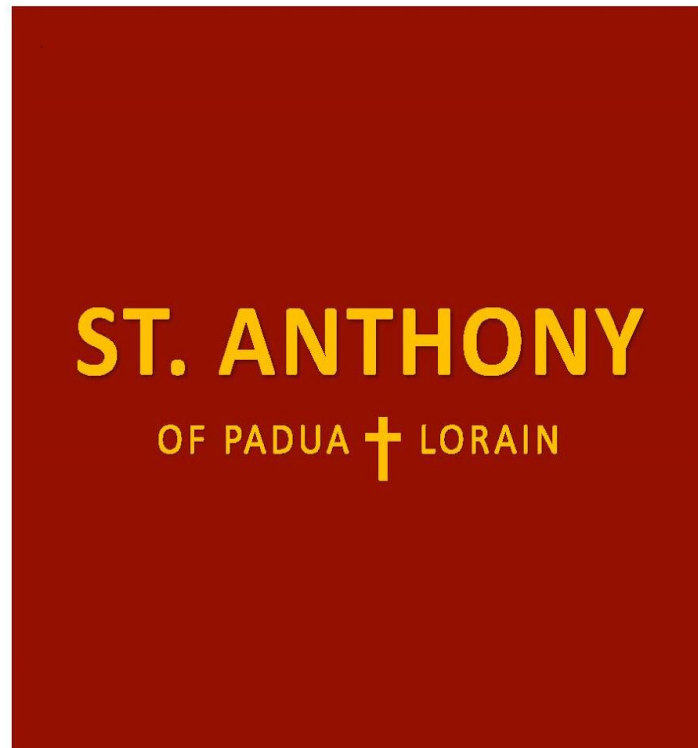


# St. Anthony of Padua Parish School



Parent - Student Handbook

2016-2017

**St. Anthony of Padua Parish School**  
**1339 East Erie Avenue**  
**Lorain, Ohio 44052**  
**(440) 288-2155**

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# St. Anthony of Padua Parish School Calendar

2016-2017 Calendar

## August

- August 8 - 18: School Office opens 9 a.m. - 2 p.m.
- August 17 and 19: School Office closed  
Retreat Day for teachers and staff
- August 22: School Office closed  
Welcome Back Night 4 - 7 p.m.
- August 23: 1st day of school K - 8th, Early Dismissal at 1:15 p.m.  
No hot lunch (milk available at lunch to buy, please bring brown bag lunch)  
**No Latchkey**
- August 29: 1st day of hot lunch
- August 31: ALL PARENT-STUDENT CONTRACTS are Due  
(forms may be found on school website, under handbook)

## September

- September 1: Band Orientation Night at 7 p.m. in the Art/Music Room
- September 5: No School, Labor Day
- September 6: 3 Pre-School and 4 year old Pre-Kindergarten starts  
1<sup>st</sup> full day of kindergarten
- September 12: Grandparent's Mass at 8:30 a.m. in the Church
- September 14: Picture Day  
Interims Posted

## October

- October 1 – 31: St. Anthony of Padua Parish School Calendar Raffle
- October 1: Pet Blessing at Noon (SAS Parking Lot)
- October 3: Living Rosary at 1:15 p.m.
- October 4: Jungle Terry Assembly
- October 20: End of 1<sup>st</sup> Quarter
- October 21: No School/Records Day
- October 24: No School
- October 25: Picture Retake Day  
Report Cards sent home with students

## November

- November 1: All Saints Day School Mass at 8:30 a.m. (School Uniforms)
- November 2-11: 1st grade Cogat Testing
- November 3: 8th grade Fall Retreat
- November 4: 8th grade High School Shadow Day
- November 10: **Early dismissal at 1:15 p.m**  
Mandatory Fall Conferences begin at 1:30 p.m.  
Latchkey until 6 p.m.
- November 11: No School
- November 16: Interims Posted
- November 23 - 25: No School, Thanksgiving Break

## December

- December 15: Last day of school before break
- December 16 - Jan 3: No School, Christmas Vacation
- December 24: Mass at 4 p.m. and 8 p.m.
- December 25: Merry Christmas! Mass at 10 a.m.

### January

- January 1: Happy New Year
- January 4: CLASSES RESUME
- January 12: End of 2<sup>nd</sup> Quarter
- January 13: Records Day/No School
- January 16: No School, Martin Luther King, Jr. Day.
- January 17: Report Cards sent home with students
- January 30 - February 3: Catholic Schools Week
- January 30: Catholic Schools Week Silent Prayer/Reflection (TBA)

### February

- February 3: Family Pizza Luncheon in Social Hall  
**Early Dismissal at 1:15 p.m., No Latchkey**
- February 10: Spring Conferences (Full Day of School)
- February 15: Interims Posted
- February 20: No School, President's Day
- February 22 - March 17: 1st, 3rd, 5th and 7th grade IOWA Testing Window
- February 27 - March 3: 7th and 8th grade Operation Keepsake

### March

- March 13 - April 14: AIR Testing Window (ELA)
- March 16: End of 3rd Quarter
- March 17: No School
- March 20: Records Day/No School
- March 21: Report Cards sent home with students
- March 29: 3rd, 5th and 7th grade Writing Proficiency Test

### April

- April 3 - May 12: AIR Testing Window (Social Studies, Science and Math)
- April 12: Interims Posted
- April 13 - 21: No School, Easter Break

### May

- May 1: Living Rosary at 1:15 p.m. in Church
- May 12: 8th grade Spring Retreat
- May 18: 8th grade Cedar Point Field Trip
- May 19: Pre-School Last Day  
Pre-Kindergarten Last Day
- May 20: 9<sup>th</sup> Annual Deacon Jim Debrason Golf Outing
- May 25: 8<sup>th</sup> grade clap out at Noon, 8<sup>th</sup> grade Graduation at 6:00 p.m. in church
- May 26: Last Day of School  
End of 4<sup>th</sup> Quarter  
Last day of hot lunch  
**Early Dismissal at 1:15 p.m.**  
**No Latchkey**

# Welcome to St. Anthony of Padua Parish School

Your decision to be a part of this exceptional Catholic school will have a positive effect on your child. The faculty and staff of St. Anthony strive for excellence in a faith-based classroom environment. As a parent or legal guardian, please become familiar with the policies and responsibilities stated in this handbook. Thank you for your support in your child's Catholic education.

## **HISTORY:**

St. Anthony of Padua Parish School was founded in 1925 and staffed by the Franciscan Sisters of the Third Order of St. Francis from Syracuse, New York. The sisters served the community of St. Anthony with love and joy until 1987 when their limited numbers forced them to turn the school over to lay leadership. We owe them a great debt of gratitude, for they instilled the Franciscan way, a joy in living out justice, peace, and service in the spirit of poverty, deep within the parish community. St. Anthony of Padua changed over to a Diocesan Parish in 2010.

## **SCHOOL AND PARISH INFORMATION:**

### **St. Anthony of Padua Parish School**

**1339 East Erie Avenue**

**Lorain, Ohio 44052**

<b>School Office hours</b>	<b>7:45 a.m. to 3:30 p.m.</b>
<b>School Office phone number</b>	<b>(440) 288-2155</b>
<b>School fax number</b>	<b>(440) 288-2159</b>
<b>School Website</b>	<a href="http://www.stanthonylorain.com">www.stanthonylorain.com</a>

### **St. Anthony of Padua Church**

**1305 East Erie Avenue**

**Lorain, Ohio 44052**

<b>Parish Office hours</b>	<b>9:00 a.m. to 3:00 p.m.</b>
<b>Parish Office</b>	<b>(440) 288-0106</b>
<b>Parish Office fax number</b>	<b>(440) 288-0143</b>
<b>Parish Website</b>	<a href="http://www.stanthonylorain.com">www.stanthonylorain.com</a>

## **DAILY SCHEDULE:**

- Morning Preschool hours are 8:15 a.m. to 11:15 a.m.
- Extended-Day Preschool hours are 8:15 a.m. to 2:45 p.m.
- Grades K - 4th hours are 8:15 a.m. to 2:55 p.m.
- Grades 5th -8th hours are 8:15 a.m. to 3 p.m.
- An Early Dismissal is when the school day ends for all students at 1:15 p.m.

The first bell rings at 8:00 a.m., and the school day **begins at 8:15 a.m.** **It is important to get your child to school on time. Please get your child in the building by 8:10 a.m.,** not walking in at 8:15 a.m. It is important to start instruction exactly at 8:15 a.m. If your child arrives after 8:15am, your child will be marked *tardy*. Please see the section marked [TARDY](#) for more information and possible consequences.



## **EMERGENCY CLOSING OF SCHOOL:**

Official announcement of school closings are made on television and on local AM radio stations. If the Lorain City Public School District is closed, **St. Anthony School is closed as well.** If there is a doubt as to whether classes will be in session, please listen to one of the local radio or TV stations - WEOL (930 AM) and Channels 3, 5, 8, 19 - who usually announce closings immediately. A **Remind notification will be sent to Parents and Guardians if school is closed. Please do not call the parish or school offices.**

In the event of an epidemic that justifies closing a classroom or the entire school, the Office of Catholic Education (OCE) area superintendent and health officials shall be notified. They will advise us when closing a classroom and/or the school would be in the best interest of all.

## **FACULTY AND STAFF:**

**3yr Pre-School** - Mrs. Nicole Zientarski (ALL SUBJECTS)

**Pre-School Aide**- Mrs. Cheryl VanWagnen

**4yr Pre-School** - Mrs. Michaela Huss (ALL SUBJECTS)

**Pre-School Aide**- Mrs. Michele Elgart

**Kindergarten** - Mrs. Susan Delgado (ALL SUBJECTS)

**Kindergarten Aide**- Mrs. Julie Turnwald

**1st Grade** - Mrs. Colleen Jasinski (ALL SUBJECTS)

**1st Grade Aide**- Mrs. Jennifer Kelovsky

**2nd Grade** - Mrs. Kim Prosak (ALL SUBJECTS)

**2nd - 4th Grade Aide** - Mrs. Vanessa Arocho

**3rd Grade** - Ms. Melissa Guenther (ALL SUBJECTS)

**4th Grade** - Mrs. Alyssa Valentine (ALL SUBJECTS)

**5th Grade** - Miss. Ursula Wachholz (5<sup>th</sup> grade Reading and Religion/ 5<sup>th</sup> - 8<sup>th</sup> grade English)

**5th - 8th Grade Aide** - Mrs. Peggy DiBernardo

**6th Grade** - Mrs. Kristen Valenty (6<sup>th</sup> grade Reading and Religion/ 5<sup>th</sup> - 8<sup>th</sup> grade Social Studies)

**7th Grade** - Mrs. Jenny Pogorelc (7<sup>th</sup> grade Reading and Religion/ 5<sup>th</sup> - 8<sup>th</sup> grade Science)

**8th Grade** - Mrs. Anna Schultz (8<sup>th</sup> grade Reading and Religion/ 5<sup>th</sup> - 8<sup>th</sup> grade Math)

**STEM/Advanced Math** - Mrs. Michelle Radanovich

**Physical Education/Spanish** - Mrs. Brandy De Leon

**Art** - Mrs. Nicholl Massullo

**Library** - Mrs. Danielle Van Horn

**Administrative Assistant/Secretary** - Mrs. Lisa Stefan

**Principal** - Mr. Joseph M. Akosi

## **TEACHER CERTIFICATION:**

All teachers employed at St. Anthony of Padua Parish School are of good moral character and are certified by the State of Ohio. Professional competency and efficiency are stimulated through attendance at in-service workshops and monthly faculty meetings.

All teachers are certified in Religious Education and meet the academic and professional standards set by the Diocesan Office of Catholic Education.

All school employees, teaching and non-teaching are fingerprinted and have background checks performed by BCII, FBI, and are VIRTUS trained.

# CATHOLIC EDUCATION

WE BELIEVE that education, which is Catholic, begins with life in the heart of the family. Parents, the primary educators, seed and nourish values deeply human, deeply spiritual. Affirmed, treasured, and supported by the loving witness of Christian faith communities, the child continues a lifelong response to God's love through involvement in the academic, cultural, social and civic concerns of daily life.

A very important indication of a total Parish/School Community spirit is the complete support given to the Pastor/Administrator and the Principal throughout the year. With the receipt of this 2016-2017 St. Anthony of Padua Parish School Parent-Student Handbook, parents and students agree to support and adhere to the policies contained in this important document.

## **PHILOSOPHY OF ST. ANTHONY OF PADUA PARISH SCHOOL:**

St. Anthony of Padua Parish School exists so that the Catholic heritage may remain a lived reality in the City of Lorain. We strive to "integrate religion with learning and living."

We share with the parents the responsibility to develop the human dignity of each individual and to stress all aspects of total human formation: fostering spiritual, intellectual, moral, physical, emotional, social, and cultural growth.

Every school year we commit ourselves anew to the growing challenges of maintaining academic excellence while building a Christian community founded on the Gospel message of peace and justice for all and rooted in service that extends beyond our own Christian Community.

**In light of our philosophy and in an effort to provide quality education, St. Anthony of Padua Parish School endeavors to:**

- Encourage and inspire spiritual, intellectual, and social growth.
- Provide every student with an education and spiritual growth opportunity to become successful adults.
- Prepare students to live in a diverse global society.
- Participate in the stewardship of God's creation.
- Place value on respect for students, staff, and parents.
- Encourage and challenge student learning.
- Enhance the idea to live as a family in God's house.
- Emphasize treating everyone equal and with kindness.
- Challenge the students to reach the number one goal in life: **"TO GET TO HEAVEN and BECOME**

## **DISCIPLES OF CHRIST"**

In addition and most importantly, St. Anthony of Padua Parish School strives to support, strengthen and encourage parents in their role as the primary educators of their children.

## **CATHOLIC SCHOOLS:**

WE BELIEVE the Catholic school exists to teach the mandate of Jesus: "Love one another as I have loved you." This is the goal of all Catholic education. The school community, in sharing a global vision within an atmosphere designed to celebrate and practice love of God and neighbor, is the most effective means available to the Church for the education of youth. This vision motivates students to grow academically, physically, culturally and socially. Among the values prized in the Catholic school are self-worth, self-discipline in the search for a moral way of life and appreciation for the American heritage. With deep concern for their sisters and brothers, young people in Catholic day schools from their personal response in truth, peace, justice and love.

## **OFFICE OF CATHOLIC EDUCATION-DIOCESE OF CLEVELAND:**

WE BELIEVE that a philosophy of Catholic education begins with faith. God, in creating us, gifted us with life, became one of us in Jesus, and in the Person of the Spirit awaits our response to this unconditional love. Jesus remains within the human community witnessing and sharing the Good News in every age and with all people. We return God's love by a sincere response to conscience and by membership in the Church. It is from this perspective that the education ministry of the Catholic community flows.

### **ST. ANTHONY OF PADUA PARISH SCHOOL MISSION STATEMENT:**

As the number one goal in life is to get to heaven, St. Anthony of Padua School will form a bond with God above. Together each day, we will strive for excellence in academics, service, kindness, and love.

### **ST. ANTHONY OF PADUA PARISH SCHOOL BELIEF STATEMENT:**

*St. Anthony of Padua Parish School Community believes we are...*

**S**tanding up for others in need

**T**eaching others through our actions

**A**nchored in Catholic faith and beliefs

**N**ourished by the Eucharist and Word

**T**echnology-oriented for the future

**H**onoring traditions which celebrate our religious beliefs

**O**pen to change and differentiated instruction for all learners

**N**urturing an attitude that promotes respect and dignity for all

**Y**outh-driven to enhance moral, ethical, and spiritual values

### **ST. ANTHONY OF PADUA PARISH CHURCH MISSION STATEMENT:**

We, the parishioners of St. Anthony of Padua Parish Church, are a community of Roman Catholic Christians, created and gifted by God and called by the Holy Spirit to follow Jesus Christ, in Word, in worship, in witness, and in service.

Empowered by the Holy Spirit and strengthened through prayer, we commit ourselves to further Jesus' mission. In spirit of St. Francis of Assisi, we strive to provide mutual sharing and support, grounded in the Gospel. We seek to exercise our unique gifts, lovingly and prayerfully in our parish and in the community of Lorain, Ohio.

We pledge to work toward the formation of our society founded on the Gospel values. We commit ourselves to serve the continually changing needs of God's people by living and encouraging growth in God's spirit, education in Church tradition, and a strengthening of the mortal life.

### **OUR GOAL AT ST. ANTHONY OF PADUA PARISH SCHOOL:**

- We are committed to providing a safe, positive learning/working environment for everyone in our school.
- We aspire to foster respect for staff and students, for one another and all whom we meet.
- We recognize the personal dignity of each person we meet.
- We make every effort to develop students academically, spiritually, socially and physically according to the individual potential of each child.

### **ELASTIC CLAUSE:**

Despite our attempt to be thorough in this Parent-Student Handbook and cover all situations and events that may arise during the school year, unforeseen circumstances sometimes develop. In such an event, those matters will be addressed at the discretion of the Principal and/or Pastor/Administrator.

### **AMENDMENT:**

The administration of St. Anthony of Padua Parish School reserves the right to amend this Parent-Student Handbook at any time and will promptly notify parents in writing if changes are made.

### **IMPLEMENTATION AND INTERPRETATION:**

Implementation and interpretation of the provisions in this handbook rests with the principal. The principal's interpretation of the provisions in this handbook shall be the final and authoritative interpretation.

## PARENTAL RESPONSIBILITIES:

**First of all, we appreciate the fact that you have selected a Catholic education for your child. Thank you!**

St. Anthony of Padua Parish School firmly believes that parents are the primary educators for their children.

Although this responsibility is shared with schools as a matter of practical necessity, parent responsibility remains paramount. The encouragement, support, and involvement of parents in their children's education are essential.

This support begins with the example you provide at home and in your relationships with the Staff of St. Anthony School. You, the parent/guardian, have chosen to send your child to St. Anthony of Padua Parish School because you want them to be educated in a Christian environment. This environment is to be a continuation of the Christian upbringing the children have received and are continuing to receive at home. Having chosen this school, it is vital that you support our educational efforts by your cooperation and involvement. This handbook is one means we use to keep you informed of school matters.

The attitude of each parent toward sharing this responsibility with the school is important to the child as a person and to the parish-school community. The greatest single factor in building a child's intellectual, moral, and spiritual attitudes is the example you provide in the home. The conscientious parent will try to plan thoughtfully not only for the child's first entrance into school life, but also for their continued success in school.

As your child's primary educator, we ask that you assist and support us with the following:

- Place primary value upon the place of God in the life of the child. One means of doing this is to attend church services each weekend.
- Encourage conscientious completion of assignments and helping your child take pride in their work. Praise and encourage your child for their positive accomplishments.
- Insist that your child follow the expectations and standards of good behavior. Encourage your child to develop wholesome relationships with peers. Get to know your child's friends and parents.
- Avoid criticism of teachers and school policy in front of your children. Discuss classroom problems directly with the teacher and/or school policy with the principal.
- Support school policy and the authority of the administration and staff, especially with regard to implementing the contents of the Parent-Student Handbook.
- Treat administrators, staff, volunteers, other parents and students with courtesy, dignity, and respect.
- Pay all tuition/fees on time.
- **Parent's requesting records must give the Main Office 24 hours notice comply.**

## ADMISSIONS:

St. Anthony of Padua Parish School admits students of any race, sex, religion, national or ethnic origin, as we pride ourselves on being non-discriminatory. All students are expected to participate in the Catholic educational experience and to be nurtured to reach their potential. Reasonable accommodations will be made for a child with disabilities at St. Anthony of Padua School.

### ADMISSION REQUIREMENTS:

- Birth and/or baptismal certificates, immunization records, custody papers (where applicable) and a registration fee must be presented at registration.
- **Kindergartners must be 5, Pre - K must be 4 and Pre-school must be 3 by August 1<sup>st</sup>** and must undergo a screening at a date to be assigned at registration.
- Registration begins during Catholic Schools Week and is based on the aforementioned requirements. **Registration does not automatically mean acceptance.**
- Health records must be completed and in the School Office before the opening of school each year.
- Previous discipline problems that have not been resolved shall be a determinant for admittance or re-admittance to our school.
- Eighth grade students are generally not admitted without good reason. The principal and teacher may meet with the family to determine eligibility and appropriateness of admission.
- In cases of divorce and/or custody situations, appropriate court documents are to be on file in the school office.

- **All students registered in the school are required to attend Mass or other religious services held for St. Anthony School students, as well as participate in the daily Religion classes and/or sacramental preparations if applicable.**
- Students admitted from other schools
- Registration is not complete until we have seen and reviewed the records from the other school.
- All new students are placed on probation for one year, covering both academics and behavior.

Admissions and readmissions are on an annual school year basis. All families registering in the school for the first time must arrange for an interview and tour with the principal or secretary. A student's poor performance in academics and behavior issues can be a reason for non-acceptance into St. Anthony School, as well as non-adherence to policies and procedures in this handbook.

### **A CHILD SHOULD BE FIVE (5) YEARS OLD BY AUGUST 1<sup>st</sup> TO BE ADMITTED TO KINDERGARTEN:**

The principal is to be consulted for exceptions to this requirement. A baptismal or birth certificate is required as proof of age at registration time. Families who currently have children in St. Anthony School may apply for registration during *Catholic Schools Week*, which traditionally is the last week in January. Application for new families takes place after *Catholic Schools Week*. Registration is not completed until the non-refundable registration fee has been paid, financial obligations to the parish have all been met, and all records have been processed.

St. Anthony of Padua Parish School gives preference to admitting families who currently have children enrolled in the school, complete registration paperwork and pay fees during the annual registration period. Once open registration begins all available slots are subject to a first come, first serve basis including current school families that have yet to return registration paperwork and fees.

### **IMMUNIZATIONS**

The State of Ohio Department of Health requires all students to have received the following immunizations: (5) doses of Diphtheria, Pertussis and Tetanus; (4) doses of IPV, Inactivated Poliovirus; (2) doses of Measles, Mumps and Rubella (MMR); (3) doses of HBV, Hepatitis B and (2) doses of Varicella (Chickenpox). The Ohio Revised Code 3313.67 and 3313.671 for school attendance are the mandates.

Pupils will not be admitted to school unless the parent/guardian has submitted written evidence that requirements have been met. **No students on any grade level are permitted to begin school without the proper immunization records. All immunizations must be current by the 1<sup>st</sup> day of school of the year of entry.** Noncompliance will result in the student's denied admission to school (forms available in school office or at [www.stanthonylorain.com](http://www.stanthonylorain.com) ).

Immunizations may be obtained from your private physician or from the Lorain County General Health District, 9880 South Murray Ridge Road, Elyria, OH 44035, (440) 322-6367.

### **TRANSFER STUDENTS/TRANSFER TO ANOTHER SCHOOL:**

Transfer students are required to present their previous report card(s). Acceptance will not be final until academic and health records are received from the former school and reviewed by St. Anthony of Padua Parish School administration. Transfer students in grades 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> will be examined and judged on an individual basis for reasons other than moving into the neighborhood. Interviews will be held with the student, parents/guardians, teachers and principal.

Acceptance of a child into St. Anthony of Padua Parish School is based upon (a) professional input from former teachers, principals; (b) current report card information; (c) evidence of normal character formation and social skills development; (d) professional judgment of staff and principal at St. Anthony of Padua Parish School; (e) successful completion of a probationary period the length of one semester from the child's entry into St. Anthony School. The final decision regarding admission to St. Anthony of Padua Parish School belongs to the principal.

When a child transfers to another school, the principal is to be notified by the parent/guardian. All school books and library books are to be returned to the teacher. The child takes the purchased consumable books with him/her.

In the case of transfers, records are not forwarded to the new school unless tuition payments, instructional fees, etc., are paid up-to-date.

## TUITION:

The annual instructional fee is paid in full upon registration for the current school year in order to claim a place in the school for the following year. The instructional fee is non-refundable.

Tuition payments are made monthly, semi-annually, annually, or by special plan approved by the Business Manager. Tuition payments are not tax deductible.

Parents sign an agreement for type of payment (monthly, semi-annually, or annually). It is expected that timely payments will be made.

The payment period for the school year is from July 1<sup>st</sup> to June 20<sup>th</sup>. All financial obligations must be up-to-date each grading period. The school reserves the right to hold interim/report cards and block online viewing to Gradelock on a quarterly basis if financial obligations are not met.

### **PAYMENT OF FEES:**

Non-tuition payments that are sent to the office by way of a student should be in an envelope marked with the family name, the amount and the purpose of the payment. **Tuition payments are not to be paid in this manner.**

### **DELINQUENT TUITION:**

1. Monthly payments are made through The FACTS Tuition Management System. Tuition may also be paid in full at the beginning of the new school year directly to the School/Parish or in two payments – half in August and the other half in February.
2. Failure to keep tuition up-to-date may result in dismissal from the school unless payments are made in full or special arrangements are made with the Business Manager.
3. Failure to maintain summer payments may prevent the child's admission to school in August.
4. Registration for the next school year will not be completed unless current tuition payments are completed by June 30<sup>th</sup>. At that time, new families wishing to register their children will be placed ahead of delinquent families.
5. Neither report cards nor academic records will be released for those families who leave the school with unmet financial obligations.

### **FINANCES:**

Parents are expected to keep current with financial obligations. These include tuition payments, as well as the Mandatory Fall Fundraiser, fees such as library fines and registration fees. Failure to do so may result in not accepting registration for the following year, or not releasing Report Cards, or other pertinent academic records. We believe that children learn from parental practice and that regular church contributions demonstrate good stewardship.

While tuition is the major part of financial responsibilities, other obligations are incurred when children are enrolled in optional programs such as Band and Latchkey. We are able to maintain the valuable services of these programs only through direct financial support to them. Failure to provide such support will deprive a child of the right to use these services and may incur the same consequences as failure to meet tuition responsibility.

# SCHOOL ATTIRE/DRESS CODE

## **GENERAL REGULATIONS:**

- **Girls and boys shirts must be "TUCKED IN" appropriately.**
- Skirts must be no shorter than two inches above the knee.
- Sturdy non-scuff school shoes must be worn. No high heels, boots, flip-flops, sandals, hiking boots, etc. (No open back shoes or heels over one inch). Athletic shoes may be worn to school on PE days only! **During the winter months, we ask that students carry their athletic shoes to school. By doing this, we will avoid dragging in snow, salt, and moisture into our gymnasium.** Parents may want to consider having their child leave a pair of shoes at school
- Girls with pierced ears may wear one pair of small stud earrings in the lower earlobe. A watch, religious medal, and/or ring are the only other jewelry permitted.
- Boys may wear only a watch or religious medal. Boys are not permitted to wear earrings.
- Girls and boys may wear only each: one bracelet, ring, and necklace.
- **No makeup, except for the discreet use by 8<sup>th</sup> grade girls.**
- No altering of hair color. No extremes or "fad" style haircuts. Boys must be clean-shaven. Boys haircuts must be neat and trimmed so that hair is not in eyes, below ears or collar. Long sideburns, designs, words or tails are not acceptable.
- If pants have belt loops, belts are to be worn. "Sagging" (allowing your pants to drop below the waistline) is never allowed whether in uniform pants/slacks/shorts or on dress down days.
- Sweaters or sweater vests must be maroon or white. Spirit Shop crew neck sweatshirts or the gray sweatshirt with the plaid "A" are acceptable.
- **Hooded sweatshirts are not part of the school uniform and are not to be worn in school.**
- Only clear nail polish should be used on natural nails. Boys are not permitted to wear nail polish.
- Artificial fingernails and tattoos are not acceptable for school.

## **SPIRIT SHIRT/DRESS CODE:**

The 2016-2017 St. Anthony Spirit Shirts may be worn only on dress down or spirit days during the school year. Proper dress code for pants/slacks, skirts and etc. must be followed.

***The principal will make the final decision on any dress code issues, regarding what is appropriate or inappropriate for our students at St. Anthony School of Parish School.***

# UNIFORMS--GIRLS

## Monday, Wednesday and Friday:

Skirts:

Grades K – 3rd: Maroon plaid jumper

Grades 4th – 8th: Maroon plaid skirt

Pants/all grades:

Black, navy, or khaki solid color dress slacks may be worn. No bell bottoms please. **Hip Huggers and excessively tight pants/skinny jeans are not acceptable. The length of the skirts/jumpers should not exceed two inches above the knee.**

Belts must be worn with slacks that have loops. Dress slacks should not have outside pockets or brads.

## No dress walking shorts allowed on Monday, Wednesday and Friday.

Shirts:

Maroon polo shirts with or without a white St. Anthony logo are acceptable for all grades.

**Shirts must be "TUCKED IN" appropriately. Students will be given a detention after three warnings a quarter.**

**Socks/Tights must be worn and visible at all times. Socks/Tights must be knee or crew length and they must match. Socks/Tights must be Navy, Gray, Khaki, Black, White or Maroon. No Prints are allowed on the socks.**

As mentioned under the section "General Regulations," girls may wear a small post or stud earring, only one earring per ear, and in the lobe only.

In addition, girls may wear one wristwatch, ring, bracelet and/or a religious medal necklace.

The discreet use of make-up is considered an **eighth grade privilege**. Other students may not wear make-up. **No nail polish. No fake nails.**

## Tuesday and Thursday:

**Physical Education Attire: The 1<sup>st</sup> day of school thru October 31<sup>st</sup> and April 15<sup>th</sup> until the end of the school year, students may wear St. Anthony logo maroon tee shirts and shorts. ONLY gym shorts are allowed on Tuesday and Thursday.**

**From November 1<sup>st</sup> – April 14<sup>th</sup> students may wear St. Anthony logo maroon tee shirts, sweatshirts, and sweatpants. No Gym Shorts during these months.**



# UNIFORM--BOYS

## Monday, Wednesday and Friday:

### Pants:

Solid color **dress** slacks, khaki, black, or navy blue. (Dress slacks should not have outside pockets or brads.)

**No Shorts** (No dress walking shorts allowed on Monday, Wednesday and Friday.)

Dress belts (black, brown or khaki) must be worn with slacks that have loops.

### Shirts:

Grades K – 5th: Maroon polo shirts with a white St. Anthony logo

Grades 6th-8th: ALL BOYS in 6th - 8th MUST wear a dress shirt (any solid color) and a tie on Monday, Wednesday, and Friday all year.

**Shirts must be "TUCKED IN" appropriately. Students will be given a detention after three warnings a quarter.**

**Socks must be worn and visible at all times. Socks must be a matching pair. Socks must be Navy, Gray, Khaki, Black, White or Maroon. No Print or logos are allowed on the socks.**

Neat/clean hair should be cut to above the ear as well as above the eyebrows and must not touch the shirt collar. No mohawks or other extreme/trend hairstyles.

Earrings **may not** be worn by the boys. A wristwatch, a bracelet and/or a religious medal necklace may be worn.

## Tuesday and Thursday:

**Physical Education Attire: The 1<sup>st</sup> day of school thru October 31<sup>st</sup> and April 15<sup>th</sup> until the end of the school year, students may wear St. Anthony logo maroon tee shirts and shorts. ONLY gym shorts are allowed on Tuesday and Thursday.**

**From November 1<sup>st</sup> – April 14<sup>th</sup> students may wear St. Anthony logo maroon tee shirts, sweatshirts and sweatpants. No Gym Shorts during these months.**

## **SPECIAL DRESS DAYS:**

Throughout the year, opportunities are provided for dress-up days. Dress-up days are generally held in conjunction with holidays, holy days, and picture days. On these days students are expected to dress for the celebration. Ties for the boys may be required on special dress-up days. These days will be indicated on each monthly calendar. Jeans and other casual apparel are never permitted on these days.

Dress-down days are usually a form of fundraising, but may also be a part of a sports celebration. On these days, jeans or play shorts, depending on the weather, are permitted. Even on dress-down days, however, students are expected to dress in a manner indicating self-respect. Clothing should be neat, clean and appropriate for a Catholic school student.

Students coming to school dressed inappropriately, as determined by staff, will contact their parents to bring appropriate clothing to school for that day. **No leggings, skinny jeans or yoga pants permitted**

***Uniform Violation Notices will be issued to students who do not adhere to the Dress Code Policies. Detentions may be issued for repeat offenders. We ask that our parents carefully pay attention to how their child is dressed, before sending them off to school.***

## **SCHOOL ATTIRE VIOLATIONS:**

St. Anthony School provides all parents, students, and teachers a copy of the uniform regulations in the Parent-Student Handbook. These regulations are written as clearly and succinctly as possible. These uniform regulations are in place to help all parties remain consistent, fair, and appropriate. Questions regarding what is and is not acceptable should be determined **ahead of time** by communicating with the staff or administration.

Because it is impossible to foresee all problems that may arise, this clause empowers staff members and administration to issue appropriate discipline measures for any action, which violates the spirit of the policy, even though not specified in writing. The staff and principal determine violations of the uniform regulations. Possible disciplinary action may include verbal warnings, written notice to parents, calls to parents, calls to parents to provide appropriate clothes immediately, loss of student privileges, detentions, and/or school suspension.

**Students will receive up to three warnings if they break the dress code. After three warnings, they will receive a detention.**

## **VIOLATION SHEET**

Students that break the Dress Code will have to fill out a Violation Sheet. Violation Sheets must be signed by parents and returned back to school the following school day. After 3 Dress Code Violations, students will receive a detention.

## **CURRICULUM:**

Religion is the integrating factor in the school curriculum. Religious instruction is given daily. Opportunities for preparation and participation in the celebration of the Mass are provided on a regular basis. Other religious activities include various prayer services and seasonal devotions. Parents/guardians are invited to participate in these activities.

St. Anthony of Padua Parish School meets the standards required for the State of Ohio with regard to student attendance days, length of school days, time allotments for subjects, and the basic curriculum.

The basic curriculum consists of the following: religion, language arts, mathematics, social studies, science, health, physical education, music, art, computer and Spanish. An effort is made to address the topics of career education, human relations education, multicultural education, energy and resource conservation education, and study skills throughout the basic curriculum. The Diocesan Curriculum and the approved textbooks are used at St. Anthony School.

## **SCHOOL SUPPLIES:**

Each teacher provides a list of school supplies needed for each particular grade level and is available on the school website. Please purchase supplies according to this listing of requirements. Be aware supplies may need to be replenished during the school year.

## **CURRICULUM AND INSTRUCTION:**

The curriculum at St. Anthony of Padua Parish School meets or surpasses the Diocesan and the Ohio Department of Education Curriculum Standards for all grade levels. The classroom teachers may use whole class, small group, individualized and/or differentiated instruction. Ability groups may be utilized as another instructional method to better meet the needs of students. The St. Anthony Staff consists of classroom teachers and subject specialists. A subject specialist in grades K-8 teaches art, music, physical education, computers, Spanish and the classroom teachers in grades K-8 teach Religion.

Our Preschool and Pre-Kindergarten classes promote the love of learning by employing hands-on activities. At this age it is important for children to learn socialization skills such as cooperation, respect for others, trusting and listening to adults, and how to play *with* other children. Students will be able to learn how to adjust to new situations, follow rules and routines, recognize the feelings of others, and begin to verbalize their own feelings.

Kindergarten classes stress reading/math readiness, religion, and learning skills assessed with the pre-kindergarten screening. Science/health, social studies, and art are also taught. (The Kindergarten Report Card is unique for those students and developmentally appropriate for a five year old.)

In grades 1-4, the children study religion, mathematics, English, language arts (including reading, phonics, literature, oral and written composition, spelling and handwriting), science, health, social studies, physical education, computer, music, and art.

In grades 5-8, instruction is directed toward the specific needs of upper elementary and young teenagers to prepare them for high school. The required subjects are taught on a modified departmental basis and include religion, mathematics, computer, English, language arts, science, social studies, health, physical education, music, and art.

State law requires all students to participate in physical education classes. Only an excuse from a doctor stating the reason and the length of time the student is to be excused will exempt a student from participating in physical education classes.

## **PHYSICAL EDUCATION:**

All children participate in Physical Education classes weekly. The Physical Education uniform is a requirement and must be worn for each Physical Education class. Parents/guardians are to see that their children have gym clothes and gym shoes on their respective class days (Tuesday and Thursday). The exception would be when students will be attending a liturgical celebration on that day.

All children participate in the Physical Education program unless because of illness or accident, a note from a parent/guardian is sufficient to excuse a child from ONE class. More than one class requires a written note from a doctor excusing the child is needed.

All PE clothes can be purchased at Lake Screen Printing on Broadway Avenue.

Note: No loose jewelry may be worn during Physical Education classes.

## **LIBRARY:**

Each class has a weekly assigned time to visit the library. The librarian oversees the selection and charging out of books for the students and provides students with classes in library use and reference skills. No student is to be in the library unless the librarian or another adult is present. A late fee is charged for overdue books. Lost or damaged books are to be replaced by the family of the child responsible.

## **TECHNOLOGY AND STEM LAB:**

Students in grades K-8 have at least one technology/STEM class period each week. Computers are also in classrooms. Smart boards are placed within each classroom for teachers and students to be used as an educational resource.

Each school year, an *Acceptable Use Policy Statement* must be reviewed and signed by both students and parents. This important task must be in place before the student is allowed use/access of our computers and/or Internet usage.

## **TEXTBOOKS:**

Textbooks are loaned to the students, and they assume full responsibility for the careful handling of them. If students **mark or tear a book**, a donation will be requested. If the book is ruined, the complete payment of the book may be required. Textbooks are to be covered and transported to/from home in a book bag or a sturdy plastic bag.

## **TESTING:**

Students entering kindergarten are given a Kindergarten Screening Test. Students in grade 1, 3, 5, and 7 are given the Cognitive Abilities Test (CAT) and the Iowa Test of Basic Skills (ITBS). Depending on state funding, the school reserves the right to administer these tests to all grade levels. The information derived from these standardized tests assist school staff to remediate or enrich our students, as we deem appropriate.

The Cognitive Abilities Test seeks to measure the individual student's innate ability. The Iowa Test of Basic Skills measures as accurately as possible the student's ability to apply what he/she has learned when solving new problems.

In addition, the Ohio Department of Education (ODE) has mandated testing for EdChoice students in the spring. All students in grades 3<sup>rd</sup> – 8<sup>th</sup> will take the State Mandated Tests.

## **HOMEWORK:**

A reasonable amount of homework will be given. The assignments will be an outgrowth of class work, with the goal being to supplement learning, to review independently what was taught in class, and to provide opportunity to use research skills.

Time allotment for homework depends on the type of assignment and on the age and grade level of the student. No definite time limit can be determined for all, since children work at different rates of speed. If parents feel that the homework assignments are excessive, they may want to discuss this with the teacher.

## **SACRAMENTAL REQUIREMENTS:**

Parents/guardians are required to participate in the parent meetings prior to their child's reception of the Sacrament of Reconciliation, First Eucharist and Confirmation. It is the parents'/guardians' privilege, as well as serious responsibility to assist their child in preparation for the reception of these sacraments.

## **SACRAMENTAL PROGRAMS:**

St. Anthony of Padua Parish School has developed Sacramental preparation programs in accordance with Diocesan guidelines. There are set hours outside classroom time, parents will be notified of the specifics of these programs. Since parents are the main educators of their children, parent involvement is integral to the success of these sacramental preparation programs.

**Reconciliation:** Students in second grade are prepared to receive this sacrament through a series of classes, parent programs, and activities during the first semester.

**First Communion:** Students in second grade are prepared to receive this sacrament through a series of classes, parent programs, and activities.

**Confirmation:** The sacrament of Confirmation is offered to students in the eighth grade. Preparation includes a series of classes and instruction for the candidate's, parent and sponsor meetings, and other activities.

## **SERVICE PROJECTS**

All students will be participate in service projects. Students will be required to participate during Advent, Christmas, Lenten and Easter Service Projects.

## **SPECIAL PROGRAMS AND SERVICES:**

*Without State and Federal Programs offered through the Lorain Public School District, some of the programs below would not be possible.* Title I and State auxiliary funds to nonpublic schools provide remedial reading and math, speech and hearing therapy, psychological and counseling services, learning disability services, and nursing assistance.

- **LD Tutor:** Through Auxiliary Services, an LD Tutor is available to students identified as having a learning disability. Eligible students receive instruction and support from the tutor in the areas identified on their Individual Service Plan (ISP).
- **Nurse:** Through Auxiliary Services, a nurse or health aide is available each day of the week for our students. They maintain health records, perform routine screening, administer first aid, and consult with parents and staff regarding health related issues.
- **Psychologist:** Through Auxiliary Services, a school psychologist is available two days a week. Educational and psychological testing and diagnosis are available at no cost to parents. For more information, please contact the teacher, principal, or psychologist.
- **Speech Therapy:** Through Auxiliary Services, a Speech and Language Pathologist is available for students diagnosed with a speech handicap.
- **Remedial Teacher:** Through Auxiliary Services, a Remedial Teacher is available for eligible students in grades K-8 for reading and/or math remediation during the week.
- **Title I:** Through Auxiliary Services, a Basic Skills Teacher is available for eligible students in grades K-8 for reading and/or math remediation during the week.

St. Anthony of Padua Parish School receives state money that provides for auxiliary personnel and services. These staff members, employed through Lorain City Schools, provide services to the students at St. Anthony of Padua Parish School. Through these state funds, a School Nurse, a Speech Pathologist, a School Psychologist, and an Intervention Specialists are employed.

A speech program provides complete diagnostics in the following areas: articulation, language (receptive and/or expressive), stuttering, auditory perception and voice problems (remediation only after ontological evaluation). A student may be referred for a routine speech/language screening (done by the Speech Pathologist) by a parent/guardian, the classroom teacher, school nurse, or family physician. The school nurse provides routine hearing screenings. Intervention services and accommodations are provided by the special education staff to students who require academic or other types of assistance. An Intervention Assistance Team meets to discuss students who are referred for interventions by parents, teachers or other educational staff members. This team can include: the principal, teachers, parents, intervention specialists, school psychologist, speech pathologist and students. A student may be referred for a multifactor evaluation if the Intervention Assistance Team determines that the student is not responding to interventions and a disability is suspected.

## **ASSEMBLIES:**

Assemblies of an educational and cultural nature are held periodically. Guest speakers are invited to speak to the students on topics of general or specific interest. Special assemblies are planned to give children the opportunity to learn acceptable behavior in audience situations and to broaden their experiences.

## **FIELD TRIPS:**

Field trips of an Academic and Religious nature are planned for each grade level. Fees are charged to cover admission and transportation costs. Field trips are a privilege that may be denied to any student at the discretion of the principal and teacher. No child may participate in a field trip without a signed permission/liability slip that is signed by the custodial parent/guardian and submitted before the assigned trip. Information about each trip will be provided prior to the event.

Bus transportation is the main form of transportation for our field trips. On certain occasions, the classroom teacher may request a parent/guardian to drive. In this case, a week before the field trip takes place, a copy of the driver's license and current car insurance card need to be on file in the school office. On the day of the field trip or earlier, the parent/guardian driver will need to sign a Volunteer Driver's Statement. All chaperones must be Virtus Trained, BCI and FBI fingerprinted. **Students are not permitted to bring cell phones on field trips. All chaperones will have cell phones in case of an emergency. Cameras are allowed with written permission.**

**Students must be in school the day before a field trip. If a child is not in school the day before they will not be able to attend the field trip, unless there is a proper reason why the child was out. If a student decides to not attend a field trip, they must still report to school that day and they will be assigned class work to complete.**

## **EXTRACURRICULAR:**

Staff members will not supervise students who participate in after-school activities. Students are not permitted to wait around school until their activity begins, unless they have reported to after-school Latch Key. If a student leaves school property at dismissal and then returns to school for practice, please be aware that the staff is not responsible for supervising your child.

## **BAND:**

Opportunities for instruction in instrumental music and participation in our school band are provided for students in grades 4<sup>th</sup>-8<sup>th</sup>. A qualified music/band instructor gives music lessons. An introduction to instrumental music using recorders is provided in the third grade. No previous musical experience is necessary; fees are paid to the band teacher.

## **CYO ACTIVITIES:**

Contact: St. Anthony of Padua Parish - Athletic Committee for more information. ***“The school is not the sponsor of CYO sports.”***

## **VOLUNTEERS:**

Volunteers are a vital part of the school’s program. **Volunteers who work with students must attend VIRTUS training. Parents that attend field trips must also be VIRTUS trained. More information may be found at <http://www.virtus.org/virtus/>.**

Volunteers who come to help in a specific school classroom or on a school-related project must sign the book in the office and wear a name tag. Volunteers are asked to indicate the area in the school where they are working. Please do not interrupt any other classroom/teacher.

## **LATCHKEY**

### **MORNING LATCHKEY SUPERVISION TIME:**

**Morning Latchkey will be supervised and held in Building D upstairs** starting at **7:30 – 8 a.m.** Monday - Friday on school days. There is **NO** fee to have your child enrolled in morning latchkey. Students who come to school before 8 a.m. must report to the Morning Latchkey. All students will walk over together to the school at 8 a.m. All school doors will be locked until 8 a.m.

Please enter through the Main Entrance (Corridor), then enter through the west door and go upstairs. Parents please make sure your child enters the corridor doors before you leave the parking lot. **There are NO electronic devices allowed to be used during Latchkey time.**

### **AFTER SCHOOL LATCHKEY PROGRAM:**

The After-School Latchkey Program is a service provided to assist working parents with after-school care of children. The program is available from dismissal until 6:00 p.m. Participation in this program is a privilege. Failure to adhere to the policies and procedures established for the program may result in the child’s dismissal from the program. (Fees apply) **There are NO electronic devices permitted during Latchkey time.**

**All students in Pre-School and Pre-Kindergarten will be sent to After School Latchkey if they are not picked up by 3 p.m., and K-8<sup>th</sup> will be sent to After School Latchkey if they are not picked up by 3:10 p.m. Parents or guardians will be responsible for paying the After-School Latchkey Fee for that time.**

## **LUNCH**

### **LUNCH PROGRAM:**

A hot lunch program is available to the children at St. Anthony of Padua Parish School. Information concerning this program is sent home at the beginning of the school year. If you chose to be a part of the program, monthly menus are sent home in advance. Applications for free/reduced lunches are accepted throughout the year if for some reason you encounter some financial difficulty. Milk can also be purchased daily/monthly for those students bringing their lunch.

**Please have order forms and payment in on time.** Late payments will not be accepted due to the ordering process under the Diocesan program provided by Diocesan Nutrition Services Department.

**Students are not permitted to bring pop to school with their lunch.** Beverages in glass bottles are not permitted. **Parents are asked to pack healthy lunch and snack items and should not pack candy items in the lunchbox.**

### **MICROWAVE POLICY**

Our lunchroom will have a microwave that will be available for students in grades 4-8 **ONLY** to use. Please note the following “rules” regarding use:

1. Item must be in a microwaveable container!! We do not have paper plates, etc. If the item is not in a container that is microwaveable, your child will not be able to warm the food!
2. Item must take **LESS THAN 2 MINUTES** to warm. The student will use his/her best judgment to warm the item sufficiently. **PLEASE NOTE:** The lunch period is **SHORT** (20 mins max) and services 80+ students. There is not sufficient time to ‘cook’ food, only to warm it.
3. Students will be responsible for transporting the food to **AND** from the microwave. If you allow your child to bring a microwaveable item, it is assumed that you have made your child knowledgeable in regard to the dangers of hot food!

We are offering this service on a trial basis and only to students in grades 4-8. If problems/issues arise with the use, we will remove the microwave.

### **STUDENTS IN GRADES PREK-3 WILL NOT BE PERMITTED TO USE THE MICROWAVE.**

Please contact the school office if you have any questions.

### **BAKE SALES:**

**Abiding by Senate Bill 210, students are not able to buy bake good during school hours. Students are able to purchase bake good only during after school hours.**

### **BIRTHDAY CELEBRATIONS/ PARTIES:**

Gifts to our Library may be made in the name of the student on his or her birthday or any occasion. Please consult our Librarian if you need ideas for purchasing a book as your gift. A card with the name of the student and the date will be placed in the book. This is a great way to share a longer lasting present and will hopefully stimulate the joy of reading.

Please consult the homeroom teacher if you are considering birthday treats for your child’s class at least one week in advance. Unhealthy birthday treats will need to be wrapped individually and taken home to be eaten. Treats may not be eaten during school hours. **We suggest you to bring in a healthy treat to share for birthday celebrations. Pencils, stickers and erasers are also good examples of non-food related treats. It is important we follow Senate Bill 210.**

## **STUDENT PROGRESS**

### **STUDENT REPORT CARDS:**

The quarterly report cards are given to the students as a measure of their academic progress. Each student is evaluated according to his/her own performance, progress, and ability. Daily class participation, home and class assignments, tests, study habits, and effort to improve are also taken into consideration. Report cards are to be returned, signed by parent or guardian, within one week. Teachers will then return report cards.

Any difficulties that may arise concerning a child’s schoolwork or discipline should be discussed with the child’s teacher. Parents/guardians are *encouraged* to contact a teacher or staff member by email or written note.

**Dropping by without an appointment is not regarded as an appointment to be honored by any teacher or staff member.** Teachers are to be contacted during working hours only. Parents/guardians may email teachers and staff through Gradelock. **Please do not call/contact teachers at their home by phone or by their cell phones.**





## **PROGRESS/INTERIM REPORTS:**

Progress or interim reports can be found online each quarter of the school year. Progress reports are not mailed home they are provided only through Gradelock. These reports indicate student progress: if a student is in danger of failing a subject; if a student has dropped significantly in a subject; or if behavior or other factors are affecting the student's education.

## **STUDENT RECORDS:**

Student records are stored in a locked file in the school office and are available to the principal, school staff, the speech pathologist, auxiliary staff, the school psychologist, and the school nurse. Parents and/or guardians may review a student's record with the principal by appointment.

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding their child. Children will be expected to take such materials to both parents. Non-custodial parents wishing to have such materials mailed to them need to supply the school with self-addressed stamped envelopes.

Divorced or separated parents need to furnish the school with a copy of a custody directive from the court or with applicable sections of the divorce decree. Where a non-custodial parent is to be denied access to the child or to information concerning the child, **it is the responsibility of the custodial parent to provide the school with official documentation to that effect.**

## **GRADING SCALE:**

### **PRIMARY GRADES (K-2<sup>nd</sup>):**

**O** - Outstanding, **N** - Needs Improvement, **S** - Satisfactory, **U** - Unsatisfactory.

O, S, N, U will be used for effort and conduct and may be used for Music, Art, Physical Education, Spanish and Computer.

### **SECONDARY GRADES 3<sup>rd</sup> - 8<sup>th</sup>:**

98-100 = A+, 95-97 = A, 93-94 = A-, 90-92 = B+, 87-89 = B, 85-86 = B-  
82-84 = C+, 79-81 = C, 77-78 = C-, 75-76 = D+, 72-74 = D, 70-71 = D-, 69 and below = F

## **INTERIM/PROGRESS REPORTS AND REPORT CARDS:**

Approximately halfway through each grading period, Progress Reports are issued to every student in grades K-8<sup>th</sup>, informing each student and their parents of the child's progress. They should be signed and returned to the school within one week.

At the end of each quarter, Report Cards are issued to all students. They should be signed and returned to the school within one week with the exception of the fourth quarter report card. A copy of each student's Final Report Card is placed in his or her cumulative file.

**Above reports will be issued to families who have met all financial obligations.**

## **HONOR ROLL:**

Honor students reflect a desire to learn, achievement in learning, and exceptional personal and social skills. Students are eligible for honor roll at the end of each quarter rather than at the completion of the entire year.

**A record of suspension, a "U" in Conduct, or a "F" in specials disqualifies a student from the honor roll.**

### **Each grade is worth the following points:**

Grades 3<sup>rd</sup> - 8<sup>th</sup>:

A+ = 4.33, A = 4.0, A - = 3.67, B+ = 3.33, B = 3.0, B - = 2.67, C+ = 2.33, C = 2.0, C - = 1.67, D+ = 1.33, D = 1.0, D - = 0.67

This point value for grades received in the following subjects is added together and averaged by the number of subjects. Subjects included in GPA: Religion, Mathematics, English, Reading, Social Studies, and Science.

The average determines the honors received. The grade point average (GPA) needed is as shown:

3.8 to 4.0 GPA - First Honors

3.4 to 3.7 GPA- Second Honors

3.0 to 3.3 GPA - Third Honors

## **PROMOTION-RETENTION:**

The final decision to retain the child is made by the principal in consultation with the teacher and parent or guardian. Retention may be considered for the following reasons:

- In the primary grades, maturation and/or failure to master fundamental skills
- Receiving an F average for more than 2 quarters in 3 or more major subject areas (English, Math, Reading, Social Studies and/or Science)
- Excessive absences
- A student who has been placed on probation, their assigned grade level may be considered a placement. If the student meets the probation requirements, they may be officially promoted to the appropriate grade level.
- If a student receives an F (69% and below) average in three or more main subjects (Math, English, Reading, Science, Social Studies) at the end of the academic year, the student is retained in the same grade during the next academic year.

Parents/guardians are notified about possible retentions at the end of the first semester (second grading period) or early in the third quarter.

Though some students receive passing grades in academic subjects, their total development appears hindered by circumstances unique to the individual. In some cases, these students profit by retention.

If a student fails one major subject (Math, English, Reading, Science, Social Studies), the student is expected to correct the failure by attending summer school for that particular subject.

## **PARENT CONFERENCES:**

**All families are required to attend the scheduled Parent-Teacher Conferences that are held at the end of the first grading period or start of the second grading period.** All parents that are current in all financial obligations have a right to be scheduled for this conference.

A second optional conference, usually offered early in the third quarter, is only for parents/guardians whose children have demonstrated significant academic deficiencies.

Additional conferences may be requested and scheduled at any time by contacting the school office.

## **ATTENDANCE AWARD:**

This is awarded at the end of the year for perfect attendance. This means No Tardies, No Absences.

## **LEAD BY EXAMPLE AWARD:**

St. Anthony of Padua Parish School will have three "Lead by Example" student awards given in each classroom each month of the school year. Being selected as a Leader is a significant honor. At the end of each month, the principal will request that each homeroom teacher submit the name of three students from their homeroom for that month.

Students will be selected as Leaders using the following criterion: Academic, Service, and/or Most Improved. Teachers may select 1-3 recipients as they see fit. While many other students may be deserving, it is the final decision of each teacher to make the selections.

Students selected should be humble in accepting this recognition and enjoy the rewards that come along with this tribute. If fitting, three students from each homeroom will be selected for the months of September through May. The announcement will be made over the Public Address System, their name will listed in the monthly newsletter, and they will receive a special "Lead by Example" spirit shirt that they may wear each Friday of the school year. (A student can only be selected once per school year.)

## **GOLDEN TICKETS:**

Everyday, students may earn a golden ticket(s) for displaying acts of kindness in and out of the classroom setting. The golden ticket is placed in a container for the principal, who randomly selects eight tickets once a week and rewards the students accordingly. The eighth and final golden ticket winner will receive lunch with the principal the following week. Abiding by Senate Bill 210, students who are selected to be the eighth and final "Golden Ticket" winners are only able to choose healthy food choices when eating lunch with the principal. Students will stay on the school campus and eat lunch.

## SCHOOL COMMUNICATION:

School communications--calendars, lunch menus and newsletters--are sent home with the children. Generally, this occurs once a week, usually on Fridays. The oldest child - or the only child - in the family brings the communications home in the FAMILY FOLDER. Most of the forms and communication sent home can also be found on our school website [www.saslorain.com](http://www.saslorain.com).

**All families must sign up for Remind, a text messaging announcement service. It is easy and fast. This will be the main form of communication from the school! In your text messaging app, go to New Message and type in 440-271-1154 under "To:" and under Message type in: @mrakosi, hit send and you are registered.**

### TEACHER AVAILABILITY:

Parents/guardians are asked **NOT** to enter any classrooms from 8:05 a.m. – 8:25 a.m. to talk to teachers (even briefly). During school hours teachers are there for the students and their safety. Please make arrangements by letter, phone, or email to meet with the teacher at a mutually convenient time and day.

**No student will be permitted to call home for missing materials. If a forgotten item is delivered to the office, it will be delivered to the student's classroom by staff.**

### CHANGES IN TRANSPORTATION SCHEDULE:

If a student is a regular bus/car rider or attends latchkey and a parent/guardian has a change in plans for the student, a note **must** be sent to the classroom teacher on that particular school day.

Parents/guardians who come to school to pick up their child at dismissal time **MAY NOT** take other child home. A signed note from the parent/guardian of the child must be presented in the school office **in the morning** if other arrangements have been made.

### CALLING IN MESSAGES:

The telephone is considered a vehicle for immediate and emergency communication only. The school is not expected to deliver telephone messages to students unless there is a serious emergency.

Transportation and dismissal changes are to be planned with the child before he/she comes to school in the morning. If there is an emergency change in transportation that unexpectedly arises, we ask that you notify the office **BEFORE 1:00 p.m.** to assure prompt communication to the child.

In general, it is preferred that you contact a teacher or staff member in writing. This allows them to follow up as their schedule allows.

## ATTENDANCE:

Regular and punctual attendance for school and each class is important for a child's academic achievement and the promotion of a good classroom environment. Throughout the entire day foundations are built-upon for each child, so they may develop skills and habits that will ensure his or her progress. Students who leave school and go home **BEFORE 10:00 a.m.** will be considered absent one (1) whole day. Students attending school but going home **AFTER 10:00 a.m. BUT BEFORE 1:30 p.m.** will be considered absent (1/2) day. Any student absent from school for more than two (2) hours due to a medical or dental appointment, will be considered absent (1/2) day.

It is the responsibility of the parent/guardian to have their child in regular attendance. In accordance with the Missing Child Law (O.R.C. 3313.205), the following procedure will be in effect:

The parent and/or legal guardian must notify the school as soon as possible, and certainly no later than 9:00 a.m., if the child is absent, with the reason for the absence. If a call is not received, the school will attempt to contact you. **If the parent/guardian and school do not make telephone contact the day the student is absent, the student will not receive permission for make-up work (unexcused).** Messages can be left on the school's voicemail at any time. The school telephone number to report absences is (440) 288-2155. A student is considered truant until the parent/guardian has been contacted.

In addition, the Ohio Revised Code requires the parent/guardian to provide the school with the current address, telephone number, work number, and an emergency number. Failure to comply with attendance procedures will result in disciplinary action or referral to the Lorain County Juvenile Court.

**Your child's attendance will be considered when determining acceptance for the each subsequent school year.**

**EXCUSED ABSENCES:**

The school administration will make the decision when questions arise regarding excused absences. All absenteeism should be reported to the school office (440) 288-2155 before 9:00 a.m. each day. The message may be left on the school's voice mail system at any time. It is especially important to notify the school if a child has contracted a contagious disease; this includes a strep infection.

**Students absent from school all day will not be permitted to participate or spectate in any extracurricular activities for that day. Students entering school after 10:00 a.m. or leaving school before the school day ends will not be permitted to participate or spectate in extracurricular activities unless permission is granted by the principal. If a student is absent on a Friday, students are not permitted to participate in weekend events.**

After an absence, a **written excuse must be presented** to the teacher on the day of the child's return to classes. This is **in addition** to the phone call to the school office. A doctor's note is required for three or more missed days due to illness. When a child is absent three or more days, please contact the school office by phone or written note to make a request for work. Please allow a reasonable amount of time for the teacher(s) to gather books and assignments. Assignments for schoolwork missed during any period of absence must be completed. It is the teacher's prerogative to establish classroom policy concerning this matter

**DOCTOR'S NOTE/FUNERAL VERIFICATION:**

Doctor's notes and medical authorization for absences, and/or funeral verification for absences must be submitted to the office within two school days in order for students to receive make-up work. Those verifications received after two school days will only change the student's attendance status (i.e. unexcused to excused, excused to doctor's excuse, etc.)

**TARDINESS:**

Students who report to school **after** the tardy bell at 8:15 a.m. **must stop and sign in at the desk in the corridor, before they proceed to their homeroom.**

Since tardiness can interfere with the child's progress in school and disrupts the classroom routine, the cooperation of the parents in cultivating the habit of punctuality is earnestly requested. Anyone arriving at school after 8:15 a.m. but before 10:00 a.m. is considered tardy. Tardies are excused with proper written verification ON THE DAY OF medical or dental appointment, funeral visitation, court appearance, etc. This means that if your child is tardy due to a medical or dental appointment, funeral visitation etc. written verification MUST be submitted to the school office at the time of your child's admittance or re-admittance into school. If verification IS NOT submitted at that time, your child's tardy will be marked as unexcused.

In order to emphasize the importance of having your child in the classroom ON TIME, the following consequences will be assigned for each and every quarter:

Number of Tardies in ONE quarter	Consequence
3	Detention
5	In-School Suspension
7	Out-of-School Suspension
10+	Dismissal from St. Anthony of Padua Parish School

Please remember, if your child is habitually absent (20+ unexcused a year), it may cause them to be dismissed or lose their EdChoice Scholarship from St. Anthony.

**If the corridor door is locked, your child is considered tardy or late. A tardy/late pass will be issued and your child will earn a tardy toward their detention.**

**Detentions will be held in the Library from 3 - 3:45 p.m. Students that do not serve their detention will receive an In-School Suspension the following school day. The Lorain County Truancy Office will be contacted if your child is tardy often.**

### **DISMISSAL FOR APPOINTMENTS:**

The school realizes appointments must be made during the school year, but such absence should be kept to a minimum. If possible, please notify us in advance, through a note to the office and homeroom teacher or a message left on our voice mail. Parents are to come to the School Office to pick-up their child and sign them out.

Any student absent from school for more than two (2) hours due to a medical or dental appointment, will be considered absent (½) day. If students have appointments during school hours, they will be marked tardy if they arrive to school after school begins, or absent for ½ day if they arrive after 10:00 a.m.

When possible, we ask that appointments not be scheduled during semester exams, standardized testing, and/or special school events.

### **VACATIONS:**

If parents request that their child be pulled-out during the school year for the purpose of vacations (outside the regularly scheduled school vacation time), it shall be understood that the responsibility for academic work and progress shall be primarily that of the parent and student. Since many times it is not possible for a teacher(s) to give classwork and homework **before** the planned vacation, parents will need to contact the teacher as soon as they return to discuss make-up schoolwork. **Vacations should not be scheduled during semester exams, standardized testing, and/or special school events.**

A written request to be excused from school for a planned vacation must be presented to the principal **at least** a week in advance and the principal will notify the appropriate classroom teachers. If this procedure is not followed, the principal may deem these vacation days as **unexcused**, which may result in no credit for schoolwork missed during that time.

### **ASSIGNMENTS:**

When a child in Grades K-8 is out sick one day, it is recommended that the child stay home and rest and recover and not worry about homework. There may be some exceptions to this policy.

When a child is going to be absent more than one day due to illness, **please call the office 440-288-2155 by 9:00 a.m.** to make arrangements for pick-up of homework (or earlier when you call your child out sick).

**Homework can be picked up between 3 – 3:00 p.m. in the office** by the parent or a sibling or classmate, as long as a call has been made to the office. It is NOT the responsibility of the school office to make arrangements for pick up of homework. Siblings should not go to a sick sibling's homeroom during the day when a teacher is teaching and expect work to be ready. The work will be in the office.

### **MAKE-UP WORK:**

While it is the responsibility of the student and the teacher to see that make-up work is completed, make-up work is primarily the **responsibility of the student**. The student is responsible to get make-up assignments and to complete and submit work assigned within the designated time.

### **WITHDRAWAL:**

If you are withdrawing a child from St. Anthony School, notify the office of your change of address and when the move is to take place. Register the child at the new school and sign the release allowing that school to request the child's records. The office will mail the records to the new school only if all financial obligations are met.

Records are always sent by mail and are never released to parents. If you wish to view the records before they are sent, we ask that you make an appointment with the principal.

### **SAFETY REGULATIONS:**

The safety of our students within our care is of utmost importance to us. Once a visitor is allowed entry, they must go directly to the office to check-in/sign-in with the St. Anthony School Office Staff. In the event that a parent or a visitor has scheduled an appointment to see a member of the staff, we ask that you report to the office first.

*Parents or visitors may not go directly to a classroom before school, during school hours or at the end of the day, unless they have secured permission from the Office. (The first day of school, our Preschool and Pre-Kindergarten classes would be the exception).*

### **PLAYGROUND EXPECTATIONS:**

Students may not leave the playground to retrieve a ball or any other piece of playground equipment without the permission of the playground supervisor. This regulation applies in the following situations: before and after school, during the morning recess and lunch periods, while students are waiting for the buses and any other time children are playing outside during the school day. **ALL students must be able to be observed by the playground supervisor at all times.** During the winter season, students may not play on snow mounds or ice, nor throw snowballs.

### **BIKE RIDERS:**

Bike riders park their bikes in the bike racks on the east patio. Remind your child to be courteous toward those who are walking. Be sure that students are provided with good locks and keep bikes locked at all times.

### **BUS RIDERS:**

A request for bus transportation for all new students must be obtained from First Student.

Students should conduct themselves as they would in school while on the bus. In the event of misbehavior, the child will receive a warning from the driver to be signed by both the principal and the parent. We cannot endanger the welfare of the students on the bus due to the misbehavior of a few. **Misbehavior on the bus may result in loss of privileges, transportation, and/or suspension from the bus.**

Only authorized students are permitted to ride the school bus. The principal and/or staff do not have the authority to give permission for students to ride a different bus. Permission must be requested from the district providing transportation.

### **CAR RIDERS:**

Please follow the traffic pattern that is available for viewing on school website [www.saslorain.com](http://www.saslorain.com). If other family members or friends are asked to pick up your child during the course of the year, please make them aware of the traffic pattern. This is for the safety of your child and every child.

Please be considerate and cautious. A small child is difficult to see when behind a car. Drive very slowly on the playground and around each building. **A FEW MINUTES OF INCONVENIENCE IS WORTH IT FOR THE SAFETY OF ALL!** If for any reason one has to cross a street, especially East Erie Avenue, use the crosswalk for everyone's safety.

### **WALKERS:**

Children who walk to school or ride their bikes are to leave school property when they are dismissed. They are to use East Erie Avenue and all major crosswalks. Students should arrive no earlier than 7:30 a.m.

### **CELL PHONE AND OTHER ELECTRONIC DEVICES:**

Student use of any electronic devices is **prohibited**. They are not allowed at school and/or school-sponsored field trips. A request for permission for the use of cameras will or will not be granted by staff or administration before the event. Please request permission at least a day before the event. Do not bring these materials on the day of the event with the request. These items may be confiscated and returned to the parents, after consultation with the principal. Any deviation from this rule must be cleared through the school office. Electronic devices have no purpose to be on school grounds, and quite frankly, are distracting to the educational process. Parents can call the principal to request student permission to have a cell phone, with the written agreement that the cell phone will be used at the appropriate time. The cell phone is to be turned off and in the student's book bag at all times. If the cell phone goes off or if a student is using a cell during school hours, the cell phone will be confiscated and a parent and/or guardian will be allowed to pick it up.

## **IMMUNIZATIONS:**

At the initial entry or at the beginning of each school year, every school student must present written evidence that he/she has been immunized by a method of immunization approved by the Department of Health, against mumps, poliomyelitis, diphtheria, pertussis, tetanus, and rubella.

Ohio law requires the following immunizations: Four (4) DTP (The 4<sup>th</sup> must be administered after the child's fourth birthday); Three (3) polio; and One (1) measles/mumps.

***As of 2010, the Ohio Immunization Law requires that prior to entering the 7<sup>th</sup> grade, students must have documentation of two doses of measles, mumps, and rubella (MMR) vaccine. Sixth graders must present this proof to the school office before entering 7<sup>th</sup> grade.***

## **OTHER HEALTH RELATED ISSUES:**

Our Nurse and Health Aide are employed by Partners for Success and Innovation (PSI). St. Anthony School will follow PSI policies and procedures for all school health related issues.

## **SICK CHILD:**

Please **do not send children to school who are sick**. This is unfair to the teacher, the child, and the rest of the students. In case of illness or an accident during the school day, the child is sent to the nurse's office. If the accident or illness warrants it, the child's parents will be notified.

If it is not possible to reach the parents, the person(s) indicated on the Emergency Medical

Authorization Paper will be called. **It is absolutely critical that our parents/guardians complete the Emergency Medical Authorization form and return it to the school office the first week of school.** This form directs the school's course of action in cases where parents/guardians cannot be reached. *Please inform the office immediately of any change in phone number and/or address.*

***A release form is signed at the School Office or clinic when a child is taken home during the school day. No child may leave the school grounds during the day without written permission of his/her parent or guardian and following the school's sign-out procedure.***

## **MEDICATION POLICY:**

Medications are not permitted to be disbursed without parent or doctor consent. Parent's must give permission for over-the-counter medications as well. If your child is on a specific medication, please send a supply properly labeled to the school nurse. Medicine should be given to the office. Forms for the administration of medication by school personnel are available upon request in the school office and on the school website.

All prescription medication **MUST** be accompanied by a physician's order verifying the necessity for the medication. The prescription will have dosage and time intervals for administration purposes. St. Anthony School should also have on file a statement from the parent granting permission to take the medication. **(Medication Permit Form)**

Students will administer the medication to themselves under the supervision of a school employee after the above document has been received. Other than the nurse or health aide, school personnel will not administer injections. (The exception may be a student with a life threatening health condition, i.e. an EpiPen)

Students who receive daily medication should have their medicine sent to school weekly in a medicine container that has separate compartments for each day of the week. It is the parent's' responsibility to place the correct dosage in each compartment. All medication must be brought to the office. ***No student is permitted to carry medication of any kind on his or her person during the school day.***

## **AIDS POLICY:**

St. Anthony School does not discriminate against students with Acquired Immune Deficiency Syndrome, AIDS related Complex or Conditions, or those who carry the Human Immunodeficiency Virus (HIV). Each case is treated individually with charity and compassion. The school recognizes its obligations to the common as well as the individual welfare of the students and personnel. This requires decisions that respect both the person with AIDS and the welfare of students served in the school. A detailed explanation of this policy is available through the office.

## **PREGNANCY POLICY:**

St. Anthony School is convinced of the values and dignity of human life. If a girl becomes pregnant while in school, she is dealt with individually and treated with charity. Every measure is taken to preserve this life and the reputation of the students involved. *This is derived from the Diocesan policy that is available through the office.*

## **BULLYING PREVENTION PROGRAM:**

- No student has the right to harass or bully another student for any reason. No student deserves to be bullied or harassed.
- Bullying is against Our Lord's command: Love One Another.
- Bullying substantially disrupts the orderly operation of the school
- If a student is bullied, he/she should report the incident to a faculty/staff member and his/her parent immediately.
- Please understand that when you sign the Parent-Student contract it will include our Anti-Bullying Policy.

## **BULLYING PREVENTION PROGRAM FOR KINDERGARTEN-2<sup>nd</sup> GRADE:**

**Step 1:** Teacher will call out inappropriate bullying behavior one-on-one with the student. A verbal warning will be given. Student will lose 15 minute morning recess privilege as a logical consequence. Teacher will communicate to parent/guardian through writing on student's behavior tracker.

**Step 2:** Teacher will stop inappropriate bullying behavior, and the student will lose both morning and afternoon recess as a logical consequence. Student will phone home to parents and communicate how he/she violated the anti-bullying prevention contract he/she signed at the beginning of the year. Teacher will document on incident form. Teacher will communicate to parents through writing on student's behavior tracker.

**Step 3:** Teacher will stop inappropriate bullying behavior. Recesses will be lost for one week. Teacher will document on incident form to be signed by the parents/guardians. Parents/guardians will attend a meeting with the principal and teacher. The consequence for the student's bullying behavior will be issued at the principal's discretion.

## **BULLYING PREVENTION PROGRAM FOR 3<sup>rd</sup> -8<sup>TH</sup> GRADE:**

When there is a bullying incident, a faculty/staff member will complete the proper documentation. This includes filling out a bullying referral form and any additional paperwork that may be needed by the administration. The faculty/staff member will be asked to call the parent of the students involved as well.

### ***The following is the progression of consequences for students involved in bullying:***

First Offense: A bullying referral is given to the student(s)

Second Offense: Detention

Third Offense: In-school suspension

The administration will keep track of the number of incidents for each student. When there is a bullying incident, we will know what consequences the student receives.

## **CYBER-BULLYING:**

Forms of cyberbullying include but are not limited to the following:

- Sending hate mail to an individual
- Harassment or repeatedly sending put downs
- Cyberstalking
- Exclusion
- Masquerading as another individual

Bullying, cyber-bullying and harassment will not be tolerated at St. Anthony of Padua Parish School. Normal disciplinary procedures as outlined in the parent-student handbook will be utilized in dealing with incidents of bullying.



## **STUDENT HARASSMENT POLICY:**

The administration and staff of St. Anthony of Padua Parish School believe that all employees and students are entitled to work and study in school related environments that are free of harassment.

St. Anthony School will **NOT** tolerate harassment of **any type**, and the appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion.

Examples of peer harassment include, but are not limited to, verbal or written taunting, bullying, or other offensive intimidating, hostile or offensive conduct, jokes, stories, pictures, cartoons, drawings or objects which are offensive, annoy, insult, abuse or demean an individual or group.

## **STUDENT THREATS POLICY:**

Since mental health professionals are continually addressing the area of risk assessment for violent or potentially violent behavior, these guidelines will be reviewed periodically or as needed:

- (1.) Any and all student threats to inflict any harm to self or others must be taken seriously immediately.
- (2.) Whoever hears the threat should report it immediately to their teacher or principal.
- (3.) Police should be notified immediately.
- (4.) Student is to be kept in the principal's office under supervision until the police arrive.
- (5.) The parent/guardian of the student who has made the threat shall be notified immediately.
- (6.) Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately.
- (7.) The student should be suspended and not be considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a Psychiatrist/Psychologist (Ph.D.). If a Psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a Psychologist (Ph.D.) for psychological consultation and/or testing. If a Psychologist (Ph.D.) performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The evaluation shall comply with the provisions of the Ohio Revised Code 2305.51. (Refer to Release Form - copy available in school office).

The principal shall provide the mental health care professional (Psychiatrist and/or Ph.D. Psychologist) with all relevant facts, including, but not limited to, aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.

The principal shall receive a written comprehensive, detailed evaluation and report and a documented treatment plan in accordance with Ohio Revised Code 2305.51 from the mental health care professionals stating the basis (factual and risk factors and testing results) upon which he/she determined that the student is not/does not pose a danger to self or others. The report shall also address the concerns raised by the principal to the mental health care professional. The evaluation and report shall be made available to the principal who will share them with legal and/or mental health care consultants and administration assisting the principal in his/her education regarding the readmission of the student to school.

The mental health care professional (Psychiatrist and/or Ph.D. Psychologist) shall provide a follow-up assessment of the student to the principal if the student is readmitted to school. The mental health care professional shall provide the principal with a copy of the follow-up assessment and/or evaluation and shall inform the principal if therapy, counseling and/or treatment will be needed and/or provided.

- (8.) Counseling should be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.
- (9.) Documentation from the mental health care professionals concerning any student is to be placed in a separate, confidential file and should not be a part of the student's academic/disciplinary file with access only by the principal and/or pastor. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation or non-readmission before being destroyed.

***This policy should be communicated clearly to all faculty, staff, volunteers, parents/guardians and students.***

## **SELF INJURY POLICY**

Any student that cause Self Injury to themselves in any factor (in or out of the school setting), will be required to get the proper psychiatric attention that they need for their safety and the safety of others. Students may return to school with proper notification from higher authorities.

What is self-injury? Self-injury as any deliberate, non-suicidal behaviour that inflicts physical harm on someone's own body and is aimed at relieving emotional distress. It can include cutting, scratching, burning, banging and bruising, overdosing (without suicidal intent) and deliberate bone-breaking/spraining.

Risk factors associated with self-injury:

- Mental health disorders including depression and eating disorders
- Drug/alcohol abuse, and other risk-taking behaviour
- Recent trauma e.g. death of relative, parental divorce
- Negative thought patterns, and low self-esteem
- Bullying Abuse – sexual, physical and emotional Sudden changes in behaviour and academic performance

## **WEAPONS POLICY:**

In furtherance of the overall philosophy, goals and objectives of the Catholic educational experience, the Diocese of Cleveland has proposed a policy that expressly prohibits the use, possession, sale, or discharge of any weapons or explosive devices in the school, on school grounds, or at school sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators, and other personnel in the school or parish.

This policy includes, but is not limited to, any firearm, knife, deadly weapon, explosive or incendiary device. As defined by State law, a deadly weapon is "any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon" (Ohio Revised Code 2923.11A). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle or other device that uses air or gas propelled projectiles.

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

## **YOUTH GANGS AND GANG RELATED ACTIVITY POLICY:**

Youth gangs and gang related activities are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or antisocial behavior or any action that threatens the welfare of others. St. Anthony School follows the policy of the Diocese of Cleveland in regard to gangs.

## **SAFETY AND SECURITY POLICY & EVACUATION DRILL:**

- (1.) Our school doors are locked throughout the day.
- (2.) Visitors can only enter the building through the main entrance door. The door will be unlocked for them by the secretary.
- (3.) There are signs posted on all of the entrance doors, stating that only authorized visitors can enter the premises, and that they must go directly to the School Office upon entering the building to sign in.
- (4.) The teachers know our school emergency code, in the event that a stranger is seen in our building. That code is announced on the PA, all classroom doors are immediately locked, and the principal makes the appropriate calls.
- (5.) The students have a monthly fire (evacuation) drill, so that if they ever need to evacuate the building because of any threat, they can do so in an orderly fashion.
- (6.) Backpacks and purses may not be worn or carried from class to class. Backpacks are emptied in the morning during homeroom period, and the students proceed to carry their books and supplies in their arms, so that nothing can be concealed in a backpack.

**(7.) Evacuation sites include St. Anthony Church (on site) or Longfellow Middle School - 305 Louisiana Avenue, Lorain, Ohio 44052, Phone (440) 288-1002)**

### **SEARCHES:**

School lockers and desks are the property of St. Anthony of Padua Parish School. These lockers and desks are subject to random searches at any time, regardless of whether there is a reasonable suspicion that a law or school rule has been broken.

### **DIOCESE OF CLEVELAND POLICIES & PROCEDURES ADOPTED BY ST. ANTHONY OF PADUA SCHOOL SPECIFIC POLICY STATEMENTS:**

Specific policies are prepared by the Office of Catholic Education for schools in the Diocese of Cleveland including; **Acceptable Use, Aids, Child Abuse, Drugs/Alcohol, Gangs, Harassment, Intimidation, and/or Bullying, Legal Concerns, Searches, Sexual Harassment/Sexual Violence, Student Behavior Code, Threats, Weapons, Summation of the Disciplinary Philosophy, Policies, and Procedures**

**\*\*All of the above policies may be found printed in their entirety and kept in the School Office. Parents/Guardians may review these policies at their convenience and/or request a copy from the secretary or principal.**

### **SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY:**

Upon receiving a complaint from either a student or a school employee, the principal shall discuss the allegations with the complainant-victim to obtain a statement of the facts (e.g., what occurred, when, where, by whom, names of witnesses). All complaints are to be taken seriously. It is the responsibility of the principal to investigate promptly and impartially all claims of sexual harassment and to take appropriate and equitable action.

Parties shall be given an opportunity to present witnesses or other evidence during the investigation.

Information regarding an investigation of sexual harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

No one shall retaliate against any employee or student because he/she filed a sexual harassment complaint, assisted or participated in a sexual harassment charge, or because they have opposed language or conduct that violates this policy. Retaliation will result in discipline.

If the investigator is the alleged harasser or witness to the incident, an alternate investigator shall be designated.

When a crime has been committed, the designated administrator shall immediately notify the local police department.

After the investigation is complete, notice of the outcome shall be given to the complainant(s) and alleged harasser(s) consistent with the mandates of the Family Educational Rights and Privacy Act.

Appropriate disciplinary action shall be taken when harassment has occurred, and appropriate efforts shall be taken to prevent reoccurrence of the harassment. Procedures for filing a sexual harassment complaint are located in the school office.

### **PROTECTING GOD'S CHILDREN:**

Students and/or parents need to report any abuse to a teacher or principal.

State laws mandate that certain persons report suspected incidents of child sexual abuse to civil authorities. All clergy, staff and volunteers, even those not mandated by state law, **must** report knowledge or belief that a child is the victim of abuse to child protection or law enforcement authorities and the appropriate Church official or supervisor.

### **DRUG POLICY REGARDING POSSESSION, SALE, USE, OR ABUSE:**

We recognize that alcohol and drug abuse is a serious societal problem which does not respect any age or group, and that the dependency stage of alcohol and drug abuse is a treatable illness. Health and social problems of youth are primarily the responsibility of the family.

As educators in the church, we, in an effort to provide a drug free environment, call ourselves to charity and compassion for the sick and concern for each student. We also recognize that we have an obligation to the

common as well as the individual welfare of our students. Continuing educational programs for parents/guardians, teachers, and students convey the message that drug and alcohol abuse is harmful and usage is not permitted. Prevention programs are implemented at all grade levels. Appropriate sanctions are to be imposed on those who violate any of the provisions of this policy or any local law or statute concerning illegal substances. These sanctions are listed as disciplinary measures in the Discipline Code.

Under **NO** circumstance is a student ever permitted to carry or give an over-the-counter medication. This includes, but is not limited to, Tylenol, Motrin, and Advil.. This constitutes a disbursement of **DRUGS**.

### **CODE OF CONDUCT:**

Because it is impossible to foresee all problems that may arise, this clause empowers staff members and administration to issue appropriate discipline measures for any action that violates the spirit of the Discipline Policy, even though not specified here.

It is the policy of St. Anthony of Padua Parish School that **the teachers, principal, and/or supervisory adults handle all problems**. **No student** may take matters into his/her own hands. If a problem arises, the student must notify the adult responsible for him/her at that time.

The students at St. Anthony's are encouraged to take responsibility for their actions and/or decisions. They are expected to accept the consequences of their decisions - negative or positive. This is considered an important "life lesson," not just another lesson learned during their elementary school years.

Any behavior contrary to our mission and belief statements of St. Anthony School will be dealt with on the basis of the student involved, the factors precipitating the behavior, the seriousness of the offense, and the number of times this type of conduct has taken place.

The vast majority of our students meet the school's behavioral expectations and standards, which are in concert with what parents want to instill in their children. Therefore, when a student's conduct deviates from the standard of expected behavior, it is necessary to deal with the inappropriate behavior in a fair, firm, and consistent manner.

### **EXAMPLES OF VIOLATIONS:**

Any of the following violations occurring at school, school-sponsored activities, on school premises or school buses, against school property, personnel or students, may result in disciplinary action. This may include suspension/expulsion or removal from class, extra-curricular activities, school buses, or school premises. The following list is **not** all-inclusive.

1. Unexcused absence from school
2. Excessive unexcused tardiness to school
3. Use of profane, vulgar or other inappropriate language
4. Cheating on a test or other school assignments
5. Plagiarism
6. Any act, which disrupts, causes a disruption or may cause a disruption, which interferes with the educational process
7. Insubordination, including but not limited to interference with the class being conducted, failure to obey a reasonable request, failure to identify oneself to school personnel when requested, or in any manner being abusive or insulting to a member of the staff
8. Failure to accept the consequences of one's actions
9. Taking or receiving school property without authorization
10. Destruction of school or personal property
11. Any act of vandalizing or littering
- 12. Fighting or threatening any act of physical violence**
13. Any act which jeopardizes or poses a threat to the health and/or safety of another
14. An act of extorting or attempting to borrow money or things of value from another student unless both parties enter into an agreement freely and without the presence of either an implied or expressed threat
15. Use, possession, or threatened use of fireworks or any incendiary device
16. Use, possession or threatened use of a weapon
17. Verbal or physical harassment towards any student or staff member
18. Repeated violation of school expectations and standards
19. Unauthorized leaving of the school or school grounds

## **PROBATION:**

Students whose behavior and/or academics become a serious problem during the school year may be placed on probation (at the discretion of the principal) for a specific period of time up to one year. In such instances, parents will be notified and together we will formulate a Probation Contract. If the student does not adhere to the terms of the Probation Contract, the school reserves the right at any time during the probation period to enforce this contract and dismiss the student from St. Anthony of Padua School. The Probation Contract will stay in the student's permanent record during the time the contract is in effect.

## **DETENTION POLICY:**

**Detentions may be issued to students in all grades for any conduct that is a violation of school or classroom policy. Records of all detentions will be maintained in the school office, but will not be included in the student permanent records.**

Detention slips are to be signed by a parent and returned to the assigning staff member or Office the morning of the following school day. Generally, the detention will be served from 3 p.m. to 3:45 p.m. on a day that is determined by the classroom teacher. During the detention period, the student may be responsible for completing a research report or written assignment.

Students who are issued three detentions in one quarter will have a conference scheduled with their parents, the principal, and the staff member(s) who issued the detention(s).

A student may be suspended when accumulating detentions for behavioral offenses in one quarter.

A copy of the Suspension Hearing Summary is placed in the student's permanent records.

**Students that fail to serve their detention will receive an In-School Suspension the following school day.**

## **SUSPENSION AND EXPULSION:**

Only the principal and Pastor can make decisions regarding a student being suspended and/or expelled.

***Students who have been suspended out of school will not be allowed to make-up their school work, no credit is given for days missed.***

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

A student may be expelled for extreme inappropriate behaviors such as, but not limited to the following:

- Possession of and/or use or attempted use of tobacco, alcohol, drugs, or attempted sale or sale of such items (including look-alikes)
- Repeated violations of school and classroom rules and regulations after disciplinary actions have been attempted
- Any kind of gang-related activity
- Actions detrimental to the physical, moral and/or spiritual welfare of others

## **CUSTODIAL SITUATIONS:**

All of the efforts made at St. Anthony School to provide a quality education for our students depend on children coming from a nurturing and supportive environment. We are aware that, in actuality, our students come from a variety of domestic situations. In light of this, we would urge parents to resolve issues independently of the school in a manner that assists the child's educational process. It is detrimental to the students when parents attempt to use the school, its administration, and/or staff as a tool in their legal dealings with each other.

In view of an increased number of families experiencing transitions in parental custodial relationships and recent changes in laws governing divorce settlements and custody, we find it necessary to clarify the usual procedures followed by the administration and staff in dealing with parents in such situations.

In two-parent families it is assumed that both parents are living at the same address unless we have been notified otherwise. St. Anthony of Padua Parish School personnel will, therefore, send home all communications with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by

and between the parents. This information includes but is not limited to conference appointments, report cards, progress reports, discussions with school personnel, and tuition statements.

In families experiencing separation of parents, or pending divorce, the above information will be sent home with the child to whichever parent currently has care and custody of the child. It is assumed that this information is shared by and between the parents. Since this situation frequently impacts on a child's achievement and interactions at school, parents are asked to inform *both* the principal and teacher of this fact so that appropriate support can be given to the child.

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent. A copy of the most up-to-date decree bearing the case number is needed.

Documents referring to custody and the relationship with the school, including the final page bearing the judge's signature is to be submitted to the principal. (Unless the decree indicates otherwise, school communications will be sent home to the ***custodial parent***.)

Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to records, the non-custodial parent has a right to the same access to records as the custodial parent. We will, unless instructed by a Court Order, release such records upon request to the non-custodial parent. "Records" include official transcripts, progress reports, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily class work and papers, or routine communications sent with children to the home of residence. In these cases the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.

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

In cases of joint custody or shared parenting agreements, both parents are entitled to equal access. St. Anthony School's practice is to send **ONE** copy of school communiqués home with the child and ask that the parents share this information.

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

In cases where joint conferences are neither possible nor desirable by all parties' involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents, and further reviewed by the Diocese of Cleveland's legal counsel. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time. If there are questions concerning this statement of procedures or circumstances you feel necessitate other arrangements, please contact the principal directly.

### **PICTURE DISCLAIMER:**

St. Anthony of Padua School reserves the right to photograph students for school pictures, yearbook, sports, bulletin boards, website, or any other school-related or diocesan activities. Please understand that when you sign the Parent-Student Contract it will include our Picture Disclaimer.

**If you do not agree to this Picture Disclaimer, a letter must be sent to the attention of the Principal stating your position. Please check the appropriate picture disclaimer when signing the Parent-Student Contract.**

### **LOST AND FOUND:**

Lost articles will be kept for a few days and then discarded or given to the needy. Parents/guardians are invited to check the lost and found during school hours after reporting to the office.

### **6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> GRADE INSIDE READING GROUPS**

6th, 7th and 8th grade students are allowed to bring in a Nook or Kindle Fire (with developmentally appropriate books downloaded) to read during inside reading groups. If students are not using their electronics correctly, they will be asked to not bring them to school. Students are responsible for their own Nook or Kindle Fire.

The electronic devices are to be used during silent reading time only. Please sign contract on page 41 of the Parent - Student Handbook and return to Mr. Akosi.



## St. Anthony of Padua Parish Catholic School and Pre-School

### Student Acceptable Use Policy 2016-2017

St. Anthony of Padua Parish Catholic School and Pre-School makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the school, its students and its employees. The Acceptable Use Policy is intended to minimize the likelihood of such harm by educating St. Anthony's students and setting standards which will serve to protect the school.

We firmly believe that digital resources, information and interaction available on the computer, network or Internet far outweigh any disadvantages. All users are expected to use the technology available at St. Anthony of Padua Parish Catholic School and Pre-School in a manner that is consistent with the teachings and mission of the Catholic Church and the school's academic programs.

### Technology

Technology includes but is not limited to: cellular telephones; CD/MP3/DVD players; personal data devices; computers, hardware and peripherals; software including operating system and application software; Internet; digitized information including stored text, data, email, digital images, video and audio files; internally or externally accessed databases, applications, or tools (Internet- or school-server based); school provided Internet access; and new technologies as they become available.

### Inappropriate Use

Users are expected to be appropriately responsible for and use technology to which they have access. Actions considered inappropriate are prohibited and will result in revocation of the student's access to the computer/network/Internet.

- Inappropriate use includes, but is not limited to: those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it.
- Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to: cyber bullying; threatening, pornographic, harassing, defamatory or obscene material; or other inappropriate use of technology such as e-mail, social networking, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

### Student Expectations

Students must:

- 1. Respect and protect the privacy of others.
  - a. Use only assigned accounts.
  - b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
  - c. Avoid distribution of private information about others or themselves.
- 2. Respect and protect the integrity, availability, and security of all electronic resources.
  - a. Observe all network security practices as posted.

- b. Report security risks or violations to a school administrator, teacher or network administrator.
- c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
- d. Conserve, protect, and share these resources with other students and Internet users.
- e. Refrain from accessing the network with personal devices without approval of school administration.
- f. Abstain from overriding the Internet content filtering system.
- 3. Respect and protect the intellectual property of others.
  - a. Refrain from copyright infringement (making illegal copies of music, games, or movies).
  - b. Avoid plagiarism.
- 4. Respect and practice the principles of parish and school community.
  - a. Communicate only in ways that are kind and respectful.
  - b. Report threatening or discomfoting materials (cyber bullying) to a school administrator, teacher or network administrator.
  - c. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
  - d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  - e. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
  - f. Avoid sending spam, chain letters, or other mass unsolicited mailings.
  - g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
  - h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.

## Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources. Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation.

### Supervision and Monitoring

School and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Students have no expectation of privacy with respect to the use of technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. The school administration has the right of access to any electronic devices brought onto school property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement should one be committed.

### Agreement form:

In order to ensure the proper use of technology resources, it is necessary that each user and parent/guardian annually sign the Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at St. Anthony of Padua Parish Catholic School and Pre-School before Internet and other technology access is permitted.

Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy. The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student.





# St. Anthony of Padua Parish Catholic School and Pre-School

## Student Acceptable Use Policy 2016-2017

### USER AGREEMENT / PARENT PERMISSION FORM

*Both Signatures Required*

#### **Student Signature Section:**

- I have read the terms and conditions of the Student Acceptable Use Policy.
- I understand that technological resources are provided for educational purposes only.
- I agree to abide by the terms and conditions stated in the Student Acceptable Use Policy.
- Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property.
- I understand that consequences may include revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.

Student Name (print) \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Grade \_\_\_\_\_

#### **Parent/Guardian Signature Section:**

As the parent or legal guardian of the student signing above, I have read this Student Acceptable Use Policy and grant permission for my child to access the St. Anthony of Padua Parish Catholic School and Pre-School information technology resources.

- I understand that my child will be held liable for violations of this agreement.
- I understand that St. Anthony of Padua Parish Catholic School and Pre-School information technology resources are intended for educational purposes.
- I also understand that my child's school may not be able to restrict access to all controversial materials, and I will not hold St. Anthony of Padua Parish Catholic School and Pre-School responsible for materials acquired on the network.

Parent/Guardian Name (print) \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_



# CHROMEBOOK USER AGREEMENT / PARENT PERMISSION FORM

Students in grades 6-8

## **1. PURPOSE**

St. Anthony of Padua Parish School is committed to using available technology to communicate with and educate members of the school community. St. Anthony of Padua Parish School recognizes an expanding reliance on computers among students, faculty, staff, and administration due to the convenience, speed, cost-effectiveness, and environmental advantages it provides.

Once the St. Anthony of Padua Parish School Student-Parent Chromebook Agreement is returned and approved, St. Anthony of Padua Parish School will provide the 6th-8th grade student with a mobile computing device. The following policy will define the proper use of the Chromebooks.

## **2. ENROLLMENT**

Enrollment in the St. Anthony of Padua Parish School Chromebook Program is mandatory.

## **3. APPLICABILITY OF OTHER SCHOOL POLICIES & RULES**

St. Anthony of Padua Parish School only authorizes the use of its device in a manner consistent with established instructional, research, and administrative objectives of the school.

## **4. OWNERSHIP**

While students are enrolled at St. Anthony of Padua Parish School, devices issued through the St. Anthony of Padua Parish School Chromebook Program are the property of St. Anthony of Padua Parish School.

Should the student break, lose, or have his/her Chromebook stolen, he/she is liable for the replacement cost of the device. Students have no ownership, interest, or right to title in the device.

## **5. ACCEPTABLE USE**

a) St. Anthony of Padua Parish School authorizes use of the device in a manner that supports its mission. Personal use is permissible so long as, in the determination of St. Anthony of Padua Parish School, it does not interfere with the school's mission or preempt normal business and education activity, does not impede student productivity, does not interfere with or negatively impact any other person's or entity's rights and work and/or learning environment, and does not conflict with any rule or Law.

i) Notwithstanding the above described permissible personal uses, St. Anthony of Padua Parish School devices are not to be used for personal profit or nonprofit purposes such as advertising, rental, selling or buying things, soliciting for charity, or other such uses.

ii) A nonexclusive example of illegal activity for which the devices may not be used is transmission or storage of copyright materials not in the name of the student or school.

b) Students must handle the device with care.

c) Students must use their device at school every day and keep it fully charged.

d) Students must not use device or computer programs in any manner other than that for which it was intended.

e) Students must not intentionally modify network configuration files or otherwise interfere with the functioning of St. Anthony of Padua Parish School technology.

f) Students must not intentionally transmit viruses and other such malicious computer programs via any St. Anthony of Padua Parish School devices.

g) The device will be treated in a similar manner as other district-owned educational tools such as textbooks. Therefore, all St. Anthony of Padua Parish School policies, rules, handbooks, contracts, and directives, including disciplinary measures, apply to the use of devices.

h) Loss or theft of device must be reported to the school by completing the St. Anthony of Padua Parish School Lost/Stolen Device Reporting Form and submitting a copy of the police report by the first subsequent business day following the loss or theft. It is the family's responsibility to report theft to the local police department.

i) Students must not modify, upgrade, or attempt to repair the device issued under the policy without the express permission of St. Anthony of Padua Parish School.

## **6. REPORTING UNACCEPTABLE USE**

Students are responsible for maintaining the integrity of the St. Anthony of Padua Parish School Chromebook Program and reporting any violations of this policy.

## **7. LIABILITY**

a) Students are responsible for all material sent by and/or stored on the device loaned to them. Students accept responsibility for keeping the device free from all pornographic material, inappropriate files, or files that may compromise the integrity of St. Anthony of Padua Parish School's network, equipment, or Software.

b) St. Anthony of Padua Parish School is not liable for any material sent to or stored on the device.

## **8. NO GUARANTEED CONTENT PRIVACY**

a) St. Anthony of Padua Parish School cannot guarantee that content stored on devices issued in accordance with this policy will be private. St. Anthony of Padua Parish School respects the rights of its students; however, the school is also responsible for servicing and protecting its property.

b) St. Anthony of Padua Parish School reserves the right to monitor or access the hard drive and/or its devices if it suspects or is advised of possible breaches or security, harassment, or other violations of other school policies, rules, regulations, directives, or law, or evidence exist which demonstrates to the school that its device may contain information, data, or other intellectual property that belongs to another person.

## **9. INSURANCE**

St. Anthony of Padua Parish School does not provide insurance for devices loaned through the St. Anthony of Padua Parish School Chromebook Program. Information regarding obtaining insurance from a third party is available.

## **10. RETURN OF THE DEVICE**

Students will keep the device throughout the school year. If a student withdraws from school, the device must be promptly returned. If the device is not returned upon withdrawal, a fee equal to the depreciated cost of the device and all accessories will be billed to the student.

## **11. DISCIPLINARY MEASURES**

a) Noncompliance with the above St. Anthony of Padua Parish School Chromebook Program and Policy will result in the loss or restriction of device privileges. Repeated or severe infractions may result in the permanent termination of privileges. Possession of the device provided through the St. Anthony of Padua Parish School Chromebook Program may be revoked at any time for infractions.

b) Students may be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.

c) School administrators will determine violations of the St. Anthony of Padua Parish School Chromebook Program and Policy.

d) Students violating any part of this policy may face additional disciplinary action appropriate in keeping with the adopted disciplinary policies and guidelines of St. Anthony of Padua Parish School. Discipline may include legal action.

## **12. INDEMNIFICATION**

By signing the St. Anthony of Padua Parish School Student-Parent Chromebook Agreement, the student and his or her parent(s) or guardian(s) agree to reimburse and hold the school harmless from and against any and all liabilities, costs, collection costs, attorney fees, and other damages which arise out of or relate in any way to the use or failure to return the device and its software to St. Anthony of Padua Parish School in accordance with this policy. St. Anthony of Padua Parish School reserves the right to change this policy at any time.



# CHROMEBOOK USER AGREEMENT / PARENT PERMISSION FORM

Students in grades 6-8

### Both Signatures Required

#### Student Signature Section:

- I have read the terms and conditions of the Chromebook User Agreement.
- I understand that technological resources are provided for educational purposes only.
- I agree to abide by the terms and conditions stated in the Chromebook User Agreement..

Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that consequences may include revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.

User Name (print): \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Grade \_\_\_\_\_

#### Parent/Guardian Signature Section:

As the parent or legal guardian of the student signing above, I have read this Chromebook User Agreement and grant permission for my child to access St. Anthony of Padua Parish School information technology resources. I understand that my child will be held liable for violations of this agreement. I understand that St. Anthony of Padua Parish School information technology resources are intended for educational purposes. I also understand that my child's school may not be able to restrict access to all controversial materials, and I will not hold St. Anthony of Padua Parish School responsible for materials acquired on the network.

Parent/Guardian Name (print) \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_



## Email and Gradelock Consent Form

### Students in Grades 6-8

#### **St. Anthony of Padua Parish School Email**

\_\_\_\_\_ I give my consent for my child to have a stanthonylorain.com Gmail account to be used for school assignments and correspondence. Access and use of this technology binds students to the terms and conditions set forth in the school's Acceptable Use Policy.

#### **Gradelock**

\_\_\_\_\_ I give my consent for St. Anthony of Padua Parish School to provide to me, through Gradelock, a Student Registration Key which I, as the parent or acting guardian, will activate. Activation of this key will enable my child (student) to access Gradelock to review his/her grades and monitor homework assignments. This key is not to be shared with any other student(s) or other adults, other than those noted on this form. Any attempted abuse of this privilege will result in the suspension of student access to Gradelock.

\_\_\_\_\_ I do not consent for my student to have Gmail access to Gradelock.

Student Name: \_\_\_\_\_

Homeroom: \_\_\_\_\_

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date



## 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> GRADE INSIDE READING GROUPS: 2016-2017 Contract

6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students are allowed to bring in a Nook or Kindle Fire (with developmentally appropriate books downloaded) to read during inside reading groups. If students are not using their electronics correctly, they will be asked to not bring them to school. Students are responsible for their own Nook or Kindle Fire.

The electronic devices are to be used during silent reading time only.

Parents, please sign this contract allowing your child to bring in his/her Nook or Kindle Fire. Students are not allowed to bring in any device until the contract is signed and returned. St. Anthony of Padua Parish School is not responsible for lost or damaged electronics.

\_\_\_\_ I have read and understand the rules about using my Nook or Kindle Fire and will abide by the rules.

Student \_\_\_\_\_

Grade \_\_\_\_\_

Student signature \_\_\_\_\_

\_\_\_\_ Yes, I grant permission for my child to bring his/her Nook or Kindle Fire to St. Anthony of Padua Parish School and use it during silent reading time only.

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_

Date \_\_\_\_\_

***Please sign and return the INSIDE READING GROUPS: 2016-2017 Contract if you would like your child to participate. This contract must be returned to your child's homeroom teacher no later than Wednesday, August 31, 2016. Thank you!***



## PARENT-STUDENT CONTRACT: 2016-2017

We, the parents/guardians of a child at St. Anthony of Padua Parish School, have reviewed the St. Anthony of Padua Parish School Parent-Student Handbook and have discussed important information with our child. We understand that by sending our child to St. Anthony of Padua Parish School we will strive to meet these standards and act in agreement with these policies and procedures. We will support the school in the execution of these procedures and policies and work toward creating a positive school environment for the students and staff.

All students in grades K-8<sup>th</sup> will have a Google email. This email will be used for school only and will be used with our Google Chromebooks.

Student \_\_\_\_\_ Grade \_\_\_\_\_  
Student \_\_\_\_\_ Grade \_\_\_\_\_  
Student \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_ No, I do not wish to have my child's photo used in any public forum.

\_\_\_ Yes, I grant permission to have my child's photo used in public forum.

***Please sign and return the PARENT-STUDENT 2016-2017 Contract, if you would like to participate to your homeroom teacher no later than Wednesday, August 31, 2016.  
Thank you!***