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**\*\*CHANGES TO HANDBOOK DISCLAIMER**





*2007-2008 St. Anthony School Calendar*

## **WITNESS STATEMENT: CALLED TO BE CATHOLIC**

### **For Those Whose Children Attend Catholic Education Programs**

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect and fidelity. In the Rite of the Sacrament of Baptism, parents receive the call from God to evangelize their children as summarized here:

***“You have asked to have your child baptized. In doing so, you are accepting the responsibility of training him/her in the practice of the faith. It will be your duty to bring him/her up to keep God’s commandments as Christ taught us, by loving God and our neighbor... You will be the first teachers of your child in the ways of the faith. May you also be the best teachers, bearing witness to the faith by what you say and do, in Christ Jesus Our Lord.”***

No wonder then that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children. Aware then of the dignity of this holy parental call, and a reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in the faith. Practically, this means I should:

- 1. Regularly participate in the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family.***
- 2. Commit to speak more with my children about God and to include prayer in our daily home life.***
- 3. Participate in and cooperate with parochial school or parish school of religion (PSR) programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children.***
- 4. Support the moral and social teachings of the Catholic Church to ensure consistency between home and school.***
- 5. Teach my children by word and example to have a love and concern for the needs of others.***
- 6. Meet my financial responsibilities in supporting the Catholic school or PSR.***

**WITNESS STATEMENT CALLED TO BE CATHOLIC**  
**For students who attend Catholic Schools and Parish**  
**Schools of Religion**

**PRE-KINDERGARTEN AND KINDERGARTEN**

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME.

**I LOVE GOD.**

GOD MADE EVERYTHING GOOD.

**I WILL PRAISE AND THANK GOD.**

GOD MADE ME SPECIAL.

**I WILL ACT AS A CHILD OF GOD.**

GOD MADE ME PART OF HIS FAMILY.

**I WILL BE KIND TO ALL OF GOD'S FAMILY.**

**WITNESS STATEMENT: CALLED TO BE CATHOLIC**  
**For students who attend Catholic Schools and Parish**  
**Schools of Religion**

**GRADES 1-2**

*Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:*

GOD LOVES ME.

**I PROMISE TO LOVE GOD BY:**

•

LEARNING ABOUT JESUS AND HIS LOVE FOR ME.

• PRAYING EVERY DAY.

•

SPEAKING GOD'S NAME WITH RESPECT.

GOD CREATED ME.

**I PROMISE TO LIVE AS A CHILD OF GOD BY:**

•

OBEYING MY PARENTS/GUARDIANS AND TEACHERS.

• BEING HONEST AND TRUTHFUL.

• DOING WHAT IS RIGHT.

GOD MADE ME PART OF HIS FAMILY.

**I PROMISE TO LOVE OTHERS BY:**

• BEING RESPECTFUL OF OTHERS.

• HELPING OTHERS IN NEED.

•

BEING KIND AND INCLUDING OTHERS WHEN I PLAY.

**WITNESS STATEMENT: CALLED TO BE CATHOLIC**  
**For students who attend Catholic Schools and Parish**  
**Schools of Religion**

**GRADES 3-4-5**

*Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:*

**GOD LOVES ME.**

**I PROMISE TO LOVE GOD BY:**

- PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST.
  - SPENDING TIME PRAYING EACH DAY.
- LEARNING MORE ABOUT GOD'S LOVE FOR ME AND THE TEACHINGS OF JESUS.
- RESPECTING GOD'S NAME AND HIS CHURCH.

**GOD CREATED ME.**

**I PROMISE TO LIVE AS A CHILD OF GOD BY:**

- LEARNING WHAT JESUS EXPECTS OF ME.
- RESPECTING MY BODY AS A GIFT FROM GOD.
- BEING A PERSON WHO IS TRUTHFUL AND FAIR.
- BECOMING THE BEST PERSON THAT I CAN BE.

**GOD MADE ME PART OF HIS FAMILY.**

**I PROMISE TO LOVE OTHERS BY:**

- HELPING OTHERS WHEN I KNOW THEY ARE IN NEED.
  - GIVING GOOD EXAMPLE AS JESUS DID.
- PAYING ATTENTION TO THE WISDOM AND GUIDANCE OF MY PARENTS/GUARDIANS, TEACHERS AND CHURCH.
- BEING RESPECTFUL AND NOT HURTING OTHERS OR MAKING FUN OF THEM.

**WITNESS STATEMENT: CALLED TO BE CATHOLIC**  
**For students who attend Catholic Schools and Parish**  
**Schools of Religion**

**GRADES 6-7-8**

*Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:*

**GOD LOVES ME.**

**I PROMISE TO LOVE GOD BY:**

- STUDYING ABOUT GOD—FATHER, SON, AND HOLY SPIRIT—  
AND HIS CHURCH.
- PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY  
SUNDAY EUCHARIST.
- DEVELOPING MY LOVE FOR JESUS CHRIST THROUGH DAILY  
PRAYER.
  - FOLLOWING THE COMMANDMENTS AND BEATITUDES.
  - READING SACRED SCRIPTURE TO HELP ME UNDERSTAND  
GOD'S PLAN OF SALVATION.

**GOD CREATED ME.**

**I PROMISE TO LIVE AS A CHILD OF GOD BY:**

- TREATING MY BODY AS A TEMPLE OF THE HOLY SPIRIT.
- BEING A PERSON WHO, LIKE MARY, IS A TRUSTED FOLLOWER  
OF JESUS CHRIST.
  - TAKING MORE RESPONSIBILITY FOR MY LEARNING AND  
BEHAVIOR.
  - VALUING MY SELF AND DEVELOPING MY GIFTS.
    - LIVING THE GIFTS OF THE HOLY SPIRIT.

**GOD MADE ME PART OF HIS FAMILY.**

**I PROMISE TO LOVE OTHERS BY:**

- SHARING MY CATHOLIC BELIEFS WITH OTHERS AND HELPING  
THEM LIVE RESPONSIBLY.
- RESPECTING ALL PERSONS, PLACES AND THINGS AS GIFTS  
FROM GOD.
  - GROWING IN COMPASSION BY SERVING THOSE IN NEED.
  - BEING A FRIEND LIKE JESUS TO THOSE WHO HAVE NONE.
  - WORKING WITH OTHERS TO HELP MAKE (School/PSR) AND  
PARISH A BETTER PLACE.





# ST. ANTHONY SCHOOL POLICIES & REGULATIONS

## Accreditation

St. Anthony School is accredited by the *Missouri Non-public School Accrediting Association*. This accreditation means that St. Anthony School continues to maintain strict standards pertaining to curriculum, teacher qualifications (religious and academic), resources and facilities. St. Anthony School completes the re-accreditation process each year.

In addition, St. Anthony School also completes the *Process for Elementary School Improvement* created by the Catholic Education Office of the Archdiocese of St. Louis every seven years. The school completed the second stage of this process in 2005-2006. The *School Improvement Action Plan* outlines four areas the school will focus on during the next five academic years: Stewardship Education, Differentiated Instruction, Health/Physical Education and Community Involvement. A complete copy of the *Plan for Improvement* is available in the school office.

## Admission

It is the policy of St. Anthony School to provide a quality Catholic education in grades Kindergarten through eighth for its children regardless of race, sex, national or ethnic origin. Parents seeking to enroll their children at St. Anthony School should be looking for quality education and good discipline in a Christian, Catholic atmosphere. Students will be expected to participate in all aspects of the school including religious instruction.

Preference for admission is given to:

- Students whose parents are registered, active and contributing parishioners of St. Anthony Parish. (A contributing parishioner is defined as a registered family who meets their annual stewardship pledge for time, talent and treasure.)
- Students from other Catholic parishes and non-Catholic families are admitted if space is available.

**Parental interest in their child's education, and cooperation with the teachers and the administration in school matters are important.** Parental interest is demonstrated by assuming financial responsibilities to St. Anthony School, taking an active part in the Home & School Organization, volunteering time and talents (helping as a room parent, typing, aiding the teachers, serving on the school board, working in the cafeteria, etc.) and sharing concerns and aspirations for our school. There is no finer inspiration to a child than to see parents/guardians giving themselves to the school. This participation says to the child that the school is a community working together to enable it to come alive.

**Registration of a new student:** Any student upon entering St. Anthony must present a completed registration form, birth certificate, immunization, record dates of sacramental celebration (if applicable) and verification of custody arrangements. Records from previous years and baptismal certificates must be presented if applicable. ***Admission and enrollment is not complete until all necessary documentation is received.***

**It is unlawful for any child to attend school unless he or she has been properly immunized prior to the first day of school** under the rules and regulations of the Department of Health and can provide

satisfactory evidence of each immunization. The only exception is if a parent or guardian has signed and placed on file a statement for medical or religious exemption with the school administrator.

**Applicants for Kindergarten must be five years old on or before August 1 of the school year.** The child must demonstrate sufficient maturity, academics and social skill development appropriate for Kindergarten. Parental input, kindergarten screenings, and previous educational observations will be used as indicators for a child's readiness to enter kindergarten. Kindergarten screenings are held at St. Anthony School in the spring. **A child must be six years old before August 1 to enter first grade.**

### **ADMISSION OF STUDENTS UNDER SPECIAL CIRCUMSTANCES**

Admission of Students on a Conditional Basis If a school intends to accept a student on a conditional basis, it is essential that the decision be made only after a thorough review of the student's previous school records and all records relating to the student's special needs, if any. The school should communicate the conditions of the acceptance in writing. The Catholic Education Office is available for assistance with making and communicating such decisions. (Archdiocesan Policy # 4102.61)

### **ADMISSION OF HOME SCHOOLED STUDENTS**

Prior to accepting a student who has been home schooled the parents/guardians must provide evidence that the student has been receiving regular instruction:

1. By providing the following records which they are required to keep by state law:
  - A plan book, diary, or other written record indicating subjects taught and activities engaged in;
  - A portfolio of samples of the student's academic work;
  - A record of evaluation of the student's academic progress;
  - Other written or credible evidence equivalent to the points listed above.
  - By providing evidence equivalent of offering at least 1000 hours of instruction annually as required by law. At least 600 hours should be reading, language arts, mathematics, social studies, and science or academic courses that are related to the aforementioned subject areas and consonant with the pupil's age and ability. At least 400 hours of the 600 hours shall occur at the regular home school location.
  - By providing evidence of religious education and sacramental preparation that have been provided, along with parish records of participation in first sacraments, if applicable.

The student's placement shall be determined by a review of the above records and student work samples. If the records are not sufficient to determine placement, the student should be given appropriate end of grade assessments.

Enrollment in a Catholic school and participation in a home school is not permitted. Participation in Catholic school activities (including but not limited to the standardized testing program, fine arts programs, etc.) flows from being enrolled full time in a Catholic school. (Archdiocesan Policy #4106.62)

## **ADMISSION OF**

### **STUDENTS FROM OTHER COUNTRIES**

Schools of the Archdiocese may enroll or allow the attendance of foreign-born non-immigrant students, if they possess appropriate U.S. Immigration and Customs Enforcement (ICE) documents. Schools must contact the Catholic Education Office before making an admission decision and must follow designated procedures. Foreign-born persons of school age who have entered the United States on B1/B2 tourist visas are not allowed to attend school. Failure to comply with ICE procedures and regulations could jeopardize a student's ability to enter or remain in the U.S. and cause the school to be found in violation of U.S. immigration laws. (Archdiocesan Policy #4102.63)

### **Custody**

Guardians or custodial parents are asked to put on file the proper documentation of court decisions with the school office. A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided. This action is necessary so that the school knows whom the student may or may not be released to upon dismissal and where communications should be sent.

### **TRANSFERRING FROM ANOTHER CATHOLIC SCHOOL**

A student transferring from one Catholic school in the Archdiocese to another for reasons other than geographical relocation may be accepted after the parish/school in which the parents wish to enroll obtains pastor permission and school records from the parish/school that the family is leaving. It is the responsibility of the parents/guardians to obtain the permission of the pastor. In addition, the requirements for admission (4102.1) would apply at any transfer point. (Archdiocesan Policy #4102.2)

### **TRANSFERRING FROM A MERGED/CONSOLIDATED CATHOLIC SCHOOL**

Families enrolled in a school that is scheduled to merge or consolidate for a new school year should enroll at the school at which the parish has merged or consolidated its school.

If for some valid reason a family desires to transfer to another Catholic school other than the merged/consolidated school, the parents may register only after receiving permission from the pastor of their current parish. (Archdiocesan Policy #4102.3)

### **TRANSFERRING FROM A NON-CATHOLIC SCHOOL**

A student transferring from a public or private school may be accepted into a Catholic school after a thorough inquiry regarding the motivation for the request for admission. Normally the family would apply to the school sponsored by the parish in which the family resides. In addition, the requirements for admission (4102.1) would apply at any transfer point. (Archdiocesan Policy #4102.4)

### **TRANSFERRING FROM A SCHOOL DISTRICT UNDER COURT ORDERED DESEGREGATION PLAN**

Public school students from public school districts directly affected by a mandatory Court order for integration may not be accepted into Catholic schools. (Archdiocesan Policy #4102.5)

## **Testing & Guidance**

Standardized testing will be administered according to Archdiocesan and state directives. Referrals for individual evaluation may be made for students portraying academic or behavioral concerns.

- Kindergarten screening
- Iowa Test of Basic Skills
- ACRE (Assessment of Catholic Religious Education)

## **Title 1**

St. Anthony School takes advantage of government funding that allows eligible students additional assistance in Mathematics and Language Arts. This assistance is provided by state certified teachers from the Sullivan C-2 School District. Students that qualify for the program will be notified during the Fall Semester. All tutoring sessions are held on the St. Anthony campus during regular school hours.

## **Sullivan Area Gifted Education (S.A.G.E.)**

S.A.G.E. is a program sponsored by the Sullivan C-2 school district for students that display and possess accelerated abilities. Individual students must meet certain academic and testing criteria to participate in the program at Sullivan C-2.

## **Religious Education & Spiritual Growth**

When children become aware of the power of prayer and if the Eucharist is celebrated meaningfully, an attitude of faith will develop. **Armed with the strength obtained from personal awareness of the need for God, it is the hope of the faculty that the students will develop concern for their personal needs, determination in their intellectual pursuits, an interest in global affairs, and a purposeful spirit of dedication and service to God, to neighbor and to country.**

Religious education permeates the entire academic program at St. Anthony School:

Students have daily scheduled religion class

A global awareness (mission program) is presented during the month of October.

Right to life is stressed; especially during the month of January when a special liturgy is held, speakers are invited in and students donate to Birth Right and the Pregnancy Assistance Center.

We participate in community projects such as visiting nursing homes and collecting food and toys for Meramec Mission at various times during the year.

Students in the upper middle school grades help as servers at Mass.

Practice is held periodically or prior to church seasons to review and/or learn new music and responses for liturgy.

Students and Faculty attend Mass.

## **Attendance & Tardiness**

**Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co-curricular activities (e.g., field trips, enrichment, and remedial programs, etc.) Students who must be excused for medical, dental, funeral, or other**

reasons during school hours are considered absent. For these types of absences a written notice should be sent to the school in advance by a parent/guardian stating time, length, and reasons for absence.

**Chronic or excessive absences, without substantial cause can be a factor in determining a student's continued enrollment in the school.(Archdiocesan Policy # 4201)**

**A student is tardy who arrives after the time fixed by school policy for the start of the school day. (Archdiocesan Policy # 4202)**

1. Students are tardy if they arrive after 7:50 a.m. Children should report to the office immediately before going to their homeroom or class.
2. Students absent for 2 or more hours on a given day are considered absent for that half of the day.
3. The parent is asked to call the school office by 9 a.m. when a student is sick and will be absent for either a whole or half day. Parents/guardians will be called if a student is not reported absent or tardy.
4. Excessive Tardiness: Tardiness is disruptive to the classroom environment, but more importantly, tardiness can influence the student(s) in an adverse way. St. Anthony School has established the following procedures for excessive tardiness.
  - A letter will be sent home to the parents once a student has been tardy three times.
  - A conference with the parent and student will be scheduled after the 6<sup>th</sup> tardy.
  - Students serve an after school detention after the ninth tardy and each third tardy after the ninth tardy (12<sup>th</sup> tardy, 15<sup>th</sup> tardy, etc).
  - Excessive after school detentions for tardiness may be served in the After School Care program. Parents/guardians would be charged for one hour of service.
5. A written, signed note from the parent or guardian is required when a student is absent or tardy. This note should be dated, signed and state the reason for the absence or tardiness. All students will first report to the office with their note when arriving at the school after an absence/tardy. These notes will be kept on file in the school office for one year. This process must be followed in the following instances:
  - when students are returning to school after being ill
  - for medical or dental appointments (for early morning appointments, the note must be sent the previous day)
  - for a funeral or other reason
6. When a child is to be picked up for a scheduled appointment or another occasion during the school day, **the parent or guardian will come to the office to sign the student out. Both the student and adult must again report to the office when they return to school.**
7. When a student has been absent 10 or more days, consecutively or otherwise, during a grading period, the grade of Incomplete ("I") is reported until the student has fulfilled the required work for the grading period. (Archdiocesan Policy #5301.5)
8. Each student is responsible for making up his or her work (students are given one day for each day absent to make up work) after returning to school. Students absent for a long duration of time should set up a time schedule for makeup work with the teacher upon returning to school. Absenteeism or tardiness in excess of 30 or more days is considered a sufficient reason for retention in a grade. Failure to be in school for a standard number of days each quarter could result in suspension, probation or withdrawal for cause from St. Anthony School.

## **Attendance Awards**

Outstanding behavior, abilities or talents should never go unnoticed. Therefore, St. Anthony School has several incentive programs in place to recognize these accomplishments throughout the year.

- **Attendance Award Policy:**

Attendance awards will be issued at three different levels at the end of the year: Gold (for students with no absences, tardies or early dismissals); Silver (for those with one or two); Bronze (for those with no more than four).

## **DUAL ENROLLMENT**

Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics services. (Archdiocesan policy # 4204)

## **Truancy**

A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent /guardian and school officials. (Archdiocesan Policy #4201.1)

The School Administrator will contact the parents to set up a meeting with the parents and the child. Consequences will be decided at the time of the meeting.

## **CONDUCT**

### **Discipline Cycle**

St. Anthony School strives to be a Catholic, Christian educational community. The essence of Christian behavior is self-discipline. Self-discipline is controlled behavior designed to develop responsibility within an individual for his or her own actions. Its ultimate objective is the development of a mature individual capable of self-control and direction. **A student should be helped to see clearly the consequences of various behaviors and to realize that choosing certain behaviors means also accepting the responsibility of the consequences.** Parents and school personnel must support each other in establishing rules and consequences to achieve proper student behaviors. Communication between home and school is vital to achieve this goal.

**Teachers have the right to teach and all students have the right to learn.** Broad rules that affect the daily living together of all members of the school community include these:

- Show respect to others and your school
- Contribute to the learning environment
- Follow classroom procedures

Each classroom teacher has adopted some version of these three rules. The teachers work with the children to make sure the rules are understood and the reasons for the rules are taught. Children learn that each adult may have different procedures to helping them follow the rules.

**School wide definitions for misbehavior and homework notes have been established for use by all grades.**

1. *MISBEHAVIOR IS:*

- Disregarding general expectations of the classroom, playground or cafeteria.
- Disrespect toward any teacher/adult supervisor or classmate. Examples include talking back, arguing, inappropriate language or voice, fighting, etc.
- Willful cheating, changing grades or forging a signature.
- Out of school conduct which seriously detracts from the reputation of the school.
- Any other behavior that interrupts the learning environment of other students.

2. *HOMEWORK NOTES ARE:*

- Used as a communication tool between home and school.
- Sent home when a student fails to complete an entire or part of a homework or classroom assignment.
- Signed by a parent and returned the next school day with the completed homework assignment.

### **CLASSROOM DISCIPLINE CYCLE**

Each classroom/grade level has established a Discipline Cycle that awards positive behaviors and outlines consequences for undesirable behaviors. All parents will be informed about the discipline cycle at the beginning of the year. A goal of each classroom discipline cycle is to help your child grow in self-discipline skills.

**Classroom discipline cycles will be exhausted before an Office Referral is made.**

### **SCHOOL WIDE DISCIPLINE CYCLE**

**Office referrals/notices** are given in two ways...

1. The Classroom Discipline Cycle has been completed.
2. A serious infraction has occurred.

Office referrals/notices are tracked by the student's homeroom teacher, but may be given by any adult supervisor. At the beginning of each month, all office referrals are erased. Serious violation consequences can carry over from month to month.

**STEP ONE:** When one student receives an office referral/notice.

1. An office referral/notice is completed.
2. A lunch detention or an after school detention is assigned. After school detentions are served between 3:05-3:35.
3. During the lunch or after school detention, the student will complete a Student Action Plan form. A copy of the form will be sent home with the student the following school day.

4. Time will be spent in a constructive way to make amends for the misbehavior. Parents/guardians will be contacted about the lunch and after school detention.

**NOTE: In extreme cases when the principal determines the seriousness of the action warrants starting at STEP ONE of the School Wide Discipline Cycle, an after school detention is automatically assigned.**

**STEP TWO:** Occasionally removal from the group is necessary to protect a student and/or the learning environment of the school. This is necessary when a student:

1. Is in physical or psychological danger or puts another in danger.
2. Is irrational or unreasonable.
3. Pushes beyond the limits of respect in speech and action.
4. If repeated correction from an adult does not help the student gain self-control.
5. Any of these actions could result in the enforcement of the Archdiocese of St. Louis Violence Protection Policy (See *Violence Prevention*), suspension, probation or withdrawal for cause.

**NOTE: Serious infractions such as possession of drugs or weapons or severe physical or moral misconduct could result in an immediate move to STEP TWO of the cycle.**

## **SUSPENSION**

*Suspension is the removal of a student from all classes for a specified period of time. (Archdiocese #4302.1)*

A student will be suspended from school for smoking, possession or use of illegal drugs or alcohol, possession or use of a weapon, acts of violence, displaying serious un-Christian behavior or repeated infractions of school rules. The principal will inform the pastor of the reason for such a suspension and then will contact the parents, giving the reason, length and terms of the suspension. A conference will be held with the parents, student, principal, teacher and sometimes pastor before the student returns to school. This conference will state specifically the conditions for re-admittance.

## **PROBATION**

*Probation is the continued enrollment of a student, but with specified conditions. (Archdiocese #4302.2)*

If a student is placed on probation, the parents/guardians will be informed in writing. The communication will state the reason for the probation, the period of time of the probation and conditions of the probation and when the probation will be reviewed, continued or ended. A signed contract between student, teacher, parent and principal may be required. Any time during the period of probation, any major infraction of a school rule or series of minor infractions may result in withdrawal for cause.

## **WITHDRAWAL FOR CAUSE**

*Withdrawal for cause is the permanent end of enrollment of a student from a school. (Archdiocese #4302.3)*

Withdrawal for cause of a child from school is serious and will be invoked only as a last resort. Usually and period of suspension and probation would be used before a withdrawal for cause is initiated. However, it may be necessary to dismiss a student from the school because of conduct that threatens the physical and moral welfare of other students. The principal and pastor make the final decision and communicate it to the parents along with a full statement of the reasons for the action.

When considering withdrawal for cause, a full description of procedures will be given to individual parents/guardians and students.

### **Gum**

Gum is very destructive to property and no one should chew gum at anytime during the school day. **There will be a \$5.00 fine for chewing gum.**

### **Tobacco**

St. Anthony School prohibits tobacco use at all times. Smoking, the use of smokeless tobacco, or the possession of such items is considered serious. A student will be suspended from school for three days smoking, using smokeless tobacco or possessing the items. A probation time will follow. (*See Discipline Cycle*)

### **Alcohol, Drug & Substance Use and Abuse**

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.

Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved. (Archdiocesan Policy #4303.2)

### **VIOLENCE & THE THREAT OF VIOLENCE**

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all person that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice. (Archdiocesan Policy # 4303.3)

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment, assault, possession and/or use of a weapon; and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm person. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.

School shall develop and implement strategies to prevent violence and to address situations resulting from violence. Schools shall implement effective supervision and security procedures.

All reported or observed instances of violence and threats of violence, whether they occurred on or off school premises, shall be addressed in a timely, serious, and appropriate manner according to the requirements of state and local laws and accepted educational practice. The safety of all students, faculty, and staff is to be given the paramount consideration when making decisions regarding the discipline of persons who violate this policy.

Students and parents/guardians are encouraged to report concerns regarding potential acts of violence to an administrator or teacher. Teachers are required to report pertinent concerns and/or pertinent information regarding specific students to the school administration promptly.

If a student engages in serious, threatening, or violent behavior the following steps will be taken:

1. A student will be removed from any contact with the school and a meeting will be held with the parents regarding consequences.
2. The pastor, the Catholic Education Office and civil authorities (if necessary) will be contacted.
3. The student's behavior will be reviewed to determine if grounds for withdrawal for cause is warranted.
4. If a student is not going to be withdrawn for cause, before a student can continue to attend or be readmitted to St. Anthony School the administration must receive, reasonable assurance that the student does not pose a threat to self or others. In case the following steps will be taken...
  - A. The parents will be informed that the student must remain at home until a mental health professional gives reasonable assurance in writing that the student is not a threat to himself/herself or others.
  - B. Staff and students (and their parents/guardians) who may have been the target of the violent will be informed of the threat and the actions taken to deal with the threat.  
(School Board 05/2007)

### **Weapons Prohibition**

"In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of St. Anthony School is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms." (Archdiocesan Policy #6202.1)

### **Internet & Electronic Communications Conduct**

**A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.**

**This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communications, which : (1) are of sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full**

range of disciplinary consequences, including withdrawal for cause. (See 4302, Serious Disciplinary Consequences) (Archdiocesan Policy # 4303.4)

### **Search and Seizure**

**School officials with sufficient reasons to do so may search a student's locker or desk. (Archdiocesan Policy #4303.5)**

School personnel may search any portion of school property, including student lockers, desks and cubbies, without prior notice, student consent, or a search warrant. However, school personnel will not search a student's person or personal property (such as backpacks, purses or jackets) without the student's permission. Staff members can request that students disclose items on their person or in their immediate possession. If a student refuses, parents will be contacted and disciplinary action could result. Items that are distracting to the learning environment may be taken from the student and returned to the parents in person. These items include—but are not limited to—electronic devices, toys, gadgets, hand-held games, playing cards, water pistols, cell phones, Pokemon or other trading cards, beepers, skateboards, laser pointers, etc.

### **Locker Policy**

Lockers are issued to students in grades 3-8 for the storage of books, school supplies, backpacks and coats or jackets. All contents must be kept neatly organized inside the locker at all times, with no articles hanging out when the door is closed. No tape is allowed inside or outside the lockers.

### **Harassment**

**Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.**

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical or visual.

Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know.

If after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken. (Archdiocesan Policy #4303.7)

### **DRESS & GROOMING**

**Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and should not be allowed. (Archdiocesan Policy # 4303.6)**

## Uniforms

*Uniforms are worn in all grades K-8.*

### **ALL STUDENTS**

**The uniforms worn at St. Anthony School can be purchased through the local suppliers: Dickey Bub Shop and Sport Image. If shirts, blouses, pants, slacks or shorts are not purchased through local suppliers, they must be similar color and style.**

- **Uniform Colors**

- The uniform code specifies solid DARK NAVY BLUE, not royal blue or black.

- **Uniform Shirts**

- Uniform shirts must be solid white, button down the front and have a collar. Woven polo style uniform shirts must be solid white and have a collar. Solid white turtlenecks may also be worn.
- No pictures, printing, lettering, colors, design variations or decorations.
- A uniform shirt must be worn under all sweaters or sweatshirts.
- If a T-shirt is worn under the shirt, it must be solid white.
- Shirts must be tucked in at all times.
- Uniform shirts with embroidered St. Anthony Name are available through Sports Image.

- **C. Uniform Pants**

- All uniform style pants are to be solid, dark navy blue.
- No cargo, Capri, carpenter or low rider styles, flared legs, extra flaps, pockets, or denim material allowed.
- All pockets must be inset.
- Belts must be worn with all pants and shorts that have belt loops. Belts must be solid black, brown or navy.

- **Uniform Shorts**

- All uniform style shorts will be solid, dark navy blue.
- A guiding length for shorts is no shorter than 3" above the knee and not below the knee.
- **Shorts may be worn April 1 through October 31.**

- **Uniform Sweatshirts**

- Only school approved sweatshirts may be worn in the classroom November 1 through March 31. At other times of the year they may be worn during recess and time spent outside only.
- The old designs of the red or navy sweatshirts and the gray "letter A" sweatshirts may still be worn.
- New uniform sweatshirts and hooded sweatshirts (hoodies) are available through Sports Image.
- Solid (no other writing or design) red, navy blue or royal blue sweatshirts and hooded sweatshirts may be worn.
- Only approved sweatshirts and hooded sweatshirts may be worn in the classroom or inside the school during the school day.

- **F. Shoes & Socks**

- Socks should be a solid colored white or navy.
- Shoes should be soft-soled and totally enclosed. The shoes may not mark the floor.
- Western, hiking, and engineer boots are discouraged for safety reason. No slick soled dress shoes, slides, clogs, mules or sandals of any kind are to be worn.

## **BOYS BASIC UNIFORM**

1. Solid, dark navy blue slacks or walking shorts with belt loops.
2. Solid white uniform shirt or woven shirt with a collar.
3. Sweaters must be solid dark navy, long sleeves or sleeveless, pull over cardigan.
4. Sweatshirts must be from the list of approved school sweatshirts.

## **GIRLS BASIC UNIFORM**

1. Solid, dark navy blue uniform jumper, pleated shirt or culottes. Skirts, jumpers and culottes should Touch the floor when the girl is kneeling.
2. Solid, dark navy blue slacks or walking shorts with belt loops.
3. Solid white uniform blouse or woven shirt with a collar.
4. Sweaters must be solid, dark navy blue: long sleeves or sleeveless, pullover or cardigan.
5. Sweatshirts must be from the list of approved school sweatshirts.

## **JEWELRY & ACCESSORIES**

**All jewelry and accessories must be tasteful and school appropriate.**

### **A. Earrings**

- If earrings are worn, they must be small, post earrings (no hoops or dangles) for safety reasons.

### **B. Bracelets/watches**

- Students may wear one watch and one bracelet on their person.

### **C. Necklaces**

- One necklace may be worn by each student around their neck.

### **D. Hats**

- Hats may not be worn at anytime during the school day.

### **E. Hair accessories**

- Scarves do rags and other materials may not be used as headbands or hair accessories.
- Hair accessories should not be distracting to the learning environment.

## **PERSONAL APPEARANCE**

### **A. Personal Hygiene**

- The practice of good hygiene is expected of all students: regular bathing, oral brushing/flossing, etc.

### **B. Hair**

- Hair should be of a natural coloring.
- Hair should be kept out of a students face.

### **C. Uniform Conditions**

- Uniforms should be worn in good condition. No holes, unraveling hems, etc.

## **NON-UNIFORM DAYS**

Non-uniform days are given as a treat, reward or a means to raise money. The clothing acceptable on a non-uniform day either-free or for mission money-is good looking, clean clothes or any color in good repair. The shirts and pants permissible are to be appropriate for Church and the learning environment. Wording and phrases on shirts is highly discouraged. All shirts must have sleeves. Only uniform shorts may be worn on non-uniform days during the designated short season. There may be theme days

when color of the shirt or clothing is specified. If a student is not able to conform to the theme, the school uniform is appropriate.

### **SEVENTH AND EIGHTH GRADE UNIFORM OPTIONS**

#### **A. Uniform Shirts:**

- Woven polo style uniform shirts must be solid royal blue and have a collar.
- Woven polo style uniforms shirts with approved St. Anthony School insignia. Must be solid royal blue and have a collar, and ordered through the school.

#### **B. Uniform Pants:**

- Uniform style pants must be solid KHAKI in color, not stone or brown.
- No cargo, carpenter or low rider styles, flared legs, extra flaps or pockets, or denim.
- All pockets must be inserted.
- Belts must be worn with all pants and shorts that have belt loops.

#### **C. Uniform Shorts:**

- Like uniform pants, all uniform shorts must be solid KHAKI, not stone or brown.
- A guiding length for shorts is no shorter than 3" above the knees and not below the knee.
- **Shorts may be worn April 1 through October 31.**

**If your child is not dressed in the appropriate uniform, a note will be sent home so that you can correct the problem. If the situation is not corrected, the discipline cycle will be used.**  
Revised Spring 2007

## **Health & Immunizations Guidelines**

### **HEALTH GUIDELINES & DOCUMENTS**

**State law requires that health forms must be kept up to date in the office. Please notify the school of any changes or additions to your child's immunizations, disease or serious illness.**

1. Prior to registration for school students are required to be immunized against diphtheria, tetanus, and pertussis as well as measles, rubella, polio, mumps, and Hepatitis B.
2. Students in Kindergarten through eighth grade are required to have two doses of a measles containing vaccine (MMR, MR, or Measles vaccine) and must have received the last dose of Polio, Diphtheria, Pertussis, and Tetanus on or after their fourth (4<sup>th</sup>) birthday. Students in Kindergarten through eighth grade are also required to have three doses of Hepatitis B. A health nurse inspects the immunization records yearly. Kindergarten students must have one dose of varicella (chickenpox).
3. It is unlawful for any student to register for school unless he/she has been immunized as required under the rule and regulations of the Division of Health of the Department of Public Health and Welfare. If any parent does not wish his/her child to be immunized, law requires a signed "Exemption Form" so stating to be sent to the school and placed in the child's health file. These exemption forms are available from the school office.
4. All medication should be brought directly to the school office in a container appropriately labeled by the pharmacy or physician. The school health aide is the person designated to administer the medication.

School personnel are never permitted to give aspirin or Tylenol, unless medication is sent to the school office. (see medication guidelines)

If a prescription drug or over the counter drug is to be administered a doctor's permission slip is to be sent to school with the medication.

5. Vision and hearing screenings are provided each year for students in grades 1, 3, 5, and 7.
6. First aid is administered for minor scrapes according to parent direction on emergency form.
7. Communicable disease: Since children are in close proximity in a classroom, diseases spread rapidly. When not feeling well children are usually more comfortable within their home environment; therefore, please do not send your child to school if he/she is running a temperature, has a rash, inflamed eyes, etc. **A child must be free of fever, vomiting and diarrhea for 24 hours before a child returns to school.**
8. A child suspected of head lice must be removed from school, treated and re-inspected before being readmitted to school. Parents should notify school if their child has head lice.
9. If a student has a special health problem such as diabetes, severe allergic, etc. his/ her teacher and the office should be made aware of this at the beginning of the school year, and kept aware of any changes throughout the school year.
10. If a child becomes ill at school, the office will determine if the child is to be sent home.

Gospel values of compassion and justice, as well as good current medical information will guide our response in the following areas: education, health practice, enrollment and admission to St. Anthony School, and the procedures to be applied to students or an employee who has a communicable disease. This includes one who is HIV infected, has ARC or AIDS. The decision to admit a child with HIV will be made by a committee composed of representative from CEO, the pastor, the principal, the parents, and the attending physician. Should this team be unable to reach a consensus on the course of action to be followed, the matter will be referred to the Superintendent who will make the final decision.

### **PHYSICAL EXAMINATION OF STUDENTS**

Students should have a complete physical examination upon entrance to kindergarten, third grade, and sixth grade. All new entrants at any grade level should have a physical examination if they have not had a physical in the past 12 months. **(Archdiocesan Policy #4401.3)**

### **Administration of Medication**

**Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illness or disabilities. If a student requires prescribed medication during the school day, the following must be in place:**

- 1. The direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner (Appendix 8: Physician Consent for Medication Administration), signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school.):**
- 2. Written consent of the parent/guardian for school personnel to administer the medication (appendix 9: Parental Consent for Medication Administration to their Child);**
- 3. The medication in the original container:**

#### **4. Proper training of personnel on medication administration.**

**All medication sent to the school must be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person, with the exception of metered-dose inhalers when properly registered with the school. A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given.**

**(Archdiocesan Policy # 4401.4)**

#### **Student with Significant Medical Conditions**

**A student enrolled in a Catholic school who has a significant or potentially life threatening medical condition may require special consideration. Schools should take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment. (Archdiocesan Policy # 4401.6)**

#### **COMMUNICABLE DISEASES**

**Schools of the Archdiocese of St. Louis will follow the recommended policies and procedures on communicable diseases established by the Missouri Department of Health. (Archdiocesan Policy # 4401.5)**

#### **Insurance**

It is required that students be covered by accident insurance if they participate in the sports program. The Archdiocesan Board of Education recommends a specific student accident policy. After reviewing costs, coverage, and services, this program is made available to all students at the beginning of each school year.

Parents of every pupil in school should declare in writing that they either do or do not want their child or children to be covered by the school insurance. A negative response is indicated by simply returning the insurance brochure with "NO" checked. Parents of every pupil in school sports must declare in writing that they will provide for the coverage of insurance for their children either by school insurance or their own insurance.

#### **Wellness Policy**

The St. Anthony Wellness Committee has adopted the following established policies from the Archdiocese of St. Louis aimed at achieving the nutrition, physical activity and nutrition/physical education goals of the Wellness Program at the school.

Students in grades preschool through eighth grade will be provided:

Access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students, and meet the nutrition requirements of the U.S. Dietary Guidelines for Americans.

A clean, safe and pleasant environment, will be provided with an adequate amount of time to eat.

Opportunities, support and encouragement to be physically active on a regular basis while in the school setting.

Health and nutrition education and physical education to foster lifelong habits of healthy eating and physical activity. St. Anthony School will strive to establish linkages between health education and school meal programs, and with community related services.

## **SUPERVISION**

### **SAFETY OF STUDENTS**

To ensure the safety of students, the school will take the following steps:

1. Student use of school materials and equipment will be regulated and necessary precautions will be taken to ensure their safe use. Equipment will be kept in good working order.
2. Training will be provided on the location and use of safety equipment and fire extinguishers, and basic first aid materials and procedures will be provided to all appropriate personnel.
3. All chemicals and other potentially hazardous equipment and materials used in science or other classes are secured in designated locked cabinets. They are stored in appropriate containers and labeled with proper handling instructions. An inventory of these items will be kept and maintained.
4. As required by law, students and teachers in science and other classes will use appropriate protective equipment, including eye devices, when activities involve exposure to hazardous materials or situations.
5. Areas of our school facilities that contain, or where these items may be stored will be restricted to students.
6. The use of candles will be strictly limited. Fire resistant materials will be used for holidays and special occasions. Students will not handle candles without supervision.
7. Any new playground equipment that is installed, must be on a sand, rubber, bark or other soft landing areas. Consultation with the Risk Management Office is required when new equipment is purchased and a base is put in place and when repairs are needed.
8. Steps will be taken so that each student understands the safety risk, safety rules and procedures for class and activities. Steps will be taken to ensure these rules and procedures are followed, and the consequences for not abiding by them. (Archdiocesan Policy #6202)

### **Emergency Data Forms**

At the beginning of the school year, an emergency data form must be completed by the parents of each student. This includes pertinent telephone numbers, or after school care taker persons to be contacted in an emergency, the name and signature of the family physician and procedure to be taken in a medical emergency. Parents should keep this information updated for the safety of their child/ren.

### **Emergency Procedures**

Drills for emergencies are held on a regular basis so that students and staff can respond to the procedures automatically. These drills are practiced for fire, tornado, earthquake and general disturbances. Procedures are posted in all the classrooms and common use areas. An emergency response booklet is also located in each classroom.

## **Questioning of Students**

Except at the direction of a caseworker from the Division of Family Services, no minor student will be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort shall be made to contact parents and provide them the opportunity to be present. Law enforcement authorities may question a student with a parent/guardian or deputy juvenile office present. The principal will make every effort to notify the parents/guardians and arrange for them to be present during the questioning. If they are unable to present, the principal and another school staff member should be present during the entire questioning.

Minor students may be questioned without a parent/guardian or deputy juvenile officer present if the investigation is related to a child abuse "hot line" report. In these cases, investigations are conducted primarily by the DFS caseworker. In these situations the principal will take the following steps. The principal will have the caseworker share appropriate identification. Permission will be requested to contact the parent/guardian prior to questioning the student. If permission is denied, documentation will be written to this effect and permission for the principal or school personnel to be present will be requested. The DFS caseworker will determine if it is appropriate for the school personnel to be present. (Archdiocesan Policy # 4402.2)

## **Supervision of Students**

Students will gather in the gym from 7:30 a.m.-7:45 a.m. Students will enter through the middle doors of the school and proceed directly to the gym. Each grade will be assigned a specific location where the students will remain with their class mates. At 7:45 a.m. the supervisor(s) will begin to dismiss the students according to grade level; the students will go directly to their classrooms, and should be settled in their rooms by 7:50 a.m.; arrivals after this time will be considered tardy. Our school day begins at 7:50a.m. and ends at 3:00 p.m. daily.

Students may not be dropped off before 7:30 a.m. unless they are enrolled in the Before and After Care Program.

Please refer to the map that was in the "welcome back" packets, concerning drop off and pick up of students. This is for the supervision and safety of our students. There will be teachers and patrols on the parking lot to assist with the flow of traffic and for the safety of students being dropped off and picked up.

Before Care participants should be dropped off at the back of the Old School. Parents are responsible for making sure their children are in the building before leaving. Students that are in the After Care Program will be taken over to the Old School by Mrs. Patti Arnold our Program Director. Parents will need to go into the Old School to pick up their children from the After Care Program.

Any student that is at has not been picked up by 3:15 p.m. will be put into the After Care Program and billed accordingly.

Students will be supervised on the playground during recess, and in the cafeteria during lunch and snack times by a Teacher or volunteer parent monitor.  
(Archdiocesan Policy # 4402.1)

### **School Doors**

School opens at 7:30 a.m. Students are not allowed in the school building until the office doors are open. If a student is dropped off before 7:30 a.m. they will be sent to the before care program. The school closes at 3:15 p.m.; students will be sent to after care if they are not picked up by 3:15.

### **School Directory**

The student's family name, student's name and grade, address and phone number is listed in our annual school directory and distributed to each school family. Any family that **does not want** this information distributed should inform the school in writing.

### **Media & The School**

**Members of the media will not be on school property, unless they are invited guests. They will not be allowed to interview students on matters unrelated to the purpose for which they were invited. (Archdiocesan Policy # 4402.3)**

### **Publicity**

At the beginning of the year, a slip will be sent home asking for permission to use your student's picture and name for publicity purposes. This could include promotional brochures and newspaper articles/pictures. Individual student photos will not be placed at the St. Anthony Church website.

### **Distribution of Materials**

School will not distribute information to parents or students in any form about programs, products, or services which are available from sources other than the school, parish, or other Catholic agencies, or with whom the school has a formal contract. This includes programs which are offered by individual parents or parishioners, but not formally sanctioned by the parish or school. To do so would imply that the school or parish endorses the competence of the provider, the quality of the product or service, and the benefits of the product or service.

School may distribute, at their discretion, information about educational and recreational programs offered by other catholic elementary or high schools, and public school district or municipality in which the school is located. Any materials distributed by the school will be carefully reviewed to insure the materials are consistent with the mission and philosophy of a Catholic school, its overall educational program, and the Catholic Church. (Archdiocesan Policy #4402.4)

### **Mailing List**

**Names, addresses, and email addresses of students and their parents/guardians will not be released to any unauthorized persons or agencies, especially to salespersons or commercial enterprises. Elementary schools will not provide lists of names, addresses, and email addresses of students and/or their parents/guardians to Catholic High schools.**

**School will not make available on the school web site any information that enables students to be identified individually by names or photograph. This includes information about students that**

appear in school newsletters which are posted on the school's website. (Archdiocesan Policy # 4402.5)

## **STUDENT PROGRESS & FEES SCHEDULE**

### **Curriculum**

The academic subjects taught at St. Anthony School coincide with requirements set by the Archdiocese of St. Louis and the state of Missouri. The curriculum consists of the following subject areas:

- Religion, Family Life Program (4-8), and Liturgy
- Language Arts: Reading, Spelling, English, Phonics (K-4) and Handwriting (K-4)
- Math, Pre-Algebra, Algebra
- Science
- Social Studies, Missouri History (4)
- Art
- Music
- Physical Education/Health
- Computer Applications (K-8)

**Curriculum materials are updated periodically and are selected from a list approved by the Archdiocese of St. Louis.** Curriculum materials are adapted to group needs. Resource media, audio-visual materials, reference books, library, demonstrations, field trips and periodicals are used to expand our educational program. Computers, instructional kits, Title 1 services and S.A.G.E. are used to challenge and support various learning styles and abilities. Grouping is flexible to allow for individual differences. Students are taught on an individual, small group basis. Some departmental teaching may exist.

### **Grading & Reporting**

Grades are used as a tool to measure how well a student is learning and participating in a subject area. Student progress is reported to parents several times throughout the year.

- Progress reports are sent at the midway point of each quarter. Parents/guardians should sign them and return them to school.
- Report cards are issued at the end of each quarter. Parents/guardians should sign them and return them to school.

**Academic progress will be reported in the major subject areas according to the following scale:**

#### **Grading Scale:**

A+	99-100	C+	83-84
A	95-98	C	79-82
A-	94-93	C-	77-78

B+	91-92	D+	75-76
B	87-90	D	72-74
B-	85-86	D-	70-71
		F	69 and below

Progress in special classes (Art, Computers, Music, and Physical Education) and conduct will be reported according with the following codes...

<b>S</b>	<b>Satisfactory</b>
<b>NI</b>	<b>Needs Improvement</b>
<b>U</b>	<b>Unsatisfactory</b>

Grades earned by the student reflect written work and classroom participation. Parents are encouraged to contact the classroom teacher when a student is having difficulty with any subject area.

#### Failing or Incomplete work

- An "I" for incomplete work will be given on a progress report or report card in a subject area until all the work is submitted.
- Students who are doing failing work and working to capacity will receive the grade of "S". Students who are doing failing work and are not working to capacity will receive the grade of "F".

#### Homework

1. Homework is important because it:
  - Reinforces skills and information learned.
  - Teaches students to work independently.
  - Aids in evaluating student progress and should be taken seriously; however, homework is NOT meant to be a pain! It is a way of helping a child understand and comprehend the lesson studied or done in class.
2. The assignments may be daily or long range, and may be written or non-written, but, each assignment has a definite purpose and is designed to foster a habit of independent study. Teachers, students and parents have a responsibility in this regard:
  - Teachers write the assignments on the board.
  - Students (grades 2-8) copy all assignments in an assignment notebook and note the due date.
  - Missing assignments due to illness should be completed within the same number of days as the number of days absent (ex.: 1 day absent=1 day to make up the work)
  - Assignments must be completed as directed by the teacher.
  - Work must be neat and have the proper heading on the paper.
  - Students will turn in homework on time.
3. Some homework may require parental direction and looking over homework can give you, the parents, an idea of your child's progress in school. Parents also play an important role in their children's homework. They should:
  - Establish homework as a top priority for their children.
  - Provide a regular time and quiet space for students to complete homework each day.

- Assist children with homework, but, it is a disadvantage to the student if the parent does the work for the child.

4. The following has been established as a guide to follow in determining the amount of time your child should spend doing homework.

Kindergarten: 10-15 minutes    Grades 5 & 6: 45-60 minutes  
 Grades 1 & 2: 20-30 minutes    Grades 7 & 8: 60-75 minutes  
 Grades 3 & 4: 30-45 minutes

If assigned work takes your child more time than the above mentioned ordinary concentrated amount of time, please do not hesitate to consult your child's teacher regarding this.

### Promotion and Retention

**Promotion:** The philosophy of St. Anthony School emphasizes and recognizes student effort; but the responsibility of a successful academic experience is the student's. **Students are promoted to each succeeding grade upon satisfactory completion of the work required for the preceding grade.**

**Retention:** The decision to retain a student should be based on the following criteria:

- Academic readiness
- Social and/or emotional readiness
- Absenteeism/tardiness (See Attendance policies)

The school will confer with the parents before the end of the 3<sup>rd</sup> quarter so the best decision can be made for the child. Retention of a student in the intermediate and upper grades is not always the most advantageous situation. Alternatives to retention such as individualized instruction, tutorial programs, and summer programs are encouraged. However, in specific cases more time on a particular grade level may be needed for some student to acquire the skills ordinarily assigned to that grade level.

Final average of two "F's" in major subjects (Religion, Reading, English/language arts, Math, Social Studies, and Science) is criteria for retention. Teachers will be in close communication with parents concerning these matters.

In some cases, a child in a primary grade may not be considered mature enough or has not mastered the content and skills sufficiently to advance to the next grade. Sometimes it is beneficial for the child to stay a longer time in a particular grade until he/she has acquired the skills to advance to the next grade. Close communication between and home and school provides the constant support and the reinforcement needed by the child. The school will confer with the parents before the end of the 3<sup>rd</sup> quarter so the best decision can be made for the child.

### Academic Awards

- **Honor Roll**  
"A" Honor Roll: When a student in grades 5-8 earns an "A" average in all subjects graded with letter grades on quarterly report cards.

"B" Honor Roll: When a student in grades 5-8 earns a "B" average in all subjects graded with letter grades on quarterly report cards.

- **Presidential Academic Award**

A graduating student can earn this award if he or she meets the rigid requirements of achievement testing and yearly grade averages that are set.

- **Missouri State Reading Circle**

Students may earn this certificate when they have read a certain number of library books in each of the required categories. Reading must be completed and verified by the teacher by April 15<sup>th</sup> so that certificates may be ordered.

Students are encouraged to participate in additional events (Knights of Columbus, Missouri Conservation, VFW, etc.) for the opportunity to expand their talents and participation in the community.

## **Financial Requirements**

**Payment in full must be made for all financial obligations to the school before the day of graduation.(archdiocesan Policy # 4502.1)**

### **Fees**

Tuition and all listed fees are set annually by the St. Anthony Parish Finance Committee and School Board. A financial responsibility paper entitled, "Tuition & Fees Policy" is signed at the beginning of each school year by parents or guardians.

Our school has adopted the following tuition payment policy for the 2007-2008 school year. Families can pay their tuition bill in one of 2 ways.

**Full payment of tuition by August 1, 2007. This payment will be made directly to the school.**

**Automatic monthly payments through the FACTS Payment Plan can be made on the 5<sup>th</sup> or 20<sup>th</sup> of the month. Parents may pay over 12 months beginning in June. There is a \$38 fee per family, per year, for this monthly option.**

FACTS is an automated payment plan. If you choose to budget through FACTS, you will authorize your bank to automatically transfer your monthly tuition payment from checking or savings account.

Please be assured that neither FACTS nor the school will have direct access to or any knowledge about the status of your bank account. Your bank makes the payment for you on the day you authorize.

FACTS payments can also be made through MasterCard, Discover, or American Express. If you select this option each payment will incur a credit card convenience fee of 2.5%. The exact dollar amount of the bill will be reviewed with you at the time you enroll with FACTS.

**\*\*\*\*To set up the FACTS automated payment plan, please contact Robin at the Rectory at 573-468-6101.**

**2007-2008 TUITION FEES**

<b>Tuition</b>	<b># of Children</b>	<b>Month</b>	<b>Year</b>
<b>Catholic Family</b>	<b>1</b>	<b>\$208.33</b>	<b>\$2500.00</b>
	<b>2</b>	<b>\$266.67</b>	<b>\$3200.00</b>
	<b>3</b>	<b>\$291.67</b>	<b>\$3500.00</b>
<b>Non-Catholic</b>	<b>Per Child</b>	<b>\$266.67</b>	<b>\$3200.00</b>

***Tuition is billed 12 months beginning June 1 until the last day of school in May.  
Tuition MUST be paid in full by the last day of school.***

**KINDERGARTEN SNACK FEE**

<b>One time payment</b>	<b>\$45.00</b>
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**CURRICULUM FEES**

<b>PER CHILD</b>	<b>\$120.00</b>
<b><i>This is a one-time yearly fee due the FIRST day of school.</i></b>	

**MEALS**

<b>Milk</b>	<b>.35</b>
<b>Lunch</b>	<b>\$2.00 per day</b>

**Registration**

Kindergarten and new student registration begins in March for the upcoming school year. Re-enrollment registration for current students begins during Catholic Schools Week in late January. Curriculum fees are due before the first day of the following school year. Curriculum fees for 2007-08 are:

<b>PER CHILD</b>	<b>\$120.00</b>
<b>Curriculum fees are nonrefundable. Registration is not complete until all the paperwork is submitted (Birth certificate, Baptismal certificate, immunizations, and custodial papers). Enrollment is contingent upon receipt of all the paperwork in the school office.</b>	

Class Sizes: While St. Anthony School desires that the preferred situation is to provide a classroom setting for each individual grade the following are guidelines for class size at St. Anthony School.

1. The Maximum class size in a double grade classroom should not exceed 28 students.

2. Consideration by the pastor and principal should be given to the combination of grade levels when the number of students in a grade level (K-8) falls below 10 students.
3. Consideration by the pastor and principal should be given to the separation of combined grades when the number of students in either grade level is above 10 students.  
(School Board Policy adopted 04/20/06)

**BEFORE & AFTER SCHOOL CARE FEES**

**One Time Registration Cost**

<b><u>One program:</u></b>	\$20 per child
<b><u>Two programs:</u></b>	\$25 per child

**Before Care Fees:**

	<b><u>1.5 Hours</u></b>	<b><u>1 Hour</u></b>	<b><u>1/2 Hour</u></b>
<b><u>One child:</u></b>	\$5.00	\$4.00	\$3.00
<b><u>Two children:</u></b>	\$6.00	\$5.00	\$4.00
<b><u>Three or more:</u></b>	\$7.00	\$6.00	\$5.00

**After Care Fees:**

	<b><u>One Hour</u></b>	<b><u>Two Hours</u></b>	<b><u>Three Hours</u></b>
<b><u>One child:</u></b>	\$5.00	\$6.00	\$7.00
<b><u>Two children:</u></b>	\$6.00	\$8.00	\$11.00
<b><u>Three or more:</u></b>	\$8.00	\$10.00	\$12.00

Before and After Care payments may be made weekly or monthly. You **MUST** pay at the start of the week, or the first day of the month of service used. If payment is not made by the close of the week, your child's place will be forfeited. Anyone using the program on an "as needed basis" will need to pay on the day of service. **NO EXCEPTIONS!**

## **ADDITIONAL FEES:**

- St. Anthony Athletic Club (SAAC): \$15 per child for the first sport and \$10 for each additional sport.
- Band: \$150 per year for each child
- Library: 25¢ per book for each week late.
- School property: The fines for lost or damaged school property will be determined on a case by case basis due to the extent of damage or value of a lost item.

## **Band**

Students in grades 5-8 have the opportunity to participate in instrumental instruction. These students are invited to perform with other Catholic grade school band students several times a year at St. Francis Borgia Regional High School in Washington. Extra fees apply (*see the "Fees" section for more information.*)

## **Books**

1. School-owned textbooks issued to students **MUST BE COVERED AT ALL TIMES**. A fine of 25¢ may be charged for each uncovered textbook.
2. All books should be in a book bag or plastic type bag before going home with students.
3. If a book is damaged, lost or stolen, the student in whose name the book was issued is responsible and must pay the charges set by the school.
4. Students may not write in any hard-bound books.
5. Teachers decide which workbooks the students may write in.

## **Student Records**

- **Access to Student Records by Parents**
- **Parents/guardians have the right to inspect and review the official active file of their children. The local school officials should make reasonable rules and regulations designed to implement this policy.**
- 
- In the event that the parents are separated, or divorced with joint legal custody of the student, or divorced parent having visitation rights, both parents are entitled access to their child's record and information regarding their child's education. This information includes, but is not limited to report cards, progress reports, notices of disciplinary action, and similar information.
- 
- In the event that payment of the tuition is shared financial responsibility between parents, the school may share information about the timely payment of tuition and fees by one parent with the other parent.
- 
- In the event a child's mother and father were never married, the natural father may have access to the school information and records to the extent that it is granted in writing by a court or the child's custodial parent.
- A non-custodial parent who has been denied visitation rights is not entitled access to his or her student's records/information. A non-custodial parent who has restricted or supervised visitation rights resulting from a finding of domestic violence or abuse may receive records and reports that do not include the address of the custodial parent or the child. (archdiocesan policy #4601.2

### **Access to Student Records by Others**

- The right of school personnel to access the records of students is limited to those who have a legitimate purpose for the information the record contains. In addition, the person must also have a professional responsibility for a specific individual student or a clearly identified group of students. This includes teachers, guidance counselors, administrators, and special education personnel.
- An individual who is not a school employee has no automatic right to access student records, simply because the person is providing services to the school or its students. Access will be denied without expressed written consent of the parent/guardian for each student whose record is to be accessed by the individual. (Archdiocesan Policy # 4601.3)

### **Transfer of Records**

There should be no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian, or the former student if age eighteen years or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them.

**Students' records may be released without prior consent in the following circumstances:**

1. to school officials, including teachers and counselors within the school or school system who have legitimate interest.
2. to the courts when subpoenaed.

The Catholic Education Office should be consulted regarding release of student information or records to government officials or to anyone else claiming to be authorized.

### **Guidance Information**

- School guidance counselors have the need to obtain information and record anecdotal notes about individual students with whom they meet, and to maintain that information during the period of the student's enrollment at the school. These should be kept in a professional manner, and in a format which allows the information and the date obtained to be readily identified and understood. (Archdiocesan Policy #4601.5)

### **Release of Student Discipline Information**

- Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parent or guardian and the student and the student, if 18 years old or older and still enrolled in the school. This applies to providing both written and/or oral information. (archdiocesan Policy #4601.6)

## **INSTRUCTION**

### **EXTRACURRICULAR ACTIVITIES**

All extracurricular activities (outside of school hours) must be approved by the principal. These activities must have evident educational purposes. The purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult should act as moderator of the activity. Parent's/guardian's permission must be obtained for a student to participate in extracurricular activities.(Archdiocesan Policy 5202.10)

### **Student Publications**

Student publications must be the work of students under the leadership and careful supervision of faculty. These publications (print and electronic) should meet the requirements of good journalism and should reflect the Catholic philosophy and mission of the school. (Archdiocesan Policy #5202.101)

### **Sportsmanship**

Catholic schools should strive to be exemplary models of Christian behavior and sportsmanship in all athletic events. Administrators, coaches, and moderators should consistently model and emphasize the importance of Christian behavior and sportsmanship and should frequently emphasize its importance to participants and spectators, including parents and other fans. (Archdiocesan Policy #5202.102)

### **Service Projects**

Students are encouraged to participate in school collections for the needy, tithe weekly to St. Anthony Church or their home church, sing in children's choir, serve or lector at Sunday Mass.

Students participate in the following service projects at school:

- Missions collections during October and Lent,
- Weekly Mass
- Cafeteria Service (Gr. 7 & 8)
- Classroom Tutoring (Gr. 8)
- Safety Patrol (Gr. 7 & 8)
- Christmas and Easter Church cleaning (Gr. 7 & 8)
- Seasonal projects (Christmas caroling, Pro-Life collections, etc.)

### **Sports & St. Anthony Athletic Club (SAAC)**

Students in grades 5 through 8 have the opportunity to play volleyball and basketball in the Tri-County League. Cheerleaders are chosen from grades 5-8 for the basketball season.

The St. Anthony Athletic Club (SAAC) is a board of parents who are willing to serve as leaders to work for maintaining our participation in the Tri-County League. SAAC also works out details, difficulties, and structures a good athletic program for the students at St. Anthony School. The board welcomes all parents of students participating in sports to participate.

**Since the educational program is of prime importance**, every student who wishes to participate in the athletic program must maintain average grades in school; he or she must also show cooperation and satisfactory behavior.

Any student who fails to work at his/her level of ability or repeatedly fails to do the assigned work will **undergo the following process...**

- Parents of the player, coach, and the SAAC president are notified by school administration once the student has dropped below a C- or their ability level in a major subject area.
- Two weeks will be given to raise the grade before suspension occurs. Suspension continues until the C- or ability level is attained.
- Progress will be monitored every two weeks.

If a student receives a U (unsatisfactory) in conduct or effort, he/she will be suspended from participation in games for at least a period of one week. When improvement is seen the student will be reinstated. Discipline problems or serious misconduct at school or on the court will also prevent a student from participating until a solution can be worked out. The school has the final decision. If a student is absent on a game day because of illness, he/she **WILL NOT BE ALLOWED** to play in the game that day.

### **Use of Copyrighted Materials**

**All Catholic Schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music, multi-media presentations, and Internet web sites and resources.**

**No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purposes within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations.**

**Students and teachers should be aware of the seriousness of the ethical and legal issues relating to unauthorized copying and software piracy. Individuals or schools that knowingly violate copyright laws are liable to persecution and fines up to \$150,000.00. Insurance protection of the Archdiocese of St. Louis will not be extended to staff, students, and others who violate copyright laws.**

The primary purpose of copyright is to protect the rights of authors or artists to benefit and profit from their work and to control how their work is used. Literary works, musical works, and lyrics, dramatic works, and music, pantomimes and choreographic works, pictorial, graphic, and sculptural works, motion pictures and other audiovisual works, sound recordings, and architectural works are protected by copyright. Under current law, almost everything created privately and originally after April 1, 1989 is considered copyrighted. Copyright protection extends to both published and unpublished works in any print, audio, electronic, or digital format, including material on the Internet.

Use of copyright materials, known as "fair use" is allowed for educators. It permits a limited amount of copyrighted material to be used for a specific educational purpose without obtaining the prior permission of the copyright holder. It is considered "fair use" when:

1. the copyright material is used by a teacher for research or class preparation;
2. to achieve a specific educational purpose;
3. with direct instruction of students in the school setting;
4. only portions of the work relevant to the educational objectives are used.

The law requires educators to obtain permission of the copyright owner, if there is repeated use of the same copyrighted material.

When using copyrighted material of any nature, students and teachers should credit the sources and include the copyright ownership information that is shown in the original work.

Making copies of copyrighted material can never be used to:

1. substitute for the purchase of books or materials, or to create anthologies;
2. replace consumable materials, such as worksheets, standardized tests, or answer sheets.

(Archdiocesan Policy #5202.6)

### **Monitoring Internet Activities**

**All internet activities provide students and teachers with unprecedented resources of information, ideas and materials to enhance learning.**

**Communications or depictions through e-mail, text messages, or web site postings, whether they occur on the school computer network or through private communications, which: (1) are of sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school or school community (collectively "Inappropriate Electronic Conduct"), shall be subject to full range of disciplinary consequences, including withdrawal for cause, as described in 4302, Serious Disciplinary Consequences. (Archdiocesan Policy #5202.71)**

### **Field Trips**

Field trips are arranged to enhance and broaden the basic curriculum. These are privileges afforded to students. They are used to connect the lessons of the classroom with the broader community. **No student has an absolute right to a field trip and may be denied participation if he or she fails to meet the academic or behavioral or attendance requirements.**

1. **Attire:** In most circumstances, students generally wear their St. Anthony field trip T-shirt and uniform bottoms on all field trips. Students in grades K-4 wear blue field trip shirts, while fifth-eighth grade students wear red ones. If a student does not have a St. Anthony field trip shirt, a shirt of a like color should be worn. In addition, jeans or other non-uniform bottoms may be permitted depending on the activity. Students may only wear uniform shorts if shorts are worn.
2. **Chaperones:** St. Anthony faculty and staff welcome assistance from parents to act as chaperones or supervisors on student field trips. Participating in this type of activity is just one more way of taking an active part in your child/ren's extended education and enjoyment. To ensure the well-being of all students involved, parental chaperones must
  - Have submitted a child abuse/criminal background check form to the *Missouri Family Care and Safety Registry*.
  - Have attended a "Protecting God's Children Workshop" as per the requirements of the St. Louis Archdiocese. Please contact the office for further information.
  - Have *signed the Archdiocese of St. Louis Code of Ethical Conduct for Clergy, Employees, and Volunteers Working with Minors*

- Parents are asked not to bring their preschool children if they are a designated classroom supervisor. Parent chaperones may transport only their child/ren if written communication is provided to the school prior to the activity.
3. **Payment:** Parents and guardians must pay their admission and transportation fees for the field trips. The teacher and/or staff member will provide all necessary fees and information to both parents and students prior to the field trip.
  4. **Permission slips:** St. Anthony uses the St. Louis Archdiocesan field trip form. These official school permission slips must be signed in order to participate.
  5. **Transportation:** Whenever possible, St. Anthony School will use bus transportation by an insured carrier for field trips. Students are expected to ride the transportation provided on a field trip. **Private passenger vehicles** may be used when a small number of students are involved with an activity or the cost of commercial transportation is prohibitive. Volunteer drivers must adhere to the following criteria...
    - Drivers must have a valid, non-probationary drivers' license and no physical disability that may impair the ability to drive safely
    - The vehicle should have a valid registration and meet state safety requirements
    - The vehicle must be insured for minimum limits of \$100,000 per person and \$300,000 per occurrence
    - Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting
    - Every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system.\*
    - Adults should not be permitted to smoke in the vehicle.
 

\*Children younger than four years of age, regardless of weight, are required to use an appropriate child passenger restraint system. Children weighing less than 40 pounds regardless of age, are required to be secured in a child passenger restraint system appropriate for the child. Children who are four but less than eight years of age and who weigh less than 80 pounds and are less than four feet nine inches tall must be secured in a child passenger restraint system booster seat appropriate for the child. Children who weigh at least 60 pounds or children taller than four feet nine inches must be secured by safety belt or booster seat appropriate for the child. (MO SB 872)
    - Enroll as a part of the *St. Anthony School Volunteer Drive Program* in the office  
**NOTE: This would cover drivers under Archdiocesan insurance while acting as volunteer drivers. The Archdiocesan insurance will be excess coverage over the automobile insurance maintained by the volunteer.**
      - Annually provide the school with copies of a valid driver's license, their vehicle registration, and proof of insurance coverage.

### **Students with Special Needs**

**St. Anthony School will attempt to address the special learning needs of students to the greatest possible extent within the parameters of the schools' financial and human resources. To do less than can be done in this regard is to be exclusive in a faith that is called to be universal. We will fairly evaluate each student special needs and their own capabilities of addressing those needs. The goal of all efforts to address students' special learning needs will be successful mastery of the regular curriculum in the regular setting.**

Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of their ability, if, minor adjustments, the school could provide that student with an appropriate education. In the event that the school cannot meet a particular students' special learning needs with minor adjustments, the school will assist the family in finding appropriate alternatives so that the students' needs are ultimately met. (Archdiocesan Policy #5204)

### **Special Needs Records**

Schools should obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents should be part of a student's cumulative record. (Archdiocesan Policy #5201.1)

### **Library**

Students will have a regularly scheduled library visit each week. All library items will be due by the next scheduled library time. Students are issued library items in the following way:

- K-2: 1 book and 1 magazine
- 3-8: 2 books and 1 magazine

Books may be renewed but a student must bring the book to the library for it to be renewed. If a library book is not returned the student will be fined \$.25 per book, per week. Students can lose library privileges if library items are damaged or fines are not paid.

### **Chastity Education**

The St. Louis Archdiocesan approved Chastity Education series, the Benziger *Family Life* (2001) is taught at St. Anthony in grades 4-8 each year during the second semester. We fully realize that this is primarily the responsibility of the parents, but the school is here as a help. It is important that parents be aware of just what is being presented at school so that they are able to reinforce the program at home with their own child/ren. A parent orientation is held each year to explain the total program. The program is voluntary. Parents are encouraged to contact the classroom teacher with questions about the program.

### **Church**

Students will attend Mass on a regular basis. *Parents are warmly invited and encouraged to participate in the Mass with the school community.*

## **ASSESSMENT**

### **Student Records**

A cumulative active file is maintained on each student enrolled at St. Anthony School under the child's legal name. Cumulative active file contains the following information:

1. Date of entrance, identification data, profiles of all standardized ability and achievement tests, annual final grades for each subject and name of the teacher, records of Baptism (actual Baptismal record needs to be provided), First Communion, First Reconciliation, and Confirmation, date of graduation, withdrawal and placement for next educational experience.
2. Attendance record card

3. Results of educational, speech/language, behavioral, social, emotional, and or physical evaluations to determine and recommend adjustments to address the presence of a special need that affects learning or functioning in the school setting. (Archdiocesan policy #4601.1)

Health records are a part of the cumulative record, but are kept separate from the educational cumulative records. The health report contains the entire student's medical information. Student cumulative records are not released without prior written consent of a parent or guardian. Upon graduation or in the event a student leaves St. Anthony School, student cumulative records may be released upon request of a parent or receiving school, provided all tuition and fees are paid in full. Records are not released to parents but transferred directly from one school to the other.

Discipline records are not part of a student's cumulative record. Therefore, the release of discipline information may not be provided without a separate Archdiocesan release form designated for that purpose. Parents have the right to inspect and review their child/ren's cumulative record at any time, provided they have made prior arrangements (usually at least 24 hours before) with the principal.

In the event that parents are separated, divorced with joint custody of the child or divorced with the non-custodial parent having visitation rights, both parents are entitled to their child/ren's records and information regarding their child/ren's education, medical treatment and general welfare. It is vital that we have any court directives on file in these circumstances.

In the event that the child's mother and father were never married, the natural father may have access to the school information and records to the extent that is granted in writing by a court of the child's custodial parent. In the event that a child is living with grandparents, relatives, or others, these individuals may have access to the school information and records to the extent that is granted in writing by a court or the child's custodial parent.

\*\*It is **mandatory** that St. Anthony School possess any court directives on file in these circumstances (School Board 05/2007)

### **Grade Reports**

Grade reports are issued at the end of each grading period to inform students and parents/guardians of progress. Ordinarily the academic year is divided into four grading periods. Each local school develops its own system of evaluating, recording, and reporting student academic achievement. (Appendix 7: Evaluating Students' Learning & Reporting Results for guidance regarding the principles of assessment and report card design) (Archdiocesan Policy # 5301)

### **Reporting Student Conduct**

The teacher in every subject area should report evaluation of conduct to parents/guardians. There should be some uniformity of standards among teachers in evaluating conduct. These standards should be clearly communicated to parents/guardians and students. (Archdiocesan Policy # 5301.6)

### **Withholding Report of Student Progress**

The school may withhold reports of student progress if obligations (financial or otherwise) of the parents/guardians have not been fulfilled. If schools adopt this policy of withholding reports of student

progress for these reasons the policy should be published in the student/parent handbook. (Archdiocesan Policy 5301.7)

## **OPERATION OF THE PHYSICAL PLANT**

### **Buildings and the Political Process**

School facilities, assets, materials, equipment, mailing lists, or personnel should not participate in partisan political activity.

School will not distribute or post materials that support or oppose or exhibit bias for or against any candidate or party on school property, in school organization publications or activities, or on school websites.

School will not allow school representatives or employees to endorse or oppose candidates during official school duties, activities, or functions.

School will not allow school representatives, employees, or others to endorse or oppose political candidates by using school or parish equipment or services such as telephones, copiers, fax machines, computers, Internet access, and e-mail.

School facilities will not be made available to candidates seeking election except for participation by a panel of all legally qualified candidates for a particular office. The discussion **MUST** include discussion of a broad range of issues; must allow each candidate to present his/her views; must insure that questions are posed in a non-partisan manner; and must not allow the moderator to comment in a way that implies approval or disapproval of any candidate's response.

**NOTE:** "Town Hall" meetings requested by already elected officials may be held on school/parish property as a service to the community. Further guidance regarding the involvement of schools with the political process in light of the church's tax-exempt status is available through the Catholic Education Office. (Archdiocesan Policy #6203)

## **OFFICE & SCHOOL INFORMATION/COMMUNICATION**

Cooperation between the school and parents is most important. The following methods of communication are designed to build strong relationships in the community.

1. *The Messenger* and other information are sent home with the oldest child in each family on the first and third Friday.
2. A monthly event and menu calendar are sent home once a month.
3. St. Anthony Parish bulletin communicates school events. Sunday bulletins are available for students who are not members of the parish.
4. Mid-quarter reports are sent home to parents. Parents are encouraged to contact the teacher after this classroom notification if a concern is noticed. Progress reports are to be signed by a parent and promptly returned to school.

5. **Report cards are sent home quarterly and should be reviewed by both parent and student.** These should also be signed and returned to school.
6. Parent-Teacher Conferences are scheduled at the end of the first and third quarter for the parents of all St. Anthony students, K-8.
7. Parents can schedule a conference with the principal or teacher at a mutually agreed upon time to discuss a student's progress. **If a parent has a concern or suggestion about their student, it is necessary to follow the proper procedure to resolve the situation.** The first contact made should be scheduled with the teacher involved. If the problem cannot be resolved with the classroom teacher, the principal should be consulted. If the problem is still unresolved, the pastor should be contacted.
8. It helps if the school is informed of any change of address or telephone number; or any other change within the family such as separation, illness or death occurs. **A significant event or change at home can influence a student's progress or behavior. The school desires to help the student cope with changes.**
9. The Home & School Organization (H&S) meets regularly throughout the year. Attendance at those meetings is encouraged to provide an open line of communication between these two areas of a student's life. (*See Home & School, Fundraising for further H&S details.*)

All parents and students must sign an Acceptable Use Policy before use of the Internet for classroom participation or research is allowed. The Acceptable Use Policy is sent home at the beginning of the school year and must be resubmitted each year.

### **Office Hours**

The school office hours begin at 7:30 a.m. and end at 3:30 p.m. The main phone number for the school is 573-468-4423; the before & after care director can be reached at 573-468-6297. In case of an emergency and no one is in the office to answer the phone, contact St. Anthony Rectory at 573-468-6101.

### **School Time Visitors & Message Policy**

In justice to the pupils entrusted to the school, it is necessary that all school time be devoted to instructional purposes. Therefore, conferences with the teacher or principal will be held only by appointment and not during instructional time. Instructional time begins at 7:50 a.m. and ends at 3 p.m. Students will not be called to the phone unless there is an emergency; and messages will be delivered only via the office. Parents and visitors must stop at the office upon entering the school. The secretary or principal will call students if they are needed.

### **Forgotten Items**

Our policy is that students do not call home for forgotten items; however, if parents bring a child's forgotten item to the office, we will get the item to the student as soon as possible.

### **Dismissal**

Once children are on the school grounds, they may not leave without expressed permission from the office. Ordinarily, permission to leave is granted only in the cases of illness, doctor or dental appointments or funerals. If an early dismissal is requested, a written note signed by the parents must be presented to the teacher on the morning of the scheduled appointment before the child will be allowed to leave. Children must report to the school office before leaving and when returning to school. The parent or guardian must come into the office to sign the student out and if applicable, back in.

1. If a child becomes ill during the day, parents will be notified by the secretary, principal or teacher. The child will never be sent home alone, but must be picked up by a parent or someone authorized on the emergency card. **Under no circumstances will the school release your child to a person who is not designated on the emergency form or by the prior consent of the parent or legal guardian.**
2. Children are not sent home for assignments or any forgotten items (*see Forgotten Items*).
3. **Children are not detained after school without the prior knowledge of a parent or guardian.**
4. It is important that your child knows where you are and how to reach you each day.
5. If an early dismissal is necessary, the parent or designated person must come into the office to sign out their child/ren.
6. If a student is not going home the normal way, a note signed by a parent must be presented to the teacher the morning of the schedule change. The note should include the date, how the student will go home, and who will pick them up. Phone calls are not encouraged, but in an emergency, they must be made before 2:30 p.m.
7. The school should have the name and phone number of the after school caretaker for the student.
8. Any student that is not picked up by 3:15 p.m., will be placed in the after school care program and fees will be assessed.
9. At 3 p.m., if it is necessary that you park, please park in the middle parking spaces in front of school. You will NOT be allowed to move your vehicle from the lot until the children have been picked up and the flow of traffic has stopped and the safety patrol officers have removed the STOP signs. This is a safety precaution to protect the children, parents, and vehicles. Never leave the parking lot until all students are out of harm's way. **ALL CARS SHOULD EXIT THE WAY THAT IS DESIGNATED.**

### **Inclement Weather**

Cancellation of school due to inclement weather will be announced on KTUI 101 FM, 1560 AM, KSDK Channel 5, KMOV Channel 4 and KTVI Channel 2 as early as possible. A decision about early dismissal during the day will be announced on KTUI. No student will be permitted to walk home without a parent or an assigned adult coming to walk with them.

If school is canceled, there will be no Before or After Care. If school is dismissed early because of inclement weather, an adult will remain with the children until you make arrangements for an early pickup, within an hour of dismissal. Any student staying longer will be assessed a \$10 late fee. **Before and After Care can be reached at 573-468-6297.**

If school is cancelled due to inclement weather, no student activities will take place during the evening hours. These activities would include, but are not limited to scouting activities, journalism club, Parish School of Religion, and/or sporting practices/contests. (School Board 02/2007)

Parent's who feel it is not safe for their child/ren to reach school or transportation arrangements cannot be made, must make the decision to keep their child/ren at home. A note stating the inability of the student to attend classes is required. Such absences will be excused.

Make Up Days: There are two snow days built into the 2007/2008 calendar. If more than two snow days are used, students will attend school on the following days: Martin Luther King Day (January 21), President's Day (February 18), and Holy Thursday( March 20). (School Board 04/2007)

## **Parties**

Classroom parties are held to celebrate reception of Sacraments and Christmas. Students do not exchange individual gifts at parties; they can exchange valentines during Valentines Day.

Birthday celebrations:: One food treat item for your child/ren birthday may be sent for their classroom. This would mean ice cream or cake; candy or one cupcake. Treats will be served to the student(s) classmates only during lunchtime. Water is available for students during birthday celebrations. Beverages (soda, juice, etc) are not to be sent as part of the celebration. (Local Wellness Policy 2006).

Balloons, flowers and other delivered gifts are not sent to the classroom, but are picked up in the office by the student at the end of the school day.

## **Recess**

Recess time is provided for students to socialize and exercise; it has a direct relationship to our St. Anthony School Motto *“Pray Together, Play Together, Learn Together.”* Recess is offered to all students everyday. All students receive a lunch recess of 20 minutes. Grades K-4 will, also, have a morning recess.

### **GENERAL RULES:**

1. Students will remain in their designated areas for safety reasons.
2. Students will avoid objects that can hurt other students (sticks, rocks, and gravel).
3. Students will obey the playground supervisor.
4. Students will ask permission from the playground supervisor before going into the school for any reason (bathroom, first aid, etc).
5. Students will line up promptly and quietly when the whistle blows to end recess.
6. Students will walk on the blacktop when lining up and when going to and from the field.

## **Boards, Organizations, & Misc.**

### **Student Council**

St. Anthony School Student Council is made up of elected officers (grades 6-8) and 1 elected representative from each grade (grades 1-8). Students participating in Student Council must meet certain academic and behavior criteria. Elections will be held in the spring of each school year and the students current grades will be used as an eligibility basis. The council will meet once a month during school hours and will sponsor various social and educational activities throughout the school year.

### **School Board**

The purpose of the St. Anthony School Board is to **advise** the Pastor and Principal in making policies for the Parish School Programs. Student admission, classroom sizes, safety, finances, and marketing are issues the St. Anthony School Board can address. Membership consists of representatives from each parish having students attending St. Anthony School. Elected members must be a member of St. Anthony Parish or have a child enrolled in St. Anthony School. New members are elected in the spring of each year. School board meetings are held on the third Thursday of each month (excluding December and July). Parents may contact the school board President two weeks before the meeting for any items they would like addressed.

## **Home & School Organization**

St. Anthony Home and School Organization (H&S) has the following objectives:

1. To promote clearer understanding of the mutual education responsibilities of parents and teachers.
2. To provide a channel of communication for the sharing of information related to school activities which would be of benefit to both the school and the children.
3. To work cooperatively to support the activities and educational programs of the school.
4. To provide financial assistance for curricular materials and activities (*see Fundraising*).
5. To oversee the SAAC (St. Anthony Athletic Club).
6. To coordinate and staff Field Day.
7. To schedule volunteers to help with various aspects of the school.
8. To oversee Room Mothers & Fathers and to plan and implement the Mission Carnival, Christmas party, and Grandparents' Day.
9. To organize, set up and man the Festival Dance and Snack Wagon.

Our Home & School meets four times a year: September, November, February & April. Attending these meetings can help you to know what is happening in the school. We encourage your attendance and invite you to volunteer whenever possible to help at school.

## **Fundraising**

Fundraising is a major project for the Home & School (H&S) Organization and other programs at the school.

- \$10,000 Raffle: Sponsored by H&S, tickets are sold to supplement curriculum fees collected to purchase textbooks, classroom supplies and other curriculum materials. This fundraiser begins in November and continues until the dinner auction in March.
- Dinner Auction: The auction, also organized by H&S, is held to purchase needed building furnishings and to support the G.I.F.T. building campaign. The Dinner Auction is held annually on the second Saturday of March.
- Golf Tournament: Held in May, the H&S-sponsored tournament is an annual fundraiser for specific projects including the library, computers, etc.
- Year Round Fundraisers: We collect the following all year long...  
Aluminum Cans, ink jet cartridges, toner cartridges, Campbell soup labels, General Mills Boxtops for Education.

## **Volunteers**

In order to retain a tuition fee at the lowest possible amount, St. Anthony School depends on each family to volunteer.

## **VOLUNTEER GUIDELINES:**

- Attend a "Protecting God's Children" workshop. Workshops are offered once in the Franklin County area each year. A complete schedule can be found at [www.archstl.org](http://www.archstl.org).
- Submit a child abuse/criminal background check form to the *Missouri Family Care and Safety Registry*. The cost is \$9.00. Checks made payable to Mo Dept. of Health & Senior Services. Submit a signed release form for a background screening.
- Sign and return the "Archdiocese of St. Louis Code of Ethical Conduct for Clergy, Employees, and Volunteers Working with Minors" form

- **NO ONE WILL BE ALLOWED TO VOLUNTEER UNTIL THE ABOVE ARE COMPLETED.**

There are various opportunities for adults to volunteer their services. Sign up papers are sent home at the beginning of the school year for volunteers. Assistance is needed in, but not limited to, the following areas:

1. **Art Teacher:** Help student in grades K-4 complete various art projects.
2. **Playground Assistant:** Supervise students at recess. Volunteers are needed all days of the week.
3. **Reading/Math Tutor:** Work with individual students who need assistance in math and reading skills.
4. **Field Trip Supervisor:** Supervise students during a field trip
5. **Library Help:** Assist Librarian with students checking out books and carding books.
6. **Room Mother/Father:** Assist with and plan Mission Carnival, Christmas Pageant, Christmas party, Grandparents Day, Field Day, assist teachers with various classroom tasks as needed.
7. **Dinner Auction:** Advanced Gifts committee, invitations, set-up, clean-up, \$10,000 Drawing Committee, etc.
8. **Field Day:** Assist with planning and coaching various events.
9. **Yearbook Advisor:** Work with students after school to assemble yearbook.
10. **Church Musicians:** Accompany students at Mass with the piano, keyboard, organ or instrument of choice.

***For their own protection, volunteers should never be in a closed room with a child or even a small group of students. Volunteers need to maintain a professional manner with students and others.***

### **School Pictures**

Yearbooks will be sold in the spring of the school year and will be distributed the following academic year. Any parent that does not want their student included in the memory book should notify the school in writing.

### **Cafeteria**

Each day, the school serves a healthy, hot breakfast and lunch according to the Government Lunch Program. Students are encouraged to take advantage of the meals provided. Free and reduced meals are available for those who qualify. This is handled through the office on a completely confidential basis. Please contact the principal for more information.

1. **Lunch time for grades K-4 is 11:00 a.m.-11:25 p.m.; and between 12:00-12:20 p.m. for grades 5-8.**
2. If a child has forgotten his or her lunch, they should check with the office to see if it was brought in. If not, the student will be provided with the school lunch and the parents will be billed for that meal.
3. Meal money should be sent to school on Monday or the first day of the school week, in an envelope marked with the child's name, grade and amount of money. **Lunch is \$2.00/day and \$10.00/week.**
4. Milk may be purchased at lunch for 35¢/carton.
5. A regular meal financial statement will be sent home to parents.
6. Students need to realize that while dining, the conversation level must be kept at a reasonable level (no loud talking, shouting or excessive noise). We must be considerate of others who are trying to enjoy their meal.

7. Students are responsible for placing their own trays, silverware, trash, etc. in their respective places. Classes are responsible for neatness of tables and making sure the floor is clean near their places.
8. Students may not leave the cafeteria until the supervisor is ready. The cafeteria staff will dismiss students by grade level.
9. All lunch boxes should have the child's name and grade clearly marked on it.
10. Parents are invited to come and eat with their child. Parents are asked to notify the office by 10:00 a.m. the day they intend to eat.
11. Students that bring their lunch should not bring glass bottles or sharp objects.
12. Fast food and soda are **NOT** allowed during lunch hours.

**St. Anthony Catholic School**  
**2007 – 2008 Tuition and Fees Policy**

The St. Anthony Parish School Board at the request of the St. Anthony Parish Finance Committee in agreement with the St. Anthony Parish Council, and the Pastor, Father Dennis Zacheis, establishes the following financial policies:

- St. Anthony School Catholic families are expected to pay Tuition monthly \$208.00 or \$2500.00 yearly for one child. Tuition for two children monthly will be \$266.67 or \$3200.00 yearly. Tuition for three or more children monthly will be \$291.67 or \$3500.00 yearly. Catholic non-parish families will be expected to pay the above tuition also.
- Non-Catholic families are expected to pay \$266.67 monthly or \$3200.00 yearly per child.
- A \$38.00 Annual Enrollment Fee will be collected by the FACTS Tuition Program for families that chose to make on their tuition.
- Tuition for St. Anthony Parish Catholic School is to be paid within a 12 month period beginning June 1 and continuing to the last day of school in May. Tuition must be paid in advance each month.
- All St. Anthony School families are expected to pay a one-time Curriculum Fee due by the first day of school in the amount of \$120.00 per child.
- All other fees for additional services and activities (lunch, snack fee, SAAC, band, before & after school care, library, etc) must be paid in full at the time they are due.
- Students beginning the new School year must be current with tuition and required fees. If family accounts are not current the family must contact the Rectory for arrangements to pay before child/children will be accepted into School for the current School year.

- If a family account becomes delinquent one month (tuition and all fees), progress reports, transcripts, report cards and any request of a record will not be acknowledged or given. Delinquent accounts will be given to the Tuition Committee for action.
- All tuition and fees must be paid before an eighth grade student is allowed to participate in graduation ceremonies, receive a diploma, or have records forwarded to the chosen high school.
- Tuition and Fees are payments for a service of Education. These payments are not donations but payment for our Parish Catholic School. Contributions to God and Church should be given over and above these fees and tuition.
- St. Anthony Parishioner School Families are encouraged to use their weekly Sunday Envelope.

\_\_\_\_\_  
Rev. Dennis B. Zacheis, Pastor

\_\_\_\_\_  
Matt Peregoy, Finance Committee

I/We have received and read this copy of the St. Anthony Catholic School Tuition and Fees Policy in regards to tuition and fee payments. I/We with God's help will do our best to fulfill our commitment to God, School and Church.

\_\_\_\_\_  
School Family Signature

\_\_\_\_\_  
Date

### **Changes to Handbook Policies/Procedures**

#### **Disclaimer**

**This Student/Parent Handbook contains established policies and procedures for the 2007/2008 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.**