



Parent/Student Handbook 2025-26

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- ❖ Handbook changes for 2025-26 are denoted in blue font
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Catholic Schools Office Mission

The mission of the Catholic Schools of the Diocese of Fort Wayne-South Bend is to evangelize and form disciples of Jesus Christ in the Catholic Church through the ministry of education.

Catholic Schools Office Vision

- ❖ Our Catholic schools will provide a Christ-centered environment in which the Gospel message is proclaimed, community in Christ is experienced, service of others is practiced, and thanksgiving and worship of God is cultivated.
- ❖ Our Catholic identity will be seen through our integration of faith and life, reverence for truth, growth in virtue, formation in Christian discipleship, and commitment to prayer.
- ❖ Our students will experience, from the first moment that they set foot in our Catholic schools, a community illumined by the light of faith and enlivened by the presence of Jesus the master teacher.
- ❖ Our Catholic educators, in answering their call to Catholic education, will serve as witnesses to the truth, beauty, and joy of the Gospel of Jesus Christ.
- ❖ Our parents are the primary educators. The schools, working in collaboration with the parents, will help educate and form their children.

Catholic Schools Office Beliefs

- ❖ Catholic schools are an expression of the Catholic Church's teachings based on scripture, traditions, and sacramental life.
- ❖ Catholic schools call each member of the school community to a personal relationship with Jesus Christ so that all might grow in holiness, discern their vocation, and be prepared for their eternal destiny in Heaven.
- ❖ Catholic schools provide an atmosphere that is permeated by the Gospel spirit of love which recognizes self-discipline and personal responsibility and affirms the dignity of all persons.
- ❖ Catholic schools provide Christ-like role models who witness the teachings of Christ and the Catholic faith.
- ❖ Catholic schools are committed to academic excellence, which fosters the intellectual development and the moral and spiritual formation of all faculty, staff, and students.
- ❖ Catholic schools believe that each child is uniquely created in God's image, and that all children can learn.

Catholic Schools Office Philosophy

I have come that you may have life – a life in all its fullness. ~ John 10:10

As Catholic educators, we participate in the evangelizing and redemptive mission of the Catholic Church. Called through Baptism and incorporated into Christ's life, we embark on a journey of bringing God's love to the world. Through the ministry of education, with the help of God's grace, we seek to accept the call of Christ to love and serve God and one another. We strive to integrate the student's spiritual, intellectual, emotional, moral, and social lives. Through the sacramental life and the liturgical year, love of God and neighbor transform attitudes, actions, and relationships. Our schools are communities of faith centered on the Eucharist. We continually challenge our students and one another to participate in Christ's victory over sin with lives of love, compassion, and observance of the law of God and our Church. Through witnessing our faith, we call our students to recognize the love of God in their midst and to contribute their talents in service to others, calling all to be saints and to live in communion with God in heaven.

Please read these important Diocesan Policies below:

- [Policies For Diocesan Parishes, Schools, And Institutions](#)
- [Gender Incongruence and Same-Sex Attraction Document](#)

Parish Mission Statement

We, the people of St. Anthony de Padua Catholic Parish, being transformed and nourished by sacred scripture and the sacraments, join together in love to proclaim Christ to all the world.

St. Anthony School Mission Statement

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

St. Anthony School Root Beliefs and Core Values

Because we believe God is in all things, we reflect joy and seek His presence.

Because we are one body, we care for and work with one another.






Because we are always learning, we seek knowledge and grow from our experiences.

Because excellence glorifies God, we persevere and develop our talents.

Because humility is the root of all virtue, we put others before ourselves.

St. Anthony School Vision Statement

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

-  A vibrant Catholic community composed of faculty, staff, parents, and students committed to witnessing the faith as evidenced by their kindness to others and respect for themselves and their environment.
-  A respected educational institution, a strong influence in the local community, and a Christian leader in the diocese for the third millennium.
-  Academically-motivated students all achieving at their greatest potential through diversified instruction.
-  A high level of supportive parental involvement in the education of their children.
-  Students capable of thinking critically and writing cohesively.

Our Patron Saint

St. Anthony de Padua is known as the patron saint of lost things, but also lost souls. He was a Franciscan priest known for his miracles and inspired preaching. His gift for preaching is attributed to his deep devotion to Christ, contemplation of scripture, and eloquence inspired by the Holy Spirit. When tasked to preach unexpectedly, his brothers were surprised to learn of their gentle brother's extensive knowledge and gift for preaching. As a Franciscan, he believed in continual conversion, humility, and being an apostle of peace. An obedient servant, St. Francis put his trust in God and did not worry. Focused on proclaiming the beauty of God, he did not engage in debate. St. Anthony made it a practice to listen to God in prayer. His miracles include preaching in Italian to a crowd that did not speak his words, but could understand. One crowd was inspired to listen to his preaching when they saw fish lining up in rows appearing to listen to his words. St. Anthony is often seen depicting the Christ child. This image can remind us how we can carry Jesus with us each day as we humbly serve one another.

Staff Contacts

Parish Office

574-282-2308

Pastor	<u>Father Athur Joseph Ssembajja</u>
Pastoral Associate	<u>Bridget Feeks</u>
Business Manager (Tuition Payments)	<u>Nancy Sacha</u>
Director of Liturgical Music	<u>Andrew Skiff</u>
Director of Communications	<u>Marcella Forslund</u>
Administrative Assistant	<u>Susan Catanzarite</u>

School Office

574-233-7169

Principal	<u>Kim Barreto Loaiza</u>
Assistant Principal	<u>Angie Wisniewski</u>
Data & Finance Specialist (Scholarships)	<u>Pam White</u>
Administrative Assistant	<u>Susan Catanzarite</u>
Director of Maintenance and Facilities	<u>Paul Cline</u>
Lunch Coordinator	<u>Taria Redding</u>
Extended Care Program	<u>Stephen Dungy</u>
Athletic Director	<u>Samantha Coulter</u>

Teaching Faculty Contacts

Pre-Kindergarten	<u>Stephenie Johnson</u>
Kindergarten	<u>Christi Szymczak</u>
First Grade	<u>Graceann Taylor</u>
Second Grade	<u>Braelin Davis</u>
Third Grade	<u>Alycia Koszyk</u>
Fourth Grade	<u>Sarah Leblang</u>
Fifth Grade	<u>Adelle Kole</u>
Fifth Grade- Reading/	
Sixth Grade- Literature	<u>Jackson Lawlor</u>
Junior High Science	<u>Nicole Dainty</u>
Junior High L.A./Reading	<u>Bridget Sullivan</u>
Junior High Social Studies/Computer	<u>Ali Turnock</u>
Junior High Math	<u>Linda Waltz</u>
Physical Education	<u>Samantha Coulter</u>
Art	<u>Johanna Gallagher</u>
Library	<u>Emily Killilea</u>
Music/Band	<u>Jessica Voll</u>
Instructional Assistants	Lisa Good
	Blanca Bernal
	Arelis Aguilar
	Kathy Wisniewski
	Stephen Dungy
	Eddie Nyongani
	Mandy Moretti
	Jan Canter
Resource	<u>Anne Mosier</u>
School Counselor	<u>Chris Nowak</u>
Title I	<u>Faith Faus</u>
	<u>Breecyan Antongiovanni</u>

Family and School Partnership

St. Anthony de Padua School seeks to meet the spiritual, intellectual, physical, emotional, and social needs of its members while they grow in their personal relationship to Christ. The Catholic School partners with parents in forming children in the Catholic Faith tradition.

We will work in partnership with you by providing professional expertise, information on child development, and constructive communication regarding your child's academic and social needs and progress. Your support in this endeavor will result in more Christian, well-rounded, and better-educated students.

A successful partnership necessitates that the parents, teachers, and students assume their portion of the following responsibilities.

Parental Responsibilities in the Catholic School Partnership

- ❖ Take your child to church on Sundays and Holy Days; pray with your family on a regular basis (i.e. mealtimes, bedtimes, etc.).
- ❖ Ensure your child is prepared for school each day.
 - regular and punctual attendance
 - your child's attire conforms to the school uniform code
- ❖ Speak positively about the teachers and school, including rules and consequences, in the presence of your child.
- ❖ Publicly support the school and its staff, including on social media.
- ❖ Model appropriate problem solving and conflict resolution.
 - If you have a question or concern, bring it to the teacher first.
 - If a resolution is not reached with the teacher, you should then bring it to the principal.
 - The pastor will be involved if a solution is not reached with the principal.
- ❖ Seek information and understanding first.
 - Remember our intent is always positive and to support the child.
 - Invite the teacher/school's input before forming any judgment.

Student Responsibilities in Education Process

- ❖ Participate in Mass, prayer, and all other school activities.
- ❖ Obey the rules of the classroom and school.
- ❖ Be respectful of themselves, others, and property.
- ❖ Complete assignments on time.
- ❖ Dress in a manner consistent with the school's uniform code.
- ❖ Put forth their best efforts.

Teacher Responsibilities in Education Process

- ❖ Be authentic witnesses to the Catholic faith modeling prayer and Catholic virtues
- ❖ Communicate student progress and concerns with parents.
- ❖ Provide high quality instruction in line with diocesan and school curriculum.
- ❖ Demonstrate leadership, organization, and consistent enforcement of the rules.
- ❖ Maintain active supervision at all times in classrooms and halls.
- ❖ Provide clear, consistent, and appropriate expectations and consequences to manage and correct student behavior.

Admissions & Enrollment (Diocesan Policy P4010)

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

Non-discrimination Policy

Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to religion, color, race, sex, or national origin, and reasonably accommodate students with disabilities in its educational programs. By way of example, and not exclusion, reasonable accommodation may include allowing access by a service animal as required by law.

All prospective students are required to complete a battery of academic assessment tests prior to admission to any diocesan school. Students applying for admission are required to be tested on Language Arts, English proficiency, and Math. The principal or designee is responsible for the administration of all placement tests and reporting test result data to teachers and parents. The principal must select placement tests for English proficiency, Language Arts, and Mathematics from an approved list provided by the Catholic Schools Office. Requests for waivers or exceptions to placement testing must be submitted to the superintendent of schools in writing prior to admission of students.

Upon review of test data and other relevant information, the principal will make a determination regarding the schools' ability to meet the needs of the student tested.

Registration Information

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

School Entrance Requirements (P4010 continued)

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

If these required documents are not provided to the school within thirty (30 days) of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana ClearingHouse for Information of Missing Children (See P4030) and will cooperate with local authorities if the child has been reported missing.

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

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

Pre-K Age Requirement

Any child who attains the age of 3-½ by August 1 of the current school year will be eligible to enter the Pre-K program at St. Anthony de Padua School. Children must be toilet-trained and use the toilet independently, with self-care skills. A teacher interview may be completed to determine the child's readiness to enter the Pre-K program.

Kindergarten Age Requirement

Schools shall follow state law guidelines in enrolling Kindergarten students.

A child entering Kindergarten must be five years old prior to August 1 of the current school year.

St. Anthony administers Kindergarten Readiness Indicators (KRI), a developmental assessment for determining proper placement in Kindergarten.

First Grade Entrance Requirements

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

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

Children with Exceptional Educational Needs (P4010)

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

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

Accepting Transfer Students From Another Diocesan School (P4020)

A principal may consider accepting a student from another school who has been expelled, suspended, or has been a party to a major discipline problem as defined by the former school or interpreted by applicable school operating policies and/or parent/student handbook or appropriate state law only after a full and complete explanation of the facts pertinent to an individual case has been evaluated. This provision will not be followed when a student has been expelled for violating the "Gun Free" diocesan policy, which is required by state and federal law (Policy 4560).

Discovery that any information provided to the receiving school was falsified will automatically be grounds to refuse the transfer request or immediately dismiss the child from the school if the discovery occurs after the child has been enrolled.

All unpaid bills at the original school, if diocesan, must be satisfied before an official transcript may be sent to the receiving school. The final decision of accepting a transfer student rests in the discretion of the principal (in consultation with the pastor in the case of elementary school).

Accepting Students from Non-Accredited Private School or Home Schools

Credits from a non-accredited in-state or out-of-state private school or home school shall not be accepted at face value, and parents shall be notified of this at the time of enrollment. In order to determine grade placement and/or credit, the principal shall require a battery of tests or evidence of equivalency. Evidence of equivalency shall include an evaluation and the certification of the instructional staff and an evaluation of the course of study followed from the private school or home school (refer to Policy 4010).

Testing shall be administered under the auspices of the enrolling principal. The principal shall place the student and accept credits based upon the test results according to the local school policy.

The tests and procedures used to appraise eligibility for credit and/or placement may include, but not be limited

to, standardized achievement tests, criterion referenced tests, intelligence tests or other ability tests, departmental achievement tests, oral testing, teacher semester tests, interviews, and teacher recommendations.

In all cases, the receiving school must request records from the sending school within fourteen (14) days of enrollment

Academics

Certification

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

Curriculum

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

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

God's Gift of Human Sexuality

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

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

Religious Issues (P4410)

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

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

While the first responsibility for the pastoral, spiritual, and psychological care of the students involved in a pregnancy belongs to the parents/guardians of the students(s), the Church and the school also bear serious responsibility. When a pastor/principal is made aware that a student(s) is involved in a pregnancy, the following action shall be taken:

A. The pastor and principal should meet with both parties, the male and female, and their parents/guardians to investigate the situation and to assure them, if necessary, that the young people involved will be provided with the opportunity to complete his/her education in the Catholic school without interruption.

B. Both parties, the male and female, should then be referred for pastoral counseling given by a priest and a social worker or psychological counselor. This counseling must emphasize the teaching of the Catholic Church on the sanctity of human life from the first moment of conception.

C. The pastor and principal must seek to assist the young people to ensure that the child is born, not aborted.

D. The school's administration, after consultation with the school's pastor/designated priest, will decide whether any sanctions are to be imposed on the students. Because of the public nature of the situation and the Catholic identity of the school, the principal, in consultation with the pastor, reserves the right to undertake whatever additional action(s) seem appropriate for the well-being of the student(s) involved and the school as a whole.

Every human being is created in the image and likeness of God, and his or her life must be respected and protected from the moment of conception until natural death. The Catholic Church views abortion as a grave violation of this principle and as a most serious sin. Catholic schools must convey the seriousness of this act by its inclusion of this issue in its teaching at appropriate grade levels and in policies.

Religious Participation (P4060)

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

Religious Functions

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

First Holy Communion for the 2nd Grade class is held in the spring. The First Communicants receive the Sacrament of Reconciliation prior to this ceremony.

The Sacrament of Confirmation is administered to 8th Grade students on a date set by the bishop in consultation with the pastor.

Easter Triduum Extra-Curricular Activities

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

Homework

Homework can be an integral factor in the learning process. It is a part of the curriculum and is meant to augment classroom instruction and develop management skills and self discipline. Homework that is not completed on time may incur penalties or consequences as communicated by the classroom teacher.

When a child is absent for an excused absence, parents may make arrangements to pick up a child's homework assignments at the **end of the school day**. We cannot provide work for absences in advance. Makeup work will not be available during the school day. Students have one day per day of **excused** absence to submit missing assignments. The allowance for makeup homework for unexcused absences is at the discretion of the teacher(s).

Plagiarism

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

Academic Integrity and Grading

Students will continue their respective academic exercises remotely, should that become necessary. The school's expectations of all students' academic integrity and performance will be upheld and enforced during periods of remote(or remote) learning. Academic integrity includes honesty in citing sources, sharing work on assignments only with permission, and prohibits cheating of any kind on assignments and assessments. Academic integrity also charges us to demonstrate responsible stewardship of our gifts and a strong work ethic. Students and families who find challenges during remote learning periods must initiate communications about those challenges to the classroom teachers and school principals in a timely manner.

The school grading policies and practices remain intact and continue during any remote learning period.

Grades and Report Cards

Report Cards are distributed after each grading period. An explanation of the marking system is found on the report card. If parents question a student's report card grades, such an inquiry must be made within two weeks of the issuance of the card. After that time, the grades remain as reported.

A parent or teacher may request a conference outside of annual parent - teacher conference days.

The following grading scales are used:

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

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

Grade Access and Progress Reports

In grades 3-8, student grades and individual class progress may be accessed at any time through PowerSchool login. At the beginning of each school year, new parents will be given access codes to PowerSchool. Returning parents will utilize individual permanent passwords set up during the previous school year to access their child's grades. It is the parents' responsibility to access their child's grades and to keep current on their child's progress. It is the teacher's responsibility to ensure grades are updated weekly.

Honor Roll

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

High Honors

- ❖ Final quarter GPA at or above 3.75 in six (6) core classes
- ❖ Percentage grades in all classes must be above 83%
- ❖ Conduct grades of 1 in any class, including specials
- ❖ Study skills at a 1 or 2

Honors

- ❖ Final quarter GPA at or above 3.3 in six (6) core classes
- ❖ Percentage grades in all classes must be above 83%
- ❖ Conduct grades of 1 in any class, including specials
- ❖ Study skills at 1 or 2

Honor Roll Recognition

Honor Roll recipients are recognized each quarter in our school communications, on our website, and at school assembly. At the end of the year, students who attain honor roll all 4 quarters of the school year are recognized at the closing Mass, followed by a breakfast reception. Those achieving honor roll all 4 quarters will receive a spirit jacket chevron. Those students achieving high honor roll all 4 quarters will also receive an honor roll pin.

Academic Eligibility for Extra-Curricular Activities Policy

Participation in school sponsored extracurricular activities is a privilege, not a right.

Extracurricular Eligibility Policy – Since our goal is to reinforce that improved effort can have a positive impact on one's academic situation, we evaluate athletic eligibility on a weekly basis. Ideally, each child will be proactive in maintaining his or her grades to ensure eligibility. In the event a student has difficulty, we want the student-athlete to be able to make appropriate changes to play again.

The basic guidelines are as follows:

- All grades must be at 70% or above.
- Conduct must reflect respect for others and the school.
- Regular and timely attendance

When evaluating weekly eligibility, we consider each student's situation individually. We take into account the grade for each course, but we also look at effort. We consider many factors including:

- ❖ Have offers for corrections and any opportunities for extra credit been utilized?
- ❖ Has the student had an opportunity to improve the grade since the last ineligibility period?
- ❖ Have all assignments been turned in?
- ❖ Is work being turned in on time?
- ❖ Is the student asking for help?
- ❖ Were there any behavior concerns during the week?
- ❖ Has the student been in school and on time?

Once a student is deemed ineligible for the week, we will not review the situation until the following week. Ineligibility means a student cannot represent our school in competition. The decision to participate in practice is left to parents and coaches. A student will be removed from the team/activity upon the third week of ineligibility within a season. These weeks do not need to be consecutive. The third incidence of ineligibility within a season results in removal from the team. The purpose of this policy is to reinforce that student-athletes are first and foremost students.

Access to Records (P417o)

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

1. Inspect and review the student's education records (must be reviewed in the School Office);
2. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosure of personally-identifiable information contained in the student's education records, except to the extent that the Family Educational Rights and Privacy Act and the regulations authorize disclosure without consent;
4. File with the U.S. Department of Education in complaint under 34 C.F.R. 99.64 concerning alleged failures by the agency or institution to comply with the requirements of the Act;
5. Obtain a copy of the diocesan policy (P417o) and procedure for access to student's records. Copies of this policy are maintained in the principal's office.

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

Requests for access to files must be made in writing to the principal. Files must be studied in the school office. A notice concerning parental access to education records is available in the school office which any parent or eligible student may review during regular office hours.

Standardized Testing

The Indiana State ILEARN and IREAD assessments are administered to the students as mandated by the State of Indiana. Students may also participate in other testing – including the NWEA assessment.

Promotion and Retention (P413o)

A child is promoted to the next grade when the work of the present grade has been successfully completed. Failure in two or more of the core subjects may result in non-promotion to the next grade. Whenever possible, parents are informed by the middle of the year if their child is not progressing satisfactorily and retention is apparent. If retention is considered, the student may be recommended for learning disabilities testing. During the school year parents should avail themselves of the access to PowerSchool; if a child's efforts and grades fall, parents should request a conference with the teacher(s) involved.

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

Class Assignment of Students (P418o)

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

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

Field Trips (P4320)

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

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

School Day Schedule

7:40am	Students Arrive
8:00am	Classes begin
3:00pm	General dismissal
3:00-6:00pm	After-School Care

Attendance - P4040

Frequent or Prolonged Illness/Contagious Diseases (P4040 cont.)

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

In the event a student's doctor recommends the student not return to the school building should his or her health be compromised related to a contagious disease event, the school may provide reasonable alternative accommodations for this student. The school shall determine the level and character of any such reasonable accommodations. Reasonable accommodations may depend on various factors, including class size, grade level, staffing, financial concerns, etc.

The school's guidelines for students and/or staff returning to school are as follow:

- ❖ 24 hours fever without any fever-reducing medication; and
- ❖ 24 hours with no vomiting or diarrhea
- ❖ Improved Symptoms (ie. Respiratory symptoms like cough, shortness of breath); and
- ❖ a negative, rapid Covid test (verified by a medical facility or school personnel)

Covid Precautions and Response

We will work with families, faculty, and staff to determine return to school timelines and precautions based upon current CDC and local health department guidelines.

Response to Irregular Attendance

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

- A. Call daily from school (secretary, principal, or attendance clerk) to parent/guardian to verify absence and to determine reason.
- B. After a student is absent 6 days per school year, a school administrator, attendance clerk, or counselor may make contact with the student's parent/guardian. The date and content of this contact shall be documented.
- C. After the student is absent more than 10 days per school year, a conference shall be held with the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept.

- D. After a student is absent more than 15 days per school year, a referral shall be made to tlf a student is absent for **20 days or more consecutively** (excused or unexcused), schools are required to **un-enroll the student from school** and to re-enroll the student upon return. This may result in **loss of state tuition funding** for the student. Students absent for more than 20 consecutive days must receive homebound instruction from their local public school. Students who miss **20 days or more non-consecutively** may be retained at the current grade level due to lack of complete instruction in the standards for that grade.

Truancy (P4040)

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

- A. Refusal to attend school in defiance of parental authority.
- B. Accumulating a number of absences without justification over a period of time, such as a grading period. **Habitual truancy is students who have ten (10) unexcused absences in a school year.**
- C. Three (3) or more judicial findings of truancy.

Arrival

Students may enter the building at 7:40. We do not have supervision available prior to 7:40.

Tardiness

Promptness in arrival times is essential to fostering present and future good work habits. Students are considered to be tardy if they are not in the building by 8:00am bell. If a student is going to arrive later than 8:00am, parents/legal guardians report the late arrival to the attendance form on the school website. **Tardies will only be excused if the student presents a note from a medical or dental office for a morning appointment.** A student arriving after 11:30am on regular days will be considered absent for the morning session. Teachers are not required to provide students with makeup work if the tardiness is unexcused and the decision to do so is at the discretion of the principal.

After the 6th and 10th unexcused tardy, the school will contact the parents/legal guardian. Failure to resolve the problem at this point will require further intervention by the school to ensure timely attendance, including a possible referral to proper local juvenile officials. Teachers are not required to provide students with makeup work if the tardiness is unexcused and will be at the discretion of the principal.

Families unable to maintain prompt and consistent attendance may be asked to withdraw.

Dismissal

After-school supervision of students is from 3:00pm to 6:00pm. Contact the School Office for more information. Students not using the After-School Care service are to leave the school grounds when dismissed. Any student still on the grounds at 3:15 pm will be sent to the school office for supervision while parents are contacted and parents will be billed accordingly. If students have after-school sports activities or other activities, they may return at the time the activity is scheduled; coaches are not available until the time of the activity itself. Students are not to be unsupervised on campus. Families of students on campus and not being supervised may incur charges for after school care or the school resulting from emergency supervision.

Early Dismissal from School

School officials may permit a student to be released during the school day only in limited circumstances. Such release shall be only to, or at the written request of, the student's custodial parent, legal guardian, or as otherwise provided by Diocesan policy or applicable law.

Whenever children leave the school before dismissal time, the parent, legal guardian, or authorized person (as specified above) **must come into the School Office to sign the child out** in the log provided for that purpose. If children are returned to school, they must be signed in. Children will not be allowed to wait by the door to be picked up. Although it may be inconvenient at times, these procedures are implemented for the child's safety. A student leaving between 11:30am and 1:00pm, who does not return for the day, will be marked as absent for the afternoon session. Children will never be sent home during the class time for homework or other forgotten items.

St. Anthony de Padua Catholic School Uniform Code

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

Uniform Code Rationale

We believe we are many parts, but we are all one Body. We care for and work with one another.

Each child is a unique and beloved child of God - created in His image to know and reflect His love. Wearing a uniform is a visible symbol of community. A community where we want students to know their unique identity is not defined by clothing or accessories. Adhering to community rules, such as the uniform, is one way we show care for others, commitment to our school, and our identity as a member of the larger group.

We believe excellence brings glory to God. So we persevere and develop our gifts.

Our school uniform and dress code provide a level of reverence, respect, and decorum worthy of the important work being done. Our dress and personal appearance are one way we demonstrate respect, appreciation, and participation in the learning, service, and worship within our school community. Attention to one's neat appearance and adherence to rules builds habits of discipline, which then translate to other areas of life.

We believe humility is the root of all virtue. We put others before ourselves.

Uniform and dress code policies establish visible and identifiable cohesion and consistency. The uniform and dress code provide standards that serve to draw us closer together in the community rather than to divert attention to the individual. Reducing variances in clothing and accessories minimize those forms of expression, which can distract from what makes us truly individual, our actions and words.

Uniform Code 2025-26				
Uniform Days				Out-of-Uniform Days
Bottoms	<u>Uniform Bottoms</u> <u>All</u>	<u>Uniform Bottoms PK</u> <u>-2</u>	<u>Uniform Bottoms</u> <u>Girls</u>	<u>Out-of Uniform</u> <u>Bottoms</u>
	Only solid black or solid khaki dress pants or dress shorts are allowed. No skinny fit or pants that cling.	Fully elastic waist is allowed for Pre-K to grade 2 only.	Girls may wear solid black or khaki skirts and skorts. These can be purchased from any vendor but need to be free of buckles or decorations.	Must be in good repair and fit appropriately.
	Pants and shorts		Plaid options for skirts,	Pants (including

	must fit appropriately and be worn at the natural waist.		skirts, and jumpers are available on Land's End.	Jeans) must not have holes.
	Belts must be a solid neutral color (black, brown, or gray) with a plain buckle.		Plaid options purchased through our former vendor, School Belles, are permissible through 2023-2024	Shorts are allowed and must be no more than 3" above the knee.
	Shorts and skirts may not be more than 3" above the knee.		Khaki Jumpers: Khaki jumpers are being retired. If you have khaki jumpers from our former vendor SIA, they will be allowed through the 2024-2025 school year. If you have khaki jumpers purchased elsewhere (not SIA) without a logo, these will be allowed for 2023-2024, but not permitted afterward. (There are too many variations).	Girls may wear skirts that are no more than 3" above the knee.
	Belts must be a solid neutral color (black, brown, or gray) with a plain buckle.		- These options must be: no more than 3" above the knee, free of decorative/non-functional embellishments (no buckles or decorative buttons). be of dress material, (not cotton knit or clingy)	Athletic pants/shorts are allowed, please ensure appropriate fit.
				Leggings are allowed under a dress or loose-fitting tunic that is not more than 3 inches above the knee.
Tops	<u>Uniform Tops All</u>	<u>Additional Layers All</u>	<u>Spirit Day Tops All</u>	<u>Out-of-Uniform Tops</u>
	Uniform shirts must be purchased through the approved vendor.	All students will need a piece of uniform outerwear to accommodate temperature fluctuations inside the campus buildings (church, lunchroom, classroom,	Thursdays are spirit days. Any St. Anthony T-shirt (spirit shirt, sport team shirt, etc.) may be worn on Thursdays with any uniform bottom.	Must be in good repair and fit appropriately.

		etc). Outerwear allowed in the classroom includes:		
	Acceptable shirt styles and options are available on the Land's End website.	- Black sweater with school logo purchased from Land's End. - Black fleece with school logo purchased from Land's End. - Students in grades 6-8 may wear the lighter weight spirit jacket.	Spirit shirts do not need to be tucked in. St Anthony hoodies are allowed, but hoods must be down inside.	T-shirts may be worn but may not have images or wording which is contrary to Catholic virtues, (blood, gore, violence, etc.), make political statements, or promote adult themes or content (cartoons with vulgarity). The goal is to support and uplift one another.
	Shirts must be tucked in at all times during the school day.	A uniform top must be worn and tucked in underneath the fleece and sweater.		Tank tops and tops which expose the shoulders and/ or midriff are not allowed. Shoulders must be covered at all times.
	Short sleeve undershirts worn underneath uniform tops must be white with no printing of any kind.	These items are not permitted to be tied around the waist.		
	8th Grade Students - may wear the black "8th grade ¼ zip".			
Uniform Notes	Black uniform bottoms and tops should not be worn together.	The "old" logo is now retired and should not be worn.	Uniform pieces purchased through SIA and/or School Belles are acceptable for the next two years.	If you find yourself questioning it, don't wear it. Or bring an alternative.
Shoes & Socks	<u>Shoes All</u>	<u>Socks All</u>		Out-of-Uniform Shoes/Socks
	Shoes must match in color and style, be clean and in good repair, and must be fastened in the intended manner. Laces must match.	Socks must be visible, match, and be solid white, black, or gray.		Brightly colored, patterned, shoes purchased that are mismatched, or fashion boots (no UGG style) may be worn.

	No novelty shoes (ie-light up, wheelie).	Small logos in black, white, or gray are permissible.		Socks may be any color, design, or pattern but still cover the ankle.
	No style of boot may be worn inside during the school day.	Tights or leggings worn under skorts must be solid white, black or gray.		
	Backless shoes are not allowed, including those with a strap.	No visible patterns or designs are permitted.		
	Open-toe shoes are not allowed.			
	Heels must not exceed 1" in height.			
Hair & Hygiene	<u>Hair All</u>	<u>Hair Boys</u>	<u>Hygiene All</u>	
	Hair must be a natural color.	Hair must be styled/worn at or above the collar, above the eye-brow, and at or above the earlobe. Faces must be clean-shaven.	All clothing must be clean and be free of holes.	
	Hair must be clean, brushed, styled, and out of the eyes.		Perfumes and body spray are not permitted.	
	Hair styles should reflect the conservative nature of our dress code.		Facial cosmetics are not permitted.	
	Extreme styles are not permitted. These include, but are not limited to: mohawks, selectively shaved/faded to create patterns, designs, images, or non-conventional styles.		Nails need to be clean and with a modest, functional length.	

	Tinsel or thread in the hair is not permitted.		Nail polish in a single and subtle color that does not draw attention (no fluorescent, patterns, nail art, etc.).	
	If discerning a new style and you have any doubt, we encourage you to reach out in advance as hair violations are not permissible in the classroom.			
Jewelry	<u>Jewelry All</u>	<u>Jewelry Girls</u>		<u>Out-of-Uniform Jewelry Girls</u>
	A single, modest necklace, wrist/ankle bracelet, and/or ring may be worn.	Girls in grades PK-5 may wear a single set of modest and matching post-style earrings in the earlobes.		Girls in grades 6-8: Earrings are permitted to dangle modestly (less than 1" from the earlobe.
	Facial, cartilage, or other body piercing is not permitted.	Girls in grades 6-8 may wear a double set of modest and matching post-style or small hoop earrings (gold, silver, black, white, or maroon) in the earlobes.		
Accessories	<u>Accessories All</u>	<u>Accessories Girls</u>		
	Hats and bandanas may not be worn in school.	Hair accessories must be maroon, black, clear, or white. A uniform plaid bow/headband is allowed.		
	Tattoos (either washable or permanent) are not permitted.	Accessories should be simple and in line with the simplicity and spirit of the policy. Light ups, cat ears, oversized bows/headbands, etc. are not permitted.		

Special Situations	<u>Physical Education Wear</u>	<u>Picture Day</u>	<u>Dress-Up Occasions</u>	<u>Themed Spirit Days</u>
	For safety and the longevity of the gym floor, a designated pair of sneakers worn only in the gym is required for all students. Students in grades 4-8 are required to purchase and wear P.E. uniform clothing through the approved vendor. Students must be able to put on gym shoes by themselves (slip ons allowed for students who cannot tie). No high top shoes.	On picture day, no designs on t-shirts (images or words) or exposed shoulders are permitted.		Information for themed spirit days will be shared in advance of the day.

Uniform Infraction Consequences

Repeated violations may result in referral to administration.

School Supplies & Backpacks

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

Discipline

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

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

Detentions

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

In Grades 5-8 detentions may be given for inappropriate conduct (conduct which breaks classroom or school rules). Parents will be notified when their child has acquired a detention; they should make arrangements to provide later transportation. In rare circumstances, 4th Graders will be given detentions for repeated behavioral problems. These instances will be communicated beforehand with a parent or guardian.

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

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

Suspension

Suspension is an exclusion from school and all extra-curricular activities. Suspension may be implemented at home or in school. In-school suspension is when a student is set apart from peers for a predetermined amount of time depending on severity. Work must be made up. The principal has the power to suspend students for major or repeated offenses. The principal reserves the right to suspend a student for gross misconduct even if it is the student's first offense.

Expulsion

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

Grounds for Suspension or Expulsion of Students (P4520)

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

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

The following types of student conduct constitute a non-exclusive listing of grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in P4530.

- ❖ Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
- ❖ Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
- ❖ Causing or attempting to cause damage to property belonging to any other person, student, school employee, or the school; stealing or attempting to steal property belonging to any other person, student, school employee, or school.
- ❖ Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.

- ❖ Threatening or intimidating any individual for whatever purpose.
- ❖ Violation of the diocese's Gun-Free School Policy, or possession of or control over a knife or other cutting type of device not used for school sanctioned purposes.
- ❖ Possessing, using, transmitting, or being under influence of any controlled substance, including lawfully prescribed medications taken in a non-prescribed manner, or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of its use.
- ❖ Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.
- ❖ Failing in a substantial number of instances to comply with directions of teachers or school personnel during any period of time when the student is properly under their supervision.
- ❖ Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes and/or educational function.
- ❖ Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary in carrying out school purposes and/or educational function.
- ❖ Using on school grounds during school hours (including arrival and dismissal times) an electronic paging device, mp3 player or similar device, cell phone or other mobile message conveyance device in a situation not related to a school purpose and/or educational function.
- ❖ Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes and/or educational function.

Parent/Legal Guardian Concerns Procedure (P2310):

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

- ❖ Step 1: Address the issue with the classroom teacher in a formal manner (face-to-face or in writing).
- ❖ Step 2: Address the issue with the Principal.
- ❖ Step 3: Address the issue with the Pastor (elementary schools only).
- ❖ Step 4: If the issue is not satisfactorily resolved, then the parent/guardian should place his/her concerns in writing to the person involved and his/her supervisors (e.g., pastor and principal).
- ❖ Step 5: Contact the Catholic Schools Office.

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

Student-Athlete Behavior

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

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

Student Accused of a Non-School Related Criminal Act (P4550)

A student accused of a non-school related criminal act which does not subject the student to suspension or expulsion pursuant to Policy 4520 is presumed innocent and no academic or disciplinary penalties will necessarily be imposed regarding that alleged criminal act unless the student is proven guilty or admits guilt through the civil law process.

Some circumstances, such as a need to protect the safety and/or the privacy of the student or others, may necessitate such student's removal from the normal academic setting pending the outcome of the civil law process. In this case, the wishes of the student and/or custodial parents/legal guardians will be considered, but the final decision regarding removal is the principal's, after consultation and approval of the pastor and Superintendent of Schools. Should such a removal be deemed necessary, a program of home study will be developed and implemented for the student.

Bullying

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

Harassment Prohibition (P4580)

It is the policy of the diocese and St. Anthony School to maintain a learning environment that is free from The diocese prohibits all forms of harassment that violate civil law and/or the teachings of the Catholic Church. Harassment is any verbal or written communication or physical conduct which is done or has the tendency to threaten, bully, humiliate, demean, embarrass, frighten, intimidate or otherwise cause discomfort to a person based on the person's sex (i.e., sexual harassment), race, nationality, ethnic background, religion, age, physical or mental characteristics, personality traits, veteran's status, or any perceived vulnerability. harassment: sexual, racial, and any other harassment. Harassment is inconsistent with God's law of love of neighbor, and is against the law. St. Anthony School will follow diocesan guidelines in cases involving harassment, as such:

Definitions:

- ❖ Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any student to another student while on school property.
- ❖ Racial harassment shall consist of racial slurs, innuendoes, or name calling when made by any student to another student while on school property.
- ❖ Harassment shall consist of repeated and/or constant unwelcome verbal or physical conduct made by any student to another student while on school property.

Procedure:

- ❖ Confidentiality, both of the complainant and the accused, will be respected.
- ❖ Reports of inappropriate behavior shall be put in writing by the student and parent/guardian, if under age 18, on forms supplied by the school consistent with diocesan guidelines.
- ❖ Reports must name the person charged and state the facts.
- ❖ Reports will be investigated by the administrative team (principal, vice principal, classroom teacher – as needed).

In cases of sexual and racial harassment, the pastor and Superintendent of Schools will be notified. A substantiated charge shall subject the student to disciplinary action:

- ❖ Parents of all students involved shall be contacted.
- ❖ First Offense* will require letters be written between accuser and accused, hopefully resulting in a face to face conversation. Principal and/or vice principal will moderate the process.
- ❖ Second Offense: Same as first offense plus detention. Counseling will also be required.
- ❖ Third Offense will result in two-day suspension.
- ❖ Fourth Offense will result in expulsion.

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

False Reporting:

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

Gun-Free Schools (P4560)

Students are prohibited from facilitating in any way the delivery of a firearm, destructive device, or deadly weapon to school or school functions. Further, students are prohibited from possessing a firearm, destructive device, or deadly weapon while en route to or from school or school activities, or while on school property or at school activities. A violation of this policy carries an automatic expulsion from school. The term of expulsion shall be established by the principal after consultation with the pastor (if an elementary school) and the Superintendent of Schools. Subject to modification by the Superintendent of Schools, a student expelled for bringing a firearm or destructive device to school or a school activity or for possessing a firearm or destructive device on school property or at a school activity may not return to the school until the first school semester after a one (1) year expulsion period. Exceptions may be made to this policy concerning antique or ornamental firearms or weapons that are transported or possessed for an authorized educational purpose, or firearms or weapons that are used as part of an authorized school program or activity. Any exception must be approved, in advance and in writing, by the principal. A violation of any limitation or requirement contained within a policy exception that is granted by the principal shall be considered a violation of this policy.

For purposes of Diocesan Policy P4560, the term “firearm” means:

- ❖ Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; or
- ❖ The frame or receiver of any such weapon; or
- ❖ Any firearm muffler or firearm silencer.

For purposes of this policy, the term ‘destructive device: means:

- ❖ an explosive, incendiary, or poison gas;
- ❖ bomb;
- ❖ grenade;
- ❖ rocket having a propellant charge of more than four ounces;
- ❖ missile having an explosive or incendiary charge of more than one-quarter ounce;
- ❖ mine;
- ❖ device similar to any of the devices described in clauses;
- ❖ any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of more than one half inch in diameter; or
- ❖ any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may readily be assembled.

For purposes of this policy, the term “deadly weapon” means any firearm, destructive device, weapon, taser, electronic stun weapon, equipment, chemical substance, or other item or material that in the manner it is used or could be used, or is intended to be used, is readily capable of causing serious bodily injury.

Substance Abuse(P4570)

The Diocese of Fort Wayne-South Bend recognizes that substance abuse (drugs and alcohol) is a disease and not a manifestation of character weakness. Persons afflicted with this disease are entitled to the same compassion and treatment as anyone afflicted with any other disease.

If a principal becomes aware of facts or circumstances which gives the principal reason to believe that a student is experiencing a substance abuse problem, the principal and/or the school's counselor shall meet with the student and arrange a conference with the student's parent(s)/legal guardian(s) at which time the underlying problem and treatment options will be explored, as appropriate. The principal reserves the right to require that a student see a substance abuse counselor for an evaluation at the parent/guardian(s) expense, and to require that recommendations for treatment be implemented and followed by the student as a condition for the student's continued enrollment in the school. Should the student or the student's parent(s)/legal guardian(s) refuse to cooperate, the principal after consultation with the pastor may require the student to withdraw from school and/or the principal may contact Department of Child Services.

Notwithstanding the foregoing, the principal reserves the right to discipline a student, up to and including expulsion, for any violation of the school's policies or rules and regulations of student behavior, regardless of whether the violation was involved or related to a substance abuse problem.

Electronics/Cell Phone Usage (P4520)

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

Student Locker and Belongings Inspection (P4590)

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

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

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

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

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

The failure of parents/guardians/custodians to meaningfully participate in disciplinary proceedings may be considered grounds for disciplinary actions up to and including expulsion. The failure of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning their student's improper behavior or delinquency, or if the behavior of the student has been repeatedly disruptive in the school, may be considered educational neglect and the child may be considered a "child in need of services" in accordance with I.C. 31-34-1-7, and, in that case, the matter shall be referred by the building level administrator to Department of Child Services or local office of juvenile probation. (P4420)

Parent Responsibility

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

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

School Facilities Use

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

Use of the facilities can be arranged by calling the pastor or principal. **All activities after 3:00pm must be approved by the pastor or principal. Granted requests will be placed on the parish calendar kept in the Parish Office.**

Safety Rules After School Hours

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

- ❖ Children must be supervised by a parent or designated adult at all times while on school grounds.
- ❖ No ball playing is allowed in the gym building except in the gym/auditorium proper.
- ❖ Children may not be in the kitchen area unless supervised by an adult.
- ❖ Sponsors (i.e., coaches, scout leaders) are responsible for the supervision of the children in their group during the specified time of the activity/event.
- ❖ Children should not be dropped off for extra-curricular activities until the designated time.
- ❖ Children must be picked up immediately upon the conclusion of the event/activity in which they participated.
- ❖ Children are not allowed to use any of the gym/exercise equipment unless necessary for the supervised activity.
- ❖ Adults supervising activities (sports, scouts, etc.) are responsible for seeing that the facilities are cleaned after the activity/event.

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

After School Care Program

St. Anthony de Padua Catholic school provides in-house childcare after school, only if attendance allows for a sustainable program.

Cost of Attending:

- \$10/day for 1 child
- \$17/day for 2 children
- \$22/day for 3 children
- \$15/day for drop in per child

Your FACTS account will be charged a one time registration fee (\$20/1 child, \$25/multiple children). Attendance charges will be billed biweekly to FACTS accounts. A late fee of \$20 per day will be assessed for any pickup after 6pm.

Lunch Program

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

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

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

Rules:

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

Playground Guidelines

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

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

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

Children need fresh air, sunshine, and exercise. Therefore they will be expected to go outdoors when the weather is clement. If the wind chill is 20 degrees Fahrenheit or below, we will not have outdoor recess.

Communication

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

Health

General Statement – Public Health and Safety

During public health and safety emergencies, our schools will follow Diocesan policies, directives from our Bishop, Governor, and the Indiana Department of Education; national, state, and local health department guidelines; Federal Emergency Management Agencies; and more. We count on the Indiana State Police, local and national news, and weather agencies to help us to properly respond to severe weather events. As an example, the COVID-19 pandemic led to the closure of our Catholic Schools based on a directive from the Bishop, followed by the Governor's executive order to close all schools in the state. In rare cases like the pandemic, our schools can experience closures for an extended period of time. When this occurs, our schools will transition to its extended learning format to provide continuing education services to students who are impacted, whether that be a select number of students or an entire student body.

Because of public and health emergencies, our Catholic schools create safety and health plans. They plan for a constant state of readiness by addressing four phases of emergency management that include mitigation, preparedness, response, and recovery. We will follow our plans to ensure the safety of all involved.

Vision and Hearing Screenings

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

Wellness Issues

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

Healthy nutrition will also be emphasized in all classrooms throughout the year. Our Hot Lunch program will offer healthy foods and drinks (no soda will be sold). Parents are encouraged to pack healthy foods in student lunches. Due to allergies, birthday treats must be store-bought (not homemade) with the ingredients label available. We also ask that you send in only healthy foods for birthday treats – or, better yet, to purchase a classroom gift in their child's name as a birthday treat. The goal is to consistently teach our children about healthy eating and living habits.

Students or Prospective Students with Communicable Diseases

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

Prospective students who meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a communicable disease unless required by applicable state law or Board of Health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a communicable disease.

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

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

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

The review team must also take into consideration the scope of the problem, education-related civil rights, and the student's right to confidentiality. The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Vicar of Education, and diocesan attorney.

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

Head Lice Policy

The school will use discretion and follow the directives of the Diocesan nurses' office in complying with all requirements for the management of head lice. This includes the understanding that a student should not return to the school environment until they have been lice free and nit free for a period of 24 hours, and that select school personnel may inspect the student for the presence of lice. Parents who know their children have been treated for head lice have a responsibility to personally notify the parents of other students who may have been in contact.

Administration of Medication (P4210)

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

- ❖ Parents who wish St. Anthony School employees to administer any medication to their child must provide written instructions and must complete a Student Medication Administration form available in the office and on the forms page of our school website.
- ❖ Students may not transport school administered medications to school at all. Such medications must be brought to school and picked up by a parent or guardian.
- ❖ Medications prescribed for a student must be kept in the original container/package with pharmacy label affixed. The label must include the student's name, name of medication, dosage of medication, date of the medication, and prescribing physician/practitioner's name. The pharmacy label can serve as the written order of a practitioner.
- ❖ All permission for long-term medication shall be renewed annually. Changes in medication shall be documented by written authorization from a licensed prescriber.
- ❖ In specific cases, the school may require the parent/guardian come to school to administer medication for his/her child.

- ❖ OTC products shall be brought into the office by parents with the manufacturer's original label with the ingredients listed and the student's name affixed to the original package. It will be stored in the office.
- ❖ The dispensing of cough drops, hard candy, or lozenges for the treatment of irritated throat or upset stomach shall be observed as an OTC medication and require the same standards of administration as other OTC medication.
- ❖ St. Anthony School does not have any medication (including aspirin, Tylenol or cough drops) available in school.
- ❖ The parent/guardian is responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for his/her child. If the parent does not pick up the medication by the end of the school year, the principal or office staff will dispose of the medication in an appropriate manner.

Non-Smoking Environment (P5000 Series)

All facilities (buildings which are enclosed) where kindergarten, elementary, and/or secondary education or library services are being provided to children shall be smoke free. No one, whether an administrator, an employee, a student, or a visitor is allowed to smoke in these buildings while such services are being provided to children.

Insurance

Diocesan policy requires that all students be covered by student/athlete insurance. Part of the yearly activity fee is used to cover this insurance. Students have coverage for injuries and accidents that happen during the school day at St. Anthony de Padua School or during school-sponsored activities. Eligible covered expenses will be paid in excess of other valid and collectible insurance. Claims should be submitted to parent's insurance first.

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

Safety/Crisis Response Procedures (P1510)

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

Severe Weather

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

If severe weather should necessitate the closing of school, an announcement will be made over WSBT and WNDU television and radio stations. The principal will also send an automated message to parents via the school phone contact system. Please DO NOT call the principal, teacher, or parish office in such cases.

If school is to be closed during the school day (after school is already in session), then parents will be notified by the radio or television stations and the school phone contact system if they are expected to pick up their students. Please DO NOT call the school office.

Visitors

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

Media Denial

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

Safe Environment & Child Abuse Reporting (P3610)

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

Seclusion/Restraint Plan

St. Anthony School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an accredited non-public school, state law requires that our school has a Seclusion and Restraint Plan. The purpose of the plan is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint. A copy of this plan is available by request.

Behavioral interventions must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Bicycles, Skateboards, Roller Blades

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

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

- ❖ Traffic for morning drop off will now merge into one line on the far east side of the church parking lot.
- ❖ Students should only be dropped off along the side of the church steps or along the side of the school.
- ❖ Please pull up as far as you can to allow other drivers more room to drop off.
- ❖ Students should exit the car wherever the car is stopped in the drop off zone-not at the door.
- ❖ Students will only exit vehicles on the north side (right, passenger side) of vehicles.
- ❖ Students should never cross the line of traffic. If your child must cross in front of the car - please escort them.
- ❖ Please refrain from speeding as we do have staff and student pedestrians coming in the morning and assisting outside.

Directions for Afternoon Pick-up (see diagram and detailed instructions on our website):

- ❖ Cars will need to enter off of Ironwood. We will be reversing the flow.
- ❖ The gate from Ironwood will not be open prior to 2:40. Those wishing to line up prior to 2:40 will have to circle around the parking lot to face East next to the church.
- ❖ Cars will park in rows beginning in front of the church. (We will have someone to assist).
- ❖ All cars will be stopped while students are released to find their ride among the rows.
- ❖ Parents are encouraged to stand by vehicles with a fun sign or to call their child. Parents are not to walk to the building to meet students. Students will come to cars.
- ❖ Faculty and staff will assist students. - Pre-K and K parents will be given a sign to show they are Pre-K/K and are encouraged to park in the row closest to the school to assist younger children in quickly finding their car. Grades 1 and higher, please avoid that row unless directed.
- ❖ As soon as all students are either in a vehicle or return to the supervised waiting area by the main door, rows of traffic will be dismissed to exit onto Jefferson or Ironwood.
- ❖ Parents who arrive after the students are released to find cars, will be directed into a secondary set of rows (west of the main entrance) for a second “release” of students.
- ❖ Traffic will not be moving in the area where students are finding cars.
- ❖ Once all students are clear of the rows, each line will be dismissed.

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

Lost and Found

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

Administrative and Financial Information

School Office Hours

School Office hours are 7:15am-3:45pm during the school year and Monday - Thursday, 9:00am-1:00pm during the summer.

Telephone

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

The office staff is only free to run phone messages to students prior to 2:00pm. Parents are encouraged to make necessary arrangements with their child in the morning before bringing the child to school.

If for safety reasons parents provide their students with cell phones, these must be kept with the homeroom teacher during the day and must be turned off. The administration reserves the right to confiscate cell phones that are visible during the school day (see cell phone policy).

School Tuition Payments

All school families are required to enroll in the FACTS Tuition Payment System for the processing of tuition statements, tuition payments, and other fees throughout the school year (lunches, sports, etc.). School tuition payments can be scheduled to be deducted from your bank account or credit card either on the 5th or 20th of each month. Payment options are a 12-month cycle from July through June, a 10-month cycle, or a single payment. Tuition and fee amounts for the school year are available from the School Office, Parish Business Office, or school website.

Returning families requesting financial assistance (including School Choice Vouchers and SGO Grants) must do so **by April 15th** for the next school year via online application at <https://online.factsmgt.com/signin/3FFKJ>. Families who would otherwise qualify for a Diocesan SGO Grant and/or Choice School Scholarship from the state but do not apply or provide the required documentation for these awards will not be offered financial assistance from the Parish, nor will retroactive awards be issued.

In case of an extended learning period related to any public health and safety, or severe weather event, the school will provide continuous education services remotely for students. Tuition agreements, policies and practices, will remain in effect and binding.

Overdue Accounts Policy

All tuition payments and other school fees must be paid in a timely, responsible manner. Families unable to make these payments should make arrangements with the business manager in the parish office at 574-282-2308 or business@stasb.org as soon as their circumstances change and before they miss scheduled payments.

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

Transcript Requests

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

Active Parishioner Status

Active parishioner status is reviewed by the Pastor each January using your completed parishioner affidavit form. For the 2025-26 school year, to receive the benefits of active parishioner status you must meet the criteria of:

1. Being registered as a Parishioner with our parish, and
2. Being present at Mass regularly at St. Anthony Church. Regular Mass attendance is considered three out of four Sundays a month and Holy Days of Obligation.

At the time of evaluation, those who have not met the criteria will not be eligible for the following parish benefits:

1. Discounted rate on tuition for children attending St. Anthony School (parishioner subsidy).
2. Discounted rate at Marian or St. Joe High School, since the local pastor is asked to vouch for church attendance.
3. Qualifying for Pastoral Scholarships.

Parent Involvement

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

Home and School Association (HASA)

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

HASA Objectives

The objectives of the Home and School Association are:

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

HASA Membership

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

Room Parents (Classroom Liaisons)

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

Classroom Helpers

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

School Advisory Board

School Advisory Council Objectives

- ❖ To advise on policies that will advance the philosophy of Catholic Education.
- ❖ To provide a forum for the discussion of those policies, plans, and other matters pertinent to the direction of St. Anthony School.

What Does the School Advisory Council Do?

1. Models the faith community.
2. Acts as an advisory arm to the school Principal and Pastor, but is not governing in nature.
3. Advises on the update and implementation of school policies.
4. Develops, implements, and maintains the school strategic plan, in consultation with the Principal and Pastor.
5. Proposes a school budget to the Parish Finance Committee.
6. Conducts a Principal performance evaluation annually and makes a recommendation to the Pastor.
7. Acts as a public relations arm of the school.
8. Represents its constituency.

What Does the School Advisory Council Not Do?

- ❖ Does not administer the school.
- ❖ Does not tell the principal how to administer the school, but offers advice regarding policies.
- ❖ Does not hire, evaluate, or terminate faculty members.
- ❖ Does not act as a grievance committee or conciliators, as such.

School Advisory Board Meetings

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

Any individual or group wishing to address the School Advisory Board is asked to notify the School Advisory Board of the topic they wish to bring to the Board's attention one week prior to the meeting, via online request form at [goo.gl/forms/y5tYZeXKVCuPAHcA3](https://forms.gle/y5tYZeXKVCuPAHcA3). Time will be allotted during the regularly scheduled meetings for such presentations.

Diocesan Connection

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

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

Internet Acceptable Use Policies and Procedures

The Diocese of FWSB has an Electronic Communication and Technology Policy. The policy protects both the diocese and its members by defining use that is safe, responsible, civil, and, most importantly, reflects our discipleship of Jesus Christ. The diocese believes these resources are an important educational and evangelizing tool to further the mission of the Church. Therefore, use of these resources must always be consistent with the mission of the Catholic Church.

To read the entire policy, see:

English:

[/https://diocesefwsb.org/wp-content/uploads/2020/08/ElectronicCommunicationandTechnologyPolicy-FINAL-1.pdf](https://diocesefwsb.org/wp-content/uploads/2020/08/ElectronicCommunicationandTechnologyPolicy-FINAL-1.pdf)

Spanish:

[/https://diocesefwsb.org/wp-content/uploads/2020/08/ElectronicCommunciationandTechnologyPolicy-Spanish-1.pdf](https://diocesefwsb.org/wp-content/uploads/2020/08/ElectronicCommunciationandTechnologyPolicy-Spanish-1.pdf)

All parents and students must be aware of the policy and its contents. Signing this manual indicates your acceptance of the policy and your willingness to abide by it.

Some important matters to note:

1. One on one electronic communication between an adult and a minor student is prohibited. Parents should remind their students to copy them on all electronic messages that their student sends to a teacher, coach or other adult. If parents are aware that a schFool employee or volunteer is not following this policy, contact the principal.
3. Do not use the name of the school (parish) or any title that identifies the school on any social media site unless you have the written permission of the principal.
4. In order to maintain the integrity of our parish/school accounts, no student or parent may create a Facebook, X (formerly Twitter), or other social media account under the name of the parish/school or any sponsored organization of the parish/school without written approval of the parish/school administration. Disciplinary action may be necessary if unauthorized creation occurs. Defamatory or derogatory engagement in any social media regarding St. Anthony Parish, it's school, any of the parish/school administration, the faculty, other students, or other students' parents may also result in disciplinary action.

Student Internet Usage (P4620)

The school shall follow the Diocesan Internet Policy. A copy of the policy is available in the school office during business hours. The diocesan Catholic schools will employ the diocesan policy stating the Acceptable Use of the Internet in the school and utilize written Internet User and Permission Agreements. Each student, parent /guardian, and teacher shall sig the annual written agreements. They outline the agreed to terms and conditions of Internet use and shall be kept on file. The policy specifically sets out acceptable uses, rules of on-line behavior, and access privileges. It also covers the penalties for violations of the policy, including security violations and vandalism of the system. The policy is provided for all schools by the Catholic Schools Office.

All use of the Internet must be in support of education and research and consistent with the purposes and Christian mission of Catholic schools. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway.

Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and to communicate with others under proper supervision. Access to network services will only be provided to students after they agree to act in a Christian, considerate and responsible manner.

Independent student use of telecommunications and electronic information resources will be permitted upon submission of permission forms that include guidelines for the student's responsibilities. Based upon the acceptable use guidelines outlined here, the Catholic school administrators will deem what is appropriate and inappropriate and their decision is final. The administration, faculty, and staff of the school may request the principal to deny, revoke, or suspend specific user accounts when violations occur.

The school is not liable for information stored on school diskettes, hard drives or servers; for information retrieved through school computers, networks, or on-line resources; for personal property used to access school corporation computers, networks, or on-line resources; or for unauthorized financial obligations resulting from use of Diocesan resources and accounts to access the Internet.

Acceptable Internet Use

The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives, purposes, and mission of the Catholic schools. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.

Individual users of the computer networks are responsible for their behavior and communications over those networks. It is imperative that users comply with the school's standards and honor the agreements they have signed.

Network storage areas may be treated like school lockers. School administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly and consistent with the acceptable uses outlined herein. Users should expect that files stored on school servers will not be private. A defined network etiquette is followed.

Unacceptable Internet Use

The use of the Internet connection in the school is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Catholic school administrators will deem what is appropriate and inappropriate, and their decision is final. The following are not permitted:

- A. Accessing, uploading, downloading, or distributing immoral, pornographic, obscene, or sexually explicit materials.
- B. Sending or displaying unchristian, immoral, offensive, violent, pornographic, obscene or sexually explicit messages or pictures.
- C. Using violent, abusive, obscene or sexually explicit language.
- D. Harassing, insulting, or attacking others.
- E. Damaging computers, computer systems, or computer networks or attempting to harm or destroy data of another user.
- F. Violating copyright laws.
- G. Unauthorized use of another's password.
- H. Trespassing in others' folders, work, or files.
- I. Intentionally wasting resources.
- J. Employing the network for commercial purposes
- K. Downloading or transmission of any material in violation of any federal, state or local law, regulation, rule or ordinance.

Additionally, malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damages the software components of a computer or computing system is prohibited. See the Diocesan policy on the appropriate use of technology [here](#).

Student Use of Internet Off Campus Policy

Parents will have the primary responsibility to oversee Internet use. Building level administrators reserve the right to respond to Internet use concerns that are brought to their attention from outside the school.

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

Surveys, Analyses, Examinations (P4610)

Parents/guardians of diocesan students have the right, upon request, to inspect a survey created by a third party before the survey is administered or distributed to students. Requests to inspect a third party survey should be made in writing to the school principal.

Parent / guardians will be provided with advance notice of administering physical or psychological examinations or screenings to students.

Policy Regarding Cyber-Bullying:

Every student attending St. Anthony de Padua Catholic School is afforded the right to participate in their educational experience without fear of harassment or intimidation. The school specifically recognizes that bullying and harassment can have a severely detrimental effect on a student's ability to enjoy this school experience and work towards their personal and academic potential. The school recognizes that bullying and harassment do not always occur on school grounds or during school hours. Bullying and harassment that occur outside of school but impact the lives of students in school will be addressed by school administration. This includes any bullying or harassment that occurs online or through social media. The school will look at specific state and diocesan guidelines to determine if behavior is bullying or harassment. Indiana Code 20-33-8-0.2 defines bullying as such: "bullying" means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

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

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

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

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

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

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

Conclusion

It is our hope and prayer that the directives as well as the information outlined in this handbook will be helpful in the establishment of a satisfying relationship between the home and the school. The child needs to know that his/her parents and teachers are working in the same direction. If a question should arise, parents should consult with the teacher. Should a resolution not be reached, parents and teachers should then consult the principal. With close communication, we can work together for the child's best interest.

The principal/pastor reserves the right to amend this handbook at any time without advance notice. Parents shall be given prompt notice of amendment. The handbook will be reviewed and revised, as necessary, annually.

Bullying Prevention Kit

Dear St. Anthony Parent,

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

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

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

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

Please take time to review this information. Talk it over within your family. In the end, parents are the most effective people in educating children on how to handle conflict. The experience that kids

have at school is based on the successful partnership between parents and teachers. Our goal for this information is to help us all speak the same language regarding student conflicts, and give us all guidelines for resolving them.

Glossary of Terms

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

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

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

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

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

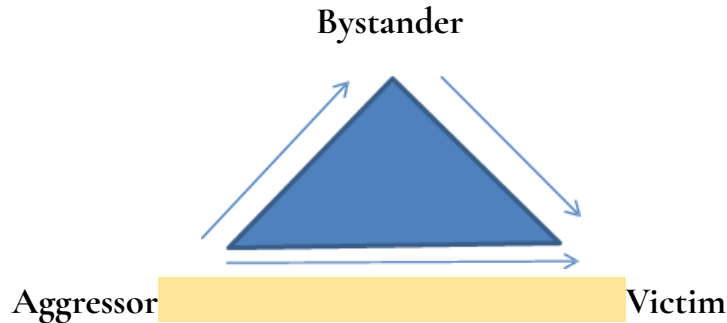
The Bullying Triangle: A term that describes the roles typically involved in a bullying scenario. The roles include: an aggressor, a bystander, and a victim.

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

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

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

The Bullying Triangle



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

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

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

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

victim will not be able to break the bullying triangle alone. In these instances, intervention from parents and teachers will be necessary.

Intervention Models

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

Spontaneous Conflicts

Student-directed conflict resolution/conversation



Teacher-directed conflict resolution/conversation



Loss of recess/ In-school detention and/or loss of certain privileges



After-school detention and/or loss of certain privileges



Out-of-school detention (suspension)



Expulsion

Harassment/Bullying

Cases of bullying or harassment will be dealt with by following a series of tiered intervention strategies. Tier I speaks to initial practices that involve students and possibly teachers and/or the principal. Tier II practices are employed if the issues persist and the Tier I strategies were

unsuccessful. Tier II strategies will always require parent participation. If the conflict issues continue to worsen, Tier III strategies will be employed.

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