



ST. ANTHONY OF PADUA
CATHOLIC COMMUNITY
ALL ARE WELCOME

Family and Student Handbook 2020-2021

"Every Move Counts"

Acts 17:28 - "For in Him we live and move and have our being."

Family and Student Handbook

2510 Richmond St. N.W.
Grand Rapids, MI 49504

www.saparish.com

2020-2021 HANDBOOK of PERMANENT POLICIES, GUIDELINES and INFORMATION

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St. Anthony of Padua Catholic School

Mission Statement

Why we exist

United by faith and service,
St. Anthony of Padua School Community
forms knowledgeable students who are
moral and courageous Catholic leaders.

Vision Statement

Where we are headed

Creating Catholic leaders
who are
spiritually devoted and academically accomplished!

St. Anthony of Padua School Staff Contact Information

Grade	Name	Voicemail	Email address
Principal	Jenny Pudelko	203	jpudelko@saparish.com
Dean of Students	Chad Wieber	204	cwieber@saparish.com
School Secretary	Didi Hillary	200	dhillary@saparish.com
Administrative Assistant	Lisa Barnum	201	lbarnum@saparish.com
PS-3 and 4	Nancy VanHammen	601	nvanhammen@saparish.com
DK	Amy Zainea	602	azainea@saparish.com
Kindergarten	Kellie Sutherland	605	ksutherland@saparish.com
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First Grade	Amy Domanski	502	adomanski@saparish.com
Second Grade	Cindy Novitsky	604	cnovitsky@saparish.com
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Fourth Grade	Molly Bergman	506	mbergman@saparish.com
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Fifth Grade	Jim Murphy	507	jmurphy@saparish.com
MS Social Studies	Bonnie Bessert	517	bbessert@saparish.com
MS Language Arts	Sara Patterson	512	spatterson@saparish.com
MS Science	Michael Hoch	511	mhoch@saparish.com
MS Math	Ellen Schwartzfisher	508	ellens@saparish.com
MS Religion	John Finn	516	jfinn@saparish.com
MS English	Mindy Serra	510	mserra@saparish.com
Skills Support	Cheryl Ware	515	cware@saparish.com
Academic Support	Lynne Babb	501	lbabb@saparish.com
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Technology	Kelley DeBoer	519	kdeboer@saparish.com
Art	Sr. Lucia Zapata	603	lzapata@saparish.com
Music	Cindy Byerly	200	cbyerly@saparish.com
Spanish	Amy Pembrook		apembrook@saparish.com
Physical Education	Becky Bacon		bbacon@saparish.com
Childcare	Ann Kozak	600	akozak@saparish.com
Food Service		400	kitchen@saparish.com
Athletics		200	athletics@saparish.com
Scrip		205	scrip@saparish.com

ACADEMICS

ACADEMIC AWARDS/HONOR ROLL

Students in grades 4 – 8 will be recognized once every spring for their academic achievement during the current school year.

Recognition for effort and achievement encourage many children to continue achieving and doing their best. For that reason we acknowledge our hard working students with Honor Roll distinctions.

The **Merit** category of the Honor Roll recognizes students who earn a 4.0 GPA.

The **First Honors** category recognizes students who maintain a grade point average between 3.5 and 3.99.

The **Second Honors** category recognizes students who maintain a grade point average between 3.0 and 3.49.

- Infinite Campus GPA is used to determine Honor Roll grades.
- The student is automatically disqualified from the Honor Roll for the quarter within which a cheating incidence occurs, or is discovered.
- Every subject given a letter grade will be credited toward the Honor Roll.

CONFERENCES

The school hosts parent/teacher conferences in November and February. Parents are free to contact teachers by email or voicemail to set up an individual conference as needed.

GRADING SCALE

Grading System for Grades 4 – 8

Grade	Score	Minimum Percentage
A+	97-100	96.5
A	93-96	92.5
A-	90-92	89.5
B+	87-89	86.6
B	83-86	82.5
B-	80-82	79.5
C+	77-79	76.5
C	73-76	72.5
C-	70-72	69.5
D+	67-69	66.5
D	63-66	62.5
D-	60-62	59.5
F	0-59	0
CR	Credit	
NC	No Credit	
INC	Incomplete	
NA	Not Assessed at this time	

INTEGRITY

Honesty is an integral part of character and involves students taking full responsibility for their own work based on teacher expectations.

Violations of academic honesty, or cheating, include but are not limited to:

- Copying from another student's written work, homework assignments, papers, projects, lab reports, quizzes, tests, etc. or allowing your work to be copied.
- Giving, receiving, or asking another student for answers for tests/exams.
- Claiming another's work as your own (plagiarism), including sources found on the Internet or in print.
- Using or consulting unauthorized equipment, devices or programs. (such as calculator, cell phone, text, Smart watch or PDA when not permitted)

Students involved in cheating will receive:

1. Zero credit for the test or assignment.
2. Parent contact from the classroom teacher.
3. A disciplinary referral sent to the Principal and a minimum 2-hour detention for a first offense.

A disciplinary referral sent to the principal for a second offense will result in suspension, a parent conference, and behavior contract. Repeat offenses will affect eligibility to participate in extra curricular activities. Students in grades 1-5, involved in cheating will be handled within the discipline code (Appendix C).

PROMOTION

1.0 General

St. Anthony of Padua School shall identify the academic goals and accomplishments students must attain in order to move from one grade to the next. St. Anthony of Padua School shall attempt to avoid placing students in a grade level for which they are not prepared.

1.1 Subject Completion

St. Anthony of Padua School will establish a grade point level at which a student is determined to have successfully completed an academic subject. For grades 6, 7 and 8, a grade level subject is successfully completed when a student earns a grade point of 70% (=C-) or higher when all four quarters are averaged together. For grades 4 and 5, a grade level subject is successfully completed when a student earns a grade point of 60% (=D-) or higher when all four quarters are averaged together.

1.2 Grade Level Promotion

Students will be promoted when they have successfully completed all subjects offered at the grade level.

1.3 Exemptions

Under unusual circumstances, such as the lengthy illness of a student or the death of a family member, special exemptions from these requirements may be made by the principal in consultation with teachers or other professionals, such as special education consultants or physicians. Based on individualized service plans, special education students may also be exempt from normal subject completion requirements.

1.4 Year-End Activities and Graduation

The school principal, in consultation with teachers, will determine the level of participation in year-end activities and graduation by those students who have not successfully completed one or more subjects.

1.5 Summer School

Students must attend summer school (or an equivalent tutoring/home-study program) to attain required learning objectives or to complete assignments that were not successfully completed during the school year if so directed by the school principal in consultation with teachers. The school principal may require written documentation of completion of required goals. Failure to successfully complete the summer school program will result in denial of re-enrollment at St. Anthony of Padua School and a “no promotion” notation in the student’s cumulative file. Eighth grade students will not receive a diploma.

HOMEWORK (*See Addendum for 2020-2021 School Year)

Based upon researched best practices, St. Anthony of Padua School staff believes the following about homework:

It is our responsibility as educators to provide instruction, assessment, and support for learning during the school day. We will strive to optimally use each day to capitalize on our learning opportunities. Students are expected to be responsible learners, engaging in learning with effort and attention. Responsible learners:

- ✓ Take good notes
- ✓ Are organized
- ✓ Ask clarifying questions
- ✓ Turn in work on time
- ✓ Complete work with quality and neatness

Time will be given for most work to be completed at school so that instructional support can be provided. Some work may be sent home for practice or completion (i.e. work not finished in class). Students who miss school due to absences should refer to the school absence policy for guidelines on making up work. Communication between the school and home is important for a student’s academic success (this includes completion of homework).

In addition, St. Anthony has the following expectations for students after school:

- ❖ Time for faith, family, and friends
- ❖ Time for health, rest, and recreation
- ❖ Time for reading
- ❖ Time for studying
- ❖ Time for long term projects

STEWARDSHIP PROJECTS: SERVICE/ENVIRONMENTAL AWARENESS

As a Catholic community, one of the values we try to instill in our students is that of service to others. Thus, throughout the course of the year, we undertake several service projects as a school. Many of those projects fall under our Ministry Curriculum. Each grade K-8, adopts a special ministry outreach for the year.

- | | |
|--|--|
| K DeVos Children's Hospital | 1 St. Ann's Home |
| 2 Heartside Ministry | 3 Kids Food Basket/Covenant Village |
| 4 Telamon Migrant Outreach/Conklin Head Start | |
| 5 Holy Cross Cemetery | 6 In the Image |
| 7 Hope Network | 8 HQGR Youth Homeless Shelter |

We also educate our students in the wise use of the environment. We participate in Earth Day activities annually and provide opportunities for projects such as; recycling, planting trees and grounds clean-up.

When a special need arises locally, statewide, nationally or even internationally, that allows us to serve or conserve, we stand ready as a school to get involved. Individual participation in school-wide service and environmental awareness projects is optional, but strongly encouraged.

SPECIAL EDUCATION

St. Anthony of Padua School students with disabilities may qualify for Special Education and/or accommodations described below:

SPECIAL EDUCATION

All Special Education services are provided by the public schools, which determine eligibility for services. Resident public school districts provide these services for St. Anthony of Padua School students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). Documentation, including current Individualized Service Plan (ISP) must be on file at both St. Anthony of Padua School and the local public school providing the services.

Parent/guardian involvement in this procedure is required. Students whose eligibility has been documented by an ISP may take up to two classes with modified curriculum per semester at their resident public school and are eligible for teacher consultant services through Grand Rapids Public Schools and/or the KISD. To inquire about Special Education programs, please contact the St. Anthony of Padua School Office. Additionally, students at St. Anthony of Padua School can receive assistance through the Skills Support teacher.

AMERICANS WITH DISABILITIES ACT (ADA)

MICHIGAN PERSONS WITH DISABILITIES CIVIL RIGHTS ACT (MPWDCRA)

St. Anthony of Padua School complies with the ADA and the MPWDCRA to ensure that individuals will not be discriminated against. Students with disabilities may be served within the regular education program based on an accommodation plan developed by the school staff in conjunction with parents/guardians and other appropriate professionals. "Accommodation" refers to changes which are necessary to provide access for a student with a disability to participate, and which do not fundamentally alter or lower the standard or expectations of the course/assignment/test. Typical

components of a plan might include allowing more time to complete tests or assignments, preferential seating, books on tape, etc.

Documentation of a student's disability must be on file at St. Anthony of Padua School. St. Anthony of Padua School reserves the right to require an examination and/or evaluation by a healthcare provider or specialist of its own choosing. The accommodation plan must be on file in the St. Anthony of Padua School office. Parents/guardians who believe their child may have a disability that limits the child's ability to function properly in school should contact the St. Anthony of Padua School office.

STUDENT ASSESSMENTS

Student progress is monitored through a variety of means. Assignments, projects, discussion, daily observation, quizzes, and tests are some of the ways teachers assess learning. Communication between home and school about student progress is critical and a sign of real partnership in your child's education. Teachers, parents and students are encouraged to contact each other as often as necessary to meet individual learning needs.

Standardized testing programs are administered to assess the overall academic achievement. Screening is required for all incoming Kindergartners.

NORTHWEST EVALUATION ASSOCIATION: MAP Test Measure of Academic Progress

NWEA Measure of Academic Progress Test at grades Kindergarten-8 is given 2-3 times each year. This electronic test includes a series of subtests designed to measure achievement in reading, language usage, and math skills taught in schools throughout the nation. Students in grades 6-8 will also be given the science portion of the test.

STUDENT RECORDS

St. Anthony of Padua School maintains student records that contain student/family identifying information: residential information, attendance, academic information including courses taken, grades and credits earned, standardized test scores, health records, disciplinary and student assessment reports. Data in all student cumulative records is periodically reviewed for accuracy and relevance. Information no longer pertinent or required by law is destroyed.

The Family Educational Rights and Privacy Act (FERPA)

1. Protects the confidentiality of student records.
2. Guarantees parents, guardians, or eligible students the right to inspect their child's records.
3. Provides procedures through which parents can challenge questionable recorded information.

STUDENT SERVICES

Auxiliary services are provided by the Kent Intermediate School District, the Grand Rapids Public School System, and the Public Health Department. These services are offered at our school or at a public school site. They include but are not limited to: school psychologist, vision, hearing and scoliosis screening, speech and language, occupational therapy, and teacher consultants.

TEXTBOOKS

Textbooks are on loan to each student for the academic year and are inspected by the teacher prior to distribution. The student is expected to handle them with care and have them covered at all times. Waterproof bags must be used when transporting books to and from school. Damage and replacement fees will be assessed at year-end if appropriate.

ATHLETICS

The Athletic Program handbook is posted on the school website.
Click on the link below to go directly to the site.

www.saparish.com.

athletics@saparish.com

ATTENDANCE

Regular school attendance represents an essential cornerstone for learning and is based upon a partnership between home and school in promoting responsible attendance habits. The student, the parents/guardians, and the school share the responsibility for school attendance. Students are expected to attend class regularly and to be on time. Continuity in the learning process is seriously disrupted by excessive absences or tardies.

Regular attendance, punctuality, self-discipline, and responsibility are important educational goals that are directly related to employability and success in future educational pursuits.

(*See Addendum for 2020-2021 School Year)

1.0 GENERAL GUIDELINES and EXPECTATIONS

- 1.1 Student absences should be limited to no more than 12 per school year.
- 1.2 Absences of more than two days due to illness must be verified by a doctor's statement.
- 1.3 In extreme cases, the Kent County Truancy Officer may be consulted about frequent absences.
- 1.4 In all cases, the administration in consultation with the pastor has the right to make determinations about attendance.
- 1.5 Skipping class is an unexcused absence and will result in suspension.
- 1.6 Attendance in classes all day on the day of an extra-curricular event is required for participation in the event unless permission is secured from administration.
- 1.7 Vacations during the school year are discouraged (see section 5.0).
- 1.8 In general, students will have one day for every day missed to make up work.
- 1.9 In the event of an absence, the responsibility for making up school work rests with the student.

2.0 ABSENCES

An absence occurs when a student misses more than 15 minutes of any class.

3.0 EXCUSED ABSENCES

Excused absences are absences that are excused by both the parent and the attendance office.

Excused absences usually fall into one of the following categories: illness, death in the family, prior permission, approved family vacation, family emergencies, and appointments.

- 3.1 If a child is absent, the parent or guardian must call the school office one-half hour after the start of school each day of the absence.
- 3.2 The school office is responsible to contact all parents or guardians who do not contact the office within one-half hour of the start of school.
- 3.3 The child will be allowed a reasonable time (as determined by the individual teacher) to make up all missed work (See 1.10).
- 3.4 Student work may be requested and picked up in the office after school that day or the day the student returns.

- 3.5 In the event of excessive absences, parent(s) and student shall meet with the principal to determine the appropriate course of action. Also to be determined is the amount of schoolwork that needs to be completed and the time frame for doing so.
- 3.6 Student/parent initiated absence from class 12 times per year will result in an administrative review and an attendance contract. The school will give written notification to the student and parent after the 5th absence. Excessive absences will result in a loss of credit for the class(es). Violation of the compulsory school attendance laws will result in parental contact and referral to the KISD for legal action.

4.0 UNEXCUSED ABSENCES

Unexcused absences are absences without permission or excuse, such as the following: skipping, leaving early, or absence without parent or doctor excuse.

- 4.1 In the event of an unexcused absence, parent(s) and student shall meet with the principal to determine the appropriate course of action.
- 4.2 In the event of excessive unexcused absences, parent(s) and student shall meet with the principal to determine the appropriate course of action. Also to be determined is the amount of schoolwork that needs to be completed and the time frame for doing so.
- 4.3 Student/parent initiated absence from class 12 times per year will result in an administrative review and an attendance contract. The school will give written notification to the student and parent after the 5th absence. Excessive absences will result in a loss of credit for the class(es). Violation of the compulsory school attendance laws will result in parental contact and referral to the KISD for legal action.

5.0 PRE-ARRANGED ABSENCES (not involving illness or emergency)

- 5.1 The parent must submit a written note prior to the pre-arranged absence to the school office and each of the applicable teachers.
- 5.2 Completion of absence contract one week in advance is preferred.
- 5.3 Once an absence contract is completed, it is signed, returned to parents, and a copy is kept on file (see appendix attached).
- 5.4 All work requested and given before the absence must be completed and handed in within 24 hours of the student's return to school.
- 5.5 The student will be given one full day for each school day missed to make up all other work.
- 5.6 Teachers are not required to provide assignments in advance.
- 5.7 If a conflict arises, the parent must contact the principal.

6.0 APPOINTMENTS

- 6.1 A parent or guardian must submit written notice to the teacher on the day of the appointment.
- 6.2 The teacher must notify the school office about which student and the time of pick-up.
- 6.3 Parent(s) should report to the school office to pick up and sign out students.

7.0 Consequences for Absences

- 1-4th offense Recorded
- 5th offense Parent notification letter
- 12th offense Parent conference
Attendance contract
Possible loss of credit
- More than 12 truancy notification

TARDY POLICY (for students in Grades 6-8)

Tardiness to class impairs the development of a responsible person. The classroom teacher will issue guidelines at the beginning of the year explaining clearly what constitutes tardiness for his/her class.

Please see Disciplinary Code (Appendix D) for further information.

DAILY ROUTINE

DISMISSAL OF STUDENTS (*See Addendum for 2020-2021 School Year)

THERE ARE TWO TYPES OF "CAR RIDERS" - THOSE PICKED UP IN THE CAR LINE AND THOSE PICKED UP IN THE GATHERING SPACE. Students MAY NOT walk into the parking lot unattended. Parents must go through the car rider line or come into the Gathering Space.

Notes to those picked up in the car line procession:

- Students should walk out in the car rider line and down to the end of the sidewalk to the waiting area.
- Students should load into the last 4 cars that are stopped and not moving.
- Students should gather with their siblings (or other carpoolers) and stay in the designated area while waiting for their car to come forward.
- If a child is held up in school and not on the sidewalk, parents may be asked to move ahead and wait in the parking lot. Parents may be asked to park and go into school to look for the missing child.
- Students (in grades 5 and under) who are not picked up by 3:25 will be sent to Childcare. Parents may pick up the child there. Parents will be charged the regular childcare fee. Parents will need to fill out appropriate paperwork when picking up their child from Childcare.

Notes to those picked up in the Gathering Space:

- Parents park in the lot and come into school to pick up their children. Students should walk out in the "car rider" line and meet their parents in the area in front of the school office.
- Parents and students should cross to the parking lot through the front doors and straight across to the crosswalk and then to the parking lot.
- Younger students must be with an adult or an older student (grade 5-8).
- Students and adults are asked to only cross into the parking lot at the crosswalk. Nobody is permitted to ever cut between cars at a location other than the crosswalk.

Walkers:

Dismissed with car riders. Cross only at the crosswalk.

LUNCH (*See Addendum for 2020-2021 School Year)

Each student eats lunch in the cafeteria. Trash is to be disposed of in the barrels provided and trays stacked neatly on the cart. Hot lunch and milk are available daily. Please see current prices and menus in the school newsletter.

PLAYGROUND RULES (in addition to the General School Rules):

(*See Addendum for 2020-2021 School Year)

- Each student is expected to display Christian sportsmanship and behavior.
- Outdoor supervisors are to be respected and obeyed at all times. Any injury should be reported to an outdoor supervisor for a decision as to necessary treatment.
- Any infractions of the rules will be reported to the principal or Dean of Students for immediate action.

- Students must stay in designated areas: playground, grassy area behind the playground, blacktop in front of the playground, and basketball courts. Students may not go behind the bus garage.
- No dangerous/contact games or rough play (i.e. tackle football, piggy back) allowed.
- Only students in grades **Preschool- 6th** are allowed on the playground equipment
- Use all equipment properly:
 - *Do not play games on slides (tag, etc.).*
 - *Do not go up the slides, only use them as intended.*
 - *Do not save the swings for other students, use on a first come-first serve basis.*
 - *Do not play on top of the zipper.*
 - *Do not jump off or do tricks on the swings.*
- The Early Childhood playground is for students ages 5 and below. Students in Preschool, Developmental Kindergarten, and Kindergarten will use the Early Childhood playground. Slide rules listed above apply to EC playground as well.
- Boots worn in the snow are to be removed at the classroom door in order to keep snow from being tracked through the classroom.
- Students are not allowed to push anyone down, white wash, or take another person's article of clothing (hat, mittens). Snow throwing is not permitted.
- No food, drink, or gum are to be consumed outside of the classroom or cafeteria.
- All students are to remain outside until the bell rings. *Students are only allowed back up into the school when they have a signed slip from their teacher or when granted permission from an outside supervisor.* Should the playground bell ring early (wind-chill factor, etc.), the outdoor supervisors will patrol within the school building.
- Since children go outside daily, they must be dressed appropriately, i.e. boots, hats, mittens or gloves, and warm jackets/coats.
- In case of indoor recess, students are to remain in their classrooms and conduct themselves in an orderly manner. *Classrooms will have posted rules to follow.* Outdoor supervisors will patrol the hallways and classrooms.

RECESS

All students will be outside for scheduled recess times, with the exception of study hall, teacher permission or club/group meeting (Student Government, Drama Club, etc.). Students should always be prepared to go outside.

WINDCHILL GUIDELINES

Students will be kept inside if the actual temperature OR wind-chill temperature is 10 degrees or below.

DISCIPLINE

DISCIPLINE

One of the goals of St. Anthony of Padua School is to help our students grow in self-discipline. Respect for one's self and for others is our constant concern. GENERAL SCHOOL RULES have been formulated to ensure fair and consistent discipline. The rules reflect Christian values and common sense. It is the right of every member of St. Anthony of Padua Community to expect a Christian environment of peace and justice within our school. We are confident that this policy will help us create the proper climate for pursuing a Christian education.

General School Rules:

These apply during any functions related to school – including field trips and all St. Anthony of Padua School and Community events on or off school and parish property. In addition, the discipline codes for grades 1-5 and middle school (appendices B and D) are in effect.

- Any weapons brought onto school property or to a school function, or in possession of a student will result in an immediate indefinite suspension and be subject to expulsion pursuant to Michigan Revised School Code 1976 PA 451. Any item that can be used to threaten or injure, as determined by the school administration may be considered a weapon.
- Bullying, acts of violence, and harassment are against school rules and not permitted. The Discipline Codes in Appendix B and D contain more details
- Children are never allowed to leave the school premises during the school day to go to the store, home or any other destination without written notification from a parent/guardian to the child's homeroom teacher and permission from the principal.
- Cyber-bullying or any other form of electronic or digital bullying is forbidden and can be prosecuted by legal authorities. This applies to occurrences during school as well as after school. For more information please see the school's Acceptable Use Policy for Technology.
- Dress code violations are located in the dress code section of the handbook.
- Electronic equipment: The inappropriate use of personal electronic or battery-powered devices (i.e. cell phones, cameras, PDA's, radios, electronic games, CD players, MP3, smart watches, etc.) is prohibited in the school building during the school day. Such items must be kept in the backpack or locker at all times or they will be confiscated and given to the principal and returned to the parent **after a \$20.00 per incident fee has been paid.** Handhelds PDA's when not being used for an academic purpose, are subject to the same guidelines.
- Skateboards, toys, cosmetics, cards, figures, and other toy-like items from home are asked to be left at home or in the backpack during the school day.
- Gang activity and/or membership is forbidden and is covered in the discipline rubric.
- Gum chewing, drinking pop, and/or eating (other than at snack or lunch-time) are strictly forbidden, unless given teacher permission (i.e. holiday party). This includes car and bus rider lines.
- Instruction begins at 8:10 a.m. and children may begin entering their classrooms at 8:00 a.m. Students are tardy if they are not in their seat at 8:10 a.m.
- Name calling, using vulgar and abusive language orally or in writing, or making vulgar gestures is forbidden. Obscene material, drawings, photos, digital or electronic images, songs or song lyrics are forbidden

- Parents/guardians are responsible for all damage done by their child as the result of carelessness, horseplay or deliberate destruction of school property. (i.e. marking desks, damaging books, writing on walls, etc.) Atonement for damages will involve cleaning-up and/or monetary payment for the damaged item(s).
- Student substance issues are covered in the disciplinary rubric.
- Students are asked to keep hands, feet, objects to themselves and off other's property.
- Students are forbidden to bring fireworks of any kind to school. Violators will be subject to suspension and/or expulsion.
- Students are subject to the authority of all teachers and supervising parents on school premises and on field trips. Disrespect to parents or teachers will not be tolerated.
- Students who come to school early for teacher help must sign in at the school office and receive a pass.

LOCKER DECORATIONS

Exterior decorations

- All student locker decorations must be approved by a teacher or administrator.
- Locker decorations are limited to special activities (such as birthdays) or school-related events.
- Approved items will be dated by a staff member and can then be displayed for a maximum one-week period.
- Items should be hung with approved adhesive materials (masking tape, poster putty).
- An appropriate time for decorating the locker should be arranged with the administrator or teacher.

Interior decorations

- Students may decorate the inside of their assigned locker.
- Items should be hung with approved adhesive materials. (masking tape, poster putty).
- Internal decorations should be in good taste and appropriate for the standards of a Catholic school. Content in question will be reviewed and acted upon by the administrator.
- Internal decorations may be hung for the duration of the school year.
- Teachers will provide periodic locker checks.
- Lockers must be cleaned out by the last day of school. Cleaning of the locker involves the removal of all print materials, decorative items, adhesive, and adhesive residue.

CLASSROOM RULES AND GUIDELINES

Classroom guidelines and rules vary somewhat from teacher to teacher and depending upon grade level. Classroom rules and procedures will be posted, provided on a newsletter or syllabus and sent home to parents. Teachers ask students to help form the classroom expectations and encourage them to share in the responsibility of providing a safe, productive, happy classroom. When in doubt about a classroom consequence or procedure, please call the teacher!

TYPES OF DISCIPLINARY ACTION

The following disciplinary actions will be utilized following the levels listed on the Discipline Codes (Appendix B and D) or as a specific situation warrants.

Silent Lunch Recess

Students must sit and eat in silence for the entire lunch/recess period. Students are usually asked to complete a “Time to Think” worksheet during this time.

Detention

Students may be detained before or after school. Students and parents will be given at least a 24 hour notice by the teacher or administration in order that transportation arrangements can be made.

Saturday or extended detention

Students will serve a three-hour detention on a Saturday morning or on a half-day afternoon. Saturday detentions will be set up in advance.

Suspension

Suspensions are given for a serious breach or violation of school rules. They involve the removal of a student from the regular routine of school life. A conference with the student and parent is required before a student can be readmitted to school.

Suspended students are expected to make up all assignments for 80% credit. Assignments not satisfactorily completed will receive a zero. All assignments are due the day the student returns to class.

Projects and tests are due on the day they are assigned and will be given full credit.

ISS – in-school suspension

OSS – out-of-school suspension

Disciplinary probation/contract

A student is placed on probationary status when involved in a serious or continuous rule violation(s) or when receiving a third suspension from school. The student will be placed on a contract that outlines the terms a student must follow to remain a student at St. Anthony of Padua School. The contract will be agreed upon and signed by the principal, student and student’s parents. Any violation of the agreement by the student may lead to expulsion from school after a disciplinary review.

Expulsion

Expulsion is the permanent dismissal of a student from school. It is enacted by the St. Anthony administration in consultation with the Pastor when there is a repeated, prolonged, and open disregard for school rules or authority, or where circumstances of crime, scandal, morality, safety or disruption necessitates this extreme disciplinary action.

The principal, acting with the authority of the Pastor, shall exercise the right of expulsion only after suspension and having a conference with the student and the student’s parent or guardian.

Parents/guardians of the expelled student have the right to appeal within 30 days of the effective date of expulsion. A written request for appeal should be made to the Pastor.

DUE PROCESS

The constitutional rights of individuals assure the protection of due process. Every effort shall be made by administrators and faculty members to resolve the problem(s) through effective use of school and community resources in cooperation with the student and the parent or guardian.

1. All appeals should be made at the level where an issue originates.
2. If adequate resolve is not attained, the next level of authority should be petitioned: teacher/staff, principal, Pastor, Diocesan Superintendent of Catholic Schools, Diocesan Board of Catholic Education, and the Office of the Bishop.

SCHOOL VIOLENCE PREVENTION DEFINITIONS

Violence

Violence is any look, gesture, word or action that hurts or threatens a person's body, feelings, friendships/reputation, or property regardless of the intent.

Bullying

Bullying is a type of violence where one person or a group of persons repeatedly uses power in a mean and deliberate manner. It can take the form of a look, sign, word, or act that hurts or threatens a person's body, feelings, friendships/reputation or property.

Harassment Definition

Harassment is a type of violence that occurs when a person with more power repeatedly tries to hurt another person's body, feelings, friendships/reputation, or property. It results in the creation of a hostile, intimidating, discriminatory, or offensive school environment. It can be based on gender, race, culture, ethnicity, religious belief, or disability.

Sexual harassment is unwanted and repeated behavior of a sexual nature. It includes all unwanted verbal and physical contact of a sexual nature, including name calling. It can take the form of a look, gesture, word, email, joke, or action.

DRESS CODE

(*See Addendum regarding facial coverings for 2020-2021 School Year)

St. Anthony of Padua School believes a dress code contributes to school pride and a productive, peaceful environment. Students study and behave better when they are neat, clean and modestly dressed for school. Extreme or inappropriate grooming or dress does not contribute to a positive educational and Christian atmosphere. The school reserves the right to interpret the following standards.

With the ever-changing trends in fashion, it is not always possible for the dress code to be current. Therefore, the school reserves the right to make judgments during the year on acceptable school attire.

Dress code violations and consequences are covered on the discipline rubric.

Land's End is our supplier of the plaid school uniforms. The St. Anthony of Padua School plaid is: HUNTER/CLASSIC NAVY PLAID. The website for ordering is: www.landsend.com/school

Catalogs may also be requested, and orders placed by phone, by calling: 1-800-469-2222 (shipping to Sears and returns through Sears are free).

All students attending St. Anthony of Padua School are required to abide by the school dress code with the following stipulations:

	Girls Dress Code	Boys Dress Code
Pants/Slacks/Shorts	Solid navy or khaki (K-8) Cotton twill	Solid navy or khaki (K-8) Cotton twill
Jumper/Skort/Skirt/Shorts	Uniform plaid Solid navy, khaki	
Shirt/Blouse	Short or long sleeves Plain collar White, navy or light blue	Short or long sleeves Plain collar White, navy or light blue
Sweaters/sweater vests	Solid colored navy or white	Solid colored navy or white
Sweatshirts	w/St. Anthony parish logo in grey, navy w/dress code shirt underneath	w/St. Anthony parish logo in grey, navy w/dress code shirt underneath

	Permitted	Not permitted
Pants/slacks	Cotton twill	Bell-bottom, Carpenter, Cargo, Cropped, Stirrup, Rivets, Denim, Slits, Sweatpants, Corduroy, Fring, Leggings NO EXTRA STITCHING OR PATCH POCKETS
Jumper/Skort/Skirt/Shorts	Length just above the knee Within 2"	Corduroy Cargo shorts Rolling the waistband
Shirts/Blouses	Short or long sleeve Plain collared Must be tucked in	Ruffles Bows Pockets on sleeves Sleeveless tops, tank tops, cap sleeves, or ¾ sleeves
Undershirts	Plain white ONLY	Colored t-shirts Shirts with letters or writing
Hair/Makeup	Boys -length off the collar Eyebrows visible Acne cover-up Chapstick Nail polish	Distracting styles Unnatural colors Make-up Lip gloss/lipstick Black nail polish
Shoes/Socks	Socks must be worn Socks must be visible No color restrictions	High heels, Platform shoes, Flip-Flops
Accessories/Jewelry	Miniature earrings Belts: Plain/solid, single color	Excessive or distracting Hats not permitted in school Jackets and sunglasses not permitted in school
General Comments	Neat, clean and modest Alterations for sizing	Alterations that change the clothing appearance

Birthday Dress

- ❖ Students may have a color day on their birthday or on the day they choose to celebrate their summer birthday.

Attire for singing at School Mass/Dress Up Days

- ❖ Students will have a dress-up day for Mass and there may be other designated whole school dress up days. Boys are asked to wear collared shirts and girls who choose to wear skirts and dresses are asked to wear clothing that is modest and appropriate, adhering to the 2” guideline for uniform skirts. Leggings may only be worn if the top can be worn without the leggings, adhering to the 2” guideline. Dresses may not be strapless or have thin straps.

Color Day/Jean Days

- ❖ Occur 1-2 times per month
- ❖ May wear jeans, t-shirts, sweatshirts, wind/athletic sweatpants
- ❖ Pajamas or pajama-like clothing are not permitted
- ❖ Shorts are only permitted during summer dress code months
- ❖ Leggings may only be worn if the top is made to be worn without the leggings, adhering to the 2” guideline.

Warm Weather Dress Code

- ❖ In addition to regular dress code guidelines the warm weather dress code begins with the arrival of warm weather at parent discretion after Spring Break and last no longer than October 31st in the fall.
- ❖ The summer dress code allows for walking shorts in navy or khaki for grades K-8. The length needs to be just above the knee.
- ❖ Girls may wear capri/crop pants in navy or khaki (Grs. K-8).
- ❖ Sandals with socks may be worn.
- ❖ Flip-flops are not permitted.

Preschool and Developmental Kindergarten Students

- ❖ Students in these grades may wear neat, clean play clothes of any style and color. Some classroom activities include paint and messy materials, so please dress accordingly. Socks should be worn at all times. Shoes that are comfortable for play/running should be worn. No flip flops.

Parental/School Communication

- ❖ If parents are in question about the appropriateness/acceptability of a particular item, they should bring it into the school office to be approved before removing the tags.
- ❖ Dress code violations will be handled as follows:
 - First offense – a reminder note is sent home. Student will be given clothes to change into. The school office will keep a record of this note.
 - Second offense – parents called, change of clothes must be brought to school. Students will be kept out of class until clothing arrives.
- ❖ On Spirit Days students must wear uniform pants and collared shirts. In addition students may wear uniform tops or “wildcat wear” including hoodies.

EARLY CHILDHOOD INFORMATION

PRESCHOOL (2-DAY AND 3-DAY PROGRAM AVAILABLE)

Readiness Entrance Recommendations

1. Child must be 3 (Preschool 2-day) or 4 (Preschool 3-day) years of age on or before September 1st of the year entering.
2. Birth certificate must be presented at registration.
3. Health appraisal must be completed with the doctor's signature before the first day of school.

Upon completion of the child's screening observation, Attendance in a readiness program may be suggested for the child. Additional information from preschool and parents will be considered. The principal, in consultation with parents, will make the final determination.

Daily Schedule

Tuesday/Thursday (Preschool 2-day) and Monday/Wednesday/Friday (Preschool 3-day):

Morning Session: 8:10 -11:15 a.m. Afternoon Session: 12:15 – 3:15 p.m.

Uniforms are not required for preschool students. Children may bring snacks and juice boxes.

DEVELOPMENTAL KINDERGARTEN

Readiness Entrance Requirements

1. Child must be age appropriate. (Guidelines suggest the student will be 5 years of age by November 1st of the year entering.)
2. Birth certificate must be presented at registration.
3. Health appraisal must be completed with the doctor's signature before the first day of school.

Information from preschool and parents will be considered for placement. The principal, in consultation with parents, will make the final determination.

Daily Schedule

Monday through Friday: 8:10 - 11:15 a.m.

Uniforms are not required for Developmental Kindergarten students. Children may bring snacks and juice boxes.

KINDERGARTEN

Readiness Entrance Requirements

1. Child must be 5 years of age on or before September 1st of the year entering.
2. All entrants must be screened for kindergarten.
3. Birth certificate must be presented at registration.
4. Health appraisal must be completed with the doctor's signature before the first day of school.

Upon completion of the child's screening observation, attendance in a readiness program may be suggested for the child. Additional information from preschool and parents will be considered. The principal, in consultation with parents, will make the final determination.

Full Day Daily Schedule

Monday through Friday: 8:10 a.m. – 3:15 p.m.

Uniforms are not required for Kindergarten students. Children may bring snacks and juice boxes.

EXTRA – CURRICULAR ELIGIBILITY

St. Anthony of Padua School has an eligibility code for extra-curricular activities published in the school and athletic handbook. The purpose of this code is to encourage responsible academic effort and proper conduct among students prioritizing academics over extracurricular school activities. This applies to sports and all other voluntary extra-curricular activities.

A student at St. Anthony of Padua School entering 5th, 6th, 7th, or 8th grade is automatically eligible at the beginning of the first semester. A student keeps his/her eligibility until a student is deemed ineligible based on:

1. Academic Ineligibility: An 'E' or 'F' grade in any class on a report card or progress note (not due to make-up work from absence or illness)
2. Behavioral Ineligibility: Discipline/behavior (issues that are chronic, repeated or severe in nature, see school handbook for details)

Eligibility starts the second week of each semester. Teachers will keep grades current and posted for all students.

- **LEVEL ONE** – Is the warning level. If a student has a failing subject area grade of 59% or lower, he/she will be placed on an eligibility list. The first time a student is on the list is considered a warning. Once a student has received the warning level, he/she will remain on the eligibility list for the entire semester. The student will have one week to bring that grade up to a passing grade (60% or higher). While on Level One, students can continue to practice and play in games. Any students that do not bring the failing grade up to passing will be given a level two status.
- **LEVEL TWO** – Level Two requires a meeting with parents and school administration to develop an improvement plan. Students WILL attend all practices, rehearsals, games, etc. for the given activity, but WILL NOT participate in a game or competition until notified by the administration. If that student brings his/her grade up to a passing level in the next week, they will be given a Level One status and may resume extracurricular attendance with active participation. If the student does not bring that grade up to passing, they may move to a Level Three status. If a student does not attend the practices, rehearsals, games, etc., he/she will automatically move to Level Three. (Student Government students who are at a Level Two eligibility, will not participate in meetings and events. Instead, the alternate will fill in.)
- **LEVEL THREE**– Level Three means that improvement has not been made, and the student will be removed from the team/activity for the remainder of the season.

All students on the eligibility list will be removed and start over at the beginning of the second semester. All coaches, teachers, parents, students, and administrators will be notified of any student being placed on an eligibility list.

These levels are cumulative per student, per season. It is not based on individual subjects/ classes. School administration reserves the right to immediately move students to Level Three status for serious offenses.

Students with identified special needs will need to follow the same guidelines within the framework of their IEP, 504 plan, or accommodations plan.

- 7.1 Once a student is deemed ineligible, their eligibility will be reviewed weekly by teachers and administration during that current sport season. The weekly period of ineligibility is from Monday at 3:00 pm to the following Monday at 3:00 pm.
- 7.2 Eligibility status is renewed at the start of each new season; fall, winter I, winter II, spring.
- 7.3 The administrator has the discretion to make exceptions when special circumstances arise.
- 7.4 Students who are ineligible for a game may not suit up for the game. A student may sit on the bench with their team, as long as they are not in uniform.
- 7.5 If a student plays in a game in which he/she has been declared ineligible, the student will be unable to participate in that sport for the duration of the season. If the offense is repeated in another sport, the student will be eliminated from further athletic competition for the remainder of the school year.

Communication is an important part of eligibility. The dean of students or principal will communicate with the student, parent, coach, and athletic director on a regular basis. Questions or grievances about eligibility should be directed to the principal for investigation and remediation.

***Please note, all students must be in school all day in order to participate in any extracurricular school events. Some cases will be excused for extenuating circumstances with an appropriate doctor's note.

GENERAL INFORMATION

ACCEPTABLE USE POLICY

In order to use the St. Anthony computer network or equipment, students and staff must have a signed acceptable use policy on file.

BACKPACKS (*See Addendum for 2020-2021 School Year)

Students may use backpacks to and from school. Backpacks may not be taken from class to class, unless a part of a student's accommodations plan.

BAND

The band program is run through West Catholic High School. The program is a before school program and students are bussed to St. Anthony of Padua School on the days when they have band.

BREAKFAST (*See Addendum for 2020-2021 School Year)

Breakfast will be served daily from 7:45 - 7:55 a.m. Students may purchase breakfast for \$1.50 in the cafeteria. Students wishing to take breakfast should report directly to the cafeteria to get breakfast. All opened food must remain in the cafeteria. Students eating breakfast are expected to clean up after themselves and leave the cafeteria no later than 8:05 a.m.

CANVAS

Canvas is our Learning Management System. This web-based program will be used for teacher communication to both parents and students. It will also be used for students while in school or out of school to get their daily assignments. It is expected that all students will regularly log in to Canvas. In the event of a student's absence, he/she will be responsible for checking Canvas for work and communicating with his/her teacher. Canvas will also be the platform used for checking missing assignments and turning in assignments.

CELEBRATIONS: BIRTHDAY (*See Addendum for 2020-2021 School Year)

It is strongly encouraged that birthday treats be either a healthy snack or a non-edible treat. Send only enough for the children in your child's class, as treats will not be shared with anyone in other classrooms. Examples of healthy or non-edible treats include, but are not limited to: fruits and vegetables, cheese or puddings, pretzels, a favorite book read to the class, a book for the class, stickers, etc. Teachers are willing to offer ideas, if you need suggestions.

CELEBRATIONS: SCHOOL PARTIES (*See Addendum for 2020-2021 School Year)

Parties are scheduled with the classroom teachers and are often organized with the help of Room Parents. Generally, parents are invited to visit and join in the fun during our Halloween, Christmas and Valentine's Day parties.

CHANGE OF INFORMATION

If you have any change of information which is essential for the school to know (address, phone number, baby-sitter, etc.), please contact the school immediately.

COMMUNICATION (*See Addendum for 2020-2021 School Year)

St. Anthony of Padua School communicates once a week with school families. Information is emailed and posted on the parish website each Thursday by noon.

CUSTODIAL/NON-CUSTODIAL RIGHTS

If there are any court-ordered restrictions to custodial/non-custodial parents/guardians, it is the responsibility of the custodial parent/guardian to see that an administrator has a copy of the official document. The principal then sees that the secretarial staff and respective teachers are aware of such information.

FIELD TRIPS (*See Addendum for 2020-2021 School Year)

Educational field trips, such as a visit to the library or museum, or to attend a concert are strongly encouraged. Permission slips must be completed by parent/guardian and returned to the teacher or your child will not be allowed to accompany his/her class. Any teacher wishing to take children off the school premises must notify the principal before plans are made. Transportation will be provided by bus or parental car pools.

GRIEVANCE PROCEDURE

A grievance is not a routine matter, but rather a circumstance thought to be unjust or injurious involving a consequent element of resentment. The grievance can arise from a situation that is impeding a student's academic progress or his/her social development. No matter what the situation, the school is always concerned. The GRIEVANCE PROCEDURE that must be followed is:

- 1) Contact the teacher involved first.
- 2) If after consulting with the teacher, a problem still exists, contact the principal. Many problems can be resolved through open communication.
- 3) The pastor will have final authority over all grievances.

INFINITE CAMPUS

Infinite Campus is our student management software that St. Anthony of Padua School uses to track, attendance, discipline and grading. Each family will be given a remote access id to logon to this system and check for the latest information regarding your child. Students 6th - 8th grade will also be given their login information. Students in 5th grade will be given their login information in the second semester of 5th grade.

LIBRARY (*See Addendum for 2020-2021 School Year)

Each student visits the school library once a week with his/her class. No additional books will be issued to students who have overdue books. The maintenance and operation of our library is accomplished through volunteer help under the direction of the school librarian and the principal. Addition and deletions of library materials are contingent upon principal approval.

LITURGICAL CELEBRATIONS (*See Addendum for 2020-2021 School Year)

Prayer is vital in our spiritual life as Catholics. Students participate in various prayer forms daily. Once a week a school liturgy planned by teachers, students and the priest is celebrated. Parents and family are cordially invited to attend the weekly school liturgies and special liturgical events that are scheduled throughout the year. Please refer to your school calendar.

LOST AND FOUND

The lost and found cabinet is located in the main hallway. At the end of each semester all unclaimed items will be donated to an agency.

MOVIES/FILMS

All films viewed by our children in school are to be rated "G" or "PG" (with Administrator approval) by the Motion Picture Association. All other films may not be considered or presented due to the uncertainty of the film's content or intent. Films used for entertainment purposes are not to be shown without first obtaining permission from the school principal. Films used to supplement literary selections in the classroom may be used with discretion. They should be previewed by the teacher and, if questionable, approved by the principal.

PASSES

Passes give reason and/or permission for a student either for being late or in an area of the school the rest of their class is not (out-of-bounds). Students without passes will be either tardy or given a disciplinary write-up.

REGISTRATION POLICY

In March: Registration materials will be sent home.

A return date will be established approximately two weeks after registration materials sent home: Current school families have until this date to register for next year by returning the tuition contract & support with registration fee. Current families may register only if their tuition and parish support payments are up to date.

After the deadline for registration of current families, unregistered current students will be removed from class lists and new openings may be filled by new students. Registrations will be accepted from St. Anthony Parishioners (not already enrolled in school), parishioners of other Catholic parishes that do not have a school, and non-Catholics.

Registrations from families transferring from other Catholic schools will be accepted only if their obligations to the original school have been completely fulfilled.

SCHOOL PICTURES

School pictures are taken each year in the fall.

SCHOOL SUPPLIES (*See Addendum for 2020-2021 School Year)

At the end of the school year, a supply list for the next grade will be sent home with one of the final newsletters.

SCHOOL WEBSITE

St. Anthony of Padua School website can be found at www.saparish.com.

St. Anthony of Padua School attendance and grades can be monitored through an Infinite Campus. A link can be found on the school app or website. www.saparish.com

TELEPHONE

Students will not be called to the phone. Messages will be delivered to them by the school office. ALL COMMUNICATION MUST BE DONE THROUGH THE OFFICE. The school phone is for school business and emergencies only.

TRANSPORTATION (*See Addendum for 2020-2021 School Year)

Catholic Secondary Schools Transportation Department now handles all St. Anthony bus riders. There are basic bus rules that are to be followed (copies available in the school office). Repeated misconduct will result in permanent suspension from riding the

TUITION PAYMENT PLAN

Parents are required to sign a contract for tuition and recommended weekly support to the Parish. Weekly support does not apply to non-parishioners.

Tuition is payable monthly, quarterly, bi-yearly, or can be paid in full by the beginning of school. You will receive tuition statements which will help you keep track of tuition payments.

Tuition does not include fees for registration, bus, sports fee (Grades 5 - 8). These additional fees will be charged and paid through Smart Tuition. In addition to tuition, a weekly envelope contribution should be made to the church. (See Tuition and Support Contract for current fee schedule.)

Tuition collection is done by a third party vendor as required by Diocesan policy. St. Anthony uses 'Smart Tuition' as their third party vendor. For more information on 'Smart Tuition', contact Tamara Mason, Parish Business Manager, at 453-8229, ext. 104.

If a family experiences unemployment, hospitalization or other extreme circumstances during the year, please inform the parish business manager immediately so that other arrangements can be made. Waiting until after the due date to resolve the situation will not be helpful to your needs or to the needs of the parish. Failure to meet financial obligations or to make timely, long-term arrangements will result in non-acceptance for re-enrollment at St. Anthony of Padua School or for non-parish support for graduates going on to West Catholic. Student records will not be forwarded until all financial obligations are met.

Tuition assistance application forms are available from the parish business office and principal. They should be completed and submitted no later than the end of November of each year. The FACTS financial assistance form charges the applicant a modest processing fee. A copy of your Federal Income Tax form must be included. Application does not guarantee receiving assistance. The grant does not carry-over from one school year to the next, and therefore re-application must be made prior to every school year.

VISITORS/PARENTS (*See Addendum for 2020-2021 School Year)

Parents may make appointments by writing a note to the teacher, leaving a voice message or e-mail for the teacher, or by leaving a message through the office. Parents and visitors must have permission from the principal before visiting any classroom, thus they are asked to first report to the school office upon entering the building.

Teachers are available to meet with parents from 7:40 – 8:00 am and 3:15 - 3:35 p.m. Appointments are advised because of teacher's various before and after school responsibilities.

HEALTH, WELLNESS and SAFETY

BACKGROUND CHECK POLICY

St. Anthony of Padua Parish will evaluate the background of all employees and volunteers who have regular contact with minors. Background checks on such individuals will be conducted utilizing the appropriate law enforcement and other community agencies.

BOMB THREAT/INTRUDER THREAT

St. Anthony of Padua School has developed plans that serve as guides for the proper handling of a bomb threat or an intruder threat. Staff members have been trained to carry out the plans. *(Parents, please follow the general emergency procedures listed at the end of this section.)*

CRITICAL RESPONSE PLAN

St. Anthony of Padua School has developed plans that will serve as a guide for the handling of school violence or the threat of school violence. Staff members have been trained to carry out the plans. *(Parents, please follow the general emergency procedures listed at the end of this section.)*

CRISIS TEAM

St. Anthony of Padua School has a trained Crisis Team responsible for systematically and appropriately handling all emergency incidents. In the event of an emergency, your child(ren) may be seen by one of our trained Crisis Team members.

DRILLS (*See Addendum for 2020-2021 School Year)

According to state regulations, the school must have five fire drills, two tornado drills, and three lockdown drills per year. A record is kept of drill dates and the amount of time it takes for our students to exit the building. Children are taught how to respond to the sounds of both drills and where to seek safety. For the safety of everyone, drills must be carried out in an orderly manner and in silence. Teachers practice drills with their children from all possible locations. Documentation of these drills (once complete) are on the school website.

FIRE/EVACUATION DETAILS

In the rare event of fire or an emergency prohibiting re-entry into the building (such as broken gas or water main, toxic chemical spill, or bomb threat), students will be relocated. If the situation is likely to involve a short wait, students will be moved and isolated to a safe area of the campus. If the situation appears to involve a longer period of time, students will walk to Highland Hills Baptist Church for the remainder of the day. The dismissal procedure would depend on the situation, but the goal would be to keep transportation arrangements as close to normal as possible. Details would be announced on local media.

(Parents, please follow the general emergency procedure listed at the end of this section.)

HEALTH INFORMATION

Michigan Law requires "that all children enrolling in any public, private, parochial or denominational school in Michigan for the first time shall submit either a statement by a physician that they have been properly immunized or protected against diphtheria, tetanus, pertussis, measles, rubella, mumps, poliomyelitis, hepatitis B, and varicella (chickenpox). In order for parents/guardians to obtain a Certified Non-Medical Waiver Form from the local health department, they will have the

opportunity to speak with a healthcare professional about concerns and questions and receive education on the benefits of vaccination and risks of disease before obtaining this signed form (the school does NOT provide waiver forms).

Compliance with this law is accomplished through the completion of the green "Health Appraisal" form, available in the school office, or through submission of alternative documentation described above.

HEALTH SERVICES

The Kent County Health Department offers the following services:

Vision Screening	Grades PS-1-3-5-7
Hearing Screening	Grades DK-K-2-4-6

Any child not in the specified grade will be tested upon parent or teacher request.

HEAD LICE

If you discover head lice, keep your child home until proper treatment and precautionary measures have been followed. The health department or your family physician will be able to advise you on proper treatment. Your child may return to school after receiving 24 hours of proper treatment.

MEDICAL EMERGENCIES

In case of an accident at school, emergency first aid will be administered. Every effort will be made to contact the parent(s)/guardian(s). In case of failure to contact the parent/guardian (either at home or their place of work), the authorized person on the child's EMERGENCY FORM will be contacted. If possible, it is helpful if your children know your schedule (i.e. work, golf league, classes, etc.). If your child requires any unusual medical attention, please alert our school office through the Emergency Form.

MEDICATION

Medication, prescription and non-prescription, will be administered to a student during the school day if a medication form (Appendix A) has been completed and signed by the child's physician. All medication must be sent to school in its original container or prescription bottle. Medication must be clearly labeled with the student's name, date, doctor's name, and complete instructions for administration. All medication should be given to the Secretarial Staff immediately upon a student's arrival at school.

PROTECTION OF CHILDREN AND YOUNG PEOPLE

The Grand Rapids Catholic Schools administration shall evaluate the background of all employees and other individuals who have regular unsupervised contact with minors. Those individuals who are deemed to have regular unsupervised contact with minors shall be determined by the building administrator, but shall include and not be limited to individuals supervising extra curricular activities, chaperones who may have unsupervised time with minors, or individuals participating in any overnight activities with minor students. Background checks on such individuals will be conducted utilizing appropriate law enforcement and other community agencies, which selection shall be made by the building administrator in consultation with the executive director. All applicants

for such related employment or volunteer activities will be notified of these background checks and their involvement will be conditional upon the securing of such checks.

The Grand Rapids Catholic Schools will cooperate with parents, civil authorities, education and community organizations to provide appropriate education and training for children, youth, parents, ministers, educators and other volunteers about ways to make and maintain a safe environment for children.

Should the background check reveal prior involvement with law enforcement, the building administrator in consultation with the Pastor shall make a decision as to whether or not the prior criminal history prevents the individual from being employed or from having regular unsupervised contact with minors. If a decision is made that such prior record does not prohibit employment or unsupervised contact with minors, the Pastor shall provide notification of the decision, and any conditions which may be imposed, to the Education Commission.

SCHOOL CLOSING & BUS DELAYS (*See Addendum for 2020-2021 School Year)

The school will generally follow Grand Rapids Catholic Secondary Schools for weather-related school closings. School closings or delays will be announced on radio stations WOOD AM/FM and WCUZ AM/FM and WOTV (Channel 8 Television, Channel 13 Television, and Channel 17 Television). A text message and email will also be sent to families. When school is delayed or closed, so is Childcare. SCHOOL REOPENINGS WILL NOT BE ANNOUNCED.

Catholic Secondary Transportation Department, which handles all our bussing, has adopted the following inclement weather bussing policy:

Situation/Condition

Response/Policy

If your Public School District is closed in your area...

No Catholic Schools Transportation in the A.M. or P.M. into the closed Public School District areas.

If your Public School District has a two-hour Catholic Schools is on a regular schedule...

No Catholic Schools Transportation in the A.M delay and ONLY into the Public Schools Districts that are delayed.

Catholic Schools have a two-hour delay...

Catholic Schools Transportation will begin transporting two hours after regular time.

- **When school is closed, childcare is closed.**
- **When school has a two-hour delay, childcare opens two hours late.**
- **If school has a two-hour delay, there will be NO morning Kindergarten, DK, or Preschool AM classes.**

SEVERE WEATHER/TORNADO DETAILS

St. Anthony of Padua School will follow the bussing policies of Catholic Secondary Schools of Grand Rapids concerning severe weather and tornadoes. Students remain in school during a severe weather warning. Parents are asked to not call the school. Full cooperation is needed so that school phone lines are available for emergencies. We do not recommend that parents travel to school in severe weather. However, if parents decide to pick up their children they must report to the main office and sign for them. *(Parents, please follow the general emergency procedure listed at the end of this section.)*

WELLNESS POLICY

The school has developed and implemented a Wellness program that meets federal requirements, promotes a healthy school environment, and enhances the development of lifelong wellness practices. The Wellness policy for St. Anthony of Padua School is currently being rewritten to comply with West Catholic High School and our combined Wellness and Food Service goals.

GENERAL EMERGENCY PROCEDURE FOR PARENTS

We ask that you follow this procedure if you hear of any school emergency:

Turn on your radio or television. We will try to keep the media informed of any and all emergency information.

Please do not call the school. Our telephone lines must be kept open to respond to the emergency.

Please do not come to school unless you are requested to pick up your child. Congestion in the parking lot could prevent emergency vehicles from being able to get to our building.

MIDDLE SCHOOL INFORMATION

The following pages have been created to prepare and transition students from elementary to middle school. These consistent expectations will provide you with a clearer sense of your responsibilities and ensure success in middle school.

STUDENT PLANNERS

All students are required to use student planners that are given to help them organize their homework and plan their after-school time. The planner must be carried with the student from class to class. In addition to using the planner to organize homework, the planner should go back and forth between home and school, every day.

CONFERENCES

Parent/Teacher conferences are held in November and February. All core subject area teachers will be available to meet during evening hours.

DISCIPLINE

Please see ‘Middle School Discipline Code’ in the Discipline section of the handbook.

DISTRIBUTION OF GRADING

At each middle school grade level the distribution of grade components changes with assessments having increasing weight.

	Grade 6	Grade 7	Grade 8
Homework/Daily Work	45%	40%	35%
Assessments	55%	60%	65%

EXAMS

Students in Grades 6-8 will take cumulative semester exams in all core subjects in January and June in preparation for high school. Exams carry the following weight in the calculation of semester grades; 5% in 6th grade, 10% in 7th grade and 15% for 8th grade.

PAPER HEADINGS

Every assignment includes the following MLA heading format placed on the top of the LEFT side of the page:

First and last names
Teacher’s name
Subject
Date

Points will be deducted from the paper for improper heading. Unclaimed papers without any heading will be discarded after one week.

HOMEWORK (*See Addendum for 2020-2021 School Year)

Homework is a student responsibility. Assignments completed at home are provided to reinforce and extend concepts and skills learned during the school day. Homework is expected to be turned in at the assigned date/time. Incomplete work will be graded as is. Homework and test information is available on Infinite Campus.

HOMEWORK ROOM (*See Addendum for 2020-2021 School Year)

It is an expectation at St. Anthony of Padua School that all students will turn in all homework assignments. When students in grades 6-8 do not turn in an assignment or project, they are required to stay after school that same day or come in early the following morning to complete the assignment in the Homework Room. The Homework Room will be staffed by Middle School teachers. The Homework Room will be available on Mondays, Tuesdays, and Thursdays from 7:30 am - 8:00am and 3:15 pm 4:00 pm. If an assignment is missing on a day that Homework Room is not available, the student will be required to attend the next available day.

The Homework Room will also be available for students that may need extra help with homework or organization skills. This will be based on teacher recommendations only.

The following procedures will occur when a student fails to turn in an assignment:

- Students will call or email parents from the class they have a missing assignment at the end of the class period during passing time.
- Teachers will send a standard email to the parents.
- If the student was unable to reach his/her parents, the student will leave a message and a form will be filled out and brought down to the office to either Mrs. Hillary or Mrs. Barnum. One of them will then follow through to get a hold of the parents.

An Action Plan is in place for students that may need some extra assistance with organization or homework.

1. Three repeat required homework rooms will result in a conversation with the Dean of Students to discuss organization, use of planner, etc.
2. Five (5) repeat required homework rooms will result in meeting with the Dean of Students to set up an action plan, which may include tutor, West Catholic student helper, homework buddy, etc.
3. No show to a required homework room will result in a written referral to the Dean of Students for consequence.

Additional Notes:

- Students that arrive later than 7:35 am for the morning homework room will be considered a no show and will be required to stay after school that day.

HOMEWORK IN OTHER CLASSES (*See Addendum for 2020-2021 School Year)

Unless given permission, students are not allowed to work on homework for other classes in another teacher's classroom or during homeroom. Students caught doing other class work will have their work confiscated and returned to the class it was for. The teachers involved will determine a consequence.

LATE WORK

- This policy applies to daily homework assignments (not papers, projects or presentations).
- If, on the day an assignment is due, it is in the student's locker/desk, it will be accepted immediately following the class period.
- Late assignments may be accepted at the teacher's discretion for "half credit" when it is completed on an agreed upon date.
- Under extenuating circumstances, and with a note from parents, homework extensions may be granted. Reasons concerning sports or other after school activities will not warrant an extension.
- When students are absent from school due to illness or vacation, it is the responsibility of the student to meet with the teacher outside of class time to make any necessary arrangements for missing work/tests in a timely manner.

LOCKERS (*See Addendum for 2020-2021 School Year)

Middle school students have the use of lockers for their school supplies, coats and book bags. Students may go to their lockers between every class period or with teacher permission. Students must adhere to locker policy listed in discipline. Lockers are the property of the school and can be searched by a teacher or administration at any time.

WRITING UTENSIL

All math work is to be done in pencil. Work in all other subject areas, unless a teacher specifies, is to be done in blue or black ink or pencil. Corrections should be done in a contrasting, readable color.

PENMANSHIP

Generally, students may choose to either print or write in cursive for their assignments. When teachers expect you to write in cursive, they will specify cursive writing.

RETREATS (*See Addendum for 2020-2021 School Year)

Each middle school grade will participate in an annual class retreat.

Grade 8	NET Retreat	<ul style="list-style-type: none">• Gifts and Talents	Dec	SS Peter and Paul Activity Center
Grade 7	Leadership Retreat	<ul style="list-style-type: none">• Legacy• Unity	May/June	Franciscan Life Processing Center, Lowell
Grade 6	Camp	<ul style="list-style-type: none">• Build Community	Fall	Spring Hill

TESTS/QUIZZES

The following is the maximum number tests/quizzes given per day to Middle School students:

- 6th Grade: 2 tests + 1 quiz per day
- 7th Grade: 2 tests + 2 quizzes per day
- 8th Grade: 3 tests + 2 quizzes per day

Success for you in all your endeavors is our genuine desire. Let us know how we can help you reach your GOD-GIVEN potential in all of your learning experiences.

PARENTAL PARTNERSHIP

BOARD OF DIRECTORS

The Board of Directors serves the community of St. Anthony in its mission to provide quality educational programs for all of its parishioners. Visitors are welcome at the Board of Directors meetings. Visitors will be introduced after opening prayer. At that time, they will be given a few moments to share/describe an idea that they feel impacts the educational programs of the parish. As the nature of an idea is identified, the President of the Board will direct one of the members to contact the visitor within the next 10 days. Through a personal contact the Board member will gain a fuller understanding of the idea and brainstorm possible avenues for further consideration or resolution. At the next monthly meeting, the Board member will report back to the Board regarding the scope of the idea, action taken or suggested action for the Board as a whole to consider.

Most of the work of the Board of Directors occurs in subcommittee. Each Board member is assigned an area of responsibility and calls other parishioners forward to help research and develop recommendations for the Board. Monthly meetings provide a time to gain input from other commissioners, to consider matters of policy, to be updated on long term projects, and to receive reports from parish administrators explaining relevant topics. Board members' other responsibilities include setting goals, acting as liaisons between parish organizations, researching issues and advising parish administrators, and approving annual budgets. The process of assigning a Board member to contact you at another time facilitates consideration of the many topics related to the educational programs of our parish.

Education commission meetings are open and dates are published in the school monthly calendars.

2020-2021 Board Members

	<u>Serves Until</u>	<u>Phone</u>
Michelle Krynicki - Chairperson	May 2020	375-3482
Sheila Guston	May 2020	446-2849
Kelli Pelak	May 2022	581-6338
Mary Stachowiak	May 2021	453-0948
Rebecca Podbregar	May 2021	206-5698
Rob Flermoen	May 2021	862-1798
Andrew Ysasi	May 2022	460-1643
Merlin Hernandez		
Emma Arsulowicz		

Ex-Officio Members

Lynne Haley	Director of Religious Education
Jenny Pudelko	Principal
Fr. Mark Przybysz	Pastor

HOME AND SCHOOL ASSOCIATION

Home and School Association is a support group that helps to round out our students' academic and faith development. Many worthwhile projects have been undertaken by this organization to further our school. Home and School sponsors fundraisers to help with additional school needs. They also oversee the Room Parent Program and various other needs that arise during the course of each school year. All parents of students at the school are considered members of the

association and are expected to lend their support. To foster open communication, parent attendance is strongly encouraged at Home and School meetings.

PARENTAL INVOLVEMENT

In keeping with our Mission and Belief Statements, we emphasize that parents/guardians are the primary educators of our students. We invite our children's parents/guardians to complement St. Anthony of Padua's professional educators in the following ways:

1. Membership in the Parent Leadership Organization and active participation in at least one of its committees:

Auction for Education	Fund Raising	Promotion
New Family Welcome	Hospitality	Talent Show
School Liturgy	Field day	Drama Club
Room Parents	Library	Book Fair
Staff Appreciation	Ministries Outreach	Pizza Nights / Specials
Box Tops for Education	School Picture Day	Art Work Assistant
Welcome / Bulletin Board	Catholic Schools Week	

2. Volunteer to serve in the following areas:
 - Recess Supervision/Substitute (tuition stipend given)
 - Field Trip Driver/Chaperone
 - Library
 - Sport Boosters
 - Coaches/Asst. Coaches for our Athletic Teams
 - Reading Volunteer
3. Run for elected office or seek appointment to:
 - Education Commission
 - Home and School Association
 - Athletic Boosters
 - Other Parish Commissions
4. Attend Parent/Teacher Conferences twice each year.
5. Initiate Parent/Teacher contact (by telephone, note, or in person) when you have a concern that affects your child's progress in school.
6. Direct the completion of students' homework.
7. Support/Attend School Related Activities:
 - Sacramental Meetings
 - School Programs, Open Houses, & Fairs
 - Sport Programs
 - Fund-Raisers that support St. Anthony of Padua School

TIME SCHEDULES FOR 2020 - 2021

FULL DAYS (3:15 dismissal)

7:45 am	K-8 students doors open – supervision begins
8:00 am	First Bell
8:10 am	Instruction begins for all grades PreK-8
11:15 am	AM Kinder/DK/Preschool dismissal
11:20-11:40	Grades K, 1, 2 Recess
11:40-12:00	Grades K, 1, 2 Lunch
11:45-12:05	Grades 3, 4, 5 Recess
12:05-12:25	Grades 3, 4, 5 Lunch
12:10-12:30	Grades 6, 7, 8 Recess or CAT Time
12:30-12:50	Grades 6, 7, 8 Lunch
3:15 pm	Dismissal

****See dismissal schedule for altered schedule for 2020-2021**

HALF DAYS (11:15 dismissal)

11:05 a.m.	Get Ready Bell
11:10 a.m.	Line-up for car riders
11:15 am	Dismissal

We encourage parents who drop off children to ensure the children arrive as close to 8:00 a.m. as possible. Please do not drop your children off before 7:45 a.m., as there is no supervision until that time. Classroom instruction begins at 8:10 a.m. and students are tardy if they are not in their seat at 8:10 a.m.

MIDDLE SCHOOL SCHEDULE

(*See Addendum for 2020-2021 School Year)

Daily Schedule:

8:10 - 8:55 am	1 st Hour
8:58 - 9:43 am	2 nd Hour
9:46 - 10:31 am	3 rd Hour
10:34 - 11:19 am	4 th Hour
11:22 - 12:07 pm	5 th Hour
12:10 - 12:30 pm	Recess or CAT Time
12:30 - 12:50 pm	MS Lunch
12:53 - 1:36 pm	6 th Hour
1:39 - 2:24 pm	7 th Hour
2:27 - 3:12 pm	8 th Hour
3:12 pm	Pack Up/Line Up Time
3:15 pm	Dismissal

Friday Schedule:

8:10 - 8:30 am	Homeroom
8:30 - 9:15 am	Mass
9:15 - 9:50 am	1 st Hour
9:50 - 10:25 am	2 nd Hour
10:25 - 11:00 am	3 rd Hour
11:00 - 11:35 am	4 th Hour
11:35 - 12:10 pm	5 th Hour
12:10 - 12:30 pm	Recess or CAT Time
12:30 - 12:50 pm	MS Lunch
12:53 - 1:36 pm	6 th Hour
1:39 - 2:24 pm	7 th Hour
2:27 - 3:12 pm	8 th Hour
3:12 pm	Pack Up/ Line Up
3:15 pm	Dismissal

St. Anthony of Padua School
2510 Richmond St., N.W.
Grand Rapids, Michigan 49504

MEDICATION ADMINISTRATION FORM AND DIRECTIONS

Date _____

Name of Child _____ Date of Birth _____

Address _____ Emer. Phone No. Home _____

Parent/Guardian _____ Work _____

I hereby request and authorize school personnel to administer my child's prescribed medication as directed by our doctor.

"Administration of medication to pupils; liability. A school administrator, teacher, or other school employee designated by the school administrator, who in good faith administers medication to a pupil in, the presence of another adult pursuant to written permission of the pupil's parent or guardian and in compliance with the instructions of a physician is not liable in a criminal action or for civil damages as a result of the administration except for an act or omission amounting to gross negligence or willful and wanton misconduct." **Michigan Compiled Laws, 1982 (380.1178)**

Signed _____
(Parent or Guardian)

DOCTOR'S ORDERS

You are hereby directed to give to _____
(Name of Child)

his/her medication (name) _____

in the amount of _____ tablets/capsules at _____ am/pm

daily, or as follows _____

Duration _____

Possible side effects _____

Signature _____ Phone No. _____
(Physician)

Name _____ Date: _____

IMPORTANT: The medication must be sent directly from the pharmacy or physician's office or brought to the school by the parent.

Fax this completed form to: 616-453-8053

Appendix A

Virtues Based Expectations for Behavior

VIRTUE	MEANING	WAYS TO CULTIVATE	OPPOSING TRAITS
Kindness	Genuine concern about others	Speak, act, and think kindly	Cruel looks, words, or actions
Courtesy/Mercy	Treating others with respect	Be polite and well mannered; aware of others' feelings	Not treating others with dignity/kindness
Respect/Mercy	Speaking and acting according to one's own and others' rights, status and circumstances	Respectful in words and actions; allow others to go first	Resisting the directives of rightful authority
Responsibility	Fulfilling one's just duties; accepting the consequences for one's words and actions	Be accountable for words, actions and decisions	Unreliable; failing to accept responsibility for words/actions
Honesty	Sincerity, openness, and truthfulness in words / actions - including academic integrity	God sees the heart - choose to do and say what is right	Dishonest in words and actions; telling lies
Good Judgment/Prudence	Thinking rightly about a decision; acting rightly	Carefully consider all options before speaking or acting	Act or speak without thinking
Obedience	Listen and follow directions without complaint	Listen, follow directions and give a prompt response	Refusing to listen and follow rightful directives
Prayerfulness	Being still; listening; willing to talk to God as a friend	Use proper respect and posture – kneel, sitting still, etc.	Being distracted during prayer and/or Mass
Docility	Willingness to be taught	Listen and follow directions Thank for rightful corrections	Being stubborn; inflexible
Foresight	Failing to consider later consequences	Pray, think, act; gather information to plan	Failing to consider consequences
Meekness	Calm in spirit, while focusing on others' needs	stay calm; let others go first; less complaining	Losing your temper
Self-Control/Temperance	Control thoughts, feelings and actions	Practice restraint; control feelings	Acting impulsively Being excessive in words or actions
Modesty	Follow the dress code	Follow the dress code	Not following dress code
Perseverance	Doing what is needed even if it is difficult	Complete tasks/work even if hard or boring	Giving up on task/work
Gratitude	Thankful in mind and heart	Be aware of others' feelings Be polite and well mannered	Not being appreciative; taking others for granted
Humility	Awareness all comes from God. Appreciation for yours and others' gifts	Acknowledge gifts of others; look at own gifts honestly	Failure to recognize gifts; too proud

*Adapted from Disciple of Christ – Education in Virtue / The Dominican Sisters of Mary, Mother of the Eucharist

St. Anthony of Padua Catholic School 2020-2021

UNACCEPTABLE BEHAVIORS

Less Severe

Disrespectful, rude or inappropriate behavior
 Inappropriate disruption of class/lunchroom
 Violation of class/school rules
 Vulgar language
 Throwing objects (not directed at an individual)
 Eating/Drinking/Chewing Gum
 Lying
 Forgery (K-3)
 Spitting - not directed at an individual

More Severe

Stealing
 Forgery (4-8)
 Hitting, biting, pushing, grabbing, spitting, throwing objects towards or at another person, punching, kicking or other similar action
 Vandalism
 Leaving school property/out of bounds
 Promoting gang membership/using gang signs
 Disrespect of a teacher/staff member
 Bullying behaviors: mean teasing (any mean look, gesture, word or action, repeated over time and behaviors that hurt a person's body, feelings, friendships or property; planned exclusion
 Racial, ethnic, sexual, religious, or other forms of severe harassment
 Causing injury to another by failing to adhere to the school or classroom disciplinary code

Infractions Governed By Handbook Policies

Tardiness
 Dress Code
 Electronic Equipment – use of unauthorized personal device / inappropriate use in school
 Academic Integrity
 Intimidating / threatening actions or language directed to staff or other students
 Fighting
 Weapons
 Substance abuse
 Cyber bullying/obscene or inappropriate social media use

POSSIBLE CONSEQUENCES

Less Severe

Warning
 Parent Notification
 Time to Think page
 Silent Lunch/Recess
 Detention
 Reflection/Reading/Writing/Research
 Restitution
 Community Service
 Extra-curricular ineligibility

* All Consequences may be one or a combination of listed options

More Severe

Parent Notification
 Time to Think page
 Silent Lunch/Recess
 Detention
 Reflection/Reading/Writing/Research on
 Virtues/Saints/Manners/Other
 Restitution
 Community Service
 Extra-curricular ineligibility
 Self-Improvement Behavior Contract
 In School Suspension
 Out of School Suspension
 Expulsion

Addendum for 2020-2021 School Year

ATTENDANCE

All students are expected to be in school either in person, or virtually, unless excused by a parent. All students must be ready for classes at the beginning of each period or will be marked absent. Teachers will take attendance each hour and record it into Infinite Campus. Parents of students who are unexcused will be contacted each day.

Any student who desires to participate in extracurricular activities is required to attend each class, everyday in person or online.

BACKPACKS

Homeroom teachers may allow students to bring backpacks to the classroom due to the limited time allowed at lockers each day. These guidelines will be established by classroom teachers.

BREAKFAST

Breakfast will not be served for at least the first quarter of the school year. Breakfast can be made available to students who need breakfast. If you would like for your child to receive breakfast at school, please call the office to set up a schedule for breakfast.

CELEBRATIONS (BIRTHDAY AND CLASSROOM PARTIES)

Classroom parties and celebrations are a St. Anthony tradition. Due to visitors not being allowed in the building, traditional parties will be suspended until it is determined that visitors/parents can safely be in the school building. Students may continue to bring a birthday treat, but it should be purchased from a store and individually wrapped. At this time, no homemade treats will be allowed for students to share.

CLEANING PROCEDURES

Frequently touched surfaces will be cleaned at least twice daily with less than 4 hours between cleanings.

We will avoid moving classrooms and will move teachers instead. If students move classrooms, the entire room will be sanitized, per health department guidelines, between classes.

COMMUNICATION

Parent communication is critical. Parents are expected to read the regular communication from the office and check classroom information on Canvas. Parents are also asked to subscribe to the 'Remind Text' notifications, which will be used to communicate school

closures and emergency information. Parents will receive a notification via text to know that they are enrolled in 'Remind'.

COVID

St. Anthony will be following the guidance of the Kent County Health Department. The Schoolkit, provided by the Health Department, is constantly being updated. It can be accessed [here](#).

DISMISSAL OF STUDENTS

Students will be dismissed from their classrooms daily by number. Each family will be assigned a 3-digit number, which should be displayed in the windshield. When a parent pulls up in the loading zone of the car rider line, a staff member will take your number and the number will be displayed in all classrooms (beginning at 3:10 pm). Upon seeing their number displayed, the students will be expected to leave the classroom and safely walk to their car. Students need to wear a facial covering while exiting the building.

Students who walk will be dismissed from their classrooms at 3:05 pm and walked to the crosswalk by a staff member.

Students who ride the bus will be dismissed from their classroom together and brought to the bus loading zone (approximately 3:15 pm) by a St. Anthony staff member.

Parents choosing to park in the lot (and not utilize the car line) are asked to walk to the awning area and wait for their students there. A staff member will come to the awning to call student numbers (between 3:10 pm - 3:15 pm).

Parents may not gather inside the entryway of the school to wait for their children at the end of the day. Parents waiting should wear masks and practice 6' social distancing.

Preschool/DK: Preschool and DK parents who are picking up their child at 11:15 am may wait in the Gathering Space and the students will be brought to the Gathering Space by their teacher. Parents waiting should wear masks and practice 6' social distancing.

Child care: Child Care drop off will take place at the gym doors. Parents will be expected to complete the Health Screening for their children. Parents are asked to call the Child Care phone when picking up students from Child Care.

DRESS CODE

Facial coverings are now part of the student dress code. Facial coverings may be solid in color or contain a small print. No messages will be permitted on facial coverings. It is at the discretion of the teachers and administration to determine if a mask is inappropriate for school. Shields may be worn over a face mask, but not in place of a face mask. It is recommended that students attach a lanyard to their mask (provided by Home & School) so that it can easily be removed and kept on them.

FACIAL COVERINGS:

- Facial coverings are required in the building until students are given permission to optionally take them off. Masks must be worn in common spaces and while moving inside the classroom. All 6th - 8th grade students are required to wear a facial covering while in the classroom.
- Facial coverings are required during recess, unless students are keeping a 6' social distance from their peers.
- By Executive Order, if a child is medically unable to wear a facial covering, we are required to obtain written documentation from a Physician verifying the need for an exemption.
 - All medical information provided to the school will be kept confidential in accordance with the Health Insurance Portability and Accountability Act (HIPAA) and is used only for administrative purposes.
- Adults in the building will wear a facial covering at all times.
- A disposable mask will be provided to students who do not have one. A St. Anthony mask can be purchased in the office for \$5.
- Masks may be homemade or disposable.
 - Homemade masks must be washed daily. (KCHD)
 - Disposable masks must be disposed of daily. (KCHD)
- Facial coverings may be solid in color or contain a small print. No messages will be permitted on masks in the building at this time. It is at the discretion of the teachers and administration to determine if a mask is inappropriate for school. Shields may be worn over a face mask, but not in place of a face mask.
- Facial coverings are included in the St. Anthony Dress Code as long as they are mandated in schools by the Health Department, the State, and administration.
- Facial coverings must be worn in the manner in which they are intended - covering the nose and the mouth.
- Students intentionally failing to abide by the mask policy are subject to disciplinary action.

FIELD TRIPS

Field trips are an excellent way to enhance our curriculum. Prior to scheduling any field trips, the teachers will evaluate any risk level associated with the field trip. Indoor field trips are suspended while in Phase 4 or Phase 5. Our St. Anthony partnership with Blandford will continue - all programming will be outside or brought to St. Anthony.

HOMEWORK

Students are expected to follow the due dates posted within Canvas, this is both for in-person or remote learning. Integrity is one of our core values at St. Anthony and students are expected to use integrity when submitting assignments. If a student is absent or not able to be in school, he/she is responsible for the work missed while out of school. Because all work is accessible on Canvas, students will be expected to meet deadlines for assigned

work. If circumstances do not allow a student to meet a deadline, arrangements should be made with the teacher prior to the assignment due dates.

HYGIENE

Students must be mindful of hygiene and sanitary practices.

Students will be washing hands frequently for at least 20 seconds. Posters are located near sinks as a reminder for students and will be practiced with teachers.

Students will be expected to sanitize their hands when leaving/entering a room, after using the restroom, being outdoors and eating.

In the instance a student needs to sneeze or cough, students must make every attempt to do so into their elbow away from others, as described in by the Kent County Health Department.

- Intentionally coughing or sneezing in the direction of another student will result in disciplinary action.
- Touching, manipulating, removing the mask of another student will result in disciplinary action, at a minimum, and could be disciplined as “**Harassment**”, as referenced in the student handbook.
- Obscene reactions to a cough or sneeze by others which disrupts the school environment will not be tolerated and could result in disciplinary action.

LIBRARY

For at least the first quarter of the school year, the library will be closed for in-person visits to our school library. Books will be brought to the classroom for students to check out and read. Students are encouraged to take advantage of the public library.

LITURGICAL CELEBRATIONS

All liturgical celebrations will follow the DOGR guidelines. Students will go to an assigned daily Mass with their class and maintain a 6’ social distance from each other and any other cohort group. Anyone attending Mass who is not with the school, will be assigned a specific area, which will be at least 6’ from any student Cohort.

The first Mass, on Friday, August 21, will be livestreamed into classrooms.

LOCKERS

Students in 5th - 8th grade will be assigned their own locker. Students will go to their lockers in locker groups in order to maintain 6’ social distancing while at lockers. Students will only be allowed to go to their locker with permission from a teacher.

LUNCH

Students will eat lunch in their homeroom or outside. Lunch will be supervised by a St. Anthony staff member. Students will be given an opportunity to sanitize their desk and wash their hands prior to eating lunch.

If students are bringing a lunch from home, they should bring everything they need in their lunch bag. Students will not be able to heat up their lunch in the classroom.

Hot lunch will be served daily. Students can order their lunch in the classroom in the morning. Lunches will be individually packed and brought to the classroom.

At the discretion of the staff member supervising lunch, students may be able to eat outside. Students are encouraged to have a beach towel in their backpack to sit on for outdoor lunch.

Students will be expected to clean up after themselves and sanitize their lunch area upon completion.

Staff members will create specific rules for each classroom.

MIDDLE SCHOOL SCHEDULE

The middle school schedule has been altered slightly for the 20-21 school year. There is also a remote learning schedule for “live virtual learning.” Please click [here](#) to view the schedule.

PARENT RESPONSIBILITY - HEALTH CHECK

Prior to leaving the house there will be a health check that needs to be completed for each student. This will be provided by the Kent County Health Department (KCHD). How to access this will be online soon. The result of that scan will inform the parent if their student is able to come to in-person instruction for the day, or if they need to participate in remote learning.

RECESS

Students will remain in their classroom groups and assigned an area of the playground or field to play. Students may not play close contact games such as football on the playground. Recess will be supervised by volunteers, administration, and/or St. Anthony staff members.

Any equipment used outside will be sanitized.

Staff members are encouraged to provide an additional recess time for students beyond the assigned lunch recess.

REMOTE LEARNING

If school is not able to be open, or students need to remain at home (quarantine, appts., illness, etc.), students are expected to keep up on their work as assigned in Canvas. Teachers will set up opportunities to meet with students via Google Meet if they will be out of school for an extended period of time.

Students are expected to regularly check Canvas and their email if they are absent from school. If a student is struggling with an assignment or has a question about the assignment, it is his/her responsibility to contact the teacher for help.

RETREATS

Prior to scheduling any retreats, the teachers will evaluate any risk level associated with the retreat. Indoor, off-site retreats are suspended while in Phase 4.

SAFETY DRILLS

St. Anthony students regularly practice safety drills per the guidelines from the State of Michigan. Drills are scheduled and procedures will be reviewed with students. In the event of an emergency, students are expected to follow the direction of the teacher to ensure student safety.

SCHOOL CLOSING

If school needs to close, a text message via the Remind Text system will be sent to families. The closing information will also be sent via email. Students will be expected to follow a remote learning schedule in the event of a school closing.

SCHOOL SUPPLIES

School supplies, and personal belongings, should not be shared among students. Students will be given an opportunity to sanitize their supplies in the classroom. Students are asked to keep their supplies in their desk. If a student needs something and he/she does not have it, the student should ask the teacher to borrow it versus asking another student.

TECHNOLOGY USE

St. Anthony views the use of digital resources as central to the delivery of its educational program and expects that all students will use digital resources responsibly as an essential part of their learning experiences, whether in-school or remote. It is the policy of St. Anthony to maintain an environment that promotes ethical and responsible conduct in all digital resource activities. The use of assigned digital resources is a privilege and carries extraordinary responsibilities for the student and for their parent or guardian. All devices have been equipped with GoGuardian to monitor, manage, and filter the content on the device.

St. Anthony students and families must understand:

1. Students will be assigned (on loan) a chromebook or ipad to be used for educational purposes only. The conditions surrounding this equipment can be equated to those of a school textbook. Families will be required to sign an Equipment Use Agreement upon receiving the device.
2. Users of the school equipment and network must comply at all times with school policies regarding internet safety and technology, use of the internet, social networks and other forms of electronic communication.
3. Users are accountable to all school and diocesan policies and local, state, and federal laws.
4. Rules and guidelines are in effect before, during, and after school hours for all equipment whether on or off the school campus.
5. Files stored on school equipment or on the network are property of the school and may be subject for reviewing and monitoring.
6. Students are expected to keep the equipment in good condition. Failure to do so will result in repair or replacement.
7. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
8. Students may only log in under their assigned school username. Students will not share their password with other students at any time.
9. Students may not loan equipment to any other person for any reason as students are held financially responsible for any loss of components.
10. Failure to comply with the rules as outlined in this handbook may result in disciplinary action. St. Anthony may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity. St. Anthony reserves the right to confiscate the equipment at any time.

Students will be provided with a pair of earbuds/headphones that are specific for their own use. In the event that the earbuds break or are lost, students may purchase a new pair from

their teacher for \$5 or bring in their own. Earbuds MAY NOT be bluetooth; they must be wired to the Chromebook.

TRANSPORTATION

If students are scheduled to go on a field trip, transportation will be provided by Catholic Secondary Schools buses. Facial coverings will be required on the busses and students will be required to socially distance on the bus. Only one grade level will be allowed on the bus at a time. Students will be provided hand sanitizer while on the bus.

VISITORS/PARENTS

Visitors/parents are strongly discouraged from entering the school building. If a parent needs to meet with a teacher, he/she is encouraged to send an email to set up an appointment with the teacher. If a parent needs to get a message to his/her child, the parent should call the school office. In the event a parent needs to pick up his/her child for an appointment, the parent is asked to call the school office upon arrival and the child will be brought to the car. If a parent is entering the school building, the Health Screening must be completed and passed in order to come into the building. Parents should report directly to the office.

All visitors and adults entering the building are expected to do a Health Screening prior to entering the building. If the individual does not pass the screening, he/she should not enter the building.