



St. Anthony of Padua Catholic School

Parent and Student Handbook

2021-2022

2021-2022
TABLE OF CONTENTS
PARENT/GUARDIAN-STUDENT HAND BOOK

ABSENCES	07
ACCEPTANCE OF HANDBOOK FORM	25
ADMISSION POLICY	06
APPOINTMENTS	12
ASBESTOS WARNING	05
BETA CLUB	15
BULLYING POLICY	17
CALENDAR	23
CELL PHONE POLICY	13
CURRICULUM	10
DISCIPLINE	17
DISPENSATION OF MEDICATION POLICY	09
DISMISSAL TIME	09
ELIGIBILITY IN SPORTS	10
EMERGENCY CLOSING OF SCHOOL	10
FIREARMS POLICY	05
FUNRAISERS	22
GENERAL RULES FOR PARENTS	05
GENERAL RULES FOR STUDENTS	06
GOAL OF ST. ANTHONY OF SCHOOL	03
GRADING SCALE/INFORMATION	10
GRADUATION	12
GRIEVANCE PROCEDURE	13
ILLNESS POLICY	07

INTERNET USAGE POLICY _____	14
INTERNET PERMISSION FORM _____	26
HISTORY OF ST. ANTHONY SCHOOL _____	04
HOMEWORK POLICY _____	12
LIBRARY _____	12
LUNCH _____	12
MAKE-UP WORK _____	07
MISSION/VISION STATEMENT _____	03
NON-DISCRIMINATORY POLICY _____	05
PHILOSOPHY OF ST. ANTHONY SCHOOL _____	03
PHOTO RELEASE FORM _____	26
PLACEMENT AND PROMOTION POLICIES _____	11
PROGRESS REPORTS _____	10
REGISTRATION _____	22
RECESS _____	22
ST. ANTHONY OF PADUA (OUR PATRON SAINT) _____	04
SCHEDULE _____	09
SPED POLICY _____	07
SPORTS POLICIES _____	13
STUDENT RECORDS _____	13
TARDINESS _____	09
TEXTBOOKS _____	12
TUITION REDUCTION _____	21
TUITION SCALE AND FEES _____	21
UNIFORM INFORMATION _____	19
UNWRITTEN REGULATIONS _____	22
VACINATIONS _____	07
WATER BOTTLE POLICY _____	13

LETTER TO THE PARENTS AND STUDENTS OF ST. ANTHONY SCHOOL

“What greater work is there than training the mind and forming the habits of the young?” ~St. John Chrysostom

Welcome to St. Anthony Catholic School! In choosing St. Anthony School, you have demonstrated a commitment to the values and philosophy of a Catholic education. The Parent/Student Handbook reflects the policies of St. Anthony School for the 2020-21 school year. By enrolling your child in St. Anthony School you agree that you and your child intend to abide by the policies of St. Anthony School at all times. Please read this document carefully and sign the attached agreement.

The faculty and staff of St. Anthony School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Joel Desselle
Principal

VISION STATEMENT

St. Anthony of Padua School, in partnership with family, church and community, is committed to educating students of all faiths in Catholic values and traditions, helping each one to become the best version of themselves, as God intended, using the guiding principles of our Catholic faith and high-quality academics as the core framework for this commitment, ensuring that each student is nourished body, mind and soul and firmly rooted and formed in deep spirituality, good character, self-confidence and strong intellect.

In order to fulfil our vision, the school aims to:

- provide a caring, friendly, and disciplined atmosphere where the children are happy and attain the highest academic levels possible.
- impart Christian values and maintain a Christian atmosphere, throughout all our school activities.
- develop in the children a sense of self-confidence, self-respect and self-discipline to help them to recognize the needs of others and to be able to work with others in a spirit of cooperation.
- help children develop an enquiring mind and the ability to make reasoned judgements and choices.
- continue to attract, retain and provide professional development for our teachers and administrators to further the vision of St. Anthony School.
- provide for the short and long term financial stability of our school, while continuing to provide families with an affordable Catholic education.
- continue to upgrade our facilities to enable us to meet the demands of the mission of our school.
- work closely with parents, community members, and all others involved with the school in order to achieve these aims.

MISSION STATEMENT

We, as St. Anthony students, embrace the Catholic values and excel academically while developing a passion for service to create a better world.

CLASSROOM PHILOSOPHY OF ST. ANTHONY OF PADUA SCHOOL

At St. Anthony School we always show Bulldog PRIDE!

We are **Positive** about education.

We treat everyone with **Respect**.

We value personal **Integrity**.

We show **Dedication** to our academics and spirituality.

We strive for **Excellence** in all things by the grace of God.

ST. ANTHONY OF PADUA

St. Anthony of Padua, our Patron Saint, was born in Portugal and the name given him at Baptism was Ferdinand. At the age of 15, he entered the Augustinian Order and spent all of his time in prayer and study.

When he was 25, he heard about some Franciscans who had been martyred by the Moors in China. From then on he felt a strong desire to die for Christ. He joined the Franciscans who had been founded only a little while before and took the name of Anthony. Then, he went off to Africa to preach to the Moors. He soon became so sick that he had to leave. No one in his new order knew what a brilliant mind he had because he kept his talents hidden. So, he was sent to a lonely hermitage in Italy and there he washed pots and pans and did other humble chores.

Our Lord, however, wanted St. Anthony to save many souls by preaching. One day, at a gathering of many priests, it was suddenly discovered that there was no preacher! Anthony was told to get up and give the sermon as best he could. How amazed everyone was when he preached a marvelous sermon full of wise and holy thoughts. From then on, until he died nine years later, St. Anthony preached all over Italy. Often churches could not hold the crowds and then he would preach out in the open. Heretics, criminals and sinners of every kind were converted. Anthony was short and rather plump, but he had such virtue and such love for sinners that just the sight of him was enough to make many repent and confess their sins.

So many miracles have taken place and so many people have obtained favors by praying to him that St. Anthony is famous as the "Wonderworker".

A BRIEF HISTORY OF ST. ANTHONY OF PADUA SCHOOL

St. Anthony of Padua School was opened in September 1931 under the Pastor-ship of Reverend Monsignor J. V. Plauche. The school was staffed by the Congregation of Divine Providence with Sister Mary Georgia as first principal. The original four-room school building was supplemented in 1943 and 1959 with six additional classrooms.

In 1959 the Brothers of the Holy Eucharist joined the sisters and lay staff. In 1979, the Sisters of Divine Providence withdrew and the School Sisters of Notre Dame arrived with three sisters.

In 1981-82 St. Anthony of Padua School celebrated its fiftieth anniversary.

In 1984 all religious Brothers and Sisters withdrew from St. Anthony of Padua School. With the beginning of the 1987-88 school year, religious once more began an association with St. Anthony School when Sisters from the Congregation of the Daughters of Divine Providence joined the faculty to teach religion.

With the departure of the religious brothers and sisters in 1984, the school came under the leadership of lay personnel with Mrs. Billy H. French serving as the first lay principal of the school.

In 2007, Sisters of the Living Word- Sr. Judiann Derhake & Sr. Jeannette Daniel, SLW joined the staff as the Montessori Primary teachers and retired in May of 2020. Sisters from The Alliance of the Two Hearts came to St. Anthony in August of 2020 as part of their missionary work to spread the devotion of their order.

Since then,

- 1 Mr. Adam Desselle joined the faculty and staff as principal in August 1992.
- 2 Mrs. French returned as principal in December 1993 until July 1, 2000.
- 3 Mrs. Carole L. Scallan assumed the position of principal in July 2000 until June 2003.
- 4 Mrs. Mary Maud Carr became principal in July 2003 through July 2005.
- 5 Mrs. Connie T. Stemmenn became principal in August 2005 through July 2007.
- 6 Mrs. Helen Kelly became principal in August 2007 through June 2009.
- 7 Mrs. Martha Coulon appointed principal in July 2009 through June 2018.
- 8 Mrs. Aimee Hayes joined the faculty and staff as principal in July 2018.

St. Anthony School celebrated its 75th anniversary during the 2005-2006 school year.

NON-DISCRIMINATORY POLICY

St. Anthony of Padua School of the Diocese of Alexandria maintains a non-discriminatory policy on the basis of race, sex, color, national and ethnic origin in its educational programs, activities, and employment policies in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Educational Amendments and Sections 4.03 (a) and 4.03 (c) Revenue Procedure 75-50. We also do not discriminate against anyone who is breastfeeding.

All students, faculty members and staff, without exception, are admitted to all rights, privileges and activities generally accorded or made available at St. Anthony of Padua School, which does not discriminate on the basis of race, sex, color, national and ethnic origin in the administration of its employment policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

St. Anthony of Padua School is in compliance with the regulations and policies of the Office of Catholic Schools of the Diocese of Alexandria. These are those regulations and policies that are published in the Diocesan Handbook of Policies as well as those that are subsequently determined by the Superintendent of Schools.

ASBESTOS WARNING

St. Anthony School has been inspected for asbestos containing substances as required by Federal Law (June 18, 1991). It was found to be free from friable asbestos, but non-friable asbestos has been found in the following places:

1. Old roofing tile on the main building. (Covered by the new roof)
2. In the tile on the lunchroom floor.
3. In the floor tile and mastic in the kitchen/storage.
4. In the floor tile in the AV room

Periodic inspections are made as required by law. Inspection records are on file in the office, and may be viewed by the public upon request.

****FIREARMS POLICY****

Act 833 of the 1991 Regular Session of the Louisiana Legislature makes it a crime if a student or non-student carries a firearm on school property. This crime is defined as the intentional possession of any firearm during regular school hours. If a student or non-student is convicted of the crime of carrying a firearm on school property, he/she is subject to a maximum penalty of imprisonment at hard labor for not more than five (5) years. The law exempts from its provisions a federal, state, or local law enforcement officer or a school official or employee acting during the normal course of employment, or a student acting under the direction of such a school official or employee. The law also requires that the principal notify the parents of any student who is arrested for carrying a concealed weapon on campus. The student will be expelled from SAS.

GENERAL SCHOOL RULES FOR PARENTS

1. Know the school and classroom policies affecting your child.
2. Avoid taking your child out of classes for non-essential reasons. Your child's education is very valuable. If your child checks out of school after lunch, but before 3:00 p.m., he/she will be counted absent for 1/2 day.
3. Keep your child's teacher or teachers informed of anything which could affect the student's behavior or performance at school.
4. Keep the lines of communication open between home and school. To make an appointment with a teacher, PLEASE call the school. The message will be relayed to the teacher and he/she will return your call.
5. Provide an environment for homework and study each school night.
6. A teacher or class is never to be disturbed by a parent's visit. ALL visitors to the school must report to the office and receive a Visitor's Pass from the secretary before entering the classroom.
7. See that your child is wearing the proper school uniform each day.
8. At least one parent/guardian is required to attend the report card day conference.
9. DO NOT send cash to pay fees to school with your child. PLEASE send checks, Money Orders, or bring cash payments in person. We will be using the FACTS system for tuition and fees.
10. Students will be brought to the office to be checked out.
11. PK 3 through 8th grades students are not to be dropped off or picked up in the front of school each morning. Drop your child/children off in the back of school.

GENERAL SCHOOL RULES FOR STUDENTS

1. Respect is due all staff members and students of St. Anthony of Padua School.
2. For safety, walk in all school buildings and school grounds.
3. Keep the school building and grounds litter free.
4. Wear your school uniform neatly and proudly.
5. Recess is a time for the bathroom and relaxation.
6. No cell phones are allowed on school campus.
7. IPODS, MP3 Players, radios, CD players, game boys, or electronic toys are not to be brought to school. This also includes walkie-talkies, cell phones, and fad toys. If discovered the items will be confiscated and must be picked up by the parent.
8. Toy guns, knives, or any other weapons are never to be brought to school.
9. **INVITATIONS:** If a student is having a party at home and wishes to distribute invitations at school, they are to be given out prior to dismissal. No invitations are to be given out, nor gifts to be distributed, unless there is an invitation or gift for each child.
10. *Remember you are always a St. Anthony student on and off campus.*

ADMISSION TO ST. ANTHONY OF PADUA SCHOOL

Note: If parents/guardians have any outstanding debts to St. Anthony School at the end of the previous year your child will not be admitted until all debts are cleared.

PRIORITIES OF ENTRY

PRE-Kindergarten 3 – (all 3 year olds must be toilet trained)

First to enter are children of teachers employed at St. Anthony School.

Second to enter are siblings of students already enrolled.

Third to enter are students of active, contributing, mass going parishioners of St. Anthony.

Fourth to enter are children of non-parishioners and non-Catholics.

All PreK-3 children must be three by September 30th of the new school year, unless special circumstances approved by the principal and teachers.

Parents who wish to have their child enter pre-school as a 4 year old because of a birthday close to the cutoff date must sign a waiver to that effect and understand that he/she will be held back each consecutive year that they are enrolled in St. Anthony School.

PRE-KINDERGARTEN 4

First to enter are the children of teachers employed at St. Anthony.

Second to enter are students from Pre-School who have siblings already enrolled at SAS.

Third to enter are students of active, contributing, mass going parishioners of St. Anthony Church.

Fourth to enter are students from Pre-School (3 year old)

Fifth to enter are children of non-parishioners and non-Catholics.

All pre-kindergarten children must be four by September 30th of the new school year. Parents who wish to have their child enter pre-kindergarten as a 5 year old because of a birthday close to the cutoff date must sign a waiver to that effect.

KINDERGARTEN

First to enter are the children of teachers employed at St. Anthony.

Second to enter are children from St. Anthony Pre-Kindergarten 4 program

Third to enter are students of active, contributing, mass going parishioner of St. Anthony church.

Fourth to enter are the siblings of students already enrolled.

Fifth to enter are children of St. Anthony parishioners.

Sixth to enter are children of non-parishioner and non-Catholics.

All Kindergarten children must be five by September 30th of the new school year. Parents who wish to have their child enter kindergarten as a 6 year old because of a birthday close to the cutoff date must sign a waiver to that effect.

GRADES 1 TO 8

1st to enter are those children who have been promoted to the next grade who are already students at St. Anthony School.

2nd to enter are siblings of students already enrolled at St. Anthony School.

3rd to enter are children of teachers employed at St. Anthony School.

4th to enter are children of non-parishioners and non-Catholics.

NON-CATHOLIC CHILDREN

Children and families of all religions are welcome. At St. Anthony School all students study Catholicism and attend liturgical services. Students of other religions must attend all religion classes and activities of their grade.

CHILDREN WITH SPECIAL NEEDS

St. Anthony School will make every accommodation to help every child be successful in our classrooms. However, each child will be reviewed on an individual basis to assure the best quality of education is being provided.

VACINATIONS

Each student must have on file a MCH-14A health card proving that he/she has received the proper immunizations.

Without this card, a child cannot be admitted to any Louisiana school.

ABSENCES

****Please note:** In order for a student to be counted as present for the school day, he/she must arrive by 7:50 a.m. If the student must leave school during the day and returns to school after being absent more than one hour he/she will be counted absent ½ day. Also, if a student checks out of school before 3:00 p.m. that student will be counted absent ½ day. On the day of return from an absence the parent/guardian is to send a written excuse with his/her child specifying the reason for the absence. When a student returns from an absence he/she must be prepared to take any missed test on the day following the day they return to school.

-If your child is absent you need to collect assignments. The assignments and texts will be gathered for you and may be picked up no later than 3:10 p.m. in the main office.

TYPE OF STUDENT ABSENCES ARE:

- A. **Excused:** Only if the student brings a note from a doctor (or in case of death of a close family member from the funeral director). The child will be able to make up work missed. The day(s) will be counted as an absence(s), but it will not affect the total number of absences needed for promotion to the next grade.
Please note: Excuses are only accepted up to one week upon returning to school.
- B. **Unexcused: (make-up work)** if the student brings a note from the parent stating he/she was ill.
- C. **Unexcused: (with no make-up work)** no doctor excuse, no note from parents.
 1. The teacher is not obligated to make sure that work missed during an absence is completed or graded when an excuse is not turned in.
 2. Students tardy for school are considered absent while tardy. Any students arriving after 7:55 a.m. will be considered tardy. 3 days of being tardy does equate to 1 day of unexcused absence.
 3. Students absent 13 unexcused days in one school year may fail for the year unless there are extenuating circumstances. *Elementary students must attend 160 days per year. Summer school may be offered to make up for the days absent at \$50 a day fee to pay for supervision of student.*
 4. Principal/Pastor reserves the right to make the final decision.

MAKE-UP WORK

It is each student's responsibility to ask for make-up work following an excused absence. The student is to request the make-up work or tests to be taken on the day he/she returns from an absence. Make-up work does not have to be supplied by the teacher for unexcused absences. It is done at the teacher's discretion. Make-up work or tests not completed within **three** school days after an excused absence shall be counted as grades of 50 (fifty).

ILLNESS POLICY

The intention of this policy is to provide a healthy and safe environment for our students. Some illnesses and situations require a child to be absent from school to prevent the spread of infection to other children and to allow the child time to rest, recover, and be treated for the illness. In order to help keep our children healthy, St. Anthony School requires adherence to the guidelines of this policy. This policy is based on infection control recommendations outlined by the CDC and the American Academy of Pediatrics.

If a student arrives at school with symptoms, or begins to show symptoms indicative of a condition listed below during the school day, a parent/guardian will be contacted and asked to pick the child up as soon as possible.

*****The parent/guardian needs to maintain direct contact with the school administration and the student's teacher if the child is diagnosed with any communicable disease so that the school can take appropriate steps to protect the entire student population.*****

Illness	Symptoms	Return to School
Fever	Oral temperature greater than 100.4 degrees	May return to school when fever free without the use of fever reducing medications for 24 hours. Recommended to see a healthcare provider.
Vomiting	Vomited at least twice in 24 hours or is unable to tolerate normal food and drink	May return to school when free from symptoms for at least 24 hours. Recommended to see a healthcare provider.
Diarrhea	3 or more watery stools in 24 hours	May return to school when free from symptoms for at least 24 hours. Recommended to see a healthcare provider.
Strep throat	Sore throat that can start very quickly, pain when swallowing, fever, red and swollen tonsils, sometimes with white patches or streaks of pus, tiny, red spots on the roof of the mouth	May return to school 24 hours after starting antibiotics AND free from fever without the use of fever reducing medications for at least 24 hours.
Conjunctivitis (pink eye)	Pink or red color in the white of the eye, swelling of the eyelids, increased tear production, itching, irritation, and/or burning, discharge (pus or mucus), crusting of eyelids or lashes, especially in the morning	May return to school 24 hours after starting treatment and eyes are completely free of discharge.
Head Lice	Tickling feeling of something moving in the hair, itching, irritability and difficulty sleeping (head lice are most active in the dark), sores on the head caused by scratching	May return to school after lice treatment and removal of all live lice and nits from hair. We recommend Nitwits: (337)230-0660 or Lice Clinic: (337) 340-8040
Ring worm	Itchy skin, ring-shaped rash; red, scaly, cracked skin, hair loss	May return after prescribed treatment by healthcare provider is started. Affected area should be covered with a bandage while in school for first 48 hours of treatment.
Impetigo/MRSA/Staph	Tiny blisters that break and reveal moist, red skin. After a few days, it gets covered with a grainy, golden crust that gradually spreads at the edges. Pus-filled blisters	May return to school 24 hours after antibiotic treatment is started AND child is free from fever without the use of fever reducing medications. Wound must be covered with bandage and taped on all 4 sides.
Hand Foot Mouth Disease	-Fever, reduced appetite, sore throat, a feeling of being unwell (malaise). One or two days after the fever starts, painful	May return to school when all sores and rash are completely gone and child is fever free without the use of fever

	sores can develop in the mouth. They usually begin as small red spots, often in the back of the mouth, that blister and can become painful. -A skin rash on the palms of the hands and soles of the feet may also develop over one or two days as flat, red spots, sometimes with blisters. It may also appear on the knees, elbows, buttocks or genital area.	reducing medications.
Flu	Fever, cough, sore throat, runny or stuffy nose, muscle or body aches, headaches, fatigue (tiredness), vomiting and diarrhea	May return to school when fever free without the use of fever reducing medications for at least 24 hours. Recommended to see a healthcare provider.
Upper Respiratory Infection	Persistent nasal discharge that is discolored, elevated temperature, productive excessive cough	May return to school when symptoms are improved for at least 24 hours AND child is free from fever without the use of fever reducing medications. Recommended to see a healthcare provider.
Common Cold	Mild cough, runny nose, and nasal congestion. NO FEVER.	A child without fever, but with a mild cough, runny nose, and nasal congestion may be at school with the approval of school administration. Please use discretion.
Vaccinations		Children should stay home from school the day after receiving childhood vaccinations (with the exception of the flu shot) due to possibility of fever and/or local immune reactions.
COVID-19 Mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Requires wearing face masks for grades 3-8, social distancing, hand hygiene, and routine environmental cleaning.	Fever >100.4, chills, cough, shortness of breath, headache , sore throat, fatigue, body aches, loss of taste/smell, nausea, vomiting, diarrhea.	Student/Faculty with COVID-19 symptoms* or a positive COVID-19 test may return to school: <ul style="list-style-type: none"> • At least 10 days have passed since symptoms first appeared • At least 24 hours have passed since the resolution of fever without the use of fever reducing medications and • Other symptoms (e.g., cough, shortness of breath) have improved • If asymptomatic, it has been at least 10-days since positive test collection date • Must have a doctor's excuse to return.

COVID-19 Guidelines when staff or students become ill:

- Immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow CDC guidance for caring for oneself and others who are sick.
- Staff will wear a mask, eye protection, and gloves when dealing with a sick student.
- Place the student or staff in a room with a door that can close (isolation room). Staff should wear a mask when in the room and clean hands with soap and water or hand sanitizer.
- The isolation room will be cleaned and disinfected after the student/staff leaves.

Reference: Centers for Disease Control and Prevention (2021). Considerations for Schools. Retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

Louisiana Department of Health: School Isolation/Quarantine Recommendations (July 24, 2020)
<https://ldh.la.gov/index.cfm/page/4023>

DISPENSATION OF MEDICATION:

- The Catholic Schools Office of the Diocese of Alexandria has directed that, ordinarily, school personnel shall not administer any medication to students.
- If a student's health needs necessitate taking a prescription drug, the parent or guardian must submit an order from the Louisiana-licensed physician or dentist as well as a letter of request and authorization from the parent/guardian clearly indicating the student's name and instructions for dosage and frequency. Parents/Guardians must sign a consent form for medication. No medication shall be administered to any student unless it is provided to the school in the original container.
- St. Anthony School is asking parents to provide a locked box for any prescription medication needing to be kept in the classroom.
- It should be clearly understood that administering any medication is the exception rather the rule and as such should be a rare occurrence.
- Employees of St. Anthony School shall not administer any non-prescription drugs to students, Parents/Guardians must come to school to administer Tylenol, cough drops, chap stick, etc., as needed.
- Each student has school insurance. The fee for this is \$60.00 per child as is paid during the spring registration. Each family should have a brochure/folder about this policy. Additionally, there is an extra 24 hour wraparound insurance policy which may be purchased separately.

SCHOOL SCHEDULE AND TARDINESS

St. Anthony of Padua School opens each day with the **first bell ringing at 7:50 a.m. and second bell ringing at 7:55 a.m. and will dismiss at 3:00 p.m.** Students **are not** to be on the campus before **7:15 a.m.** Students who arrive before this time are unsupervised and not the responsibility of the school. If under certain circumstances you must bring your child/children before 7:15 a.m. You must have cleared this with the principal beforehand so we will expect the student and when to expect him/her on campus.

Students in grades 7-8 must report to the grassy area next to gym; 5 and 6 grassy area by library; 3 and 4 grassy area by oak tree/statue; 1 and 2 in large field and Pre-K3- report to the playground. Students are not to enter any classroom before the bell rings at 7:55 a.m. without permission. Students arriving on campus after 7:55 a.m. will be considered tardy. Any student who receives 3 unexcused tardy slips in a 9-weeks receives detention.

DISMISSAL OF STUDENTS IN GRADES PRE-SCHOOL 3 THROUGH 8

1. 3:00 p.m. – All students will dismiss at this time.
2. Pre-K3 through the 4th grades will dismiss from the cafeteria doors in the horseshoe area.
3. Grades 5th through 8th will dismiss from Providence Hall doors on Louisiana Avenue, with their sibling from the lower grades.
4. Parents/guardians **DO NOT** park on St. John Street in the back of St. Anthony School. This causes traffic jams when entering Louisiana Avenue.
5. When picking up children in Pre-K 3 through 4th grades **DO NOT** park on Louisiana Ave. They continue moving along Louisiana Avenue through the horseshoe by the cafeteria, then exiting via St. John St or Louisiana Ave.
6. Parents/Guardians picking up students from Providence Hall **DO NOT** enter the horseshoe area. They come via St. John St. and turn on Louisiana Avenue until they pass Providence Hall. Then, if they wish to park to wait for their children, they may park on the right side of Louisiana Avenue heading towards Oak Street. Students from

Pre-K 3 through 8th grade must officially check out with the front office regardless of the time the student leaves the campus.

7. According to this schedule all teachers are on duty until 3:15 p.m., at which time all students should be off campus. Students enrolled in the afternoon Homework House are the only students who should remain on the St. Anthony School campus. **Students who are not picked up 15 minutes after all other students have left will have to pay for Homework House.**
8. A **Car Rider Form** needs to be filled out for your children and a sign placed visibly in your car if your child is picked up on a daily basis, with their name in bold black ink. You will need this sign to go through the car rider line or may give the sign to people authorized to pick up your child. Additional signs may also be purchased for multiple vehicles.
-If your child normally rides the bus or goes to Homework House and will only be picked up by car occasionally, you may send a note to his/her teacher so that they can be put directly into Homework House when they are not riding in carpool as needed.

EMERGENCY CLOSING OF SCHOOL (In case of emergency or inclement weather)

It is our policy to close only when the Avoyelles Parish Superintendent announces that all schools in Avoyelles are closed. Radio stations KLIL (92.1-Moreauville) and KAPD (97.7-Marksville) will make the announcements. If it is announced that all Avoyelles Parish Public Schools are closed, (or are closing), due to weather or other emergency, St. Anthony will close also. Parents are also notified by phone of an impending closure.

CURRICULUM

The plan of learning for each grade level is designed to provide learning experiences that are necessary for each student's moral, spiritual, intellectual, social, emotional, and physical development. The Diocese of Alexandria curriculum guidelines are consistent with the state of Louisiana standards and are followed for the teaching of all secular subject areas.

Because of the nature of St. Anthony School as a Catholic institution, religion is the most important subject that all students study. If a student fails religion for the academic school year he/she will not be promoted to the next grade.

GRADES

Several factors are utilized in composing grades. There are tests, daily quizzes, class participation, homework, special assignments, reports or any activity to which a teacher assigns a grade. Teachers are required to give a minimum of eight (8) grades in a nine weeks (9) grading period unless an exception is made by the administrator.

On individual tests or assignments numbers are used to represent a numerical grade as follows:

100 = A+

93 – 92 = B+

85 – 84 = C+

75 - 74 = D+

99 – 96 = A

91 – 88 = B

83 – 80 = C

73 - 72 = D

71 - 70 = D-

95 – 94 = A-

87 – 86 = B-

79 – 76 = C-

69 & below = F

Numerical grades are recorded on student cumulative folders, duplicate report cards and are used in ascertaining the GPA for academic awards and class standings. Numerical grades are also recorded on student report cards.

A numerical grade is assigned for conduct. The conduct grade is used in determining Principal's List and Honor Roll. In ascertaining the GPA for academic awards and class standings, P.E. grades and conduct grades are NOT included. It is also used to determine eligibility for Beta Club.

Skills assessment reports will be issued for Montessori students.

PROGRESS REPORTS

- At the end of the 4th week of each 9-week period students with grade averages of 75 or below will receive a progress report from the teacher. Parents/Guardians are to pay close attention to student's grades and make an appointment with the child's teacher when a grade is "D" or below.
- Students are recognized at the end of each nine-week period if they have attained Principal's List or Honor Roll.
- Parents/Guardians are kept informed of a student's progress throughout the year but are formally informed of

possible non-promotion at the end of the second nine-weeks grading period.

PLACEMENT AND PROMOTION POLICIES

Entrance Requirements:

Pre-Kindergarten 3 year old placement

A student must be three years old by September 30 of the pending school year.

Pre-Kindergarten 4 year old placement

A student must be four years old by September 30 of the pending school year.

Kindergarten Placement

1. The initial entry level for all students in Avoyelles Catholic Schools is the kindergarten. Students must be five (5) years old by September 30 of the pending school year.
2. Exceptions to entry placement in kindergarten will be the following:
 - A. Those students who are already enrolled in the first grade in a certified school will be placed in first grade.
 - B. Those students who are at least six (6) years old prior to September of the year pending, who attended private kindergarten, and who meet the Avoyelles Catholic School promotion requirements for kindergarten will be placed in first grade.
 - C. Those students who are at least six (6) years old prior to September of the year pending and have not attended kindergarten but meet the Diocesan and St. Anthony School promotion requirements for kindergarten will be placed in first grade.

PROMOTION REQUIREMENTS

School Attendance Requirements

Students in Grades K – 8 must attend a minimum of 160 days per school term to be considered for promotion. Exception can be made only in the event of extended /personal illness as verified by a physician and/or other extenuating circumstances as approved by the principal. The school day shall be a minimum of 330 minutes and 172 days of school is scheduled for Grades Pre-Kindergarten through eight. **A student may not have more than 13 unexcused absences during the school year.**

St. Anthony School follows the Handbook of Policies for Catholic Schools Diocese of Alexandria guidelines as set forth in section 7240 which states, “The promotion or retention of a learner should be based on primarily the degree of achievement of the specific objectives of the grade or course. A learner who has not achieved satisfactorily in a grade or subject should repeat the grade or subject.” Section 7250 states, “In order to progress from one grade to another at the elementary level in the Diocese of Alexandria, a student shall fulfill the basic requirements of the school, shall be approved by the school authorities, and shall have earned credit in those courses which would enable him or her to meet the state diocesan requirements. Even if a student has earned the required number of quality points, he/she must have a passing grade for the last grading period.”

If a student completes the very minimal requirements for his/her grade, but his/her teachers recommend he/she be retained, a letter to that effect is given to the parents/guardians. If the parents/guardians choose to move the student to the next grade, the parents/guardians will sign the teacher recommendation and a copy of the letter is placed in the student’s file. The student can be advanced to the next grade on a probation and may be moved back to the previous grade if the child is not successful during the 1st 9 weeks.

If the student earns an F for the last grading period a Special Test will be given. A passing grade on that Special Test must be earned or the student will fail that subject for the year. Even with taking the Special Test no grade higher than a D may be earned for the last grading period. (This Special Test will not be considered in determining the G.P.A. St. Anthony of Padua School adds the following requirement: A student must earn a passing grade of D or better in the subjects of Religion, Reading, Mathematics, English, Science and Social Studies for the last grading period.

A student that does not master the requirements for promotion for Reading, Math, English, Science or Social Studies may be considered for promotion in that subject should he/she attend summer school and successfully complete the course

A local promotional consideration

After being retained once, exception to the following physical/social maturation age rule may be determined by a consensus of the school level committee made up of the principal and the teacher(s) involved with teaching the student.

Rule: Grades Number of Retentions Recommended

K-8: once per grade

Additional information about accelerated programs, transfer of students, policies, or records and report cards and due process are available in the principal's office at St. Anthony of Padua School.

GRADUATION

The awarding of the St. Anthony of Padua School diploma is in recognition of a young person's satisfactory completion of requirements for his/her eight elementary years. Students must have successfully passed religion courses to be eligible for a St. Anthony diploma; otherwise, students will be issued a state diploma. Students not meeting all diocesan and school requirements shall not be eligible for graduation. Additionally, violation of school regulations may result in a student's not being permitted to participate in graduation ceremonies. ***Students owing fees will not be allowed to graduate.**

Service Hours is an additional requirement that has been added in order to best illustrate that we are a Catholic school with a mission to form the whole student to achieve personal excellence through the maximum spiritual, physical, emotional, social and academic growth. A minimum of 10 service hours is required to participate in graduation.

The boy with the highest academic average will receive the Knights of Columbus Award. The girl with the highest academic average will receive the Catholic Daughters of America Award. A student must be enrolled in St. Anthony of Padua School (or another Catholic school) at least three consecutive years (grades 6, 7, 8) to be eligible for these awards.

APPOINTMENTS

If you need to see a teacher, please give the teacher notice so he/she can prepare for you. It is necessary for you to report to the office before conferring with a teacher.

Please DO NOT call or text the teacher or principal at home. Teachers have been advised that they do not have to have conversations over the telephone with the students or with parents after school hours. Please contact them at school as that is where records are available. Teachers will return your calls as soon as available. Email is often the best way to reach the principal or the teacher. Call the office to get any email address you need or you can find them on our website.

Homework Policy

Students who complete homework often have better report card grades and higher achievement test scores. Teachers believe that homework improves student understanding and retention. It improves student study skills and doing homework reinforces the idea that learning can take place anywhere not just in the classroom. St. Anthony School teachers use homework for various purposes: as preparation for upcoming class lessons; as practice for ongoing learning; and as extensions for ongoing lessons or recently completed subject topics. Homework also serves as study aids for upcoming tests.

Most homework assignments begin in class. Students are given time during the class period and during the school day to complete assignments. Teachers verbally remind students to do homework while in class. Work not completed in class is brought home for completion.

Parents/Guardians, many times, are involved in their child's homework activities. It is checked, however, and students have feedback on their work. In checking homework assignments teachers have the opportunity to see how well students have understood the aims/objectives of the assignment. If necessary, teachers re-teach the material not understood. Please make every effort to check on your child's homework for completion and that it is their own work.

Montessori students do not receive homework. It was Maria Montessori's belief that young students work hard during the day at school and need to spend that time at home with their family participating in chores or playing outside. If you would like extra work for your child, the teachers can suggest websites or workbooks as well. The teachers will send homework if they notice your child needs extra help at home.

TEXTBOOKS

- Students must pay for damaged or lost books.
- Parents can request to have a home copy of textbooks. If the school owns an extra copy, a \$10 fee will be charged per book and is expected to be returned at the end of the school year in same condition it was given. If the book is damaged or not returned a replacement amount will be charged.

LIBRARY (*SUSPENDED AS OF AUGUST 2021 DUE TO COVID-19*)

- One regularly scheduled library instruction period is provided for each class in grades 1-8 every week.
- A fine of 5 cents per day will be charged for overdue library books. No student is to be issued a report card, nor

will his/her records be transferred to another school if he/she owes the school a fine or if he/she has not returned all library books. Replacement cost fee will be assessed for lost library books.

CELL PHONE POLICY

No student will be allowed to possess a phone during school hours. Cell phones have become a way of life, a technological convenience that has impacted all of our lives in one way or another. However, in the school environment, cell phones have become a distraction, interruption, and a method of illegal exchange of information. The ringing of the cell phone during class or the text-messaging takes away from the valuable time needed for instruction and most importantly, student learning. We do recognize that cell phones can be a safety/security tool; however, they can be a detriment in the event of a building emergency and our protocol to manage such emergencies in a safe and effective manner. Parents are urged to utilize the school phone to relay any messages that may be urgent in nature to their child. We will do our best to relay any urgent information to your child.

**If a student is found to be in possession or use of a cell phone, the phone will be confiscated, placed in a labeled envelope, and delivered to the office. A parent or guardian will need to sign for the cell phone with a \$20 fee for the inconvenience.* If there are extenuating circumstances for your child to need a cell phone, they are to check it into the principal's office with a signed note from the parent.*

St. Anthony School reserves the right to search a student's bag or person including, but not limited to electronic devices.

WATER BOTTLE POLICY

SAS students will be allowed to have water in the classrooms with the following considerations:

- The container must contain water and water only. No juice, soda, addables, or energy drinks.
- The container must have a closeable lid of some sort; this will be a screw on lid or a push top.
- The student will be responsible to fill the bottle between classes. A student may not leave class to fill a bottle.
- Bottles are not to be in close proximity to any technology (computers, overheads, document cameras, smart writes, or projectors). Water will not be allowed in any computer class or computer lab, as well as the library.
- Water bottles are not to be played with on school grounds. This includes throwing the bottle or pouring the contents of the bottle onto another student or teacher.

Any failure to follow the policy will result in the student losing the privilege of having water in the classrooms.

STUDENT RECORDS

It is the right of every parent/guardian to examine his/her child's cumulative record folder. Any such request, though, is addressed to the principal a day prior to the examination. When a student transfers to another school from St. Anthony of Padua, student records will be sent when requested by the receiving school provided there are no school debts owed and all books have been returned. At the end of the academic school year report cards will be held for students owing any school debts to St Anthony of Padua School, including tuition, fundraiser money, athletic (sports) uniforms, library fines and other fees. When the debt is cleared the report card and/or records will be released.

GUIDELINE FOR ELIGIBILITY IN SPORTS

1. A student must have a 76.0 GPA or better at the end of the grading period in order to participate in sport activities/cheerleading. (Grades in the following subjects are included when averaging: Religion, Reading, English/Spelling, Math, Social Studies, and Science. P.E. and conduct are not included in averaging the 76 GPA)
2. If a student has a GPA lower than a 76.0, that player will be allowed to participate in practices and may not play until the next averaging period. If he/she has raised his/her average to a 76 by the next averaging period, he/she may play. Students must also maintain a conduct grade of 76/C or higher. Grades will be averaged every 4 weeks.
3. Coaches and students will be notified by the teachers or principal on academic eligibility. If an ineligible player plays, he/she will receive an infraction for willful disobedience.
4. If an athlete is guilty of a major infraction, the student may be suspended from participating in practice or game. The principal and athletic director will decide on action to be taken.

If there is a problem in regard to athletics,

- The first course of action to resolve the matter is to set up a private meeting with the coach or staff member. The complaint may ask that the athletic director and/or principal be present at the meeting also.
- If this does not resolve the problem, the next step is to set up a private meeting with the athletic director. In the event this does not resolve the matter, a meeting with the principal should be arranged.
- Finally, if satisfactory adjustments and/or explanations are not made, a conference with the pastor may be arranged.

We know that problems sometimes arise during athletic events, but we ask that complaints be made after the event, when tempers have cooled and the proper procedures can be followed. At the beginning of the school year, parents/guardians of children who play sports will be asked to sign a Code of Ethics for parental behavior.

PLEASE SEE ATHLETIC HANDBOOK FOR ALL RULES AND REGULATIONS.

INTERNET USE

St. Anthony School is happy to be able to offer Internet access to our students and staff. We believe the Internet offers vast, diverse, and unique resources. In providing this service, we aim to promote educational excellence in school by facilitating resource sharing, innovations, and communication.

Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable. SAS makes no warranties of any kind for the Internet access it is providing and will not be responsible for any damages users suffer, nor for the accuracy, nature, or quality of information gathered.

While our intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other material as well. Even should we institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with this Internet Use Agreement. Yet, we believe that the benefits of students accessing the Internet exceed any disadvantages.

Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Outside of school families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, radio, movies, and other possible offensive media.

Students utilizing school-provided Internet access are responsible for good behavior online just as they are in a classroom or other areas of the school. The same general rules for behavior and communications apply.

Internet Terms and Conditions

1. **Acceptable Use:** The purpose of using the Internet at SAS is to support education and to provide access to unique resources and the opportunity for collaborative work. The use of the Internet must be in support of education and research and consistent with the educational objectives of SAS.
2. **Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges.
3. **Network Etiquette:** Students are expected to abide by the generally accepted rules of the network etiquette. These include, but are not limited to the following rules:
 - Be polite. Never send or encourage others to send messages that are not polite.
 - Use appropriate, respectful language. Remember that you are a representative of St. Anthony School when you are on-line. In your messages, always use language that is appropriate and respectful.
 - Internet access is not allowed during the school day without permission.
 - Computers and the Internet are not to be used for personal blogs, games, or for entertainment.
 - Do not send any message that includes personal information, such as home address or phone number, for yourself or any other person. Report to your teacher any person who ask for personal information.
 - Electronic mail (e-mail) is not guaranteed to be private. The teacher can check e-mail to make sure that it is appropriate. Keep passwords private and do not read other people's mail. No personal e-mail is allowed.
 - All communications and information accessible via the Internet should be assumed to be private property and students should observe copyright laws at all times. Use of any information obtained via the Internet is at your own risk. SAS makes no guarantees of any kind about the accuracy or quality of information found on-line.
 - iPads are to be used strictly for educational use. No filming of students and teachers is allowed.
4. **Vandalism:** Do not damage any school computer system. Never move, delete, or trash any applications for files that are not yours.
5. **Uploading and Downloading:** Students are not to load or copy any programs or files onto the hard drives of any computer from any drive, computer, network, or any Internet site unless instructed to do so by the teacher or school official.
6. **Social Media Postings:** St. Anthony School works to protect the confidentiality rights of all students. The Family

Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. SAS adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at SAS are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on their personal Facebook®, Instagram®, or any social media page. Such postings are a violation of the St. Anthony School's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from St. Anthony School. Photos and captions on a student or parent's social media account that depicts the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

7. Other: The administration at SAS will deem what is inappropriate use, and the decision is final.

Students who violate these terms and conditions will lose computer use privileges and be subject to other disciplinary actions deemed appropriate by the administration.

BY-LAWS of the St. Anthony of Padua Catholic School chapter of National Junior Beta Club

ARTICLE I: Standards of Membership

Standards of membership in the St. Anthony of Padua Catholic School chapter of National Junior Beta must conform to the general features as laid down in the national constitution and in all cases must be approved by the principal of the school. The classes from which members may be drawn shall be 6th, 7th and 8th grades. The scholastic requirements for membership in this chapter of National Junior Beta shall be a true 93 average at the end of the first nine week period of eligibility, which is the first nine week grading period of the 6th, 7th and 8th grade year. In addition, the student must not have received any infractions during this same nine week period and must have maintained an 86 average or higher in conduct.

ARTICLE II: Loss of Membership

- A member of this chapter of National Junior Beta may be dropped from membership if he/she receives a behavior report for a major discipline problem. A 3 day suspension is an automatic loss of Beta honors. A 1 day suspension is a probation offense. There are always extenuating circumstances that the sponsor and principal can take into consideration.
- A member of this chapter of National Junior Beta will be placed on probation from membership if his/her scholastic record falls below a true 86 average or if his/her conduct grade falls below an 86 at any time during the school year.
- A member of this chapter of National Junior Beta will be placed on probation from membership if he/she is absent without a justifiable reason from two consecutive meetings.
- A member of this chapter of National Junior Beta may be placed on probation from membership if he/she does not earn the number of service hours required as set forth in the by-laws.
- A member of this chapter of National Junior Beta will be placed on probation from membership if he/she receives one infraction for any reason.
- Probation shall be defined as the restriction from participating in any Beta sponsored activity including, but not limited to meetings, service projects, student centered day, or conventions for the duration of the probationary period. Probation will be assigned for six weeks immediately following the incident that violated a Beta by-law.
- A member of this chapter of National Junior Beta may be dropped from a membership if he/she violates any by-law of the club a second time within the same school year.
- If and when a member is dropped from membership a record of this action shall be relayed to the national office of National Junior Beta immediately. The student will remain out of the club for the remainder of the school year and he/she will have to attain all standards for membership as stated in Article I the next school year

ARTICLE VI: Service Hours

Each club member must earn five service hours each nine week grading. Service hours can be earned by participating in Beta sponsored activities and other acts of service in the community approved by the club sponsor. Proof of service signed by a director or organizer of the activity must be turned in to the club sponsor upon completion of the service. Bringing in items for collection may also be counted towards service hours. How many items and how many hours will be decided on by the club sponsor at the time of the project.

LUNCHES

St. Anthony of Padua School provides a balanced meal each school day. The cost is announced at registration and is payable by the 10th of each month by check or money order, **SEPARATE FROM THE PAYMENT FOR TUITION**. Checks are made payable to: **CNP-Child Nutrition Program**.

*****ST. ANTHONY SCHOOL IS A 100% "NUT FREE" SCHOOL**

All students bringing lunches must have a Doctor's excuse and a list of allergies in file on the cafeteria. If a child has allergies to certain foods he/she must have a Doctor's excuse. All bagged lunches must be healthy foods. They must be self-contained. Cold food must be kept cold and hot foods must be kept hot. Microwaves cannot be used. It is the parent's responsibility to have what is needed for their child.

No competitive foods, carbonated drinks, or candy is allowed as part of the bagged lunch. Juice must be 100%. No competitive foods are allowed by faculty or staff members.

Please send healthy snacks to school. Examples: water, fruit drinks, fruit gummies, healthy muffins/granola bars.

Children from families whose income falls within certain levels may be eligible for either free meals or reduced priced meals. To apply for free or reduced priced meals, one may obtain application forms from the school office during the school year. These forms are also available to each parent/guardian when the school year begins. The cost for lunches for the school year will be announced at registration. This applies to full pay, reduced or free lunch. Parents may apply for free or reduced lunches in August.

The diocese cannot process an application that does not contain the following information:

- Total household income must be listed by the amount received by each household member receiving income and the type of income (such as wages, child support, etc.) or Food Stamp case number if the household is on food stamps.
- Names of all household members
- Social Security numbers of all household members 21 years of age or older and the work "NONE" for any household member who does not have a social security number.
- Signature of an adult household member.

VERIFICATION: The School Food Service may check the information on the application at any time during the year.

REPORTING CHANGES: If the child is approved for meal benefits the parent/guardian must tell the School Food Service when the household income increases by more than \$50.00 per month (\$600.00 per year) or when the household size decreases.

RE-APPLICATION: The parent/guardian may apply for benefits at any time during the school year. If the family is not eligible now but has an increase in household income, becomes unemployed, or has an increase in family size, that family may complete a new application form.

FOSTER CHILDREN: If a family has foster children living with them they may be eligible for food service benefits. If an adult wishes to apply for these benefits for the foster child he/she should contact the school. School officials will help him/her complete the application.

NON-DISCRIMINATION: Children who receive free or reduced priced meal benefits are treated the same as children who pay for meals. In the operation of child feeding programs, no child will suffer discrimination because of race, sex, color, national origin, age or handicap.

If a person believes he or she has suffered discrimination he/she should write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

FAIR HEARING: If the parent/guardian does not agree with the School Food service's decision on the application or the result of verification he/she may wish to discuss it with the School Food Service. The parent also has the right to a fair hearing. Calling or writing the following official can do this:

SUPERINTENDENT OF CATHOLIC SCHOOLS
P. O. BOX 7417
ALEXANDRIA, LOUISIANA 71306

CONFIDENTIALITY: The information provided is treated confidentially and used only for eligibility determination and verification of data.

HELP WITH APPLICATION: If the parent/guardian has any questions or needs help in filling out the application form he/she should contact the Diocesan Food Service office at 318-445-4285. The family will be notified when the application is approved or denied.

Because of the Diocesan agreement with the State Department of Education parents/guardians must be notified that they may request a refund on any credit balance at the end of the school year. St. Anthony of Padua parents will be notified of any credit balance due then on April 30.

Refund checks may be received by contacting Mr. Tommy Roque, Superintendent of Catholic Schools, Diocese of Alexandria, School Food Service, P. O. Box 7417, Alexandria, Louisiana 71306 or telephone number 445-4285, prior to June 30. The principal will be glad to assist parents/guardians in any way.

SCHOOL DISCIPLINE GUIDELINES

Individual teachers have classroom policies that are reviewed by the administrator. Students are expected to adhere to individual teacher policies. All consequences will be modified to age appropriateness and consideration of the seriousness of the offense.

If a student receives an at-home suspension that student will not be allowed to make up work and will be given a grade of “50” for any missed tests. If a student receives a suspension the conduct grade will drop five (5) points.

If a student is guilty of a major infraction the Behavior Report is completed and sent to the principal. The principal will decide on the action to be taken.

If a student is guilty of minor infractions the teacher will complete a Behavior Form. A copy will be sent home to parents. After 3 minor infractions the teacher will notify the principal. The principal will decide on the action to be taken, usually after school detention. Detention typically requires students to clean the campus, strenuous exercise, and writing. Students are given gloves while cleaning and water after exercise. After 3 detentions, an in-school suspension will be issued. The next infraction may result in an out of school suspension or expulsion.

St. Anthony School students always represent the school, both on and off campus. Students can be disciplined for behavior outside of school.

DISCIPLINE RESTRICTIONS

1. No child shall be subject to physical punishment, corporal punishment, verbal abuse or threats. Cruel, severe, unusual or unnecessary punishment shall not be inflicted upon children. Derogatory remarks shall not be made in the presence of children about family members or the children themselves.
2. No child or group of children shall be allowed to discipline another child.
3. No child shall be deprived of meals for disciplinary reasons.
4. When a child is removed from the group for disciplinary reasons, he/she shall never be out of sight of a staff member. A child may be given a “time out” but will always be under adult supervision. Parents may be called in for a conference should the teacher feel it necessary.

Any Suspected Abuse or Neglect of a child shall be reported to the department of social services: 253-7734

BULLYING

St. Anthony believes that all students have a right to a safe and healthy school environment. All schools have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully or intimidate any student through words or actions. Such behavior includes, but is not limited to direct physical contact, verbal assaults, the use of electronic methods, and social isolation and/or manipulation.

Bullying is defined as: A pattern of one or more of the following:

(a) Gestures, including but not limited to obscene gestures and making faces. (b) Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. Electronic communication includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device. (c) Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property. (d) Repeatedly and purposefully shunning or excluding from activities. Where the pattern of behavior is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school sponsored activity or event.

The pattern of behavior must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

St. Anthony's policy prohibiting bullying is included in the student code of conduct and includes but is not limited to the following:

- Any student who engages in bullying will be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal and/or teacher.
- School staff and/or administrators will promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the diocese superintendent.
- The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

All students and/or staff shall immediately report incidents of bullying, harassment or intimidation to the school principal. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school, or a school-sponsored activity, and during a school-sponsored activity. Bullying and intimidation will not be tolerated. Disciplinary action will be taken following each confirmed incident of bullying.

Disciplinary action after the first incident of bullying may include but is not limited to the following:

- Loss of a privilege
- Reassignment of seats in the classroom, cafeteria or school bus
- Reassignment of classes
- Detention
- In-school suspension
- Out-of-school suspension
- Expulsion
- Assignment to an alternative school

If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

Students, parents/guardians and other school personnel may report incidents of bullying to an administrator, teacher, counselor or other staff member orally or in writing by using the appropriate form.

The school faculty, under the supervision of the Principal, is responsible for maintaining discipline in the school that is in accord with Christian principles. **TEACHERS have full permission to correct any pupil who violates the rules of the school and teacher judgment will be the deciding factor.**

THE PRINCIPAL IS THE FINAL RECOURSE IN ALL DISCIPLINARY SITUATIONS AND MAY WAIVE ANY DISCIPLINARY RULE FOR JUST CAUSE AT HIS/HER DISCRETION.
GRIEVANCE PROCEDURE

Teachers, staff members and parents with a grievance (hereafter referred to as the INDIVIDUAL) should discuss it with the person with whom they have the grievance.

Should this step not provide a satisfactory solution, the INDIVIDUAL can request a review of the alleged grievance with the PRINCIPAL. This request should be made by the INDIVIDUAL within **ten working days** of the original discussion between the parties involved. The PRINCIPAL will review the grievance and respond within ten working days following the receipt of the INDIVIDUAL's request.

In the event the PRINCIPAL is unable to resolve the grievance, or if the grievance directly involves the PRINCIPAL, the INDIVIDUAL can request the PASTOR to review the grievance.

If no solution or satisfactory response is made within fifteen working days and the INDIVIDUAL wishes to pursue the matter, a formal written grievance can be filed with the SUPERINTENDENT OF CATHOLIC SCHOOLS.

Upon receipt of this written grievance, the complaint can either be heard by the SUPERINTENDENT alone or the SUPERINTENDENT may establish a formal committee to hear the complaint. The SUPERINTENDENT's decision will be final. The INDIVIDUAL will have the right to present testimony, introduce evidence directly or through witnesses and have a representative of his or her choice, if desired.

An INDIVIDUAL filing a grievance is acting fully within his/her rights. No reprisals of any kind shall be taken against the employee or any participants in the grievance procedure. A grievance may be withdrawn at any level without prejudice or record.

Under no circumstances should a grievance be presented to the School Advisory Committee.

ST. ANTHONY UNIFORM POLICY

Students need to adhere strictly to the dress code. When a student violates the dress code he/she receives 1 written warning which is recorded. The next offense will result with afternoon detention.

Boy's School uniform Regulations

- Upon arrival and departure from school campus **the uniform shirt must be tucked in.**
- Only plain white t-shirts may be worn under the uniform shirt.
- White, Red, or Black long sleeve turtle neck undershirt may be worn in the winter under the uniform shirt.
- Red polo shirt, either short or long sleeved, with St. Anthony monogram.
- **5th – 8th Grades** – white dress shirt, short or long sleeve, and tie with St. Anthony Monogram every Friday Mass, Holy days and during specified times during the year. If long sleeves are worn, sleeves must be worn down all day. Ties will go into book sacks upon returning to classroom.
- **Pre-K 3 - K** – Pants and shorts will have elastic waist, no belt loops, no buttons or zippers. Elastic jeans are suggested on dress down days so that when they go to the bathroom they can pull up the shorts/pants themselves. Teachers/Aides are not allowed to touch students.
(We understand this is hard to find when you have to get 5T or larger sizes. The Belt rule will be waived for this age group if you must move to the uniform pants for your child.)
- Navy pants or shorts – No cargo pockets, watch pockets or lace closures (no outside pockets) No rivets. (Rivets on pants make them jeans.) **Shorts are not to be worn on Mass day~ Beginning with 1st grade.**
- Belts are to be worn with both pants and shorts in grades 3rd & above. Belts are to be solid brown, black, or navy blue. Belts must be plain.
- Hooded or solid red sweatshirts with St. Anthony monogram may be worn over school uniform. These may be worn in the classroom.
- A navy or red lightweight jacket may be worn in the classroom as an alternative to the sweatshirts. These may button, zip or snap. Some approved suggestions are:
Charles Rivers or Facisimile (Faded Glory or George) at Wal-Mart, Red or Navy warm up jacket (Hanes from Wal-Mart, Jerzees from Academy) or cardigan sweater. It is not limited to these brands, but jacket cannot display a brand or logo on the outside.
- Heavy winter coats may be navy, red, or black.
- Shoes – Tennis shoes or dress shoes may be worn. Shoes must be grey, brown, **navy blue**, red, black, or white. They can be a combination. (Does not have to be solely one color.) No light-ups, boots, sandals, crocs, mules, slides, heely's or slippers. Shoes must be worn properly, and laces must be tied. Rubber boots may be worn only on rainy days. **Pre-K 3 - K- Shoes- MUST be elastic or Velcro**
- Socks – Socks can be any length, but should be solid colors. White, red, black, or navy blue only.
- Dollar Jean Day – Uniform/ Spirit/Fair shirt and regulation shoes must be worn with jeans or capri pants. (NO leggings or jean shorts)
- Game Day- Jersey may worn only on game day with uniform pants.
- Hair length will not exceed below the shirt collar and must be cut over the ears. Hair over the forehead must allow the eyebrows to be fully visible. Hair should be natural colors (No extreme colors will be allowed). *If done, student **will not** be allowed back to school until hair is its natural color. No Mohawks or distracting hair styles. If needed, boys need to be clean-shaven.
- **Not allowed at school** – Baseball caps, visors, hats, tattoos (temporary or permanent), piercings or earrings.
- *Good Personal hygiene is to be practiced.*
- **Shorts: Not allowed on Mass day or Holy Days of Obligation. They are allowed through the year and left to parents' discretion for weather appropriateness.**

Girl's School Uniform Regulations

- Upon arrival and departure from school campus **the uniform shirt must be tucked in.**
- Only plain white t-shirts may be worn under the uniform shirt.
- White, Red, or Black long sleeve turtle neck undershirt may be worn in the winter under the uniform shirt.
- Plain white oxford buttoned blouse with collar, short or long sleeved. Emblem not required on white blouses worn under jumper.
- Red polo shirt, either short or long sleeved, needs the St. Anthony monogram. 5th-8th Red Polo Shirt can be worn with pants only.

- **5th – 8th Grades** - White dress shirt, short or long sleeve, at every Friday Mass, Holy days and during specified times during the year. If long sleeves are worn, sleeves must be worn down all day. Pants may be worn to mass.
Navy pants or shorts – Shorts can be the navy or plaid. No cargo pockets, watch pockets or lace closures (No outside pockets). No rivets. (rivets on pants make them jeans) Belts are to be worn with both. Shorts should always exceed students’ fingertips with arms extended next to legs. Pre-K 3 -K – Pants and shorts will have elastic waist, no belt loops, no buttons or zippers. (We understand this is hard to find when you have to get 5T or larger sizes. The Belt rule will be waived for this age group if you must move to the uniform pants for your child.) If shorts or pants are worn, elastic jeans are suggested so that when they go to the bathroom, they can pull up the shorts/pants themselves. Teachers/Aides are not allowed to touch students.
- **Pre-K 3 through 4th Grades**-school plaid jumper (**shorts must be worn under the jumper**) Jumper should reach no higher than mid-knee length.
- **5th through 8th Grades** – school plaid skirt (**shorts must be worn under the skirt**) Skirts should reach no higher than mid-knee length. Skirts must be worn with white shirt with St. Anthony Monogram.
- **Shorts are not to be worn on Mass day.** Beginning with the 1st grade.
- Belts are to be solid brown, black, or navy blue. Belts must be plain and worn 3rd grade and up.
- Dollar Jean Day – Uniform/ Spirit/Fair shirt and shoes must be worn with jeans or capri pants. (NO leggings or jean shorts)
- Hooded or solid red sweatshirts with St. Anthony monogram may be worn over school uniform.
- A navy or red lightweight jacket may be worn in the classroom as an alternative to the sweatshirts. These may button, zip or snap. Some approved suggestions are: Charles Rivers or Facisimile (Faded Glory or George) at Wal-Mart, red or navy warm-up jacket (Hanes from Wal-Mart, Jerzees from Academy) or cardigan sweater. It is not limited to the brands, but jacket cannot display a brand logo on the outside.
- Heavy winter coats may be navy, red, or black.
- Shoes – Tennis shoes or dress shoes may be worn. Shoes must be grey, brown, **navy blue**, red, black, or white. They can be a combination. (Does not have to be solely one color.) No light-ups, boots, sandals, crocs, mules, slides, heely’s or slippers. Shoes must be worn properly, and laces must be tied. Rubber boots may be worn only on rainy days. Pre-K 3 - K- Shoes- **MUST** be elastic or Velcro
- Socks-socks should be solid colors. White, red, black, or navy blue only. Winter tights may be worn in cold weather in the same colors.
- Hair over the forehead must allow the eyebrows to be fully visible. Hair should be natural colors. No extreme colors will be allowed. *If done, student **will not** be allowed back to school until hair is its natural color. No weaves or extensions. Any color bow is allowed.
- Earrings-only one stud earrings PER EAR may be worn in ear lobes (Unless medically necessary with a doctor’s note.) No hoops or long earrings for safety.
- **Not allowed at school**- visors, hats, tattoos (temporary or permanent), body piercing, wraps, beads, scarf, headbands with tails, babushkas, make-up, or fingernail polish.
- *Good personal hygiene is to be practiced*
- **Shorts: Not allowed on Mass day or Holy Days of Obligation. They are allowed through the year and left to parents’ discretion for weather appropriateness. Shorts should extend past the fingers when arms are at the side.**
- **Skorts** – No longer allowed

TUITION SCALE FOR 2021-2022 SCHOOL YEAR

St. Anthony tuition rate is now based on a 10 month scale.

St. Anthony is moving tuition and fee payments online through FACTS. FACTS provides flexible payment plan options to families at private and faith-based schools. Families can budget their tuition making private school more accessible and affordable. It is now mandatory, as this is a better system for parents and the school.

To register follow this link: <https://online.factsmgt.com/signin/44455>

Registration fee per child.....\$160.00	Book Fee per child.....\$110.00
Student Insurance per child.....\$ 60.00	Diocesan Fee per child.....\$ 60.00

(\$25 late fee per child may apply if turned in after registration deadline)

In order to be eligible for parishioner rate tuition, the parent must be:

1. An active member of St. Anthony Catholic Church who attends Mass most weekends at St. Anthony (and only on occasion attends elsewhere)
2. Regularly uses offertory envelopes for contributions and places them in the collection basket (not mailed in) at Mass each weekend
3. Seeking to become more involved in the life of St. Anthony Church.

In seeking this discount parents give permission for the School to check envelope usage at the Church, which will be the main way to verify the above requirements.

****ST. ANTHONY CATHOLIC CHURCH PARISHIONER DISCOUNT****

Child/children	Monthly	Yearly
1.....	\$270.00.....	\$2,700.00
2.....	\$440.00.....	\$4,400.00
3.....	\$535.00.....	\$5,350.00
4.....	\$645.00.....	\$6,450.00

****REGULAR RATE****

Child/children	Monthly	Yearly
1.....	\$315.00.....	\$3,150.00
2.....	\$550.00.....	\$5,500.00
3.....	\$660.00.....	\$6,600.00
4.....	\$755.00.....	\$7,550.00

5% discount available for parents who pay year's tuition in full.

***Monthly payments for tuition and lunch are due by the **tenth** of each month unless previous arrangements have been made in regard to tuition. A parent whose tuition payment is in arrears for more than thirty calendar days may be asked to withdraw his/her child/children from St. Anthony School and will be dropped from the school roster.

ALL TUITION THAT IS PAST DUE FROM AUGUST THROUGH DECEMBER MUST BE PAID IN FULL BY DECEMBER 31. IF IT IS NOT PAID IN FULL, YOUR CHILD/CHILDREN WILL NOT BE ALLOWED BACK AT ST. ANTHONY SCHOOL UNTIL THE FULL BALANCE IS PAID. NO EXCEPTIONS.

****INFORMATION ON TUITION REDUCTION****

In special cases, the Pastor can lessen or excuse tuition payments. Applications for reduced tuition may be obtained from the school office. **Parents and guardians will be required to participate at school fair/school fundraising activities.** St. Anthony parents who need special consideration for the reduction of tuition, due to hardship, needs to make an appointment through the school prior to August 1 of the current school term.

FUNDRAISERS

Fundraisers will take place during the year to help maintain school buildings, equipment, and school supplies or to be used as the School Advisory Council requires. The school fair will take place in the spring. The Advisory Committee has decreed that participation is mandatory for the school fair/fundraisers. Parents who do not work for/at the fair and who have not made prior arrangements with the fair chairman, principal, or pastor will be assessed a \$200.00 fee per shift – to be paid prior to receiving the student’s last report card.

St. Anthony School has three (3) fundraisers mandatory for all families. Each family must sell 10 tickets for the Fall Dinner and sell fifteen (15) \$500 raffle tickets at \$10.00 each. Each family must also support the school fair by selling 10 spring dinner tickets and assisting at a fair booth.

REGISTRATION: During registration in the spring parents will be required to pay the registration fee which will be applied toward fees at the July registration. This is a “NON-REFUNDABLE” fee. Should a parent decide not to register his/her child in July, the registration fee will not be refunded.

Each year St. Anthony School Advisory Council determines the rate of tuition.

Pre-Registration for all students in Pre-K-3 through Eighth grade is \$160.00 per child which is payable when the student pre-registers in the spring, along with \$60.00 per child for student accident insurance, and a \$60.00 Diocesan Fee. (This is a mandatory Diocesan fee for all students who attend a Catholic School). Upon registration in July, the first month’s tuition (August) and the book fees will be collected. **Please note that the Registration fee is a non-refundable fee.**

Tuition for the school year must be paid for 10 months- August through May inclusive.

****PLEASE NOTE****Report cards will be held by the principal at the end of each nine weeks grading period for any owed money (tuition, lunch, library books, etc.) until said bill are brought up to date.

RECESS

The 2008 Physical Activity Guidelines for Americans recommends that children and adolescents engage in 60 minutes of physical activity each day. Being physically active can improve strength and endurance, help build healthy bones and muscles, help control weight, reduce anxiety, stress, and depression, improve academic achievement, and increase self- esteem for children and adolescents.

Recess can help students increase their daily physical activity and contribute to getting the recommended 60 minutes of physical activity each day. Recess also is an essential part of students’ school experience that contributes to their normal growth and development. Recess helps students practice social skills (e.g., cooperation, following rules, problem- solving, negotiation, sharing, communication), positively engage in classroom activities (e.g., being on-task, not being disruptive), and enhance cognitive performance (e.g., attention, memory).

Students at St. Anthony are already active with a schedule that allows for 30 minutes of Physical Education. In an effort to comply with national wellness standards, St. Anthony School will be extending morning recess time for elementary grade students by 5 minutes per day. Junior high students will walk in the gym for 5 minutes during their homeroom time each morning in an effort to increase physical activity.

UNWRITTEN REGULATIONS

This policy booklet is limited in content. Due to living in a constantly changing world emphasis has been placed only on those things that are deemed most beneficial to the students and parents/guardians of St. Anthony of Padua School at the present time.

It would be impossible to cover all problems that may arise. Each year a few distracting things, including some “fads,” show up on our school grounds. We are not listing any of these, but when any “fad” gets started in our school and abuse develops, we shall immediately endeavor to eliminate that abuse. Anything that distracts from the spirit, education, philosophy or dignity of St. Anthony of Padua School will be controlled by the principal/pastor. The principal and /or the pastor are the final recourse in all disciplinary situations and may waive any and/or regulations for just cause at his/her discretion.

St. Anthony School reserves the right to amend handbooks and change policies at any time with proper notification of those affected.

2021-2022 SCHOOL CALENDAR

August 2.....	Principal’s Meeting
August 4-6	Opening Meetings
August 9.....	Opening Day of School
September 6.....	Labor Day (no school)
September 16	Parent/ Teacher Conference
September 17.....	No School for Teachers or Students
October 1-4.....	Fall Break for Students
November 1.....	All Saints Day
November 11.	Veterans Day (No School)
November 6	Progress Reports
November 23-27.....	Thanksgiving Holidays
December 18.....	End of 2 nd Nine weeks/ Half Day
December 21-31.....	Christmas Holidays
<u>2022</u>	
January 3-4.....	Christmas Holidays
January 5	Students Return
January 7	Report Cards
January 15	Diocesan PD (Student Holiday)
January 17	Martin Luther King, Jr. Holiday –(no school)
February 5	Progress Reports
February 25	In Service Day (No Students)
February 28	Mardi Gras Holidays (No School)
March 1.....	No School
March 18	Report Cards
April 24.....	SAS School Fair
April 14.....	Half-Day for Holy Thursday
April 15-22.....	Easter Holiday Break

April 30.....Progress Reports
May 12.....Last Day for 8th Graders
May 13.....8th Grade Graduation
May 17.....Last Day for PK 3 and 4 students
May 18.....Kindergarten Advancement Program
May 19.....End of 4th Nine Weeks/ Last Half Day for Students
May 20Last Day for Teachers

ACCEPTANCE OF PARENT/STUDENT HANDBOOK

After reading the Parent/Student Handbook, please discuss all of the information that is appropriate with your student(s). Please sign the acknowledgement below (both parents/legal guardian and student(s) and return this page to school office.

**To access an online copy visit the following link: <http://www.sasbunkie.com>
Printed copies will be available upon request.**

Parent Acknowledgement

As a parent or guardian of a St. Anthony student, I acknowledge the Student Handbook and the policies contained within, are available to me through the St. Anthony School website. I have reviewed the Student/Parent Handbook with my student in an effort to promote a better understanding of the rules and expectations. I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook. I have read these materials and understand all rules, responsibilities and expectations. I understand that the Student/Parent Handbook may be amended during the year and that such changes are available on the website or in the school office. I understand that my failure to return this acknowledgement will not relieve myself or my student from being responsible for knowing and complying with the School rules, policies, and procedures.

Parent/ Guardian’s Signature

Date

Student Acknowledgement

As a St. Anthony School student, I acknowledge the Student Handbook and the policies contained within, are available to me through the school website. I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook. I have read these materials and understand all rules, responsibilities and expectations. I understand that the Student/Parent Handbook may be amended during the year and that such changes are available on the website or in the school office. I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School rules, policies, and procedures.

Student(s) Name and Initial:

Grade

Grade

Grade

Grade

Grade

Please return this signed form promptly to the Main Office.

Photo Release Form for Minors

St. Anthony School has my permission to use mine or my child's photograph publically to promote the school. I understand that the images may be used in print publications, online publications, presentations, websites, and social media. I also understand that no royalty fee or other compensation shall become payable to me by reason of such use.

Parent/Guardian's signature: _____ Date _____

Parent/Guardian's Name: _____

Children's Name: _____

If you DO NOT want your child's picture published please sign here: _____

Internet Usage Permission Form for Minors

With your permission your young child will be able to access the Internet at school as part of their class instruction. Below are the rules for use at the school. Please read before you consider granting permission.

Guidelines for Internet Usage:

- All students must have a signed permission slip from their parents that authorizes them access to the Internet.
- Respect for the equipment of the school and its network is a condition for use of the computers.
- Students are to notify the teacher/librarian immediately of any disturbing material they may encounter on the web or in e-mail.
- Students are not to give out personal information like telephone number, full name, address, etc. to anyone on the Internet.
- Students are to never give anyone their password to any of their accounts or allow another student to use their account to access the Internet or school network.
- Students must gain clearance from the teacher/librarian before downloading any programs from the Internet.

Violation of these rules may result in forfeiture of permission to use the Internet and school network and/or appropriate disciplinary action. Please sign below if granting permission and have the entire form returned.

*I give permission for my child to access the Internet and publish class-related information on it in accordance with the above guidelines. Parent Sign/ Date: _____

*I have also read the above and will honor the Guidelines for Internet Usage at St. Anthony School.

Student Sign/Date: _____