



**SAINT
ANTHONY**
GRADE SCHOOL

Student & Parent Handbook

2023-2024



**SAINT
ANTHONY**
GRADE SCHOOL

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Effingham IL 62401

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stanthony.com

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@STAGradeSchool

Dear Parents & Students,

Welcome to St. Anthony Grade School! In choosing St. Anthony Grade School, you have demonstrated a commitment to the value and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Anthony Grade School for the 2023-2024 school year. Please read this document carefully as you will need to agree that you have read the handbook when doing the online registration process. This agreement states that you intend to abide by the policies of St. Anthony Grade School during the 2023-2024 school year.

Faculty and staff look forward to working with you to promote spiritual development and academic excellence 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 as we strive “to form lifelong intentional disciples of Jesus Christ within His Church”.

God bless you,

Cody Rincker
Principal

MISSION STATEMENT

"To form lifelong intentional disciples of Jesus Christ within His Church."

PHILOSOPHY

Looking to Jesus as our Master Teacher in fulfilling the four apostolic goals of Catholic Education (**doctrine, community of faith, worship, and service**) we believe:

1. Parents, church, and school have a partnership in the responsibility of teaching, modeling, and sharing the faith to fully develop each child.
2. It is our shared responsibility to teach and live the Christian social doctrines of the Church.
3. Our school educates the whole person to the fullness of each child's personal and Christian potential.
4. Attention is given to each child's individual potential through the use of varied teaching methods.
5. A disciplined educational environment is conducive to instruction, which thereby encourages a positive Christian interaction in the learning process.
6. We strive to create self-responsibility, personal commitment, and service in our students.
7. Each person is a citizen of the world with a specific purpose destined for eternal life.

STUDENT/PARENT HANDBOOK

The student's purpose in going to St. Anthony Grade School is to develop spiritual, mental, physical, social, and emotional gifts to his/her full capacity. Therefore, it is the duty and responsibility of the student to cooperate with teachers in forming his/her whole person according to the Christian Catholic ideal, to become exemplary members of the Church, good citizens of the world, and loyal members of one's family. The purpose of this handbook is to state clearly the rules and regulations of St. Anthony Grade School which have been formulated to assure a studious atmosphere so that each student may make the best of his/her opportunity to obtain a good foundation in his/her faith and education.

Education in faith is the primary purpose of education programs in the Catholic Church. Students and the parents of students who are minors are expected to subscribe to this concept. Rejection of the Catholic faith and its tenets is a reason to deny acceptance to the program and activities.

ADMISSIONS POLICY

ST. ANTHONY OF PADUA SCHOOLS

St. Anthony of Padua Schools accepts only students who desire both religious and academic formation, and does so in accordance with all policies established by the Diocese of Springfield as outlined in the "Handbook of Catholic Education Policies," found on diocesan website.

Interviews with the family and student, depending on the grade level, are part of the application process. The purpose of this process is to determine if St. Anthony Grade School is able to meet the needs of each aspiring applicant and to determine if the applicant is able to meet the expectations of the school. When the application is complete, records have been received and reviewed; parents will be notified of the status of the student's enrollment. Upon acceptance, formal registration will begin. Acceptance/Denial of admission to St. Anthony Grade School shall be determined by the principal and pastor after consideration of the following:

- Interview with family and student
- Academic readiness and/or placement test (dependent upon records or the lack thereof)
- Previous academic performance (K-8th)
- Previous conduct and behavior

- Student(s) meeting the basic age requirements for Kindergarten. (5 yr old prior to Sept. 1)

Once admitted, the student will be on a six week probationary period to determine the proficiency of the school to meet the needs of the student and the ability of the student to comply with the school's expectations. If the student does not show a willingness to accept the conduct and academic requirements of the school, he/she will be asked to leave.

For Kindergarten and/or first time enrollment within the school, students fulfilling the basic age requirement of being 5 years of age prior to September 1st of the current calendar year, but who after sufficient examination, are found lacking in maturity, appropriate behavior, or readiness may be asked to withdraw from the current school year.

Preference of enrolling in St. Anthony Grade School shall be in the following order:

1. Siblings of children already enrolled in the schools; Catholic families in St. Anthony parish
2. Catholic families in the neighboring parishes without a parish school to attend
3. Waitlisted Families
4. Non-Catholic families interested in enrolling.

Unfortunately, St. Anthony Grade School is not equipped to accept, handle, or educate all students. Therefore, applicants with medical needs, disabilities, and/or a history of academic or behavioral difficulty will be accepted on a case-by-case basis in order to evaluate the ability of the school to meet the needs of the student. Enrollment can be denied if the number will result in a class size larger than the allowed maximum. The allowed maximum of students in a homeroom shall be twenty-four; a lesser/greater number may be deemed appropriate by the principal and pastor. Upon reaching the determined maximum for a particular grade, a waiting list will be established.

Continued enrollment in the schools shall be based upon the fulfillment of all financial, academic, behavioral, and spiritual obligations of both students and parents of students as stated in the school handbook, the Family School Agreement, and/or as established by administration.

NONDISCRIMINATORY POLICY

"St. Anthony of Padua Schools admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, national or ethnic origin, or immigrant status in the administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and school administered programs. Our schools do reserve all their rights as religious entities in accord with the teachings of the Catholic Church, the protections of the First Amendment of the U.S. Constitution, and the Illinois Religious Freedom Restoration Act 775 ILCS 35/."

Pope John Paul II, speaking to the European Committee on Catholic Education, had high praise for schools that are clearly Catholic but also welcome non-Catholic students, which makes a concrete contribution to the building of peace. He further said that Catholic schools must help their communities promote dialogue in a multicultural society. When students from different races and religions study together and interact daily at school, it allows them to get to know one another and appreciate their differences. The Pope said that a truly Catholic education is one "Proposing a Christian vision of the person and the world, which offers youth the possibility of a fruitful dialogue between faith and reason." Pope John Paul II said that a Catholic school must offer an education which allows the young not only to acquire human, moral and spiritual maturity but also to see how they can work effectively for the transformation of society.

GENERAL INFORMATION

ABSENCE/ATTENDANCE

Daily attendance at school is the responsibility of each student and his/her parent(s)/guardian(s). The student who fails to attend daily will find keeping current with academic work difficult.

If a student is going to be absent, a note may be sent with a sibling or the parent should call the school between the hours of 7:30 and 8:30 a.m. to inform the office staff that the student will not be present and give the reason for his/her absence. If no one calls, the school will call the home. The State of Illinois mandates this policy.

Excused Absences

1. Personal illness – Students will be excused for personal illness up to five days each semester if the parent contacts the school. Subsequent absences will require a doctor's note to be considered excused, unless the principal determines otherwise.
2. Medical and dental appointments that cannot be arranged outside of school hours, during the child's lunch or study hall.
3. Serious illness of an immediate family member which requires the presence of the student.
4. Death of a relative.
5. Participation in a school sponsored activity. Students who are gone for sponsored events are required to turn in homework before they leave for the event and get their assignments due the next day.
6. Any other pre-arranged absence (primarily intended to be used for extended absences due to trips, vacations, etc..) must be approved by the school administration prior to the absence. Parents should complete the Pre-arranged Absence Form, and the form submitted to school at least one week (5 school days) prior to the date of absence or the absence will be considered unexcused. Subsequently, students will receive a zero for any work that isn't completed upon return within two days of an approved pre-arranged absence. Prior to the absence, students are to secure the assignments they will need to make-up.

If a student's absence is excused, or if a student is suspended from school, he/she will be permitted to make up missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. It is strongly recommended that a parent, a sibling, or another student pick up an absent student's work from the child's homeroom teacher or by the office.

Unexcused Absences – An unexcused absence is an absence from class which, in the discretion of the principal or designee, is not for legitimate purpose. Students who are unexcused from school may not be allowed to make up missed work.

1. If pre-arranged absence is not submitted or is denied, student(s) will be marked as unexcused and will not be permitted to receive assignments or allowed days to make up work upon return. Students will simply miss out on the content covered.

Additional Notes:

1. A student who has been absent due to illness may not attend a school activity on that day.
2. Students should be fever/vomit/diarrhea free for 24 hours before returning to school.
3. If a student is absent 1 ½ hours, during any part of the day, it will be considered a ½ day absence. Anything less than 1 ½ hours, during any part of the day, is recorded as tardy.
4. Any absence or tardiness or leaving the school grounds during the school day, including leaving the school grounds for lunch, affects the opportunity to receive The Perfect Attendance Award.

5. A written excuse is required for any absence. A child must report to the office before going to class.

Any student who misses 5% of the school calendar without a valid cause will be considered truant and this may result in notification with the proper authorities and/or request to withdraw from the current school year.

Tardiness

A student tardy to school in the morning should report directly to the office before going to class. He/she will be issued a tardy slip and notification of the tardy will be made in the student's attendance record.

Tardiness occurs when a student arrives after the 8:15 bell. Five times tardy during a quarter is considered excessive. This may result in notification and consequence as follows:

- 1-3 tardies – free, no consequence
- 4-5 tardies – lunch/recess detention assigned that day
- 6-7 tardies – 30 minute detention before or after school
- 8-9 tardies – 60 minute detention before or after school
- 10th tardy – 120 minute Saturday detention
- 11+ tardies – In-School Suspension

ACADEMIC TESTING/ASSESSMENTS

The Measures of Academic Progress Assessment (MAP Assessment) is administered to students in Grades K through 8 three times each year. Assessments occur in the Fall, Winter and Spring. Following the Spring Assessment individual results of these tests will be kept in the student's permanent file. Parents shall receive a copy of this information. The results of these tests may be used to help determine correct placement and effectiveness of curriculum.

The Acre Religion Assessment Test is given to the students in Grades 5 & 8 during the month of February. Results are kept in the office.

Parents can assist their students achieve their best performance by doing the following:

- Encourage students to work hard and study throughout the year;
- Ensure students get a good night's sleep the night before testing/assessments;
- Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
- Remind and emphasize the importance of academic growth and effort on standardized tests/assessments;
- Ensure students are on time and prepared for tests, with appropriate materials;
- Teach students the importance of honesty and ethics during the performance of these and other tests/assessments;
- Encourage students to relax on testing day.

ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

ANNOUNCEMENTS

Prayer and the Pledge of Allegiance will be done together as a school to begin each day. Announcements will also be made at this time. In an effort to minimize interruptions to classes at the end of the day, please have transportation details worked out before school.

ARRIVAL/DAILY SCHEDULE/DEPARTURE

School opens at 7:30am. All students should enter Door #1 on the east side of the school. No student is to arrive at school before 8:00am unless it is absolutely necessary. All students arriving before 8:00am must go directly to the Gym. At 8:15am all doors will be locked and students entering after will be tardy.

Bus: Buses will drop off students in the north parking lot. Students should enter school through Door #1.

Private Vehicle: Students using personal transportation should be dropped off in the circle drive on the east side of school, off Second Street, and enter through Door #1.

A bell rings at 8:00am for all students to go to homerooms and study quietly. Only with the teacher's permission may a student leave the homeroom after the 8:00am bell. The bell for homeroom will ring at 8:15am. Homeroom is from 8:15–8:25am.

There is an interval between classes for Grades 3–8. Only appropriate behavior is acceptable during the exchange of classes. When students enter the room for class, they must go directly to their assigned seats and get prepared for class. Then they may talk quietly until the second bell rings.

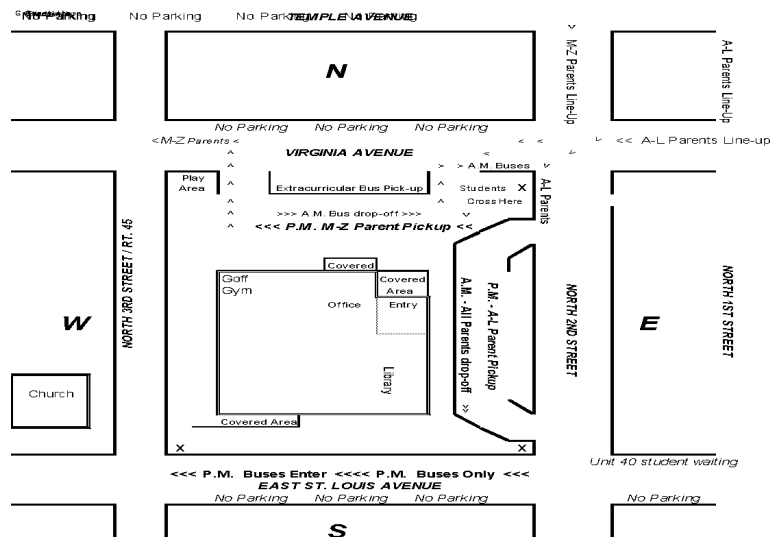
School is dismissed at 3:00 p.m.

Parent Pick-Up will take place in the north parking lot and the circle drive. Vehicles for families whose last name begins with letters A-L should enter the circle drive from the north. Families with last names beginning with the letters M-Z will use the north parking lot, entering the east entrance. (See diagram.)

Parents of Unit 40 students may wait on East St. Louis Avenue between North First Street and North Second Street for their child's bus to arrive. (See diagram.)

Buses will pick-up students on E. St. Louis Avenue, heading west. (See diagram.)

If students are **walking home**, they must cross at corners indicated on the map. Students will not be allowed to cross at the corner of North 3rd Street and Virginia Avenue. (See diagram.)



ASBESTOS

Notification of School Asbestos Management Plan – The School Asbestos Management Plan required by the Federal Government was completed and submitted to the Illinois Department of Public Health in 1989. The School and the State have accepted recommendations in the plan. A copy of the Asbestos Management Plan is on file in the school office and is available for inspection during normal business hours. The tri-annual re-inspection has been completed and is on file in the School Management Plan. No asbestos containing materials were used in the 2009 construction.

ASSEMBLIES

From time to time during the year, there are assemblies in the gym. These assemblies may be of an academic nature or they may be mainly for entertainment. These assemblies are an integral part of each student's educational experience. Thus, attendance is required just as if it were a class. Students should be courteous and attentive.

ASSIGNMENTS/HOMEWORK

Meaningful assignments are given to reinforce the material that has been taught. Students should expect at least the possibility of the following amount of time doing homework at home nightly:

- Primaryone half hour;
- Intermediate.forty minutes – one hour;
- Junior Highone hour – one hour and a half.

If for any serious reason, a student is unable to complete assignments the parents are asked to send communication of explanation to the teacher. The teacher may or may not accept any assignment turned in with inkblots, scratch-outs, or not neatly done. Assignments may be required to be redone.

ASSUMPTION OF RISK AGREEMENT AND RELEASE

Parents will be requested to sign an Assumption of Risk Agreement and Release form when they wish their child to leave the school grounds without an adult guardian during the normal school day. This includes students who walk to orthodontist appointments, etc. A blank Assumption of Risk Agreement and Release form can be found in the digital locker of TeacherEase.

AWARDS

There will be an awards' assembly at the end of the school year for junior high students only. Awards may be given for scholarship, particular subjects, attendance, school patrol, band, etc. To publicize the achievements of our students and the great work they do, we like to occasionally publish our students' names, photographs, or achievements in our school and parish publications or release the information to local newspapers. We may also post the information on the school's website and social media pages.

BICYCLES

The school is not responsible for any stolen or damaged bicycles. We recommend that all bicycles have locks on them and are stored on the available rack. As a safety measure, bicycles may not be ridden on the school premises during the school day and must be walked across streets bordering school property.

BIRTH CERTIFICATES

In order to comply with state mandates, St. Anthony Grade School staff is required to see an original birth certificate, with the notarized seal from the county, not the hospital. A copy will be made for the student's permanent record and the original will be returned.

BIRTHDAYS

The school recognizes all students having birthdays. Birthday party invitations, when distributed in school, should be given to all students in the room. If it's a party for girls, then all girls in the classroom should be invited. If it's a party for boys, then include all boys in the classroom.

Birthday treats should be simple and individually wrapped. Treats are appropriate for Grades K – 3. Please keep in mind those students with peanut or other food allergies. Refer to Appendix B.

BOARD OF EDUCATION

St. Anthony Parish has a Board of Education, which normally meets on the third Wednesday of each month. The first fifteen minutes of the meeting is an open session to listen to general concerns. To have an item listed on the agenda contact the Board chairperson at staboe@stanthony.com or the Pastor at least ten days prior to the meeting.

BOOKS

A student is responsible for all books and supplies loaned or rented to him/her. Textbooks should have the student's name on the place provided inside the cover. A student is responsible for lost books or damages to books and will be asked to pay for such negligence.

BUS

Bus transportation is provided by Effingham Unit 40, at no additional cost, to those families who reside in the Effingham public school boundaries. The buses drop off in the school parking lot and pick up the children on East St. Louis Avenue.

Students...

1. May not leave school grounds while waiting for buses.
2. Requesting changes in assigned buses must be approved by the Unit 40 Transportation Department beforehand at 217-540-1491.
3. Should always be courteous and have good conduct on the bus and while waiting in line to get on the bus. Parents will be notified of misconduct on the buses and students will be disciplined.
4. Have the responsibility to be on time for the bus and cannot expect the bus to wait.

CHANGE OF ADDRESS

To ensure accuracy of school records, families are requested to report to the school office any change of address, telephone number, parent employment, emergency contact information, etc.

CLASSROOM or HOMEROOM PLACEMENTS/TEACHER REQUEST

Placement decisions are not made in isolation. Teachers, staff, and the principal give thorough consideration of how to best meet the needs of all students. Factors taken into consideration include but are not limited to: child's learning style and personality, teacher's instructional approach and personality, peer relationships, student behavior, the needs of special education students, and balancing student ability and gender. Therefore, St. Anthony Grade School will not consider requests for a specific teacher. Parents and students are asked to trust in the process and in school staff, knowing that they will consider the best placement for all children to grow spiritually, academically, socially, emotionally and morally. Please understand that not getting what you wanted or preferred doesn't diminish the opportunity to learn and grow.

In the event of an extenuating circumstance, the parent is asked to complete the “Extenuating Circumstance Student Placement Form,” available from the building principal. Extenuating circumstances could include, but would not be limited to the following:

- Avoiding a family member as a teacher;
- Avoiding siblings/cousins from being in the same classroom;
- Avoiding a peer of which a known conflict exists;
- Twins being in the same homeroom.

Note: None of the aforementioned examples of extenuating circumstances requests a particular teacher, rather they communicate a special circumstance to the principal, who will make final decisions regarding student placement.

Ability Grouping for Mathematics

Students in Grades 4–8 are ability grouped in math. To maintain the integrity of this system, the progress of students shall be reviewed regularly. Students in the top math groups are expected to maintain adequate grades to warrant this placement.

CHURCH/MASS ATTENDANCE

Students have an opportunity to prepare for and participate in the Eucharistic celebration at 8:30 a.m. once a week, during Holy Days of Obligation when school is in session, and other days as scheduled by the principal and/or pastor. Regular weekly Mass schedule is as follows: Tuesday (6-8), Thursday (K-5).

- All students attending St. Anthony Grade School will attend Mass weekly.
- There is to be quiet and order on the way to and from church.
- While in church students should remember that they are in the presence of God who loves them and who has given them so much. Students respond to this love by their participation, reverence and respect in church.

Server Training:

To align with St. Anthony Grade School’s Philosophy, beginning in 5th grade, all students will be trained in the serving traditions for Mass. Only Catholic students will serve during mass and it will continue to be a family decision for the student to commit to serve during Mass.

Sacraments

Sacramental preparation for First Reconciliation, First Eucharist and Confirmation will be incorporated into religious instruction at grade levels designated by the Parish and in keeping with practices of the Diocese. Students, and/or parents, are expected to participate in parish provided retreats in preparation for the sacraments.

CLEANING RESPONSIBILITIES

The cleanliness of the school is part of the student’s responsibility. Therefore, each student should take pride in keeping their classrooms and the school neat and clean.

- Paper off the floor at all times
- Lockers clean and orderly with coats and bags hung up properly
- Hands and feet away from walls
- Desks, floor, and boards are cleared before leaving of an evening

COMMUNICATIONS

Parents wishing to speak with teachers may call the school office to leave a message or may send an email directly to the teacher. Teachers may send a written message, call, use email or another application-based tool to communicate with parents. Parents are asked not to text teachers during the

school day, especially with time sensitive information. Please call the office and a message will be relayed.

Various announcements about upcoming calendar events and other information are sent via E-mail as well as posted on *School Insight/TeacherEase*.

St. Anthony Grade School uses an electronic notification system to provide important information about school events or emergencies.

CUSTODY

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal. The school will not be held responsible for failing to honor arrangements that have not been made known.

DRESS CODE FOR ALL GRADES K-8

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school events. The purpose of a dress code, as with all school policies, is to create a learning climate in the school which will foster self-esteem, self-discipline, and a sense of responsibility in each student. A dress code also gives a school a sense of identity and, thereby, promotes school pride and self-confidence. All students are to be completely dressed and in dress code upon entering the building in the morning and continue to remain in dress code until the end of the school day.

Cleanliness and neatness are absolute requirements. Students at St. Anthony Grade School are expected to be neat and clean in appearance and maintain a high standard of respectability in dress and manner. When attending school or school day activities students are expected to adhere to the St. Anthony Grade School Dress Code. At extracurricular events dress is more relaxed and jeans may be worn, but students must still maintain an appropriateness of dress and behave in a manner as not to detract from the reputation of the school and our Christian Catholic values.

St. Anthony Grade School encourages parents to take an active role and responsibility, in partnership with the school, to assure that students come to school and school related events dressed appropriately.

The principal will have decision-making authority on appropriateness of school dress and violations of dress code. All fashions, jewelry and hairstyles that are excessive in nature will not be allowed.

Vendors/Uniform Store: School uniforms can be purchased from the following school approved vendors: Ad Hatters, Beanstalk Boutique, JEDCO Sales, and Spectrum Screen Graphics. You can visit the store in person or online. The following link will provide more information regarding the vendors:
[St. Anthony Uniform Store](#).

Solid khaki pants or shorts (during approved months only) of tan, charcoal gray, navy or black color only, and approved upper-body apparel with the designated school logo must be worn. The upper body apparel must be ordered through the online catalog/store found on uniform store link on the school website or in person at the approved vendors store locations. It is highly recommended that items are tried on before purchase and that details regarding the return policy are read before purchase.

Students in grades K-5 are to wear grade school logo upper-body apparel, while students in grades 6-8 can wear either the grade school or high school logo upper-body apparel. The grade school logo was updated for 2022-23 school year, previously approved grade school logo is approved to be worn on school upper-body apparel through 2024-25 school year.

Pants: Khaki-style pants in tan, charcoal gray, navy or black are permitted. Jeans, pants made of denim, leggings, jeggings, athletic pants, or yoga pants are not permitted.

Skirts/Dresses: Not to be worn by students in grades 6-8. For grades K-5, dress options from the approved vendors may be worn with the school logo displayed. Shorts, tights, or leggings **MUST** be worn under any dress during the school year and should be of a solid-no pattern material and of an approved color (See *Pants* and *Shirts* for approved colors). Under the jumper style dress, a school appropriate top, in coordinating colors with sleeves, must be worn – no logo necessary since it will be displayed on dress.

Belts: Belts are to be worn as necessary. Pants sagging from the midline are prohibited.

Shorts: Bermuda length (*maximum of 3" above the knee*) or Capri length in tan, charcoal gray, navy, or black are permitted during August, September, April, May, and June. Dates may be extended or shortened depending upon weather conditions based on Principal's discretion.

Shirts/Sweatshirts (Upper-body emblem apparel): Only plain school approved colored T-shirts, either short or long-sleeve, may be worn under the approved upper-body apparel. If camisoles are worn, they cannot be visible. The correct ordering of sizes is essential for elimination of the unacceptable shirts that are too long for boys or midriff/cleavage effect for girls. If shirts reach below the back pants pockets, they are to be worn tucked in.

Shoes: Dress shoes(no greater than 1.5" heel), gym shoes, boots, or sandals with backs are permitted. Heels, flip-flops, and athletic sandals are not permitted.

Warm-up jackets, sweatshirts and cardigans: Warm-up jackets and cardigans from the upper-body apparel emblem choice are permitted. Approved emblem apparel must be worn under the approved jacket/cardigan.

Grooming: Hair needs to be kept clean and neat. Dyeing of hair which causes a distraction to others or is not that of a natural look is not permitted. Overall appearance needs to be well groomed, and some students may be advised to get a haircut. Ponytails are not permitted for boys. Boys' hair should be off eyebrows and off the collar. Nails and skin should be clean and neatly groomed. In compliance with SB 0817, St. Anthony Catholic Grade School will not prohibit hairstyles historically associated with race, ethnicity, or hair texture.

Piercings: Girls may wear earrings, which are small and inconspicuous, in the ear lobes only. Boys are not allowed to wear any type of earring. No other visible body piercing, including the tongue, is permitted for both boys and girls. Visible tattoos are not permitted.

Dress-Down/Jeans Days

St. Anthony Grade School occasionally allows students to "dress down". Clothing on these days must be in good, clean condition free of frays or holes. In addition, clothing may not advertise contraband, alcohol, drugs, or display rude innuendo. Jeans must be in good repair. In order to participate in the Dress-Down/Jeans Days, students may be asked for a monetary or item donation for a charitable cause.

Special Notes

No personalization of approved upper-body emblem apparel – adding of name or number.

Cooperation is a key in having a successful dress code. We expect the school staff, parents and students to accept the above designations in the spirit requested.

Consequences may include 1) for the younger children (grades K-2) communication home to notify parents of violation if violation is minor, 2) for grades 3-8 students will be required to correct immediately (this may require a call home). Students may be required to change into clean, used clothing, which is kept in the office closet that meets the dress code guidelines.

Habitual or frequent violations will be documented with a formal letter to the parents. A parent conference may be requested should the violations continue.

ELECTRONIC DEVICES (Video games, e-readers, Ipods, MP3s, laser pointers, smart watches, etc.)

Cell phones and other electronic devices are permitted here at school, but must adhere to the Acceptable Use Policy and be turned off or on silent and left in their lockers or backpacks unless: (a) the supervising teacher grants permission; (b) use of the device is provided in the student's individualized education program; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. School is not responsible for any lost, stolen, or damaged items.

Videotaping and/or audible taping of students/classes may occur for clinical purposes, professional purposes, promotional purposes, as well as for educational purposes.

Violators will be referred to the principal and the following actions will be taken for each offense:

1. The phone/device will be confiscated and held until the student's parent or guardian comes to pick it up.
2. Number one plus an after-school detention.
3. Number one plus a Saturday detention. Additionally, the student will be required to check his/her phone/device into the office every morning for the remainder of the year. If this guideline is not followed and the phone/device is confiscated again, the student will be suspended from school for a number of days to be determined by the principal.

EMERGENCY RESPONSE, DRILLS, and PROCEDURES

Emergency drills are conducted in accordance with state law. In the interest of safety, students and staff will periodically rehearse emergency procedures for fire, weather, bus, and other emergency events. In any event, staff will follow the Crisis Manual. As is the case with emergency closings, necessary information will be communicated on the local radio station and through our automated calling system.

Bomb Threat

If the school receives a telephoned or written bomb threat, the police department must be notified immediately. Ordinarily, the principal should accept the decision of the police authorities concerning the course of action to be taken. All threats will be taken seriously.

Earthquake – Student Responsibilities

1. Drop, Cover, and Hold On

Fire Alarm – Student Responsibilities

1. Listen to directions.
2. Know the fire exits which are posted for each classroom.
3. Leave the building quickly and quietly without running when directed.

Inclement Weather or Tornado - Student's Responsibilities:

1. Listen to directions.
2. Know the way to the designated area.
3. Move to the designated area quickly and quietly without running.
4. Once in the designated area face the wall.
5. If a tornado is sighted, sit with your head buried between your knees.

Announcements regarding school cancellations or early dismissals will be broadcast on WCRC, WCRA, WXEf and WKJT. Please do not contact the school, but rather, listen to the radio. In addition, parents will be notified by recorded phone call or by email (if e-mail information has been provided.)

EXIT INTERVIEW

Upon leaving the St. Anthony School System an exit interview form may be sent to the parents. Completion of the form may provide an opportunity for the school to improve.

FAIR EMPLOYMENT PRACTICES

Faculty and staff at St. Anthony Grade School will be recruited and hired without regard to race, sex, ethnic background, age or disability which can be reasonably accommodated and which is unrelated to all duties essential to the position. As a Catholic School, however, St. Anthony Grade School seeks to integrate religious truths and values into the lives of its students, in part by the presence of teachers who express such an integrated approach to learning and living in their private and professional lives. All staff members undergo fingerprinting, background checks as well as complete a safe environment training workshop.

FIELD TRIPS

Field trips are a privilege for students. Students, and accompanying adults, must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Additionally, students may be prohibited from attending field trips for any of the following reasons:

- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from the principal;
- Other reasons as determined by the school.

FINANCIAL POLICY

Tuition is determined by the number of children in school. Tuition is paid according to a commitment made to St. Anthony of Padua Tuition Program. All tuition arrangements should be completed by March 31st. Scholarships are available to families that qualify. (Contact the Parish Office for details.)

There is a book fee for each student, which is added to tuition. Students may be denied admittance the following school year if all financial responsibilities from the previous year have not been met. Should extreme financial circumstances arise, parents are to discuss this with the parish business office.

REFUNDS: Should a student transfer to another school before the end of the school term an appropriate refund of tuition will be given.

GRADING AND HONOR ROLL

Grades are updated weekly for grade k-8 in *School Insight/TeacherEase*, and can be accessed by parents and/or students.

Grade K: E = exceeds grade level expectations (100%-91% mastery), M = meets grade level expectations (90%-83%), D = developing towards meeting expectations (82%-75%), N = needs improvement (74% and below)

Grades 1 – 8 Code

Points:	Grade:	Scale:	Points:	Grade:	Scale:
12	A+	100-99	6	C+	84-83
11	A	98-95	5	C	82-79
10	A-	94-93	4	C-	78-77
9	B+	92-91	3	D+	76-75
8	B	90-87	2	D	74-72
7	B-	86-85	1	D-	71-70
			0	F	69-0

Grades of P=Pass/F=Fail will be used to evaluate Physical Education, Music, Art, Health, Science and Social Studies in grades 1 and 2.

Grades for the subjects of Family Life and Intro to Business will on a performance scale of 0-4.
A score of 0= No effort; 1= Little effort; 2= Satisfactory; 3= Very Good; 4= Outstanding

HONOR ROLL includes the average of the following core subjects:

Grades 6 – 8: Religion, Literature, Language Arts, Math, Science, and Geography/ History.
(Encore classes - PE/Art/Computers/Family Life/ Music Appreciation/Intro to Business- are not included).

A Honor Roll: 10 points or above.

B Honor Roll: 8 points or above, up to and not including 10.

- However a student may not get below a “C-” in any subject. A “D+” automatically keeps a student off the Honor Roll.
- Names of Honor Roll Students will be publicized. If you do not want your child’s name published, you should notify the office in writing.

GRIEVANCE PROCEDURE

Grievances will be handled in the following manner:

1. The student and/or parents should contact the staff member for which the concern originates.
2. If unresolved, the student and/or parent should contact the Principal for further discussion.
3. If unresolved, the Principal will take a written statement from the parent and share it with the staff member.
 - a. If the staff member feels the grievance is unfounded, he/she may reply in writing to the Principal
 - b. If the staff member feels the grievance is still unresolved, he/she may request to speak with the pastor
4. The principal may take additional action as deemed necessary, communicating applicable information to the student and/or parent
5. If unresolved, the student and/or parent should contact the Pastor for further discussion.
 - a. The Pastor may formulate a “Resolution Committee” consisting of the Pastor, the Principal, the Board Chairperson, and three appointed board members.
 - b. The decision of the Pastor is final.

In the case of an athletic issue, the parent should contact the coach, the Athletic Director, the Principal, and then the Pastor. The same basic procedures apply.

HUMAN SEXUALITY

Human Sexuality education is offered at St. Anthony Grade School. Should parents not want this opportunity for their child they may request that their child not participate in these lessons. Parents will be notified when these lessons begin and may review instructional materials when requested.

IDENTIFICATION (ID) BADGES

An identification (ID) badge is issued to each student. This ID badge is to be worn throughout the school day as identification. It is also used to scan for school lunch and/or milk. The ID badge is to remain at school. There is a \$5.00 replacement fee for lost and/or destroyed badges. After a certain period of time a student not showing their name badge a new name badge will be provided with the student’s lunch account benign charged the \$5.00 replacement fee.

INSURANCE

Proof of insurance for each student is required. Student Accident Insurance is provided by an independent company at a nominal fee. Those using this insurance must make checks payable to the company.

KINDERGARTEN

To enter kindergarten a child must be five years old before September 1. A request for early admittance is subject to administrative review.

LEARNING DIFFERENCES

St. Anthony Grade School has a full-time resource teacher who provides services for those students with learning disabilities. The Response to Intervention plan is used for those students who display learning difficulty in reading and math. See **SUPPORT SERVICE INFORMATION - RESPONSE TO INTERVENTION**.

LIBRARY

The primary purpose of the school library is to implement, enrich, and support the schools' educational programs. Our library offers collections of library materials which meet the needs, interests, and goals of students and teachers in the building.

Library materials are selected by the school librarian. The librarian attempts to acquire materials that have educational significance and which address educational goals. Other criteria considered in the selection process include the age appropriateness, the degree of readability/comprehensibility, the degree of potential user appeal, the reputation and significance of the author, and the value of the materials commensurate with cost and/or need.

Exemplary behavior is expected in the Library at all times. Students are asked to follow the library rules posted and communicated by the librarian, teacher or library designee, including proper care for library furniture and library materials.

Most library materials can be checked out of the library, according to the procedures developed by the librarian. Students will be charged for books that they lose or damage during the school year. The librarian will provide other information concerning library usage to school personnel and students.

1. Classes visit the library weekly/biweekly depending upon grade level.
2. The library is open to students before and after school and during study hall when the librarian or designee is available. Students must have teacher permission when using library resources.
3. Books are checked out for two weeks, but may be returned at any time.
4. Notices are sent to students reminding them of overdue books. Fines are not charged for overdue books. However, if a book is not returned, it is considered lost and must be paid for.
5. The librarian will determine the cost of lost and/or damaged books.
6. Books can be donated to the library in memory or honor of someone at any time. The librarian will provide books for this purpose. A special bookplate will be placed in the front of the book with the person's name..
7. Students have access to all materials in the school library. If the student wishes to check out an item deemed inappropriate for his/her age/maturity, the parent shall be contacted and advised. It is then the decision of the parent as to whether the student may keep the item.

Accelerated Reading

We utilize the Accelerated Reading Program for students in grades kindergarten through eight. The primary purpose of the program is to promote independent reading, thereby instilling a lifelong love of reading so that students may reach their God given academic potential and become the best versions of themselves.

Research says, “The amount of free reading done outside of school has consistently been found to relate to growth in vocabulary, reading comprehension, verbal fluency, and general information”¹, and “Students who read independently become better readers, score higher on achievement tests in all subject areas, and have greater content knowledge than those who do not”.²

To help you guide students to books that are right for them, we provide three pieces of information about every book for which there is a quiz. This information is found on a label inside the front cover of the book.

1. **Book Level/Reading Level** represents the difficulty of the text. It is the average grade level of the words and sentences in the book. For example, a book level of 4.5 means that the text could likely be read by a student whose reading skills are at the level of fourth grade, fifth month.
2. **Interest Level** is based on content – a book’s themes and ideas – and indicates for which age group a book is appropriate. The chart below shows which grades fall into each interest level.

Interest Level	Grade Appropriateness
LG	Lower Grades, K-3
MG	Middle Grades, 4-8
MG+	Middle Grades Plus, 6 and up
UG	Upper Grades, 9-12

3. **Points** are assigned to each book based on its length and difficulty. When students take quizzes, they earn a percentage of the book’s points based on how many correct answers they give.

Material Selection and Objections

Occasional objections may be raised about library materials, despite the quality of the selection process. If a complaint is made, the following process will be implemented:

1. The complainant completes a “Request for Reconsideration of Materials” form. This form can be acquired from the library or office. Once completed, it should be submitted to the principal.
2. The principal will appoint a review committee to assess the validity of the objection and the appropriateness of the materials in question. The committee will minimally include the librarian, the junior high literature teacher or other age and content appropriate teacher, a Board of Education member or designee, and a parent, other than the complainant, selected by the principal and Board of Education.
3. During the course of this review process, the challenged library material may remain in circulation or may be pulled depending on the nature of the objection. The principal will make this determination upon receipt of the “Request for Reconsideration of Materials” form.
4. The review committee will make a recommendation to the principal as to the future of the materials in question within a period of 50 days - included, excluded, or included under certain conditions.
5. The principal will consider the committee recommendation and make a final determination regarding the future of the materials in question, and will communicate that decision to the complainant within 60 days.

¹ Anderson, Wilson, and Fielding 1988; Greaney 1980; Guthrie and Greaney 1991; Taylor, Frye, and Maruyama 1990.

² Krashen 1993; Cunningham and Stanovich 1991; Stanovich and Cunningham 1993.

LOST AND FOUND

Articles such as pencil cases, school bags, lunch bags/boxes, coats, boots, caps, books, notebooks, etc. must be marked with the student's name on them. If something is lost, be sure to report the loss to the office immediately. Anything found should be brought to the office. Students are encouraged to check the lost and found table to see if their lost item is there.

LUNCH PROGRAM

All students are urged to eat a nutritious lunch. Since the menu is published, parents should discuss it with their children and decide what days the child is able to eat the meals offered. Students will not be permitted to trade meal items or buy/sell from others; eat what you bought/brought. A sack lunch should be provided on days when the menu is unacceptable to the child's taste to discourage the waste of food in the cafeteria. **Soda and fast food lunches may never be brought as the child's lunch.** A "peanut free" table is available to those students with peanut allergies.

There are rare occasions that the lunch menu may be subject to change. Advance notice will be given when possible.

The lunch program runs on a debit format. When paying for lunch, the money should be included in a marked, sealed envelope. Lunch accounts are debited through the scanning of the student's identification/name badge. Payments are processed through the parish office; however, payments can be sent to the grade school office to forward to the parish office.

The cost of a school lunch is as follows:

Grades K-5	\$3.30 per meal
Grades 6-12	\$3.55 per meal
Extra milk	\$0.35 each

Free or reduced-price meals are available for those students whose families qualify based upon need. (Contact the Parish Office for details.)

MONEY AND VALUABLES

If it is necessary for your child to have a large sum of money or something of great value in school, it should be brought to the office to be kept until dismissal.

PATROL

Children crossing Third Street are to cross at the corner of Third and E. St. Louis with the Crossing Guard. Children crossing other streets are to cross at the corner with the help of the School Patrol Persons. School Patrol Persons are stationed at the corner of E. Virginia and N. Second Streets and E. St. Louis and N. Second Street. No one is to cross in the middle of the block, or at the corner of Third St. and Virginia St.

PARENT RIGHTS

St. Anthony Grade School policy respects the rights and authority of parent(s) as the person(s) primarily responsible for the upbringing of their children. They are summarized as follows:

1. Parent(s)/Guardian(s) may request information about the school's services and instructional materials and may file complaints using the Grievance Procedure. Upon written request, any parent/guardian shall be given reasonable opportunity to review curriculum materials in advance of the lessons being presented to their child.
2. Parent(s)/guardian(s) are welcome to visit the school. Visitors shall report to the principal's office. Parents may confer with teachers by prior appointment only. The School Visitation Rights

Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences.

PAYMENTS

Any money sent to school should be enclosed in a SEALED ENVELOPE with the child's name, homeroom number, the amount and the purpose written on the envelope. This information is very important in keeping accounts straight. Separate envelopes should be used for each different account.

PESTICIDE SPRAYING

The kitchen and other parts of the building are sprayed as needed. The pesticides are applied by a professional company and are considered safe for school building use. If your child has allergies to pesticides you should contact the principal.

PHYSICAL EDUCATION CLASSES

The only requirement for students in Grades K–8 is to have clean and oil-free tennis shoes with socks for PE classes held in the gym.

Students must have a Doctor's note listing specific restrictions/limitations and/or diagnosis to be EXCUSED from PE or any of the individual activities. If a student has any underlying medical condition, which will restrict or hinder participation in any or all activities, a Doctor's note must verify it. Notification should be made at the beginning of each school year or as soon as the inhibiting condition is diagnosed. Another doctor's note is necessary once the student is permitted to return to class/activity.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS PROGRAM (PBIS)

The school uses the Positive Behavioral Interventions and Supports (PBIS) program. The goal of this school wide system is to define, teach, and support appropriate behavior. The school has chosen four overall behavioral expectations. These expectations are taught to the entire student body by specific examples. Appropriate behaviors are acknowledged by a reward system both in the classroom and school wide. (See ... "**BEHAVIOR MATRIX**" Appendix A.)

Courtesy

Christian living and education demand courtesy – treating others as you wish to be treated. See what a difference it makes in how you feel about yourself and others.

- Address teachers properly: "Mr.", "Mrs.", "Miss", "Sister", "Ms", "Father", "Yes, Sir", "No, Ma'am", etc.;
- Use "Thank you!" to show appreciation;
- Offer a helping hand;
- The terms, "Please", "Thank you", "Excuse me", and "Pardon me" are signs that you respect yourself and others;
- Smile and be thoughtful of others; try making others happy;
- Use a quiet, courteous tone of voice in speaking to others;
- Students step aside to permit adults to pass by in the hall, etc.;
- To avoid hurting others' feelings, party invitations should not be distributed at school unless all classmates are invited.

PRESCHOOL

St. Anthony Grade School has a preschool program (*Pups' Patch*) for children ages 3 and 4.

PROGRESS REPORTS/DEFICIENCIES/MIDTERMS

Parents and students grades 1-8 may check grades at any time using *School Insight/TeacherEase*, while Kindergarten Teachers may communicate to parents progress and/or concerns throughout the year . These reports give the students an opportunity to work harder on trouble areas before receiving the quarterly grades. It is important for the student to evaluate oneself from time to time to see how one is doing. Teachers and the principal will be happy to help a student do this. If a student needs extra help with a particular subject, the student may set up a time with the particular teacher for help. Teachers are here to help students, and they are happy to give the student additional help when needed.

PROMOTION & RETENTION

A student will be promoted when he/she has demonstrated appropriate academic progress at a given grade level. Academic progress is defined as passing five out of the six core academic classes – Language, Math, Reading, Religion, Science, and Social Studies/History – and completing any Diocesan or state requirements for the given grade level.

Students who are not meeting promotional requirements may be required to enter into an academic probationary contract with the school through the principal. Though specific terms of the contract will be determined based on the needs and appropriateness for the student in question, it could include mandatory remedial assistance. Remediation may include, but is not limited to: participation in Study Table for students Grades 3-8 (See **Support Services Information – Study Table**), modification of the student’s instructional program during the regular school term, or completion of a school approved program such as Illinois Virtual Academy. Students in Grades K-2 must also demonstrate adequate social skills and maturity for that grade. Failure in reading or math may result in recommendation for retention.

Eighth grade students must be “promoted” in order to participate in the promotion ceremony at the end of the year.

Careful vigilance of the child’s progress is the responsibility of the parents. A thorough study of the report card will prove beneficial. Checking with the teacher(s) may help prevent a child from getting behind in his/her work.

PROPERTY

The school, the church, your books, the desks, devices and the equipment you use are all made available for you in order that you may have the best education possible. Most of the material is expensive and requires much upkeep. Therefore, we ask each student to take the best possible care of the school: walls, desks, tables, and equipment. If it happens that you accidentally break something or mar it, we ask that you go to the office and tell the Principal. This is important as it helps us to keep things in good repair.

PUBLICITY/PHOTOS

To publicize the achievements of our students and the great work they do, we like to occasionally publish our students’ names, photographs, or achievements in our school publications or release the information to local newspapers. We may also post the information on the school’s website and social media pages. Parents provide consent during the online registration process so that photos or videos may be used for publicity.

Since St. Anthony Grade School is a member of the IESA it adheres to the IESA policy regarding publicity. “Each member school acknowledges that athletic contests and interscholastic competition take place in the public. As such, there is no expectation of privacy in the images of student athletes, coaches or other participants at such events. The IESA and/or its agents or designees may take, distribute and use

photographs of student athletes, coaches, officials and other participants at such events and use the same for publicity, marketing and other appropriate purposes, including event programs.”

RECESS/PLAYGROUND

Weather permitting; all students go outside for daily recess. On days when the weather is inclement and recess is held inside, students must be seated in a desk or on the floor and play/talk quietly. There is to be no loud talking, running around, or throwing things in the classroom, as these behaviors may become a safety hazard and/or a distraction to other students having class. Only students with written communication from parents and approval by administration may stay inside during recess. These students must report to the office or to the supervising teacher.

Playground Rules

Playground rules for students should be enforced in such a way to make the area pleasant and safe. Staff members on recess/playground duty are to monitor students at all times.

1. Leave and enter the building in an orderly manner – quiet with hands to self.
2. Students are to play within their assigned areas, leaving only with permission from a teacher.
3. All students shall use provided equipment in an orderly fashion and wait their turn.
4. The only item to be thrown on the playground is a ball in appropriate game play.
5. Keep hands, feet, and objects to yourself. Physical aggression is not permitted.
6. Verbal aggression (teasing, name calling, etc.) will not be tolerated.
7. Be respectful to recess/playground duty supervisors - Follow the directives of staff immediately.

Disobeying playground rules may result in conversation with the duty teacher, request to find an alternate activity, prohibited from play for the remainder of the period up to and including loss of play for one week, and/or referral to the principal.

REPORT CARDS

Report Cards are available to Grades K-8 four times a year, twice a semester. Report Cards can be accessed through *School Insight/TeacherEase*. Parents should review the grades and if there is any question about the grades, the teachers will be happy to discuss this with the parents after school hours by appointment.

Parent-Teacher Conferences will be scheduled to discuss pupil progress at least once a year.

RIGHT TO AMEND

The principal retains the right to make exceptions and/or amend any policy in the Parent/Student Handbook for just cause. Parents of affected student(s) will be given prompt notification if changes are made.

SAFETY

The school has an active Safety/Crisis Management Plan. An integral part of this plan stipulates that gangs are not permitted in the school or on school grounds. All threats will be taken seriously. Refer to Student Conduct & Disciplinary Policy.

SERVICE REQUIREMENT

All junior high students are expected to perform designated hours of service. These hours are to be in various areas.

- 6th grade requirements = 9 hours: 3 church/school, 3 family, 3 community
- 7th grade requirements = 12 hours: 4 church/school, 4 family, 4 community
- 8th grade requirements = 15 hours: 5 church/school, 5 family, 5 community

Eighth grade requirements must be completed before Promotion.

STUDENT RECORDS

Parents have a right to inspect, copy, or challenge the contents of temporary or permanent records in accordance with district policy and state statutes (copy of which is available from the principal).

Release of Records

1. Parent request in accordance with school policy and state statutes. A twenty-four hour notice and parent signature is required for release of records.
2. School district personnel and state and federal agencies may have access to student records without parental consent
3. Necessary information will be released without parental consent in case of emergencies
4. Pursuant to a court order, provided that the procedures outlined in Illinois Rev. Stats. 1925, Ch. 122, Article 50-60 (a), (5) are observed

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. "In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order."

SURVEILLANCE CAMERAS

Recording cameras are used throughout the building for the safety of the students and staff as well as for the security of the building.

SYSTEM FOR FLAGGING RECORDS OF MISSING PERSONS

Record requests for any current or former student reported as a missing person by the Illinois State Police shall be placed in a special colored file to be kept in the records room.

TELEPHONE AND PERSONAL CONTACT

Unless absolutely necessary no teacher or child will be called to the telephone during class time. Important messages will be relayed to the teacher or child. The office telephone is for BUSINESS PURPOSES ONLY and WILL NOT be used by STUDENTS except for school purposes.

TRANSFER OF RECORDS

Records of students leaving St. Anthony Grade School shall be sent to the new school in one of two ways:

1. For graduating eighth graders who will attend St. Anthony High School, the entire original file will be sent.
2. For any student going to any other school, a copy of the file contents will be sent to the new school. St. Anthony Grade School will retain originals.

A Student Transfer Form will be sent to the new school within ten days after receiving a properly signed Release of Records Form. A properly signed release form is required for student records to be forwarded to any school other than St. Anthony High School.

Transferring Grades – Students entering St. Anthony Grade School

The following policy has been adopted to standardize the approach used for students transferring into the school. This policy emerged out of a need for consistency throughout the building and to ensure that grades given by staff are reflective of work done at St. Anthony.

- Student transfers pre-midterm - 100% of the state uploaded grade will be provided by SAGS

- Student transfers post-midterm - 50% previous school, 50% SAGS (this would require a minimum of four SAGS grades)
- Student transfers post-midterm, but less than four SAGS grades - 100% previous school (In the event that there is a dissimilar class, an incomplete would be given. According to the state coding system, incomplete means a student was enrolled prior to the course end date but did not receive credit.)

USE OF SCHOOL GROUNDS

Anyone desiring to use school facilities or school grounds should contact the parish center, principal, or athletic director depending on the usage.

VIOLENT OFFENDER COMMUNITY NOTIFICATION & SEX OFFENDER REGISTRY

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the principal and/or superintendent. Anytime that a convicted child sex offender is present on school property for any reason, including the three reasons above, he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

VISITORS

All visitors, including parents, children and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a visitor badge identifying themselves as a visitor and attach to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office to sign out and return the visitor badge before leaving the school.

Classroom Visits

Any parent wishing to visit a classroom should call the office at least twenty-four hours before the desired visit to request permission. The purpose of the visit should be communicated at the time of the request. Each request will be considered by the principal.

When a visiting student wishes to visit the school a request for permission should be made through the office.

VOLUNTEERS

St. Anthony Grade School appreciates volunteer participation. All volunteers are required to complete an online safe environment training workshop, which includes a background check, before volunteering or interacting with the students. Teachers who desire parent volunteers will notify parents directly. For school-wide volunteer opportunities, please contact the principal. Similar to all other visitors, volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Whether you are a parishioner or school parent, you are invited to spend a few hours a day, a week, or a month in our schools in a variety of volunteer roles! Our schools are a mission of our parish and to fulfill our mission, we rely on our many volunteers to support our faculty and staff in the many aspects of our daily routine. Your time and talents can be used in a variety of ways at either our grade school or high school. Join us to help with lunch and playground duty, reading with students, assisting in the library, legislation, etc. The list goes on! If you have a skill, we likely have a fit for you!

Parents Active within St. Anthony Grade School (PAWS) is the name given to our parent group. This group supports school staff/families with organizing events, treating staff/students and other things as needed.

WEBSITE

www.stanthony.com is a source of valuable information for parents, students, and others.

MEDICAL INFORMATION

ACCIDENTS/FIRST AID

All student accidents, injuries, or illness happening on parish/school property during educational activities shall be reported to the principal or a properly designated authority as soon as possible. The level of care the school is able to provide is limited to ice packs and band-aids. If further attention is needed, parents will be notified. St. Anthony Grade School has an automated external defibrillator located in the gymnasium area for use in an emergency.

AIDS POLICY

As per Diocesan Policy, students with AIDS (Human Immunodeficiency Virus, the virus that causes AIDS, also known as HTVI-III or LAV) who are enrolled or who are seeking enrollment shall be permitted to attend school and/or parish religious education programs. Students who are known to have AIDS should be individually evaluated by the administrative team, physician, and other professional personnel to determine if their behavior or physical condition poses a high risk of spreading the disease. One purpose of the evaluation is to prepare a specific plan for the education and care of the student.

COMMUNICABLE DISEASES & HEAD LICE

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases and head lice.

1. Parents/guardians are required to notify the school if they suspect their child has a communicable disease and/or head lice.
2. In certain cases, students with a communicable disease and/or head lice may be excluded from school or sent home from school following notification of the parent/guardian and/or displaying symptoms of a communicable disease and/or head lice.
3. A licensed medical provider or the Dept. of Public Health will provide instructions to the parent/guardian regarding appropriate treatment for the communicable disease and/or lice.
4. A student excluded because of a communicable disease and/or head lice will be permitted to return to school only when the parent or guardian brings to the school a letter from a licensed medical provider or Dept. of Public Health stating that the student is no longer contagious or at risk of spreading the communicable disease. For head lice, a child must be free of lice and eggs. Lice infested children are prohibited from riding the bus to or from school.

EMERGENCY MEDICAL TREATMENT

Any contracted employee of St. Anthony Schools or Parish shall be empowered to have a student taken to the St. Anthony Hospital at such times as he/she decides that a student is in need of emergency medical treatment. Parent(s)/guardian(s) will be contacted as soon as possible. Neither the school or parish and its various employees assume responsibility for the cost incurred in any such emergency treatment. Any parent/guardian, who objects to this policy, must file a written objection in the school office.

FOOD ALLERGY MANAGEMENT PROGRAM

Due to a number of students with various food allergies, St. Anthony Grade School is a Peanut Aware School. Parents are asked to monitor products sent to the school. Parents should discuss food allergies with the principal, teacher, and/or head cook so unnecessary risks are avoided.

The school shall:

- a) Attempt to identify students with food allergies,
- b) Reduce exposure to known allergens,
- c) Respond to allergic reactions with prompt recognition of symptoms and treatment, and

- d) Educate and train all staff about management of students with food allergies, including administration of medication with an auto-injector, and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.

MEDICATION

As a general principle, medication is not to be given at school. Acutely ill students will be sent home. Students convalescing from an acute illness should remain at home until the need for medication no longer exists. Students should not be allowed to have any medicine in their possession on the school grounds. Students may carry asthma medication with them providing the proper forms have been completed and are on file in the school office.

Prescription

To assure school attendance for students who must use medication in the treatment of chronic disabilities or illness, any student, who is required to take oral medication during the regular school day, must comply with school regulations. These regulations must include at least the following:

1. Written orders from a physician detailing the name of the drug, dosage, and time interval medication is to be taken.
2. Written request and permission from the parent or guardian of the student requesting that the school comply with the physician's orders.
3. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
4. Every medication given must be recorded on a medication log that includes date, time, dosage, and signature of the person giving medication.
5. Only the person designated by the principal shall be allowed to dispense the oral medication pursuant to the physician's orders and then that person shall make notations required by #4 above.

Non-Prescription

1. Non-prescription medication, and/or alternative medicine not limited to essential oils, will not be dispensed in our school. This includes aspirin, Tylenol, antacid, an antihistamine, and any other medication.
2. No topical application of alcohol, peroxide, or calamine lotion or any other medication will be used.
3. If injury occurs, we will use soap and water and inform the parent if the child needs further treatment or needs to be sent home.
4. If the child needs medication the parent will be called and he/she assumes the responsibility to bring the child the medication or take the child home.

Communication

1. Opportunities must be provided for communication with the parent and physician regarding the efficiency of the medication administered during school hours.
2. Observe, evaluate, and report to the student's parent, the student's health status and reaction at school to the medication(s) that has/have been prescribed by the physician. It is the parent's responsibility to inform the physician of any complications.
3. Report to the parents those factors in the school that might seriously impede the child's recovery.

IMMUNIZATION

1. All students must be in compliance with Illinois regulations concerning immunizations, unless there is a doctor's form stating a legitimate reason for the student not being immunized.

2. Any child who is not in compliance by the start of the school year of the current year will be asked to remain at home until the child has proper immunizations.
3. Immunizations are provided by the County Health Department if the parent desires.
4. Should there be an outbreak for which a student has not been inoculated, parents will be notified and the student may be excluded from school until the outbreak subsides.

HEALTH/PHYSICAL EXAMS

1. All children entering kindergarten and 6th grade, or upon first entry into an Illinois school beyond Kindergarten, must have on file by the start of the school year a recently completed written health exam by a physician.
2. Any child not in compliance with the health exams will be asked to remain at home until the proper exams are completed.
3. It is the parent's responsibility to inform the school of any physical abnormalities. For example, birth defects, allergies, epilepsy, diabetes, etc.

DENTAL EXAMS

All children entering kindergarten, second, and sixth grades, or upon first entry into an Illinois school must have a current completed dental exam on file.

VISION AND HEARING SCREENING

All children entering Kindergarten, or upon first entry into an Illinois school beyond Kindergarten, are required to have an eye exam performed by an optometrist or ophthalmologist.

Vision and hearing screening may be done during the school year for the following children: Grades K, 1, 2, 3, 5, & 8, Special Ed, new students, and teacher referrals. School provided screenings are not a substitute for a complete vision and hearing evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. If either screening indicates a concern, the parents will be notified.

MENTAL HEALTH

The principal or designee shall develop protocols for responding to students with emotional or mental health problems that impact learning ability. The school, however, assumes no liability for preventing, identifying, or treating such problems. Limited counseling services are available through the school. Refer to support service information.

PREGNANCY

Each student involved in a pregnancy will be dealt with in a sensitive and Christian manner on an individual basis. A conference will be held with the student, his/her parents, and the principal and pastor to determine the arrangements for the student's completion of his/her education.

WELLNESS POLICY

St. Anthony Grade School adheres to the Diocese of Springfield's Wellness Policy. The school is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. Parents are encouraged to offer nutritious snack alternatives for school treats. See Appendix B.

SUPPORT SERVICE INFORMATION

AFTER SCHOOL PROGRAM

An after-school program (Pups' Club) is provided for a fee to students in Kindergarten through 6th grade. Spots in this program will be determined based on family need and building space.

COUNSELING

Contracted counseling services are offered to students in kindergarten through eighth grade. School-based services will target the emotional, social, academic and/or behavioral needs of students to ensure they reach their fullest potential here at school. Although students may stop in as needed, a recommendation for services from a teacher, the principal and/or parent is more likely at the grade school level. The Counseling Referral Form and Parent Consent Form are available in the office at parent request.

HOMEWORK HELP

Homework Help is a voluntary program for targeted students of any grade level. Targeted students are often those that either have difficulty completing assignments or those that are falling behind with their school work. The program begins at midterm of the first quarter and runs through the end of the year. Operation hours are from 3:00-4:00 pm Monday through Thursday when students are present. Supervising staff will provide targeted students with assistance and or academic intervention to increase student performance and work completion, especially in the areas of reading and math.

RESPONSE TO INTERVENTION (RTI)

In accordance with the Response to Intervention program, a child's reading and math ability may be tested throughout the school year. If a child is either at benchmark or above, further testing may not be needed. However, if a child scores below benchmark, supplemental reading, and/or math interventions may be given to help improve those skills. Progress monitoring may be done periodically to monitor a child's progress. Parents will be informed of the results of the benchmark/progress monitoring assessments.

STUDY TABLE

Study Table is a program intended to provide more immediate intervention in hopes of targeting present failing grades and is likely implemented in conjunction with an academic probationary contract. Like Homework Help, the program begins at midterm of the first quarter and runs through the end of the year. Operation hours are from 3:00-4:00 pm Monday through Thursday when students are present.

SUICIDE & DEPRESSION AWARENESS & PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school and parish.

The school and parish maintain student and parent resources on suicide and depression awareness and prevention. Information can also be obtained from the Principal.

CO-CURRICULAR, EXTRA-CURRICULAR, & STUDENT ENRICHMENT PROGRAMS (Gr. 3-8)

St. Anthony Grade School offers co-curricular, extra-curricular, and student enrichment programs to serve the interests and needs of students. They provide personal enjoyment and broaden the educational experiences of young people and are thus in keeping with our Catholic mission and middle school philosophy. Because these programs are an extension of the school, students participating in these activities are urged to conduct themselves in a way that will represent our school well and will therefore be held to the eligibility policy identified below.

It should be noted that the following hierarchy exists for school based programs:

- Core Curricular (school day),
- Co-Curricular (other non-core curricular school functions in which students receive a grade),
- Extra-Curricular (programs of which students participate on a team, typically outside of the school day),
- Student Enrichment (clubs and/or organizations that are school related but the student does not receive a grade and participation is often individualized).

Despite the best efforts of the school, scheduling conflicts occasionally arise. The following approach will be used in such instances for the purpose of determining which co-curricular, extra-curricular, or enrichment program the student will participate in. A student involved in more than one activity at any given time will be expected to follow the hierarchy as previously described. For instance, a student with a conflict involving a co-curricular and an extra-curricular will be expected to participate in the co-curricular because of its placement on the hierarchy, and without penalty to the secondary activity.

Program Eligibility Policy

I. In order to participate in co-curricular, extra-curricular, and/or enrichment programs, students must maintain passing grades in all classes.

II. Eligibility for the first week of each quarterly grading period will be determined by the grades earned during the previous quarter, as indicated on the report card. This includes considering grades from the fourth quarter of the previous school year in regard to eligibility for the new school year. If a student fails a subject, he/she is ineligible through the end of the first week of the next quarter.

III. Eligibility for subsequent weeks (weeks two through nine) will be determined on a weekly basis by grade reports submitted on the final school day of the week (typically Friday). The cumulative average from the beginning of the quarter will be used to determine a participant's eligibility for the following weeks. A minimum of three grades must be recorded in a particular class in order for a student to be declared ineligible.

IV. Due to the importance of forming a strong academic foundation and also for creating team/group stability, the principal and the coach/sponsor, may dismiss any student who has continuous difficulty maintaining academic eligibility (minimum of three occasions of academic ineligibility).

V. Students who are academically ineligible may practice (at the discretion of their sponsor/coach) but may not participate or dress in contests/events during the period of ineligibility. The principal reserves the right to resolve questions concerning holiday breaks.

VI. Students who are absent from school because of illness on the day of an event are assumed to be too ill to participate in practice or the event (note: Friday illness to Saturday contest/practice is allowable at coach's discretion). Students must be present for school by 11:30 a.m. and attend the remainder of the afternoon on the day of a contest/event unless mitigating circumstances would dictate otherwise.

(family emergencies, attending a funeral, etc.). The principal will make the final decision as to the participant's eligibility in such circumstances.

VII. The principal and athletic director are responsible for implementing the aforementioned eligibility procedures. This includes preparing rosters and reporting forms related to eligibility, assuring that such reports are submitted by coaches/sponsors on a timely basis, and notifying participants of their ineligibility. Communication to a student and his/her parents is made as early as possible in instances of ineligibility.

VIII. Coaches/Sponsors are responsible for presenting their participants with a Participant Code of Conduct and program handbook when applicable. These documents must be approved by the principal. A violation of an approved Participant Code of Conduct or program handbook, or conduct that may be in opposition to the mission of the church and school could result in temporary or permanent ineligibility for participants.

IX. A participant who is suspended from school for an infraction of school rules is ineligible to participate in any co-curricular, extra-curricular, and/or enrichment program during the suspension.

CO-CURRICULAR

Chorus – Jr. High Chorus is offered in grades 6-8 and Intermediate Chorus in grades 3-5. Chorus is a semester commitment on the part of the student. There is a drop period of ten days at the start of the semester only, unless approved by the principal. Chorus is a graded subject.

Instrumental Music – also known as band, this activity is offered in grades 5-8. Band is a semester commitment on the part of the student. There is a drop period of ten days at the start of the semester only, unless approved by the principal. A grade is given for this class.

EXTRA-CURRICULAR (Sanctioned by the IESA)

Boys Sports – Golf, Baseball, Cross Country, Basketball, Track & Field

Girls Sports – Golf, Softball, Cross Country, Basketball, Volleyball, Track & Field

Other Activities – Cheer, Choir, Scholar Bowl, Band

Participants in sports are required to have a sports physical each year, concussion parental permission, and proof of insurance. A student will be permitted to participate in the athletic program only if he/she meets eligibility requirements and signs a copy of the Athletic Code of Conduct for each sport in which he/she participates.

End of the season recognition of eighth grade students in athletics may be done by having the students stand up or step out with an announcement.

State Competition: Only state qualifiers are to attend as the team/group. These qualifiers must be accompanied by their parents who will accept the responsibility as chaperones. Parents may take siblings out of school to accompany the family. Communication should be sent to school if a sibling will be absent from school to attend a state competition.

Sporting Event Guidelines: The following are to be observed by spectators and enforced by school personnel at St. Anthony Grade School sporting events in the gymnasium:

1. For sporting events, junior high students should sit together on the south bleachers, west end. Intermediate students may sit next to junior high. Primary students should sit with their parents. Absolutely no one should be on the balcony at any time.
2. Spectators must remain seated during the playing time. Students should walk up and down the bleachers, no running or jumping from the bleachers.

3. Only drinks with screw-top lids are permitted in the gym.
4. Noisemakers, confetti, and signs are not permitted in the gym.
5. NO ONE should be on the gym floor before the game, at intermission, or after the game.
6. No booing, kicking the bleachers, stomping, or unsportsmanlike conduct will be permitted.

STUDENT ENRICHMENT PROGRAMS

Programs - Student Council (grades 6-8), Spelling Bee (grades 5-8), Musical (6-8) and Dance Team (grades 6-8)

STUDENT CONDUCT & DISCIPLINARY POLICY

Philosophy

The school subscribes to the philosophy that classroom control is a prerequisite to classroom learning. A student who is well disciplined directs his/her interests, efforts, and abilities toward greater achievement in a school setting. Each teacher, grade level and/or sectional team may develop specific guidelines and classroom rules in addition to the PBIS Program to help ensure safe and productive learning environments. Most discipline problems will be handled at that level; however, if a student accumulates more referrals than the classroom plan accommodates, the student is sent to the principal. A student that causes major disruptions or serious acts of misconduct is referred directly to the principal.

General Rules

It is the duty and responsibility of the student to cooperate with teachers in forming his/her whole person according to the Christian ideal, to become exemplary members of the Church, good citizens of the world, and loyal members of one's family. It is for the student to differentiate between right and wrong – teachers will guide and counsel, but the student must make decisions. **A student is responsible for his/her actions.**

Students should:

1. Be Christian, respectful, cooperative, and responsible at all times.
2. Treat others as you would like to be treated.
3. Strive to be the best versions of themselves; using mistakes and failures as opportunities to grow and improve.
4. Be prepared and in assigned locations unless otherwise approved by school personnel.
5. Respect school property; books, furniture, fixtures, and every other part of the building.

ACCEPTABLE USE OF ELECTRONICS & INTERNET

See the Diocese of Springfield Office for Information Technology/Policies **Information Technology Systems Policy** and **Social Media Policy** at www.dio.org, and St. Anthony Schools **Acceptable Use of Electronic Networks** in Appendix C and/or the **1:1 iPad Policies and Procedures**.

BULLYING

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group of one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity,
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities,
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an

electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school day.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear or harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the principal or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the principal. Anonymous reports are also accepted by phone call or in writing.

CONFLICT RESOLUTION

Conflicting students may be taken to the principal's office where students, teachers, and/or principal will resolve conflicts. Consequences will be handed out as needed.

CORPORAL PUNISHMENT

Corporal punishment is not an acceptable method of discipline at St. Anthony Grade School.

POLICE QUESTIONING AND APPREHENSION

When students become involved with a law enforcement officer, the officer will be requested to confer with the student when he/she is not under the jurisdiction of the parish/school, if this can be arranged. The following steps will be taken to cooperate with the authorities:

- The officer will properly identify him/herself;
- Parents/guardians will be notified immediately and informed of the intent of the law enforcement authorities;
- Parents/guardians have the right to be present if the conference is held in the parish/school.

PROHIBITED STUDENT CONDUCT

The grounds for disciplinary action apply whenever student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds, before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or

4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a student or staff member; or (b) endanger the health or safety of students, staff, or school property.

Minor Offenses - In instances of minor offenses, the following steps are to be taken by the teacher:

1. Re-establishment of the expected behavior with the student;
2. Communication with parent ;
3. Teacher/grade/sectional consequence.

Major Offenses - Any act that is in violation of city ordinance, state or federal law will be considered a major incident. In such instances administrative consequences will be administered and police involvement may be required. In the event of a major offense, the student is sent to the office.

Minor Offenses Teacher Manage Behaviors		Major Offenses Office Manage Behaviors
Non-Compliance/Insubordination	<input type="checkbox"/>	Gross Defiance/Insubordination
Minor Classroom Disruption	<input type="checkbox"/>	Major Disruption/Incorrigible Acts
Dress Code*	<input type="checkbox"/>	Chronic/Gross Dress Code
Attendance/Tardy*	<input type="checkbox"/>	Violations
Cell Phones/Electronic Devices*	<input type="checkbox"/>	Chronic Attendance/Tardy
Horseplay/Roughhousing	<input type="checkbox"/>	Technology Abuse/Misuse*
Name Calling/Teasing	<input type="checkbox"/>	Fighting
Profanity	<input type="checkbox"/>	Bullying*/Intimidation
Homework	<input type="checkbox"/>	Chronic or Gross Profanity
Unprepared	<input type="checkbox"/>	Academic Dishonesty/Plagiarism
Tattling	<input type="checkbox"/>	Theft/Damaging
Lying		Property/Vandalism
Minding Own Business		Threats/Harassment/Hazing
Sleeping		Weapon or Look-Alike
Public Displays of Affection		Gang Related Activity/Mob Action
		Use, Possession, Distribution, Purchase
		and/or Sale of Illegal Drugs, Tobacco
		Products, Alcohol, Prescriptions,
		Look-Alike Substances,
		Paraphernalia, Sexually Explicit
		Images and/or other illegal items
* Specific Policy Listed		

This list of Major and Minor Offenses is not intended to include every possible wrongdoing within the school setting. As a result, it should be noted that other acts of misconduct which are seriously disruptive and/or create a safety hazard to oneself, other students, staff, and/or school property, or those that are considered conduct unbecoming of a student of St. Anthony Grade school within or outside of school, may also result in administrative consequences.

ADMINISTRATIVE DISCIPLINARY ACTION:

In the event of a student conduct violation, administration shall investigate the matter. In instances in which a student admits to misconduct or evidence of the misconduct is apparent, consequences may be provided. In such instances, administration will consider, among other things, the severity of the

incident, age appropriateness, chronicity, previous expectations, intent, perception, and damage before rendering consequence.

Disciplinary Action may include:

- Disciplinary Conference
- Notification of Parents/Guardians
- Withholding privileges
- Restorative justice or mediation
- Temporary removal from the classroom
- Return of property or restitution for lost, stolen or damaged property
- Before-School, In-School, After-School, and/or Saturday detentions
- Implementation of a Behavior Intervention Plan and/or Academic Probationary Contract
- Community Service Hours
- Permanent seizure or temporary retention of personal property
- Suspension of bus riding privileges
- Suspension from school and all school activities
- Expulsion from school and all school activities
- Notification of juvenile authorities or other law enforcement

The above list of disciplinary measures is a range of options that will not always be applicable. In some circumstances, it may not be possible to avoid suspending or expelling a student due to the nature and severity of the behavioral infraction, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Suspension

When it is necessary to suspend a student, the principal may hold a conference with the parents. Suspension shall cause a student to be barred from classes and extracurricular activities. The suspended student is still responsible for subject matter covered in class. The length of the suspension will be determined by the seriousness of the incident, but shall not exceed five days.

Reasons for suspension may include but are not limited to: aggressive behavior, violation of the substance abuse policy, violation of the weapons policy, gross misbehavior, obscenity, stealing, vandalism or property damage, and/or threats of violence.

Other behavior or conduct which is of such a gross nature as to constitute a violation of the spirit or intent of these rules, though not explicitly stated above, may result in suspension. A student accused of a serious wrong may be placed on a home study leave, at parents' expense, pending an investigation.

The principal shall meet with a student returning to school following a major offense and/or from an out-of-school suspension. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent credit.

Expulsion

Procedure for expulsion is in accord with diocesan guidelines. The general situations, which demand removal of a student from the school include:

1. Delinquency and immorality which warrant commitment to a correctional institution or which constitute a definite menace to other students;
2. Chronic and incorrigible misbehavior, which undermines classroom discipline and impedes the academic progress of the entire class.

When all other means have failed and expulsion is being considered, the following procedures are to be followed:

- The student is to be suspended for a period not to exceed five days.
- The parents of the student are to be granted a conference with the principal and pastor in the hope that a solution to the problem will be found which will forestall the necessity of expulsion.
- The pastor, in consultation with the principal, is to make the final decision and to communicate this decision to the parents.
- If expulsion is necessary, the principal will make an effort to help the family make arrangements for further education/formation.
- If expulsion is necessary, the date of withdrawal and the word “misconduct” will be annotated on the student’s school record and are sufficient for the permanent records.

SEARCH & SEIZURE

School Property and Equipment as well as Personal Effects Left There by Students - School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students - School authorities may search a student and/or the student’s personal effects in the student’s possession (such as purses, wallets, backpacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or Diocesan rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student’s age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates the school’s disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property - If a search produces evidence that the student has violated, or is violating, either the law or the school or Diocesan policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

SUBSTANCE ABUSE POLICY

In an effort to provide an environment that is conducive to learning and which reflects our Catholic school philosophy and mission, the faculty and administration of St. Anthony Grade School, in a spirit of cooperation with our young people and their families, are committed to assisting our young people when drug/alcohol problems are present. However, the school will not compromise the safety and positive learning culture in our school.

Any student involved in on-campus or off-campus use, possession, distribution, purchase and/or sale of illegal drugs, tobacco products, alcohol, prescriptions, look-alike substances, is subject to disciplinary action prescribed by the principal. Proper authorities will be notified and a report made.

WEAPONS POLICY

Students found to be in possession, use, control, or transfer of a weapon, or any object which may be used to cause bodily harm, or who is verified to have threatened to perpetrate a violent act against another student, an employee of St. Anthony Grade School, or any other person present at the school, activity/event may be immediately suspended from school for a term of up to ten days. After investigation and consideration for expulsion, the principal may require a student who threatens others through words or actions to be removed from school until a psychologist or psychiatrist indicates in writing that it is safe for both the student and others in the school for the student to return.

St. Anthony Grade School is mandated by law to report all incidents involving a firearm, either present or visible, that occurs on school property. Similarly, all incidents of violence/attacks on school personnel will be reported to law enforcement officials. In addition, notifications of these incidents will be made to the Illinois State Board of Education through the Student Incident Reporting System.

APPENDIX A

BEHAVIOR MATRIX



ST ANTHONY GRADE SCHOOL



THINK BEFORE YOU ACT

Expectations	Commons/Hallways/ Dismissal	Bathroom	Playground	Cafeteria	Classroom	Assemblies	Church & Library
P Pawsitively Respectful (Spread Christ's love)	<ul style="list-style-type: none"> Be patient Be considerate Share a smile with those you pass 	<ul style="list-style-type: none"> Respect personal space by giving others privacy 	<ul style="list-style-type: none"> Include everyone that wants to play Invite others to play Use problem solving strategies during conflicts 	<ul style="list-style-type: none"> Use manners and say please and thank you Be patient Serve willingly 	<ul style="list-style-type: none"> Use kind words and actions Maintain academic honesty 	<ul style="list-style-type: none"> Be considerate Applaud when appropriate 	<ul style="list-style-type: none"> Actively participate Show thoughtfulness and care toward others
A Pawsitively Respectful (Be polite; do what is right)	<ul style="list-style-type: none"> Speak in appropriate voice level Stay to the right Choose kindness, avoid bullying 	<ul style="list-style-type: none"> Treat school property with care and respect Use quiet voices 	<ul style="list-style-type: none"> Use appropriate & respectful language Practice good sportsmanship Follow rules, even when nobody's watching 	<ul style="list-style-type: none"> Speak in quiet voices Treat the cafeteria and its belongings with care Be inclusive and welcoming toward others 	<ul style="list-style-type: none"> Show kindness and consideration to everyone, including yourself Respect the classroom and supplies Pay attention to what others have to say, especially teachers 	<ul style="list-style-type: none"> Enter and exit quietly Pay attention and listen carefully Sit up straight 	<ul style="list-style-type: none"> Treat everyone and everything with respect and care Use appropriate voices
W Pawsitively Cooperative (Work together w/others)	<ul style="list-style-type: none"> Listen and follow directions Use walking feet 	<ul style="list-style-type: none"> Keep restrooms clean Return to class promptly 	<ul style="list-style-type: none"> Line up quickly & quietly Share space and equipment Play fairly and take turns 	<ul style="list-style-type: none"> Listen to directions from lunch supervisor Walk Keep food & drink in cafeteria 	<ul style="list-style-type: none"> Work cooperatively and encourage others Follow classroom rules Be an active group member 	<ul style="list-style-type: none"> Remain seated so everyone can see Look and listen to the speaker 	<ul style="list-style-type: none"> Listen and follow directions Move in a safe and proper way
S Pawsitively Responsible (Take ownership of your actions)	<ul style="list-style-type: none"> Keep your belongings neat and orderly Keep the hallway clean 	<ul style="list-style-type: none"> Flush toilet & wash hands Throw all trash in the trashcan 	<ul style="list-style-type: none"> Help clean up, even if you didn't play with it Take good care of equipment 	<ul style="list-style-type: none"> Clean up after yourself Remain seated until dismissed 	<ul style="list-style-type: none"> Have all materials and be ready to learn at the beginning of class Continue to try even when it is difficult Stay focused and on task 	<ul style="list-style-type: none"> Take responsibility for your own actions 	<ul style="list-style-type: none"> Use materials properly and for their intended use

"To form lifelong intentional disciples of Jesus Christ within His Church"

6/06

APPENDIX B

Healthful Food and Beverage Options for School Functions *

At any school function (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff and community wellness. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans are listed below.

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit wedges – cantaloupe, honeydew, watermelon, pineapple, oranges, tangelos, etc.
- Sliced fruit – nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
- Fruit salad
- Cereal and low-fat milk
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice or fruit as the first ingredient
- Dried fruits – raisins, cranberries, apples, apricots
- Single serving applesauce or canned fruit in juice
- Peanut butter with apple wedges or celery sticks
- Fruit smoothies made with fat-free or low-fat milk
- Trail mix (dried fruits and nuts)
- Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)
- Lean meats and reduced fat cheese sandwiches (use light or reduced fat mayonnaise in chicken/tuna salads)
- Party mix (variety of cereals, nuts, pretzels, etc.)
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip (Ranch, onion, bean, etc.)
- Low-fat muffins (small or mini), granola bars and cookies (graham crackers, fig bars)
- Mini bagels with whipped light or fat-free cream cheese
- Pasta salad
- Breadsticks with marinara
- Fat-free or low-fat flavored yogurt & fruit parfaits
- Fat-free or low-fat pudding cups
- Fat-free or low-fat milk and milk products (string cheese, single-serving cottage cheese, cheese cubes)
- Flavored soy milk fortified with calcium
- Pure ice cold water

** This list is not all-inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices.*

APPENDIX C

Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with St. Anthony of Padua Parish and Schools goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Terms and Conditions

1. Acceptable Use - Access to the St. Anthony of Padua Parish and Schools electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of St. Anthony of Padua Parish and Schools, or (b) for legitimate business use.
2. Privileges - The use of the St. Anthony of Padua Parish and Schools electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator and principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time; their decision is final.
3. Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law; including but not limited to music files such as MP3's and video files;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space; playing games online or downloading games;
 - f. Hacking or gaining unauthorized access to files, resources, or entities;
 - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
 - h. Using another user's account or password;
 - i. Posting material authorized or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.
 - n. Any communication or materials created outside of school that are discussed, distributed or brought into the school setting or substantially interfere with the educational process are subject to disciplinary action.
4. Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not become abusive in messages to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.

- d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties - St. Anthony of Padua Parish and Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. St. Anthony of Padua Parish and Schools will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. St. Anthony of Padua Parish and Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.
 6. Indemnification - The user agrees to indemnify St. Anthony of Padua Parish and Schools for any losses, costs, or damages, including reasonable attorney fees, incurred by St. Anthony of Padua Parish and Schools relating to, or arising out of, any violation of these procedures.
 7. Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the Network Administrator, Software Coordinator, or Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
 8. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism also includes any physical change or damage to computer hardware or peripherals.
 9. Telephone Charges - St. Anthony of Padua Parish and Schools assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
 10. Copyright Web Publishing Rules - Copyright law and St. Anthony of Padua Parish and Schools policy prohibit the re-publishing of text or graphics found on the Web or on St. Anthony of Padua Parish and Schools Web sites or file servers without explicit written permission.
 - a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b. Students and staff engaged in producing Web pages must provide e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided to the Network Administrator upon request. Web pages may be deleted without prior notification.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
 - d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - e. Student work may only be published if there is written permission from both the parent/guardian and student.
 11. Use of Electronic Mail
 - a. St. Anthony of Padua Parish and Schools electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by St. Anthony of Padua Parish and Schools. St.

Anthony of Padua Parish and Schools provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- b. The St. Anthony of Padua Parish and Schools reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- d. Electronic messages transmitted via St. Anthony of Padua Parish and Schools Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with St. Anthony of Padua Parish and Schools. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of St. Anthony of Padua Parish and Schools. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- f. Use of St. Anthony of Padua Parish and Schools electronic mail system constitutes consent to these regulations.

Internet Safety

1. Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and otherwise follow these procedures.
2. Staff members shall supervise students while students are using St. Anthony of Padua Parish and Schools Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.
3. Each St. Anthony of Padua Parish and Schools computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
4. The system administrator and Principals shall monitor student Internet access.

LEGAL REF.: Children's Internet Protection Act, P.L. 106-554.
20 U.S.C § 6801 et seq.
47 U.S.C. § 254(h) and (l).
720 ILCS 135/0.01.

Revised: June, 2004

St. Anthony Schools' Bring Your Own Technology Plan

St. Anthony Schools (SAS) believe that providing students with an environment that fosters 21st century instruction and learning is part of their core values. All faculty members hold the responsibility to prepare our students for future careers, some of which currently may not exist.

Valuing technology and achieving technology proficiency with personalized academic experiences fosters innovation and creativity while embracing emerging technologies. In a 21st century learning environment, students actively engage in a cohesively integrated curriculum, access information, and apply it in solving authentic problems.

Ubiquitous learning has become the norm with students. Immediate access to information anytime and anywhere using their own devices maximizes their opportunity for success both in school and beyond. Before this was a dream. Today, it is a reality.

When a student brings his or her own technology to either school campus, it is mandatory that the device use the SAS wireless network. By logging into the SAS wireless network, students are accepting the terms of the SAS and Diocesan Student Acceptable Use and Social Media Policies. When logging into the SAS wireless network, students will have filtered Internet access just as they would on a SAS owned technology device.

St. Anthony Schools maintain their right to protect the network and technical resources. While SAS uses filtering technology and protection measures to restrict access to inappropriate material, it is not 100% possible to prevent such access. It is each student's responsibility to follow the standards for responsible use. Access to the SAS network is a privilege and administrators and faculty may review files, messages, and other network use to maintain system integrity and ensure responsible use by all users. Administrators reserve the right to deny network access to anyone. **Because technology is constantly changing, SAS reserves the right to make additions and changes to the acceptable use policy during the school year. Students will be notified when any changes are made.**

St. Anthony Schools – BYOT **Student User and Acceptable Use Policy**

For the purpose of this program, the word "technology" means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, netbooks, tablets, e-readers, iPod Touches, cell and smartphones.

Policy:

1. Any student wishing to use a personally owned electronic device within the St. Anthony buildings must have the handbook acceptance form on file with their school office.
2. Students wishing to use the wireless network must register their device(s) with the technology department, including their MAC address.
3. Students take full responsibility for the security of his or her device and the schools do not assume responsibility for damage or theft.
4. Students are responsible for the proper care of their personal device. This includes costs of repair, replacement, or any modifications needed to use the device at school.
5. Personal devices must be charged prior to bringing it to school and shall be capable of running off its own battery while at school.
6. Electronic devices can only be used in designated areas. Each school defines these areas and students should be aware of these designated areas.

7. The student may not use the devices to record, transmit or post photos or videos of a person or persons on the SAS campus. Images and video recorded at school cannot be transmitted or posted at any time without the express permission of administration. Violation will result in disciplinary action.
8. Any use of devices is prohibited in non-academic areas including but not limited to restrooms and locker rooms, whether at a St. Anthony school or at another facility where a school activity or athletic event is occurring.
9. The student will use the wireless network provided by the schools. Use of 4G and 5G wireless connections is not allowed.
10. It is our goal to become a paperless environment. While logged into the wireless network, networked printers will not be available for use. SAS encourages you to print at home or deliver an electronic copy to your teacher.

Revised: June, 2023

Authorization for Electronic Network Access

We, the student and parent(s)/guardian(s), by completing the Online Registration Process, acknowledge having received a copy of and read and agree to comply with the terms of this Acceptable Use of Electronic Networks.

I, the student, understand and will abide by the *Acceptable Use of Electronic Networks*. I understand that St. Anthony of Padua Parish and Schools and/or its agents may access and monitor my use of the Internet, including my E-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using St. Anthony of Padua Parish and Schools electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the Internet.

I, the parent(s)/guardian(s), have read this *Authorization for Electronic Network Access*. I understand that access is designed for educational purposes and that St. Anthony of Padua Parish and Schools has taken precautions to eliminate controversial material. However, I also recognize it is impossible for St. Anthony of Padua Parish and Schools to restrict access to all controversial and inappropriate materials. I will hold harmless St. Anthony of Padua Parish and Schools, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this *Authorization* with my child. I hereby request that my child be allowed access to St. Anthony of Padua Parish and Schools Internet.