each student.
3. Parents who wish to pick their child up at school must come to the office and sign their child out. No child will be dismissed to anyone except the custodial parent without notification in writing to the office prior to the student's dismissal. If a person is not on the driver release form, the student will wait in the office and the person picking up the child will have to present his or her ID before the child will be released.
4. Parents picking up children early should always park in the south or north lot (not in the bus circle). Parents are responsible for notifying after school care programs of any change in procedure.

Attendance and Absences

Parents have a serious obligation to insure their child's attendance is consistent and timely. Regular attendance in school is compulsory according to State Law (Ohio Codes 3321.01 and 3321.03). Irregular attendance is investigated and reported to the proper authorities.

Parents and students must accept full responsibility for regular attendance. Parents must be aware of their serious obligation to have their children attend school daily unless there is a legitimate reason for excused absence. These are as follows:

1. Death in the family
2. Serious illness in the family that makes it necessary for an older child to stay home and take care of younger children
3. Personal illness
4. Urgent medical or dental assistance (ordinarily, dental and medical appointments should be made outside school hours)
5. Quarantine of the home
6. Any circumstance which, in the judgment of the principal, constitutes a good and sufficient cause for absence from school
7. Family vacation (notification in advance and see Vacation Policy)
8. Emergency weather conditions or transportation difficulties

Absentees miss valuable class instruction, discussion, and the continuity of work. Regular attendance is important not only for success in school, but also because it builds habits and attitudes of responsible behavior important for life.

Students are responsible for making up all work missed because of absence. Teachers will be glad to give help, but it is the duty of the student to seek it and be willing to put extra time into study.

Excessive absences will result in student probation and possibly expulsion.

Reporting Absences

1. Parents are **required** to call the office at (440) 845-3444 by **8:30 AM** to report absence of a student.
2. Homework arrangements may be requested at this time.
3. If the absence is extended for more than one day, a call each day is necessary.

Please be aware that if a parent does not contact the school office, the school has the responsibility to notify the parents of the student's absence. Parents may be called at their place of employment if necessary. **Failure to reach a parent will result in an unexcused absence. Unexcused absences will impact any state scholarship.**

If a family is unable to contact the school by 2:40 PM, the police will be notified in accordance with the Missing Child Act.

Homework Request

If a child is absent, parents may request homework when calling their child absent prior to **8:30 AM**. Homework may be picked up in the school office from 2:30 PM to 3:00 PM or sent home with another student. If you would like us to send your child's work home with another child, please provide the following information to the office:

- Your child's name, homeroom, and teacher
- Other child's name, homeroom, and teacher

Tardiness

Students must be in their classroom before the 7:55 AM bell **or else their teacher will mark them tardy**. Any student who arrives to school after 7:55 AM must report to the school office with his or her parent **to sign in**. Parents must sign their child in, and the student will be given a Tardy Slip to present to his or her teacher.

Tardiness is damaging to academic achievement and to the development of personal responsibility. Instances of tardiness will accumulate and may result in disciplinary procedures. **Excessive tardiness will result in student probation and possibly expulsion.**

Truancy

Truancy is understood to include leaving school without permission, being absent from school without parents' knowledge, and being absent from class without permission. Truancy may result in discipline specified by the principal. If necessary, the case will be referred to the Department of Family and Child Services.

Make-Up Work

Students will be given time to make up assignments missed during absence as specified by their teacher. In the event of an extended absence, please arrange to have your child's work picked up from the office. Homework assignments missed due to a family vacation during the school year will be made up upon the student's return to school. (See Vacation Policy.)

Regardless of reasons for absence, make-up work is the responsibility of the student. Excessive absence interferes with the learning process, thus affecting the student's academic achievement. The principal has the right to determine the number of days a student may be absent before retention takes place. This is done on an individual basis and may require a physician's note after a pattern of repeated absences.

Appointments

Medical and dental appointments should be made outside of school time *if possible*. A written note must be presented to the teacher the morning of the appointment. Students must be picked up in the office by the person specified in the note.

Vacation Policy

Family vacations should coincide with school vacation dates. In situations where absence cannot be avoided, the principal and teachers should receive written notification two weeks in advance.

Teachers have no responsibility to provide work for students prior to vacation. Students are responsible, under the supervision of their parents, for the mastery and completion of work missed during an absence. Many classroom activities missed during a lengthy absence cannot be replicated. Teachers will assign a reasonable

length of time in which assignments are to be completed. Work that is not made up will be marked as incomplete and graded accordingly. Standardized tests missed because of vacation cannot be made up.

High School Visitations

Eighth Grade Students

- Two specific dates are designated for students to shadow high schools in the fall. These dates will be communicated to families in the beginning of the school year.
- Students are permitted to shadow at high schools only on these dates.
- Three days in advance, a “High School Visitation Form” must be turned in to the homeroom teacher and principal.
- A visitation letter will be issued for the day of your school visit.

Please check with high schools regarding their visitation policy.

Attendance at After-School Activities and Co-Curricular Events

A student may not participate in a school-sponsored activity (i.e., drama production, concert, social, dance) unless he/she has been in school at least one half day (7:55 AM-11:15 AM/11:15 AM-2:40 PM).

Exceptions can be made for the following reasons:

- He/she has a prearranged doctor/dentist appointment and has followed procedures for being excused from school.
- There has been a death in the family.
- An emergency occurs at home, and the parents have contacted the principal.
- All exceptions must include permission from the principal to be present and/or participate.

Children who have gone home sick may not return to participate in activities.

Participation in St. Anthony of Padua after-school and co-curricular events, including dances, socials, music programs, among others, are offered for the benefit of our students. Students must be present in school at least one-half the scheduled day (7:55 AM-11:15 AM/11:15 AM-2:40 PM) in order to participate in a co-curricular event. It is our belief that students are expected to behave respectfully and properly in the regular classroom setting and in the overall school environment. Therefore, administration reserves the right to prohibit students from attending after-school/co-curricular events. Students in attendance at any St. Anthony of Padua after-school or co-curricular events who do not follow the code of conduct may be removed, receive disciplinary action, and not be permitted to attend other after-school/co-curricular events. Parents will be called to pick up their child. Any student who is suspended from school or is serving a detention is not permitted to participate or attend any after-school or co-curricular event during the day of detention and/or suspension.

Academics

Curriculum

St. Anthony School implements the Graded Courses of Study prepared by the Cleveland Diocese aligned with the National Common Core Standards. Our teachers continually evaluate their instruction and curriculum map to provide students with a rigorous education in accordance with the national standards. Religious education is a fundamental component of St. Anthony School and is integrated throughout each content area.

Students participate in the following curricular areas:

- Religion

- Reading
- Language Arts
- Mathematics
- Science
- Social Studies
- Health
- Art
- Music
- Physical Education
- Technology

Other courses of study include the following:

- Study Skills
- Library Skills
- Career Education
- Energy Conservation
- Citizenship
- Multicultural Education
- Christian Human Sexuality
- Human Relations
- Drug/Alcohol Education

Religious Education

Religious classes are taught daily to all students. The content of the classes is determined by the courses of study for the Diocese of Cleveland. Teachings of the Catholic faith are frequently integrated into other subject areas, and applications are also made in the social justice projects that involve students on many grade levels.

We encourage a spirit of prayer to permeate the day. There are set times within the daily schedule where each class prays together. All students attend Mass bimonthly. In addition to Mass, students attend prayer services, Stations of the Cross, and Living Rosary. We encourage all families to join us for these celebrations.

Reconciliation

Students in second grade have the opportunity to receive the Sacrament of Reconciliation in the fall. Children in all grades are encouraged to receive this sacrament regularly. Students in grades 3 through 8 usually have two scheduled opportunities for Reconciliation throughout the year.

First Communion and Eucharist

Students in second grade prepare for the Sacrament of Communion. Students must attend their First Reconciliation and Jesus Day to celebrate their First Communion in the spring. Students in grades 3 through 8 celebrate the Eucharist during school liturgies.

Christian Formation in Sexuality

The Diocesan Curriculum is the official guideline for Catholic Schools. St. Anthony School integrates the curriculum into religion and health in grades K through 8 aiming to promote a Christian attitude of respect for life and human

sexuality. Parents of students in grades 5 through 8 are given the opportunity to preview the materials used in the classroom program.

Servers

Students in grades 5 through 8 are permitted to become servers at liturgies. Please contact the rectory for more information regarding training and opportunities to serve for parish and school liturgies.

Mission and Charity Collections

Throughout the year, St. Anthony School holds various activities and collections to encourage justice and compassion for others. It is recommended that children earn any monetary amount given to these collections since it is the spirit of sacrifice we wish to develop.

Student Support Services

St. Anthony School has additional support services to help students improve their educational foundation and improve their classroom performance throughout the school day. We obtain the following staff to assist in meeting the needs of our students:

- Intervention Specialist
- Counselor
- Speech and Language Pathologist
- Classroom Tutor
- Teacher of English to Speakers of Other Languages (TESOL)

St. Anthony utilizes the Response to Intervention model to track student progress and determine which students may qualify for additional academic support and intervention. Our Response to Intervention incorporates various forms of testing and multiple levels of intervention based on student needs and services available. Parent communication and participation is a critical aspect of our Response to Intervention model. Staff and parents may meet to discuss the process, target goals, options of intervention, and home support. It is important for all components to work together to help students improve their academic capabilities.

Technology

The goal of our technology curriculum is to enhance the teaching and learning process through the integration of technology skills throughout the curriculum. Students learn to research information and become efficient in Microsoft Office and Google Classroom. Students will learn to code, create multimedia presentations, and collaborate on various multimedia projects.

Students have access to a variety of technology within the building including Smart boards and 3D printers. Grades K through 8 are 1:1 with Chromebooks.

Fine Arts Program

Students participate in a fine arts program including vocal and instrumental music, music theory and history, art appreciation, and visual art.

Physical Education

Students participate in aerobic exercise, games, and team sports. Each student is expected to participate in the program unless released by a physician's note for serious or prolonged illness.

Mandatory Testing

Participating in standardized testing programs provides data to assist the school in providing a high quality education for the students. St. Anthony School partakes in the following standardized testing programs:

- Measures of Academic Progress Tests (MAP Tests): Grades K through 8
- Assessment of Catechesis/Religious Education (ACRE Tests): Grades 5 and 8

MAP Testing is mandated by the Diocese of Cleveland and will consist of three testing periods throughout the year. MAP Tests cover the topics of math, reading, language arts, and science. The test questions are formulated to each individual student to determine his or her ability level. Parents will receive more information in the family folder.

Assessment

Assessment is an important aspect of the teaching and learning process. Evaluation helps teachers determine student progress and performance and the effectiveness of current teaching strategies and methods. Fair and accurate assessment of the student is best achieved when various types of techniques are consistently used. Assessment of learning may be tests, quizzes, projects, homework, and the standardized testing program. Assessment for learning may include classroom participation, cooperative group learning projects, hands-on learning experiences, and techniques reflecting multiple intelligence learning, observation, and other activities where the student is actively engaged in the teaching/learning process.

Grading Scale

The following grading scale has been adopted by St. Anthony School:

- A+ = 100-98%
- A = 97-95%
- A- = 94-93%
- B+ = 92-90%
- B = 89-87%
- B- = 86-85%
- C+ = 84-82%
- C = 81-79%
- C- = 78-77%
- D+ = 76-75%
- D = 74-72%
- D- = 71-70%

In the primary grades, some content areas and specials use the O, S, N, and U scale.

- O = Outstanding
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

In grades K and 1, teachers will use standards-based grading (SBG).

Retention

The final decision to retain a child will be made by the principal after consultation with the teacher and parents of the child. A child should be retained only if it is presumed he/she will profit by it. Administration may require

mandatory tutoring during the summer from an approved source. Failure to meet agreed-upon tutoring guidelines may result in retention.

Retention may be considered for the following reasons:

1. Failure in three or more major subjects
The major subjects are language arts, mathematics, social studies, and science. (Failure in an individual subject is defined as receiving a grade of F for more than two quarters.) Daily work would consistently show failing marks.
2. Failure to master fundamental skills of reading in the primary grades
3. Retention for other good and sufficient reasons such as immaturity

Homework

A reasonable amount of homework will be given daily. The assignment will be an outgrowth of classwork to supplement learning, to review independently what was taught in class, and to provide opportunity to use research skills. It is the students' responsibility to make up all work missed due to absences. Assignments must be completed and returned to the respective teacher(s) within the time specified by the teacher. Upon return to school, it is the child's responsibility to check with each teacher regarding make-up work.

Time allotments for homework depend on the type of assignment and on the age and grade level of the student. No definite time limit can be determined for all, since children work at different rates of speed. All students are expected to record homework in their daily assignment book. Parents can use this to monitor the homework assignments given and check on their completion. Students should also record information about long-range projects in their assignment notebooks so that they can learn to plan their time wisely.

Neglect of homework will be reflected in a student's grade. A major project may require completion after school at the discretion of the teacher. When the student is involved in activities during the school day, he/she is expected to complete all missed classroom work for the day on which it is due. Tests missed due to absence may be required to be taken after school so as not to interfere with subject development. Parents are responsible for transportation if the child must stay after school.

Field Trips

Field trips are educational excursions, which are preplanned learning experiences, related to the curriculum of the specific grade level and followed by evaluation. Written parental permission is obtained prior to each excursion.

Cost of field trips is the responsibility of the parents.

Participation in these trips is a privilege that students earn by exhibiting responsible and cooperative behavior throughout the school year. Students who have been suspended and/or show chronic behavior problems will be denied the right to participate in these trips. Those with chronic or unpredictable behavior and/or lack of academic effort may also be denied the right to participate. Decisions regarding participation are made by teachers and administrators. The school reserves the right to refuse a student's permission to participate in a field trip if his/her behavior could jeopardize the personal safety of self or that of the group.

Extracurricular Activities and Clubs

St. Anthony School offers a wide variety of clubs and extracurricular activities for our students. We are always looking for ways to enhance our extracurricular activities and clubs available to students. When new clubs form, information will be sent to families through the Thursday Family Folders.

Athletics and CYO Sports

St. Anthony School participates in the St. Anthony of Padua Parish sports program, which competes in CYO league play. Students have the opportunity to represent the school on a sports team and compete against other local schools. The purpose of the program is to foster the development of physical, social, and moral skills through sports. The Athletic Director and Athletic Boosters run the athletic program.

In the event St. Anthony School does not have enough students to form a team, interested students will be given an opportunity to join another local team.

Communication

Report Cards

Report Cards provide parents with tangible evidence of their child's growth and development, and they promote mutual understanding between home and school. Report cards are issued four times a year and are distributed the week following the end of the quarter. Report cards are to be signed and returned by the parent or guardian.

Interim Reports

Interim reports are available mid-quarter to alert parents of their child's progress. Areas of difficulty and satisfactory progress are noted on the report. Special attention is given in the mid-quarter to effort and conduct.

Rediker

Rediker is the online gradebook program used by St. Anthony of Padua. Each family will receive an individual account that provides access to assignments, grades, and other forms of communication from the teacher and school. At minimum, grades will be uploaded by teachers on the 1st and 15th of every month.

In addition, Rediker has the capability of sending automated messages to families in the event of school emergencies, closures, or other situations.

Parent-Teacher Conferences

Parent-teacher conferences are scheduled twice a year: once during the first quarter and once after the first semester. When the need arises during the school year, you may contact a teacher to schedule additional conferences.

Students with divorced parents will be granted a single teacher conference time with the expectation that both parents will be present to ensure each parent is receiving the same information.

Addressing School Concerns

If a concern should arise with a teacher and/or a staff member or classmate, please contact the teacher or staff member to discuss the concern. If the concern is not resolved, then contact the principal to discuss the matter. All concerns will be respectfully listened to and addressed according to proper procedures. They will also be kept confidential.

Reports to Custodial and Non-Custodial Parents

If there are any specific restrictions in regard to home-school communications, a copy of the entire court order should be placed in the student's cumulative file in the school office so that home-school communications can be directed in the proper manner. If the non-custodial parent wishes to receive information about the child, a request in writing or by phone must be made to the school office.

Family Folder

Each family is given a Family Folder that is sent home twice a month to assure school information arrives home. The Family Folder may contain tuition statements, bulletins, messages from parish and school organizations, and other types of information.

The Family Folder is to be initialed on the outside, emptied, and returned the next day.

Due to the increased cost of postage, we can no longer mail duplicate copies of the Thursday communication folder to a second parent. Arrangements with the school office can be made to provide the second parent with a copy of the information that will be held in the office for pickup. Please contact our school office in advance to make such arrangements.

Parent-Student Messages

In an emergency, a message may be given to a child through the office. The office will ensure your child receives the message in a timely manner.

Cell Phone and School Phone Usage

Student use of the school phone is limited to only emergency calls. The use of cell phones is prohibited by students in the school building. Cell phones are to be kept off and should remain in the student's backpack.

During school hours and dismissal, the sight or sound of a cell phone will result in an automatic detention.

Lost and Found

Lost and found articles are placed in a plastic basket in the school office and in the gym. If a child loses an article, he/she can come to the office to inquire. Articles are displayed in the main foyer on a monthly basis. Unclaimed articles are donated to a needy shelter.

Finances

Tuition

The St. Anthony of Padua Parish Finance Board determines the tuition annually. St. Anthony of Padua Parish pays a percentage of the per pupil cost, and families must pay all their tuition annually by June 1. St. Anthony offers a variety of payment options that can be customized through the rectory.

Traditional Payment Options are as follows:

- **Full Payment:** Entire tuition payment is due July 1 of the school calendar year.
- **Monthly Payment:** Twelve monthly payments are due by the first of each month starting July 1 through June 1.

Families may use an online payment system called Faith Direct to make one-time or recurring payments:

<https://membership.faithdirect.net/OH340>.

All fees (tuition, fines, lost books, etc.) *must* be paid in full by the last day of school in order for your child to receive his/her report card.

NSF Checks

It is the policy of St. Anthony of Padua School that checks returned from the bank identified as NSF will be treated as follows:

1. **First Offense:** NSF check writer will be fined an amount similar to the charge assessed to the parish for handling such NSF checks (currently \$30).
2. **Second Offense:** NSF check writer will be fined an amount similar to the charges assessed to the parish for handling such NSF checks and fined an additional \$30. Also, they will be required to pay tuition, lunch monies, and other fees only by cash or certified check.

Diocesan Tuition Assistance (FACTS Program)

Families of St. Anthony of Padua may apply for tuition assistance through the diocesan tuition assistance program, FACTS. FACTS requires families to submit their information online by March 1. Completion of FACTS will not guarantee tuition assistance, as your financial need is compared with everyone from the diocese. St. Anthony of Padua does not determine which families qualify for assistance. Families will be notified if they are granted tuition assistance from the diocese. Please contact the principal with further questions regarding FACTS.

EdChoice Scholarships/**Cleveland Scholarship**

St. Anthony of Padua is a provider of the EdChoice (Traditional) Scholarship, the EdChoice Expansion (K-12, Income Eligibility) Scholarship, **and the Cleveland Scholarship**. The EdChoice and EdChoice Expansion Scholarships are state scholarships through the Ohio Department of Education. Families eligible for these scholarships must renew their scholarship annually. **To apply for the Cleveland Scholarship, families must live within the boundaries of the Cleveland Municipal School District (CMSD). Low-income families are given award priority.** Refer to the school website or the Ohio Department of Education website for more information.

Registration and Technology Fee

Families are required to pay an annual registration and technology fee per child attending St. Anthony of Padua. A child will not be considered registered for the upcoming school year until the fees are submitted.

Student Safety

Visitors

For security purposes, the school doors are locked during the school day. Admission into the building must be completed through either the north main doors or the south office doors. All visitors are required to sign into the office and must wear a visitor badge while on school premises.

Parent Volunteers

Volunteers play a critical role in the day-to-day operations of St. Anthony students. There are many opportunities for parents to become involved in school activities. Activities include classroom parties, school-day fundraisers, field day, field trips, club volunteers, coaching, and many more.

We take the safety of our students seriously; therefore, we have chosen to implement a policy that is stricter than the minimum requirements set forth by the diocese. All volunteers who would like to work in any capacity within the school must present the office with the following information:

- Virtus training (one-time training put on by the Diocese of Cleveland)
- BCI background check
- Protecting God's Children form

Volunteers who show up on the day of an event without these requirements will be asked to leave. We encourage all our families to get involved, yet the safety of all students comes first. Once the office has copies of these documents, volunteers may assist in any school-day function for at least five years.

In the case of coaches, St. Anthony Athletic Association must be contacted, and a CYO coaching certification is required.

Please contact the principal for further questions.

Safety Drills

Students participate in regularly held safety drills in accordance with state recommendations. The safety drills include fire, tornado, lockdown, evacuation, and rapid dismissal. In addition, the school undergoes annual building, fire, and safety inspections to ensure a safe environment.

Search and Seizure

All property of the school, including students' desks and lockers as well as their contents, may be searched or inspected at any time without notice. Administration has an unrestricted right to search these structures as well as any containers, book bags, purses, or articles of clothing that are left unattended on school property.

The search of a student's person or handbag or book bag currently being carried is permissible when there is any suspicion that the student may be carrying prohibited objects or substances including but not limited to weapons, illegal drugs, drug paraphernalia, or other items, the possession of which is prohibited by law or by school policy.

Health

St. Anthony staffs a health aide in the school clinic every day. It is critical that parents keep the school clinic informed of their child's medical condition including documented allergies and all medications prescribed to him/her.

All staff members are trained in blood-borne pathogens and the recognition of signs and symptoms of communicable diseases. All children and staff members follow required hand washing procedures by using antibacterial soap and paper towels or electric hand dryers. Reminders to this effect are posted. Classroom and clinic staff members regularly disinfect tables, chairs, and classroom equipment.

Emergency Forms

Each family must submit an up-to-date emergency form for each child no later than the end of the first week of school. No child will be admitted after the second week of school if the emergency form has not been completed and turned in. Throughout the year, the information on the emergency form must be kept current.

Immunization

Ohio State Law requires students to have all necessary immunizations and a physical exam on file in the school clinic. Physical examination forms and copies of the immunizations required by the state are available by contacting the school health aide or main office.

Illness

Children who are ill should remain home. If a child becomes ill at school, he/she may not leave without the parents or those designated on the emergency form being notified and arrangements made for getting the child home. Those picking the child up must sign the child out in the office. Children will be monitored in the clinic by the health aide or school secretary until a parent or a parent's representative as stated on the health form on file in the school's clinic can pick up the ill child.

After being ill, students may return to school if they are

- fever-free without any fever-reducing medication for 24 hours;
- not vomiting or experiencing diarrhea within the last 24 hours; and
- symptom free

In fairness to *all* children and staff members, do not send your child to school if he or she is still sick.

First Aid

If an accident occurs, first aid will be administered, and parents will be notified. Notification by phone or in writing will be made if the head area is involved in any injury, however minor.

If a parent cannot be reached, the emergency party will be contacted. This person's name should be designated on the emergency form. Please instruct this person what to do in your absence, especially if both parents work. Please inform the office if any change occurs in regards to emergency information.

Medication at School

When it becomes necessary for school personnel to administer prescribed or over-the-counter medication, the following guidelines are enforced:

1. All school personnel must be informed that the administration of any drug (prescription or over the counter) without the order of the physician and the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law.
2. A locked cabinet is provided in the clinic for storage of all medication sent to school.
3. Written request must be obtained from the physician or the parent/legal guardian before any medication may be administered by school personnel. The request must include instructions as to the name of the medication, dosage, time and duration of the medication, and the possible side effects. Required forms are available in the school office. No medication will be administered without written permission from both the physician and the parent. This includes all over-the-counter products such as Tylenol, Advil, Dimetapp, etc.
4. Medication must be in the original container and have an affixed label including the student's name, name of the medication, dosage, route of administration, and the time of administration.
5. The medication and signed permission forms must be brought to the school by the parent/guardian.
6. New request forms must be submitted each school year and as needed for changes in medication ordered. (These forms can also be found on our website.)
7. The school nurse is responsible for the monitoring and documentation of medication by school personnel. The school nurse is responsible for providing education including specific instructions pertinent to the medication.
8. Accurate records of the medication given are kept in the student's health record.
9. Students are permitted to self-administer inhalers in school and have them in their possession at all times. Written instructions regarding the use of the inhaler must be given to the teacher, administration, and school nurse. Permission must also be given to the school nurse.

Screening

During the school year, students in kindergarten, first, third, fifth, and seventh grades will receive vision and hearing screenings. Postural scoliosis screening will be administered to students in grades five through eight. Any test may be given upon parent or teacher request.

Nutrition

Hot Lunch Program

St. Anthony cafeteria participates in the government subsidized Free and Reduced Lunch Program and offers hot lunches daily. The price of a hot lunch is announced in August and is available on the lunch calendars provided to families. Students may also pack their lunch with an option to purchase milk. All lunches served through our cafeteria are nut free.

The Free and Reduced Lunch Program (through the Federal Program) may be applied for at any time throughout the year by contacting the principal. Applications will be approved or denied through the diocese according to federal guidelines. Detailed information about the Free and Reduced Lunch Program will be sent home in the Family Folder in the fall.

Packed Lunches

For students packing their lunches, the following items are not permitted:

- glass containers
- pop
- energy drinks, caffeinated beverages

Snacks and Treats

When sending in snacks or treats for birthdays and parties, we ask that families please abide by the restrictions of the new legislature (SB 210) by providing healthy foods (fruits, vegetables). If you do send in a food item treat or snack, please follow the classroom teacher's directives. It is best to have them individually packaged.

Peanut and nut products in any form are not permitted to be sent as a treat.

Food Allergies

In the case of students with severe food allergies, accommodations in cafeteria seating may be made to provide a safe environment for your child. Each case will be handled individually based on the needs of the child.

Parent Organizations

PTU

The St. Anthony School Parent-Teacher Unit (PTU) is our parent organization that consists of all parents, teachers, the principal, board, and committee chairpersons. There are no membership dues, and parents are encouraged to get involved. PTU provides an environment for parents, teachers, and administration to work together to enhance and maintain the school's high quality of education and its integral role in the St. Anthony of Padua Parish community. The primary function of PTU is service.

PTU helps facilitate the following:

- Organizes activities for students and families
- Conducts major fundraisers annually, the proceeds of which are used for various projects in the school
- Provides opportunities for parent education and parent involvement
- Assists in providing additional support for teachers and students

Dress Code

Schoolbelles is the supplier for jumpers, skirts, and banded-bottom polos. The company also carries traditional polos, walking shorts, pants, and sweaters. Key Profits is the supplier for gym uniforms.

Boys' Regular Uniform

The principal has the authority to make case-by-case decisions to determine whether a student is in violation of the dress code.

Pants

- Navy blue or khaki
- Properly fitting, traditional dress or Docker-style pants with front and back pockets sewn on the inside (not form-fitting)
- Must be worn at the waist
- Belt must be worn if pants have belt loops. Suspenders are not permitted. Belts must be solid brown or black with a standard belt buckle. (Belts are optional for students in kindergarten and first grade.)

NOT PERMITTED

- Denim
- Pants with rivets or jean-style seams or stitching
- Pockets sewn on the outside of the pant leg (cargo pants)
- Form-fitting, tight, or skinny-legged pants
- Jogger-style pants
- Suspenders

Shirts

- White, navy, maroon, or light blue polo shirt with no logo
- All polo shirts must have all buttons buttoned except for the top one.
- Undershirts must be all white.
- Shirts must be tucked in.
- Hoodies are not permitted to be worn with the school uniform.

Shoes

- Brown, tan, navy, gray, or black; should be as close to a solid color as possible; no excessive stripes or designs
- Dress shoes or casual shoes such as an oxford-style tie shoe or a slip-on; no athletic or running shoes
- Shoes with eyelets must have laces and be tied at all times.
- Shoelaces must be brown, navy, gray, tan, or black (no mismatched colors).

NOT PERMITTED

- Athletic shoes, basketball shoes, high-tops, light-up shoes, Converse shoes with the white toe, sandals, flip flops, Crocs
- Work boots or similar types of footwear that cover the ankle

- Boots are encouraged during the winter months to be worn to and from school, but not during the school day.

Socks

- Navy, black, white, or brown; must be one solid color
- Nike socks in black and white with one solid checkmark are the only acceptable logo.
- Socks must cover the ankle (crew socks).

Jewelry

- One watch
- One bracelet
- One necklace (must be tucked into shirt)
- Boys may not wear earrings.

Girls' Regular Uniform

The principal has the authority to make case-by-case decisions to determine whether a student is in violation of the dress code.

Plaid Jumper or Skirt

- Girls in grades K-3 wear the gray/maroon plaid v-neck pleated jumper or the drop-waist shift jumper from Schoolbelles.
- Girls in grades 3-8 wear the gray/maroon plaid skirt from Schoolbelles.
- The jumper or skirt cannot be any shorter than one inch above the knee.

Pants

- Navy or khaki
- Properly fitting, traditional dress or Dockers-style pants with front and back pockets sewn on the inside (not form-fitting)
- A solid black or brown belt must be worn if pants have belt loops and if student is wearing a tucked-in polo shirt. No belt is necessary when wearing the banded-bottom polo shirt. (Belts are optional for students in kindergarten and first grade.)

NOT PERMITTED

- Denim, stirrup, velvet, stretch pants or any pants with stretchy material like spandex
- Pockets sewn on the outside of the pant leg (cargo pants)
- Pants with rivets or jean-style seams or stitching
- Form-fitting, tight, or skinny-legged pants
- Jogger-style pants

Shirts

Grades K-3

- Jumpers: Rounded or pointed collar blouses, white or yellow, long or short sleeve (without lace, embroidery, or ¾-length sleeve)

- Banded-bottom or traditional polos in white, yellow, maroon, or navy
- Blouses or polos may be worn with the jumper.

Grades 3-8

- Banded-bottom or traditional polo shirts in white, yellow, maroon, or navy

All Girls, Grades K-8

- All polos and blouses must have all buttons buttoned except for the top one.
- All traditional polos and blouses must be tucked in unless banded.
- Bras and camis should not be visible through the polo shirts or blouses. Any visible undershirts should be white.
- Hoodies are not permitted to be worn with the school uniform.

Shoes

- Brown, black, gray, navy, or tan; should be as close to a solid color as possible; no excessive stripes or designs
- Shoe styles such as penny loafers, Sperry top siders, saddle shoes, Mary Janes, flats or other casual shoes
- Heel must be closed and must not exceed one inch.
- Shoes with laces must be tied at all times.
- Shoelaces must be brown, navy, gray, tan, or black (no mismatched colors).

NOT PERMITTED

- Sandals, jellies, boots, Crocs, slippers, flip flops, light-up shoes, athletic or running shoes, Converse shoes with the white toe, basketball shoes, or high-tops
- Work boots or similar types of footwear that cover the ankle
- Boots are encouraged during the winter months to be worn to and from school, but not during the school day.

Socks

- Navy, black, white, maroon, or gray; must be one solid color
- Nike socks in black and white with one solid checkmark are the only acceptable logo.
- Socks must cover the ankle (crew socks).

Tights

- Navy, white, black, gray, and maroon tights are permitted under the school uniform.
- Leggings and nylons are not permitted.

Jewelry and Makeup

- One watch
- One bracelet
- One necklace (must be tucked into the shirt or blouse)
- Girls may wear only one pair of small post earrings (must be on the lobe).

- Girls are not permitted to wear makeup of any kind, including nail polish; no artificial nails (acrylic or gel) are permitted.

Items for Boys and Girls

Sweaters

- Navy, white, maroon, gray, or black sweaters
- Must be one solid color; no lace, insignia, or logo
- Cardigans, quarter-zip sweaters, pullovers, and sweater vests are permitted.
- Sweaters are not to have belts or hoods.
- Sweaters cannot be worn for gym class.

Sweatshirts

- St. Anthony of Padua sweatshirts from Schoolbelles or the PE crewneck sweatshirt from Key Profits may be worn over the shirt.
- Spirit Wear sweatshirts are not considered part of the regular uniform.
- Hoodies are not permitted to be worn with the school uniform.

Hair

- Hair is to be brushed or combed and should be the student's natural color; no highly unusual, nontraditional hairstyles are permitted (no shaving designs, no tails, no undercuts).
- Highlighting is not permitted.
- Hair pieces of any kind are not permitted.
- Boys' hair length should not exceed the top of the collar and should be above the eyebrows. Hair is not to be in their face.
- A student will have one day to change his or her hair back to an appropriate style before resulting in detention.

Warm Weather Uniform Options

- The optional warm weather uniform may be worn from the first day of school in August until October 15 and again from April 15 until the last day of school.
- Khaki or navy walking shorts/uniform shorts with a solid black or brown belt; no more than two inches above the knee
- Banded or traditional polo shirts in colors mentioned previously (A belt is not necessary with the banded polo.)
- Tennis shoes are acceptable with the uniform shorts; however, light-up shoes are not permitted. Tennis shoes should be low-tops, not mid or basketball high-tops. (Shoes must not cover the ankles.)
- Plain white (or black) crew socks when wearing uniform shorts (Nike socks in black and white with one solid checkmark are the only acceptable logo.)

Physical Education Uniform

Key Profits is the supplier for gym uniforms, which can be purchased at <http://stanthonype-2023.itemorder.com/shop/sale>.

- St. Anthony School black sport mesh shorts with cougar paw-print logo

- St. Anthony PE orange t-shirt with paw-print logo (short sleeves in youth sizes; short or long sleeves in adult sizes)
- St. Anthony School ash-gray crewneck sweatshirt
- St. Anthony Cougars black sweatpants or sport fleece jogger pants with orange lettering and logo on the left leg
- Plain white or black socks (Socks must cover the ankle. Nike socks in black and white with one solid checkmark are the only acceptable logo.)
- Tennis shoes (no light-up shoes)
- For the 2023-2024 school year, students in all grades (K-8) will wear PE clothes to school and throughout the day on gym days.

NOT PERMITTED

- Spirit Wear shirts
- Old Schoolbelles gym uniforms with the exception of the crewneck sweatshirts that have the small logo (not the applique)

Other Matters

- Permanent or temporary tattoos are not permitted.

Out-of-Uniform Days

Guidelines for Dress-Up Days

Acceptable dress-up attire for **boys** includes the following:

- Dress pants (no jeans, pants that resemble jeans, or cargo pants)
- A belt
- Collared shirts
- Sweaters
- Dress shoes or school shoes (no athletic shoes or sandals)

Acceptable dress-up attire for **girls** includes the following:

- Dresses or skirts (no shorter than one inch above the knee)
- Dress pants (no jeans, cargo pants, yoga pants, or jeggings)
- Leggings may be worn with a long sweater, shirt, or skirt to provide adequate coverage.
- Appropriate blouses (no tanks, sleeveless shirts, spaghetti straps, cold shoulder tops, or low-cut necklines) Shoulders must be covered.
- Sweaters
- Dress shoes or school shoes (no athletic shoes or sandals, no high heels)
- Form-fitting dresses are not permitted.

Guidelines for Dress-Down Days

- All St. Anthony of Padua Spirit Wear including team uniform shirts may be worn.
- The language/decoration on t-shirts should be appropriate for St. Anthony of Padua School.
- Hoodies are permitted.
- Jeans (with no holes) and athletic joggers may be worn.

- Skinny jeans and leggings may be worn with a long sweater, shirt, or skirt to provide adequate coverage.
- Tennis shoes may be worn.
- Socks are to be worn at school at all times.
- Pants may not sag.
- Skirts, dresses, and shorts must be an appropriate length.

NOT PERMITTED

- Tanks, sleeveless shirts, cold shoulder tops, or tops with spaghetti straps
- Tops that have low-cut necklines or that expose bare midriff when sitting, stretching, bending, etc.
- Pajama pants, sweatpants, and yoga pants
- Boots are not permitted.

Guidelines for Spirit Wear Days

On designated Spirit Wear Days, students are permitted to wear St. Anthony shirts and sweatshirts (in place of polo shirts) with their regular school uniform pants, skirts, jumpers, and shoes.

- Shirts, sweatshirts, and hoodies must say St. Anthony, SAS, or Cougars.
- Shirts may include apparel from school events or CYO teams as long as the school name or initials are visible. Shirts must be tucked in.

NOT PERMITTED

- Padua High School apparel

If a student does not follow the dress code, then he or she is issued a dress code violation. Three dress code violations will result in an after-school detention.

If a student is habitually in violation of dress code, the student will be removed from class and parents will be contacted to correct the violation prior to the student's return to class.

Code of Conduct

St. Anthony of Padua School is called to be a Catholic faith community based on the shared acceptance of the message and challenge of the Gospel. Growth in self-discipline, a healthy responsibility for Catholic moral values, and a loving respect for the rights of all persons are encouraged and nourished by the teachers and staff of St. Anthony of Padua School.

Teachers in each grade level shall make available to the parents of their students specific guidelines for behavior and the corresponding disciplinary measures that will be taken when violations occur. These guidelines are established at the beginning of each school year and communicated by the teachers.

In keeping with our mission statement, all St. Anthony students will be expected to

1. Show obedient, courteous, respectful behavior toward teachers, all adults, and students.
2. Use appropriate language.
3. Speak kindly and respectfully to and about others.
4. Complete class assignments and participate in class.

5. Wear full school uniform at all required times.
6. Respect school property and the property of others.
7. Eat in designated areas. Food is not acceptable in class or on the school grounds unless exceptions are made and permission is given.
8. Refrain from deliberate disruption in the classroom or on school property.
9. Follow good manners and clean after selves in the school cafeteria.
10. Play in the assigned playground areas and abide by good sportsmanship.
11. Students are not permitted to bring to or have at school items such as the following: real or toy knives, sharp objects, matches, lighters, skateboards, water pistols, real or toy guns, electronic devices. Cell phones are not permitted during school hours. In the event that a student needs to contact family, the office will be notified, and a staff member will make the phone call. Cell phones should be turned off during the day and kept in a school book bag.

Cheating Policy

Policy on Cheating

Honesty and integrity are important human values for the individual and for society, and for this reason cheating in any form is considered unacceptable behavior.

Definition

Cheating is defined as any act by which a student uses the work of another for his/her own gains. This includes looking at or attempting to look at the work of another, or communicating in any way with another during a testing situation. It also includes providing one's own work to another, except when joint or group study has been recommended by the teacher. It also includes theft of tests or looking at stolen tests or any other act which the administration deems as cheating.

Plagiarism is a form of cheating in which the student presents as one's own work the work of another by copying.

Disciplinary Action for Cheating

1. The teacher will record a "0" or "F" for the particular assignment. Parents will be notified.
2. A second or third incident may result in loss of credit, suspension, or further disciplinary measures.

Parents Completing Children's Homework

Student's work should be original. When teachers discover parents have done a child's work, the student will be asked to redo the assignment and be graded on the student's edition. Points on the respective assignment may be deducted due to lateness.

Demerits

Demerits are written warnings issued for violations of rules. The purpose of the demerits is to communicate to the parent(s) the nature of the offense. Parents are asked to sign the office copy and return it to the teacher issuing the demerit.

The following acts of misconduct by a student on school premises or off school premises or at any school-sponsored activity shall constitute sufficient cause for disciplinary action.

Demerits may be given for the following reasons:

1. Disrupting class or failing to follow classroom rules
2. Exhibiting disrespectful or disobedient behavior towards others
3. Eating outside of lunch room (e.g., halls, playground); chewing gum in school or on premises
4. Being absent from classroom without permission
5. Being in an unsupervised area
6. Behaving in a disruptive manner when entering or leaving the building or during fire/tornado drills
7. Failing to comply with dress code including gym
8. Failing to return signed demerit, detention, homework card, or any other home-school communication by the next day
9. Throwing of any object

Please note: Three demerits will result in a detention.

Detentions

A detention is issued for more serious and repeated violations of rules. The day and room of the detention will be written on the "Detention Assignment" slip as well as the reason for the detention. A parent is to sign the "Parent's/Guardian's Copy" and return it to the homeroom teacher. By signing the detention notice, the parent does not have to agree with the detention but simply acknowledge that he or she is aware of the detention. If the students are unable to serve detention on the date assigned, the administrator must be informed. Otherwise, failure to report will result in further disciplinary action. Parents are responsible for the transportation of their child going home after having served the detention. **No homework will be done during detentions.** Students serving detentions may not attend After School Care that day.

Detentions may be given for the following reasons:

1. Vandalism or graffiti on any school or personal property of teachers/staff members and students.
(Restitution is expected.)
2. Aggressive physical contact (*fighting*)
3. Inappropriate language--spoken, written, or gestured--or the use of vulgarity or profanity
4. Receiving three demerits
5. Disrespectful behavior including verbal or written abusive language to school personnel, volunteers, students, or visitors
6. Major or repeated violations of cheating, lying, or stealing
7. Possessing, writing, or disseminating vulgar materials
8. Forged notes or signatures
9. Bus report
10. Failure to accept corrective action or discipline or serve a detention
11. Weapons or look-alike weapons
12. Conducting games that involve betting or gambling
13. Repeated disregard for school work and assignments
14. Acts which put the health and safety of another student in jeopardy
15. Insubordination
16. Bullying (Please refer to the Bullying section for details.)

Please note: Three detentions per semester will result in a suspension.

Suspensions and Expulsions

Suspensions may be issued by the principal when it is determined that a student has committed severe infraction of school policies. It is left to the discretion of the principal to decide the number of days of suspension and whether the suspension will be executed in school or out of school.

Suspension, probation, and expulsion from school may be issued for the following reasons:

1. Inflicting serious bodily harm of any kind to any person to and from school, during the school day, or at school-related activities
2. Bullying
3. Extensive vandalism
4. Inappropriate language
5. Possession of tobacco products and or matches or lighters on school premises
6. Possession of alcohol, drugs, inhalants, or any other addictive substances
7. Possession of pagers or other electronic devices, firearms, weapons, or explosives (Refer to Weapons Policy.)
8. Leaving school premises or activities without permission
9. Immoral behavior
10. Skipping school--truancy
11. At the discretion of the principal

The principal will notify the parents regarding the reason and duration of the suspension, and make arrangements for further professional evaluation. The principal may decide to place the student on probation. The student is given the chance to improve. Record of academic progress and general behavior is kept by the administration and the faculty involved. Any student failing to remove himself or herself from behavioral or academic probation will be asked not to return the following semester.

Because it is impossible to foresee problems which may arise, this clause empowers the principal to issue disciplinary measures for any action which violates the spirit and philosophy of the school, even though not specified here in this Handbook.

Work missed by the student due to the suspension may be made up. It is the student's responsibility to obtain these assignments and return them to the teachers in accordance with the deadlines established.

Repeated suspensions in a school year will mandate a conference with the pastor, principal, parents, and student and may result in expulsion. This conference will be held to determine the advisability of a student's readmission to St. Anthony of Padua School in future years.

Expulsion of a student is a serious matter. In some cases, the principal and/or pastor may deem an action by a student so severe that it would result in immediate expulsion from school. This decision is the right and responsibility of the principal and/or pastor.

Vandalism

Students responsible for stealing, destroying, or vandalizing St. Anthony of Padua School or Parish property or the property of others are financially responsible, with their parents, whether the damage is accidental or intentional. This includes school textbooks. The police will be notified if the situation warrants it.

St. Anthony of Padua School does not assume responsibility for items brought to school by the student. Parents are asked to see that these items are kept at home.

General Cafeteria and Recess Rules

Our primary concern at lunch time is the safety and well-being of the students.

Cafeteria

Students are not permitted to share/exchange food with other students due to possible allergic reactions.

1. Respect and listen to cafeteria monitors.
2. Remain in seats.
3. Talk quietly.
4. Eat lunch in the cafeteria, and refrain from taking food outdoors.
5. Keep places clean (including floor), and deposit waste in proper baskets.
6. Keep food and hands to self.
7. Raise hand if needing assistance from the cafeteria monitors.

Playground Rules

1. Remain in assigned area, away from school building.
2. Respect and be courteous to all students and playground personnel.
3. Use equipment properly.
4. Dangerous objects will be brought to the office.
5. Proper language is used at all times.
6. Students are to be dressed for the weather with a hat, gloves, and boots.

The chill factor will determine whether the students stay inside for recess. For indoor recess, students should talk and play quietly, be respectful to others, and move quietly to their classrooms from the cafeteria.

Consequences for failing to follow rules will result at the discretion of monitors, teachers, and the principal.

Appendix: Diocesan Policies

Acceptable Use of Technology

St. Anthony of Padua (the “School”) makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical, or inappropriate use of these technologies can have dramatic consequences, harming the school, its students, and its employees. The Acceptable Use Policy (“Policy”) is intended to minimize the likelihood of such harm by educating the School’s students and setting standards that will serve to protect the school. We firmly believe that digital resources, information, and interaction available on the computer, network, or Internet far outweigh any disadvantages.

Definition of school technology system: The school systems and networks (collectively, “System”) are any configuration of hardware and/or software. The System includes, but is not limited to, the following:

- telephones, cellular telephones, and voicemail technologies;
- email accounts;
- servers;
- desktop and laptop computer hardware and peripherals;
- software including operating system software and application software;
- digitized information including stored text, data files, email, digital images, and video and audio files;
- internally or externally accessed databases, applications, or tools (Internet- or District-server based);

- school-provided Internet access;
- school-filtered public Wi-Fi;
- school-provided personal digital assistants (“PDAs”), tablets, IPADs and similar devices; and
- new technologies as they become available.

Acceptable Use: Students are responsible for appropriate behavior on the System just as they are in a classroom or on a school playground. Communications on the System are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below as interpreted from this policy, whether on or off of school property. A student is personally responsible for his/her actions in accessing and utilizing the school’s computer resources in accordance with Student Code of Conduct and may be subject to discipline for misuse of the System.

Access to communication system: Access to the school’s electronic communications system, including the Internet, shall be made available to students for educational and instructional purposes. Each school computer/device and Wi-Fi (available for students who bring in their own personal telecommunication devices) has filtering software that block access to visual deceptions that are obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal Children’s Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

Access to the District’s computer/network/Internet is a privilege, not a right, and may be revoked at any time.

Scope of Use: The system is intended for use for educational and instructional purposes only. Incidental, personal use shall be allowed only so long as such use is appropriate for a school setting, non-disruptive to the school’s operations and mission, and not in excess or to the exclusion of the student’s studies or school responsibilities.

Inappropriate Use: Inappropriate use includes, but is not limited to, those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of the System or any components that are connected to it. Transmission on the System, including through email (personal or school accounts), social media, web pages, blogs and/or forums, of any material in violation of any federal or state law or this Policy is prohibited. This includes, but is not limited to the following:

- cyberbullying;
- threatening, pornographic, harassing, defamatory or obscene material;
- copyrighted material, plagiarized material or materials protected by trade;
- the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

Vandalism or Mischief: Tampering with or theft of components from the System may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a school computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the school will fully comply with the authorities to provide any information necessary for legal action.

Modification of Computer: Modifying or changing computer/device settings and/or internal or external configurations without appropriate permission is prohibited and may result in discipline and/or the revocation of access to the System.

Student Access: System access is provided to all students unless parents or guardians request in writing to the school principal that access is denied. Student Internet access will be under the direction and guidance of a school staff member. Students must adhere to the following guidelines when using the System on or off of school property:

1. Respect and protect the privacy of others.
 - a. Use only assigned accounts.
 - b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
 - c. Avoid distribution of private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - a. Observe all network security practices as posted.
 - b. Report security risks or violations to a school administrator, teacher, or network administrator.
 - c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
 - d. Conserve, protect, and share these resources with other students and Internet users as appropriate.
 - e. Get appropriate pre-approval before accessing the network with personal devices.
 - f. Abstain from overriding the Internet content filtering system.
3. Respect and protect the intellectual property of others.
 - a. Refrain from copyright infringement (making illegal copies of music, games, or movies).
 - b. Avoid plagiarism.
4. Respect and practice the principles of parish and school community.
 - a. Communicate only in ways that are kind and respectful.
 - b. Report threatening or discomfoting materials (cyberbullying) to a school administrator, teacher, or network administrator.
 - c. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - e. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
 - f. Avoid sending spam, chain letters, or other mass unsolicited mailings.
 - g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
 - h. Avoid posting or disseminating any harassing, demeaning, threatening, or immoral comment or visual injurious to the reputation of the school, the parish, the Church, or an individual, whether the action occurs on school property or off grounds.
5. Abide by the Student Code of Conduct in the use of the System at all times.

School Email and Communication tools: Email and other digital tools such as, but not limited to, blogs and wikis are tools used to communicate. The use of these communication tools should be limited to instructional, school related activities; or administrative needs. All communications within these tools should adhere to this Policy.

The following guidelines must be adhered to by students using a personally-owned telecommunication device at school:

- a. All personally-owned telecommunication devices must be registered with [title/name] prior to use.
- b. Internet access is filtered by the School on personal telecommunication devices in the same manner as School-owned equipment. If network access is needed, connection to the filtered, wireless network provided by the school is required. Use of 3G or 4G service bypasses the security filter and is considered a violation of the Acceptable Use Policy.
- c. These devices are the sole responsibility of the student owner. The school assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged, or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- d. These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on school property, including school buses.

- e. Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any staff diagnose, repair, or work on a student's personal telecommunication device.
- f. Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher.
- g. School administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e., campus presentations, theatrical performances, or guest speakers) that occur during the school day.
- h. An administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines.

Subject to Monitoring: All School System usage on or off school property shall not be considered confidential or private and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, from both school-issued and personal accounts, transmitted through or stored in the System, will be treated no differently than any other electronic file. The School reserves the right to access, review, copy, modify, delete, or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files sent, received, or stored anywhere in the computer system will be available for review by any authorized representative of the School for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Acceptable Use Policy has been violated.

Students have no expectation of privacy with respect to use of the System. Administrators reserve the right to examine, use, and disclose any data found on the System in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and/or may refer information to law enforcement if a crime is believed to have been committed.

All computers, devices, laptops, tablets, or the like, used by students to access the System, including both school-owned equipment and personally-owned devices, are subject to search at any time if a violation of this Policy or other school policies is suspected.

Consequences for Violation: Students have the responsibility to use the System in an appropriate manner which complies with all school policies. Violations of these rules or any school policy may result in disciplinary action which may include the loss of a student's privileges to use the school's information technology resources and/or discipline. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation. In addition to school disciplinary action, appropriate legal action may be taken.

Agreement Form: In order to ensure the proper use of technology resources, it is necessary that each student and parent/guardian *annually* sign the Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at the School before Internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this Policy.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student.

AIDS

Acquired Immune Deficiency Syndrome (AIDS)

Should a child with Acquired Immune Deficiency Syndrome (AIDS) seek enrollment in Prekindergarten through Grade 8, he or she shall be permitted to attend school in a regular classroom setting providing the following:

1. The health of the child, as documented by his/her physician, allows participation in regular academic activities.
2. The child behaves in an appropriate manner that would not cause spread of the disease or in any way put others at risk.
3. The child does not have open sores, skin eruptions, or any other condition which prevents his/her control of bodily secretions.
4. There are frequent evaluations of the child's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities.

Parents/Guardians have the obligation to report to the school administration when any child has been diagnosed as having AIDS (Acquired Immune Deficiency Syndrome), ARC (AIDS Related Complex) or other illness caused by HIV (Human Immune Deficiency Virus), the virus that causes AIDS also known as THRIVE or LAVA. In order to protect confidentiality, when a child with AIDS is admitted to school, personnel who are made aware of the child's condition will be the minimum necessary to assure proper care of the child. Based on the condition of the child and the expected type of interaction with others, the principal, after consultation with the proper authorities, may limit the child's participation in school activities.

Each case will be handled on an individual basis. The pastor and principal will confer with all appropriate persons and consult with the Diocesan Assistant Superintendent before the pastor makes the final decision.

Bullying/Anti-Harassment

St. Anthony School believes in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees, and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance, and acceptance.

The principal will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build the school's capacity to maintain a safe and healthy learning environment. Teachers discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying.

Harassment, intimidation, or bullying behavior by any student/school personnel at St. Anthony School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with House Bill 276, means any intentional written, verbal, graphic, or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless handheld device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that may have the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

St. Anthony School will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee, or volunteer shall not intimidate or harass another student, school

employee, or volunteer through words or actions whether in the classroom, on school property, to and from school, or at school-sponsored events, or from any computer/computing device not on school property.

Definition

“Harassment, intimidation, or bullying” means any intentional written, verbal, graphic, or physical act that a student or group of students, school employee, or volunteer exhibited toward another particular student, school employee, or volunteer and the behavior both:

1. Causes mental or physical harm to the other; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other.

Such behavior includes overt intent to ridicule, humiliate, or intimidate another student, school employee, or volunteer. Examples of conduct that could constitute prohibited behaviors include the following:

1. Physical violence and/or attacks;
2. Threats, taunts, and intimidation through words and/or gestures;
3. Extortion, damage, or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors; and
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyberbullying”), such as the following:
 - Posting slurs on websites where students congregate or on web logs (personal online journals or diaries);
 - Sending abusive or threatening instant messages;
 - Using camera phones to take embarrassing photographs of students and posting them online; and
 - Using websites to circulate gossip and rumors to and about other students;
 - Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

Procedure for the Alleged Victim

1. Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor, or principal to help.
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - Tell a teacher, counselor, or principal; and
 - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor, or principal including:
 - What, when, and where it happened;
 - Who was involved;
 - Exactly what was said or what the harasser did;
 - Witnesses to the harassment;
 - What the student said or did, either at the time or later;
 - How the student felt; and
 - How the harasser responded.

Complaint Procedure

St. Anthony School expects students and/or staff to immediately report incidents of bullying to the principal or his/her designee. Staff members are expected to immediately intervene when they see a bullying incident occur.

“A school employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation, or bullying promptly in good faith and in compliance with the procedures specified in the policy.” (ODE Model Policy, Rev. 03, 05/14/07 #2.2.11.)

The principal upon receiving a complaint must notify parents or guardians of any student involved in a prohibited incident and must provide access to any written reports pertaining to the prohibited incident within the spirit of the Ohio Revised Code 3319.321 and the Family Educational Rights and Privacy Act of 1974 as amended.

The principal may appoint an investigator. The complainant completes an *Anti-Harassment/Bullying Complaint Form*. Any evidence of the harassment, including but not limited to letters, tapes, and pictures, should be turned over to the investigator. Each complaint of bullying will be promptly investigated. The principal or the investigator, with the approval of the principal, has the authority to initiate an investigation in the absence of a written complaint.

Any witness to the event is encouraged to complete an *Anti-Harassment/Bullying Witness Disclosure Form*. Information received during the investigation is kept confidential to the extent possible.

St. Anthony School prohibits retaliatory behavior against any complainant, witness, or any participant in the complaint process. Any person who engages in bullying may be subject to disciplinary action up to and including expulsion.

Investigation Procedure

It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

Resolution of the Complaint

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps that may include discipline. Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser, and the

investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Ohio Department of Education reporting procedures.

Points to Remember in the Investigation

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

Conflicts

If the investigator is a witness to the incident, an alternate investigator shall be appointed to investigate.

Chemical Abuse

The St. Anthony School community recognizes that chemical dependency is a treatable illness. The school has a dual responsibility in cases of chemical dependency. First, the school recognizes its responsibility to direct the student and his/her family to seek professional help. School personnel will assist the family with referral to a helping outside agency. Second, the school has a responsibility to hold the student accountable for his/her actions by appropriate disciplinary actions as determined by the principal and pastor. The same measures will be taken if a student offers and/or sells alcohol, drugs, weapons, etc.

****Lockers and desks are property of the school and are subject to a search at any time. The student's person or property will be searched when reasonable suspicion exists that a violation of a school rule has occurred.****

Family/Custodial Situations

Relationship with the School

St. Anthony of Padua School is finding an increasing number of families experiencing transitions in parental custodial relationships. For this reason, we find it necessary to clarify and re-state the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In two-parent families, it is assumed that both parents are living at the same address unless we have been notified otherwise. St. Anthony of Padua School will, therefore, send home notices, communications, etc., with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes but is not limited to conference appointments, report cards, interims, discussions with school personnel, and tuition statements.

In families experiencing separation of parents or pending divorce, the above information will be sent home with the child to whichever parent currently has custody of the child. It is assumed that this information is shared *by* the parents and *between* the parents. Since this situation frequently impacts on a child's achievement and interactions at school, parents are asked to inform *both* the principal and the teacher of this fact so that appropriate support can be given to the child. St. Anthony of Padua School personnel cannot proceed on hearsay, rumors, or demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving clear *custody by one parent*, the principal is to be informed by the custodial parent of this fact. A copy of the full decree bearing the case number must be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the *custodial parent*. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access records, the non-custodial parent has the right to the same access as the custodial parent. St.

Anthony of Padua School will, unless instructed by a Court Order, release such records upon request to the non-custodial parent.

“Records” include official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily class work and papers, or routine communications sent through the children to the home of residence. In the case of general communications, the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services. Due to the increased cost of postage, we can no longer mail duplicate copies of the Thursday communication folder to a second parent. The parent can, however, stop by and pick up a copy from the school office. Please call the office in advance so that it can be ready for you.

Further, parents should realize that unless restricted by Court Order, any non-custodial parent has the right to attend any school activity of their child, which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching all students.

In cases of *joint custody* (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared *by* and *between* the parents.

Regarding parent conferences in all custody situations: It is preferred and will be the general procedure that *one* conference appointment be scheduled *jointly* if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further ensures that both parents are given the same information at the same time, thereby avoiding misunderstanding or misinterpretations.

In cases where joint conferences are *clearly* neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents, and further reviewed by St. Anthony of Padua School’s legal counsel. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher’s time.

If there are questions or circumstances you feel necessitate other arrangements, please contact the principal personally.

Gang-Related Activity

Youth gangs and gang-related activity are prohibited. A gang is defined as a non-school sponsored group, usually secret and/or exclusive membership, whose purpose or practices include the commission of illegal acts, unlawful or antisocial behavior, violation of school rules, establishment of territory or “turf,” or any action that threatens the welfare of others or substantially disrupts the orderly operation of the school.

Gang activity includes recruitment, initiation, a manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark, or other attribute denotes membership in a gang, displaying gang markings or slogans on school or personal property or clothing, having gang tattoos, possessing literature that indicates gang membership, fighting, assault, hazing, extortion, establishing turf, use of hand signals, gang vocabulary and nicknames, possession of weapons or explosive materials, possession, use or sale of alcohol, drugs, drug paraphernalia, attendance at functions sponsored by a gang or known gang members, exhibiting behavior fitting police profiles of gang-related drug dealing, being arrested or stopped by police with a known gang member, selling or distributing drugs for a known gang member, helping a known member commit a crime, or any other action directly resulting from membership, interest in, promotion or

furtherance of a gang. If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang-related activity, or has been approached for recruitment, any or all of the following steps may be taken:

1. Parents/guardians will be contacted.
2. A behavior contract will be prepared stating the conditions of the student remaining in the school.
3. Student may be referred to counseling (personal and/or family).
4. Students may be referred to Children Services or other welfare or child care agencies.
5. Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
6. Police, Juvenile Court, and other appropriate authorities will be notified for violence and/or illegal activities.
7. Students may be suspended and/or expelled following school and Diocesan protocol.
8. Parents/guardians/students will be held liable and financially responsible for all forms of vandalism.

Pregnancy

An unmarried student who becomes pregnant is not to be automatically dismissed from school. The principal will decide on continued attendance and subsequent return of both the boy and/or girl involved, after counseling with the student(s) and consultation with the parents. Consultation with other persons (priest, physician, social worker) who are assisting the student(s) is also recommended.

Each case will be determined individually considering the welfare of the student(s), the protection of the unborn child, and the welfare of the school.

Sexual Abuse/Harassment

The administration and staff of St. Anthony School believe that all employees and students are entitled to work and study in school-related environments that are free of sexual harassment. St. Anthony School will not tolerate harassment of any kind, and the appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion. Peer sexual harassment includes, but is not limited to, the following:

- verbal or written taunting; bullying; other offensive, intimidating, hostile or offensive conduct
- jokes, stories, pictures, cartoons, drawings, or objects which are offensive, annoy, abuse, or demean an individual or group.

Upon receiving a complaint from either a student or a school employee, the principal will discuss the allegations with the complainant to obtain a statement of the facts. All complaints will be taken seriously. It is the responsibility of the principal to investigate promptly and impartially all claims of sexual harassment and to take appropriate and equitable action.

- Parties shall be given an opportunity to present witness(es) or other evidence during the investigation.
- Information regarding an investigation of sexual harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.
- No one shall retaliate against any employee or student because he/she filed a sexual harassment complaint, assisted or participated in a sexual harassment charge, or because he or she has opposed language or conduct that violates this policy. Retaliation will result in discipline. If the investigator is the alleged harasser or witness to the incident, an alternate investigator shall be designated.
- When a crime has been committed, the local police department shall immediately be notified by the designated administrator.

After the investigation is complete, notice of the outcome shall be given to the complainant and alleged harasser consistent with the mandates of the Family Educational Rights and Privacy Act. Appropriate disciplinary action shall be taken when harassment has occurred, and appropriate efforts shall be taken to prevent reoccurrence of the harassment.

Student Threats to Self and Others

1. Any and all student threats to inflict any harm to self or others will be taken seriously and responded to immediately.
2. Whoever hears a threat should report it immediately to the principal.
3. In appropriate cases, the police should be notified immediately.
4. If the police are notified, the student who threatens will be kept in the office under supervision until police arrive.
5. Parents/Guardians of a student who has made a threat will be notified.
6. Any adult or the parent/guardian of any students, who have been mentioned verbally or in writing as potential victims, will be notified.
7. The student who threatens will be suspended and not be considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist Ph.D. If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist Ph.D. for psychological consultation and/or testing. If a psychologist Ph.D. performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The evaluation shall comply with the provisions of Ohio Revised Code 2305.51.
8. The principal shall provide the mental health care professional with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.
9. The principal shall receive a written comprehensive, detailed evaluation and report, and a documented treatment plan in accordance with Ohio Revised Code 2305.51 from the mental health care professionals stating the basis (factual and risk factors and testing results) upon which he or she determined that the student is not/does not pose a danger to self or others. The report shall also address the concerns raised by the principal to the mental health care professional. The evaluation and report shall be made available to the principal, who will share them with legal and mental health care consultants and administration assisting the principal in his/her decision regarding the readmission of the student to school. The mental health care professional (psychiatrist and/or Ph.D. psychologist) shall provide a follow-up assessment of the student within 30 days, if the student is readmitted to school, and shall provide the principal with a copy of the follow-up assessment and/or evaluation. The mental health care professional shall inform the principal if therapy, counseling and/or treatment will be needed and / or provided.
10. Counseling should be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.
11. Documentation from the mental health care professionals concerning any student is to be placed in a separate, confidential file and should not be a part of the student's academic/disciplinary file with access only by the principal and/or pastor. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent / guardian, graduation or non-readmission before being destroyed.

Weapons Policy

Weapons or Look-Alike Weapons

In furtherance of the overall philosophy, goals, and objectives of the Catholic educational experience, St. Anthony of Padua School expressly prohibits the use, possession, sale, or discharge of any weapon, look-alike weapons,

objects which may be used as weapons, or explosive devices in the school, on school grounds, or at school-sponsored activities. Possession, transmission, or attempted transmission by students of weapons or look-alike weapons on school premises or at school-sponsored activities is prohibited. This policy shall apply to administrators and other personnel in the school or parish.

This policy includes, but is not limited to, any firearm, knife, deadly weapon, or explosive or incendiary device, and any dangerous object or object in danger of inflicting harm. As defined by state law, a deadly weapon is “any instrument, device, or thing capable of inflicting death and designed or specifically adapted for use as a weapon, or possessed carried or used as a weapon.” (O.R.C. 2923.11A) Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle, or device that uses air or gas propelled projectiles.

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator will immediately contact the police department and the Diocesan Legal Office. If it is determined that this policy has been violated, by student(s), the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

Disciplinary action may include, but is not limited to, immediate in-or out-of-school suspension, pending investigation and resolution.

If the student’s infraction does not warrant immediate dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student’s retention at the school. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school or parish program.

Wellness, Food, and Beverage Policy

Catholic education has as its goal the total development of the individual as a responsible member of the family, the Catholic faith community, and the global community in which we live. Good health is essential to wholesome growth through the spiritual, mental, physical, and social development of the individual as well as the community.

A major theme of Catholic social teaching, *Human Dignity and the Value of All Life*, carries the responsibility to care for the health and well-being of not only oneself, but also others. The concept of wellness is a core principle undergirding both health and physical activity. The parable of the talents indicates that we are expected to develop our potential and our gifts. Another of the justice themes calls us to *Care for God’s Creation*. There is a direct relationship between the health of the planet and the health of its human inhabitants.

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases. The schools of the Diocese of Cleveland, and the community itself, have a responsibility to help students learn, establish, and maintain lifelong, healthy eating and activity patterns.

Statement of Policy

The schools of the Diocese of Cleveland are committed to providing school environments that promote and protect children’s health and well-being. It is the policy that

- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis and school staff will be encouraged to role model healthy eating behaviors.

- To the extent practicable, schools will participate in available school meal programs and students will be provided access to a variety of affordable, nutritious, and appealing foods that meet their health and nutrition needs, while accommodating the religious, ethnic, and cultural diversity of the student body in clean, safe, and pleasant surroundings with adequate time to eat.
- Food and beverages sold or served throughout the school day will meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations as well as, to the maximum extent possible, incorporate the *Dietary Guidelines for Americans*.
- Schools will maintain a food safety program that is based on the principles of Hazard Analysis and Critical Control Point (HACCP) system implemented with the intent of preventing food-borne illnesses.