

St. Anthony of Padua Parish School



Parent - Student Handbook

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

"The governing board of St. Anthony of Padua School located at 1339 East Erie Ave. in Lorain, Ohio 44052 has adopted the following racial nondiscriminatory policies." "The St. Anthony of Padua school recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs. "The St. Anthony of Padua school will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel."

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St. Anthony of Padua Parish School & Pre-School
Diocese of Cleveland
2026-2027 Official School Calendar

First Days of School

1st - 8th Grades: Wednesday, September 2, 2026

Kindergarten: Girls only is Wednesday, September 2, 2026 & Boys only is Thursday, September 3, 2026

Pre-School: Last Name A-J is Thursday, September 3, 2026 & Last Name M-Z is Friday, September 4, 2026

ALL Students In Class: Tuesday, September 8, 2026

September '26							October '26							November '26						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
			1	2	3	4					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

December '26							January '27							February '27						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
		1	2	3	4	5						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28						
							31													

March '27							April '27							May '27						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

No School Days

September 7, 2026

October 9, 2026

October 30, 2026

November 6, 2026

November 23-27, 2026

December 21-31, 2026

January 1, 2027

January 4, 2027

January 18, 2027

January 22, 2027

February 15, 2027

March 5, 2027

March 25-31, 2027

April 1-2, 2027

April 5, 2027

May 7, 2027

Last Days of School

Pre-School: May 21, 2027 8th Grade: May 26, 2027

Kindergarten: May 27, 2027 1st-7th Grades: May 28, 2027

First & Last Day of School for K-8

First & Last Day of School for Pre-School

School Closed/Holidays (No School for Students)

Teacher In-Service Day (No School for Students)

Early Dismissal & P/T Conferences

End of Quarter

End of Quarters

Q1: 10/29/26 Q2: 1/21/27

Q3: 3/24/27 Q4: 5/28/27

Parent/Teacher Conference

11/5/26

1339 East Erie Avenue, Lorain, Ohio 44052

Phone: 440-288-2155 www.stanthonylorain.org

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

School Office hours

7:45 a.m. to 3:30 p.m.

School Office phone number

(440) 288-2155

School fax number

(440) 288-2159

School Website

www.stanthonylorain.org

St. Anthony of Padua Church

1305 East Erie Avenue

Lorain, Ohio 44052

Parish Office hours

9:00 a.m. to 3:00 p.m.

Parish Office

(440) 288-0106

Parish Office fax number

(440) 288-0143

Parish Website

www.stanthonylorain.org

DAILY SCHEDULE:

- Extended-Day Preschool hours are 8:00 a.m. to 2:20 p.m.
- Grades K - 8th hours are 8:00 a.m. to 2:35 p.m.
- An Early Dismissal is when the school day ends for all students at 12:00 p.m.

The school day **begins at 8:00 a.m.** It is important to get your child to school on time. Please get your child in the building by **8:00 a.m.**, not walking in at 8:15 a.m. It is important to start instruction exactly at 8:00 a.m. If your child arrives after 8:00 am, 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:

Pre-School -Michaela Huss

Pre-School Aide-Maddie Drabiak

Kindergarten - Jessica Nickoloff

Kindergarten Aide-

1st Grade - Colleen Jasinski

1st Grade Aide-Taylor McCray

2nd Grade - Alexia Geiss

2nd Grade Aide -Alex Aldana

3rd Grade - Trisha Wille

4th Grade - Diane Mason

5th Grade – Jenna Tabor

6th Grade – Alyshia Burton-
Davis

7th Grade - Jenny Pogorelc

8th Grade - Lindsey Viskup

Phys. Ed. - Joshua Berry

Music/Art - Erin Katricak

STEM - Christie Tchompalov

K-2 Reading specialist - Ashley Baker

ELA Enrichment/Librarian - Sandy Drabiak

Math Enrichment - Susan Burge

Title I - Carla Garcia

Secretary - Vivina Alonso

Assistant Principal-Erin McCue

Principal - Julio Alarcon

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

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 2023-2024 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.

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:

St. Anthony of Padua School prepares lifelong learners to achieve academic and spiritual excellence through a high-quality education rooted in Catholic values that fosters a safe, inclusive environment where students grow in faith, knowledge, character, and service.

ST. ANTHONY OF PADUA PARISH SCHOOL BELIEF STATEMENT:

St. Anthony of Padua Parish School Community believes...

We foster empathy, respect, and service, standing up for others and promoting dignity for all.

We are grounded in our Catholic faith and beliefs, nourished by the Eucharist and the Word, and we honor the traditions that celebrate our religious heritage.

We embrace change and technology to prepare students for the challenges and opportunities of the future.

We prepare lifelong learners by providing high-quality, innovative education that meets the needs of every student.

We cultivate a safe, inclusive environment where every student is valued and supported.

We model integrity, moral values, and ethical behavior, inspiring students to lead with character.

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.
- **Parents requesting records must give the Main Office 24 hours notice.**

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 Parish 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-School must be 3 by August 1st** 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 ON OR BEFORE THE FIRST DAY OF SCHOOL 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 1st 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.org).

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 6th, 7th and 8th 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 of Padua Parish 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 1st to June 20th. 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 Digital Academy 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 30th. 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.

St. Anthony of Padua Parish Catholic School
2026-2027 Dress Code

Administration reserves the right to determine whether any item complies with the spirit and intent of the dress code.

Boys Dress Code:

All boys wear the following (all grades K-8 unless noted):

- Black, navy blue or khaki pants
- Black, navy blue or khaki shorts (shorts are NOT permitted to be worn October 1st-April 30th unless otherwise noted); may not extend more than 3 inches above the top of the kneecap
- Black, brown or navy blue belt worn with any shorts or pants designed with belt loops (not required for K-5)
- Boys long or short sleeve solid color dress shirt: button-down, no emblems except St. Anthony School (SAS); Colors allowed: maroon, yellow, navy blue, black, white, or gray
- Long or short sleeve solid color polo shirt: no emblems except SAS; Colors allowed: maroon, yellow, navy blue, black, white, or gray
 - Solid color cardigan: button-up, no emblems/designs except SAS; Colors allowed: maroon, yellow, navy blue, black, white, or gray
 - Solid color quarter-zip or crewneck sweatshirt: no emblems except SAS; Colors allowed: maroon, yellow, navy blue, black, white, or gray
 - Solid color sweater vest (must be worn with uniform dress shirt): no emblems except SAS; Colors allowed: maroon, yellow, navy blue, black, white, or gray
- Socks must be plain, solid-colored and free of patterns, logos, graphics, or decorative designs

Girls Dress Code:

All girls wear the following (all grades K-8 unless noted):

- Plaid jumper: maroon/burgundy (K-3 only); may not extend more than 3 inches above the top of the kneecap
- Plaid skirt: maroon/burgundy (Grade 4-8 only); may not extend more than 3 inches above the top of the kneecap
- Black, navy blue or khaki polyester skirt (All Grades K-8); may not extend more than 3 inches above the top of the kneecap
- Girls solid tights or leggings may be worn underneath jumpers and skirts; Colors allowed: maroon, yellow, navy blue, black, white, or gray
 - Black, navy blue or khaki pants
- Black, navy blue or khaki shorts (shorts are NOT permitted to be worn October 1st-April 30th unless otherwise noted); may not extend more than 3 inches above the top of the kneecap
- Black, brown or navy blue belt worn with any shorts or pants designed with belt loops (not required for K-5)
- Girls long or short sleeve solid color blouses: button-down, no emblems except St. Anthony School (SAS); Colors allowed: maroon, yellow, navy blue, black, white, or gray
- Long or short sleeve solid color polo: no emblems except SAS; Colors allowed: maroon, yellow, navy blue, black, white, or gray
 - Solid color cardigan: button-up, no emblems/designs except SAS; Colors allowed: maroon, yellow, navy blue, black, white, or gray
 - Solid color quarter-zip or crewneck sweatshirt: no emblems except SAS; Colors allowed: maroon, yellow, navy blue, black, white, or gray
 - Solid color sweater vest (must be worn with uniform dress shirt): no emblems except SAS; Colors allowed: maroon, yellow, navy blue, black, white, or gray

- Socks must be plain, solid-colored and free of patterns, logos, graphics, or decorative designs

Shoes (Boys and Girls):

- Nonmarking dress shoes, loafers, or oxfords
- Athletic shoes (light-up or wheel shoes are not permitted)
- All footwear must be closed-toe with a secure heel and intended for indoor use; open-toe, open-heel, backless, non-secured, or outdoor footwear (including but not limited to Crocs, sandals, flip-flops, slippers, slides and rain/snow/hiking or similar outdoor footwear) is not permitted.

Uniform Guidelines:

- All uniform clothing must be neat and free of holes and rips.
- Any garments worn under uniform shirts must be white and not be visible.
- Blouses, polo shirts and dress shirts must ALWAYS be tucked in.
- Pants must be made of cotton twill, chino material or dress-pant material. The following are not permitted: sweatpants, athletic joggers, leggings, yoga pants, pajama pants, athletic pants, spandex pants, compression pants, cargo pants, pants with rips or holes, or jeans.
- Students may wear small, modest earrings. Large hoops, dangling earrings, light-up or novelty earrings, and other oversized or distracting styles are not permitted. No other visible body piercings are allowed.
- Light, natural-looking make-up may be worn by female students only.
- Hair color must be predominantly natural in appearance. Non-natural hair colors may be worn as limited highlights, streaks, tips, or other accent coloring, provided they do not constitute the majority of the hair or create an overall appearance of a non-natural hair color. Fluorescent, neon, highly saturated, or fantasy colors, including but not limited to bright blue, green, purple, pink, or unnaturally bright shades of red, orange, or other colors, may be used only as accent coloring and are not permitted as the predominant hair color or overall appearance.
- Artificial nails are permitted by female students only provided they do not extend excessively beyond the fingertip (approximately no more than 1/4 inch past the fingertip) and do not interfere with writing, typing, participation in class activities, or safety. Artificial nails must be flat, smooth and free of raised or attached decorative elements. Self-adhesive or glue-on press-on nails are not permitted.

Physical Education (PE) Uniform:

St. Anthony School requires the following uniform to participate in physical education class:

- Short- or long-sleeve SAS T-shirts, SAS crewneck or hooded sweatshirts
- Socks and athletic shoes with non-marking soles (light-up or wheel shoes are not permitted)
- SAS maroon shorts (no more than 3 inches above the top of the kneecap) or SAS maroon sweatpants

All students wear their physical education uniforms in place of the regular school uniform on PE days. From October 1st-April 30, gym shorts may not be worn as the outer garment. Students may wear SAS maroon gym shorts under their SAS maroon sweatpants and remove the sweatpants for gym class only. Sweatpants must be put back on immediately after gym class and remain on for the rest of the school day unless otherwise authorized by the school.

Dress-Up Days

St. Anthony School permits students to dress up on specific days. St. Anthony School requires students to dress in a professional and modest manner. All school rules regarding earrings, makeup, nails, hair, and personal appearance remain in effect unless otherwise specified. Students deemed by administration to not be in compliance will be given a school uniform to wear. The following items are considered appropriate for dress-up days:

- Dress pants, khakis, chinos, or modest skirts and dresses no more than 3 inches above the top of the kneecap

- Collared shirts, dress shirts, blouses, sweaters, and cardigans
- Ties, suspenders, blazers or suit jackets
- Dress scarves and similar accessories appropriate for Dress-Up Day attire
- Dress shoes, loafers, flats, and dress or professional-style boots

The following items are not permitted on dress-up days:

- Jeans, sweatpants, yoga pants, athletic joggers, pajama pants, athletic wear or leggings worn as pants (leggings may be worn underneath a skirt or dress that meets dress code length requirements)
- Ripped, tight-fitting, low-cut, or revealing clothing
- Hoodies, crop tops, tank tops, or clothing with inappropriate graphics or wording
- Athletic shoes, slides, slippers, Crocs or flip-flops
- Snow boots, rain boots, hiking boots, work boots, and similar outdoor footwear
- Shirts that do not pass the “Touchdown Test.” St. Anthony School defines the “Touchdown Test” as when a student raises both hands over his/her head, there is no skin showing between the bottom of the shirt and the top of the pants.

Dress Down Days

St. Anthony School permits students to dress down on specific days. St. Anthony School requires students to dress in a modest and appropriate manner. All school rules regarding earrings, makeup, nails, hair, and personal appearance remain in effect unless otherwise specified. Students deemed by administration to not be in compliance will be given a school uniform to wear. The following items are considered appropriate for dress down days:

- Jeans (no rips or holes)
- Cargo pants
- Capri pants
- Sweatpants, joggers and athletic wear
- Shorts no more than 3 inches above the knee (shorts are NOT permitted to be worn October 1st-April 30th unless otherwise noted)
- Crewneck or hooded sweatshirts, or T-shirts with appropriate printing

Items NOT considered appropriate:

- Leggings (unless worn underneath a skirt, dress, or shorts that meet dress code length requirements)
- Yoga pants
- Crocs, slippers, sandals, flip-flops, slides, and any other open-toed, non-secured or backless footwear
- Tank tops or strapless tops
- Pajamas of any kind (unless otherwise noted)
- Strapless or spaghetti-strap dresses
- Crop tops or any top that does not pass the “Touchdown Test”

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.

The principal or assistant 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.

Students in violation of the dress code will receive an infraction documented through their Class Dojo Account. After 5 infractions, students will be provided with an age-appropriate consequence including, but not limited to lost recess time or lunch detention. Continual infractions will result in a required parent meeting.

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, technology, 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 of Padua Parish 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. Updated school supply list can be found on the school website www.stanthonylorain.com.

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, computer/STEM, 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 1-5, 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/STEM, music, and art.

In grades 6-8, 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/STEM, 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 Friday). The exception would be when students will be attending a liturgical celebration on that day.

All children participate in the Physical Education program. In the case 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.

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

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

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 grades K-8 take the Measure of Academic Progress test (MAP). 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.

MAP test scores are reported as RIT scores. RIT stands for Rausch Interval Unit, and it is a regular measuring scale for best results. A RIT score shows a student's instructional level of a subject (Reading, Math, Language Usage, and Science).

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 participate in service projects. Students will be required to participate in 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.

- **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.
- **Support 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.

The 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. **Typically, 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 loiter on school grounds until their activity begins. 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 4th-8th. A qualified music/band instructor gives music lessons. Students/guardians are responsible for purchasing/renting instruments. No previous musical experience is necessary.

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 the Social Hall starting at 7:30 – 7:50 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 7:50 a.m. must report to the Morning Latchkey. All students will walk over together to the school at 7:50 a.m. All school doors will be locked until 7:50 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 5:00 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. **There are NO electronic devices permitted during Latchkey time.**

All students will be sent to After School Latchkey if they are not picked up by 3 p.m.

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 should be filled out before the first day of school. However, forms are accepted for re-submission 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 available for students in grades 6-8 **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!
4. No popcorn!

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:

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:

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 signed by parent or guardian and returned within one week. Teachers will then return report cards.

INTERIM/PROGRESS REPORTS:

Approximately halfway through each grading period, Progress Reports are issued to every student in grades K-8th, informing each student and their parents of the child's 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.

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.

GRADING SCALE:

PRIMARY GRADES (K-2nd):

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 STEM.

SECONDARY GRADES 3rd - 8th:

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**

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.

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 3rd - 8th:

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, **F** = 0

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. Advanced mathematics courses are weighted.

The grade point average (GPA) needed is as shown:

3.8 to 4.0 GPA - First Honors 3.4 to 3.79 GPA- Second Honors 3.0 to 3.39 GPA - Third Honors

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 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.**

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.
- Third Grade Reading Guarantee mandates that all third grade students must score Proficient or higher in order to successfully be promoted to fourth grade.

Parents/guardians are notified about possible retentions at the end of the 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 encouraged 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.

A second optional conference, usually offered early in the third quarter will be available.

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

SCHOOL COMMUNICATION:

Some school communications--calendars, lunch menus and newsletters--are sent home with the children.

Generally, this occurs once a week, usually on Fridays. Most of the forms and communication sent home can also be found on our school website www.stanthonylorain.org.

TEACHER AVAILABILITY:

Any concerns regarding 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.

Parents/guardians may email teachers and staff through the teacher's school email account. Teachers will respond in a timely manner, but are required to respond during working hours only. **Please do not call/contact teachers at their home by phone or by their cell phones, as this is their time to enjoy their own family.**

Parents/guardians are asked **NOT** to enter any classrooms without permission from the school office. 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. **Dropping by without an appointment is not regarded as an appointment.**

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 non-family members home. A signed note from the parent/guardian of the non-family 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

ATTENDANCE AWARD:

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

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 8:00 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 8:00 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	Principal call home
5	After-School Detention
7	In-School Suspension

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 (8:00 AM), 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 an assigned classroom 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 habitually tardy.

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/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.

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 – 3:30 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. Additionally, consequences may be assessed by the school in the form of detention, ISS, OSS, or expulsion.**

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.stanthonylorain.org. If other family members or friends 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!**

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. If for any reason one has to cross a street, especially East Erie Avenue, use the crosswalk for everyone's safety.

CELL PHONES:

Student use of any cell phone or personal messaging device is **prohibited**. They are not permitted at school or on school-sponsored field trips. A request for permission for the use of cameras may or may 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. Personal electronic 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 request student permission to have a cell phone on school property, with the written agreement that the cell phone will be used at the appropriate time. The cell phone is to be turned off and kept in the student's book bag at all times. If the cell phone goes off or if a student is found 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. Should the office become aware of a student using the cell phone during school hours (8am-3:30pm), permission to have the phone on school property may be revoked. (This includes discovery through social media.)

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 4th 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 7th 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 7th 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 BEFORE the first day 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 the 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-2nd 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 3rd -8th 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 causes 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 behavior 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 office.

(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 PARISH 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 the mission and belief statements of St. Anthony of Padua Parish 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 CONDUCT 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 in 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.

Grades K-3 will serve detention at recess. Student will stand in a safe area of the playground. At the teacher's discretion, students with missing work may be required to serve detention by completing their work (inside).

Parents will be notified when their child has served a recess-detention. Repeat offenders (more than 5 punishments in one quarter or, for 3rd grade, 10 negative points at the end of one week) will be required to serve an after-school detention. Multiple violations and/or failure to adhere to the behavior required for academic success will result in ISS, OSS, or expulsion.

Grades 4-8 will serve detention with the principal from dismissal until 3:45pm. Parents will be notified in writing. 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. During detention, students will help with age-appropriate general cleaning and maintenance. Please note that students **MUST** serve their detention on given day and time. No accommodations will be made once day/time is set.

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, Assistant 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 of Padua Parish 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 of Padua Parish 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.

St. Anthony of Padua Parish Catholic School 2026-2027 Parent-Student Contract

Handbook & Dress Code Policy - We, the parents/guardians of a child at St. Anthony of Padua Parish School, have reviewed the St. Anthony of Padua Parish School Handbook & Dress Code Policy and have discussed important information with our child(ren). We understand that by sending our child(ren) 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.

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.

Digital Academy - I understand that Digital Academy is the school's primary platform for viewing attendance, grades, missing assignments, and academic progress. I authorize the school to create a Digital Academy account for my child and understand that I will be provided with a Digital Academy email address and account credentials to access the platform. I acknowledge my responsibility to use the assigned Digital Academy email account to access and review this information regularly and agree to monitor the account to stay informed of my child's academic performance and school-related updates.

Media Consent & Release - St. Anthony of Padua Parish School & Preschool shares student learning, activities, achievements, and special events through photographs, videos, audio recordings, student work, and other media. By indicating my preferences below and signing this form, I acknowledge that these permissions are voluntary and will remain in effect unless revoked in writing. I understand that no compensation will be provided for the use of approved media; that images, recordings, and other content shared publicly (including on websites, social media, or through news media) may be further shared by others beyond the school's control; and that any photographs, videos, recordings, or other media created by the school remain the property of St. Anthony of Padua Parish School & Preschool. I further release and hold harmless St. Anthony of Padua Parish School & Preschool, the Parish, the Diocese of Cleveland, and their respective employees, agents, and representatives from claims arising from the authorized use of such materials as described in this form.

Please make a selection for each section below. If no selection is made, consent will be presumed based on your signature on this form.

ClassDojo (School Community ONLY): ClassDojo is used to share classroom activities and school events within our school community. Access is restricted to current school staff and parents/guardians of currently enrolled students who have been invited by a school staff member. Content shared on ClassDojo is not publicly available and cannot be viewed without a school-issued invitation.

I consent. ☐

I do not consent. ☐

School Publications, Website, Social Media, and Promotional Materials: St. Anthony of Padua Parish School & Preschool may use a student's name, photograph, video image, audio recording, likeness, student work, or school projects in school communications and promotional materials, including but not limited to school and parish websites, social media accounts, newsletters, yearbooks, marketing and recruitment materials, print and electronic publications, and news media coverage of school events.

I consent. ☐

I do not consent. ☐

Electronic Device & Student Acceptable Use Policy - By signing below, we acknowledge that we have read and understand the Student Acceptable Use Policy and Electronic Device Policy. We understand that school technology resources are provided for educational purposes. The student agrees to comply with all terms and conditions of these policies and to use technology resources responsibly, including Internet use on and off school property. We understand that violations may result in disciplinary action, loss of technology privileges, and/or legal consequences, and that the student may be held accountable for such violations. We further understand that the student is responsible for the proper care of any school-issued device and that the student and parent/guardian may be financially responsible for the cost of repair or replacement resulting from damage, loss, theft due to negligence, or misuse. The parent/guardian grants permission for the student to access and use school technology resources and acknowledges that, while the school takes reasonable measures to provide appropriate online access, it cannot guarantee that all controversial materials will be restricted and is not responsible for materials acquired through network access.

Student Name _____

Grade _____

Student Name _____

Grade _____

Student Name _____

Grade _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____

By typing my name above, which shall constitute my electronic signature, I acknowledge that I am the parent or legal guardian of the Child(ren) named in this registration and have the authority to sign this document and act on his/her or their behalf. I agree that my electronic signature is intended to authenticate this writing and to have the same force and effect as my manual signature.