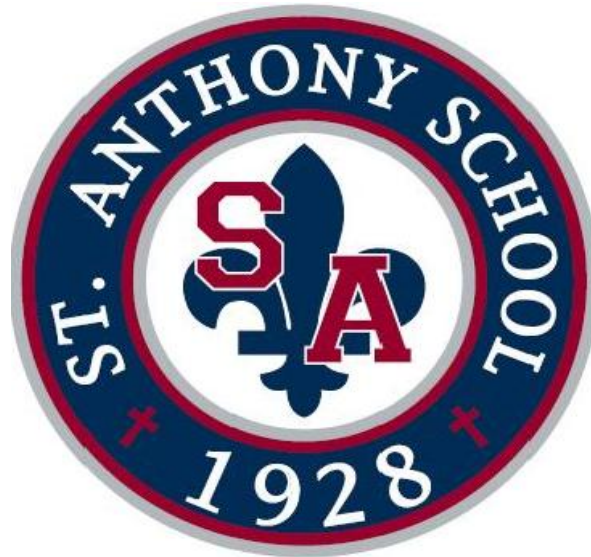


# St. Anthony Catholic School



*St. Anthony, Pray for Us!*

## *Parent & Student Handbook 2023-24*

ST. ANTHONY CATHOLIC SCHOOL  
119 West Springfield Road  
Sullivan, Mo. 63080  
(573) 468-4423  
*[www.stanthonyschoolsullivan.com](http://www.stanthonyschoolsullivan.com)*

Pastor: Reverend Noah Waldman  
Principal: Mrs. Shelly Tolliver

# Faculty and Staff

Pastor	Reverend Noah Waldman
Principal	Mrs. Shelly Tolliver
Preschool	Mrs. Jamie Stark
Preschool Aide	Miss Jordan Stout
Kindergarten	Mrs. Jeanette Mallory
First/Second Grades	Mrs. Pam Copeland
Third/Fourth Grades	Mrs. Kelly Roberts
Fifth/Sixth Grades	Ms. Lori Little
Seventh/Eighth Grades	Miss Jacqueline de la Torre
Resource/Title I	Mrs. Lori Brandt
Extended Care	Mrs. Renee Flanagan
School Secretary	Mrs. Tammy Hutchison
Business Manager	Mrs. Robin Kaufman
Parish Secretary	Mrs. Marcia McKay
School Counselor	Mrs. Marcy Krausch
Cafeteria Supervisor	Mrs. Jennifer Lawrence
Evening Custodian	Ms. Toni Behrends

## Board of Education

President	Mrs. Jane Marquart
Vice President	Mrs. Alana Mayer
Secretary	Mrs. Kasilda Johanning

## Home and School Organization

President	
Vice President	
Secretary	Mrs. Angie Newbanks
Treasurer	Mrs. Colleen Funke

# *Table of Contents*

<b>Calendar</b>	<b>6-8</b>
<b>Witness Statements</b>	<b>9-13</b>
<b>Mission and Philosophy</b>	<b>14</b>
<b>School Overview</b>	<b>15</b>
<b>School Spirit Information</b>	<b>15</b>
<b>Curriculum Goals</b>	<b>15</b>
<b>Accreditation</b>	<b>15</b>
<b>Enrollment</b>	<b>16-18</b>
<b>New Students</b>	<b>16</b>
<b>Custody Information</b>	<b>16</b>
<b>Immunization Proof</b>	<b>17</b>
<b>Home Schooled Students</b>	<b>17</b>
<b>Students from Other Countries</b>	<b>17</b>
<b>Transfers from Another Catholic School</b>	<b>17</b>
<b>Transfers from a Merged/Consolidated Catholic School</b>	<b>18</b>
<b>Transfers from a Non-Catholic School</b>	<b>18</b>
<b>Transfers from a Court Ordered Desegregated School</b>	<b>18</b>
<b>Students with Special Needs</b>	<b>18</b>
<b>Special Circumstances</b>	<b>18</b>
<b>Dual Enrollment</b>	<b>18</b>
<b>Attendance</b>	<b>19-21</b>
<b>Attendance Policies</b>	<b>19</b>
<b>Absences</b>	<b>19</b>
<b>Effects of Absences and Tardies</b>	<b>20</b>
<b>Early Dismissals</b>	<b>20</b>
<b>Truancy</b>	<b>21</b>
<b>Attendance Awards</b>	<b>21</b>
<b>Permanent Records</b>	<b>21-23</b>
<b>Access by Parents and Guardians</b>	<b>22</b>
<b>Access by Others</b>	<b>22</b>
<b>Transfer of Records</b>	<b>22</b>
<b>Access by Counselors</b>	<b>23</b>
<b>Release of Student Discipline Information</b>	<b>23</b>
<b>Academics</b>	<b>23-28</b>
<b>Curriculum</b>	<b>23</b>
<b>Academic Awards</b>	<b>24</b>
<b>Honor Roll</b>	<b>24</b>
<b>Missouri Reading Circle</b>	<b>24</b>
<b>Other Awards</b>	<b>24</b>
<b>Homework and Assignments</b>	<b>24</b>
<b>Homework Seminar</b>	<b>25</b>
<b>Assessment</b>	<b>25</b>
<b>Report Cards</b>	<b>25</b>
<b>Online Grading System</b>	<b>25</b>
<b>Reporting Student Conduct</b>	<b>26</b>
<b>Withholding of Student Reports</b>	<b>26</b>
<b>Grading</b>	<b>26</b>
<b>Grading Scale</b>	<b>26</b>
<b>Failing or Incomplete Work</b>	<b>26</b>
<b>Testing and Guidance</b>	<b>27</b>
<b>Promotion and Retention</b>	<b>27</b>
<b>Promotion</b>	<b>27</b>
<b>Retention</b>	<b>27</b>
<b>Library</b>	<b>28</b>
<b>Textbooks</b>	<b>28</b>
<b>Recess</b>	<b>28</b>
<b>General Rules</b>	<b>28</b>
<b>Special Programs</b>	<b>28-29</b>
<b>S.A.G.E. (Sullivan Area Gifted Education)</b>	<b>28</b>

Title I	29
Students with Special Needs	29
<b>Religious Education and Spiritual Growth</b>	<b>29-30</b>
Chastity Education	29
Religious Services	30
Sacraments	30
Service Projects	30
<b>Conduct</b>	<b>30-35</b>
School Wide Discipline Policy	30
Classroom Discipline Policy	31
Classroom Rewards Policy	32
Sportsmanship	32
Severe Misbehavior Policy	33
Violence and the Threat of Violence	33
Weapons Prohibition	34
Harassment	34
Suspension	34
Probation	35
Withdrawal for Cause	35
<b>Extracurricular Activities</b>	<b>35-36</b>
Student Council	35
Speech Club	35
Safety Patrol	36
Student Publications	36
Sports	36
Other Clubs	36
<b>Student Appearance</b>	<b>36-39</b>
Dress and Grooming	36
Uniform Conditions	37
Basic Uniform	37
Shoes, Socks and Leggings	37
Uniform Options for Girls	38
Uniform Options for 7 <sup>th</sup> and 8 <sup>th</sup> Grades	38
Non-Uniform Days	38
Uniform Code for S.A.G.E. Students	38
<b>Make Up and Body Art</b>	<b>39</b>
Jewelry	39
Earrings / Piercings	39
Bracelets /Watches	39
Necklaces	39
Hats and Hair Accessories	39
Personal Hygiene	39
Hair: Boys and Girls	39
<b>Health and Immunization Guidelines</b>	<b>39-42</b>
School Partnership	39
Guidelines, Procedures and Documentation	39
Communicable Diseases	41
Administration of Medication in School	41
Over the Counter Medication	41
Storage of Medications	42
Physical Examination Requirements	42
Medical Conditions	42
Immunizations	42
Wellness Policy	42
<b>General Procedures</b>	<b>43-50</b>
School Hours	43
Office Hours	43
Directory of School Families	43
School Pictures	43
Media and the School	44
Publicity	44
Forgotten Items	44
Cafeteria	44

School Time Visitor and Message Policy	45
Electronic Device Policy	45
Search and Seizure	45
Locker Policy	45
Gum and Snacks	46
Tobacco	46
Alcohol, Drug and Substance Use and Abuse	46
Field Trips	46
Attire	46
Chaperones	47
Payment	47
Permission Slips	47
Transportation	47
Buildings and the Political Process	48
Parties and Birthdays	48
Use of Copyright Material	49
Volunteer Guidelines	50
Class Sizes	50
<b>Communication Policies</b>	<b>50-53</b>
Communication with Teachers	50
Office and School Information /Communication	51
Maintaining School Privacy	52
Internet and Electronic Communication	52
Distribution of Materials	53
Mailing Lists	53
Inclement Weather	53
<b>Financial Requirements</b>	<b>54-55</b>
Tuition and Fees	54
Late Enrollment/Early Withdrawal Tuition	55
Tuition Rates	55
Registration	55
Curriculum and Book Fees	55
Fundraising Obligations	55
Raffle Ticket	55
Fundraising Events	56
<b>Safety and Supervision</b>	<b>56-60</b>
Safety of Students	56
Emergency Data Forms	56
Emergency Procedures	57
Questioning of Students	57
Supervision of Students	57
Divorce and Separation	58
Safe Environment Policy	58
Regarding Field Trips	59
Regarding Special Visit Days	59
Volunteers for Events	60
High School Volunteers	60
Child Abuse/Neglect Reports	60
<b>Boards and Organizations</b>	<b>61-62</b>
Board of Education	61
Home and School Association	62
<b>Handbook Revisions</b>	<b>62</b>
<b>Handbook Addendum for Covid 19 Operation</b>	<b>63-69</b>

# Letter from the Principal

## *Building a Foundation of Faith*

Dear Parents and Students,

This combined parent/student handbook has been written for all our school families to be used as a general guide in understanding the rules, operational procedures, and requirements of St. Anthony School students. These regulations are all rooted in the Educational Philosophy of St. Anthony Catholic School.

We firmly believe that parents are, not only, the first care-givers, but, also, the primary educators of their children. As a school, it is our privilege and our responsibility to support the parents in striving to form their children into the likeness of Jesus Christ. The school focuses on nurturing and developing all aspects of a child: spiritual, physical, emotional, intellectual, artistic, social, and moral. The faculty and staff are extremely sensitive to the needs of the children and respond wholeheartedly to fulfill these needs. We strive to work, as a “united front,” with the parents, in cooperating with the Advisory School Board and the Home and School Organization.

This Parent & Student Handbook contains established policies and procedures for the current school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

The faculty and staff have made a commitment to you, the parents, and to the students, your children, in their dedication in this educational organization; this is based upon the message in the Gospels – *To Teach As Jesus Did*.

Know that we feel privileged and honored to have you and your children part of the St. Anthony School Family.

Alive in Christ,  
Mrs. Shelly Tolliver

## St. Anthony School Calendar 2023-24

Please note: Students attend Masses Tuesdays through Fridays at 8:00 a.m. (schedule may change with new pastor or changes in parish vicarates). Fifth and Sixth Grades attend Mass on Tuesdays, Kindergarten, Seventh and Eighth Grades attend Mass on Wednesdays, and First through Fourth Grades attend Mass on Thursdays. Kindergarten attends on Fridays, along with all other grades. Preschool students attend the Liturgy of the Word during Friday Masses.

<b>August</b>	14	<b>Open House (5:00 Home &amp; School Mtg; Class Visits)</b>
	15	Feast of the Assumption (Holy Day of Obligation)
	16	First Day of School, Full Day
	17	Board of Education Meeting 6 p.m.
	24	<b>Mandatory Grade Level Meetings - Parents Only</b> 6:00 - 7:15 p.m., Grades K- 4 (Go to Classrooms first) 6:45 - 8:00 p.m., Grades 5 - 8 (Go to Cafeteria first)
	25	Festival Set up --- <b>Noon Dismissal</b>
	26-27	Parish Festival (See Flyer or Visit Website)

<b>September</b>	4	Labor Day ( <b>No School</b> )
	8	Grandparents' Day
	13	First Reconciliation Parent Meeting 5:30 p.m. <b>(Second Grade Parents only)</b>
	20	Confirmation Parent Meeting 6:00 p.m.
	18-22	IOWA Assessments for Grades 4, 6 & 8
	22	Progress Reports Issued

<b>October</b>	10	<b>Home &amp; School Meeting, 5:30 p.m.</b>
	9-13	Penny War (see information in Friday folder)
	13	End of 1 <sup>st</sup> Quarter
	19	<b>Noon dismissal (No lunch or After Care); Parent Teacher Conferences 1:00-7:00; School Board 6:00 p.m.</b>
	20	No School
	31	Mission Carnival in PM



<b>November</b>	1	All Saints Day ( <b>Holy Day of Obligation</b> ); <b>No School</b>
	10	Veterans Day Ceremony 9:00 a.m. Red/White/Blue Top with <b>UNIFORM BOTTOMS</b>
	22	<b>Noon Dismissal; No After Care; Progress Reports Issued</b>



23-24 Thanksgiving Break (No School)

**December**

1 Advent Begins  
6 First Reconciliation, 6:30 p.m.  
8 Feast of the Immaculate Conception (No School---  
**Holy Day of Obligation**)  
14 Christmas Play, 1 p.m. & 7 p.m.  
20 Preschool Christmas Party 1 p.m.  
21 K-8 Christmas Parties 10:30 am; **Noon Dismissal; No After Care**



**Christmas Holidays: December 22 -- January 2**

**January**

1 Happy New Year!  
3 Classes Resume  
5 End 2<sup>nd</sup> Quarter  
9 **Home and School Association Meeting, 5:30 p.m.**  
12 Report Cards Issued  
15 Martin Luther King Day (No School)  
18 School Board 6 p.m.  
19 Stand for Life; Pro Life Baby Shower  
28 Catholic Schools Week Kick-Off



**January 28 - February 2 Celebrate Catholic Schools Week  
Details to Come Later**

**February**

7 First Communion Parent Meeting 5:30 p.m.  
13 Valentine's Day Exchange  
Mardi Gras & Bury the Alleluia  
14 Ash Wednesday All School Mass 8 am  
16 Progress Reports Issued  
19 Presidents' Day (No School)

**March**

7 End 3<sup>rd</sup> Quarter  
8 **No School** --- Auction Set Up  
9 Dinner Auction  
12 Home and School Meeting 5:30 p.m.  
15 Report Cards Issued  
21 School Board Meeting 6 p.m.  
27 Noon Dismissal; No After Care

**Easter Break March 28 - April 2**

**April**

19 No School; Teacher PD





21	Confirmation; 2:30
22	No School Spring Break Day
26	Walk-a-Thon; Progress Reports Issued
3	May Crowning after 8:00 a.m. Mass
5	First Communion, 12:00 p.m.
14	<b>Home and School Association Meeting, 5:30 p.m.</b>
15	Preview Day 1:00 - 2:30 p.m.
16	School Board Meeting 6 p.m.
17	Field Day: 8:50 Start ( <b>no Before Care</b> ) & 2 p.m. Dismissal (After Care available)



21	Last Day for 8 <sup>th</sup> Grade---Full Day
22	8 <sup>th</sup> Grade Graduation Mass, 6:30 p.m.; Reception Following; Preschool Award Ceremony 2:30 p.m.
23	Last Day of School; All School Mass, 8:00 a.m., Awards Assembly - 10:00 a.m., <b>Dismissal Following @ 11 a.m.</b>
	Fourth Quarter Ends
31	Report Cards Issued

## ***WITNESS STATEMENT: CALLED TO BE CATHOLIC***

### ***For Those Whose Children Attend Catholic Education Programs***

One of the supreme gifts of marriage is bringing forth new life. God entrust children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect and fidelity. In the Rite of the Sacrament of Baptism, parents receive the call from God to evangelize their children as summarized here:

***“You have asked to have your child baptized. In doing so, you are accepting the responsibility of training him/her in the practice of the faith. It will be your duty to bring him/her up to keep God’s commandments as Christ taught us, by loving God and our neighbor... You will be the first teachers of your child in the ways of the faith. May you also be the best teachers, bearing witness to the faith by what you say and do, in Christ Jesus Our Lord.”***

No wonder then that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children. Aware then of the dignity of this holy parental call, and a reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in the faith. Practically, this means I should:

- 1. Regularly participate In the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family.*
- 2. Commit to speak more with my children about God and to include prayer in our daily home life.*
- 3. Participate in and cooperate with parochial school or parish school of religion (PSR) programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children.*
- 4. Support the moral and social teachings of the Catholic Church to ensure consistency between home and school.*
- 5. Teach my children by word and example to have a love and concern for the needs of others.*
- 6. Meet my financial responsibilities in supporting the Catholic school or PSR.*



***WITNESS STATEMENT CALLED TO BE CATHOLIC***  
***For students who attend Catholic Schools***  
***and Parish Schools of Religion***

***Pre-Kindergarten and Kindergarten***

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic faith. I believe that:

**GOD LOVES ME.**

**I LOVE GOD.**

**GOD MADE EVERYTHING GOOD.**

**I WILL PRAISE AND THANK GOD.**

GOD MADE ME SPECIAL.

**I WILL ACT AS A CHILD OF GOD.**

GOD MADE ME PART OF HIS FAMILY.

**I WILL BE KIND TO ALL OF GOD'S FAMILY.**



***WITNESS STATEMENT: CALLED TO BE CATHOLIC***  
***For students who attend Catholic Schools***  
***and Parish Schools of Religion***

***First and Second Grades***

*Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic faith. I believe that:*

GOD LOVES ME.

**I PROMISE TO LOVE GOD BY:**

- LEARNING ABOUT JESUS AND HIS LOVE FOR ME.

•  
PRAYING EVERY DAY.



SPEAKING GOD'S NAME WITH RESPECT.

GOD CREATED ME.

**I PROMISE TO LIVE AS A CHILD OF GOD BY:**



OBEYING MY PARENTS/GUARDIANS AND TEACHERS.

•

BEING HONEST AND TRUTHFUL.

•

DOING WHAT IS RIGHT.

GOD MADE ME PART OF HIS FAMILY.

**I PROMISE TO LOVE OTHERS BY:**

•

BEING RESPECTFUL OF OTHERS.

•

HELPING OTHERS IN NEED.

•

BEING KIND AND INCLUDING OTHERS WHEN I PLAY.

***WITNESS STATEMENT: CALLED TO BE CATHOLIC***  
***For students who attend Catholic Schools***  
***and Parish Schools of Religion***

***Third, Fourth, and Fifth Grades***

*Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic faith. I believe that:*

GOD LOVES ME.

**I PROMISE TO LOVE GOD BY:**

- PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST.

- SPENDING TIME PRAYING EACH DAY.
- LEARNING MORE ABOUT GOD’S LOVE FOR ME AND THE TEACHINGS OF JESUS.
- RESPECTING GOD’S NAME AND HIS CHURCH.

GOD CREATED ME.

**I PROMISE TO LIVE AS A CHILD OF GOD BY:**

- LEARNING WHAT JESUS EXPECTS OF ME.
- RESPECTING MY BODY AS A GIFT FROM GOD.
- BEING A PERSON WHO IS TRUTHFUL AND FAIR.
- BECOMING THE BEST PERSON THAT I CAN BE.

GOD MADE ME PART OF HIS FAMILY.

**I PROMISE TO LOVE OTHERS BY:**

- HELPING OTHERS WHEN I KNOW THEY ARE IN NEED.
- GIVING GOOD EXAMPLE AS JESUS DID.
- PAYING ATTENTION TO THE WISDOM AND GUIDANCE OF MY PARENTS/GUARDIANS, TEACHERS AND CHURCH.
- BEING RESPECTFUL AND NOT HURTING OTHERS OR MAKING FUN OF THEM.

***WITNESS STATEMENT: CALLED TO BE CATHOLIC***  
***For students who attend Catholic Schools***  
***and Parish Schools of Religion***

***Sixth, Seventh, and Eighth Grades***

*Graced and blessed by God, I am called to respond to God’s gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:*

GOD LOVES ME.

**I PROMISE TO LOVE GOD BY:**

- STUDYING ABOUT GOD—FATHER, SON, AND HOLY SPIRIT—AND HIS CHURCH.

- PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST.
- DEVELOPING MY LOVE FOR JESUS CHRIST THROUGH DAILY PRAYER.
  - FOLLOWING THE COMMANDMENTS AND BEATITUDES.
- READING SACRED SCRIPTURE TO HELP ME UNDERSTAND GOD'S PLAN OF SALVATION.

GOD CREATED ME.

**I PROMISE TO LIVE AS A CHILD OF GOD BY:**

- TREATING MY BODY AS A TEMPLE OF THE HOLY SPIRIT.
- BEING A PERSON WHO, LIKE MARY, IS A TRUSTED FOLLOWER OF JESUS CHRIST.
- TAKING MORE RESPONSIBILITY FOR MY LEARNING AND BEHAVIOR.
  - VALUING MY SELF AND DEVELOPING MY GIFTS.
  - LIVING THE GIFTS OF THE HOLY SPIRIT.

GOD MADE ME PART OF HIS FAMILY.

**I PROMISE TO LOVE OTHERS BY:**

- SHARING MY CATHOLIC BELIEFS WITH OTHERS AND HELPING THEM LIVE RESPONSIBLY.
- RESPECTING ALL PERSONS, PLACES AND THINGS AS GIFTS FROM GOD.
  - GROWING IN COMPASSION BY SERVING THOSE IN NEED.
  - BEING A FRIEND LIKE JESUS TO THOSE WHO HAVE NONE.
- WORKING WITH OTHERS TO HELP MAKE THE SCHOOL/PSR AND PARISH A BETTER PLACE.

## **Mission & Philosophy of St. Anthony Catholic School**

*Our Mission is to provide children with a Catholic, Christian education, ensuring them the opportunity to develop spiritual, academic, emotional, artistic, social, moral and personal excellence.*

St. Anthony Parish School Community, consisting of St. Anthony Parish School and Parish School of Religion, strives to be faithful to the Gospel, echoing Jesus' words: **"I am the way, the truth and the life; no one comes to the Father but through Me"** (John 14:5-7). As a Parish School Community, we share a common goal – to form and challenge each child to reach his or her fullest potential while developing his or her Christian, Catholic faith and addressing the needs of the whole child: spiritual, intellectual, social, emotional, aesthetic, and physical.

The Parish School Community **seeks to make the Gospel message of Jesus COME ALIVE** by offering Christian, Catholic worship, teaching moral values and encouraging love of one another. We foster concern for students as individuals and endeavor to create a community who shares their faith in everyday relationships.

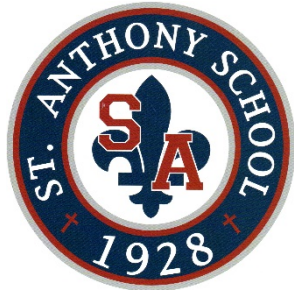
We, the St. Anthony Parish School Community, attempt to build on the spirit and values of the Gospel in proclaiming social justice and peace for all. We work toward awareness of individual dignity and freedom through education and Christian service. The St. Anthony Parish School Community plays an integral part in the family life of its students, while recognizing the parents as the primary educators of their children. As an educational body, we are aware that the family status is ever changing and we make every attempt to meet these changing needs. **Parents, students, parish and staff are mutually enriched as we work together in developing each student's talents, gifts and values.**

- Reviewed 2018

# SAINT ANTHONY SCHOOL

**Our Motto:** Pray Together, Play Together, Learn Together  
**Our Mascot:** Saints  
**Our Colors:** Blue & White

**Our Logo:**



- ❖ Circle--a symbol representing infinity, especially in the Christian faith. A circle has no beginning and no end.
- ❖ Fleur-de-lis—symbolizes that we are flowers of God. This also shows our connection to the Archdiocese of St. Louis.
- ❖ Date—shows pride in our heritage and longevity.
- ❖ Crosses—shows our connection to Jesus Christ
- ❖ Colors—inspired to bring a youthful but rich feel to the school.

## SCHOOL CURRICULUM GOALS

**St. Anthony Students Will:**

1. *Demonstrate imitation of Christ by living the Gospel message in accordance with Christian values.*
2. *Participate responsibly and in a Christian manner in matters of social justice.*
3. *Integrate moral beliefs and self-discipline skills to make responsible choices.*
4. *Respond to life's situations in a flexible and adaptable manner consistent with Catholic values.*
5. *Distinguish and use effective and appropriate ways of communication.*
6. *Demonstrate knowledge of subject area content utilizing a variety of assessment methods.*
7. *Acknowledge the creative work of others and express one's own creativity.*
8. *Apply knowledge and skills for research, implementation and presentation within and across subject areas.*
9. *Apply critical thinking and reasoning skills to identify and resolve problems.*
10. *Generate multimedia presentations using modern technological resources.*
11. *Participate in life-long learning opportunities with diverse individuals and cultures.*

## ACCREDITATION

St. Anthony School is accredited by the *Missouri Non-public School Accrediting Association*. This accreditation means that St. Anthony School continues to maintain strict standards pertaining to curriculum, teacher qualifications (religious and academic), resources and facilities. St. Anthony School completes the re-accreditation process each year.

In addition, St. Anthony School also completes the *Process for Elementary School Improvement* created by the Catholic Education Office of the Archdiocese of St. Louis every seven years. The school completed the second stage of this process in April of 2021. The *School Improvement Action Plan* outlines four areas the school will focus on during the next five academic years: School Awareness, Integration of Church and Civic History, Improved Parent Communication, and Best Practices Professional Development. A complete copy of the *Plan for Improvement* is available in the school office.







## ENROLLMENT

It is the policy of St. Anthony School to provide a quality Catholic education in Preschool and Kindergarten through Eighth grades for its children regardless of race, sex, national or ethnic origin. Parents seeking to enroll their children at St. Anthony School should be looking for quality education and good discipline in a Christian, Catholic atmosphere. Students will be expected to participate in all aspects of the school including religious instruction.

Preference for admission is given to:

-  Students whose parents are registered, active and contributing parishioners of St. Anthony Parish (a contributing parishioner is a registered family who participates in parish worship and contributes to the parish).
-  Students from other Catholic parishes and non-Catholic families are admitted if space is available.

**Parental interest in their child's education, and cooperation with teachers and administration in school matters is important.** Parental interest is demonstrated by assuming financial responsibilities to St. Anthony School, taking an active part in the Home & School Organization, volunteering time and talents (helping as a room parent, aiding the teachers, serving on the school board, working in the cafeteria, etc.) and sharing concerns and aspirations for our school. There is no finer inspiration to a child than to see parents/guardians giving themselves to the school. This participation says to the child that the school is a community working together to enable it to come alive.

### New Students

Any student, upon entering St. Anthony, must present a completed application form, birth certificate, immunization record, dates of sacramental celebration (if applicable) and verification of custody arrangements. Records from previous years and baptismal certificates must be presented if applicable. ***Admission and enrollment is not complete until all necessary documentation is received.***

***It is unlawful for any child to attend school unless he or she has been properly immunized prior to the first day of school*** under the rules and regulations of the Department of Health and can provide satisfactory evidence of each immunization. The only exception is if a parent or guardian has signed and placed on file a statement for medical or religious exemption with the school administrator.

***Applicants for Kindergarten must be five years old by August 1 of the school year.*** The child must demonstrate sufficient maturity, academics and social skill development appropriate for Kindergarten. Parental input, Kindergarten screenings, and previous educational observations will be used as indicators for a child's readiness to enter Kindergarten. Kindergarten screenings are held in the spring. ***A child must be six years old before August 1 to enter first grade.***

### Custody Information

Guardians or custodial parents are asked to put on file the proper documentation of court decisions with the school office. A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided. This action is necessary so that the school knows whom the student may or may not be released to upon dismissal and where communications should be sent.

## Immunization Proof

A record of all immunizations must be on file upon a child's entrance into St. Anthony School. Missouri law provides that children may not enroll in school until all immunization proof is provided. Missouri State Law says that students without necessary immunizations will be excluded from school and activities until such immunizations are obtained. Medical or religious exemptions must be on file in the school office prior to the child's entrance into school.

## Home Schooled Students

Prior to accepting a student who has been home schooled the parents/guardians must provide evidence that the student has been receiving regular instruction by providing the following records which they are required to keep by state law:

- ✚ A plan book, diary, or other written record indicating subjects taught and activities engaged in;
- ✚ A portfolio of samples of the student's academic work;
- ✚ A record of evaluation of the student's academic progress;
- ✚ Other written or credible evidence equivalent to the points listed above.
- ✚ By providing evidence equivalent of offering at least 1,000 hours of instruction annually as required by law. At least 600 hours should be reading, language arts, mathematics, social studies, and science or academic courses that are related to the aforementioned subject areas and consonant with the pupil's age and ability. At least 400 hours of the 600 hours shall occur at the regular home school location.
- ✚ By providing evidence of religious education and sacramental preparation that have been provided, along with parish records of participation in first sacraments, if applicable.

The student's placement shall be determined by a review of the above records and student work samples. If the records are not sufficient to determine placement, the student should be given appropriate end of grade assessments.

Enrollment in a Catholic school and participation in a home school is not permitted. Participation in Catholic school activities (including but not limited to the standardized testing program, fine arts programs, etc.) flows from being enrolled full time in a Catholic school (**Archdiocesan Policy #4102.62**).

## Students from Other Countries

Schools of the Archdiocese may enroll or allow the attendance of foreign-born non-immigrant students, if they possess appropriate U.S. Immigration and Customs Enforcement (ICE) documents. Schools must contact the Catholic Education Office before making an admission decision and must follow designated procedures. Foreign-born persons of school age who have entered the United States on B1/B2 tourist visas are not allowed to attend school. Failure to comply with ICE procedures and regulations could jeopardize a student's ability to enter or remain in the U.S. and cause the school to be found in violation of U.S. immigration laws (**Archdiocesan Policy #4102.63**).

## Transfers from Another Catholic School

A student transferring from one Catholic school in the Archdiocese to another for reasons other than geographical relocation may be accepted after the parish/school in which the parents wish to enroll obtains pastor permission and school records from the parish/school that the family is leaving. It is the responsibility of the parents/guardians to obtain the permission of the pastor. In addition, the requirements for admission (**Archdiocesan Policy #4102.1**) would apply at any transfer point.

## Transfers from a Merged/Consolidated Catholic School

Families enrolled in a school that is scheduled to merge or consolidate for a new school year should enroll at the school at which the parish has merged or consolidated its school. If for some valid reason a family desires to transfer to another Catholic school other than the merged/consolidated school, the parents may register only after receiving permission from the pastor of their current parish.

## Transfers from a Non-Catholic School

A student transferring from a public or private school may be accepted into a Catholic school after a thorough inquiry regarding the motivation for the request for admission. Normally the family would apply to the school sponsored by the parish in which the family resides. In addition, the requirements for admission would apply at any transfer point.

## Transfers from a Court Ordered Desegregated School

Public school students from public school districts directly affected by a mandatory Court order for integration may not be accepted into Catholic schools.

## Students with Special Needs

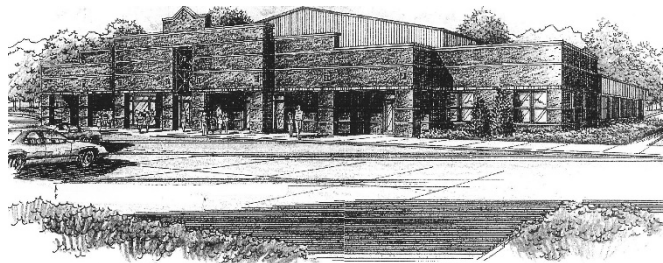
Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of their ability if, with minor adjustments, the school could provide that student with an appropriate education. In the event that the school cannot meet a particular student's special learning needs with minor adjustments, the school will assist the family in finding appropriate alternatives so that the student's needs will ultimately be met.

## Special Circumstances

Some students may be admitted on a conditional basis. If a school intends to accept a student on a conditional basis, it is essential that the decision be made only after a thorough review of the student's previous school records and all records relating to the student's special needs, if any. The school should communicate the conditions of the acceptance in writing. The Catholic Education Office is available for assistance with making and communicating such decisions (**Archdiocesan Policy # 4102.61**).

## Dual Enrollment

Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics services.





## ATTENDANCE

### Attendance Policies

#### School Time

School time will be set according to cell phone (atomic) time. The cell phone used will be the principal's or secretary's cell phone.

#### Tardy

A student is considered tardy if they arrive after the start of the school day, but before 8:30 a.m.

#### Partial Day

Students are marked "out less than 2 hours" in the a.m. or p.m. if they arrive after 8:30 a.m. but before 10:30 a.m., leave for less than 2 hours during the day, or leave after 1 p.m. in the afternoon.

#### Half Day

Students are considered absent for a half day if they were present part of the day but absent more than 2 hours during the same day OR if they arrive/leave for the day **after** 10:30 a.m.

#### Full Day

A student is considered absent for the entire school day if they leave school for the day **before** 10:30 a.m. OR attend school less than 2 ½ hours a day.

### Absences

Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co-curricular activities (e.g., field trips, enrichment, and remedial programs, etc.). Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. **For these types of absences, a written notice should be sent to the school in advance by a parent/guardian stating time, length, and reasons for absence.**

Parents must notify the school office of a student's absence, early dismissal or tardiness, either by office phone, note, email ([secretary@stanthonschoolsullivan.com](mailto:secretary@stanthonschoolsullivan.com)) or in person. **This information should NOT be sent to the teacher or office personnel via text or voice mail on their personal cell phones.** This information must be relayed to the office in a timely manner. School related information should go through school channels, not a staff member's personal communication devices.

If a child is absent due to a doctor's visit, then a doctor's slip is needed when the child returns to school. If a child is absent three or more consecutive school days, the child must present a doctor's slip upon returning to school. Chronic or excessive absences, without substantial cause can be a factor in determining a student's continued enrollment in the school. **After 7 absences, the parent will receive a note from the principal requesting a meeting to address the situation.**

A student is tardy who arrives after the time fixed by school policy for the start of the school day. Students must be in their classrooms by 7:50 a.m. since school starts promptly at that time. Doors will be locked at 7:50 a.m.; tardy students must go directly to the office for an admittance.

1. The parent is asked to call the school office by 9 a.m. when a student is sick and will be absent for either a whole or part of the day. Parents/guardians will be called if a student is not reported absent or tardy.

2. Tardiness is disruptive to the classroom environment, but more importantly, tardiness can influence the student(s) in an adverse way. St. Anthony School has established the following procedures for excessive tardiness.
  - ✚ **After the 7<sup>th</sup> tardy, the parents will receive a note from the principal, requesting a meeting to address this situation.**
  - ✚ The tardy cycle will start anew at the beginning of each quarter.
3. **A written, signed note from the parent or guardian is required when a student is absent or tardy.** This note should be dated, signed and state the reason for the absence or tardiness. All students will first report to the office with their note when arriving at the school after an absence/tardy. These notes will be kept on file in the school office for one year. This process must be followed in the following instances:
  - ✚ when students are returning to school after being ill
  - ✚ for medical or dental appointments (for early morning appointments, the note must be sent the previous day)
  - ✚ for a funeral or other reason
4. When a child is to be picked up for a scheduled appointment or another occasion during the school day, the parent or guardian will come to the office to sign the student out. Both the student and adult must again report to the office when they return to school.

## Effects of Absences and Tardies

1. When a student has been absent 5 or more days, consecutively or otherwise, during a grading period, the grade of INCOMPLETE ("I") is reported until the student has fulfilled the required work for the grading period (**Archdiocesan Policy #5301.5**).
2. Each student is responsible for making up his or her work (students are given one day for each day absent to make up work) after returning to school. Students absent for a long duration of time should set up a time schedule for makeup work with the teacher upon returning to school.
3. Absenteeism or tardiness in excess of 20 or more days is considered a sufficient reason for retention in a grade. Being absent and/or tardy five days during any quarter, other than for extenuating circumstances, could result in suspension, probation, or withdrawal for cause from St. Anthony School. If the extenuating circumstance is a medical reason, the child must have a doctor's documentation.

## Early Dismissals

Once children are on the school grounds, they may not leave without expressed permission from the office. Ordinarily, permission to leave is granted only in the cases of illness, doctor or dental appointments, or funerals. If an early dismissal is requested, a written note signed by the parents, must be presented to the teacher on the morning of the scheduled appointment before the child will be allowed to leave. Children must report to the school office before leaving and when returning to school. The parent or guardian must come into the office to sign the student out and, if applicable, back in.

- ✚ If a child becomes ill during the day, parents will be notified by the secretary, principal or teacher. The child will never be sent home alone, but must be picked up by a parent or someone authorized on the emergency card. ***Under no circumstances will the school release your child to a person who is not designated on the emergency form or by the prior consent of the parent or legal guardian.***
- ✚ Children are not sent home for assignments or any forgotten items.
- ✚ Children are not detained after school without the knowledge of a parent or guardian.
- ✚ If an early dismissal is necessary, the parent or designated person must come into the office to sign out their child/ren.
- ✚ If a student is not going home the normal way, a note signed by a parent must be presented to the teacher the morning of the schedule change. The note should include the date, how the student will go home, and who will pick them up. Phone calls are not encouraged, but in an emergency, they must be made before 2:30 p.m.
- ✚ The school should have the name and phone number of the after school caretaker for the student.

- ✚ Any student that is not picked up by 3:15 p.m. will be placed in the After School Care program and fees will be assessed.

## Truancy

A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent /guardian and school officials.

The School Administrator will contact the parents to set up a meeting with the parents and the child. Consequences will be decided at the time of the meeting.

## Attendance Awards

Outstanding behavior, abilities or talents should never go unnoticed. Therefore, St. Anthony School has the following incentive program in place to recognize these accomplishments throughout the year.

- ✚ **Attendance Award Policy:** Attendance awards will be issued at one (1) level for students with **NO** absences, **NO** tardies, and **NO** early dismissals.



## PERMANENT RECORDS

A cumulative active file is maintained on each student enrolled at St. Anthony School under the child's legal name. Cumulative active file contains the following information:

- ✚ Date of entrance, identification data, profiles of all standardized ability and achievement tests, annual final grades for each subject and name of the teacher, records of Baptism (actual Baptismal record needs to be provided), First Communion, First Reconciliation, and Confirmation, date of graduation, withdrawal and placement for next educational experience.
- ✚ Attendance record card
- ✚ Results of educational, speech/language, behavioral, social, emotional, and or physical evaluations to determine and recommend adjustments to address the presence of a special need that affects learning or functioning in the school setting.

Health records are a part of the cumulative record, but are kept separate from the educational cumulative records. The health report contains the student's entire medical information. Student cumulative records are not released without prior written consent of a parent or guardian. Upon graduation or in the event a student leaves St. Anthony School, student cumulative records may be released upon request of a parent or receiving school, provided all tuition and fees are paid in full. Records are not released to parents but transferred directly from one school to the other by mail.

Discipline records are not part of a student's cumulative record. Therefore, the release of discipline information may not be provided without a separate Archdiocesan release form designated for that purpose.

## Access by Parents and Guardians

Parents/guardians have the right to inspect and review the official active file of their children. The local school officials should make reasonable rules and regulations designed to implement this policy. Parents may view these records by calling the school during school hours to set up an appointment.

In the event that the parents are separated, or divorced with joint legal custody of the student, or divorced parent having visitation rights, both parents are entitled access to their child's record and information regarding their child's education. This information includes, but is not limited to report cards, progress reports, notices of disciplinary action, and similar information. \*\*

In the event a child's mother and father were never married, the natural father may have access to the school information and records to the extent that it is granted in writing by a court or the child's custodial parent. In the event that a child is living with grandparents, relatives, or others, these individuals may have access to the school information and records to the extent that is granted in writing by a court or the child's custodial parent. \*\*

A non-custodial parent who has been denied visitation rights is not entitled access to his or her student's records/information. A non-custodial parent who has restricted or supervised visitation rights resulting from a finding of domestic violence or abuse may receive records and reports that do not include the address of the custodial parent or the child. \*\*

**\*\*It is mandatory that St. Anthony School possess any court directives on file in these circumstances (School Board Policy Addition May 2007).**

## Access by Others



The right of school personnel to access the records of students is limited to those who have a legitimate purpose for the information the record contains. In addition, the person must also have a professional responsibility for a specific individual student or a clearly identified group of students. This includes teachers, guidance counselors, administrators, and special education personnel.

An individual who is not a school employee has no automatic right to access student records, simply because the person is providing services to the school or its students. Access will be denied without expressed written consent of the parent/guardian for each student whose record is to be accessed by the individual.

## Transfer of Records

There should be no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian, or the former student if age eighteen years or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them.

Students' records may be released without prior consent in the following circumstances:

-  To school officials, including teachers and counselors within the school or school system who have legitimate interest.
-  To the courts when subpoenaed.

The Catholic Education Office should be consulted regarding release of student information or records to government officials or to anyone else claiming to be authorized.

## Access by Counselors

School guidance counselors have the need to obtain information and record anecdotal notes about individual students with whom they meet, and to maintain that information during the period of the student's enrollment at the school. These should be kept in a professional manner, and in a format which allows the information and the date obtained to be readily identified and understood.



# Release of Student Discipline Information

Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parent or guardian and the student, if 18 years old or older, and still enrolled in the school. This applies to providing both written and/or oral information.

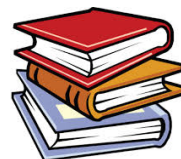


## ACADEMICS

### Curriculum

The academic subjects taught at St. Anthony School coincide with requirements set by the Archdiocese of St. Louis and the state of Missouri. The curriculum consists of the following subject areas:

- ✚ Religion, Family Life Program (Grades 4-8), and Liturgy
- ✚ Language Arts: Reading, Spelling, English, Phonics (K-4) and Handwriting (K-4)
- ✚ Math, Pre-Algebra, Algebra
- ✚ Science
- ✚ Social Studies, Missouri History (4)
- ✚ Art
- ✚ Music (1-8)
- ✚ Physical Education/Health
- ✚ Computer Applications (PK-8)



Curriculum materials are updated periodically and are selected from a list approved by the Archdiocese of St. Louis. Curriculum materials are adapted to group needs. Resource media, audio-visual materials, reference books, library, demonstrations, field trips and periodicals are used to expand the educational program. Computers, instructional kits, Title 1 services and S.A.G.E. are used to challenge and support various learning styles and abilities. Grouping is flexible to allow for individual differences. Students are taught on an individual, small group basis. Some departmental teaching may exist.

## Academic Awards

### Honor Roll

**“A” Honor Roll:** When a student in grades 5-8 earns an “A” average in all subjects graded with letter grades on quarterly report cards, and has no C's, D's, or F's.

**“B” Honor Roll:** When a student in grades 5-8 earns a “B” average in all subjects graded with letter grades on quarterly report cards, and has no D's or F's.



## Missouri Reading Circle

Students may earn this certificate when they have read a certain number of library books in each of the required categories. Reading must be completed and verified by the teacher by April 15<sup>th</sup> so that certificates may be ordered.

## Other Awards

At times, teachers may include other academic awards for which students have qualified. Students are encouraged to participate in additional events (Knights of Columbus, Missouri Conservation, VFW, etc.) for the opportunity to expand their talents and participation in the community.



## Homework and Assignments

We value your role as primary educators of your children. We are here to support you in the education of your child and we believe that there must be communication between home and school for this to happen. One of the ways this occurs is with homework. Most homework is meant to be done so that the student may:




- ✚ practice or attempt a skill independently,
- ✚ allow you, the parent, to be aware of what is being taught in the classroom,
- ✚ give the child an opportunity to complete work that he or she was unable to finish in school and
- ✚ give you, the parent, insight about any challenges your child is experiencing. You can then communicate with the teacher regarding any concerns that you may have.

For the most part, homework is the student's responsibility and should be done with little interference or help from the parent. Studying for tests or listening to oral reading are some of the exceptions.

Assignments may be daily or long range, and may be written or non-written, but, each assignment has a definite purpose and is designed to foster a habit of independent study. Teachers, students and parents have a responsibility in this regard:

- ✚ Teachers write the assignments on the board.
- ✚ Students (grades 3 – 8) copy all assignments in an assignment notebook and note the due date.
- ✚ Missing assignments, due to illness, should be completed in the same number of days as the number of days absent (ex.: 1 day absent=1 day to make up the work)
- ✚ Assignments must be completed as directed by the teacher.
- ✚ Work must be neat and have the proper heading on the paper.
- ✚ Assignments must be turned in on time.

Some homework may require parental direction and looking over homework can give you, the parents, an idea of your child's progress in school. Parents also play an important role in their children's homework. They should:

-  Establish homework as a top priority for their children.
-  Provide a regular time and quiet space for students to complete homework each day.
-  Assist children with homework, but, it is a disadvantage to the student if the parent does the work for the child.

The following has been established as a guide to follow in determining the amount of time your child should spend doing homework.

Kindergarten:	10-15 minutes	Grades 5 & 6:	45-60 minutes
Grades 1 & 2:	20-30 minutes	Grades 7 & 8:	60-75 minutes
Grades 3 & 4:	30-45 minutes		

If, on a regular basis, assigned work takes your child more time than the above mentioned amount of time, please do not hesitate to consult your child's teacher.

## Assessment

### Report Cards

Reports Cards are issued at the end of each grading period to inform students and parents/guardians of progress. Ordinarily the academic year is divided into four grading periods. Each local school develops its own system of evaluating, recording, and reporting student academic achievement.

### Online Grade System

All parents who have children in Grades 1-8 are expected to check their child's academic progress through the school's chosen online grading system. All grades will be updated by Monday of any given week. Access codes for each student are distributed at the beginning of the year. Contact your child's teacher if you need a duplicate.

### Reporting Student Conduct



The teacher in every subject area should report evaluation of conduct to parents/guardians. There should be some uniformity of standards among teachers in evaluating conduct. These standards should be clearly communicated to parents/guardians and students.

### Withholding Student Reports

The school may withhold reports of student progress (both paper reports and online access) if obligations (financial or otherwise) of the parents/guardians have not been fulfilled. Payment in full must be made for all financial obligations to the school before the day of graduation.

## Grading

Grades are used as a tool to indicate the level of proficiency in a subject area in a subject area. Student progress is reported to parents several times throughout the year.

-  Progress reports are available at the midway point of each quarter online. A paper copy is available upon request. Parents/guardians should sign the paper copy and return them to school.
-  Report cards are issued at the end of each quarter. Parents/guardians should sign them and return them to school. Academic progress will be reported in the major subject areas according to the following scale:

### Grading Scale

A+	99-100	C+	83-84
A	95-98	C	79-82
A-	93-94	C-	77-78
B+	91-92	D+	75-76
B	87-90	D	72-74
B-	85-86	D-	70-71
		F	69 and below

Progress in special classes (Art, Computers, Music, and Physical Education, etc.) and conduct will be reported according to the following codes:

<b>O</b>	<b>Outstanding</b>
<b>VG</b>	<b>Very Good</b>
<b>S</b>	<b>Satisfactory</b>
<b>NI</b>	<b>Needs Improvement</b>
<b>U</b>	<b>Unsatisfactory</b>





Grades earned by the student reflect written work and classroom participation. Parents are encouraged to contact the classroom teacher when a student is having difficulty with any subject area.

### Missing or Incomplete Work

An “I” for incomplete work due to excess absences will be given on a progress report or report card in a subject area until all the work is submitted. Students who have missed school should arrange a time to get missed instruction. They should complete missed work within the allotted timeframe or they may receive a score of "0" on their missing work. The allotted timeframe is equal to the number of school days that a student is ill. For example, if a student misses 3 school days, they are allowed three school days to get instructions and complete missing work. All missed work must be turned in on the fourth school day after they return from their absence. Weekends do not count as “school days.”

## Testing and Guidance

Standardized testing will be administered according to Archdiocesan and state directives. Referrals for individual evaluation may be made for students portraying academic or behavioral concerns. The following tests will be administered to the students:

-  Kindergarten screening
-  Iowa Assessment (Grades 4, 6, 8)
-  Grade 3, 5, and 7 may use practice tests in preparation for standardized testing when accessible and deemed appropriate.
-  CoGAT: Cognitive Ability Test (Grades 4, 6, and 8)

# Promotion and Retention

## Promotion

The philosophy of St. Anthony School emphasizes and recognizes student effort; but the responsibility of a successful academic experience is the students'. Students are promoted to each succeeding grade upon satisfactory completion of the work required for the preceding grade.

## Retention

The decision to retain a student should be based on the following criteria:

- ✚ Academic readiness
- ✚ Social and/or emotional readiness
- ✚ Absenteeism/tardiness (See Attendance policies)

The school will confer with the parents before the end of the 3<sup>rd</sup> quarter so the best decision can be made for the child. Retention of a student in the intermediate and upper grades is not always the most advantageous situation. Alternatives to retention such as individualized instruction, tutorial programs, and summer programs are encouraged. However, in specific cases more time on a particular grade level may be needed for some student to acquire the skills ordinarily assigned to that grade level. Final average of two "F's" in major subjects (Religion, Reading, English/language arts, Math, Social Studies, and Science) is criteria for retention. Teachers will maintain close communication with parents concerning these matters.

In some cases, a child in a primary grade may not be considered mature enough or has not mastered the content and skills sufficiently to advance to the next grade. Sometimes it is beneficial for the child to stay a longer time in a particular grade until he/she has acquired the skills to advance to the next grade. Close communication between the home and school provides the constant support and the reinforcement needed by the child. The school will confer with the parents before the end of the 3<sup>rd</sup> quarter so the best decision can be made for the child.

## Library

Students will have a regularly scheduled library visit each week when the library is manned. All library items will be due by the next scheduled library time. Students are issued library items according to the discretion of the librarian.

Books may be renewed but a student must bring the book to the library for it to be renewed. Students can lose library privileges if library items are damaged. Students will be fined the cost of a replacement book for lost or damaged books that he/she has borrowed. Report cards will be held until the fees are paid.

## Textbooks and School Electronic Devices

**School-owned textbooks** issued to students **MUST BE COVERED AT ALL TIMES.**

- ✚ All books should be in a book bag or plastic type bag before going home with students.
- ✚ If a book is damaged, lost or stolen, the student in whose name the book was issued is responsible and must pay the charges set by the school.
- ✚ Students may not write in any hard-bound books.
- ✚ Teachers decide which workbooks the students may write in.

### **School owned Chrome books and iPads**

Students will be assigned a personal Chrome book (grades 3-8) or iPad (grades K-2) for school use. There is a separate handbook outlining the policies for the use of these devices. Please refer to that handbook and read it carefully. **A Loan Agreement form and Acceptable Use form must be signed prior to the first day for distribution.**

## Recess

Recess time is provided for students to socialize and exercise. Lunch recess is offered to all students every day. Grades PK-4 will also have a morning recess.

### General Rules:

- ✚ Students will remain in their designated areas for safety reasons.
- ✚ Students will avoid objects that can hurt other students (rocks, sticks, and gravel).
- ✚ Students will obey the playground supervisor.
- ✚ Students will ask permission from the supervisor before leaving the area for any reason (bathroom, first aid, chase a ball, etc.).
- ✚ Students will line up promptly and quietly when the whistle blows to end recess.
- ✚ Students will walk on the blacktop when lining up and when going to and from the field.



## SPECIAL PROGRAMS

### S.A.G.E. (Sullivan Area Gifted Education)

S.A.G.E. is a program sponsored by the Sullivan C-2 school district for students that display and possess accelerated abilities. Individual students must meet certain academic and testing criteria to participate in the program at Sullivan C-2.

### Title I

St. Anthony School takes advantage of government funding that allows eligible students additional assistance in Mathematics and Language Arts. This assistance is provided by state certified teachers from the Sullivan C-2 School District. Students that qualify for the program will be notified during the fall semester. Tutoring sessions will be held on campus during school hours.

### Students with Special Needs

St. Anthony School will attempt to address the special learning needs of students to the greatest possible extent within the parameters of the schools' financial and human resources. To do less than can be done in this regard is to be exclusive in a faith that is called to be universal. We will fairly evaluate each student special needs and their own capabilities of addressing those needs. The goal of all efforts to address students' special learning needs will be successful mastery of the regular curriculum in the regular setting.



## RELIGIOUS EDUCATION AND SPIRITUAL GROWTH

When children become aware of the power of prayer and if the Eucharist is celebrated meaningfully, an attitude of faith will develop. Armed with the strength obtained from personal awareness of the need for God, it is the hope of the faculty that the students will develop concern for their personal needs, determination in their intellectual pursuits, an interest in global affairs, and a purposeful spirit of dedication and service to God, to neighbor and to country.

Religious education permeates the entire academic program at St. Anthony School:

- ✚ Students have daily scheduled religion class
- ✚ Right to Life is stressed; especially during the month of January when a special liturgy is held, speakers are invited in and students donate to the Pregnancy Assistance Center.
- ✚ We participate in community projects such as visiting nursing homes and collecting food, toys and hygiene products at various times during the year.
- ✚ Students in the upper middle school grades help as servers at Mass.
- ✚ Practice is held periodically or prior to church seasons to review and/or learn new music and responses for liturgy.
- ✚ Students and Faculty attend Mass twice weekly.
- ✚ Students keep a Faith Journal during their time at St. Anthony to help them develop a personal relationship with Jesus.
- ✚ Students are encouraged to make connections between their faith and their learning each day.
- ✚ During Holy Week, students participate in either a Seder Meal or mini retreat activities.
- ✚ Confirmation Candidates attend an off-campus retreat prior to receiving their sacrament.

### Chastity Education

The St. Louis Archdiocesan approved Chastity Education series, the Benziger *Family Life* (2001) is taught at St. Anthony in grades 4-8 each year during the second semester. We fully realize that this is primarily the responsibility of the parents, but the school is here as a help. It is important that parents be aware of just what is being presented at school so that they are able to reinforce the program at home with their own child/ren. Parent information is provided each year to explain the total program. The program is voluntary. Parents are encouraged to contact the classroom teacher with questions about the program.

### Religious Services

Students will attend Mass on Thursday and Friday at 8:00 a.m. They will also attend Adoration on Thursdays, as well as Stations of the Cross during Fridays in Lent. *Parents are warmly invited and encouraged to participate in these services with the school community.*

### Sacraments

Children in the second grade receive the sacraments of Reconciliation and Eucharist. Seventh and eighth grade students receive Confirmation; the time and date are determined by the St. Louis Archdiocesan Chancery Office. Students, and sometimes parents and/or sponsors, are expected to attend several meetings outside school time as part of their sacramental preparation; these will be announced in the school newsletter and the monthly calendar. The sacrament of Reconciliation is offered two times a year for students in grades two through eight. Families are encouraged to attend.

## Service Projects

Students are encouraged to participate in school collections for the needy, tithe weekly to St. Anthony Church or their home church, sing in children's choir, serve or lector at Sunday Mass.

Students participate in the following service projects at school:

- ✚ Mission collections during October and Lent
- ✚ Weekly Mass
- ✚ Ambassadors
- ✚ Cafeteria Service (Gr. 3-8)
- ✚ Classroom Tutoring (Gr. 7 and 8)
- ✚ Safety Patrol (Gr. 7 and 8)
- ✚ Seasonal projects (Christmas Caroling, Pro-Life collections, etc.)



## CONDUCT

### School-Wide Discipline Policy

St. Anthony School strives to be a Catholic, Christian educational community. The essence of Christian behavior is self-discipline. To this end, St. Anthony School uses the ***Discipline With Purpose*** program. Self-discipline is controlled behavior designed to develop responsibility within an individual for his or her own actions. Its ultimate objective is the development of a mature individual capable of self-control and direction. A student should be helped to see clearly the consequences of various behaviors and to realize that choosing certain behaviors means also accepting the responsibility of the consequences. Parents and school personnel must support each other in establishing rules and consequences to achieve proper student behaviors. Communication between home and school is vital to achieve this goal.

***Teachers have the right to teach and all students have the right to learn.*** The three main rules that affect the daily living together of all members of the school community are these:

- ✚ Respect yourself, others, and things
- ✚ Contribute to the learning environment
- ✚ Follow school and classroom procedures

***The 15 Self Discipline Skills are introduced and practiced throughout the school in all grades.***

The first five skills are called Basic Skills. They are difficult for children in Kindergarten through the end of grade 3 to demonstrate on their own without help. The most basic of all skills is Listening. It reminds us that people need people in order to get along in an institutional environment.

- ✚ Listening
- ✚ Follow Instructions
- ✚ Ask Questions
- ✚ Share Time, Space, and Things
- ✚ Exhibit Social Skills



The second five skills are called Constructive Skills. Children in grades 4-7 are developmentally ready to learn these 5 skills. Learning the rights and responsibilities expected of members of our society requires citizens to use Constructive Skills

- Cooperate with Others
- Understand Reasons for Rules
- Complete a Task
- Exhibit Leadership
- Communicate Effectively

Five additional skills are learned from grades 7 - 12. The last five skills are called Generative Skills. The demonstration of Generative Skills requires a more comprehensive world view. People are motivated to demonstrate these higher-level skills when the needs of others can be recognized and are considered to be important.

- Organize Time, Space, People, Things
- Resolve Problems
- Initiate Solutions
- Distinguish Fact from Feeling
- Sacrifice/Service to Others

## Classroom Discipline Policy

Each classroom teacher has adopted some version of the three main rules. The teachers work with the children to make sure the rules are understood and the reasons for the rules are taught. Children learn that each adult may have different procedures to helping them follow the rules. Each classroom/grade level has established a Discipline Cycle that rewards positive behaviors and outlines consequences for undesirable behaviors. All parents will be informed about the discipline cycle at the beginning of the year. A goal of each classroom discipline cycle is to help your child grow in self-discipline skills. Students who are unable to do this, and have completed the classroom Discipline Cycle will be asked to complete a Student Incident Report or Behavior Notice. The teacher will help the child with finding ways to use self-discipline to improve their behavior, and/or to find ways to make amends if there was injury to another's feelings. Notices are tracked by the student's homeroom teacher, but may be given by any adult supervisor.

- Notices are either written or stapled in the student's assignment book,
- Parents are requested to sign the assignment book or the form, letter, etc. and have the student return it the next day, to the responsible teacher.

If a student receives a certain number of these reports within the teacher's designated time, then s/he receives an Office Referral. This is sent to the principal or counselor with the student so that the child can be retrained in the self-discipline skill which s/he is lacking or counseled about their behavior. Parents will be notified when their child receives an Office Referral and a time for retraining or counseling will be arranged.

**School wide definitions for misbehavior have been established for use by all grades.**

### ***Misbehavior is:***

- Disregarding general expectations of the classroom, playground or cafeteria.
- Disrespect toward any teacher/adult supervisor or classmate. Examples include talking back, arguing, inappropriate language or voice, fighting, etc.
- Willful cheating, contracting out classroom and /or homework, changing grades or forging a signature.
- Out of school conduct which seriously detracts from the reputation of the school.
- Any other behavior that interrupts the learning environment of other students.





## Classroom Rewards Policy

Students, who choose to follow the rules, will experience a variety of rewards including some of the following:

- ✚ Satisfaction of doing the right thing
- ✚ Verbal praise from the teacher, principal, etc.
- ✚ Increased trust and more privileges
- ✚ Motivational rewards
- ✚ Small group rewards
- ✚ Whole class rewards
- ✚ Others, as selected by teacher

## Sportsmanship

Catholic schools should strive to be exemplary models of Christian behavior and sportsmanship in all athletic events. Administrators, coaches, and moderators should consistently model and emphasize the importance of Christian behavior and sportsmanship and should frequently emphasize its importance to participants and spectators, including parents and other fans.

## Severe Misbehavior Policy

Occasionally removal from the group is necessary to protect a student and/or the learning environment of the school. This is necessary when a student:

- ✚ Is in physical or psychological danger or puts another in danger.
- ✚ Is irrational or unreasonable.
- ✚ Pushes beyond the limits of respect in speech and action.
- ✚ If repeated correction from an adult does not help the student gain self-control.

Any of these actions could result in the enforcement of the Archdiocese of St. Louis Violence Protection Policy (See *Violence and the Threat of Violence*), suspension, probation, or withdrawal for cause.

***NOTE: Serious infractions such as possession of drugs or weapons or severe physical or moral misconduct could result in an immediate detention, suspension, probation, withdrawal for cause, etc.***

## Violence and the Threat of Violence

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all person that is the basis of community, and the

rights and responsibilities of all persons that is the basis community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment, assault, possession and/or use of a weapon; and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm a person. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.

School shall develop and implement strategies to prevent violence and to address situations resulting from violence. Schools shall implement effective supervision and security procedures.

All reported or observed instances of violence and threats of violence, whether they occurred on or off school premises, shall be addressed in a timely, serious, and appropriate manner according to the requirements of state and local laws and accepted educational practice. The safety of all students, faculty, and staff is to be given the paramount consideration when making decisions regarding the discipline of persons who violate this policy.

Students and parents/guardians are encouraged to report concerns regarding potential acts of violence to an administrator or teacher. Teachers are required to report pertinent concerns and/or pertinent information regarding specific students to the school administration promptly.

If a student engages in serious, threatening, or violent behavior the following steps will be taken:

- ✚ A student will be removed from any contact with the school and a meeting will be held with the parents regarding consequences.
- ✚ The pastor, the Catholic Education Office, and civil authorities (if necessary) will be contacted.
- ✚ The student's behavior will be reviewed to determine if grounds for withdrawal for cause is warranted.
- ✚ If a student is not going to be withdrawn for cause, before a student can continue to attend or be readmitted to St. Anthony School the administration must receive, reasonable assurance that the student does not pose a threat to self or others. In this case the following steps will be taken:
  - a. The parents will be informed that the student must remain at home until a mental health professional gives reasonable assurance in writing that the student is not a threat to himself/herself or others.
  - b. Staff and students (and their parents/guardians) who may have been the target of the violent behavior will be informed of the threat and the actions taken to deal with the threat.

## Weapons Prohibition

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of St. Anthony School is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms.

## Harassment

Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical or visual.

Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know.

If after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken.

## Suspension

*Suspension is the removal of a student from all classes for a specified period of time.*

A student will be suspended from school for smoking, possession or use of illegal drugs or alcohol, possession or use of a weapon, acts of violence, displaying serious un-Christian behavior or repeated infractions of school rules. The principal will inform the pastor of the reason for such a suspension and then will contact the parents, giving the reason, length and terms of the suspension. A conference will be held with the parents, student, principal, teacher and sometimes pastor before the student returns to school. This conference will state specifically the conditions for re-admittance.

## Probation

*Probation is the continued enrollment of a student, but with specified conditions.*

If a student is placed on probation, the parents/guardians will be informed in writing. The communication will state the reason for the probation, the period of time of the probation and conditions of the probation and when the probation will be reviewed, continued, or ended. A signed contract between student, teacher, parent and principal may be required. Any time during the period of probation, any major infraction of a school rule or series of minor infractions may result in withdrawal for cause.

## Withdrawal for Cause

*Withdrawal for cause is the permanent end of enrollment of a student from a school.*

Withdrawal for cause of a child from school is serious and will be invoked only as a last resort. Usually, a period of suspension and probation would be used before a withdrawal for cause is initiated. However, it may be necessary to dismiss a student from the school because of conduct that threatens the physical and moral welfare of other students. The principal and pastor make the final decision and communicate it to the parents along with a full statement of the reasons for the action. When considering withdrawal for cause, a full description of procedures will be given to individual parents/guardians and students.



## EXTRACURRICULAR ACTIVITIES

All extracurricular activities (outside of school hours) must be approved by the principal. These activities must have evident educational purposes. The purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult should act

as moderator of the activity. These adults must adhere to the Safe Environment Policy requirements. Parent's/guardian's permission must be obtained for a student to participate in extracurricular activities.

## Student Council

St. Anthony School Student Council is made up of elected officers (Grades 6-8) and 1 elected representative from each grade (Grades 1-8). Students participating in Student Council must meet certain academic and behavior criteria. Elections will be held in the spring of each school year and the students' current grades will be used as an eligibility basis. The council will meet once a month during school hours and will sponsor various social and educational activities throughout the school year.

## Speech Club

St. Anthony School offers students in grades 5 – 8 the opportunity to serve on our Speech Team. The students have the opportunity to participate in the Bellarmine Speech League among students from around the Archdiocese of St. Louis. (If there is a sponsor)

## Safety Patrol

Seventh and Eighth Grade students have the opportunity to serve as Safety Patrol monitors.



## Student Publications

Student publications must be the work of students under the leadership and careful supervision of faculty. These publications (print and electronic) should meet the requirements of good journalism and should reflect the Catholic philosophy and mission of the school. These publications include newspaper articles for the Sullivan Independent News and the school yearbook..

## Sports

St. Anthony offers volleyball, cheerleading and basketball to students in grades 5-8, with conditional participation for 4<sup>th</sup> graders. In the event that there are not enough participants for a school team, alternative opportunities will be available for those interested.

## Other Clubs

St. Anthony may offer the opportunity for other clubs, if interest and moderators exist. These clubs include, but are not limited to, Chess Club, Game Club, Book Club, Archery and Robotics.



# STUDENT APPEARANCE

## Dress and Grooming

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and will not be allowed.

**We understand that each family has their own standards of tolerance for behavior and dress. We ask that you respect St. Anthony's standards while your child is at school. The reason we have a uniform policy is so that the students know what is acceptable dress while in attendance. We have very high modesty and presentability standards which are enforced because students are representatives of our school.**

Uniforms are worn in all grades K-8. If your child is not dressed in the appropriate uniform, a note will be sent home so that you can correct the problem. If the situation is not corrected, the discipline cycle will be used.

**The following rules apply unless there is a special day allowing the suspension of these regulations (ex: Mission Carnival Face Painting, Hat Day, Wear Your Bling Day, etc.).**

## Uniform Conditions

Uniforms should be worn in good condition: no holes, unraveling hems, etc. Clothing that is extremely faded so as not to represent the uniform color should be replaced.

## Basic Uniform—K-6 Grades

All uniform style pants and shorts are to be SOLID, DARK NAVY BLUE.

- No cargo, Capri, carpenter, or low rider styles, flared legs, extra flaps, pocket embellishments, denim or tight-fitting pants (skinny/jeggings) allowed.
- No extra pockets allowed on the legs of the pants.
- A guiding length for shorts is not shorter than 3" above the knee and not below the knee.
- Back pockets do not have to be inset but must not contain double stitching.

Shorts are permitted throughout the school year. However, parents and students should understand that we will go out for recess as much as possible even in cooler weather. Students should dress appropriately for the cooler weather.

Solid white or medium/heather gray uniform shirt or woven shirt with a collar, with the option of a polo embroidered with the St. Anthony crest.

Sweaters must be solid dark navy, red or ash gray, and can be button cardigan, vest, or pullover cardigan with no hoods. A separate school shirt must be worn under the sweater.

Sweatshirts must be from the list of approved school sweatshirts. Only approved sweatshirts may be worn in the classroom or inside the school during the school day. A uniform shirt must be worn under all sweaters or sweatshirts.

- Solid (no other writing or design) ash gray, red or navy-blue sweatshirts may be worn.
- Ash gray, red or navy-blue sweatshirts with the St. Anthony logo on the front may be worn.

- Hoodies and quarter zip front sweatshirts may be worn. These must be red, navy blue, or ash gray with the option of the St. Anthony logo on the front. If hoodies are worn, the hood may not be worn on the head while inside the school building.

Belts are a mandatory part of the school uniform for grades 3-8 and must be worn with all pants and shorts that have belt loops. Any appropriate solid, dark colored belt may be worn. Belts are optional for grades K-2.

If a t-shirt or undergarment is worn under the shirt, it must be solid white, with no writing.

## Shoes, Socks, and Leggings

- ✚ Socks: any solid white, navy, black, brown, or tan matching socks may be worn. Pre-stitched athletic emblems are allowed.
- ✚ Girls may wear navy or white leggings or tights under skirts or shorts.
- ✚ Enclosed tennis shoes must be worn; no other options are allowed except on dress-up days.
- ✚ Tennis shoes should be brought for recess and PE on dress up days.

## Uniform Options for Girls

Girls may wear a solid, dark navy-blue jumper, dark navy blue or school plaid skirt or culottes. Skirts, jumpers and **culottes may not be more than 3" above the knee in keeping with modesty**. School plaid skirts (pattern "clear blue plaid") may be purchased through Fischer's/Just Me Apparel or Land's End Uniforms (see website for photos of St. Anthony pattern "clear blue plaid"). Navy blue skirts can be purchased through any retailer as long as they meet the above guidelines.

### Uniform Options for 7<sup>th</sup> and 8<sup>th</sup> Grades ONLY

#### Shirts

- ✚ In addition to the basic uniform for K-6, students in 7<sup>th</sup> and 8<sup>th</sup> grades may also choose to wear a woven or polo style uniform shirt with a collar that is navy or maroon with or without a St. Anthony School crest.


#### Pants, Shorts and Girls' Skirts

- ✚ Uniform style pants or shorts must be solid true KHAKI, **not stone or brown**, or can be DARK NAVY BLUE in color. If you are not purchasing through Fischer's/Just Me Apparel or Land's End, please do not trust the manufacturer's description regarding the color conformity. If you have any doubts, please ask the principal to approve the clothing before wearing it to school.
- ✚ No cargo, Capri, carpenter or low rider styles, flared legs, extra flaps, embellishments, extra pockets, or denim or tight fitting (skinny/jeggings) can be worn.
- ✚ Girls may wear khaki skirts in addition to the plaid and navy-blue skirts.

## Non-Uniform Days

Non-uniform days, including Field Day, are given as a treat, reward or a means to raise funds.

- ✚ The clothing acceptable on a non-uniform day must be appropriate, clean and in good condition (jeans, cargo, Capri, etc.).
- ✚ All shirts must have sleeves.
- ✚ School appropriate shorts (**no shorter than 3 inches above the knee**) may be worn. **THIS WILL BE STRICTLY ENFORCED!**
- ✚ There may be theme days when color of the shirt or clothing is specified.

 If a student is not able to conform to the theme, the school uniform must be worn.

## Uniform Code for S.A.G.E. Students

If your child attends S.A.G.E. all day, and does not return to St. Anthony for any part of that school day, he or she may wear clothing that complies with the public school's dress code. If, however, your child attends S.A.G.E. only on part of a day, and St. Anthony for part of that day he or she must change into his or her St. Anthony uniform upon arrival at our school.

### Make up and Body Art

Make up is not to be worn. One exception is Picture Day, on which girls may wear light, tasteful makeup limited to mascara, blush and lipstick.

Tattoos and other "body art," even if temporary, are not allowed. Nail polish on fingernails must be clear.

### Jewelry

All jewelry and accessories must be tasteful and school appropriate. Girls and boys may wear rings, bracelets and watches that are non-offensive and in good taste. Jewelry deemed by the teacher or principal to be a distraction to the learning environment (because of noise, number, size, or because it is a hot discussion topic, etc.) must be removed upon request. Understandably this is a subjective decision, but the teacher has a right to determine if it is a distraction. Students' arguing about if they can or cannot wear the item(s) also becomes a distraction.

### Earrings/Piercings

If earrings are worn, they must be small, post earrings (no hoops or dangles) for safety reasons. Boys are not allowed to wear earrings during school hours. Jewelry for body piercings other than ears is not allowed during school hours.

### Bracelets/Watches

Students may wear one watch and one bracelet on their person.

### Necklaces

One necklace may be worn by each student around their neck.

### Hats and Hair Accessories

Hats may not be worn at any time during the school day, except on designated "Hat" days or outside at recess. Scarves, do-rags and other materials may not be used as headbands or hair accessories. Hair accessories should not be distracting to the learning environment.

## Personal Hygiene

The practice of good hygiene is expected of all students: regular bathing, oral brushing/flossing, etc.

## Hair: Boys and Girls

Hairstyles and unnatural colors that draw undue attention to the student are not allowed. The administration reserves the right to make decisions necessary regarding this matter. Extensions or weaves are not allowed. Hair should be kept out of the student's face. Boy's hair must be off the eyebrows, off the shirt collar, and no longer than mid-ear and must be worn loose. Upper grade boys must be clean-shaven at all times.



# HEALTH AND IMMUNIZATION GUIDELINES

## School Partnership

The School Partnership Nurses of SSM Cardinal Glennon Children's Medical Center, the Catholic Education Office, and the Health Advisory Committee of the Archdiocese have developed guidelines for the schools of the St. Louis Archdiocese.



## Guidelines, Procedures and Documentation

State law requires that health forms must be kept up to date in the office. Please notify the school of any changes or additions to your child's immunizations, disease or serious illness. A health nurse inspects the immunization records yearly.

- ✚ Prior to registration for school, students are required to be immunized against diphtheria, tetanus, and Pertussis as well as measles, rubella, polio, mumps, and Hepatitis B.
- ✚ Students in Kindergarten through eighth grade are required to have two doses of a measles containing vaccine (MMR, MR, or Measles vaccine) and must have received the last dose of polio, diphtheria, Pertussis, and tetanus on or after their fourth (4<sup>th</sup>) birthday. Students in Kindergarten through eighth grade are also required to have three doses of Hepatitis B. Kindergarten students must have one dose of varicella (chickenpox). Students in 8<sup>th</sup> grade must have one TDAP and one MCV vaccination.
- ✚ It is unlawful for any student to register for school unless he/she has been immunized as required under the rule and regulations of the Division of Health of the Department of Public Health and



Welfare. If any parent does not wish his/her child to be immunized, law requires a signed "Exemption Form" so stating to be sent to the school and placed in the child's health file.

- ✚ Vision screenings are provided each year for students in grades 1, 3, 5, and 7.
- ✚ First aid is administered for minor scrapes according to parent direction on emergency form.
- ✚ Illnesses: Since children are in close proximity in a classroom, diseases spread rapidly. When not feeling well children are usually more comfortable within their home environment; therefore, please do not send your child to school if he/she is running a temperature, has a rash, inflamed eyes, etc. **A child must be free of fever (without medication), vomiting, and diarrhea for 24 hours before returning to school.**
- ✚ A child suspected of head lice must be removed from school, treated and re-inspected before being readmitted to school. Parents should notify the school if their child has head lice. A note from the pediatrician must accompany the student upon return to school that the student is "nit free." Students in all grades may be screened if necessary.
- ✚ If a student has a special health problem such as diabetes, severe allergic, etc. his/ her teacher and the office should be made aware of this at the beginning of the school year, and kept aware of any changes throughout the school year.
- ✚ If a child becomes ill at school, the office will determine if the child is to be sent home.

## Communicable Diseases

Gospel values of compassion and justice, as well as good current medical information will guide our response in the following areas: education, health practice, enrollment and admission to St. Anthony School, and the procedures to be applied to students or an employee who has a communicable disease. This includes one who is HIV infected, has ARC or AIDS. The decision to admit a child with HIV will be made by a committee composed of representative from the CEO, the pastor, the principal, the parents, and the attending physician. Should this team be unable to reach a consensus on the course of action to be followed, the matter will be referred to the Superintendent who will make the final decision.

Schools of the Archdiocese of St. Louis will follow the recommended policies and procedures on communicable diseases established by the Missouri Department of Health and Senior Services.

## Administration of Medication in School

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illness or disabilities. Physicians should be aware of the problems associated with giving medication in schools. They may be able to change time schedules so medication can be given before and/or after school hours. A new written prescription and a new prescription container must be provided each new school year. Any pupil required to take prescribed medication during regular school hours must comply with school regulations: Written orders from the physician must include the following:

- ✚ Name of student
- ✚ Name of medication
- ✚ Dosage (any change must be submitted in writing)
- ✚ Time interval the medication is to be given (If the medication is given as needed, a plan is required)
- ✚ Duration of the treatment
- ✚ Diagnosis or reason for medication
- ✚ Drug allergies of the student
- ✚ Written permission by the parent/guardian requesting the school comply with the physician's order.

The volunteer School Nurse, Principal or School Office Staff has the right to contact your child's physician to clarify a medication order. Physician name and number must be on file for emergency authorization.

The above requirements also apply to ALL inhalers or other asthma treating devices. Asthma Action Plans must be on file with inhalers.

All medication should be brought directly to the school office in a container appropriately labeled by the pharmacy or physician. A current prescription label on container may serve as a physician's order.

**Medicine must be handed from an adult to an adult. Students must not have medicine in their hands ever.** The Principal, Health Aide, or trained staff member will dispense the medication. All medication will be kept in a locked cabinet unless it requires refrigeration. Cough drops should be given to the teacher to be dispensed as needed. Lip balm is permissible but may not be shared.

### Over the Counter Medication

If a prescription drug or over the counter drug is to be administered, a doctor's permission slip is to be sent to school with the medication. School personnel are never permitted to give pain relievers, unless medication is sent to the school office and a permission slip with the doctor's signature is on file.

### Storage of Medications

All medication sent to school will be kept in a secured lock place under the supervision of the administration. Students may **not** carry medicine on their person unless approved by the Principal. Students may **not** share medication with others. Parents may **not** give permission to administer medication different from the doctor. A trained staff member will be assigned to administer medication. Proper documentation must be kept on every dose given.

## Physical Examination Requirements

Students should have a complete physical examination upon entrance to kindergarten, third grade, and sixth grade. All new entrants at any grade level should have a physical examination if they have not had a physical in the past 12 months.

## Medical Conditions

A student enrolled in a Catholic school that has a significant or potentially life-threatening medical condition may require special consideration. Schools should take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.

## Immunizations

Missouri law provides that children may not enroll in school until all immunization proof is provided. Missouri State Law requires that all children be adequately immunized. Up-to-date health and immunization records must be on file in the school. Students may be exempted from immunization for medical by completing a Medical Immunization Exemption Form signed by a licensed doctor of medicine or exempted for reasons of religious objection by completing a Religious Immunization Exemption Form. The original form must be in the school office prior to the child's entrance into school.



## Wellness Policy

The St. Anthony Wellness Committee has adopted the following established policies from the Archdiocese of St. Louis aimed at achieving the nutrition, physical activity and nutrition/physical education goals of the Wellness Program at the school. A copy of this is on file at the school.

Students in grades preschool through eighth grade will be provided access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students, and meet the nutrition requirements of the U.S. Dietary Guidelines for Americans.

A clean, safe and pleasant environment will be provided with an adequate amount of time to eat.

There are opportunities, support, and encouragement to be physically active on a regular basis while in the school setting. The use of physical activity (running laps, pushups) or withholding opportunities for physical activity (recess, physical education class) as punishment will not be practiced. In extreme cases or at parent request, the student may be kept in for half of the recess or P.E. time.

Health and nutritional education and physical education to foster lifelong habits of healthy eating and physical activity will be practiced. St. Anthony School will strive to establish linkages between health education and school meal programs, and with community related services.

A policy that does not allow food sharing is for the health and safety of our students. The first concern is disease transmission. Simply sharing food becomes a mode of transmission when food touched by a person's hands and/or mouth is consumed by another person. The possibilities are legion: Hepatitis A, mononucleosis, herpes simplex, a host of bacteria and viruses that causes gastroenteritis. Another concern is students with life-threatening food allergies. Children may think that a certain food is safe for the allergic child to have, not realizing that the food was made in a plant that processes foods to which that child is allergic. In this case, innocently sharing food could cause a life-threatening emergency.

Students are allowed to have a snack during morning recess. The snack must be in compliance with the Wellness Policy. This states that snacks must be healthy for the child. Snacks that are high in sugar, fats, and sodium are not considered healthy; therefore, do not send them as a snack. Teachers have the right to decide if a child's food choice is healthy. Some examples of acceptable snack choices are listed below:

- any fresh fruit or vegetable
- dried, unsweetened fruit
- whole grain crackers/breads/pretzels
- unsalted pretzels
- plain popcorn
- Lar-a-bars
- trail mix without candy

- any kind of nuts
- hard boiled eggs
- cheese cubes or sticks
- homemade muffins
- 100% juice



## GENERAL PROCEDURES

### School Hours

School opens at 7:20 a.m. Students are not allowed in the school building until the middle doors are open. If a student is dropped off before 7:20 a.m. they will be sent to the Before Care Program. The school closes at 3:15 p.m.; students will be sent to After Care if they are not picked up by 3:15 p.m.

### Office Hours

The school office hours begin at 7:30 a.m. and end at 3:30 p.m. The main phone number for the school is (573) 468-4423; the Before- and After Care director can be reached at (573) 468-6297. In case of an emergency and no one is in the office to answer the phone, contact St. Anthony Rectory at (573) 468-6101.

### Directory of School Families

The student's family name, student's name and grade, address and phone number is listed in our annual school directory and distributed to each school family. Any family that does not want this information distributed should inform the school in writing.



### School Pictures

School pictures will be taken in the fall of each year. During the fall sitting, dress-up clothes must be worn. Dress up clothes are considered to be dresses, slacks, skirts, nice blouses or button-down shirts, polos, low heels or dress shoes (tennis shoes are acceptable, since the students will be playing at recess). Other items that may be worn are suits or ties. Clothing should be modest and appropriate. Dress up clothes do NOT include jeans, shorts, leggings or stretch pants, tank tops, T-shirts or boots. Yearbooks will be sold in the spring of the school year and will be distributed the following academic year. Any parent that does not want their student included in the memory book should notify the school in writing.

### Media and the School

Members of the media will not be on school property, unless they are invited guests. They will not be allowed to interview students on matters unrelated to the purpose for which they were invited.

### Publicity

At the beginning of the year, a Media Release Form will be sent home asking for permission to use your student's picture and name for publicity purposes. This could include promotional brochures and newspaper articles/pictures.

## Forgotten Items

Our policy is that students do not call home for forgotten items. However, if parents bring a child's forgotten item to the office, we will get the item(s) to the student as soon as possible.

## Cafeteria

Each day, the school serves a hot lunch. Students are encouraged to take advantage of the meal provided. Free or reduced-price meals are available for those in need. This is handled through the office on a completely confidential basis. Please contact the principal for more information.

- ✚ If a child has forgotten his or her lunch, they should check with the office to see if it was brought in. If not, the student will be provided with the school lunch and the parents will be billed for that meal.
- ✚ Meal money should be sent to school on Monday or the first day of the school week, in an envelope marked with the child's name, grade and amount of money. Lunch is \$3.00. Milk may be purchased at lunch for 50¢/carton.
- ✚ A regular meal financial statement will be sent home to parents.
- ✚ Students need to realize that while dining, the conversation level must be kept at a reasonable level (no loud talking, shouting or excessive noise). We must be considerate of others who are trying to enjoy their meal.
- ✚ Students are responsible for placing their own trays, silverware, trash, etc. in their respective places. Classes are responsible for neatness of tables and making sure the floor is clean near their places.
- ✚ Students may not leave the cafeteria until the supervisor is ready. The supervisor will dismiss students by grade level.
- ✚ All lunch boxes should have the child's name and grade clearly marked on it.
- ✚ Parents are invited to come and eat with their child. Parents are asked to notify the office by 10:00 a.m. the day they intend to dine with their child. If they would like to purchase a lunch, please let the office know before 10:00am.
- ✚ Students that bring their lunch should not bring glass bottles or sharp objects.
- ✚ Fast food and soda are **NOT** allowed during lunch hours with the exception of class rewards.

## School Time Visitors and Message Policy

In justice to the pupils entrusted to the school, it is necessary that all school time be devoted to instructional purposes. Therefore, conferences with the teacher or principal will be held only by appointment and not during instructional time. Instructional time begins at 7:50 a.m. and ends at 3 p.m. Students will not be called to the phone unless there is an emergency; and messages will be delivered only via the office. Parents and visitors must stop at the office upon entering the school. The secretary or principal will call students if they are needed.

## Electronic Device Policy

Unfortunately, due to many devices having outside, unrestricted internet access, there is a high risk of inappropriate content reaching a child or being shared with another child. Therefore, all personally owned electronic devices, including cell phones, handheld games, gadgets, beepers, etc. will not be allowed to be brought to school or Before- or After Care. This is to help prevent unauthorized access to inappropriate websites, games, emails, texts, and other information. Students needing to contact their parents can request to use the phone in the office. The first offense will result in the parent being called

and informed of the violation. The device will be kept in the office and given to the student at the end of the day with a note to be signed by the parent. The second offense will result in the device being confiscated until the parent personally comes to retrieve it. The third offense will lead to disciplinary action, such as in school suspension or detention, as deemed appropriate by the principal (**School Board Policy Addition Aug 2016**). School personnel may search any portion of school property, including student lockers, desks and cubbies, without prior notice, student consent, or a search warrant. Furthermore, the school reserves the right to search any item brought onto school property such as a student's backpack, purse, jacket, or the like.

## Search and Seizure

School officials with sufficient reasons to do so may search a student's locker or desk.

Staff members can request that students disclose items on their person or in their immediate possession. If a student refuses, parents will be contacted and disciplinary action could result. Items that are distracting to the learning environment may be taken from the student and returned to the parents in person. These items included, but are not limited to: electronic devices, toys, gadgets, hand-held games, playing cards, water pistols, cell phones, Pokémon or other trading cards, beepers, skateboards, laser pointers, etc.

Schools choosing to use specially trained dogs to insure they are free of contraband, such as drugs are a part of a comprehensive plan for maintaining a safe school environment. The individuals and dogs used for such searches should be appropriately trained and certified. Evidence of such training will be obtained by the school prior to engaging their services. Lockers, other school property or any item brought onto school property identified as containing contraband may be opened in the process of the search. The school may use this method of search and may employ it without prior notice to parents or students.

## Locker Policy

Lockers are issued to students for the storage of books, school supplies, backpacks and coats or jackets. All contents must be kept neatly organized inside the locker at all times, with no articles hanging out when the door is closed. No tape is allowed inside or outside the lockers.

## Gum and Snacks

Students are not allowed to have snacks other than at recess unless proper permission has been given by the teacher and/or principal. Gum is not allowed on school property or at any school functions without prior approval from the principal and only with teacher supervision.

Snacks are provided for the preschool and Kindergarten children in the morning. Any other student who wishes to enjoy a snack during the morning recess is allowed to bring it from home. However, snacks must be in accordance with the St. Anthony Wellness Policy. Teachers have the right to decide if a student's snack meets the Wellness Policy. The students will eat their snacks at the designated area before engaging in playtime activities.

## Tobacco



St. Anthony School prohibits tobacco use at all times. Smoking, the use of smokeless tobacco, or the possession of such items is considered serious. A student will serve a three day in-school suspension for the above. A probation time will follow.

## Alcohol, Drug, and Substance Use and Abuse

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.

Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved.

## Field Trips

Field trips are arranged to enhance and broaden the basic curriculum. These are privileges afforded to students. They are used to connect the lessons of the classroom with the broader community. Participation in a field trip is a privilege, not a right, and even though money has been paid, the school reserves the right to withhold participation of any student who has displayed inappropriate behavior.

Schools cannot accept e-mails from a parent giving permission for a student to participate in a field trip experience in lieu of the standard permission form. However, a **signed field trip permission** form that is faxed to the school may be accepted.

## Attire

In most circumstances, students generally wear their St. Anthony red field trip T-shirt and uniform bottoms on all field trips. Students must wear an approved red St. Anthony field trip shirt. If a student does not have a red St. Anthony field trip shirt, a shirt of a like color should be worn and a red St. Anthony shirt purchased/obtained by the next field trip. In addition, jeans or other non-uniform bottoms may be permitted at teacher discretion. **Students must adhere to the attire code on the field trip permission form.**

## Chaperones

St. Anthony faculty and staff welcome assistance from parents to act as chaperones or supervisors on student field trips. Participating in this type of activity is just one more way of taking an active part in your child(ren)'s extended education and enjoyment. To ensure the well-being of all students involved, parental chaperones must:

- ✚ Have submitted a child abuse/criminal background check form to the *Missouri Family Care and Safety Registry*.
- ✚ Have attended a "Protecting God's Children Workshop" as per the requirements of the St. Louis Archdiocese. Please contact the office for further information.
- ✚ Have *signed the Archdiocese of St. Louis Code of Ethical Conduct for Clergy, Employees, and Volunteers Working with Minors*
- ✚ Parents may not bring any of their other children if they are accompanying/chaperoning on a Field Trip. Parent chaperones may choose to transport only their child/ren if written communication is provided to the school prior to the activity.

## Payment

Parents and guardians must pay their admission and transportation fees for the field trips. The teacher and/or staff member will provide all necessary fees and information to both parents and students prior to the field trip. **If there is an issue with the fees, please contact the principal or the classroom teacher before the field trip.**

## Permission Slips

St. Anthony uses the St. Louis Archdiocesan field trip form. These official school permission slips must be signed and returned to the school in order to participate. No child will be permitted to accompany his/



her class on a field trip unless this written permission has been signed and returned by the parent/guardian. No exceptions will be made. A phone call or hand-written note will not take the place of the official form (**Archdiocesan Policy # 5202.83**).

## Transportation

Whenever possible, St. Anthony School will use bus transportation by an insured carrier for field trips. Students are expected to ride the transportation provided on a field trip. Private passenger vehicles may be used when a small number of students are involved with an activity or the cost of commercial transportation is prohibitive. Volunteer drivers must adhere to the following criteria:

- ✚ Drivers must have a valid, non-probationary drivers' license and no physical disability that may impair the ability to drive safely.
- ✚ The vehicle should have a valid registration and meet state safety requirements.
- ✚ The vehicle must be insured for minimum limits of \$100,000 per person and \$300,000 per occurrence.
- ✚ Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting.
- ✚ Every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system.
- ✚ Adults are not permitted to smoke in the vehicle.
- ✚ Child passenger restraint system: Children younger than four years of age, regardless of weight, are required to use an appropriate child passenger restraint system. Children weighing less than 40 pounds regardless of age are required to be secured in a child passenger restraint system appropriate for the child. Children who are four but less than eight years of age and who weigh less than 80 pounds and are less than four feet nine inches tall must be secured in a child passenger restraint system booster seat appropriate for the child. Children who weigh at least 60 pounds or children taller than four feet nine inches must be secured by safety belt or booster seat appropriate for the child.
- ✚ Enroll as a part of the *St. Anthony School Volunteer Drive Program* in the office  
*NOTE: This would cover drivers under Archdiocesan insurance while acting as volunteer drivers. The Archdiocesan insurance will be excess coverage over the automobile insurance maintained by the volunteer.*
- ✚ Annually provide the school with copies of a valid driver's license, their vehicle registration, and proof of insurance coverage.

## Buildings and the Political Process

School facilities, assets, materials, equipment, mailing lists, or personnel should not participate in partisan political activity.

School will not distribute or post materials that support or oppose or exhibit bias for or against any candidate or party on school property, in school organization publications or activities, or on school websites.

School will not allow school representatives or employees to endorse or oppose candidates during official school duties, activities, or functions.



School will not allow school representatives, employees, or others to endorse or oppose political candidates by using school or parish equipment or services such as telephones, copiers, fax machines, computers, Internet access, and e-mail.

School facilities will not be made available to candidates seeking election except for participation by a panel of all legally qualified candidates for a particular office. The discussion MUST include discussion of a broad range of issues; must allow each candidate to present his/her views; must ensure that questions are posed in a non-partisan manner; and must not allow the moderator to comment in a way that implies approval or disapproval of any candidate's response.

NOTE: *Town Hall* meetings requested by already elected officials may be held on school/parish property as a service to the community. Further guidance regarding the involvement of schools with the political process in light of the church's tax-exempt status is available through the Catholic Education Office.

# Party Time!

## Parties and Birthdays

Classroom parties are held to celebrate reception of Sacraments and Christmas. Students do not exchange individual gifts at parties; they can exchange Valentines during Valentine's Day.

For birthday celebrations, one food treat item may be sent for your child's classroom. This would mean ice cream or cake or candy or one cupcake. Water is available for students during birthday celebrations. Beverages (soda, juice, etc.) are **not** to be sent as part of the celebration (**Local Wellness Policy, 2006**). Please check with classroom teacher for peanut allergies in the classroom.

Balloons, flowers and other delivered gifts are not sent to the classroom, but are picked up in the office by the student at the end of the school day.

**In order to prevent hurt feelings and sadness among the students, individual, personal party invitations may only be distributed in school if ALL students in the classroom are receiving one. Otherwise, invitations will need to be mailed.**

## Use of Copyrighted Materials

All Catholic Schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music, multi-media presentations, and Internet web sites and resources.

No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purposes within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations.

Students and teachers should be aware of the seriousness of the ethical and legal issues relating to unauthorized copying and software piracy. Individuals or schools that knowingly violate copyright laws are liable to persecution and fines up to \$150,000.00. Insurance protection of the Archdiocese of St. Louis will not be extended to staff, students, and others who violate copyright laws.

The primary purpose of copyright is to protect the rights of authors or artists to benefit and profit from their work and to control how their work is used. Literary works, musical works, and lyrics, dramatic works, and music, pantomimes and choreographic works, pictorial, graphic, and sculptural works, motion pictures and other audiovisual works, sound recordings, and architectural works are protected by copyright. Under current law, almost everything created privately and originally after April 1, 1989 is considered copyrighted. Copyright protection extends to both published and unpublished works in any print, audio, electronic, or digital format, including material on the Internet.

Use of copyright materials, known as "fair use" is allowed for educators. It permits a limited amount of copyrighted material to be used for a specific educational purpose without obtaining the prior permission of the copyright holder. It is considered "fair use" when:

- ✚ The copyright material is used by a teacher for research or class preparation;
- ✚ The material is used to achieve a specific educational purpose;
- ✚ The material is used to direct instruction of students in the school setting;
- ✚ Only portions of the work relevant to the educational objectives are used.

The law requires educators to obtain permission of the copyright owner, if there is repeated use of the same copyrighted material.

When using copyrighted material of any nature, students and teachers should credit the sources and include the copyright ownership information that is shown in the original work.

Making copies of copyrighted material can never be used to:

- ✚ Substitute for the purchase of books or materials, or to create anthologies;
- ✚ Replace consumable materials, such as worksheets, standardized tests, or answer sheets.

## Volunteer Guidelines

Volunteers are very welcome at school; however, all volunteers must be cleared to be inside the building during school hours. Those wishing to volunteer must fulfill the following items:

- ✚ Attend a “Protecting God’s Children” workshop. Workshops are offered once in the Franklin County area each year. Schedules and registration can be completed at [www.virtusonline.org](http://www.virtusonline.org).
- ✚ Submit a child abuse/criminal background check form to the *Missouri Family Care and Safety Registry*. The cost is \$14.00. Checks made payable to Mo Dept. of Health & Senior Services. Submit a signed release form for a background screening.
- ✚ Sign and return the “Archdiocese of St. Louis Code of Ethical Conduct for Clergy, Employees, and Volunteers Working with Minors” form.
- ✚ ***No one will be allowed to volunteer until the above are completed.***

There are various opportunities for adults to volunteer their services. Sign up papers are sent home at the beginning of the school year for volunteers. Assistance is needed in, but not limited to, the following areas:

- ✚ ***Playground Assistant:*** Supervise students at recess. Volunteers are needed all days of the week.
- ✚ ***Reading/Math Tutor:*** Work with individual students who need assistance in math and reading skills.
- ✚ ***Field Trip Supervisor:*** Supervise students during a field trip
- ✚ ***Library Help:*** Assist Librarian with students checking out books and carding books.
- ✚ ***Room Parent:*** Assist with and plan Christmas Party, Field Day, and assist Home and School with parent communication.
- ✚ ***Field Day:*** Assist with set up and clean-up of events.
- ✚ ***Church Musicians:*** Accompany students at Mass with the piano, keyboard, organ or instrument of choice.
- ✚ ***After Care Volunteer:*** Play games with the children or help them with homework from 3:15 to 4:30 or 5:00.
- ✚ ***Teacher Aide:*** Help teachers with classroom activities or grading papers.

*For their own protection, volunteers should never be alone in a closed room with a child or even a small group of students. Volunteers need to maintain a professional manner with students and others.*

## Class Sizes

While St. Anthony School desires that the preferred situation is to provide a classroom setting for each individual grade the following are guidelines for class size at St. Anthony School.

- ✚ The maximum class size in a double grade classroom should not exceed 28 students.
- ✚ Consideration by the pastor and principal should be given to the combination of grade levels when the number of students in a grade level (K-8) falls below 10 students.
- ✚ Consideration by the pastor and principal should be given to the separation of combined grades when the number of students in either grade level is above 10 students (**School Board Policy adopted April 2006**).



# COMMUNICATION POLICIES

## Communication with Teachers

Teachers are not allowed to use their personal cell phones during the hours of 7:40 a.m. until 3:00 p.m. This is when they are devoting their time and attention to the care and education of your children. It is unrealistic to expect them to check for messages and/or texts during that time. Please respect this and

contact the office with any questions and information that you need to share. If you need to leave a message for the teacher, call and we will send a note to him/her and the teacher will contact you as soon as possible. If you need to speak with a teacher immediately, call the office so that personnel can be sent to take care of the students. That way their learning is not disrupted and your conversation remains private.

## Office and School Information/Communication

Cooperation between the school and parents is most important. The following methods of communication are designed to build strong relationships in the community.

- ✚ *The Messenger* and other information are sent home with the oldest child in each family twice a month. Class newsletters are sent home the last Friday of each month. This information is also available via email for those who request it.
- ✚ Event and menu calendars are sent home once a month.
- ✚ St. Anthony Parish bulletin communicates school events. Sunday bulletins are available for students who are not members of the parish.
- ✚ The school website, [www.stanthonyschoolsullivan.com](http://www.stanthonyschoolsullivan.com) is updated regularly with information and school events. Copies of newsletters, menus, calendars, and schedules are available for viewing on the website.
- ✚ Mid-quarter reports are available to parents. Parents are encouraged to contact the teacher after this classroom notification if a concern is noticed. Paper Progress Reports are to be signed by a parent and promptly returned to school. The paper version is available upon request if the school is using an online grading system.
- ✚ Report cards are sent home quarterly and should be reviewed by both parent and student. These should also be signed and returned to school.
- ✚ Parent-Teacher Conferences are scheduled at the end of the first quarter for the parents of all St. Anthony students, K-8.
- ✚ Parents are free to view their child's progress online through the online grading system, when available.
- ✚ Parents can schedule a conference with the principal or teacher at a mutually agreed upon time to discuss a student's progress. If a parent has a concern or suggestion about their student, it is necessary to follow the proper procedure to resolve the situation. The first contact made should be scheduled with the teacher involved. If the problem cannot be resolved with the classroom teacher, the principal should be consulted. If the problem is still unresolved, the pastor should be contacted.
- ✚ It helps if the school is informed of any change of address or telephone number; or any other change within the family such as separation, illness or death occurs. A significant event or change at home can influence a student's progress or behavior. The school desires to help the student cope with changes.
- ✚ The Home & School Association (HASA) meets regularly throughout the year. Attendance at those meetings is encouraged to provide an open line of communication between these two areas of a student's life.
- ✚ Parents may sign up for text messages from the school using "Remind." Instructions will be distributed at the beginning of the year. This is optional. Text messages from the school might be last minute reminders about field trips, school closings, meetings, or lunch menu changes. Replies are not activated. Messages are sent out by the principal.
- ✚ Divorced or separated parents can both get newsletters and copies of report cards, attend teacher conferences (separate or joint), and be a part of our school life unless prohibited by a current court order.

## Maintaining School Privacy

St. Anthony School understands that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff.

Out of respect for the students in our school, students and parents are not to publicly post any videos, pictures or audio recordings of students at school events unless the student/parent(s) have the express written permission from the school to do so. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

The school will not make available on the school website any information that enables students to be identified individually by name and photograph. This includes information about students that appear in school newsletters which are posted on the school's website.

Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member and principal. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teachers' permission.

## Internet and Electronic Communications

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when school community members jeopardize the safe environment or act contrary to those Gospel values, they can be subject to disciplinary action by the school.

This policy applies to communication or depictions through e-mail, text messages, or website postings, whether through the school's equipment or connectivity resources or through private communications, which: 1) are of a sexual nature; 2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or 3) in the principal's discretion, cause harm to the school, or the school community (hereafter collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause as described in "Serious Disciplinary Consequences" (**Archdiocesan Policy #4302**). All students, along with a parent/guardian, must sign the Acceptable Use Policy in order to use the technology at school.

The Acceptable Use Policy must be signed and on file before a student is allowed the use of Internet for classroom participation or research. This policy is sent home at the beginning of the school year and must be resubmitted every year.

## Distribution of Materials

School will not distribute information to parents or students in any form about programs, products, or services which are available from sources other than the school, parish, or other Catholic agencies, or with whom the school has a formal contract. This includes programs which are offered by individual parents or parishioners, but not formally sanctioned by the parish or school. To do so would imply that the school or parish endorses the competence of the provider, the quality of the product or service, and the benefits of the product or service.

School may distribute, at their discretion, information about educational and recreational programs offered by other Catholic elementary or high schools, and public school district, or municipalities in which the school is located. Any materials distributed by the school will be carefully reviewed to insure the materials are consistent with the mission and philosophy of a Catholic school, its overall educational program, and the Catholic Church.

## Mailing Lists

Names, addresses, and email addresses of students and their parents/guardians will not be released to any unauthorized persons or agencies, especially to salespersons or commercial enterprises. Elementary schools will not provide lists of names, addresses, and email addresses of students and/or their parents/guardians to Catholic High schools.

Parents' emails are compiled into a group email list and will be used in mass communication efforts concerning school information. The email addresses will be listed in a Blind Carbon Copy (BCC) which protects the privacy of the families. Every effort is made to ensure that communication via group email is sent BCC. If however, a mistake does occur, we ask that these emails not be made public or given to any third party. Please be respectful of our school families' privacy. You are under no obligation to provide your email address.



## Inclement Weather

Cancellation of school due to inclement weather will be announced on KTUI 101 FM, 1560 AM, KSDK Channel 5, KMOV Channel 4 and KTVI Channel 2 as early as possible. Notices will also be posted to Facebook and Remind. A decision about early dismissal during the day will be announced on KTUI. No student will be permitted to walk home without a parent or an assigned adult coming to walk with them.

If school is cancelled, there will be no Before- or After Care. If school is dismissed early because of inclement weather, an adult will remain with the children until you make arrangements for an early pickup, within an hour of dismissal. Any student staying longer will be assessed a \$10 late fee.

If school is cancelled due to inclement weather, no student activities will take place during the evening hours. These activities would include, but are not limited to clubs, Parish School of Religion, and/or sporting practices/contests (*School Board Policy Addition Feb 2007*).

The school may decide to allow an extended arrival when the weather appears to be short lived in the morning or when it may take crews just a bit longer to clear the roads. Extended arrival means that school begins at the regular time (no Before Care), but students are not counted as tardy until after 9:00 a.m. This gives parents time to wait for roads to be cleared and safe before coming in to school. (*School Board Policy Addition May 2019*)

Parents who feel it is not safe for their child/ren to reach school or who cannot make transportation arrangements may make the decision to keep their child/ren at home. A note stating the inability of the student to attend classes is required. Such absences will be excused.



## FINANCIAL REQUIREMENTS

Payment in full must be made for all financial obligations to the school before the day of graduation.

## Tuition and Fees

Tuition and all listed fees are set annually by the St. Anthony Parish Finance Committee and School Board. Parents who are in arrears with their finances will not have the privilege of viewing or receiving Report Cards until all finances are taken care of. Permanent records will not be released until all financial obligations have been met.

Families can pay their tuition bill in one of 2 ways.

- ✚ *Full payment of tuition by August 1, 2019. This payment will be made directly to the school.*
- ✚ *Automatic monthly payments through the FACTS Payment Plan can be made on the 5<sup>th</sup> or 20<sup>th</sup> of the month. Parents may pay over 12 months beginning in July. There is a \$43 fee per family, per year, for this monthly option.*

FACTS is an automated payment plan. If you choose to budget through FACTS, you will authorize your bank to automatically transfer your monthly tuition payment from checking or savings account.

Please be assured that neither FACTS nor the school will have direct access to or any knowledge about the status of your bank account. Your bank makes the payment for you on the day you authorize. FACTS payments can also be made through MasterCard, Discover, or American Express. If you select this option each payment will incur a credit card convenience fee of 2.5%. The exact dollar amount of the bill will be reviewed with you at the time you enroll with FACTS.

**In the event that payment of the tuition is shared financial responsibility between parents, the school may share information about the timely payment of tuition and fees by one parent with the other parent.**

All payments (tuition, curriculum, fees, etc.) must be current unless previous arrangements have been made. Parents who are in arrears with the fees will be notified in advance as to whether or not their child(ren) will receive their report card/progress report. Those in arrears will be blocked from viewing their child's report card from the online grading site. If full payment has not been made and no contact with the parish has been made by the beginning of the second semester, the student may not return and no records will be released.

## Late Enrollment/Early Withdrawal Tuition

Any family enrolling late or withdrawing from school early will be charged on a per diem rate based on days per school year.

## Registration

Kindergarten and new student registration begins in March for the upcoming school year. Re-enrollment registration for current students begins during Catholic Schools Week in late January. There is a registration fee of \$25, which will hold your child's place. **Curriculum fees are due by June 30<sup>th</sup>, before the start of the new school year.** Curriculum fees are non-refundable.

Registration is not complete until all the paperwork is submitted (birth certificate, Baptismal certificate, immunizations, and custodial papers, if applicable) and the registration fee is paid. Enrollment is contingent upon receipt of all the paperwork in the school office and approval by the principal/pastor.





## Fundraising Obligations

In order to maintain a tuition fee at the lowest possible amount, St. Anthony School depends on each family to volunteer their services at fundraisers. This can be through chairing the event, helping with set up, clean up, attendance or working at the event.

### Raffle Ticket

Each family is to purchase or sell at least one raffle ticket for the Home and School \$10,000 raffle. Each ticket is \$100, but can be "split" among purchasers. This is Home and School's major fundraiser for the year. **Each family signed an agreement when registering their child(ren) at St. Anthony. You will be invoiced if you have not sold your raffle ticket by the due date.**

### Fundraising Events

The following is a list of fundraisers that have been used in the past. This is neither an all-inclusive nor an all-inclusive list:

- ✚ Trivia Night
- ✚ Vine and Dine
- ✚ Walk a Thon
- ✚ Student Centered Event (Day of Magic, Dance, etc.)
- ✚ Meramec Community Fair Booth
- ✚ Others as approved by Home and School



## SAFETY AND SUPERVISION

### Safety of Students

To ensure the safety of students, the school will take the following steps:

- ✚ Student use of school materials and equipment will be regulated and necessary precautions will be taken to ensure their safe use. Equipment will be kept in good working order.
- ✚ Training will be provided on the location and use of safety equipment and fire extinguishers, and basic first aid materials and procedures will be provided to all appropriate personnel.
- ✚ All chemicals and other potentially hazardous equipment and materials used in science or other classes are secured in designated locked cabinets. They are stored in appropriate containers and labeled with proper handling instructions. An inventory of these items will be kept and maintained.
- ✚ As required by law, students and teachers in science and other classes will use appropriate protective equipment, including eye devices, when activities involve exposure to hazardous materials or situations.



- ✚ Areas of our school facilities that contain, or where these items may be stored, will be restricted to students.
- ✚ The use of candles will be strictly limited. Fire resistant materials will be used for holidays and special occasions. Students will not handle candles without supervision.
- ✚ Any new playground equipment that is installed must be on sand, rubber, bark or other soft-landing areas. Consultation with the Risk Management Office is required when new equipment is purchased and a base is put in place and when repairs are needed.
- ✚ Steps will be taken so that each student understands the safety risk, safety rules and procedures for class and activities. Steps will be taken to ensure these rules and procedures are followed, and the consequences for not abiding by them.

## Emergency Data Forms

At the beginning of the school year, an emergency data form must be completed by the parents of each student. This includes pertinent telephone numbers, names and numbers of after school care givers, names and numbers of person(s) to be contacted in an emergency, the name of the family physician and procedure to be taken in a medical emergency. Parents should keep this information updated for the safety of their child(ren).

## Emergency Procedures

Drills for emergencies are held on a regular basis so that students and staff can respond to the procedures automatically. These drills are practiced for fire, tornado, earthquake, intruder, and general disturbances. Procedures are posted in all the classrooms and common use areas. An emergency response booklet is also located in each classroom.

## Questioning of Students

Except at the direction of a caseworker from the Division of Family Services, no minor student will be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort shall be made to contact parents and provide them the opportunity to be present. Law enforcement authorities may question a student with a parent/guardian or deputy juvenile office present. The principal will make every effort to notify the parents/guardians and arrange for them to be present during the questioning. If they are unable to be present, the principal and another school staff member should be present during the entire questioning.

Minor students may be questioned without a parent/guardian or deputy juvenile officer present if the investigation is related to a child abuse “hot line” report. In these cases, investigations are conducted primarily by the DFS caseworker. In these situations, the principal will take the following steps. The principal will have the caseworker share appropriate identification. Permission will be requested to contact the parent/guardian prior to questioning the student. If permission is denied, documentation will be written to this effect and permission for the principal or school personnel to be present will be requested. The DFS caseworker will determine if it is appropriate for the school personnel to be present.

## Supervision of Students

Students may gather in the gym from 7:20 a.m. – 7:40 a.m.  
Our school day begins at 7:50 a.m. and ends at 3:00 p.m.

From 7:20 until 7:40, arriving students will enter through the middle doors of the school and proceed directly to the gym. Each grade will be assigned a specific location where the students will remain with their class mates. At 7:40 a.m., the supervisor(s) will begin to dismiss the student s to their classrooms.

Students should be settled in their rooms by 7:50 a.m.; arrivals after this time will be considered tardy. School "time" will be set according to the principal or secretary's cell phone time.

Students may not be dropped off before 7:20 a.m. unless they are enrolled in the Before Care Program.

Please refer to the map that was in the "Welcome Back" packets, concerning drop off and pick up of students. This is for the supervision and safety of our students. There will be teachers and patrols on the parking lot during pick up to assist with the flow of traffic and for the safety of students.

Before Care participants should be dropped off at the back of the Old School. Parents are responsible for making sure their children are in the building before leaving. Students that are in the After Care Program will be taken over to the Old School by the Program Director. Parents will need to go into the old school to sign out their children from the After Care Program.

A parent or guardian will be called if a student is not picked up by 3:15. If the parent or guardian cannot pick up their child in a timely manner, the child will be sent to After Care and billed accordingly. If the student is not registered for After Care, the parent or guardian will be assessed a \$20 registration fee plus the hourly After Care rate for care until the child is picked up. The parent or guardian must complete a registration form at the time of pick up and pay the fees.

Students will be supervised on the playground during recess and in the cafeteria during lunch and snack times by a teacher or volunteer monitor.

While at school, students are to remain on school property, unless permission from an authorized adult is given to leave (i.e., field trip, retrieve a ball, emergency evacuation). Students who breach the school boundaries (Church St., Springfield Rd., tree line/cemetery boundary, outside edges of the field, or past the Rectory boundaries) will be called back one time. If the student continues or ignores the call, the on duty adult will call the police and inform the principal. The principal will then notify the parents.

In the case of an off-campus activity, students are to remain with their designated chaperone and in the designated location. If they leave their chaperone/group and/or do not return when called, the authorities will be informed and action taken.

## Divorce and Separation

This school abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents and those with joint custody. All divorced parents should furnish the school with a copy of the custody section of the divorce decree as well as any updates regarding changes in visitation rights, even if "no problems" exist. In the absence of a court order to the contrary, St. Anthony will provide the non-custodial parent or parent with joint custody access to academic records and other school-related information regarding the child. It is the responsibility of a custodial parent to inform the school concerning any change in custody. If a student is to be released to the non-custodial parent, the custodial parent should provide advance notice to the school or After Care personnel in writing.

## Safe Environment Policy

We at St. Anthony are committed to providing a safe, secure environment for your child in accordance with the Archdiocesan requirements and guidelines, and to monitor campus access to the best of our ability. We wish to ensure that unrelated visitors, parents, teachers, and staff who come in contact with your child(ren) are registered with and cleared through the Missouri Family Care Registry.

To this end, we have adopted the following policies. This policy was written in alignment with the Safe Environment Policies of the Archdiocese of St. Louis. If you will be supervising children **other than your own**, you are subject to a compliance check by our Safe Environment facilitator. This is non-negotiable. There are liability issues that come into play when people ask for and are granted exceptions. Exceptions will not be made, because we do not want to put your child or any other child at risk.

In general, all teachers, staff, and volunteers **MUST** take a Protecting God's Children Workshop, sign a Code of Ethical Conduct form, and pass a background check to be able to chaperone students or volunteer/work at the school. Since we do not continually check the background for compliance unless you are employed at the school or a regular volunteer, we must check you for compliance when you volunteer, chaperone, or drive for special events.

### Regarding Field Trips

Field trip forms are sent out with a "return by" deadline. The deadline is not only for the children but also for those adults wanting to, or thinking they might want to chaperone or drive. The purpose for this is so that 1) we know if we have enough chaperones and/or drivers, 2) we can include the total number of adults in our reservation for the trip and 3) we can check to make sure all adults going are in compliance with our Safe Environment Policy. We ask you to return these in a timely manner (i.e., by the deadline date on the form).

Names of prospective chaperones are sent to our Safe Environment facilitator on the Wednesday **before** the field trip, so she can confirm each chaperone's compliance on the Virtus website. Only that person has access to this information. No one else can give you clearance to go on the field trip. We cannot just go by who we "feel" or "think" is safe, or someone who tells us they are safe. If you are not in compliance, you will be contacted by the Safe Environment facilitator and will not be allowed to go on the field trip.

Names of potential drivers (who are also considered chaperones) are first sent to the Safe Environment facilitator for clearance. Cleared drivers are sent to the school office. The secretary will check to make sure that we have a copy of your driver's license, registration, and proof of insurance. The secretary will let you know if any of these items need to be turned in or updated before the field trip. Those wishing to drive who do not have this information will not be allowed to drive students. This must be done so that the teacher has time to make adjustments for drivers and/or chaperones, if needed. Even if you think there is a slight chance that you will go, please sign the field trip form. Put a "Maybe" by your name, so that you have clearance in case you decide to go that day.

Because chaperones/drivers are in charge of a group of students who are not all their own, we must ensure that these children are with an adult who is considered safe by the standards of the Missouri Safe Care Registry. Please understand that, if you do not submit your name by the field trip "return by" deadline, or contact the supervisor of the field trip by the Wednesday **BEFORE** the trip, we cannot check for your compliance. It sometimes takes a bit of time to do this. So, please do not call the Safe Environment facilitator the day of the field trip or at home on her day off because you did not turn in your form on time. This is inappropriate and discourteous.

### Regarding Special Visit Days

At certain times of the year, many parents and relatives want to come to school to join in the festivities, assemblies, or just to have lunch with their child. While we want you to be able to

do this, we still need your cooperation to keep all the children safe. Special Visit Days include Grandparents' Day, Mission Carnival, Talent Show, Kite Day, last day of school assembly, dress rehearsal for the Christmas Play, Field Day, Mardi Gras, etc. These Visit Days take place at school, or on school grounds, during school related hours (Monday through Friday, 6:00 a.m. to 3:45 p.m.). These do not include saying the Pledge around the flagpole or joining the school in the gym for Advent prayer 15 minutes before school ends, because the students are with their own teacher/class and will not be allowed to leave their teacher/ class with anyone.

There are several layers of protection put into place to ensure your child's safety and we expect all visitors to abide by them. We reserve the right to exclude, expel, or refuse admittance to persons who do not abide by these rules.

Visitors to the school buildings (old and new school) or school grounds **MUST** stop at the school office upon arriving for the event. You will sign a Visitor's Log with your name, date, event, and time of arrival. You must also write your first and last name on a name badge. The name badge must be worn on the right or left chest area. The badge must be visible at all times. You will also be asked to indicate the family name of the child(ren) you are visiting, or the grade/ purpose of your visit. You **MAY** be asked for identification, if we are not familiar with you. We reserve the right to make a copy of your identification.

Doors and access to parts of the school may be restricted. For example, during Mission Carnival, access to school hallways will be secured, as will the door to the rear bathroom. The front doors and bathrooms will be monitored so that students do not leave the premises and so that students are paired only with the adult who is visiting them. Parents who come to eat lunch with their child will sit with their child(ren) in the lunchroom. The teacher and cafeteria staff will be informed of your visit.

All visitors **must** sign out when leaving the building with the time of departure. Students will remain at school until dismissal unless a note has been sent in by the parent permitting them to leave early with the visitor.

Visitors without name badges will be directed to the office before being allowed to engage with any student. If the visitor refuses, he or she will be asked to leave the premises or will be removed from the premises. Visitors are not allowed to chaperone any student whose family name is not on their badge, even if they are very good friends with that other family. These are school grounds, so school rules will apply.

### Volunteers for Events

If you wish to volunteer to help with an event, you will be considered a chaperone and rules for chaperones will apply. This is because you will be interacting with students who are not your own. Therefore, you must send in your name to volunteer for the event by the deadline set on the volunteer form. The same process for clearance through our Safe Environment facilitator is in effect. This applies to volunteers for school parties, Mission Carnival helpers, Field Day event staff, Walk-a-thon DJ or snack duty volunteers, etc.

### High School Aged Volunteers

If a student in high school wishes to volunteer at an event or at school during school hours, he or she must complete and sign a "Code of Ethical Conduct" form. These are available in the school office. A parent or legal guardian needs to sign this form also. It must be turned in to the school office before volunteering the first time. This form is valid for one school year. If your student is 18 years of age, he or she still falls under the "minor" classification for the

document. After graduation, he or she will be required to complete the same requirements to be an adult volunteer.

## CHILD ABUSE/NEGLECT REPORTS

The Archdiocese of St. Louis is committed to the prevention of child abuse and to assisting those who are affected by incidents of child abuse. The Archdiocese is also committed to complying with legal requirements for reporting child abuse. EVERY VOLUNTEER, IN ANY CAPACITY, MUST TAKE “PROTECTING GOD’S CHILDREN” and fill out the APPLICATION FOR CHILD ABUSE/NEGLECT SCREENING form.

<http://archstl.org/sep/page/policies-information-and-resources>

Choose “Policies, Procedures and Guidelines on Child Abuse Manual”

Missouri law now requires that a mandated reporter immediately make the child abuse/neglect report him/herself rather than delegating that responsibility to a supervisor.

- ✚ A staff member is still required under Archdiocesan policy to consult with his/her supervisor before contacting the DSS hotline.
- ✚ State law mandates that the staff member who has reasonable cause to suspect abuse/neglect must make the call to DSS him/herself in a timely fashion.
- ✚ Administrators may neither inhibit a staff member who is a mandated reporter from contacting DSS hotline if the staff member feels that there is a reasonable cause to suspect abuse/neglect nor retaliate in any way against the reporter for having placed a hotline call under such circumstances. Administrators must provide communication capability and time for a staff member to contact the DSS hotline.

Missouri law now mandates that an internal investigation of suspected abuse cannot be undertaken until the suspected abuse is first reported to the DSS Hotline or Law Enforcement.

- ✚ The Archdiocese and the school may investigate the allegation only after the hotline report has been made. It is a best practice to wait until after DSS has conducted any interviews they desire before doing so ourselves.

Administrators/principals are also reminded of the following points in regard to Archdiocesan Policies and Procedures on Child Abuse/Neglect:

- ✚ If a mandated reporter is in doubt as to whether a hotline call should be made or not, the school can consult the Catholic Education Center and that office can in turn consult with the Office of General Counsel, the Office of Child and Youth Protection, or the Safe Environment Program Office. The directors of these offices will confer and make a recommendation regarding the need to make a hotline report. This opinion will be communicated to the mandated reporter who is in doubt.
- ✚ If a student or teacher is identified as the perpetrator in an alleged case of child abuse/neglect, the student or teacher is asked not to return to school until after an investigation is conducted and the results of the investigation have been communicated to the school.
- ✚ Once a DSS hotline call has been made, an e-mail report should be sent to Mr. Tom Buckley, General Counsel by the mandated reporter or the supervisor advising of the identities of those involved, the date and time of the hotline call, the name or number of the hotline representative who took the call and whether the hotline representative indicated it was acceptable to contact parents of all involved.













# BOARDS and ORGANIZATIONS

## Board of Education

The purpose of the St. Anthony School Board of Education is to advise the Pastor and Principal in making policies for the Parish School Programs. Student admission, classroom sizes, safety, finances, and marketing are issues the St. Anthony School Board of Education can address. Elected members must be a member of St. Anthony Parish or have a child enrolled in St. Anthony School. New members are elected in the spring of each year. Board of Education meetings are held on every other month. Parents may contact the Board of Education President two weeks before the meeting for any items they would like addressed.

## Home and School Association

St. Anthony Home and School Association (HASA) has the following objectives:

-  To promote clearer understanding of the mutual education responsibilities of parents and teachers.
-  To provide a channel of communication for the sharing of information related to school activities which would be of benefit to both the school and the children.
-  To work cooperatively to support the activities and educational programs of the school.
-  To provide financial assistance for curricular materials and activities (*see Fundraising*).
-  To oversee the SAAC (St. Anthony Athletic Club).
-  To coordinate and staff Field Day.
-  To schedule volunteers to help with various aspects of the school.
-  To oversee Room Mothers & Fathers and to plan and implement the Mission Carnival, Christmas party, and Grandparents' Day.
-  To organize, set up and man the Festival Dance and Snack Wagon.
-  Our Home & School meets five times a year: August, October, January, March, and May. Attending these meetings can help you to know what is happening in the school. We encourage your attendance and invite you to volunteer whenever possible to help at school.



## Handbook Revisions

This St. Anthony Student & Parent Handbook contains established policies and procedures for the current school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

