



**SAINT  
ANTHONY**  
GRADE SCHOOL

# Student & Family Handbook

*2025-2026*



**SAINT  
ANTHONY**  
GRADE SCHOOL

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Effingham IL 62401

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Dear Parents & Students,

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

The Student & Family Handbook reflects the policies of St. Anthony Catholic Grade School for the 2024-2025 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 Catholic Grade School during the 2024-2025 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

# ***Student and Family Handbook***

The purpose of this handbook is to state clearly the rules and regulations of St. Anthony Catholic 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. 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.

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# **MISSION & EDUCATIONAL PHILOSOPHY**

## **Mission Statement**

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

## **Philosophy, Objectives, and Purpose of Program**

Education in faith is the primary purpose of education programs in the Catholic Church. All students and the parents of all 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.

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.

The student's purpose in going to St. Anthony Catholic 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.

# **ADMISSION & ATTENDANCE POLICIES**

## **Non-discrimination Policy**

St. Anthony Catholic Grade School admits students of any race, color, sex, or 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 based on race, color, sex, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarships, loan programs, athletics, or 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/.

The pastor and school administration will ensure that these policies are followed. Concerns will be addressed through the Grievance Procedure listed in the Discipline and Conduct section of this handbook.

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.

### **Admissions**

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 Catholic 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 Catholic 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-8<sup>th</sup>)
- Previous conduct and behavior
- Student(s) meeting the basic age requirements for Kindergarten. (5 yr old on or before Sept. 1st)

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 on or before 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 Catholic 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 Catholic 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.

St. Anthony Catholic Grade School shall make every reasonable attempt to provide a Catholic education to students with disabilities. Those students who cannot be fully integrated into the total regular school program

shall be encouraged to take advantage of dual enrollment. When students in the Catholic school are in part-time enrollment in public schools or public-school programs, every reasonable effort shall be made to cooperate with public school personnel to facilitate such attendance.

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 (acknowledged through Online Registration process), and/or as established by administration.

### **Birth Certificates**

In order to comply with state mandates, St. Anthony Catholic 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.

### **Gender Identity**

Students and their parents are expected to live virtuous lives guided by Gospel values and the teaching of the Church as described in the Family School Agreement (BK3:404.1). Students shall conduct themselves in accord with their biological sex at all times.

### **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.

### **Attendance**

Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) and seventeen years of age shall assure that the child attends school during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. Daily attendance is required.

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.

#### **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
- 10<sup>th</sup> tardy – 120 minute detention before and after school combined
- 11+ tardies – In-School Suspension

### **Student Absences**

In the event of any absence, the student's parent or guardian is required to call the school at **217/347-0419** before **9:00 am** to explain the reason for the absence. If a call has not been made to the school by **9:00am** on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

### **Student Excused Absences**

Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school administration, circumstances that cause reasonable concern to the parent or guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS (gr 6-8 only), or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent or guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The school administration, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent or guardian are responsible for obtaining assignments from the student's teachers and for ensuring that such assignments are completed by the student prior to his or her return to school.

#### **Examples of 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.

### **Student Unexcused Absences**

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. The school may require documentation explaining the reason for the student's absence and will

presume that an absence is unexcused unless families present the school office with documentation indicating otherwise.

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.

### **Make-Up Work**

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.

### **Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students**

State law requires every school to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that schools are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies. Schools should also make resources available to families such as those provided through the State Board of Education's Family Engagement Framework to support and engage students and their families. These resources are meant to foster heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions. The school uses the following diagnostic procedures for identifying the causes of unexcused student absences: interviews with the student, his or her parent or guardian, and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include parent conferences, student counseling, family counseling, and information about existing community services.

### **Truancy**

Student attendance is critical to the learning process. Truancy is therefore a crucial issue and will be dealt with in a serious manner by the school. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants (This equates to 9 or more days of unexcused absences). Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

## **ACADEMICS & RECORDS**

### **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.

### **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.

### **Catholic Instruction**

St. Anthony Catholic Grade School is deeply committed to helping students see and understand the ways in which faith and reason complement and reinforce one another in the life of the virtuous man or woman. This motivation animates our rigorous academic curriculum and is at the heart of our earnest efforts to shape the character and cultivate the spiritual life of our students. For this reason, St. Anthony Catholic Grade School provides regular activities and lessons focused on worship and praise of God, spiritual reflection, catechesis, and service to the wider parish and regional community. The aim of these endeavors is to encourage every student to become his or her noblest and best self.

Each Catholic school in the diocese must provide daily instruction in the Catholic faith for every student. Liturgical celebrations (especially Mass and Reconciliation), in accord with approved liturgical norms, and service opportunities shall be an integral part of the catechetical program, and all students shall participate as appropriate.

### **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 Catholic 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 Catholic Grade School's Philosophy, beginning in 5<sup>th</sup> grade, all students will be trained in the serving traditions for Mass. Only Catholic students will serve during mass. Students are encouraged to take advantage of this opportunity to be intentional in their faith, however, 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.

### **Field Trips**

The school administration shall authorize only those field trips that are appropriate educational or catechetical experiences. Field trips are a privilege for students, not a right. Students must abide by all school policies during transportation and participation in all 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. Furthermore, children, adolescents, and accompanying adults attending field trips or other parish sponsored trips shall be informed that participation in such events requires that they adhere to a code of behavior. This code of behavior, which applies to both minors and accompanying adults attending said functions, is as follows:

1. Each person will respect his/her individual dignity, self-worth, and value in God's eyes.
2. Each person will respect the dignity, self-worth, and value in God's eyes of other persons.
3. Each person will respect the physical property and possessions of other persons and institutions.
4. Each person has a duty to report violations of the conduct code.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent or guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

On field trips there shall be an adequate number of adult chaperones (age 21 or older) for students, and all chaperones must abide by the Policy on Working with Minors for the Diocese of Springfield in Illinois. An acceptable ratio of chaperones is 1 adult (age 21 or older) for every 8 students, but the number of chaperones depends on the age of the children and the nature of the event.

### **Grading, Promotion, and Retention**

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

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**

<b>Points:</b>	<b>Grade:</b>	<b>Scale:</b>	<b>Points:</b>	<b>Grade:</b>	<b>Scale:</b>
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 be 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.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests, and other assessments. A student will not be promoted based upon age or any other social reason not related to academic performance.

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 Appendix A Support Services Information), 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.

### **Placement Decisions – 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, standardized testing, and balancing student ability and gender. Therefore, St. Anthony Catholic Grade School will not consider requests for a specific teacher. Parents and students are asked to trust in the process and in school staff/administration, 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.

## **Homework**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level. Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe (please see Absences policy).

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:

- Primary .....one half hour;
- Intermediate. ....forty minutes – one hour;
- Junior High .....one 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.

## **Human Sexuality**

Human Sexuality education is offered at St. Anthony Catholic 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.

## **Learning Differences**

St. Anthony Catholic 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 Appendix A – Support Service Information.

## **Physical Education (PE) 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.

## **Progress Reports/Deficiencies/Midterms**

Parents and students grade 1-8 may check grades at any time using *School Insight/TeacherEase*, while Kindergarten Teachers may communicate to parents their students' 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.

## **Student Records**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement,



security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents or guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s school records. They are:

**1. The right to inspect and copy the student’s education records within 10 business days of the day the school receives a request for access.**

The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent or guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent or guardian or student of the time and place where the records may be inspected. In certain circumstances, the school may request an additional 5 business days in which to grant access.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

**2. The right to request the amendment of the student’s education records that the parent or guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent or guardian or eligible student may ask the school to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent or guardian or eligible student wants changed and the specific reason a change is being sought.

If the school decides not to amend the record, the school will notify the parent or guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or guardian or eligible student when notified of the right to a hearing.

**3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the Board of Education. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent or guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the school discloses education records without consent to officials of another school in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents or guardians or eligible student will receive prior

written notice of the nature and substance of the information, and have an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent or guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

#### **4. The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent or guardian or to the student if the student has succeeded to the rights of the parent or guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

#### **5. The right to prohibit the release of directory information.**

Throughout the school year, the school may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent or guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sports or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent or guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice. (Acknowledged in Online Registration Process.)

#### **6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

#### **7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

### **Flagging Records of Missing Children**

The school checks the missing person report in the Nonpublic Registration and Recognition Renewal report prior to releasing student records. Upon notification from a law enforcement agency that a present or past student is missing, his or her records will be flagged with a written notice of the information. That flag will remain until the law enforcement agency has contacted the school that the missing child has been recovered. If a request for the student's records is made before the flag has been removed, the school will immediately notify the law enforcement agency and will hold the records until their release has been approved by the law enforcement authority. For written requests, the school will provide the law enforcement agency with a copy of the request. If the request is made in person, the school will ask for identification from the person making the request, including contact information and a copy of a driver's license, as well as the birth date of the child and their relationship. He or she will then be informed that a copy of the records will be mailed. The school will provide the law enforcement agency with the obtained information as well as a description of any individual making the request in person.

### **Non-Custodial Parents**

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. The school respects the right of non-custodial parents to be involved in the education of their children. In the absence of a court order and with due provision to State law, what is said in these policies applies to any parent or legal guardian, whether or not the student lives with the parent. 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.

### **Transfer of Records**

Certified copies of transfer students' records are requested within 14 days of enrollment. When a student transfers to another school or graduates, a duplicate copy of the student's cumulative permanent file will be sent within ten days to the receiving school upon request.

Records of students leaving St. Anthony Catholic 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 Catholic 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 Catholic High School.

### **Transferring Grades – Students entering St. Anthony Catholic Grade School (SAGS)**

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.)

### **Standardized Testing**

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.

### **Students with Disabilities**

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. (Refer to Admissions Policy, pages 8-9.)

### **Student Service Requirements**

All junior high students (grades 6-8) are expected to perform designated hours of service. These hours are to be in various areas.

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

Eighth grade requirements must be completed before Promotion.

# **BUILDING OPERATIONS**

## **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 Procedures, Dismissal, and Parking Instructions**

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 3<sup>rd</sup> Street and Virginia Avenue. (See diagram.)

## **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.

### **Asbestos Abatement Plan**

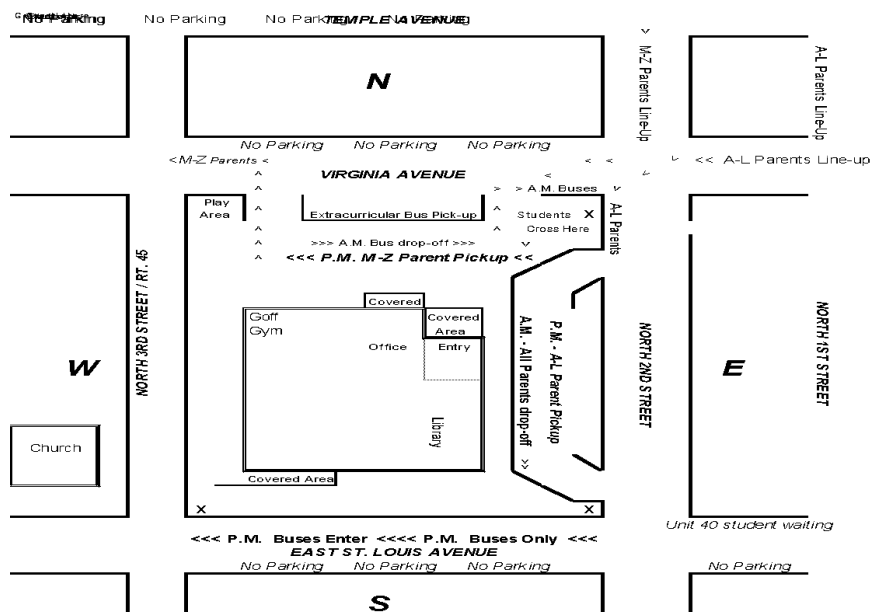
Notification of School Asbestos Management Plan – The School Asbestos Management Plan required by the Federal Government was completed and submitted to the Illinois Department of Public Health in 1989. The School and the State have accepted recommendations in the plan. A copy of the Asbestos Management 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.

### **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 appointments, etc. A blank Assumption of Risk Agreement and Release form can be found in the digital locker of TeacherEase.

### **Building and Grounds Access Policy**

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



### **Purpose of the Policy**

The church, school building, and rectory along with associated grounds are an integral portion of the many facets of the parish community. The purpose of this Building and Grounds Access Policy is to establish appropriate measures and guidelines to maintain the security and safety of the children attending St. Anthony Catholic Grade School while respecting the use of the church by parishioners and visitors. The multi-use nature of parish facilities and grounds necessitates a continuing effort by the parish, school administration, faculty members, parents, and parishioners to provide appropriate access for the various facilities while protecting the school children during the school year. All use of facilities will follow the diocesan policy book 55800 *Diocesan, Parish, School, and Agency Facilities Use*.

### **Access to and Security of the School Building**

On all school days provided by the academic calendar, the St. Anthony Catholic Grade School building shall be available for authorized access by parents and authorized visitors from 7:30am until thirty (30) minutes past the

scheduled dismissal time. All parents and visitors to the school building must report to the school office for access during this period. Any parent or visitor to the school building shall obtain a badge, which shall be worn while in the school building and shall be returned to the school office upon leaving the school. Entry to the school building shall be through the front door of the school off the parking lot.

#### **Access to and Security of the School Grounds**

On all school days provided by the academic calendar, St. Anthony Catholic Grade School grounds, including the school gymnasium, shall be available for authorized access by students, parents, faculty members, and authorized visitors from 7:30am until thirty (30) minutes past the scheduled dismissal time. Except for children enrolled in a before-school or after-school supplemental program, participants in school-sponsored extracurricular activities, or students engaged in other authorized school activities, no child shall be left unsupervised by a parent. Those faculty members assigned to supervise students shall station themselves so that all areas of the playground and the area between the Church and school building are observable by at least one faculty member.

#### **Access to School Classrooms during Instructional Periods**

No parents or visitors shall be permitted in classrooms during instructional periods except as provided in this paragraph. Parents wishing to observe classroom instruction shall arrange a mutually convenient time and date with the classroom teacher/administration. After such arrangements, the parents shall advise the school office of the arrangements for observation. The principal may make such additional rules and policies regarding parental observation as he or she deems necessary to maintain the normal educational process.

Parents and authorized caregivers may be allowed access to classrooms for the purpose of picking up an ill child or one leaving school at other than the normal dismissal time. In all such cases, the adults picking up the child will report first to the school office upon arriving to campus.

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.

#### **Parishioners on School Grounds during School Hours**

Parishioners who are not parents of currently enrolled school children are requested to avoid the school building and playground area during, before, and after school, during lunch hours, and during recess periods. The entrances to the rectory and church are available during these periods for access to those facilities. Parking for both the rectory and Church is available at the church parking lot.

#### **Removal of Unauthorized Persons from School Grounds and Building**

Faculty and staff members of the school are authorized to request any person who is not a parent or authorized visitor to the school facilities to leave the premises. In the event that any person fails to comply with such a request, the faculty or staff member shall inform the principal who shall determine what additional action is necessary or appropriate to obtain compliance with the request. Any person who fails to comply with a request of the principal or the pastor to leave the school premises shall be considered a trespasser and may be subject to arrest.

#### **Care for Property**

The school, the church, the books, the desks, devices and the equipment the student uses are all made available to them in order that they 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 they accidentally break something or mar it, we ask that the student tell the teacher or go to the office and tell the Principal. This is important as it helps us to keep things in good repair.

A video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property.

### **Emergency School Closings**

Announcements regarding school cancellations or early dismissals will be broadcast on WCRC, WCRA, WXEJ 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.)

### **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.

### **Invitations and Gifts**

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.

### **Lunch and Cafeteria Rules**

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 hot 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.

General Cafeteria and Playground Rules can be found on Appendix B – Behavior Matrix.

### **Treats and Snacks**

**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 C.

St. Anthony Catholic 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 C.

### **Unauthorized Items**

Common sense and consideration are the best guides in determining whether or not to bring personal possessions to school. In general, students are not to bring toys or unusual items to school unless they are intended for specific use in the classroom and the teacher's permission has been obtained. Hand-held video games, portable stereos, laser pointers, pagers, etc. are not permitted at school (please see Building Conduct and Student Use of Cell Phones and Other Electronic Devices).



# **DISCIPLINE & CONDUCT**

## **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 respect dignity of all by:**

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

## **Positive Behavioral Interventions and Supports (PBIS)**

St. Anthony Catholic Grade 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 B.)

## **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.

## **Building Conduct**

Enrollment at St. Anthony Catholic Grade School is a pledge that all students and parents will partner with the faculty and administration to forge a culture that results in all members being consistently treated with dignity

and respect as made in the image and likeness of God. For that reason, obscenities, harassment, bullying, intimidation, and other behaviors that are not consistent with living as a disciple of Jesus Christ, will be called out for correction. Parents are expected to support school personnel in addressing these issues and any behavior not consistent with extending the love of Christ to all members of our community.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or at a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent or guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

### **Prohibited Student Conduct**

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

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.

<b>Minor Offenses Teacher Manage Behaviors</b>		<b>Major Offenses Office Manage Behaviors</b>
Non-Compliance/Insubordination	2	Gross Defiance/Insubordination
Minor Classroom Disruption	2	Major Disruption/Incorrigible Acts
Dress Code*	2	Chronic/Gross Dress Code Violations
Attendance/Tardy*	2	Chronic Attendance/Tardy
Cell Phones/Electronic Devices*	2	Technology Abuse/Misuse*
Horseplay/Roughhousing	2	Fighting
Name Calling/Teasing	2	Bullying*/Intimidation
Profanity		Chronic or Gross Profanity
Homework		Academic Dishonesty/Plagiarism/Cheating
Unprepared		Theft/Damaging Property/Vandalism
Tattling		Threats/Harassment/Hazing
Lying		Weapon or Look-Alike Firearm
Minding Own Business		Gang Related Activity/Mob Action
Sleeping		
Public Displays of Affection		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/anabolic steroids
* 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 Catholic Grade School within or outside of school, may also result in administrative consequences.

### **When and Where Conduct Rules Apply**

The grounds for disciplinary action also apply whenever the 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;
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 staff member; or (b) endanger the health or safety of students, staff, or school property; or
5. During periods of remote learning.

### **Disciplinary Measures**

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**

A student in St. Anthony Catholic Grade School shall not be suspended by the principal until there has been a conference with the parent(s) or legal guardian. The period of suspension may not exceed five (5) school days. The date of the suspension and a summation of the parent conference shall be kept on file.

Reasons for suspension may include but are not limited to: aggressive behavior, violation of the substance abuse policy, violation of the Firearms and Other Weapons Prohibited 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.

### **Expulsion**

The expulsion of a student from a St. Anthony Catholic Grade School is so serious that it should be invoked rarely and then only as a last resort. The school Principal shall use reasonable means to discover the cause of the problem and should exhaust all appropriate remedies such as conference with parents or referral to a counselor, physician, or the pastor. Situations meriting expulsion can be found, but not limited to, those listed under Prohibited Student Conduct - Major Offenses.

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 (5) 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 principal, in consultation with the pastor, is to make the final decision and will 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. At the discretion of the school, if the reason for expulsion is for possession of a weapon as defined in the Gun Free Schools Act, related to the possession or distribution of a controlled substance, or battery of a staff member or a fellow student, said reason(s) can be specifically indicated on a transfer record.

### **Re-Engagement of Returning Students**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion, or alternative school setting. 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 academic credit.

### **Bullying, Intimidation, and Harassment, Including Cyberbullying**

Because St. Anthony Catholic Grade School is committed to maintaining a culture characterized by charity, civility, and respect for the human person, all forms of bullying—including cyberbullying—will be addressed swiftly. 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, 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, physical appearance, socioeconomic status, academic status, order of protection status, status of being homeless, actual or potential marital or parental status, pregnancy, parenting status, association with a person or group with 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.

**Bullying** includes cyberbullying 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 of 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 a school.

**Cyberbullying** means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage, blog, or vlog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates or is intended to create any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates or is intended to create any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

Reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or

providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian, utilizing all contact information the school has available or that can be reasonably obtained by the school, within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

### **Conflict Resolution**

The faculty, administration, and/or school counselor teach and support peaceful and non-violent conflict resolution. Students are not to utilize violent, threatening, or bullying behaviors to resolve conflicts. If a conflict arises, the faculty and administration will handle the situation as appropriate, utilizing the necessary conflict resolution skills. The school counselor may also assist with situations as appropriate. Parent or guardian contact will be made as necessary.

### **Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment means a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt the offense, prevent its recurrence, or set an example for others.

### **Firearms and Other Weapons Prohibited**

A student who is determined to have brought one of the following objects to school, to any school-sponsored activity or event, or to any activity or event that bears a reasonable relationship to school, shall be expelled for a period of not less than one year:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 2012. The expulsion period may be modified by the school administration or pastor on a case-by-case basis.

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(2) A knife, brass knuckles, or other knuckle weapon regardless of its composition, a "billy" club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

The expulsion requirement or period may be modified by the school administration or pastor on a case-by-case basis.

### **Firearms, Drugs, Battery, and Student Information Reporting System**

St. Anthony Catholic Grade School will report any qualifying incident to the appropriate authorities within a timely manner. The principal shall immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel, and schools shall also report all of these incidents to the State Board of Education through existing school incident reporting systems in IWAS as they occur during the year by no later than August 1 for the preceding school year.

The principal shall immediately notify a local law enforcement agency of firearm incidents on school grounds. If a student is in possession of a firearm, then the principal shall also immediately notify the student's parent or

guardian. The principal shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds. Both types of incidents will also be reported to the Illinois State Police through the School Incident Reporting System (SIRS).

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.

### **Gang Activity Prohibited**

A “gang” is defined as any group, club, or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### **Grievance Procedure**

Complaints from students, parents, and other legitimate sources about the operation of the school will be treated courteously (anonymous complaints will not be addressed). In order to help a parent or student resolve a grievance with a teacher, administrator, or the school in general, and to do so in an effective, efficient manner with mutual consultation, 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.

### **Harassment and Teen Dating Violence Prohibited**

#### **Harassment Prohibited**

No person, including a school employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from 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; actual or potential

marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The school will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. 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.

### **Sexual Harassment Prohibited**

The school shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

### **Teen Dating Violence Prohibited**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

### **Making a Report or Complaint**

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Building Principal, Assistant Building Principal, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

### **Investigation Process**

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the school's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

### **Enforcement**

Any school employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any school student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the school in the context of the relationship of the third party to the school, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.



## **Retaliation Prohibited**

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

## **Isolated Time Out, Time Out, and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

## **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. Adult Supervisors 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 an adult supervisor.
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 adult supervisors - Follow the directives of adult supervisors immediately.

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

## **Search and Seizure**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

## **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 building 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.

### **Student Searches**

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, 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's student 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. School officials may not request or require a student or his or her parent or guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school's 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.

### **Questioning of Students Suspected of Committing Criminal Activity**

When students become involved with law enforcement officers, the officer shall be requested to confer with the student when he or she is not under the jurisdiction of the parish or school if this can be arranged. Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) notify or attempt to notify the student's parent or guardian and document the time and manner in writing; (b) make reasonable efforts to ensure the student's parent or guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) if practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

### **Student Appearance / Dress Code**

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 Catholic 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 Catholic 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 Catholic 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/assistant 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. Joggers are permitted for all grades K-8. Grades 3-8 Jogger style Khaki pants in school approved colors **MUST** also have a button, zipper, back pocket and no elastic ankle cuffs.

**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). Leggings/tights must be worn under skirts or dresses EXCEPT for the following months: during August, September, April, May, and June. Dates may be extended or shortened depending upon weather conditions based on Principal's discretion. 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/Socks:** 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. Socks must be worn with approved footwear in the months of October 1st through March 31st.

**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/Style of hair which causes a distraction to others or is not that of a natural look is not permitted (no tinsel, beads or other unnatural materials). 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 Catholic 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.

### **Video and Audio Monitoring Systems**

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the recording may be provided to law enforcement personnel.

# **EXTRACURRICULAR, CO-CURRICULAR & ATHLETIC ACTIVITIES**

## **Code of Conduct**

This Extracurricular, Co-Curricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular/co-curricular activities.

This Code of Conduct applies to all extracurricular, co-curricular, and athletic activities and is enforced 365 days a year, 24 hours a day. This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is investigating the student's conduct.

St. Anthony Catholic 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.

## **Athletic Programs**

Any school-sponsored athletic programs shall be part of the school curriculum and shall be subject to policies of the pastor and local board of education as well as to the general administrative responsibilities of the principal of the school. Further, school-sponsored athletic programs shall be guided by the general curriculum goals of the school and should in no way detract from the academic and religious goals of the school.

## **Requirements for Participation in Athletic Activities**

A student must meet all academic eligibility requirements, have appropriate equipment including properly fitting protective gear, and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant dated within one year of participation. The preferred certificate of physical fitness is the IHSA's or IESA's "Pre-Participation Physical Examination Form."
2. Proof the student is covered by medical insurance.
3. Signed documentation agreeing to comply with the school's policies and procedures on student athletic concussions and head injuries.

**The student is expected to:**

1. Follow the school rules and policies on student discipline including policies and procedures on student behavior;
2. Not ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Not ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Not ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Not use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look-alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Not attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in a unsportsmanlike manner;
8. Obey any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Follow school bullying and hazing policy;
10. Follow the written rules for the extra-curricular, co-curricular or athletic activity;
11. Behave in a manner that enhances or positively affects the group or school;
12. Be compliant and respectful toward the activity's sponsors or team's coaching staff; or
13. Not falsify any information contained on any permit or permission form required by the extra-curricular, co-curricular or athletic activity.

**Violating the Code of Conduct**

All students remain subject to all the school's policies and the school's Student and Parent Handbook.

If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:

- a. Sanctions for violations other than those related to drugs and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
  - A specified period of time or percentage of performances, activities or competitions;
  - The remainder of the season or for the next season; or
  - The remainder of the student's school career.
- b. Any participant involved in on-campus or off-campus use, possession, distribution, purchase and/or sale of illegal drugs, tobacco products, alcohol, prescriptions, look-alike substances, or any activities that might be characterized as a misdemeanor, is subject to the following consequences after proof of guilt or admission:
  - 1<sup>st</sup> Offense: The participant will be suspended for five contests/competitions. If the offense occurs during the season and less than five contests remain, the student-athlete/participant will be dismissed from the team and the balance of the suspension will be served during the next scheduled sport/activity in which the student participates.
  - 2<sup>nd</sup> Offense: The student-athlete/participant will lose his/her privilege to participate for one calendar year.

- 3<sup>rd</sup> Offense: The student-athlete/participant will lose his/her privilege to participate for the remainder of his/her Jr. High career.

The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Principal's designee.

### **Modification of Athletic or Team Uniform**

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

### **Clubs**

All school clubs must be officially recognized and approved by the principal in order to meet in the school building and to enjoy the privilege of using school facilities. Recognition requires a faculty advisor or school-appointed leader and a list of membership with the administration.

### **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 meet.

**Sporting Event Guidelines:** The following are to be observed by spectators and enforced by school personnel at St. Anthony Catholic 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), Literary Contest (grades 4-8), Spelling Bee (grades 5-8), Musical (6-8) and Dance Team (grades 6-8)

### **School Dances**

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances unless the principal or designee approves a student's guest in advance of the event.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent or guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

### **Student Athlete Concussions and Head Injuries**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies, and bylaws of the Illinois High School Association (IHSA) or Illinois Elementary School Association (IESA) before being allowed to participate in any athletic activity, including practice or competition.

Students are removed immediately from practice or competition if any statute-specified person believes the student has sustained a concussion. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, signing the post-concussion consent form and the school's return-to-play and return-to-learn protocols. The school has a principal-appointed or approved concussion oversight team composed of at least one person who is not a coach, and administration or their designee must supervise the individual appointed to implement the return-to-play return-to-learn protocol.

### ***Extra-Curricular/Co-Curricular/Athletic Academic Eligibility Policy***

- I. In order to participate in extra-curricular, co-curricular, and/or enrichment programs, students must maintain passing grades in all classes. An Ineligibility Report will be run at Noon on Fridays of each academic week to determine any students that are deemed ineligible to compete the following academic week.
- 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 extra-curricular, co-curricular, and/or enrichment program during the suspension.

## **FINANCIAL MATTERS**

### **Tuition and Fees**

#### **Tuition**

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 31<sup>st</sup>. Scholarships are available to families that qualify. (Contact the Parish Office for details.)

#### **Book Fee**

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/fees will be given.

#### **Lunch Fees**

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.)

### **Replacement of 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 will have a new name badge provided with the student's lunch account being charged the \$5.00 replacement fee.

## **HEALTH & SAFETY**

### **Communicable Diseases Including Head Lice and Nits**

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

1. Parents are required to notify the school if they suspect or have knowledge that their child has a communicable disease, including head lice.
2. In certain cases, students with a communicable disease, including head lice and nits, may be excluded from school or sent home from school following notification of the parent or guardian. The principal shall follow local procedures for notifying the Department of Public Health when this occurs.
3. The school will provide written instructions to the parents and guardian regarding appropriate treatment for the communicable disease/infestation.
4. A student excluded because of a communicable disease or head lice will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease and/or free of head lice and eggs (nits).

### **Counseling and Guidance**

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.

### **Diabetes Care for Students**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents or guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

### **Food Allergy Management Program**

Due to a number of students with various food allergies, St. Anthony Catholic 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.

### **Anaphylaxis Prevention**

While it is not possible for the school to completely eliminate the risks of an anaphylactic emergency, the school maintains comprehensive policies and procedures on anaphylaxis prevention, response, and management in order to reduce these risks and to provide accommodations and proper treatment for anaphylactic reactions.

Parents of students with known life-threatening allergies and/or anaphylaxis should provide the school with written instructions from the student's health care provider for handling anaphylaxis and all necessary medications for implementing the student-specific order on an annual basis. This may be provided as an Individual Health Care Plan, an Emergency Action Plan, or as part of a student's Accommodation Plan. Students who have a known allergy may carry an auto-injector prescribed for them with appropriate notification to the school. In accordance with 105 ILCS 5/2-3.182, St. Anthony Catholic Grade School will follow individual emergency plans, ensure staff members receive appropriate training, and provide annual notice to parents or guardians of all students to make them aware of this policy.

### **Illness or Injury**

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 Catholic Grade School has an automated external defibrillator located in the gymnasium area for use in an emergency.

### **Immunization and Health, Eye, and Dental Examinations**

#### **Required Health Examinations and Immunizations**

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15th of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain

exceptions. A student will not be excluded from school due to his or her parent or guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by September 1, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

All students entering kindergarten or the school for the first time are asked to present proof by October 15th of the current school year of the required eye examination performed within one year. Failure to present proof by September 1, empowers the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

### **Dental Examination**

All students entering kindergarten, second, sixth and ninth grades are asked to present proof by November 15th of the current school year of the requirement of having been examined by a licensed dentist within the last 18 months. Failure to present proof empowers the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after November 15th.

### **Exemptions**

A student will be exempted from the above requirements for:

- Medical grounds if the student's parent or guardian presents to the building principal a signed statement explaining the objection;
- Religious grounds if the student's parent or guardian presents to the building principal a completed Certificate of Religious Exemption;
- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- Eye examination requirement if the student's parent or guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
- Dental examination requirement if the student's parent or guardian shows an undue burden or a lack of access to a dentist.

### **Insurance**

It is required that schools offer a student accident insurance plan. The school shall make certain that parent(s) or legal guardian(s) of every student in the school declare(s) in writing that they either do or do not want their child or children to be covered by the student accident insurance. If a student does not take the student accident insurance, the school must require a signed waiver releasing the school and staff of any liability. These signed waivers must be kept on file for all who do not participate in the student accident insurance plan. If a parent does not take the student accident insurance, the parent must show proof of other health insurance coverage. Students without proof of insurance coverage shall not be allowed to attend school.

### **Medication for Students**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent or guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the

parent or guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent or guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

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.

### **Self-Administration of Medication**

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent or guardian has completed and signed a School Medication Authorization Form. **Students with asthma should provide the school with a copy of an Asthma Action Plan that has been completed by their physician.**

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment, and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent or guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from administration of medication or a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent or guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

### **Administration of Medical Cannabis**

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. A parent or guardian or other designated caregiver is allowed to administer the product subject to the restrictions outlined in 105 ILCS 5/22-33. A school administrator may administer the product, and a student who is a registered qualifying patient may self-administer the product under the supervision of a school administrator, subject to the restrictions outlined in 105 ILCS 5/22-33. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The school may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

### **Undesignated Medications**

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents or guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents or guardians should consult their own physician regarding these medication(s). The school follows all requirements for reporting the supply of undesignated prescription medications and any administration of undesignated prescription medications.

### **Non-Prescription Medication**

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.

### **Emergency Aid to Students**

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

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 needs 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.

### **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 Appendix A – Support Services 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.

### **Safety Drill Procedures and Conduct**

Safety drills will occur at times established by the school administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address an active threat or an active school shooting incident, and a minimum of one (1) bus evacuation drill (if applicable) each school year. There may be other drills at the direction of the administration. All other drills will not be preceded by a warning to students.

### **Video Monitoring Systems**

A video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property

### **Substance Abuse Assistance**

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 Catholic 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.

### **Toxic Art Supplies and Required Eye Protection**

Toxic art supplies are not used in grades K-6. Art supplies containing toxic substances are not used in grades 7 through 12 unless the materials are properly labeled according to statute. Students, teachers, and visitors are required to wear industrial quality eye care protective devices when participating in or observing chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids, or vocational or industrial arts shops or laboratories involving hot molten metals; milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid metals; heat treatment, tempering, or kiln firing of any metal or other materials; gas or electric arc welding; repair or service of any vehicle; caustic or explosive materials.

### **Wellness Policy**

St. Anthony Catholic 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.

## ***MEDIA, INTERNET, TECHNOLOGY, & PUBLIC RELATIONS***

\*All students, teachers, and staff are bound to the Diocesan Information Technology, Electronic Communications, and Social Media Policies in addition to school policies.

See the Diocese of Springfield Office for Information Technology/Policies **Information Technology Systems Policy** and **Social Media Policy** at [www.dio.org](http://www.dio.org).

### **Acceptable Use of the School's 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

#### Access to Student Social Networking Passwords and Websites

School officials may conduct an investigation or 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 a school disciplinary rule or policy. The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. However, in the course of an investigation, the student may be required to share the content that is reported to allow school officials to make a factual determination in the investigation.

#### Student Photographs and Names

Student photographs and names will be used by the school in the paper, on the internet, or where appropriate unless a written objection is received from the parent or legal guardian. (Acknowledged during Online Registration process.)

#### Student Use of Cell Phones and Other Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, Apple watch, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight.

Students may be allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period for one of the following reasons: (a) permission is granted by

an administrator, teacher or school staff member; (b) use of the device is provided in a student's accommodation plan; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules, or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school is not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this policy are subject to the following consequences:

1. First Offense – The device will be confiscated by school personnel and held until the student's parent or guardian comes to pick it up after school at the school office.
2. Second Offense – First offense plus an after-school detention.
3. Third Offense – First offense plus a Saturday detention. Additionally, the student will be required to check his/her device into the office very morning for the remainder of the school year. If this guideline is not followed and the device is confiscated again, the student will be suspended from school for a number of days to be determined by the principal.
4. Fourth and Subsequent Offense – Third offense plus a review of student's enrollment status will occur.

#### **Technology Vendors: Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act**

Schools throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies and increasing efficiency in school operations. Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as schools and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our school may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent or guardian name and student or parent or guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic or extracurricular activities

- Special indicators (e.g., disability information, English language learner, free or reduced meals, or homeless or foster care status)
- Conduct and behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents or guardians
- Other activities that are for the use and benefit of the school

### **Unauthorized Use of Artificial Intelligence**

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator to do so. Students may not use AI, including AI image or voice generator technology, to violate school rules or policies. To ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

### **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.

## **PARENT COMMUNICATIONS & INFORMATION**

### **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.

### **Board of Education / School Advisory Board**

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](mailto:staboe@stanthony.com) or the Pastor at least ten days prior to the meeting.

### **Change of Address and Communication Records for the School**

It is imperative that school records have the correct name, mailing and street address, and telephone numbers of parents. Please notify the school immediately of any such changes. The school must also have on file court papers of divorce decrees, custody decrees, and restraining orders to use as guidelines for communications between the school and the home. The principal should be notified when parents are divorcing or separating. Office forms can then be changed with new addresses and phone numbers for both parents. This may also enable the faculty and staff to better meet the student's needs at this transitional time. The school will not be held responsible for failing to honor arrangements that have not been made known.

### **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 Catholic Grade School uses an electronic notification system to provide important information about school events or emergencies.

### **Fair Employment Practices**

Faculty and staff at St. Anthony Catholic 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 Catholic 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.

### **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"<sup>1</sup>, and "Students who

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

read independently become better readers, score higher on achievement tests in all subject areas, and have greater content knowledge than those who do not”.<sup>2</sup>

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.

### **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.

### **Parent Organizations**

Parents Active within St. Anthony Grade School (PAWS) is the name given to our parent organization. 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!

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*Krashen 1993; Cunningham and Stanovich 1991; Stanovich and Cunningham 1993*

### **Parent and Teacher Conferences**

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

### **Pesticide Application Notice**

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.

### **Policy Making**

The policies of the administration and educational mission of St. Anthony Catholic Grade School are enacted and thereby formalized by the Pastor. The Board of Education is advised of the formation of such policies by the Principal, the Pastor, or other members of the Board. The execution and implementation of the policies are the responsibility of the school Principal. All school policies are available to parents of the students enrolled and to the school staff, as well as to other individuals upon request.

### **Preschool**

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

### **Responsibilities of Students - Surroundings**

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

### **School Visitation Rights**

The School Visitation Rights Act permits employed parents or 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, academic meetings, and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

St. Anthony Catholic 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.

### **Sexual Abuse Awareness and Prevention, Grooming Behaviors, and Boundary Violations**

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent or guardian, the school's environment, and the community at large, while diminishing a student's ability to learn.



## **Warning Signs of Child Sexual Abuse**

Warning signs of child sexual abuse include the following.

### **Physical signs:**

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

### **Behavioral signs:**

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

### **Emotional signs:**

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

## **Warning Signs of Grooming Behaviors**

School employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels. Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"

- Engaging in touching that a student or student's parents or guardians have indicated as unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

### **Warning Signs of Boundary Violations**

School employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent or guardian knowledge or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the school.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at [online.rainn.org](https://online.rainn.org)

### **Faith's Law Notification**

#### *Employee Conduct Standards*

Schools are required to include in their student handbook the school's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be requested from the school office.

- Whether you are a student, parent or guardian, or an educator, this resource guide was developed to help you know where to find help in the event sexual abuse is suspected, reported, and/or being investigated. Being the support person to a victim of sexual abuse can create secondary trauma, and it's important to seek appropriate help and support not only for the primary victim but for yourself as well. Conversely, if you are the victim of abuse and feel unsupported by the adults in your life, help and hope are available.
- The resource guide can be found here: [Faiths-Law-Resource-Guide.pdf \(isbe.net\)](#)
- IL State Board of Education Sexual Abuse Response and Prevention Resource Guide Pursuant to Public Act 102-0676, 105 ILCS 5/2-3.188

### **Mandated Reporters**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

### **Sexual Abuse Response and Prevention Resource Guide**

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at [www.isbe.net](http://www.isbe.net) or you may request a copy of this guide by contacting the school's office.

### **Sex Offender Notification Law**

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 school administration or pastor. Anytime that a convicted child sex offender is present on school property – including the three reasons above – he or 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 or she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>

Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY/Disclaimer>

Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

### **Telephone/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.

### **Visitors**

All visitors, including parents 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 tag identifying themselves as a guest and place the tag on 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 and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference and preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing or disruptive behavior.

### **Volunteers**

St. Anthony Catholic 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.

### **Website**

[www.stanthony.com](http://www.stanthony.com) is a source of valuable information for parents, students, and others.

## **APPENDIX A**

### ***SUPPORT SERVICE INFORMATION***

#### **AFTER SCHOOL PROGRAM**

An after-school program (Pups' Club) is provided for a fee to students in Kindergarten through 6<sup>th</sup> 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.



## APPENDIX B BEHAVIOR MATRIX

	All Areas/ Commons	Arrival/ Dismissal	Bus	Bathroom	Classroom	Hallway	Cafeteria	Gym/ Playground	Assemblies/ Events	Church/ Library
<b>P</b> <b>Pawsitively Christian</b>	<ul style="list-style-type: none"> <li>Be patient &amp; be considerate</li> <li>Strive to be the best version of yourself</li> <li>Follow the way, truth and life of Christ</li> </ul>	<ul style="list-style-type: none"> <li>Be courteous when entering/leaving the building</li> <li>Hold the door for others</li> </ul>	<ul style="list-style-type: none"> <li>Be patient</li> <li>Be considerate</li> <li>Refrain from harassment</li> </ul>	<ul style="list-style-type: none"> <li>Be in your own space</li> <li>Wait your turn</li> <li>Respect the privacy of others</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words and actions</li> <li>Be honest</li> <li>Be a good friend</li> </ul>	<ul style="list-style-type: none"> <li>Be courteous when using the hallway</li> <li>"Transition with a mission"</li> </ul>	<ul style="list-style-type: none"> <li>Express gratitude</li> <li>Be patient</li> <li>Serve willingly</li> </ul>	<ul style="list-style-type: none"> <li>Include and respect others</li> <li>Use kind words and kind actions</li> </ul>	<ul style="list-style-type: none"> <li>Applaud politely</li> <li>Be an active listener and attentive audience member</li> </ul>	<ul style="list-style-type: none"> <li>Be considerate</li> <li>Refrain from harassment</li> </ul>
<b>A</b> <b>Pawsitively Respectful</b>	<ul style="list-style-type: none"> <li>Respect for all people and property</li> <li>Use kind words and kind actions</li> <li>Use good manners</li> </ul>	<ul style="list-style-type: none"> <li>Turn off and put away cell phones, and other electronic devices</li> <li>Remove hats when entering the building</li> </ul>	<ul style="list-style-type: none"> <li>Respect others, including the driver</li> <li>Honor personal space</li> <li>Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>Treat property appropriately</li> <li>Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>Respect for all people and property</li> <li>Be a good listener</li> <li>Work quietly</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet to yourself</li> <li>Use quiet voices</li> <li>Enter classrooms quietly</li> </ul>	<ul style="list-style-type: none"> <li>Use good table manners</li> <li>Use quiet voices</li> <li>Stay in the seat you choose first</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate language</li> <li>Use quiet voices</li> <li>Play fair</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet, comments to yourself</li> <li>Be attentive</li> <li>Use good posture</li> </ul>	<ul style="list-style-type: none"> <li>Respect for all people and property</li> <li>Use quiet voices</li> </ul>
<b>W</b> <b>Pawsitively Cooperative</b>	<ul style="list-style-type: none"> <li>Listen and follow adult directions</li> <li>Walk</li> <li>No Gum</li> <li>Cell phones are off and away</li> </ul>	<ul style="list-style-type: none"> <li>Listen and follow directions</li> <li>Keep hands, feet, comments, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Face forward</li> <li>Keep aisle clear</li> <li>Remain seated</li> </ul>	<ul style="list-style-type: none"> <li>Keep facilities clean</li> <li>Keep water in the sink and trash in the can</li> <li>Be quick and quiet</li> </ul>	<ul style="list-style-type: none"> <li>Line up quickly and quietly</li> <li>Follow all rules</li> <li>Participate appropriately</li> <li>Listen and follow directions</li> </ul>	<ul style="list-style-type: none"> <li>Listen and follow directions</li> <li>Stay on your side of the hallway</li> <li>Walk at all times</li> </ul>	<ul style="list-style-type: none"> <li>Listen and follow directions</li> <li>Follow all rules</li> <li>Keep food and drink in the cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>Listen and follow directions</li> <li>Line up quickly and quietly</li> <li>Share space and equipment</li> </ul>	<ul style="list-style-type: none"> <li>Enter and exit in a quiet straight line</li> <li>Participate appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Listen and follow directions as intended</li> <li>Participate appropriately</li> </ul>
<b>S</b> <b>Pawsitively Responsible</b>	<ul style="list-style-type: none"> <li>Keep belongings neatly in appropriate space</li> <li>Keep area tidy</li> <li>Be prepared</li> <li>Report problems to the teachers</li> </ul>	<ul style="list-style-type: none"> <li>Arrive/Leave school at appropriate times</li> <li>Use designated entrances/exits</li> <li>Be where you're supposed to be when you're supposed to be there</li> </ul>	<ul style="list-style-type: none"> <li>Be there, be ready, and be on time</li> <li>Listen and follow directions</li> </ul>	<ul style="list-style-type: none"> <li>Seek permission from staff</li> <li>Flush toilet</li> <li>Wash your hands</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Be prepared</li> <li>Complete all assignments</li> <li>Always do your best</li> </ul>	<ul style="list-style-type: none"> <li>Always have a pass to be in the hallway</li> <li>Keep lockers organized</li> <li>No sharing lockers</li> </ul>	<ul style="list-style-type: none"> <li>Clean up all your trash</li> <li>Use the restroom</li> <li>Keep your lunch account up to date</li> </ul>	<ul style="list-style-type: none"> <li>Return equipment</li> <li>Dress for the weather</li> <li>Pick up trash and other personal belongings</li> </ul>	<ul style="list-style-type: none"> <li>Listen and follow directions</li> <li>Walk</li> <li>Sit in designated area</li> </ul>	<ul style="list-style-type: none"> <li>Use resources as intended</li> <li>Clean up after yourself</li> </ul>

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

## APPENDIX C

### HEALTHFUL FOOD & 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.*

# **Student and Family Handbook Acknowledgement and Pledge**

Print Name of Student: \_\_\_\_\_

## **Student Acknowledgement and Pledge**

I acknowledge receiving and/or being provided electronic access to the Student and Family Handbook and Diocesan policies. I have read these materials and understand all the rules, responsibilities, and expectations. In order to help keep my school safe, I pledge to adhere to all School and Diocesan rules, policies, and procedures.

I understand that the Student and Family Handbook and School and Diocesan policies may be amended during the year and that such changes are available on the School or Diocesan website or in the school office.

I understand that I have an obligation to actively support the Catholic culture of my school that begins with treating my peers, teachers, school administrators and staff, priests, seminarians, and all campus visitors with respect at all times, as being made in the image and likeness of God.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and Diocesan rules, policies, and procedures.

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

\_\_\_\_\_  
Date

## **Parent or Guardian Acknowledgement**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and Diocesan policies. I have read these materials and understand all the rules, responsibilities, and expectations.

I understand that the Student/Parent Handbook and School/Diocesan policies may be amended during the year and that such changes are available on the School or Diocesan website or in the school office.

I understand that I have an obligation to actively support the Catholic culture of my school that begins with treating my peers, teachers, school administrators and staff, priests, seminarians, and all campus visitors with respect at all times, as being made in the image and likeness of God.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and Diocesan rules, policies, and procedures.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date