

**St. Anthony of Padua Catholic School**  
**Parent – Student Handbook**  
**School Year 2018 -2019**



**501 E. 2<sup>nd</sup> Street**  
**Casa Grande, Arizona 85122**  
**[Stanthonycgschool.org](http://Stanthonycgschool.org)**  
**520-836-7247**

The principal of St. Anthony of Padua Catholic School reserves the right to amend this handbook for just cause at any time during the school year. It is a “living document”. Parents will be notified of any changes.

# **St. Anthony of Padua Catholic School**

## **Covenant**

### **Between**

#### **Parents/Guardians and St. Anthony of Padua Catholic School**

St. Anthony of Padua Catholic School and all family members play an integral role in each student's educational experience. It is the goal of St. Anthony of Padua Catholic School to promote the development of each individual to his/her fullest potential through an educational program permeated with a Catholic spirit and Catholic values. The following statements are set to confirm and clarify the partnership between St. Anthony of Padua Catholic School and our parents:

#### **Parents can expect St. Anthony of Padua Catholic School to:**

- Provide a challenging Catholic education to students
- Establish positive, professional relationships with students, characterized by mutual respect, warmth, and good will
- Keep parents informed of their students' progress
- Enforce standards of student behavior in a fair, firm, compassionate and educationally sound manner

#### **St. Anthony of Padua Catholic School can expect parents to:**

- Provide a home environment that supports the development of positive learning attitudes, habits, and values that are consistent with St. Anthony of Padua Catholic School
- Attend Mass on Sundays and Holydays of Obligation
- Participate actively in their parish, sharing time, talent and treasure
- Maintain good communication with teachers
- Develop students' moral values by modeling integrity, civility, honesty, and respect for the value of each individual and support consequences for behavior deemed unacceptable by St. Anthony of Padua Catholic School

We, St. Anthony of Padua Catholic School and parent(s) promise to do the utmost to raise our child(ren) in the Catholic faith and promise to continue their faith development throughout their growing years.

**Patron Saint – St. Anthony of Padua**

St. Anthony of Padua was born on August 15, 1195 in Padua, Portugal. In 1220 he received the Franciscan habit. St. Anthony became well known as a great preacher. Anthony began teaching theology to his fellow Franciscan friars, becoming the first teacher of theology in the Order.

Anthony had a great love for the poor and fed them with bread. One day, while in his room praying, the Infant Jesus, surrounded with bright light, came from heaven and appeared to him. Smiling gently He not only allowed Himself to be seen by Anthony, but also embraced him with His little arms. In memory of this event, the images of St. Anthony show this holy Franciscan friar holding a lily-the symbol of his innocence and lovingly embracing the Divine Child Jesus.

On June 13, 1231 Anthony became very ill and died. Forty-six miracles were approved for Anthony's canonization; only two were worked during his lifetime. In 1232, Anthony was declared a saint and his feast day is June 13.

**This Parent-Student Handbook is arranged in the following order:**

**Section I – Philosophy - Page 4**

**Section II – Catholic Dimension Uniqueness - Page 5**

**Section III. Admission Policies/Notice of Non-Discrimination – Page 6**

**Section IV. Academic Policies and Programs –Page 8**

**Section V. Attendance – Page 21**

**Section VI. Discipline – Page 24**

**Section VII. Dress Code –Page 32**

**Section VIII. Organizations –Page 35**

**Section IX. Arizona Statues –Page 36**

**Section X. Compliance –Page 36**

**Section XI. Money – Page 38**

**Section XII. Service (Volunteer Hours) – Page 39**

## **Section I. Philosophy**

### **Mission Statement of St. Anthony of Padua Catholic School**

St. Anthony of Padua Catholic School family is committed to fostering strong faith, high academics and selfless service.

### **Philosophy of St. Anthony of Padua Catholic School**

St. Anthony of Padua Catholic School recognizes the importance of parents as the primary educators of their children. Faculty and staff will aid the parents in the Catholic upbringing of their children. As a Faith Community, St. Anthony of Padua Catholic School will strive to guide students to the ultimate goal of their life - total union with God. Based on the charism of St. Anthony of Padua, our patron saint, we will strive to instill in our students to learn, love and lead.

### **School Wide Learning Expectations (SLES)**

**A St. Anthony of Padua Catholic School Student is:**

**P**erson of Faith

**A**ctive Learner

**D**edicated to Service

**U**niversal Citizen

**A**rticulate Communicator

**Person of Faith**

- Respectfully participates in the Catholic Church teachings and practices
- Demonstrates a respect for God, others, self and all creation
- Uses decision making skills based on Christian values to inform his/her conscience

**Active Learner**

- Self-motivated to achieve personal best
- Applies knowledge across curriculum and real life situations
- Sees tasks to completion

**Dedicated to Service**

- Serving sincerely

- Embraces the spirit of service within the church and community
- Know and practice the Spiritual and Corporal Works of Mercy

#### Universal Citizen

- Contributes to the positive growth of the school and greater community
- Demonstrates respect and tolerance for self, others, place and property
- Respect for God's creation

#### Articulate Communicator

- Clearly expresses ideas using verbal and non-verbal forms of communication
- Uses Christian values when using technology, social media and mass communication
- Effectively communicates to a variety of audiences

### **Accreditation**

St. Anthony of Padua Catholic School is an accredited school through Western Catholic Educational Association (WCEA). This is a national accreditation agency. Through this association we work on yearly goals to improve our school.

## **Section II. Catholic Dimension/Uniqueness**

### A. Catholic Formation and Religious Instruction

Students receive their religious instruction from two primary sources. Parents are the first and most important source. The second source is the religious education class taught in school. Parents are the primary teachers and examples of the Catholic Faith. To help the parent in these roles, all children are instructed daily. The faculty and students strive to learn and live by the Gospel messages of acceptance, forgiveness and love for one another.

All students participate in a daily liturgical prayer and weekly Mass on Tuesdays at St. Anthony of Padua Catholic Church. All students are expected to take part in these services. Preschoolers also attend the weekly school Mass.

As a Catholic School, one of our primary goals is to use the Gospel message to teach children what Jesus expects of them. This teaching takes place in every subject and in every aspect of life at St. Anthony of Padua Catholic School.

Our goals are to teach Religion on a daily basis and also create and participate in religious activities, which are concretely experienced through participation and observation. During religion class each day the basic teaching of our church is covered.

The role of Christian leadership is developed by student participation as lectors, servers, ushers, choir members, musicians, gift bearers and assembly members.

## **B. Sacrament Preparation**

Sacrament of Reconciliation is received in 2<sup>nd</sup> Grade.

Sacrament of First Holy Communion is received in 2<sup>nd</sup> Grade.

Sacrament of Confirmation is received in 8<sup>th</sup> Grade.

Students are prepared for the sacraments at home and in school. Students in older grades wishing to receive the sacraments of Baptism, Reconciliation and/or First Holy Communion will be provided opportunities for classes during the school day.

## **Section III. Admission Policies/ Notice of Nondiscrimination**

Children who are 3 years old by September 1<sup>st</sup> and are toilet trained are eligible for PreSchool.

Children who are 4 years old by September 1<sup>st</sup> and are toilet trained are eligible for PreKindergarten

Children who are 5 years old by September 1<sup>st</sup> are eligible for Kindergarten.

- Religious formation is one of the primary purposes of the Catholic School. Students are admitted to St. Anthony's School ONLY if their parents/guardians agree to this concept and its implementation.
- No student is denied admission on the basis of gender, race, national/ethnic origin, or physical challenge.
- All PreSchool-8<sup>th</sup> Admissions and grade placements are probationary up to 90 days contingent upon: satisfactory academic progress, student conduct, and parental cooperation with school authorities and policies.

### **Admission Procedures**

New families/returning families must first make an appointment to meet with the principal. After this an appointment will be made with the enrollment/scholarship person. At this time an enrollment packet will be given to the parents/guardians of all the forms required for registration. Scholarship applications will also be given at this time.

If a child has an IEP or 504 Plan this must be told to the principal when the principal meets with the new family. Failing to inform the principal of this may result in the child not attending St. Anthony's School.

A \$50.00 non refundable registration fee is required to be paid in order for the registration process to be completed. This \$50 will be applied to the tuition the parent must pay.

### **Tuition Assistance Program**

There are many scholarships available to assist families in paying the tuition. All families are encouraged to apply for as many scholarships as possible. The Enrollment/Scholarship person will assist all families in applying for scholarships.

All families are required to apply for CTSO –Catholic Tuition Support Organization. CTSO helps parents/guardians with the cost of a Catholic Education. Applications for CTSO assistance are available in our school office or through FAIR. Our school receives limited CTSO funds, so it is important to apply each year, by the published date before all funds are depleted. Please know that the state of Arizona allows you to divert some individual and corporate state taxes to support Arizona’s Catholic Schools. Your family’s participation in CTSO is required.

ESA Scholarships-parents receiving ESA must use all of the funds to pay the tuition to St. Anthony of Padua Catholic School.

**The parent must have their taxes done in order to apply for the scholarships. Therefore, no one may register their child in St. Anthony of Padua School if they do not have their income taxes filed.**

### **Tuition Policies**

All attempts are made to make tuition affordable to all families. There are several tuition plans available for families. Tuition is paid monthly, quarterly, twice a year or one lump sum. Tuition payment plans must be approved by the principal. All families must be current with the tuition plan they have been approved for or a late fee will be charged. All tuition must be paid up by the last day of the school year or a family cannot register for the upcoming school year until it is paid. Report cards and school records will be held until tuition is current.

### **Knowledge of Policies**

The knowledge of the rules and regulations, their processes and their implementation, are the responsibility of each St. Anthony of Padua School student and parents/guardians. Lack of knowledge or understanding of the rules and regulations will not be the cause of releasing a student from responsibility to know and understand the stated policies. The regulations found in this handbook are considered a binding contract between the students and faculty by virtue of choosing St. Anthony of Padua Catholic School.

### **Special Needs Children**

St. Anthony of Padua Catholic School is not equipped or staffed to handle special needs children who require comprehensive services.

## **Section IV. Academic Policies and Programs**

### **Before Care/ After Care Program**

Students enrolled in PreSchool through 8<sup>th</sup> grade may take part in the Before Care and After Care Program. Both programs are held in the cafeteria. Before Care Hours -7:00am-7:40am. Students at 7:40am head out to the playground which is supervised by a teacher till 7:55am when students will join their homeroom teachers. After Care Monday-Thursday 3:20pm-6:00pm and Fridays 12:35pm-6:00pm in the cafeteria. Students must provide their own snacks for After Care. The school will not provide these.

Rates: Before Care \$5.00 flat fee

After Care: \$5.00 /hour \$2.50 half hour

Late Fee Pick Ups will apply after 6:00pm:

1-5 minutes late \$5.00

6-10 minutes late \$10.00

11-15 minutes late \$15.00

16-20 minutes late \$20.00

More than three late pick ups within a 30 day period may result in your child being dropped from the program. If a child cannot behave in the program they will not be allowed to stay in After Care and/or Before Care.

### **Book Replacement Fee**

School books issued to students either by the teacher or from the school library must be taken care of by the student. If there is any damage to the book or if lost the student is responsible for paying for the damage or the book including shipping.

### **Cell Phones**

Students are not permitted to have cell phones at school.

If your child will need to use the phone after school hours please send a note to Sister Carol ([cseidl@diocesetucson.org](mailto:cseidl@diocesetucson.org)) and the teacher so that we may okay the use of the cell phone and allow it for that purpose. The student must then turn the phone into the office each day upon arrival on school grounds. Failure to turn the phone into the office may result in the child not being allowed at all to bring the phone to school. The student is responsible for picking up the phone from the office after 3:00pm.

If a student uses the cell phone when not allowed to it will be turned in to the office for the parent /guardian to pick up. If a student has a cell phone in school without the teacher requesting it or you the parent, the cell phone will be sent to the office and the parent/guardian must come to the office to pick it up. Consequences might be no cell phone in school at all.



## **Cheating/Plagiarism**

Cheating and plagiarism are serious offenses. A student who participates in either of these offenses will receive a grade of zero on the test or assignment on which they cheat. Other consequences may be assigned, and parents will be notified when student participates in cheating and plagiarism.

## **Communication**

Renweb –school’s new internet communication tool for news from the Principal, Teachers and student grades.

Facebook Page-St. Anthony of Padua School Facebook page

Web Page-[www.stanthonycgschool.org](http://www.stanthonycgschool.org)

Email-teacher’s emails and principal’s email – [cseidl@diocesetucson.org](mailto:cseidl@diocesetucson.org)

## **Computer and Internet Acceptable Use Policy**

The 21<sup>st</sup> century is a time of new and ever-changing technologies. St. Anthony of Padua Catholic School believes that the use of new technologies, electronic resources and internet access can enhance student learning and provide a quality educational experience for all students. It is a privilege to be able to offer the use of such technological resources. St. Anthony of Padua Catholic School is aware that despite these benefits, the internet reflects the values of a global society and can provide access to sites that would be considered inappropriate. The purpose of this policy is to ensure proper use of technologies while enrolled or associated with St. Anthony of Padua Catholic School. All users are expected to use the technology available at St. Anthony of Padua Catholic School in a manner that is consistent with the teachings of the Catholic Church and the St. Anthony of Padua Catholic School academic programs. Users are expected to be responsible and use technology that has been accessed appropriately. Accessing obscene, pornographic or threatening material, or engaging other inappropriate uses of technology, including but not limited to email, instant messaging, social networking sites, web pages and the use of hardware and/or software that disrupts or interferes with the safety and welfare of the school community, is prohibited, even if such uses take place after school hours or off school property (for example home, business, private property etc.)

Students are expected to:

1. Respect and protect the privacy of themselves and others,
  - Use only assigned accounts.
  - Decline to view, use or copy passwords, data, or networks without authorization.
  - Avoid the distribution of their own or others’ private information.
2. Respect and protect the integrity, availability and security of all electronic resources.
  - Observe all network security practices as posted.

- Report security risks or violations to a school administrator, teacher, or network administrator.
  - Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
  - Conserve, protect and avoid sharing these resources with other students and internet users.
  - Abstain from overriding the internet content filtering system.
3. Respect and protect the intellectual property of others
- Refrain from copyright infringement. (Copying music, games, movies etc., is not allowed).
  - Avoid plagiarism.
4. Respect and practice the principles of the school community.
- Communicate only in ways that are kind and respectful
  - Report threatening or discomfoting materials to a school administrator, teacher or network administrator.
  - Refuse to access, transmit, copy or create material that violates the system's code of conduct (examples include but are not limited to, messages that are pornographic, threatening, rude, discriminatory or intended for harassment).
  - Avoid accessing, transmitting, copying or creating material that is illegal (examples include, but are not limited to obscenity, stolen materials or illegal copies of copyrighted works).
  - Abstain from using the resources to further other acts that are criminal or violate the system's code of conduct.
  - Avoid sending spam, chain letters or other mass unsolicited mailings.
  - Refrain from buying, selling, advertising or otherwise conducting business, unless approved as a school project.
  - Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off the grounds.
- Please note that this list of uses and activities that are deemed inappropriate is not all –inclusive.*

### **Consequences for Violation:**

Violations of these rules may result in disciplinary action according to the disciplinary procedures of the system, including the loss of a student's privileges to use the system's information technology resources. Disciplinary consequences of misuse or abuse of these resources will be dependent on the severity of the situation.

### **Supervision and Monitoring**

School and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Users should have no expectation of privacy with respect to the use of St. Anthony of

Padua Catholic School's technology resources. Administrators reserve the right to examine, use and disclose any data found on the system's information networks in order to further the health, safety, discipline or security of any student or other person, or to protect property. The school administration has the right of access to any electronic devices brought onto school property. This information may also be used in disciplinary actions and may also be furnished to law enforcement as evidence of a criminal act, should one be committed.

### **Agreement Form**

In order to ensure the proper use of technology resources, it is necessary that each user – grades K-8<sup>th</sup>- and a parent/guardian annually sign an Acceptable Use Policy User Agreement Form. This form will be provided by the school and must be on file with the school before technology usage will be granted. By signing this form, the user agrees to abide by the rules and policies governing internet use and other technology access as stated in this policy.

### **Copyright**

It is the policy of the educational programs governed by the Diocese of Tucson that all employees, volunteers and students will abide by the federal copyright laws. Employees, volunteers and students may copy print or non-print materials allowed by: copyright laws, fair use guidelines, specific licenses or contractual agreements and other types of permission. Employees, volunteers and students who willfully disregard copyright laws are in violation of diocesan policy and are doing so at their own risk and assuming all liability.

### **Counseling**

St. Anthony of Padua Catholic School does not offer counseling at this time.

### **Emergency/Crisis Procedures**

The Diocese of Tucson and the school have a handbook that instructs St. Anthony of Padua School faculty and staff in dealing with the following situations:

- Weapons on campus
- Bomb threats
- Evacuation of building
- Fire, flood, explosion, chemical accidents or man-made disaster
- Civil disturbance: fighting, gang activity, hostage or major disturbance on campus.
- Medical emergencies, epidemics and contagious diseases
- Death or suicide of student or staff
- Lost, missing, unaccounted for students.

The handbook is intended to give directions to staff members. The purpose is to create the safest environment for your child in all circumstances.

## **Emergency/Evacuation Plan**

In case of emergency or disaster in which the children must be evacuated, this plan will be followed:

1. Office personnel will notify all on the school campus using the intercom and fire alarm system.
2. 911 will be called to report the emergency
3. The children are evacuated to the playground or other areas such as St. Anthony of Padua Church or Parish Community Center or the grassy area by the local library.

## **Field Trips**

Field trips are a privilege. No student has an absolute right to a field trip. Students may be denied a field trip if they fail (due to lack of effort) to meet behavior and academic requirements established by the school. Field trips have an educational and/or cultural value. Parents will be notified through a permission form when their student will be leaving the school for a field trip. If parents do not submit a proper permission form for each field trip, the student will be denied the field trip. Telephone calls will not be accepted in lieu of proper permission form.

Parents may refuse to permit their child to participate in a field trip. The student will remain on the school grounds when denied a field trip by the school or parent, unless other arrangements have been made and approved by the administration. He or she will complete school assignments.

Parents providing transportation for students on a field trip must fully meet the diocesan requirements, which includes, being fingerprinted as a part of the volunteer compliance program, and obtaining driver compliance through the Diocese of Tucson. All drivers for field trips must fill out an official form and submit copies of their driver's license and proof of car insurance to the school office. When assisting in field trips, drivers must not make any unauthorized stops or take a preschool age child or a child from another grade. Diocesan policy requires all drivers to be at least 25 years of age. One-on-one (supervisor-youth) situations are not permitted. **NO SUPERVISOR MAY BE ALONE WITH A FIELD TRIP PARTICIPANT AT ANY TIME** (other than a parent with his/her own child).

Supervisors should be reminded to stay in their role as supervisors and follow school guidelines. Alcohol or drugs may not be used by or in the possession of any supervisor.

## **Grades/Report Cards/ Parent-Teacher-Student Conferences**

Teachers will be using RenWeb for online grades that parents can access on a daily basis. Progress Reports will be issued halfway through each of the 4 school quarters. Report Cards will be issued at the end of each quarter.

Parent-Teacher Conferences will be held at the end of the 1<sup>st</sup> and 2<sup>nd</sup> quarter. Attendance is required at these conferences by the parents. Other conferences with the teacher may be requested by the teacher or the parent.

## Food Allergy Policy

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work in partnership with students, parents and physicians to minimize risks and provide a safe educational environment for food-allergic students

### Family's Responsibility

- Notify the school of the child's allergies and provide emergency contact information
- Work with the school to develop a plan that accommodates the child's needs throughout the school including in the classroom, cafeteria, after-care program and during school sponsored activities. Although St. Anthony provides food for school lunches, the school cannot guarantee that their lunches are always allergen-free. As such, parents should provide their child's lunches from home for maximum safety.
- Provide the classroom teacher with a supply of alternative food treats for the child to have during class parties, etc. This should be done by the first day of school.
- Provide written medical documentation and instructions from the family physician, using the Food Allergy Action Plan as a guide. (Available from the school office.) This should be done by the first day of school.
- Provide properly labeled medications and replace medications after use or upon expiration. This should be done by the first day of school.
- Educate the child in the self-management of their food allergy including: identifying safe and unsafe foods, not trading food with others, how to refuse anything with unknown ingredients or known to contain any allergen, how to avoid exposure to unsafe foods (e.g. refusing offers of food, sitting away from problem foods, etc. symptoms of allergic reactions, how and when to tell an adult they may be having an allergy-related problem, how to read food labels (age appropriate).
- Review/policies procedures with the school staff, physician, and the child (if age appropriate) after a reaction has occurred.

### School's Responsibility

- The school nurse will review the health records submitted by parents and physicians.
- The school nurse will assure that all staff who interact with the student on a regular basis are trained to recognize symptoms, know what to do in an emergency, and work with other school staff to eliminate the use of food allergens in the allergic student's educational setting, tools, arts and crafts projects or class rewards.
- The principal will assure that all staff who have been informed about the student maintain the confidentiality of the student's health information, following applicable federal laws, including FERPA and HIPAA.
- Faculty and staff will practice the Food Allergy Action Plans before an allergic reaction occurs to assure the efficiency or effectiveness of the plans
- The school nurse will ensure that an emergency kit, provided by the child's parents, containing the child's emergency medications and the Allergy Action Plan with

physician's standing orders is readily available in an easily-accessible, secure location.

- The school nurse will review policies/prevention plan with the teachers, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
- The school nurse will assure that there is at least one person available on field trips, who is trained to administer emergency medication to food-allergic students and that the emergency kit is sent with the responsible teachers on every field trip.
- The faculty will assure that food-allergic students are included in school activities. Students should not be excluded from school activities based solely on their food allergy.
- St. Anthony's faculty and staff will take threats or harassment against an allergic child seriously.

### Student's Responsibility

The student...

- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should not share food with others and should refuse offers of food from others without prior arrangements with parents.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic, or if they are feeling any symptoms of allergic reaction.

### Fundraisers

All fundraising ideas/plans must be cleared by the principal prior to disseminating information to students and parents.

Because we are a nonprofit, private school, our income is limited. Fundraising activities are an essential part of our operation and are conducted by volunteers. This includes classroom fundraisers, sports and all other events. This is an area in which every parent can be active, physically helping with the activity, helping by financially supporting the activity and by sending in supplies and goods for the activity.

Monies that are raised through school fundraisers **must be counted by at least two individuals** at the end of each event and documented in writing. The monies are to be deposited into the school or parish checking account as soon as possible. The money must be placed in the school safe (or other secured location used by the school) on the day of the event. Monies should **NOT** be taken home or held by an individual as that individual could be perceived to have the opportunity to use those monies for personal gain. This perception of personal use could lead to charges of fraud, even if the same amount of monies is turned into the school at a later date.

Group fundraising money for a specific class/educational field trip will be retained by the school if the student due to behavioral issues (which may include, but is not limited to suspension, expulsion, etc) is not able to participate on the field trip.

### **Grading Scale**

#### **Kindergarten**

1 = Exceeds Standards

2=Meets Standards

3=Progressing towards Standards

4=Making little to no Progress to Standards

#### **1<sup>st</sup> – 8<sup>th</sup> Grades**

A+ 100-97    A 96-94    A- 93-90

B+ 89-87    B 86-84    B- 83-

C+ 79-77    C 76-74    C- 73-70

D+ 69-68    D 67    D- 66-65  
F 65 and below

### **Graduation / Promotion**

Transition ceremonies from elementary school should be kept appropriately simple and inexpensive. The ceremony may include a Eucharistic liturgy followed by a simple, dignified exercise which recognizes the unique value of the Catholic elementary education just completed.

The parent/guardian of the students who are in danger of not being promoted or graduating are to be notified in writing by the end of the first semester.

The parent/guardian of those students who are ineligible to be promoted or to be graduating are to be notified in writing as soon as reasonably possible.

A student may be excluded from participation in the transition/graduation exercises even if he/she is not denied a diploma for reasonable cause as determined by the principal in consultation with the pastor and/or the Superintendent of Catholic Schools. Participation in transition/graduation exercises is a privilege, not a right.

### **Homework Philosophy**

Homework is encouraged in order to teach students the importance of practice, review and application. Teachers will assign homework in accord with the age of students. Homework, may also include assignments that the student did not complete during class time. Suggested time allotments for homework at home:

K-2    15 to 30 minutes per day

3-5    30 to 60 minutes per day

6-8    60 to 90 minutes per day

Students who are absent from school will have one day for each day of absence to make up missed work, not to exceed five days, i.e. 3 days absent =3 days to make up work, 7 days absent=5 days to make up work.

Absence due to illness, you may make the request for homework, while reporting the absence. Students may be given make up work for excused absences for no more than five days. Class work may be picked up for excused absences at the office after 3:15-4:00pm or from after care personnel.

A student will not be provided with assignments before leaving for an extended absence but will be required to make up all missed work, including tests, when he or she returns to school.

A teacher is not required to give assignments if a student will be absent because of taking vacation.

### **Honor Roll Grades 3-8<sup>th</sup>**

B Honor Roll –any student achieving all B’s on the report or some A’s and some B’s in all subjects. Special classes must not contain a grade of 4 or D and F.

High Honors-all A’s. There may not be a grade lower than an A on the report card for the quarter. Special classes must not contain a grade of 4 or D and F.

### **Internet Use Policy**

Students will have the ability to access the internet on school grounds. Services are delivered to the school in an unabridged and uncensored fashion. Even if the school incorporates some type of limitation on the content, it is the individual responsibility of the student to limit his or her use of these services to academic pursuits, appropriate content and fair amount of time. To be certain that all students understand this responsibility, and to be certain that parents agree to share the responsibility of helping the student understand, “appropriate use”, an “Agreement to Allow Learning and Use of Internet Services” form must be signed by both student and parent at the start of each school year. Parents, who do not permit their child access to internet services while at school, must indicate their wishes on the form. Students who do not have a signed form on file will not be allowed to use these services at school.

### **Library**

Each student is responsible for returning items checked out in his/her name on time and undamaged.

Students Kindergarten-3<sup>rd</sup> Grades may check out 1 item for 1 week.

Students Grades 4<sup>th</sup>-8<sup>th</sup> may check out 2 items per week for 2 weeks.

If a book is lost or damaged the student must pay for the book or damage. No additional books may be checked out until the replacement fee or damage fee is paid.

### **Lost and Found**

Personal items that are found on school grounds and not claimed will be put in the lost and found crate in the cafeteria. After several weeks they will be put outside and students will be asked to claim them or the items will go to St. Vincent de Paul. It is very helpful to have names written on clothing and other school items that might go lost.



## Lunch Prices

Lunch \$4.50                  Reduced Lunch Price .40

Adult Lunch \$ 5.00      Milk for lunches from home \$. 75

Lunch is ordered each day. The exact number of meals are ordered for those who place an order. If a child has no lunch for the day the child will be given a hot lunch and the parent will be charged. A menu for the month is available on the school website.

**Soft drinks** are not allowed in the lunch program.

Students bringing lunch from home **may not have soda. The student must bring their lunch with them when they arrive at school in the morning. The school will no longer accept lunches from parents dropping them off before or during lunch.**

**Starbucks** or other coffee drinks, energy drinks or any specialty drinks are not allowed on campus for students. Students may have water with them at recess, in the classroom or cafeteria. No glass bottles allowed.

## Media Release (Photos and Student Information)

According to the Family Educational Rights and Privacy Act (FERPA) guidelines regarding the use of pictures, videos, etc. the school will need prior consent for images that are directly related to a specific student. The school does not need prior consent for images of students who are considered “set dressing”, such as students walking down a hall, or riding a school bus. At the beginning of each school year, parents are asked to sign a release of student directory information as to their preferences.

## Medical/Health Information

The school policy is that if a child is ill, that child should be kept at home. This policy helps prevent the spread of contagious illness and prevents your child from being uncomfortable at school. If a child has a fever of 99.6 degrees or higher at school, they will be sent home and cannot return until his/her temperature is 98.6 degrees (normal) for 24 hours. If your child has pink eye, she/he can return to school only when all redness and discharge is gone. If a child shows symptoms of extreme discomfort, vomiting or an injury that needs medical attention, the parent or the parent’s designated person must remove the child from school. Children with food allergies must have a written notice from the doctor in the school file.

## Medication

When it is essential for a student to take medication at school the following requirements must be met:

- All medication, prescription medication and non-prescription, shall be prescribed by the student’s licensed physician.
- The parent shall provide all medication.

- All prescription medication shall be in its original pharmacy container, labeled with the student's name, date, dosage, pharmacy medication number, time to be administered at school, date to begin medication and the date to discontinue medication.
- All non-prescription medication, (including cough drops) must be in its original pharmacy container. These over the counter medications must be labeled to include the student's name, date, dosage, time to be administered at school, date to begin medication and date to discontinue medication.
- Written permission on a school medical form must be filled out before any medication can be administered at school. The form includes the following information: student's name, the name of the medication and prescription number, dosage to be given, time of day to be administered, expected duration of treatment, physician's name, reason for medication, possible side effects and storage instructions.
- Medications are to be brought to the school office by the parent or responsible adult designated by the parent.
- Office personnel who have a First Aide Certificate will administer the medication. No student may administer medicine to another student.
- No student is to have possession of medication on his/her person or in his/her belongings.
- No more than a 1 month supply of medication may be kept for any student who receives medication on a regular basis.
- No medication brought to school in other than the original container may be administered by anyone even if accompanied by written permission from the parent and permission from a physician or dentist.
- **The staff will not administer the first dose of any medication to a child.**
- **At the end of the school year all medication must be picked up by the last day of school or the school will drop the medication off at the police station. (Diocese of Tucson policy)**

### **Non-Custodial Parents**

St. Anthony of Padua School abides by the provision of the Buckley Amendment (1975) with respect to the rights of non-custodial parents.

In the absence of a court order to the contrary, St. Anthony of Padua School will provide the non-custodial parent access to academic records and to other school-related information regarding his or her student. If there is a court order specifying that there is to be NO information given, it is the responsibility of the Custodial Parent to provide St. Anthony of Padua School with an official copy of the court order. The school is not a meeting place for the non-custodial parents to visit with their children.

### **Office Hours for St. Anthony of Padua School**

7:30am-4:00pm. Summer Hours will be announced at that time.

### **Parent/Guardian Cooperation Policy**

1. Normally, a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their child(ren) from the school for any of the following reasons:
  - Refusal to cooperate with school personnel
  - Refusal to adhere to the Diocesan or local policies and regulations
  - Or interference in matters of school administration or discipline.
2. In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented.
3. If such effort does not correct the situation, then, after consultation with the pastor and the Superintendent of Catholic Schools, the principal may recommend to the parents that they withdraw their children.
4. Documentation signed by the parents on the matter, must be retained on file.
5. If the parents refuse to accept the recommended withdrawal, the procedures for expulsion shall be followed.

### **Parental Concerns**

**Concerns/questions by parents/guardians should be addressed by following these steps in order:**

**1<sup>st</sup> Teacher**

**2<sup>nd</sup> Principal**

**3<sup>rd</sup> Pastor**

**4<sup>th</sup> Superintendent of Schools Diocese of Tucson**

**You should not go automatically to the pastor or superintendent. You need to follow the above steps in order.**

### **Parties-Classroom –Birthday and Holiday**

There will only be one celebration per month for the month's birthdays in a given classroom. Parents of birthday children must pool efforts and work with the teacher on the treats and the time. The time allotted for these events are the last 15 minutes of the day. The cost of providing treats does not count towards the parents Service Hours.

No flowers, balloons or other gifts may be sent to school for the student. These items should be given outside of school time. They will not be taken to the classroom and the office will not accept them.

Party Invitations-may only be given out at school if every child receives an invite. We will be sensitive to the feelings of children.

## **Report Cards**

Parents are notified of their student's progress by a report card four times a year. The primary function of a report card is to communicate information to parents/guardians about the student's current achievement status in regard to specific learning objectives in each curriculum area. Parents are required to sign the report card after each of the first three quarters and return it to school.

Report cards will be held at the end of the school year if the following is still owed to the school:

Tuition, library fees, lunch fees, tardy fees, before care/after care fees or damage fees to books.

## **Retention-Diocesan Policy 2160**

A student shall be retained on the recommendation of the teacher and the principal. When making an evaluation of the student's progress, the teacher will consider the social, emotional, physical, moral and academic development of the student.

1. The teacher must be reasonably certain that repetition of a grade by a particular student will be beneficial.
2. If, in the teacher's judgment, retention is probable, the case must be discussed with the principal and then arrangements made for a conference with the parents. It is advisable that this be done no later than the beginning of the second semester. A written summary of this conference shall be kept.
3. A follow-up conference with the parents/guardian will be held to evaluate the progress of the student.
4. Evaluations and reports to the parents must indicate lack of student progress.
5. If, contrary to the recommendation of the teacher and principal, parents/guardian request that their child be placed in the next higher grade, the principal may honor this request. In this case, the parents/guardian shall be required to state their request in writing. This request will be placed in the student's cumulative file. The student is then transferred to the next higher grade. If retention is again recommended the following year, and not accepted by the parents/guardian, then the parents/guardian will be directed to find an alternative educational setting.
6. Retention in a grade after a second year requires careful consideration. A recommendation should be made to transfer the student to another educational facility.
7. Retention should not be solely based on the number of days in attendance.

## **Snacks**

Students may bring a snack to eat at recess. They need to throw the paper away in the trash can or the privilege of having snacks at recess will be taken away.

Students should not arrive to school with drinks from Starbucks and other places. Students should arrive ready to begin class.

## **Student Supplies**

A student supply list is given to each parent before the new school year begins. Parents are required to purchase these items for the first day of school. These supplies may not be counted towards their service hours requirement.

## **Toys**

Toys from home are not permitted at school. If they are requested by the teacher for a project or assignment they are allowed but must be returned home as soon as the assignment is done.

## **Tuition**

Tuition is paid through FACT. All financial obligations must be met before a child will be admitted for the upcoming school year. If a parent is having a hard time meeting their financial commitment they must contact the principal as soon as possible.

As soon as a new month begins the student is charged for the entire month.

Final report cards will not be given to the student until all financial obligations have been met.

## **Visitor/Volunteer Log-In**

St. Anthony of Padua School is a closed campus facility. All visitors to our school, volunteers, parents, grandparents etc, MUST sign in at the front office where they will show ID and receive a visitor badge. The teacher will be notified of his/her arrival. This policy is for the safety of our staff and students. All exterior gates of the school are posted with warning signs informing visitors of their responsibility for reporting to the office. Gates are locked during the day. Friends or relatives of students are discouraged from visiting students at school because it is disruptive to the educational process. All visits to our classrooms must be pre-arranged with the teacher. Students are not allowed off campus unless supervised by a staff member. Any visitor on campus without a badge will be escorted back to the office for the required sign in.

## **Withdrawal from School**

If a parents decides to withdraw their child/ren from St. Anthony of Padua School they must first meet with the principal. All tuition and any fees must be paid in full before any records or report card will be sent to the next school.

## **Section V Attendance**

### **Beginning of the School Day**

School hours are 7:55am-3:15pm. If a student arrives after 7:55am they are marked tardy. The gate on First Street opens at 7:40am. Parents are required to drop their child/ren off at the gate. No student should be entering through the main office doors of school during this time. The gate locks at 7:55am. Any student arriving after this must come through the office entrance and will be marked tardy.

Any student leaving for the day between the hours of 11:45am-2:00pm will be marked a half day absent. If leaving after 2:00pm it will not count for an absence but will be documented in the sign out book. If a student is tardy and first arrives at 9:00am they are marked half day absent.

**Tardy Policy – For every minute late to school the parent will be charged .25 a minute. A bill will be sent home at the end of the month that must be paid.** If a student is late to school because of a medical appointment a note from the doctor must be presented to the school office staff and this will be recorded as an excused tardy.

**Absence Policy – A student who is considered to be a habitual truant may be subject to dismissal or adjudication. “Habitual truant” as defined by state law means a child who is truant (unexcused absences) for 5 school days within a school year. (A.R.S. 15-803 C). Excessive absenteeism (18 days or more) during the school year a student may be retained in that grade for the upcoming school year.**

Notifying the School Office-Parents must call the school office by 8:30am each day the child is absent to inform the office the child is absent and the reason. If a parent does not call into the school office as to why their child is absent the office personnel will call the parents/guardians for the reason.

### **Morning Arrival**

- For the safety of our students, those coming to Kindergarten through 8<sup>th</sup> grade are to be dropped off at the school gate on First Street at the southwest corner of the playground each morning between 7:40am-7:55am. Teachers/staff are on duty at 7:40am. The gate will be locked at 7:55am. At that time your child needs to come through the school office and will be marked tardy.
- Do not use the school parking lot for arrival unless you have business in the office. Office opens at 7:30am. Only parents taking children to before care are allowed to use the school parking lot in the morning.
- School parking lot will be locked at 8:00am.

### **Afternoon Dismissal**

When picking up students at dismissal time, it is required that parents use First Street and form a single line of cars along the curb. Parents are to leave as soon as their children enter their cars. Please do not leave your car unattended. If conversation is necessary with other parents, park down or across the street, out of the way of the slow-moving traffic.

Students not picked up at the gate by 3:25 or 12:40- early dismissal days - will be signed into after care and the parents will be charged.

In case of rainy days, if you don't see anyone on the playground, it is safe to assume that dismissal is through the cafeteria. We only ask for your patience, because the lot is small for the number of cars that need to pick up students.

## **Early Dismissal**

For the safety and protection of students, we cannot allow them to be taken from the classroom before the regular dismissal time without the parent/guardian first coming to the office and signing the student out. The office will call the student from class. If there is a need to remove your child from school during the course of the school day, a note or phone call is to be sent to the office giving permission for the student to leave early. The office will call the student from class. When parents arrive, they report to the office and sign the student out. The student will be called from class. The school staff will not release the student to anyone unless specifically authorized by a parent/guardian. We cannot release students to anyone other than those persons authorized by a parent/guardian and those individuals specifically listed on the Emergency Form for each student.

**Early Out Day-Fridays school will be dismissed at 12:30pm.** This allows the faculty to hold an inservice in the afternoon. After care will be provided beginning at 12:40pm.

## **Daily Schedule**

### **PreSchool**

- 7:00-7:40am Before Care in Cafeteria (optional)
- 7:40-7:50 Sign In at their classroom in the PreSchool Building
- 7:50 Walk to the Court Yard in the Main School Building
- 7:55 Attend Morning Prayer, Pledge of Allegiance and announcements in courtyard
- 8:00am-3:00pm Class time
- 8:30am School Mass on Tuesdays
- 11:30am Students staying for the morning only are signed out
- 3:00-3:15 Sign out time
- 3:15-6:00pm After Care in Cafeteria
- Half Day Program ends at 11:30am-no lunch in school

### **Kindergarten – 8<sup>th</sup> Grades**

- 7:00-7:40am Before Care in Cafeteria (optional)
- 7:40 Gate on First Street opens for arrival of students
- 7:40-7:55am Students arrive
- 7:55am Morning Prayer, Pledge of Allegiance and announcements in courtyard.
- 8:30am School Mass on Tuesdays
- 3:15pm Dismissal Monday –Thursday

12:30pm Dismissal Friday (12:40pm After Care for students not picked up)

3:25-6:00pm After Care for students not picked up

## **VI. Discipline**

### **Discipline Guidelines**

A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by the school officials.

1. Respect God, self, others and property. Show respect for Authority, Peers, Self, Environment, Community

Verbal abuse is disrespectful and will not be tolerated. It is defined as:

- a. Disrespect to any teacher, staff member, adult or student.
- b. Swearing/foul language
- c. Threatening or intimidating tone, words or gesture
- d. Rudeness to another person

Students will make proper use of school facilities. Students are to show respect for school property by using the facilities and equipment correctly and helping to keep them in good condition. Improper use of school facilities includes but is not limited to:

- a. Gum chewing on school property (\$5.00 fine)
  - b. Writing on any school property
  - c. Destructive actions and/or destruction of property
  - d. Being in the school building when you are not supposed to be
  - e. Rough games and improper use of school equipment
  - f. Eating or having food except in designated areas.
2. Contribute in a positive way to the learning environment  
It is the responsibility of all students to do their part in building and maintaining a positive educational environment.  
Contributing to the Learning Environment is defined as:
    1. Be prepared for class, every day
    2. Complete all assignments
    3. Attend school punctually
    4. Keep hands and feet to your self
    5. Use listening skills
    6. Follow instructions
    7. Leave toys at home
    8. Bring appropriate materials to school
  3. Students will be substance free. Students will not use or possess any illegal substance including tobacco, controlled substances (drugs), OTC medication, alcohol and/or any mind-altering substance. The non-medical use, possession, distribution or sale of chemical substances constitutes a hazard to students' health ability to learn and to the



general operation of schools. Student's non-medical use, possession, distribution or sale of chemical substances is prohibited on school grounds, at school-related activities, when students are being transported in vehicles dispatched by the school or at any time when students are within the jurisdiction of the school.

**Diocesan standards of conduct (DOT 2220) and disciplinary sanctions are as follows:**

- A. The school and the parent will encourage self-discipline and help create an atmosphere conducive to learning. At all times, discipline is to be conducted with the dignity of the student in mind. The nature and degree of misconduct will be considered in the administration of discipline. A student should expect that repetitive misconduct would result in disciplinary action of increasing severity. A variety of disciplinary measures or actions may be imposed or taken. Corporal punishment is prohibited. Disciplinary action should fit the infraction and be commensurate with the misconduct. Disciplinary action should be taken judiciously and in a manner consistent with the philosophy of discipline in Catholic schools. Parents are expected to support teachers and administrators.
- B. Implementation of Disciplinary Action
  1. Detention (In School Detention, After School Detention)
    - Detention refers to a disciplinary action pursuant to which the student is detained at a time and place determined by the school.
    - Detention may be assigned in cases of minor, non-repetitive misconduct
    - Repetitive/multiple detentions may trigger the imposition of more serious disciplinary action.
  2. Probation
    - Probation refers to the supervision and evaluation of the student's conduct and academic progress for a specified period, because of a serious or continued misconduct or serious academic deficiency.
    - Probation shall include an agreement in writing between or among the students, parent, and school administrator addressing the student's misconduct, duration of probation, corrective measure to ensure compliance with applicable rules, and the consequences of any violation of the terms or probation. The agreement signed by all concerned parties, will be given to the parent and a copy will be kept on file in the school office.
    - Subject to compliance with the terms of the probation agreement, probation shall not exceed two semesters.
  3. Suspension Guidelines
    - Suspension refers to the isolation of students from some or all school activities including, but not limited to: school sports, dances, field trips, or any other sponsored activities.
    - Suspension shall be imposed in accordance with rules established by the school. It is a drastic consequence that should be used rarely and only in response to an action of a very serious nature or after other remedial measures have been employed without success. The principal must approve a suspension.

**Anti-Bullying Policy**-St. Anthony of Padua Catholic School is committed to creating a safe, comfortable and respectful learning environment for all students following the example of Jesus Christ. Bullying, harassment and intimidation have a negative impact on the school climate and can be a major distraction from learning. It is the responsibility of all stakeholders to ensure the rights of all within the school boundary. Bullying behavior by anyone is prohibited.

Bullying: harassment, including bullying (hazing, intimidation) on the basis of race, color, religion, gender, national origin, age, disability or for initiation into memberships or anything which constitutes teasing/taunting consistently, is also prohibited. Harassment would include verbal or physical conduct that denigrates or shows hostility or aversion toward a student because of his/her race, color, religion, gender, national origin, age, or disability or that of his/her relatives, friends or associates, and that :

1. Has the purpose or effect of creating an intimidating hostile or offensive environment at school or school functions. Accordingly, conduct outside of school is subject to this provision.
2. Has the purpose or effect of unreasonably interfering with a student's academic performance
3. Otherwise adversely affects a student's academic opportunities.

Harassment/bullying also includes any type of verbal conduct, correspondence, letters to the editor, any postings on Facebook or other web sites or servers which may be viewed by others (whether restricted by invitation by the author or not) and any emails, twitter or text messages which can be construed as offensive, insensitive, hurtful or critical of another student and/or the students family, regardless of whether the item is sent to the student or not.

## **Drugs/Alcohol**

### **Procedures for Dangerous Substances, Diocese Policy #2240**

Because of the serious and dangerous nature of substance abuse, the Catholic Schools in the Diocese of Tucson are committed to working towards its prevention. Programs of education and awareness training for students, parents/guardians and faculty shall be on-going.

The schools in the Diocese of Tucson believe in the inherent goodness of every child. Therefore, the schools shall make every effort to find a wholesome resolution to a student's possession or use of any potentially dangerous substance and at the same time, will assure the safety of all students and will act in the best interest of the entire student population.

#### **A. Buying/Selling Drugs**

Should a student be found buying, selling or in any other way transferring potentially dangerous substances on school grounds, that student shall be expelled and his/her parents/guardian will be notified immediately. A police report of the incident will be made.

#### **B. Reasonable Cause/Investigation**

Should there be reasonable cause to believe that a student uses, possesses or is under the influence of any potentially dangerous chemical substance, a team consisting of the

principal, school nurse, and school counselor will notify the parents/guardian and begin an investigation. The pastor will be advised of the action taken.

As part of the investigation, the principal may request a full drug assessment including a urine drug screen to confirm or disprove the student's use of any chemical substances.

This assessment must be done at an adolescent chemical dependency or drug program counseling service within 24 hours of the request by the school.

If parents/guardian do not cooperate with the request for the above assessment and drug screen within 24 hours of the request, the student may not continue to attend school.

#### C. Use of Drugs

Should it be determined through the investigation, set out above, that a student is using, possessing, or is under the influence of a potentially dangerous chemical substance, the following steps will be taken:

1. Parents/guardian will be made aware of the commencement of an investigation immediately.
2. The student will be suspended until the parents/guardian can provide evidence to the school that their child is enrolled in a reputable, non-school treatment facility that specializes in adolescent substance abuse.
3. School staff may provide names of various treatment facilities that would be appropriate for treatment. The school will provide homework and support the student's return to school as soon as he/she is able.
4. A probationary period will be determined by the principal and the treatment facility. A reassessment of the student's progress involving parents, facility personnel and administration will be done at the termination of treatment. The student must fulfill the treatment and aftercare recommendations of the treatment facility. Failure to do so will result in expulsion from school.
5. In the event the investigation provides reasonable cause to believe the student is using a dangerous substance and there have been previous problems, the principal, in the best interest of all concerned, may decide to forfeit this treatment procedure. Therefore, the student would not continue to attend the school.

#### D. Second Offense

Should a second incident occur, it would indicate that the problem requires more in-depth care. Because of the age of the student and the seriousness of the situation, the principal, school counselor and a treatment facility representative will confer to determine what is best not only for the student in question, but also for the entire student population. The school may at this time request that the student leave or renew the steps indicated above.

### **Due Process/Parent's Appeal**

As members of the St. Anthony of Padua School family, we have been called to live as Jesus taught us. Sometimes in the course of our daily living together, conflicts, confrontations or hurtful words and behavior occur. These incidents occur among teachers, parents, students and administrators. When this occurs it is important that we "forgive us our trespasses as we forgive those who trespass against us." The process of reconciliation as a sacrament and as conflict

resolution, are exactly the same. When two or more persons are in need of reconciliation the following process is used at St. Anthony of Padua Catholic School as per Diocese Policy 2180:

1. In any conflict, an effort shall first be made to resolve the issue in a spirit of fairness and justice by following the ordinary and regular communication channels between the people involved, i.e., conference, telephone, written communication. If the conflict cannot be resolved with good faith effort the staff person involved will document the issue with a written report to the principal stating facts in clear, concise, objective terms. Parents/ guardian will be informed that they have ten (10) days to make an appointment with the principal to discuss the issue.
2. If the issue cannot be resolved to the satisfaction of all concerned during the conference with the principal, parent/guardian will be told of the due process procedure and given a copy of Due Process for Parents/Students Form with the information that they have five (5) days to proceed.
3. Should either party of interest, parents or principal, deem it necessary to have a second conference before the five days have elapsed, this shall be considered. The parents/guardian may again discuss the grievance personally or request another representative to accompany them. The principal may also request another representative to attend the meeting.
4. Within five (5) working days of the receipt of the written grievance, the principal shall give a written decision to the parents/guardian and retain a copy in the grievance file.
5. If the issue still has not been resolved to the satisfaction of all concerned, the process may continue.
6. In a parish school, the pastor shall be informed of the issue and given all written documentation, including the written decision of the principal concerning the matter. In a private school, the religious superior shall be given all written documentation, including the written decision of the principal concerning the matter.
7. The parents/guardian shall be informed that they have three (3) working days to appeal the decision of the principal to the pastor or religious superior. The appeal must be submitted in writing to the pastor or religious superior with the following information:
  - a. The subject of the appeal.
  - b. Any factual data other than hearsay the person deems appropriate.
  - c. The efforts that have been made to resolve the issue to date.
8. The pastor or religious superior may designate another person(s) to read the appeal.
9. The pastor or religious superior may investigate by calling in any or all of the interested parties.
10. If the pastor or religious superior determines that there is legitimate cause for appeal, the pastor or religious superior will ask the principal to give written explanation of his/her decision.
11. Within ten (10) working days after the receipt of the appeal, the pastor or religious superior shall prepare a written document with his/her decision to be given to the parents/guardian, retaining a copy in the grievance file.

12. If the decision of the pastor or religious superior does not resolve the issue, parents/guardian may within three (3) days of the decision submit a written request for reconsideration of the decision to the Superintendent of Catholic Schools.
13. The Superintendent of Catholic Schools and the Bishop will review the request and determine if a grievance board shall be formed to review the previous decisions. If the decision is made to proceed to a grievance board, the Superintendent has three (3) days to form a board.
14. The grievance panel is not free to substitute its judgment for the judgment of the pastor or religious superior. Instead, the grievance panel is limited to determining whether or not the pastor or religious superior abused his/her discretion in the decision. In determining whether the pastor or religious superior abused his/her discretion, the grievance panel must consider the following criteria:
  - a. The gravity of the student's conduct.
  - b. Whether the parents were advised of the student's conduct and had opportunity to assist the school administration in addressing the conduct
  - c. The student's reasons, if any, for the violation of school, parish or diocesan policy concerning student behavior.
  - d. Whether the pastor met with and discussed the violations with parents and student, either separately or together.
  - e. Whether the pastor met and discussed the issues with principal, teachers and other involved parties
  - f. The discipline record of the student.
  - g. Whether existing policies and regulations of the parish, school and the Diocese have been followed in all material respects.
15. This grievance process must be completed within ten (10) days from the formation of the grievance panel, assuming full cooperation of the party seeking recourse. The panel must be reasonable certain that an abuse of discretion has occurred before overturning a pastor or religious superior's decision.
16. The grievance panel's decision must be issued in writing with reasons therefore. This opinion will be immediately forwarded to the Bishop who may accept, reject, ratify or modify the opinion. No further recourse is permitted within the Diocese.

#### Post Decision Processing:

1. All documents, communications and records shall be kept in a separate file and shall not be kept in the personal file of any of the participants.
2. All meetings under this procedure shall be conducted in private and shall include only the parties of interest referred to earlier.
3. All meetings shall be held when there is mutual agreement to the time and place.
4. At all levels, all pertinent information shall be made available to the parents/guardian.
5. Time limits imposed at any step in the process may be extended by mutual consent, in writing.
6. Failure at any step of the procedure to properly and timely advance to the next step shall be deemed an acceptance of the decision and there shall be no further right of appeal.

## **Gang Policy**

Gangs and gang related activity are prohibited.

1. A Gang is defined as a group of persons who associate for the principal purpose of committed unlawful acts.
2. Gang activity refers to unlawful acts committed by or with a gang.
3. The following are examples of gang activity that violate school policy when they occur on school property or at any school-sponsored function.

This list is not intended to be all-inclusive.

- Wearing clothing, head coverings, jewelry or other accessories of a type or color commonly understood to be related to a particular documented gang.
- Possessing weapons, drugs, alcoholic beverages or drug paraphernalia
- Displaying markings, writings, photographs, tattoos, and hand signals commonly understood to be related to a particular and documented gang.
- Engaging in action directly resulting from membership in a documented gang. This includes, but is not limited to organizing, recruiting, inducing or intimidating others to engage in gang activity. Further, threatening, intimidating or fighting to further the purposes of a particular documented gang constitutes gang activity.

## **Harassment Policy**

The Diocese of Tucson and St. Anthony of Padua Catholic School will not tolerate and prohibits, sexual harassment of its students at school by any person and in any form.

- A. Sexual harassment is defined as any “unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature” when:
  1. Submission to such conduct is made with explicitly or implicitly a term or condition of a student’s evaluation; or
  2. Submission to or rejection of such conduct by a student is used as the basis for decision affecting such students; or
  3. Such conduct has the purpose or effect of substantially interfering with a student’s academic performance or creating an intimidating, hostile or offensive academic environment
- B. Harassment on the basis of race, color, religion, gender, national origin, age or disability is also prohibited. Harassment would include verbal or physical conduct that denigrates or shows hostility or aversion toward a student because of his/her race, color, religion, gender, national origin, age or disability, or that of their relatives, friends, or associate, and that:
  1. Has the purpose or effect of creating an intimidating , hostile or offensive academic environment;
  2. Has the purpose or effect of unreasonably interfering with a student’s academic performance or;
  3. Otherwise, adversely affects a student’s academic opportunities.

- C. Neither the Diocese of Tucson nor St. Anthony of Padua School can take corrective measures to remedy the situation of harassment unless it has been informed of such an event. Any student of the Diocese of Tucson who believes that he/she has been or is a victim of harassment, should immediately report the matter to the principal, pastor or Superintendent of Catholic Schools. Each complaint will be fully examined individually. At its sole discretion, the Diocese of Tucson may take interim actions (e.g. separating students and/or employees, suspending the accused, etc.) pending a full investigation and resolution.
- D. Any student or employee who has been found, after investigation, to have engaged in behavior that the Diocese deems inappropriate or in violation of this policy will be subject to discipline, which may include but is not limited to immediate suspension to termination (DOT 2310)
- E. False reports regarding harassment, bullying, intimidation, etc., will be subject to immediate and proper disciplinary action.
- F. Suspected cases of harassment, intimidation, and/or bullying must be reported to the proper school authorities immediately and followed with a written report within ten days.
- G. When school employees have reasonable suspicion of abuse, it must be reported to law enforcement, CPS, and the proper school authorities immediately and followed with a written report.(A.R.S. 13-3620).

### **Offensive Language**

St. Anthony of Padua School is committed to the enhancement of dignity and self-respect for every student. In order to promote this goal, it is necessary to enforce a strict policy on the use of words that are unacceptable. These words range from telling someone to “shut up” to street words that refer to functions of the human body. In addition to being hurtful to others, these words lessen the dignity of the person who uses them. God has created us in His image and likeness. To degrade each other with words that hurt and demean is not only unacceptable, it is contrary to our expectations as Christians. Therefore, students who engage in demeaning, harassing, or taunting language will be dealt with in a serious manner. The consequence of their behavior, depending on the seriousness and frequency of the offense, will range from timeouts to expulsion. The grade level of the student will also determine the consequences. We fully expect our parents/guardians to assist with the enforcement of this policy. Please know that the values you establish at home, along with your example, play a significant role in your child’s attitude and behavior.

### **Searches - Diocesan Policy 2270**

- A. The principal, pastor or a representative of the Dept. of Catholic Schools may conduct a search of the school plant and every aperture thereof, including lockers and desks. School searches must be based on a reasonable suspicion that a school rule has been broken and related to insuring a safe learning environment.
- B. A student assigned a locker or desk has use of, but not propriety right to the locker or desk. Lockers and desks are school property. Schools shall publish in the Parent/Student

Handbook a policy stating their right to inspect when there is a suspicion of a threat to the health, welfare, or safety of students.

- C. Schools can search personal property if the search is (1) justified at its inception, i.e. reasonable belief that the student has broken a school rule, and (2) the search is reasonable in scope. The search is to be made in the presence of at least two school officials.

## **Weapons**

Possession or use of a weapon on school premises or at school-sponsored activities will result in suspension and/or expulsion from the school.

## **VII. Dress Code**

### **Student Dress Code 2018-2019 PreKindergartn – 8<sup>th</sup> Grades**

**Updated April 2018**

**Uniform Company – Educational Outfitters [www.EducationalOutfitters.com](http://www.EducationalOutfitters.com) 1628 E. Southern Ave. Ste. 11 Tempe 480-429-5136.**

**<http://phoenix.educationaloutfitters.com/find-my-school/st-anthony-of-padua-catholic-school/>**

**Principal has the final say on the school uniform and out of uniform days.**

**No uniforms will be sold from the school office or orders placed through the school office.**

**Starting August 2018 PreKindergarten Students must wear the school uniform every day. Please read below the requirements.**

#### **Girls' Uniform**

Grs. PreK-3<sup>rd</sup> Official Plaid Jumper – knee length

Grs. 4-8<sup>th</sup> Official Plaid Skirt – knee length

Grs. PreK-8<sup>th</sup> Regulation navy slacks and shorts (knee length)

Regulation: twill pleated shorts and pants – no visible cargo or zipper pockets

Not Regulation: hipsters, flared legs, capris, skinny khakis, skorts, skinny jeans/uniform pants, leggings, jeggings

Grs. PreK-8<sup>th</sup> Polo shirts forest green or white with school emblem with collar, long sleeved or short. Must be worn tucked in.

White undershirts may be worn with no writing on and sleeve must not go past the uniform shirt sleeve. No other color allowed under shirts.



**Footwear**

Knee socks/ankle socks: navy, green, black or white

Tights/Leggings: Solid navy, green, black or white (no texture or design) **Full length-no capri length**

No boots, flip flops or sandals allowed. Foot must be completely covered. No wheels on shoes. Shoes must be completely tied.

**Mass Uniform:**

Plaid skirt or jumper with white uniform shirt –no shorts or pants

**Winter Wear:**

Uniform navy sweater, vest and ¼ zip pullover may be worn in the classroom –purchased from Uniform Company. No outside jacket, sweatshirt may be worn in the classroom at any time.

**General Uniform Rules:**

No make-up at all in any form.

No nail polish or fake nails.

Students may not write on their bodies.

Nothing may be worn that is contrary to the teachings of the Catholic Church. The principal has the final say on what is the correct uniform attire.

**Jewelry**

Allowed: watch, Catholic medal or cross, earrings-stud only 1 per ear. No body piercing except the ear and only 1 per ear. 1 ring for Grs. 5-8-no rings for Prek-4. No bracelets for any grades.

**Hair Accessories**

Hair accessories must be of the uniform colors: green, gold, navy blue, white

**Hair**

Hair must be neat, clean, well-groomed and styled so as not to attract undue attention and interfere with the educational process. Same is said for hair accessories. Students may not change the natural color of their hair including highlights, streaks, or hair attachments. Hair must not obstruct vision at any time. No shaved heads except for medical reason.

**Hats/ caps** must be kept in backpacks during class time; hats/caps must face forward. Hats, caps, hoods must be removed for Morning Prayer and the Pledge.

### **Boys' Uniform**

Grs. PreK-8th Regulation Navy twill slacks and navy shorts (knee length).

Shirt-short or long sleeved forest green or white polo shirt with collar and embroidered school emblem. Shirt tails must be tucked in.

Undershirts must be white with no design showing through and sleeve must not extend beyond the uniform shirt sleeve.

Grs. PreK-8th Socks: navy, green, black or white

Shoes: no sandals, boots or crocs. Shoes must cover from the toes to the heel. No wheels. Shoes must be completely tied.

### **Winter Wear**

Uniform navy sweater, vest and ¼ zip pullover –purchased from the uniform company- may be worn in the classroom. No outside jacket, sweatshirt may be worn in the classroom at any time.

### **Mass Uniform**

Long pants with white uniform shirt.

Belts: solid dark brown, khaki, black or navy blue

Hats/ caps must be kept in backpacks during class time; hats/caps must face forward. Hats, caps, hoods must be removed for Morning Prayer and the Pledge.

### **Hair**

Hair must be neat, clean, well-groomed and styled so as not to attract undue attention and interfere with the educational process. Same is said for hair accessories. Students may not change the natural color of their hair including highlights, streaks, or hair attachments. Hair must not obstruct vision at any time. No shaved heads except for medical reason. Students should style their hair neatly and without cuts or designs above the natural hairline. No Mohawks, either actual cut or gelled are permitted. **Boys' hair must be off the collar, off the ear and no longer than their eyebrows.**

### **Jewelry**

Allowed: watch, Catholic medal or cross

### **Physical Education Uniform Grs. 5<sup>th</sup>-8<sup>th</sup> Purchased from Educational Outfitters -Tempe**

Shirt and shorts / long pants for cold weather must be purchased from the uniform company. Students must change into the uniform before their Physical Education class. They change out of it at the end of their class period. Athletic shoes must be worn for Physical Education class.

### **Out of Uniform Days**

Clothes must be appropriate for our Catholic School.

No makeup is allowed. No oversized or too tight clothing or revealing too much skin is allowed. **No leggings, jeggings or spandex allowed.** No spaghetti straps or tank tops allowed. The principal has the final say on what is appropriate for out of uniform days.

### **UNIFORM VIOLATION**

1<sup>st</sup> Time – verbal warning

2<sup>nd</sup> Time – Note Home – miss 1- minutes of recess

3<sup>rd</sup> Time – Note Home \$2.00 Fine

4<sup>th</sup> Time – Note Home \$5.00 Fine

Continuous violations –conference with the parent/guardian

## **VIII. Organizations**

### **Advisory School Board**

St. Anthony of Padua School Board is an advisory board and assists the pastor and principal in planning, policy formation, finance, development, marketing and public relations. It is composed of seven members whose terms are for three years. The board meets once a month except for the month of July. One member of the Board chairs the fundraising committee and gets other parents involved in the school fundraisers.

### **Athletic Association**

St. Anthony of Padua Catholic School is a member of the Signal Peak Athletic Association. Students in Grades 6th-8<sup>th</sup> may participate in after school sports. 5<sup>th</sup> graders can be part of the practice squad. It will be announced throughout the year which sports are happening and the sign up period. There will be a sports fee charged for each sport. Students must have a passing grade before playing each game.

Coaches are on a volunteer basis. Parents may coach if they are in compliance.

The Principal coordinates all sports activities.

Grades-students must have a C average to play in a game. Grades will be checked on a regular basis before each game-1 to 2 days before each game. Students when coming to school on game day will know before they come to school whether they are eligible to play or not.

### **Student Council**

The student body elects the Student Council each year. Grades three through eighth will elect representatives to the Student Council. The Student Council sponsors a variety of spiritual, educational and social events throughout the school year. They are also considered school leaders on our campus and must maintain a C average. Students may step down from their

position and they may also be put on probation or removed from office if they fail to fulfill the requirements set forth by the Student Council Advisor.

## **IX. Arizona Statues**

The Diocese of Tucson Catholic School policies incorporate the following Arizona Statues which shall be placed in all parent/student handbooks and faculty/staff handbooks.

1. Interference with or disruption of an educational institution-Arizona Statue 13-2911 states that schools shall adopt rules for the maintenance of public order on all property of their educational institution and shall provide a program for the enforcement of its rules. The rules shall govern the conduct of students, faculty, other staff, and all members of the public while on the property of the educational institution. Penalties for violations of the rules shall be clearly set forth and enforced. Penalties shall include provisions for the ejection of a violator from the property and in the case of a student, faculty member or other staff, the violator's suspension, expulsion or other appropriate disciplinary action.
2. Abuse of Teacher or School Employee in School-Arizona Statue 15-507 states that a person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of duties are guilty of a class 3 misdemeanor.
3. Aggravated Assault- Arizona Statute 13-1204 (6) states that a person commits aggravated assault if the person commits the assault knowing, or having reasons to know that the victim is a teacher or other person employed by any school, and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties, or any teacher engaged in any authorized and organized classroom activity held on other than school grounds.
4. Report to Local Law Enforcement – Arizona Statue 15-341 (33) states that schools report to local law enforcement any suspected crimes against person or property and any incidents that could potentially threaten the safety or security of pupil, teacher, or administrators.
5. Reporting Abuse-Arizona Statue 13-3620 Duty to report abuse, physical injury, neglect and denial or deprivation of medical or surgical care or nourishment of minors: medical records; exception violation; classification; definitions.

## **X. Compliance Guidelines – Volunteers- Service Hours**

Compliance Guidelines/Application Process:

Compliance: all persons who have independent access to or influence over minors or vulnerable adults are required to undergo a thorough process of screening, including a criminal background check. In order for a Parent/Guardian/Grandparent to volunteer, be present in their child's

classroom or participate whenever students are involved, they must be in compliance with the Diocese of Tucson.

St. Anthony of Padua Compliance Officer: Maureen Berger; Contact Information: Parish Office 520-836-0601; Address: 201 N. Picacho St. email: [compliance@stanthonycg.org](mailto:compliance@stanthonycg.org)

New Parents: In order for you to volunteer in your child's classroom, attend a field trip with your child, help coach any school related sports activity or chaperone for any event you will need to obtain your Diocesan Clearance. Please contact Maureen Berger, Compliance Officer to begin this process. Additional clearance is required for Driver or Credit if handling money (i.e. PTO treasurer).

Returning Parents/Guardians/Grandparents already in compliance will receive their yearly Safety Environment and Orientation Training and sign the yearly attestation form.

Fees are as follows: Initial Clearance \$17.50. Driver: \$20.00 Credit History: \$15.00 (Needed for anyone who handles money in any capacity). Renewal of Clearance \$12.50. If you carry a current DPS card there is no fee for clearance, however, fees will be incurred for Driver & Credit.

All applications must be turned into the PARISH office with the fee enclosed. A delay in processing your application will result if the application is missing information or incorrectly filled out and the fee is not enclosed.

Application Process: St Anthony of Padua Catholic Parish Safety Environment Application Process

Step 1: Fill out Volunteer Application and the Permission to Obtain Forms and return to Maureen Berger at the Parish Office. Please be attentive to filling out the application. Full disclosure is necessary in order to process your application.

Step 2: Upon review and approval you will be notified when the next available fingerprinting session will be. The Application, the Permission to Obtain and your fingerprint card will then be processed and sent to the Diocese. The Diocese takes approximately four weeks to process your application.

Sept. 3: Upon receipt of the Diocese's notification of your clearance you will be notified and your Safe Environment Training and Orientation will be scheduled. Orientation consists of the following: 1) The Diocese of Tucson Code of Conduct; 2) Summary of the Guidelines for the Prevention of and Response to Sexual Misconduct and the Mandated Reporting Law of the State of Arizona.

Step 4: You will be issued a compliance card that you will need to carry with you and be ready to produce any time you are on campus. If you are a school volunteer please be prepared to show this card frequently. Remember you cannot volunteer or be employed in any capacity without first being cleared. There is no probationary period for this and no exceptions. Please do not hesitate to contact Maureen Berger at the Parish Office or via email.

[compliance@stanthonycg.org](mailto:compliance@stanthonycg.org) 520-836-0601.

## **XI. Money**

All tuition, registration fee, lunch/ breakfast costs, before care and after care will be billed through FACT tuition program which is a part of RenWeb. All accounts need to be current at the end of the billing cycle which is monthly. If a parent/guardian is having a problem with monthly payments they need to contact the principal as soon as possible for other arrangements to be made.

By the last day of school all money accounts should be current or the student's report card will be withheld until accounts are current.

Teachers will only accept money for field trips and book orders which will be turned over to the school office to be deposited. All other payments must be turned into the school office for a receipt.

## **XII. Service/Volunteer Hours**

All parents are required to work 40 service hours per family, per year. No extra hours are assessed the parent for having more than one child in school. It is per family for service hours not per child.

Service hours can be worked at the school fundraiser events, selling products for school fundraisers, helping out in the school office or classroom or buying items for the classroom or school. For every \$10.00 of product purchased equals one service hour. Receipt must accompany the item(s) purchased and stapled to the service hour sheet.

Any hours not worked will be charged \$15.00 payable by the parent/guardian.

## **ADDENDUM**

**The principal of St. Anthony of Padua Catholic School reserves the right to amend this handbook for just cause at any time during the school year. It is a "living document". Parents will be notified of any changes.**

**Edited May 31, 2018**