

Saint Anthony Catholic School
An NDAA School

Family/Student Handbook
2019-2020

Our Goals:

College and Heaven!

Root Beliefs

The Saint Anthony Catholic School community believes that:
We are all made in the image and likeness of God.
Every minute counts.
What we learn today shapes our future.

Values

We incorporate the Notre Dame ACE Academy School values into all that we do. These core values are: Seek, Persist, Excel, Love and Serve.

Accreditation

Saint Anthony Catholic School is fully accredited by AdvancEd.

School History

Saint Anthony Catholic School is located on the Saint Anthony Catholic Parish grounds and serves PreK3 year olds through 8th grades under the Archdiocese of Indianapolis and is a member of the Notre Dame Ace Academy Schools

Admissions Policy

Admission Policy



Returning student

- Copy of updated vaccination records (if applicable) ○ Student Application
- Student Medical Form
- Signed Family Form (per family)

- Signed Photo Form (if form is not on file) ○ \$100 Enrollment Fee (per family)

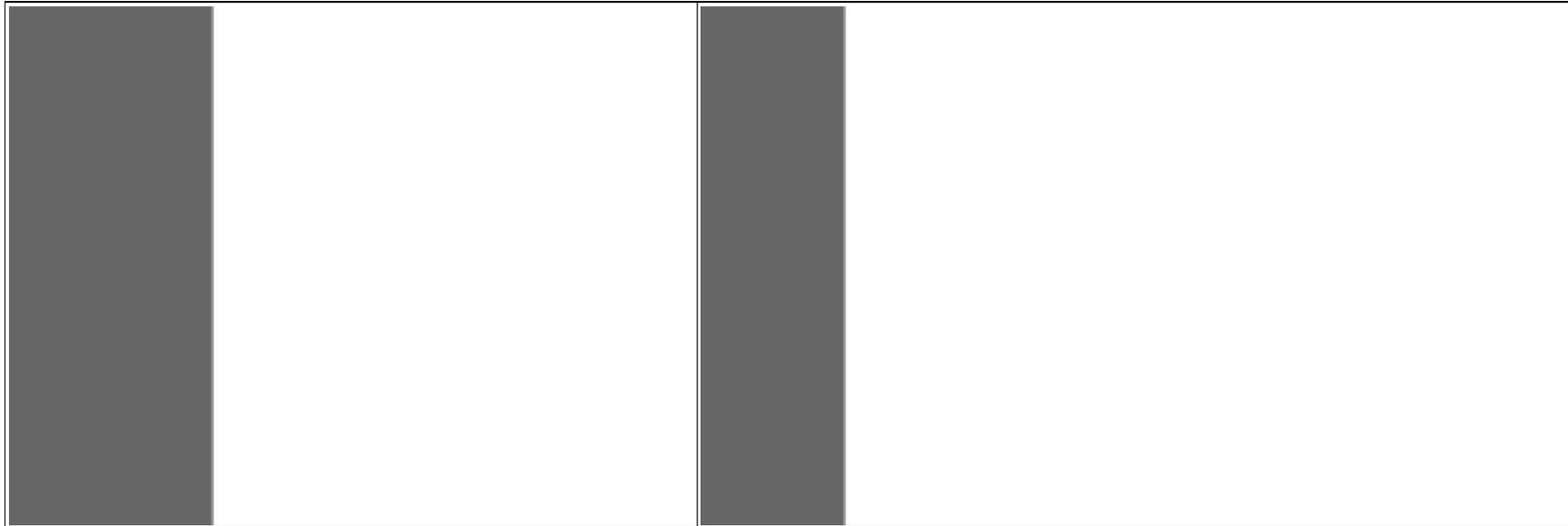
Please contact the office if:

- Bank account information has changed ○ If income has changed

New student

- Bank account or bank card information for SMART tuition ○ Copy of student(s)' birth certificate(s)
- Copy of vaccination records
- Student Application

- Student Medical Form
- Signed Family Form (per family) ○ Signed Photo Form
- \$100 Enrollment Fee (per family)



Admission and Wait List Policy Statement In order to ensure an orderly and equitable admission for children to a Notre Dame ACE Academy in the Archdiocese of Indianapolis this policy and procedures is adopted and shall be periodically revised. Revisions of this policy shall supersede any prior admission policy in place by the school(s).

Agree to Abide by the School Rules Upon admission all parents and students agree to abide by the policies and rules of each school as described in the School Handbook and as aligned with the mission of the Notre Dame ACE Academies.

Primary Goal–Catholic Education Catholic education is centered on the life, death, and Resurrection of Jesus Christ, the Son of God and Savior of the world. Catholic schools exist to assist parents in fostering, promoting, and forming children in the teachings and Tradition of the Catholic Church and to pass on the Faith so the entire person is nurtured in his or her physical, moral, and intellectual talents. The primary goal is to provide a truly Catholic education to all students in accordance with the teachings and Tradition of the Roman Catholic Church as passed down to us from Christ. Additionally, the Notre Dame ACE Academies provide a quality Catholic education to all students as it aligns with our mission statement and the archdiocesan policies, curriculum and guidelines. Therefore, all students once admitted are required to participate in religion classes and liturgies and otherwise conform to the religious expectations of the Notre Dame ACE Academies of the Archdiocese of Indianapolis.

Non-Discrimination Policies for admission of Catholic and non-Catholic students are in alignment with Archdiocesan policies. Catholic Schools administered under the authority of the Archdiocese of Indianapolis comply with those constitutional and statutory provisions as may be specifically applicable to the schools which prohibit discrimination on the basis of race, ethnicity, color, sex, age, disability, or national origin in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs. This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students

who publicly advocate any practices or doctrines which are inconsistent with the religious tenets of the Catholic Faith. Catholic schools have not been, nor shall they become, havens for those wishing to avoid social problems confronting them in the public sector. The school respects the personal conscience of individual students and their families. This freedom is recognized by the Catholic Church. And, as such, a Catholic school will exercise its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. Students are expected to participate in religious instruction and Catholic formation, including Christian service, offered at the school except those that are intended only for Catholics (e.g., reception of the sacraments).

II. Tuition and Financial Aid Policy

The Notre Dame ACE Academies in Indianapolis work diligently to keep costs as low as possible without compromising the programming, personnel, and other effective instructional components of our schools. It is a goal of the Notre Dame ACE Academies in the Archdiocese of Indianapolis to provide financial support to all school families to the fullest extent possible. However, all school families must assume responsibility for paying the agreed-upon tuition charges in full and on time as outlined by the Office of Catholic Schools. All families are asked to work with the school administration to determine eligibility for tuition assistance. Families may be asked to submit income verification in the form of 1040 tax form. You will be contacted by school administrators if income verification is required. School administrators, in partnership with the Office of Catholic Schools, will review all applications and make tuition determinations by August, 2019. Assistance is not to exceed amount of tuition.

How is need-based Financial Aid determined? Need-based financial aid is determined by independent analysis of a household's complete financial picture. Income verification may be required through 1040 tax form. If requested and unavailable, please see school administrators for next steps.

In what order will types of assistance be determined and provided?

1. Employee Discount (if applicable)
2. IN Choice Scholarship, Voucher, (if applicable)
3. IN Tax Credit Scholarship (SGO)
4. Archdiocesan Needs-Based Financial Assistance

What type of assistance is available?

- Financial Aid from the Archdiocese of Indianapolis
- Indiana Choice Scholarship (often referred to as a voucher) Application submitted in school to IN Dept. of Ed.
- IN Tax Credit Scholarship (SGO): Application submitted in school to Institute for Quality Education, the Scholarship

Granting Organization used by the Notre Dame ACE Academies in Indianapolis. Requirements:

- Your child is entering Kindergarten OR
- Your child is entering a private school for the first time after attending a public school OR
- Your child received a tax credit scholarship the prior year OR
- Your child is currently receiving a voucher and has previously received a tax credit scholarship

By receiving a tax credit scholarship, one may be eligible for the Indiana Choice Scholarship in the year following. SGOs set their own eligibility requirements, but family income cannot exceed 200% of federal free or reduced lunch levels. To qualify, students must be entering kindergarten or have been enrolled in a public school for two consecutive semesters prior to enrolling in our Catholic schools, and be an Indiana resident. Should you apply for a scholarship through the Institute for Quality Education (IQE), each year thereafter, you may reapply for assistance even if you did not receive assistance in the first year. However, if you DO NOT apply during the first year of your child's non-public education, you will not be able to apply in subsequent years.

Who must provide financial information? To qualify for aid, the parent/legal guardian legally responsible for the child to be enrolled in the school must be:

- The person who provides the financial information for financial assistance
- The individual who signs the financial assistance application, and
- The person who establishes the tuition payment plan through SMART.

Enrollment Process and Lottery Procedures

The schools will hold an open enrollment period for a specific two-week period and will post notice of enrollment as sees fit. Students excluded from the lottery and given preference for enrollment are: 1) have siblings enrolled at the school; or 2) students who attended the school in the prior year. If fully completed applications exceed the number of spaces available, a random lottery will occur. Complete applications received after the open enrollment period closes, but before the lottery, will not be eligible to participate in the lottery, but will be added to the end of the waiting list created at the time of the lottery. A random selection lottery process will be held within four weeks of the close of open enrollment. The schools will notify all applicants of the public drawing's time and place. Names will be drawn until all classroom seats are filled, then a waiting list will be established, in the order in which they were drawn, to fill openings during the school year for which the student applied. After all eligible names are drawn the names of applicants who filed after the close of open enrollment will be added. Applications received after the deadline will be added in the order in

which they were received. Applicants on the waiting list must resubmit an application for the year during the open enrollment window for the next academic year. Once admitted, students will remain eligible to be admitted for successive years.

PARENTAL RESPONSIBILITY

Good example is the strongest teacher. Your personal relationship with God, with each other, and the Church community will affect the way your child relates to God and others. Once you have entered a partnership with the school, we trust you to be loyal in this commitment. During these formative years, your child(ren) will need constant support from both parents/guardians and staff in order to reach their full potential. Mutual respect between staff members and parents will model good mature behavior and relationships. In addition to example, other responsibilities are:

1. To encourage your child to obey the regulations and principles of good behavior
2. To support and cooperate with the school's discipline policy
3. To provide adequate places for study and encourage completion of assignments
4. To encourage the development of your child's individual talents and interests
5. To build religious celebration and family prayer into your daily life
6. To keep the school informed of the special needs of your child
7. To read all communication from the school and return requested information promptly
8. To attend conferences and to request additional information as needed
9. To ensure that your child arrives and is picked up from school on time
10. To ensure that your child is dressed according to the dress code
11. To ensure that your child gets enough sleep on school nights
12. To actively participate in school fundraisers
13. To meet all financial obligations of the school
14. To notify the school of any changes to address or phone numbers promptly
15. To notify the school with a note indicating the reason a child has been absent no later than 8:30 AM
16. To treat staff with respect and courtesy
17. To cooperate and follow all arrival and dismissal procedures

COMMUNICATION HOME/SCHOOL

Communication is important to create a positive environment. Many problems can be avoided and much student progress can be made when the lines of communication are open between the home and school. Problems should be solved at the lowest level whenever possible.

Emergency/Crisis Plan

Saint Anthony Catholic School will implement an emergency/crisis plan if necessary. All teachers and staff are aware of the procedures to follow and practice them to keep your children safe. The school practices fire, tornado, emergency lockdown and earthquake drills throughout the school year. In the event of an emergency where circumstances require the building to be evacuated, staff and students will be moved to Providence Cristo Rey High School located on 75 N Belleview Place, Indianapolis. It is critical that we have the current contact information so that you can be notified of any evacuations or other emergency announcements. Please be sure the administrative assistant has your current phone number and the first person to contact during the school day.

Emergency Closings

When in doubt as to whether school will be open due to severe weather conditions, please listen to the major TV stations. Every effort is made to notify the media by 6:00 am. Please listen/watch for Saint Anthony Catholic School, Indianapolis specifically to be announced. Typical TV channels where information is posted are Channel 8, Channel 13 and Channel 59. The Preschool program is staffed through St. Mary's Child Center. ***If IPS closes, there will be no preschool that day.***

Non-Custodial Parent

Saint Anthony Catholic School abides by the provisions of the family education Rights and Privacy act of 1975 with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child(ren). 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. The school asks all divorced parents to furnish the school with a copy of the custody section of the divorce decree. This information is also necessary to help the school determine when, if ever, the child can be released to the non-custodial parent.

Parent/Teacher Conferences

Parent/teacher conferences can occur anytime during the school year and are encouraged by the school. Parents are asked to make a specific appointment with their child's teacher(s) regarding the progress of their child(ren). These conference times, if spent wisely, can be very valuable to the overall educational process. As a rule, formal parent/teacher conferences are typically held in September and in March.

Parent/Teacher Communication

Parent/Teacher communication is extremely important. Teachers will contact a parent if he/she has concerns about a child. Please be sure that all phone numbers on file are current and update these as often as applicable. If you have a concern, or if a problem arises, parents are advised and encouraged to contact the teacher as soon as possible. Unannounced interruptions in the classrooms interfere with the learning process of our students. The school requires that if a parent wishes to have a conference with a teacher, an appointment is made in advance. Please be respectful of the time before and immediately following school as teachers often need this time to prepare for classroom instruction. Teachers will return parent contact within two school days. Due to issues which can arise with technology, if you have not heard back from the teacher within this time frame, please contact the school again. Parents are expected to attend the Fall and Spring conferences with the teachers. We encourage parents to inquire as to the progress of their child throughout the school year – it is only through working together that we will achieve the best for our students. Teachers may be contacted through the school office at 317-636-3739 or through the teacher's school e-mail address.

Parent Visitation

Parents are always welcome to visit the classroom. To minimize student interruption to the educational process, parents must inform the office the day before the classroom visit. All visitors must sign in and out at the office and wear a visitor badge. Thank you for helping to keep our children safe!

Guidelines for Catholic Schools on Respecting Persons

The good name, reputation and personal safety of each student, faculty, and staff member and adult volunteer is vitally important. In order to protect students, employees, volunteers, and the school/archdiocese itself, each student is expected to treat the good name and reputation of other students, school employees, volunteers and the school/archdiocese with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this guideline and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of home or school computer, phone, IPAD or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, social media, text messages, blogging, images, pictures, etc. Any individual found to have made or participated with other in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal.

Non-Interference Policy

If, for any reason, a situation occurs between two students or a group of students, the parents/guardians should notify the principal and/or students' teachers. The school personnel will seek to resolve the issue at hand in an appropriate, professional manner. Parents/guardians should refrain from public expressions of disciplining their own child or other person's children. It is the responsibility of the teachers to maintain discipline in the school. Parents are not permitted to discipline or confront other children or parents on school grounds.

Withdraw/Release of Records

Notify the school office if you are moving, or withdrawing from the school, in order to provide adequate time to prepare withdrawal records. Updated address and phone information should be provided to the school before the transfer occurs. Registration fees are non-refundable.

Conciliation Process

Proper Procedure for Addressing Concerns

Set a Conference with:

1. Teacher
2. Teacher/Administrator
3. Administrator
4. Superintendent of Catholic Schools

Rules for Grievance Procedures

The administrator's decision cannot be appealed in this process, but his/her adherence to appropriate processes, rules, etc., may be appealed.

The Principal must carry out all provisions of the process. If a parent has a grievance against a teacher, every effort must be made to settle the grievance at the lowest level (i.e. teacher and parent). If it is not settled at this level, the parent, teacher and Principal meet to settle the grievance.

This same process will be followed if the grievance is between a teacher and parent, teacher and student, a substitute and parent or student, a volunteer and parent or student. Good communication practice must be operative to avoid situations leading to grievance procedures. Confidentiality should be practiced by all parties involved.

Grievance Procedure

Article I. Definitions

- 1.1 GRIEVANCE: an issue that reaches Level One Procedure. This issue involves the violation, interpretation, or application of any article of Part 86, Rules and Regulations, Title IX, Federal Education Amendments of 1972.
- 1.2 STUDENT: any person enrolled as a student in St. Anthony Catholic School.
 - 1.3 EMPLOYEE: any full-time or part-time teacher, secretary, clerk, custodian, cleaner, administrator, or other person receiving compensation for services rendered in the Saint Anthony Catholic School.
 - 1.4 COMPLIANCE COORDINATOR: the school Principal or designee.
- 1.5 DIRECTOR OF SCHOOLS: Superintendent of Catholic Schools

Article II. Level One Procedure

- 2.1 The student or employee who has a complaint and is unable to solve the issue, may address the complaint in writing to the Compliance Coordinator.
 - 2.2 The Coordinator's responsibilities:
 - (a) Investigate, within seven school days, the circumstances of the complaint;
 - (b) Render a decision within ten school days after receipt of complaint and notify the complainant in writing;

(c) Provide the complainant seven school days to react to the decision before it becomes final.

2.3 The Complainant's responsibilities:

(a) Accept the decision, in writing, addressed to the Compliance Coordinator within seven days. A level two procedure will be initiated.

Article III. Level Two Procedure.

3.1 The Compliance Coordinator requests the Director of the St. Anthony Catholic School to review the complaint.

3.2 The Director of the St. Anthony Catholic School, or their designee, will schedule a meeting within one week of the receipt of the request for review. The participants shall be the complainant, the coordinator, and the Director of Schools.

3.3. The Director of Schools will make a decision within one week which shall be final. The complainant and the coordinator will receive copies of the decision.

ACADEMICS

Curriculum

Saint Anthony Catholic School follows the Indiana Department of Education and Archdiocese guidelines for textbook adoption, standardized testing, and curriculum. We intentionally weave our Catholic faith throughout the day and make connections between our faith and the curriculum as much as possible.

Textbooks

Saint Anthony Catholic School will select textbooks which are approved by the Indiana Department of Education. Textbooks are evaluated and adopted on a rotating basis.

Standardized Testing/Other Assessments

Saint Anthony Catholic School follows all state guidelines in the administration of IREAD (3rd grade) and ILEARN (3rd-8th grades) testing. Students will also participate in NWEA and IREADY assessments throughout the school year. Teachers will use NWEA results to monitor student performance and adjust instruction. As required by the Indiana Department of Education, WIDA testing is also given to appropriate LEP (Limited English Proficient) students in kindergarten through 8th grades. Results of these tests will be used to provide the highest quality instruction to meet your child's individual academic needs.

Evaluation of Student Progress

Progress Reports/Report Cards

Progress Reports are distributed to students at mid-quarter. The purpose of these reports is to help parents and staff better assess a child's performance at school. If there are any academic or social problems, the Progress Report serves as a communication device. Report Cards are distributed at the end of each quarter. Please return Progress Reports and Report Cards with a parent signature as soon as possible, the next day is preferred.

When a letter grade system is used, the following scale will be as follows:

3-8	K-2
A 95%-100%	4 Mastery of Standard
B 86%-94%	3 Approaching Mastery
C 76%-85%	2 Needs Improvement
D 70%-75%	I Incomplete
F 69% or below.	

Saint Anthony Catholic School staff will analyze individual student performance data such as ILEARN, WIDA, NWEA, report cards and other academic information to get a better understanding of where the staff needs to monitor and adjust instruction. Individual student performance is shared by all teachers who work directly with students in order to better understand the needs of each child.

Promotion Retention

Saint Anthony Catholic School strives to provide curriculum which is rigorous. It is the intention of the schools to promote preparedness for each child to progress through the grade levels successfully. Students who have successfully completed a grade will be **promoted** to the next grade. A child may be assigned to a grade for various reasons. Parents will be notified and a conference will be held to discuss these reasons. Any child who is not prepared to exit a grade level is not permitted to continue on to the next grade until they have attained adequate achievement in their present grade. Should a student *not* meet the grade requirements:

- If a student consistently failed most subject areas in quarters 1, 2 and 3, it is more than likely that he/she will not be able to pass to the next grade. Summer enrichment is not sufficient time to teach all of the material that a student has missed over the course of the school year; therefore he/she will probably be retained to repeat the previous grade the following year.

Students who receive a final grade of "F" in Reading and/or Mathematics may not be promoted to the following grade. Student classification is the final decision of the Principal made with input from the school's RTI/MTSS team. A student must pass approved summer enrichment opportunities to be promoted to the next grade level. Summer school absences of more than 1 day may result in automatic retention. *Tuition may be charged for summer school attendance*

Homework

One of the principle means of communication between parents and the school is homework. It provides parents with an opportunity to follow what and how well their children are doing in school. Cooperation of parents in supervising homework is a vital element in the learning process of the student. Written work is not

the sole type of homework; study and oral assignments are also given. The student should realize that homework is his/her responsibility and must be done consistently with emphasis on completeness, accuracy and neatness. Planners will be provided to students in grades 2 and up and students are expected to utilize them. Students are given one school day per excused day of absence to make up missed work.

Daily recommended times for study and homework are:

- Primary Grades (K-2): 15-30 minutes a day
- Intermediate Grades (3-5) 30-60 minutes a day
- Middle School Grades (6-8) 45-90 minutes a day

Field Trips

The teachers at Saint Anthony Catholic School strive to provide experiences which show that learning and growth are continuing parts of life. Field trips expose students to parts of our world that cannot be brought into the classroom. Trips to historic places, factories, farms, city utilities, and government buildings are a part of the experiential learning that plays a vital role in a child's education. Each student will be required to return a written permission slip, signed by a parent or guardian, for each field trip. *Verbal permission or faxed permission slips cannot be accepted.* School staff arrange transportation and supervision for these trips. There may be a fee associated with field trips. Any fee must be paid in full in advance for the child to participate. Students should remember that participation in a field trip is a privilege earned by students, not a right. Individual teachers, in consultation with the Principal, reserve the right to restrict or deny participation in any field trip due to, but not limited to, poor academic performance and/or poor conduct. If the field trip privilege has been lost, or the proper form and fees have not been collected, affected students will be asked to remain in a different classroom, or under the supervision of staff members, for the duration of the trip. Students participating in a field trip must ride the bus to and from the field trip with their class. All monies collected for the field trip are non-refundable.

Religious Instruction

Saint Anthony Catholic School is part of the Archdiocese of Indianapolis. Religion is taught at each grade level and spirituality is part of daily life. Students receive instruction in scripture, Catholic traditions and history, as well as sacramental preparation. The sacramental life of the children of the Catholic tradition is an important component of our religion program. Parents of children who are Catholic are required to be active partners in the preparation of their children for sacramental prep. Students plan and participate in weekly liturgies. The K-8 students will attend Mass each Wednesday morning at 9:00 AM. Parents are encouraged to attend. Saint Anthony Catholic School uses the Archdiocese proficiencies for religious instruction. Students in grades 5 and 8 will participate in the ACRE test, generally taken in February, to track progress.

Prayer is an important part of the day. Prayers will be said as a school in the morning, with meals, and at daily dismissal. These prayers may be formal, spontaneous, or shared prayer by the students. It is a tradition in Catholic schools to place a high priority on service. The purpose of service is to provide students with the opportunity to make a difference in our church and surrounding communities through various service and support programs.

Library

Our school participates in the Indianapolis-Marion County Public Library's Shared System. The Shared System is part of the Library's public computer catalog. All of our books have been cataloged and bar-coded. Students can request books, CDs, and videos online from any library in the city, and a library delivery truck will bring materials every week. Families can return things checked out at school to a branch library and can return things checked out at a branch library to the school. Our school library is a vital element in our education program. Because reading is so important to the success of our students, the school encourages

students to take as many books as they can read between visits to the library. Students are responsible for the books, CDs and videos they check out on their library cards. Students should plan to keep all their library things in one place at home. If something is damaged or lost, students are required to pay for a replacement. Students may not check out any new items if they have something overdue or lost. Families will be billed for the total replacement cost of any damaged or lost items from the library.

Remediation/Enrichment

Saint Anthony Catholic School offers PowerHour as we strive for the best possible education for our students. The designated times are Tuesdays and Thursdays from 3:30-4:30 p.m. Students selected by their teachers will be expected to actively participate in the remediation of skills and concepts or enrichment of the content areas during the dedicated time. Teachers will contact the parents of the students selected at least two days before the activity is to take place.

Title One Program

Saint Anthony Catholic School is provided Title 1 services through our LEA provider IPS. A set criteria is used to determine the students of greatest need who qualify for services. It is highly recommended that all students who are recommended to the program will participate.

Title Three Program

Saint Anthony Catholic School provides additional support to students whose families' primary language is not English. Upon admission, a WIDA placement test is given to any student whose family language survey indicates English is not the primary language spoken at home. The student's level of English proficiency, along with input from classroom teachers, will determine the level and manner of support which will best meet the student's need. In January/February, the WIDA testing is given to all students in grades 1-8 who have not earned a proficient designation.

Special Education Services

Accommodation of Students with Special Needs

St. Anthony Catholic School strives to accommodate students with physical, emotional, social, or learning challenges. However, families must fully disclose the nature and known extent of such challenges at the time of registration. While St. Anthony Catholic School offers support / accommodations to students with learning differences, we have limited resources to meet certain challenges and may recommend educational alternatives that may better serve the needs of some students. IPS provides the testing for these students and Speech/Language Services, Occupational Therapy and Physical Therapy to our qualifying students.

STUDENT HEALTH

Health Records

All students entering St. Anthony Catholic School must present records showing that minimum state requirements for physical examinations and immunizations have been met. (Please refer to the ISDH Quick Reference Guide for immunization requirements.)

Health Concerns

Parents/guardians **must keep their child home** if the child has any of the following illnesses:

- Head lice
- Fever of 100.4 degrees or higher
- Recurrent Vomiting

Children who the clinic staff have determined need to go home during the school day will be required to go home – as soon as possible. It is the parent's/guardian's responsibility to either pick up their child or make arrangements for a person listed on the family's emergency list to pick up their child. This **MUST** be done in a timely manner. If a child is sick at home or is sent home from school for an illness, they are NOT to return to school until they are free of fever and/or symptoms for a FULL 24 hour period, without the use of any fever reducing medication. Parents/guardians are asked to contact the school regarding any problems concerning their child's health, medications or communicable diseases. If activities are to be limited after a serious illness or accident, a statement from a physician is required. The statement must indicate the length of time the limitation must be in place. Children cannot be left in the classroom during recess without a teacher present. **All** children who attend school are expected to participate in recess. If a child is too sick to go outdoors for fresh air and exercise, the child should be kept at home. Exceptions will be made upon written request from a physician.

Smoke Free- St. Anthony Catholic School is a smoke free campus; therefore, smoking is prohibited on school grounds.

Accidents and Injuries

Injuries and accidents happening during the school day will be reported to the parents/guardians. A written report will be filed in the office and kept on file. It is important that each child has an updated emergency card on file.

Bully/Harassment Policy

Saint Anthony Catholic School is committed to providing and maintaining a learning environment that is free from bullying and harassment. A person is being bullied/harassed when he/she is repeatedly and deliberately exposed to negative actions on the part of one or more persons. The most common forms of bullying are physical, social and verbal. Physical bullying may include, but is not limited to: hitting, kicking, tripping, or destruction of property. Social bullying may include, but is not limited to: gossiping, leaving someone out, lying about someone, obscene gestures, cyber bullying, and harassment (sexual, racial and religious). Verbal bullying may include, but is not limited to: teasing, insulting, spitefulness, racist comments, or threatening to harm someone. **Harassment is considered unwelcome, offensive or inappropriate conduct toward another student. In addition, anything that takes children away from the task at hand will not be tolerated.** An important element to this issue is the silent bystander to bullying/harassment. All students are expected to stand up for victims and report bullying behavior. Bystander reports of inappropriate behavior are not considered "tattling", rather, it is considered promotion of good citizenship and dignity for both the perpetrator and the victim. Students are to show respect to all persons at all times. Bullying/harassment in any form is strictly prohibited. All reports of unwelcome, offensive or inappropriate behavior will be promptly and thoroughly investigated. Students found to be in violation of this policy will be subject to appropriate and corrective or disciplinary action, which may include required assessment and any follow up support (at parent or guardian expense), detention, suspension or expulsion. If the investigation results in a determination that criminal action has taken place, the information will be turned over to the proper

authorities. If a student is investigated for bullying/harassment, a conference is held with the Head of School, classroom teacher and parent. Any other staff members who have evidenced the bullying or harassment or have first-hand knowledge of the student's misbehavior may also be invited to the conference to offer evidence or examples for the consideration of those in attendance at the conference. A written investigation report will be furnished upon completion of the investigation detailing the outcome. All parties involved will sign the investigation incident report. A copy of the document will be kept on file. Students are expected to report incidents at school or at a school-related event to a teacher, staff member, coach, chaperone or administrator. Each incident should be reported promptly.

DEFINITIONS:

Threats are statements of intent made either personally, through others, in writing or by use of technology (i.e. internet) to harm students, staff or school property, including the use of weapons or explosive devices.

Bullying means overt, repeated acts or gestures, including verbal, physical or social bullying as defined above. This may include behaviors by a student or group of students against another student or group of students with intent to harass, ridicule, humiliate, or intimidate the other student or group of students.

Assault means inflicting injury or attempting to inflict injury on another person when coupled with the apparent present ability to do so. Assault includes attempting to cause physical harm with hands, feet, weapons or explosive devices.

Recognizing Potential Problems

We ask that you look for clues that may indicate that your child, another child you know, or an adult associated with you and/or the school, poses a potential threat of violence. These are generally situations where something "is just not right" – the behavior appears to be inappropriate for the person's age, extreme or out-of-character, and the person may need some immediate attention or intervention. This list is not exhaustive, but it does illustrate some behavioral indicators that *may* highlight a potential problem:

- Direct or indirect threats made against others
- Assignments or writings with violent themes or fantasies expressed (including suicidal themes)
- Statements indicating hopelessness or desperation
- Suicidal thoughts or attempts
- Bizarre thoughts, hallucinations, delusions or paranoia
- Fighting or intimidating behavior
- Missing or stolen weapons
- Possession of weapons
- Angry and emotional outbursts
- Signs of depression
- Obsession with weapons and violence, violent media, music, etc.
- Thoughts of death
- Deep grudges and resentments against particular individuals or groups
- Restraining orders that may involve someone trying to get access to persons at the school

- Any other warning sign that causes you concern about safety at school

REPORTING PROCEDURES:

- Report indicators of potential problems or your concerns to the school administration – do not wait!
- Please ask questions if you are not sure about school safety.

Child Abuse/Neglect

In accordance with Safe and Sacred and Indiana Law any report or suspicion of child abuse and neglect will be reported to the appropriate authorities for their investigation.

Counseling

Our school Social Worker works with students, parents, and teachers to assist with issues that hinder academic achievement. Remember that parents may also refer their child(ren) to the Social Worker. The school Social Worker may be reached by contacting the school office at 317-636-3739 extension 406.

Emergency Contacts

The school keeps emergency contact information for each family. We ask your assistance in keeping this information up-to-date. Any time you have a change of doctor or daytime telephone number, please notify us immediately. When you are out of town, please leave a number of a relative or friend whom we may contact if needed. Please be sure to advise the office immediately of any address/phone number changes.

Medication

No medications will be given at school except for those which have been prescribed by a physician and which are needed to maintain the child in school. Any medication that is taken at school **must** be brought to the medical clinic in a container appropriately labeled by the pharmacy. This label must include the child's name, the prescribing physician's name, the name of the medication with directions (route, dose and frequency), and the pharmacy phone number. If the student needs to take medication at school, the parent/guardian should bring the medication to school and not send it with their child. The parent/guardian is also responsible for picking up their child's medication if it has been discontinued. If the medication is not picked up in a timely manner, the medication will be thrown away. All medications that have not been picked up at the end of the school year will be thrown away. **Before medications can be given out at school, parents/guardians and the child's physician must complete the required forms. These forms can be obtained from the school nurse's office.** Students may not carry any type of medicines, pills, inhalers and will need a note from the physician to carry these item(s) during the school day. The prescription for the medicine(s) must be on file with the nurse's office, which states that the child needs to keep the medicine with them during the school day. Please indicate on the Medical Release Form (that must be completed for every student at the start of the school year) if your child is taking any medications on a regular basis at home.

School Clinic/Health Practitioner

The Nursing Division of the Marion County Health Department provides school visits. Vision and hearing is screened in select grades. St. Anthony Catholic School is provided medical clinic support through the generosity of St. Vincent.

Wellness Policy

Saint Anthony Catholic School participates in federal school meal and milk programs. Foods sold will meet the current nutrition recommendations of the US Dietary Guidelines for America. All students in Pre-kindergarten and up will have increased opportunities and encouragement to be physically active on a regular basis. Our schools will actively engage their school community in following steps that will enable school wide wellness.

- Fast food meals may not be brought into the school for students.
- In light of the information available regarding childhood nutrition, school will discontinue the practice of using candy or soft drinks as rewards for academic performance, or good behavior.
- It is recommended that schools limit celebrations which involve unhealthy food choices. Any celebrations must be approved in advance by the teacher.
- Any shared treats must be store purchased, not made in the home.

TRANSPORTATION PLAN:

Students within one mile of the school may walk to and from school with parental permission on file in the office. Students enter through the main entrance and push the button on the AIPhone. Once the AIPhone has been answered, the door will be unlocked by an adult staff member and the child may join others in the gym for BeforeCare until 7:45 a.m. After 7:45 a.m. the parents must come into the building with their child(ren) and physically sign them in at the office. Students living over one mile from the school will arrive by vehicle and follow the procedure below.

Drop Off

Vehicles must be parked heading north, on the east side of Warman Avenue along side of the curb in front of the school. If there is not space along the curb parents must park their vehicle across the street in the city park and physically walk their child(ren) across the street and to the northwest school door entrance. All traffic laws should be observed during this time. Between 6:30 a.m. and 7:45 a.m. students are to report to the gym where they will be supervised by staff members until being picked up by the homeroom teacher.

Pick Up

All vehicles should line up in the parking lot of the park across from the school as directed by school staff. Between 3:15 p.m. and 3:30 p.m. staff will be on duty to help load students into their vehicles. All traffic laws must be observed during this time. If parents need to take their child(ren) out before the 3:15 p.m. dismissal, parents will physically walk into the school and sign their child(ren) out in the office. Students will not come to the office area until the parent has arrived.

Alternate Way Home

In the interest of safety, all children must have written consent before going home in a manner different than his/her daily routine.

After School Procedures

Students are not permitted to remain at school after hours unless attending the Hawthorne AfterCare Program, Powerhour in the classroom, or other school approved event with adequate adult supervision. Staff determines which students will be staying for PowerHour.

ATTENDANCE POLICY AND PROCEDURES

The Indiana Compulsory School Attendance Law requires students to attend school daily when school is in session. The St. Anthony Catholic School community believes that “What we learn today shapes our futures” and “every minute counts”. Consistent attendance is critical to those root beliefs. Without regular attendance at school, students cannot take full advantage of the learning opportunities necessary for their full development as individuals and citizens. The student and his/her family and/or legal guardian have the primary responsibility for ensuring attendance at school. Saint Anthony Catholic School makes explicit to parents and students the importance of school attendance.

Absence

Saint Anthony Catholic School requires that student absence(s) be reported on a daily basis to the school office by 8:30 a.m. Phone calls will be made by the school office to verify student absence if notification is not received by 8:30 a.m. If the absence is of three (3) days or more in duration, a note from a doctor is requested. Please note that if a child is absent due to illness any portion of the school day, he/she is not eligible to participate in any school sponsored activity, sport practice, or game for that day.

The following are absences which are considered excused (however, in each case, **the student’s parent or guardian must contact the School Office within twenty-four hours of the first absence**):

- Student illness
- A death in the student’s family
- Serious illness or injury to a member of the immediate family of the student

The following are also considered excused absences provided the School Office is notified prior to the day missed:

- Service as a page for, or honoree, of the Indiana General Assembly
- A subpoena or order to appear in court, to attend counseling, or to participate in some other judicial proceeding.

Vacation Absences

Please arrange family vacations during the out of session times of the school calendar. According to St. Anthony Catholic School policy, students are in school 180 days for instruction and/or educational experiences. Students who take vacations outside of the designated time will be noted as unexcused absences. Teachers will not be expected to prepare work in advance for students who do not adhere to the school calendar. Students are expected to make up missed work upon returning to school.

Make Up Work

Students absent due to suspensions, unauthorized skips from school, excused, and unexcused absences must make up any school work graded for the missed day. One day will be given for each day missed for homework given on the absent day. As a general rule, all tests assigned to be given the day of absence will be given the first day of return if the student was present the day prior to the original test date. The teacher will assign an alternate test date for a student who missed one or more days prior to the original test date.

Serious Illness, Injury, etc.

Serious illness, injury, etc. will be considered on an individual basis. A doctor's report or note will be required for re-admission, in the event of multiple days of continuous absence without contacting the school office. Parents or guardians of any student who is absent from school for a long period of time (3 days or more) due to illness, injury, etc. should make long-term arrangements with the student's teacher and/or the Principal for missed work.

Leaving School During the Day

Once a student has arrived on the school grounds, the student is required to remain on the school grounds for the full day unless previous arrangements have been made with the Principal. To receive an excused absence after leaving school to keep a dental or medical appointment, the **parent must call to verify the appointment** and the student must submit an appointment card from the dental or medical office upon return. Upon arrival at the school to pick up a child, the child's parent, guardian or other adult who is listed on the emergency contact list, must come to the office to sign the student out. After the parent or guardian has arrived, a staff member will call the student to the office. The parent should also come into the office to sign the student back in when he or she returns to school. **A student leaving school grounds without permission will be considered truant.**

Tardiness

Children begin many lifelong habits during their school years. The importance of being on time for work is a habit constantly needing reinforcement. Tardiness is disruptive to the school, the school day, and to not only the student who arrives late, but also to his/her classmates.

Students are considered tardy if they arrive in the gym after the morning gathering has begun.

Ensuring that children arrive on time to school is a parental responsibility. Students are expected to be in class on time. Any student arriving late to school needs to report directly to the office staff for a pass. Students found in the hallway after the tardy bell without a pass will be sent to the office. The student will then work with the school staff to develop an Action Plan to prevent future tardiness.

The Tardy Policy is as follows:

First Tardy- Verbal warning

Second Tardy- 2nd Verbal warning

Third Tardy – 3rd Verbal warning, note sent home for parent signature

Fourth Tardy – Note home and lunch discussion with Social Worker

Fifth Tardy- Parent/Student conference with Social Worker, sign attendance agreement

Sixth Tardy- Ineligible for participation in extra-curricular activities/sports games or practices for a two week period of time.

Continued unexcused tardies will result in a meeting between the parent, child and Administrative designee.

With regard to suspension or expulsion, please see the Suspension / Expulsion Policy in this Discipline Policy.

In addition to the above policy, excessive tardiness and absences may result in possible retention in the present grade. This will be determined on a case-by-case basis with input from the Principal, teacher and the child’s parent or guardian. The final decision whether to retain a child in the present grade will lie with the Principal.

Attendance Agreement

A student who arrives at school after school has started, but before lunch, will be considered tardy. A student who arrives at school after lunch or does not appear at all will be considered to have an unexcused absence. Students may be placed on an attendance agreement for excessive absences, tardies or cuts from school. A student that has five unexcused absences may be placed on an attendance agreement. Students that have excessive absences due to illnesses may also be placed on an attendance agreement unless they have proof that they have a medical condition that interrupts their school attendance. A student that is on an attendance agreement must present a doctor’s statement for each unexcused absence while on the agreement. Any unexcused absence without a doctor’s statement is considered a violation of the agreement unless authorized by an administrator. The following are possible disciplinary actions for violations of an attendance agreement:

First Unexcused Absence – parent call from homeroom teacher

Second Unexcused Absence – notify the parent and lunch discussion with Social Worker

Third Unexcused Absence – parent/Social Worker conference; possible in school suspension

Fourth Unexcused Absence – parent/teacher/Principal or designee conference; all parties sign an attendance agreement; student ineligible for extracurricular/sports activities for a two week period of time

Fifth Unexcused Absence – possible expulsion

With regard to suspension or expulsion, please see the Suspension / Expulsion Policy in this Discipline Policy.

Expectation of Privacy/Locker Policy

Lockers

Lockers and other storage areas provided for the use and convenience of the student remain the property of the school at all times. UNDER STATE LAW, STUDENTS DO NOT HAVE ANY EXPECTATION OF PRIVACY IN THEIR LOCKER OR ITS CONTENTS. See *Indiana Code Annotated § 20-33-8-32(b)*. “[T]he student’s possession of the locker [is] exclusive only as against fellow students and not as against school officials.” 49 A.L.R. 3rd 978, 989 as quoted in *Zamora v. Pomeroy et al.*, 639 F.2d 661, 670 (10th Cir. 1981). **Students may not switch lockers without the permission of the classroom teacher.** If locks are allowed, students may use only those locks provided by or approved by the school. The school will maintain a master list of the locker number and lock combination of each student. The school does not accept responsibility for items stored in lockers. For this reason, each student bears the responsibility of safeguarding his/her locker combination and ensuring that lockers are securely locked when not in use. Items found in a particular locker will be assumed to have been placed there by the student to whom the locker was assigned. Each student will be held accountable for the contents of his/her locker. Lockers are to be used for storing school supplies and personal items. Student shall not use lockers to store items which cause, or can reasonably be seen to cause, an interference with school purposes or educational function, or which are forbidden by school or state rules. Examples of such items include, but are not limited to, drugs, (unless administration is aware of the specific drug, such as an inhaler) drug paraphernalia, beverages containing alcohol, tobacco, obscene materials, weapons, bombs or other explosive devices, overly flammable or combustible substances, any pungent acid or nauseous chemical, stolen property, or any school property which the student has not properly checked out or which is overdue. The Principal, or a member of the administrative staff designated by the Principal, may search a student’s locker and its contents at any time. If reasonable grounds exist to believe that one or more lockers are being used to store materials which may present a danger to the school’s population or which are in violation of school rules or state law, then the Principal may make a general search of all lockers or all lockers in a general area. If deemed necessary, administrators may request assistance from law enforcement officers to aid in the identification of materials or the search for contraband (such as drugs or bombs) through the use of “sniffer” dogs. See *Indiana Code Annotated § 20-33-8-32(d)*. Students will not necessarily be allowed to be present during these “general” searches. Members of the custodial staff, at the direction of the Principal shall have access to these lockers for the purposes of keeping up with maintenance and general housekeeping, OR if, during a vacation period, custodial staff member has reason to believe that the locker contains rotting, spoiling, or mildewing items.

Search/Seizure

Saint Anthony Catholic School recognizes that students have an expectation of privacy with respect to their persons and belongings, but wants students and parents to be aware that state and federal court cases have limited the application of Fourth Amendment and analogous state constitutional protections in school settings. See *New Jersey v. T.L.O.*, 469 U.S. 325, 341 (1985); *S.A. v. State of Indiana*, 654 N.E.2d 791, 795-796 (Ind. Ct. App. 1995). In all circumstances, however, students shall be treated with dignity and respect. While students do not retain an absolute right to privacy on school grounds, they

do maintain the right to be free from *unreasonable* searches by school personnel. As such, a student’s vehicle, locker, or person (including any purse, book-bag, etc.) may be searched by the Principal or designee if there are reasonable grounds for the search. “Reasonable grounds” generally are those that would cause a reasonable person under the circumstances to suspect that the search will turn up evidence that the student has violated or is violating federal or state law or the rules of the school. In most cases, the search of a student’s person shall be limited to (1) searching the pockets of the student; (2) searching any object in the student’s possession such as a purse or bookbag; or (3) a “pat down” of the student’s clothing.

Canine Searches

Canine searches of lockers and bags may be conducted at random and without advance notice.

RESPONSIBLE BEHAVIOR AND DISCIPLINE

School-wide Discipline Policy

The success, productivity, and safety of the children in our school are very important to the teachers and parents of Saint Anthony Catholic School. Parents, educators, and administrators have established a discipline system to help create an atmosphere which is fairly and consistently applied. The ultimate goal is to assist your child as he/she grows in self-discipline and achieves success academically, emotionally, socially, and physically.

Under Indiana Code 31-34-1-7, a parent or guardian’s failure to comply with disciplinary action when a child has been repeatedly disruptive designates the child as a “child in need of services” and the parent may have to go to juvenile court to answer as to why they have failed to comply.

As a Notre Dame ACE Academy school, our goals are “College and Heaven”. We also share the values of Seek, Persist, Excel, Love and Serve. The following Root Beliefs of our school are incorporated throughout the day:

- 1. All are made in the image and likeness of God***
- 2. What we learn today shapes our future***
- 3. Every minute counts***

Consequences for Choosing Inappropriate Behavior

First Behavior Report

A behavior report is filled out by the Assistant Principal and sent home with student. The slip is to be returned the following day signed by the parent/guardian. If it is not, the parent will be called.

Second Behavior Report

The student and Assistant Principal calls the parents immediately. The child completes a reflection sheet and takes it home for a parent signature and a discussion of the incident. This reflection sheet is returned with a parent signature the next day to the Assistant Principal.

Third Behavior Report

The student Assistant Principal will call the parent immediately. A report is sent home. A conference is set with the teacher, Assistant Principal, and student to formulate a Success Plan and returned the following day signed by the parent/guardian.

Fourth Behavior Report (In-School Suspension)

*The student and Assistant Principal call the parent immediately and a conference is arranged. In the conference, the student lists those things that **MUST BE CHANGED** in terms of behavior. The list is signed by the Assistant Principal, Principal, parent, teacher and student and a copy is kept in the student's disciplinary file.*

Fifth Behavior Report (Out-of-School Suspension)

The child is sent to the Assistant Principal with the disciplinary referral. The Assistant Principal calls the parent and an out of school suspension is set for either that day or the next day (depending on the time of day the student is sent to the office). Upon returning to school, the student immediately reports to the Assistant Principal with assignments he/she has had to complete while on suspension and then reports to class.

Sixth Behavior Report

The child is sent to the Assistant Principal with the disciplinary referral. The Assistant Principal calls the parent and due process protocol will be followed.

If a student is brought before the discipline team a second time in one school year, the consequence may be immediate expulsion. Please review the Expulsion Policy in this Discipline Policy.

Serious Infractions

Anyone involved in the following three infractions will immediately be sent to Administration. The administrator has the discretion to assess which step or how many steps the student will proceed to or through based upon the severity of the situation.

a. *Physical or psychological danger*

Ex. weapons, fighting, sexual assault or attempted sexual assault, leaving the grounds without permission, threats, intimidation, drugs.

b. *Severe disrespect*

Ex. harassment, theft, disrespect in act, tone, gestures including negative body language,

profanity, vandalism.

c. *Out of control, unreasonable behavior*

Ex. unwillingness to work with the teachers or adults, repeated violations of classroom rules, public indecency.

Possession and/or Use of Cell Phones

To enable teachers and students to maintain a low level of distractions and to maintain focus and concentration, Saint Anthony Catholic School does not allow the use of cell phones during school hours. The rules are as follows:

- 1. Students who are walkers and have the permission of their parents to carry a cell phone for safety reasons are expected to turn the cell phone off and present it to the Principal's Office upon their arrival to school. It is the student's responsibility to obtain the cell phone at the end of the day.*
- 2. Any child who is found with a cell phone while under the supervision of school staff will have the phone confiscated and the phone will be held in the Principal's Office until a parent or guardian retrieves it from the Principal.*

Severe Infractions

Possession of weapons

The possession of a weapon of any kind on school property and/or at a school-sponsored activity constitutes a major violation. If a student is found to be in possession of a weapon:

- 1. An Administrator, along with another staff member, will confiscate the weapon.*
- 2. The student may be suspended immediately for two (2) days and the parents will be notified to come and pick up the student;*
- 3. A threat assessment will be completed by the Threat Assessment Team*
 - a. The parents will be notified of the decision of the Team by telephone.*

In addition, because it is a Class D felony to possess a firearm on school property, at a school function, or on a school bus, the police will be notified by the Principal, or delegated authority, as soon as the presence of the firearm has been determined. (Refer to IC 35-47-9-2)

Possession or distribution of drugs or alcohol

1. *To counteract chemical dependence, treatment will be required at the expense of the parent or guardian. If treatment is not followed, the student will be asked to leave the school.*
2. *Bringing drugs on campus or distribution of drugs in any form may result in immediate expulsion.*

IMPORTANT NOTE: The Principal is the final recourse in all disciplinary issues.

Clean Slate

At the end of each nine week grading period, all students start over with a “clean slate” as the behavior reports are not cumulative to the next grading period. Students with Success Plans will continue those plans until Administration deems the plan is no longer necessary.

Expulsion Policy

Grounds for expulsion are student misconduct, substantial disobedience, drugs or alcohol on campus, distribution of drugs or alcohol on campus or weapons brought into the school building.

When a Principal (or designee) recommends that a student be expelled from school, the following procedures will be followed:

1. The St. Anthony Catholic School Principal may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. Threat Assessment Team Member
 - b. A member of the administrative staff who did not recommend expulsion of the student during the current school year and was not involved in the events giving rise to the recommended expulsion.
2. The person conducting the expulsion meeting can extend the suspension of any student pending that meeting if authorized to do so by state law.
3. An expulsion will not take place until the student and the student’s parents or guardians are notified of their right to appear at an expulsion meeting conducted by the St. Anthony Catholic School designee. Failure by a student or a student’s parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the NDAA Director.
4. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place and procedure for requesting the meeting.
5. At the expulsion meeting, the Principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student’s position.

6. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent or guardian.

The NDAA Director has the discretion to hear the appeal or not hear the appeal and thus leave undisturbed the decision made by the person conducting the expulsion meeting. The NDAA Director will generally hear appeals only if the case presents novel questions of interpretation of school policy or rules of conduct. The NDAA Director will generally not hear appeals solely to review contested factual issues.

The procedures set forth shall not apply to the expulsion of special education students. Such expulsion shall proceed in compliance with applicable state and federal law.

Restraint Seclusion Policy- As required by Senate Enrolled Act No. 345 and defined in IC 20-20-4-13, Saint Anthony Catholic School has established a team of staff members to receive annual training concerning best practice as it relates to seclusion and restraint of students under our supervision.

GENERAL PROCEDURES

Before/After Care

A morning care program is offered through the school from 6:30 a.m.-7:45 a.m. There is no charge to a student arriving between 7:15 a.m. and 7:45 a.m. In cases of a delayed school opening, or school cancellation due to weather, there is no morning care. An AfterCare program is offered through the Hawthorne Center. All applicable paperwork must be completed and approved with the Hawthorne Center staff. Students in the Hawthorne Center will remain at Saint Anthony Catholic School until 4:30 p.m. on most Tuesdays and Thursdays. Mondays, Wednesdays and Fridays students will be transported to Hawthorne Center at 3:30 p.m. This schedule may vary during conference weeks or other unusual schedules. Parents will be notified in advance of these changes. All students must either be enrolled in Hawthorne Center, to remain on site after 3:30 p.m. Students must be picked up on time. Parents will be considered to be in neglect of a dependent if students are not picked up on time, and a report filed with the proper authorities.

Breakfast/Lunch Program

St. Anthony Catholic School offers a breakfast and lunch program. Breakfast will be served in the classrooms before 8:15 a.m. each day. Students may purchase additional items in the cafeteria as supply allows. USDA is an equal opportunity provider and employer.

Fundraising

Each family is expected to actively participate in fundraising to allow us to continue to provide the best possible education for our students.

Pesticide Application

Routine Pesticide Applications will take place the second Monday of each month after school hours. Bayer MaxForce ProCockroach Gel Bait And/or Bayer Temprid SC may be used.

Recess

Recess is an opportunity for kindergarten through fifth grade children to develop social skills and learn new games. It is viewed as an opportunity to teach children to appropriately interact with each other. It is important to teach children acceptable behavior both in and out of the classroom setting. Cooperation and competition are encouraged. Behaviors that endanger the safety of other students will result in removal from the playground. Games allowed are based on the safety of the activity. Areas of the playground are sectioned off for various activities. This is also done to reduce the possibility of conflict or minor injury. Students are discouraged from bringing toys to school. The school, administration, and/or staff are not responsible for these items.

School Hours

The school office is open on days when school is in session from 7:30 a.m.-4:00 p.m. Students are expected to report before 7:45 a.m. and are dismissed by 3:15 p.m.

School Pictures

A professional photographer takes children's pictures at the beginning of the school year. Student participation in school pictures is expected. Purchasing school pictures is optional.

School Property

Parents or guardians of a child who carelessly destroys or damages furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repair and labor or replacement. No writing in textbooks is permitted. A fine will be assessed to replace damaged or lost texts. Any such fees will be collected before the school releases any final reports, transcripts, or diplomas are presented.

School Newsletter

A school newsletter is sent home with the students monthly. Generally, when school is in session, the newsletters will come home on the first Friday of the month.

Visitors

We invite visitors to Saint Anthony Catholic School, especially parents and interested friends. Please call ahead to arrange a convenient time for your visit. For the safety of our staff and students, all visitors must report to the office, sign in, and wear a name tag for the duration of the stay.

Volunteers

St. Anthony Catholic School could not offer the quality educational program that it does without its great volunteers. We need your help in many ways! Decisions concerning ways to incorporate volunteers into the school are based on staff and the volunteer's comfort level. All volunteers must report to the school office upon arrival to sign in. Volunteers must complete an online training called Safe and Sacred before volunteering. Completion of this training will generate a background check which must be approved by the Principal in consultation with Human Resources Department in the Archdiocese of Indianapolis before volunteering occurs.

RIGHT TO AMEND

The Principal reserves the right to amend this Handbook. Notice of any such amendments will be sent to parents through the monthly newsletters.

We have read the Family Student Handbook and agree to abide by all of the rules and policies of Saint Anthony Catholic School.

Parent/Guardian Signature: _____

Date: _____

Student Signature: _____ *Grade:* _____

_____ *I agree to allow my child's image to be used for promotional purposes of St. Anthony Catholic School/NDAA.*

_____ *I do not agree to allow my child's image to be used for promotional purposes of St. Anthony Catholic School/NDAA.*

_____ *I agree to any surveys/research projects associated with St. Anthony Catholic School/NDAA.*

_____ *I do not agree to any surveys/research projects associated with St. Anthony Catholic School/NDAA.*