

St. Anthony of Padua Catholic School
Parent – Student Handbook
School Year 2023 - 2024



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The school administrator 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 everyone 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 goodwill.
- 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 Lisbon, 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 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 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 ill and died, and buried in Padua, Italy. Forty-six miracles provided for Anthony's canonization; only two occurred during his lifetime. In 1232, the Vatican declared Anthony a saint and his feast day is June 13.

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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.

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 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 lives the following virtues:

Person of Faith

- Respectfully learns and lives the teachings and practices of the Catholic Faith.
- Demonstrates a love for God, parents, teachers, fellow students, others, self, and all of creation.
- Uses decision making skills based on Christian values to inform his/her conscience and behavior.

Active Learner

- Initiative-taking, a self-starter working to achieve a personal best.
- Applies knowledge across curriculum and in real-life situations.
- Completes and finishes all tasks and duties.

Dedicated to Service

- Understands and practices the Spiritual and Corporal Works of Mercy
- Serving all members of the school, parish, and local communities.
- Actively embraces the spirit of service.

Universal Citizen

- Actively contributes to the growth of the school, parish, and greater community.
- Demonstrates respect and tolerance for self, others, place, and property.
- Respect for all of God's creation.

Articulate Communicator

- Clearly expresses ideas using verbal and non-verbal forms of communication.
- Applies 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 receive faith instruction 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 Wednesdays at St. Anthony of Padua Catholic Church. All students will take part in these services. Preschoolers start attending weekly school mass when appropriate.

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 daily and 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

The Sacrament of Reconciliation is received in 2nd Grade.

The Sacrament of First Holy Communion is received in 2nd Grade.

Sacrament of Confirmation is received in 8th 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, in consultation between the school administrator and Pastor.

C. Guidelines & Policy Statements Regarding Gender Identity and Same-Sex Attraction Issues

~Preamble~

The issue of students presenting at our school who identify as gay, lesbian, or transgendered has found the Church struggling to respond in ways that are compassionate as well as fully consistent with our teachings. Regarding human sexuality and sexual identity, it is critical to recall that the Catechism of the Catholic Church states: “By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept his sexual identity.” (Catechism of the Catholic Church (“CCC”), 2360-2363). By its very nature, sexuality is ordered to the conjugal love of a man and woman within the bond of marriage (c. 1055). And marriage, which is a partnership of the whole of life, is always ordered by its very nature to both the good of the spouses and the procreation and education of children (Ibid.).

These teachings of the Church are not mere antiquated notions. In fact, Pope Francis has repeatedly stressed the importance of a proper understanding of our sexuality, warning of the challenge posed by “the various forms of an ideology of gender that denies the difference and reciprocity in nature of a man and a woman and envisages a society without sexual differences” (Amoris Laetitia (“AL”), #56). Pope Francis further notes that “biological sex and the sociocultural role of sex (gender) can be distinguished but not separated,” and that although we must always be “understanding of human weakness and the complexities of life,” that does not require us to “accept ideologies that attempt to sunder what are inseparable aspects of reality” (Ibid.). Ultimately, “[we]e are creatures, and not omnipotent,” and we must accept and respect our humanity “as it was created” (Ibid.; see also Gen. 1:27, Matthew 19:4, and Mark 10:6). The Holy Father then stresses that “the young need to be helped to accept their own body as it was created,” so that “we can joyfully accept the specific gifts of another man or woman, the work of God the Creator” (AL, #285).

As Pope Francis notes, we must always respect the sacred dignity of each individual person, but that does not mean the Church must accept the confused notions of gender ideology. We must not demean or deny the sincerity and struggle of those who experience same-sex attraction or who feel their true gender identity is different from their biological sex. Rather, we seek to accompany them on their journey of life, offering them the light of the Gospel as they try to find their way forward. These truths are not merely faith-based; rather, such realities are also knowable through the use of properly functioning senses and right reason (Pope St. John Paul II, Fides et Ratio, #22). We do not serve anyone’s greater good by falsifying the truth, for it is only the truth that frees us for the full life that God offers to each of us. Thus, when a person experiences same-sex attraction or some form of gender dysphoria, such struggles do not change the biological fact of how God created that person, and it would be untruthful for the Catholic Church or our school to pretend otherwise. The policies of our Catholic school, therefore, must reflect these fundamental truths.

I. Pastoral Statements in Support of all those served in St. Anthony of Padua Catholic School

- The St. Anthony of Padua Catholic School family is committed to fostering strong faith, high academics, and selfless service.
- St. Anthony of Padua Catholic School respects the inherent dignity of each person and advocates for the wellbeing of all those served, particularly the most vulnerable.
- St. Anthony of Padua Catholic School welcomes all students whom we can serve. Children, youth, and parents deserve compassion, sensitivity and respect when dealing with difficult and delicate situations.
- St. Anthony of Padua Catholic School affirms the value of each person, and we see Christ in everyone.
- Through the authority of the Bishop, St. Anthony of Padua Catholic School assists parents as the primary educators of their children, as well as fulfills our duty to assist people to live the fullness of the Christian life. (Code of Canon Law (CIC) cc. 794; 796 §1).
- St. Anthony of Padua Catholic School models and teaches the Catholic faith to all those enrolled in our school with the understanding that parents/guardians will respect and support such teachings.
- St. Anthony of Padua Catholic School educates children and young people to respect every person in their particularity and difference, so that no one should suffer bullying, violence, insults, or unjust discrimination based on their specific characteristics (such as special needs, race, religion, gender identity, etc.).
- It is of the utmost importance that our children understand the depth of God's love for them and their intrinsic dignity and beauty. Children should always be and feel safe and secure and know they are loved.
- St. Anthony of Padua Catholic School is an educating community of faith in which persons can express themselves and grow in their humanity, through a process of relational dialogue, interacting with others in a constructive way, exercising tolerance, understanding different points of view, and creating trust in an atmosphere of authentic harmony. We are an "educating community, a place of differences living together in harmony".
- St. Anthony of Padua Catholic School community is a place for encounter and promoting participation. We must listen carefully, in dialogue with parents, to discern the educational needs of the students we serve.
- St. Anthony of Padua Catholic School respects each family's culture. We strive to listen carefully, in dialogue with parents, to discern the educational needs of the students we serve. In this way, students are accompanied by a community that teaches them "to overcome their

individualism and discover, in the light of faith, their specific vocation to live responsibly in a community with others”.

• Issues involving gender identity can be varied and complex, with each situation being unique. Therefore, all administrative decisions made in any such situations involving gender identity and/or same-sex attraction issues will be made on an individual basis, in consultation with the Department of Catholic Schools and will reflect Catholic teaching.

II. Guiding Principles

- All efforts to accompany young people, especially in relation to human sexuality, must recall the intrinsic dignity of the human person.
- Sacred Scripture shows us that God created human beings male and female (Gen. 1:27). Both sexes are created in the image and likeness of God, equal in dignity.
- The study of our relation to God is rooted in the unity of body and soul. The soul of the person and its relation to God cannot be separated from the bodily expression of this identity. One’s gender is determined by one’s biological sex; there can be no separation between the two.
- All pastoral care is defined, primarily, by love. It is the duty of those who find themselves in positions of ministry to communicate the deep love of Christ to all. Ultimately, all pastoral care is aimed at guiding people toward a relationship with Jesus Christ. The Catholic community shall be a witness to the person of Christ and His Gospel, inviting everyone we meet to share in His divine life.

III. Policy Statements

Confidentiality: Conversations regarding a person struggling with sexuality, same-sex attraction, and/or sexual identity will be considered confidential unless there is a risk of harm to self or others. Necessary information will only be shared with essential school personnel or other professionals who have a need to know.

Bullying and Discrimination: Persons experiencing gender identity conflicts or same-sex attraction must be accepted with respect, compassion, and sensitivity. Every sign of unjust discrimination in their regard must be avoided and any such actions will be addressed as an offense under the Diocese of Tucson Catholic Schools Bullying and Harassment Policy (3.14).

Compliance: Parents/Guardians will sign an agreement to abide by the policies set forth in the school handbook, to include their responsibility to respect and support Church teachings which inform school policy.

Admission Process: Admission will not be denied to students solely upon their expressed gender dysphoria, same-sex attraction, and/or sexual identity issues. For record purposes, admission will be based on the student’s biological sex. By enrolling their children, parents/guardians are agreeing to support the mission of the school in both the academic

requirements as well as the formation of its students in Catholic faith, morals, and discipline. It is important to discern how (or if) the school community may be affected and ensure the student will be accepted by his/her peers. It is also important that, prior to the school agreeing to any accommodations, that the case is discussed with the Department of Catholic Schools.

Counseling/Treatment: The school will not allow or otherwise cooperate in the administration of puberty blocking or cross-sex hormones on school property. Appropriate counseling recommendations for students to address behavioral and mental health concerns may be made available.

Names: Official records and correspondence will reflect the student's legal name and gender.

Student Conduct & Participation in School-Sponsored Activities: Students will conduct themselves in a respectful manner according to school policy while on school campus as well as during school sponsored activities off campus. This expectation applies to appropriate restroom use, adherence to dress codes, athletics, same-gender small groups, housing at overnight events, dates for school sponsored dances and functions, etc. In all circumstances, students are prohibited from acting out sexual attraction toward another student.

Dress Code: Girls have the option of wearing skirts, pants, or shorts on **non-Mass days**. **On Mass days, girls have the option of wearing skirts or pants** (as outlined in more detail in the Dress Code / School Uniform Requirement section of this Handbook).

School Groups or Clubs: All clubs or programs sponsored by St. Anthony of Padua Catholic School are expected to uphold Catholic teaching and support the mission of the school and should not contradict the Catholic faith, teaching, and moral discipline. Groups which advocate for privileges not in accordance with Catholic teaching will not be allowed to function on parish or school property, or to be sponsored off campus by parish or school staff.

Theology Curriculum: St. Anthony of Padua Catholic School ensures that the religious instruction and the selected religious curriculum is in alignment with the policy statements noted above and the theology curriculum is based on the *Catechism of the Catholic Church*.

Section III. Admission Policies/ Notice of Nondiscrimination

Children who are 3 years old by September 1st and are toilet trained are eligible for Preschool.

Children who are 4 years old by September 1st and are toilet trained are eligible for Pre-Kindergarten

Children who are 5 years old by September 1st 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 based on gender, race, national/ethnic origin, or physical challenge.
- **All Preschool-8th 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 school administrator. 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. Enrollment and scholarships are all done online.

Online Enrollment Fee is \$25 per family. FACTS Tuition payment plan is \$50 per family. The enrollment is done online through FACTS/ RENWEB.

Special Needs Children

If a child has an IEP or 504 Plan this must be told to the school administrator when the school administrator meets with the new family. Failing to inform the school administrator of this may result in the child not attending St. Anthony's School. St. Anthony of Padua Catholic School is not equipped or staffed to handle special needs children who require comprehensive services.

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 the funds to pay the tuition to St. Anthony of Padua Catholic School.

The parent(s) must complete their tax forms prior to applying for the scholarships. Therefore, no one may register their child in St. Anthony of Padua Catholic 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 different tuition plans available for families. Tuition is paid monthly, quarterly, annually, or semiannually. The school administrator must approve tuition payment plans. All families must be current with the tuition plan they have been approved for. All tuition must be paid up by the last day of the school year or a family may not register for the next school year until all previous fees are 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 Catholic 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 the 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.

Section IV. Academic Policies and Programs

Before Care / After Care Program

Students enrolled in Preschool through 8th 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 go out to the playground or courtyard which is supervised by a teacher till 7:55am when students will join their homeroom teachers. After Care Monday-Thursday 3:20pm-5:30pm and Fridays 12:35pm-5:30pm 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 per day

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

Late Fee Pick Ups will apply after 5:30pm (M-Th) and 5:00pm (F):

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 pickups within a 30-day period may result in your child being dropped from the program. Students are expected to follow all policies, regulations, and expectations of the school during before and after care. Continued failure to follow the policies, regulations, and expectations may result in removal from the program.

Book Replacement Fee

School books issued to students either by the teacher or from the school library must be properly cared for by the student. The cost to replace damaged or lost textbooks or library books will be charged to the responsible student account.

Cell Phones

Students are not permitted to have cell phones at school.

If your child will need to use a cell phone before/after school hours, please send a note to the school administrator and the child's 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 their teacher each day upon arrival on school grounds. Failure to turn the phone into their teacher 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 their teacher 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.

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 students participate in cheating and plagiarism.

Communication

RENWEB– is the school's internet communication tool for news from the school administrator, Teachers, and student progress reports and grades. **Note:** It is extremely important for the school to have the most up-to-date email addresses of parents/guardians.

Facebook Page-St. Anthony of Padua Catholic School Facebook page

Web Page-www.stanthonycschool.org

Email - teachers' emails and school administrators' emails – will be published for parents to access and contact as needed. Emergency issues during the teaching day should be directed to the office or administrator's email. Do not contact the teacher during the teaching day.

Computer and Internet Acceptable Use Policy

The 21st century is a time of new and ever-changing technologies. St. Anthony of Padua Catholic School believes that the use of innovative 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 in 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 the above list is subject to change by the school administrator.

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 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 Forms

To ensure the proper use and care of technology resources, it is necessary that each user – grades K-8th- and a parent/guardian annually sign an Acceptable Use Policy User Agreement Form and the Chromebook Assignment and Use Contract. These forms will be provided by the school and must be on file with the school before technology usage will be granted. By signing these forms, 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 have staff to provide personal counseling.

Emergency/Crisis Procedures

The Diocese of Tucson and each parish school have a handbook that instructs St. Anthony of Padua Catholic 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.
- Report of Abuse and Sexual Misconduct: Adherence to St. Anthony of Padua School & Parish Compliance Plan, including the Mandatory Reporting Law for the State of Arizona, Diocesan Code of Conduct and the Guidelines for the Prevention of and Response to Sexual Misconduct.

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. 9-1-1 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.
4. Parents will be notified of the evacuation and updated on the status. If necessary, parents will be instructed as to when and where students may be picked up.

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 must 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 a 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.

One-on-one situations between CLEARED chaperon/parent volunteer or staff and student are not permitted. **NO CLEARED CHAPERSON/PARENT VOLUNTEER OR STAFF MEMBER MAY BE ALONE WITH A FIELD TRIP PARTICIPANT AT ANY TIME** (other than a parent with his/her own child).

Cleared chaperons/parent volunteers should be reminded to stay in their role as chaperon and follow school guidelines. Alcohol or drugs may not be used by or in the possession of any chaperon/parent volunteer.

Grades/Report Cards/ Parent-Teacher-Student Conferences

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

Parent-Teacher Conferences will be held at the end of the first quarter and at other times as needed. 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

- Health Office staff will review the health records submitted by parents and physicians.
- Health Office staff 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 school administrator 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 ensure the efficiency or effectiveness of the plans.
- Health Office staff 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.
- Health Office staff will review policies/prevention plan with the teachers, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
- Health Office staff will ensure 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 ensure 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 school administrator 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 raised through school fundraisers **are counted by at least two individuals** at the end of each event and documented in writing. All monies are deposited into the school or parish checking account as soon as possible. All funds will be secured in the school safe until they are deposited into the accounts. Funds raised for the school should never be taken away from the school or counted in a private location to avoid the perception of the perception of personal use.

Group fundraising money for a specific class/educational field trip is maintained 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 in the field trip.

Grading Scale

Kindergarten – 8th Grades

A+ 100-97 A 96-94 A- 93-90

B+ 89-87 B 86-84 B- 83-80

C+ 79-77 C 76-74 C- 73-70

D+ 69-68 D 67-64 D- 63-60

F 59 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 school administrator 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 to teach students the importance of practice, review and application. Teachers will assign homework in accord with the age of the 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 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 is absent because of taking vacation. Assignments will be given once they return from vacation.

Honor Roll Grades 3-8

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

School administrator’s Award -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-3rd Grades may check out 1 item for 1 week.

Students Grades 4th-8th 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 helpful to have names written on clothing and other school items that might be lost.

Lunch Prices

Lunch \$4.50 Reduced Lunch Price .40

Adult Lunch \$ 5.00 Milk for lunches from home \$0.75. Prices are subject to change due to any increases from the Casa Grande Union High School District.

Lunch is ordered each day. The exact number of meals are ordered for those who place an order. 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.**

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 100.4 degrees or higher at school, they will be sent home and cannot return until he/she is fever-free without the use of fever-reducing medication 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 parents 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 Aid 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 Catholic 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 Catholic 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 Catholic 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 Catholic 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 school administrator may recommend to the parents that they withdraw their child(ren).
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. **Speak with the classroom teacher first. Make an appointment to meet with the teacher and the student to understand or resolve the issue.**
2. **If the meeting with the teacher fails to resolve the issue, then make an appointment with the administrator.**
3. **Schedule an appointment with the Pastor**
4. **Schedule an appointment with the Superintendent of Schools / Diocese of Tucson**

You should not go automatically to the pastor or superintendent. Those individuals will ask you if you followed the steps listed above in the order recommended.

Parties-Classroom –Birthday and Holiday

To maintain an instructional atmosphere as often as possible, birthday celebrations will occur once per month for all the birthday students of that month. Each classroom teacher may coordinate the birthday parents as needed to insure a positive and simple celebration and should occur during the last week of the month. It is suggested that parents pool their efforts and work with the teacher on the treats and time. Celebrations should occur within the last 40 minutes of the day, allowing time for cleanup and an organized dismissal.

The cost of providing the treats **does not count toward volunteer hours. We ask that flowers, gifts or balloons not be brought or sent to school. Deliveries from vendors will not be accepted by the office. Please consider the needs of the school and allow for a simple yet joyful birthday celebration.**

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

Report Cards and Progress Reports

Starting in the 23-24 school year, parents will receive telephone communication from teachers regarding their student in the first two weeks of the school year and prior to the halfway mark in each quarter.

Parents will also be informed of their student's progress by written communication via progress reports or report cards. Progress reports are given out at the halfway point in each quarter. This is to give the parent and student a heads-up as to how well the student is doing. The parents are to sign the Progress Report and return it to the teacher.

Parents are also notified of their student's progress by a report card and a progress report 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 regarding specific learning objectives in each curriculum area. Parents are required to sign the report card after each of the first three quarters.

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 or school-issued technology devices.

Each teacher will establish a set of classroom behaviors for students and faculty to learn and follow. This will include the use of proper language, no name calling, slang terms etc. The teacher will be responsible for instructing all students regarding the classroom expectations, will model those expectations daily and will be responsible to call parents informing them of their child's behavior both positive and those needing improvement.

Students with behavior or academic issues needing immediate attention will receive telephone calls from the teacher as needed. Text messages or emails are not the form of communication to use in these circumstances. A form to document the conversations will be provided to teachers for additional communication with parents.

Retention-Diocesan Policy 2160

A student shall be retained on the recommendation of the teacher and the school administrator. 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 school administrator 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 a lack of student progress.
5. If, contrary to the recommendation of the teacher and school administrator, parents/guardian request that their child be placed in the next higher grade, the school administrator 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 at school with drinks from Starbucks or other similar providers. 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 FACTS. 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 school administrator 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 Catholic School is a closed campus facility.

MANDATORY! All School Staff, Teachers, Tutors and all School Volunteers must have a valid ID badge issued through the Compliance Department and must be worn and visible when on school/church campus and in the presence of children.

All visitors to our school- volunteers, parents, grandparents etc., **MUST** sign in at the front office. The office personnel will give them a visitor badge to wear if they have completed the Compliance Procedures with the School Compliance Officer. No visitor is allowed on campus without a background check being completed. 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. Any visitor on campus without a badge will be escorted back to the office for the required sign in. Students are not allowed off campus unless supervised by a staff member.

Withdrawal from School

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

Section V Attendance

Beginning of the School Day

School hours are 7:55am-3:15pm (Monday-Friday) and 7:55am – 12:30 pm on Early Dismissal Fridays – check school calendar for specific dates. 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 as a half-day absence. If leaving after 2:00pm it will not count as 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 \$0.25 a minute. A bill will be entered into the FACTS Payment Plan at the end of the month. If a student is late for 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 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 five school days within a school year. (A.R.S. 15-803 C). **Excessive absenteeism (18 days or more) during the school year may lead to a student being retained in that grade for the upcoming school year or may lead to a withdraw/dismissal from school.** Absences and tardies will be addressed individually and with progressive consequences.

Notifying the School Office-Parents must call or email 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 contact 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 eighth grade are to be dropped off at the school gate on First Street at the south end 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.

- Office opens at 7:30am. Only parents taking children to Before Care or Preschool are allowed to use the school parking lot in the morning.
- The school parking lot will be locked at 8:00am.

Afternoon Dismissal

Our top goal is to make sure that the students are safely leaving campus and living with a family member. The following steps will help the pick-up line move smoothly and quickly--- 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 going in the same direction. Cars may not block the neighbors' mailboxes or driveways. School staff will bring your child/children to your car. Parents are to leave as soon as their children enter their cars. Please do not leave your car unattended or come to the gate to pick up your child/children. Do not park across the street or farther down the street.

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 do not 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 school day, a note, email 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 Days- On average, two Fridays per month -where possible the 2nd and 4th Friday of the month, students **will be dismissed at 12:30pm (K-8)**. This allows the faculty to participate in professional development and teamwork on the WCEA accreditation process. After Care will be provided beginning at 12:40pm. **Please note the specific dates for these early dismissal days in the school calendar.**

Daily Schedule

Preschool

7:00-7:40am Before Care in Cafeteria (optional)

7:40-7:50 Sign-In at entrance of the Preschool Building

7:50 Staff/students walk to the Courtyard on the Main Campus

7:55 Attend Morning Prayer, Pledge of Allegiance, and announcements in courtyard

8:00am-3:00pm Class time

8:30am School Mass on Wednesdays

11:30am Students staying for the morning only are signed out.

11:45am (approximate time) All day students are taken to the cafeteria for lunch.

3:00-3:15 Sign out time.

3:15-5:30pm (M-Th) and 3:15-5:00 (F) After Care in Cafeteria (optional)

Half Day Program ends at 11:30am-no lunch in school.

Kindergarten – 8th 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 Wednesdays

3:15pm Dismissal Monday –Thursday (3:25pm After Care for students not picked up)

12:30pm Dismissal on designated Fridays. Check the school calendar for specific dates
(12:40pm After Care for students not picked up)

3:25-5:30pm (M-Th) and 3:25-5:00pm (F) After Care in Cafeteria (optional) and for students not picked up.

VI. Discipline

Discipline Guidelines

A student who engages in conduct, whether inside or outside the school, which 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, written, or posted 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
2. 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 not scheduled.
 - e. Rough games and improper use of school equipment
 - f. Eating or having food except in designated areas.
 - g. Drinking alcohol on school property
 - h. Smoking or using tobacco (in any form) on school property.
 3. 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 yourself!
 5. Use listening skills.
 6. Follow instructions.
 7. Leave toys at home!
 8. Bring only appropriate materials to school.
 4. Students will be substance free. Students will not use or possess any illegal substance including tobacco (in any form), controlled substances (drugs), Over the Counter (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 school. 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 authority of the school.
 5. If alcohol is brought to school and/or consumed on school property, the police will be called as well as Children's Services. Underage drinking is a Class C Misdemeanor.
 6. Students are prohibited from bringing or possessing any drug paraphernalia or vaping devices while on school campus, or at any school-sponsored events, or during any transportation services provided by the school.

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

- A. The school and the parents 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 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 profoundly serious nature or after other remedial measures have been employed without success. The school administrator 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) based on 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 social media 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 student's 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 school administrator, health office staff, and school counselor (if available) will notify the parents/guardian and begin an investigation. The pastor will be advised of the action taken. As part of the investigation, the school administrator 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/guardians 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 school administrator 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 school administrator, 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 school administrator, school counselor (if available) 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 Catholic School family, we have been called to live as Jesus taught us. Sometimes during our daily living and working 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 similar. When two or more persons need 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 school administrator stating facts in clear, concise, objective terms. Parents/ guardian will be informed that they have ten (10) days to make an appointment with the school administrator to discuss the issue.
2. If the issue cannot be resolved to the satisfaction of all concerned during the conference with the school administrator, 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 school administrator, 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 school administrator may also request another representative to attend the meeting.
4. Within five (5) working days of the receipt of the written grievance, the school administrator 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 school administrator concerning the matter. In a private school, the religious superior shall be given all written documentation, including the written decision of the school administrator concerning the matter.
7. The parents/guardian shall be informed that they have three (3) working days to appeal the decision of the school administrator 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 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 school administrator 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 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 school administrator, 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 reasonably 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 on 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 activities are prohibited.

1. A Gang is defined as a group of persons who associate for the primary purpose of committing unlawful acts.
2. Gang activity refers to unlawful acts committed by or with a gang.
3. The following are examples of gang activity that violates 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 based on 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 Catholic 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 school administrator, 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, Department of Child Safety (DCS), and the proper school authorities immediately and followed with a written report. (A.R.S. 13-3620).

Offensive Language

St. Anthony of Padua Catholic School is committed to the enhancement of dignity and self-respect for every student. **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, but also 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 school administrator, 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 ensuring 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 may search a student's 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, on school-provided transportation, or at school-sponsored activities will result in suspension and/or expulsion from the school.

VII. Dress Code / Uniform Policy

School uniforms and dress code requirements have been a part of Catholic schools for an exceptionally long time. Uniforms and dress code requirements create a sense of oneness and identity. Uniforms with the school logo also encourage pride in the school community. We ask parents to be our partners in enforcing our accepted uniform and dress code policies.

St. Anthony of Padua Catholic School Uniform Policy- parents have access to many sources to obtain the correct uniforms, below are two options.

Option 1: Company: French Toast Online Orders Only – Nationally Recognized Uniform Company. Web site: www.frenchtoastschoolbox.com School Code: QS62TRX

Option 2: ALTERNATE PURCHASES

You also have the option to purchase plain red and plain white polo shirts from a store, then go to **Abiding Impressions** (local) to have our school logo added. You may also order on line at <https://abidingimpressionshirtsandmore.tuosystems.com/stores/stanthonyscs>

Uniform Requirements:

Everyday Polo – Red with school logo

Mass Polo – White with school logo

Girls- Plaid Skirts only (with shorts underneath) – **optional** - --- Preschool – 8th Grades **NOTE:** the length of the skirt must go no shorter than the kneecap but can go below the knee.

Girls – Jumpers – **optional** - (may be worn from preschool/pre-kindergarten to second grade)

Pants and shorts – Navy blue (These may be purchased elsewhere if you wish.)

NOTE: Pants must be loose-fitting (not tight or clingy) – straight leg/twill

Shorts must be loose-fitting (not tight or clingy) – no higher than two inches above the kneecap and no longer than the bottom of the kneecap.

PE T-shirts – **K-8th Gold with school logo.** (Available at online store from Abiding Impressions.)

PE Shorts **K-8th** solid Black with or without school logo - shorts must be loose-fitting (not tight or clingy) – no higher than two inches above the kneecap and no longer than the bottom of the kneecap.

K-8th - will wear PE uniforms to school on PE days and have the option to wear grey fleece sweatpants (loose-fitting, not tight or clingy), depending on the weather.

*****Special Request on Weekends / Mass at Church** – When your child goes to any of the Masses on the weekend, we ask that you have your child wear their school uniform (white or red polo shirts are fine). This lets the parishioners know who attends our school and it also helps promote our school.

Cold Weather/Outer Wear Clothes- MAY be purchased from French Toast

V-Neck Sweater Vest – Navy blue with logo

Cardigan sweater – Navy blue with logo

Polar Fleece Jacket – Navy blue zip-up with logo

Quarter zip sweatshirt – Navy blue with logo

NOTE: Outerwear purchased from French Toast (with the school logo) may be worn inside the classroom.

Alternative: Plain (no prints, pictures, images, designs) **navy blue** or **red** colored outerwear (jackets, sweaters, sweatshirts) may be worn at school, but can only be worn outside of the classroom **unless you take the outerwear to Abiding Impressions to have our school logo added.** **Abiding Impressions also maintains a stock of acceptable polo shirts and sweatshirts for logo additions.**

STUDENT DRESS CODE CONTINUED:

All shirts must be worn tucked in. White undershirts with no writing/pictures/prints and sleeves that do not go past the uniform shirt sleeve, may be worn. No other colors are allowed underneath the uniform shirt.

GIRLS' DRESS CODE

Mass Wear: Uniform skirt (with shorts underneath) **NOTE:** the length of the skirt must be no shorter than the kneecap but can go below the knee with white polo shirt with logo. Preschool to second grade girls may wear a plaid jumper from French Toast. **As another option for Mass, girls may wear Navy blue pants** that must be loose-fitting (not tight or clingy) – straight leg/twill. **Shorts are not permitted at Mass.**

Other than Mass days:

Shorts/pants-Navy blue -no pull strings, no fads in styles **NOTE:** Pants must be loose-fitting (not tight or clingy) – straight leg/twill. Shorts must be loose-fitting (not tight or clingy) – no higher than two inches above the kneecap and no longer than the bottom of the kneecap.

Knee socks/ ankle socks: Navy, black, or white

Tights/ Leggings: Solid Navy, green, black or white (no texture or designs) Full length -no capri length – cannot be worn separately – must be worn underneath skirts/shorts.

Shoes: Tennis shoes or dress shoes only-no lights on shoes. Shoestrings must be completely tied.

Jewelry – Allowed: watch (analog or digital only – no phone, texting, or internet features), Catholic medal or cross necklace, earring-stud only one per ear (no other jewelry is permitted) No other accessories permitted such as rings, wrist bands, or bracelets.

Hair Accessories must be of the uniform colors only and need to be small, compact and not distracting.

BOYS' DRESS CODE

Mass Uniform- White polo with logo and Navy-blue pants [must be loose-fitting - not tight or clingy] – straight leg/twill. Shorts are not permitted at Mass.

Other than Mass days:

Pants [must be loose-fitting - not tight or clingy] – straight leg/twill **or shorts** (knee length-no higher than two inches above the kneecap and no longer than the bottom of the kneecap) must be Navy blue. Preschool to first grade may have an elasticized waist. No pull strings for any grades. No fad styles for shorts and pants.

Socks: Navy blue, black or white

Shoes: Tennis shoes or dress shoes only-no lights on shoes. Shoestrings must be completely tied.

Belts: brown or black or Navy blue – buckles: small, compact, and not distracting

Jewelry – Allowed: watch (analog or digital only – no phone, texting, or internet features), Catholic medal or cross necklace (no other jewelry is permitted). No other accessories permitted such as rings, wrist bands, or bracelets.

GENERAL UNIFORM RULES FOR BOYS AND GIRLS:

Students may not wear, distribute, or display items that promote a political agenda, campaign, cause, advertisement, or an individual running for political office.

Pants or shorts cannot be faded – no jeans.

No make-up at all in any form. Students will be required to remove it and a parent will be contacted by the teacher.

No nail polish or fake nails of any kind. Students will be required to remove it and a parent will be contacted by the teacher.

Students may not write on their bodies or apply temporary tattoos. Students will be required to remove it and a parent will be contacted by the teacher.

No body or face piercings of any kind permitted [except for one-stud earring (per year) for girls]. Students will be required to remove it and a parent will be contacted by the teacher.

Facial hair **is not** permitted.

General Hygiene – Students are expected to come to school clean and well-groomed.

Perfume/Cologne – Students should only apply an amount that is not distracting or impacting others.

Hats and caps- can be worn outside (only) but must be kept in the backpack during the school day. When worn, the brim of hat must face forward. All head covering must be removed for Morning Prayer and Pledge. Symbols, logos, images on hats must be appropriate to a Catholic school setting.

Hair:

*Must be neat, clean, well-groomed, and styled so as not to attract undue attention or interfere with the educational process.

*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 reasons.

*Students should style their hair neatly and without cuts or designs above the natural hairline.

*Hair may not be shaved on the bottom and then long on the top.

*No Mohawks/fauxhawks, either actual cut or gelled are permitted.

*Boys' hair must be off the collar, above the ear and no longer than their eyebrows.

Out of Uniform Days: Determined by the school administrator and the school administrator has the final say of what is allowed for these days. Classroom T-Shirts may be worn only on assigned days and **ALL other uniform requirements remain in place.**

CONSEQUENCES

THE ADMINISTRATOR HAS THE FINAL SAY IN ANY UNIFORM DECISION. For any disruptive or distracting violations to the dress code, the administrator can determine consequences, which may include sending the student home until corrected. Note: Uniform (clothing) violations need to be corrected the same day. Either the parents will bring appropriate

clothing to the school, or students will be provided with a loaner set for the day, which will need to be washed and returned to the school within three school days.

1st - **Verbal Warning** to Student and a phone call to parent by homeroom teacher (inform school administrator of warning via email noting date/time). The violation must be corrected within five calendar days (of the verbal warning). If the violation is corrected within five calendar days, then the matter is resolved.

2nd [Violation ongoing/not corrected/or repeated] After **School Detention** - On calendar Day 6 (from the date of the first verbal warning or on the date of the repeated violation) – Homeroom teacher will send **another note home (inform school administrator via email noting date/time) and inform the parent that their child will be assigned After School Detention from 3:30 p.m. to 4:30 p.m.** The designated classroom to be determined by teachers (only held on Mondays, Wednesdays, or Thursdays, as needed). After School Detention will be served by the next available school day (Monday, Wednesday, or Thursday) so that parents can plan to pick up their child at 4:30 p.m. If the child is not picked up by 4:30 p.m., the child will be placed in After Care and charged the following amounts: 5 minutes late - \$5.00; 6-10 minutes late - \$10.00; 11-15 minutes late - \$15.00; and 16-20 minutes late - \$20.00. School administrator Letter to Parent / Parent/Teacher Conference

3rd [Violation ongoing/not corrected/or repeated] **After School Detention and Lunch in Office** – On calendar Day 10 (from the date of the first verbal warning or on the date of the repeated violation) – Homeroom teacher will send a third note home (inform school administrator via email noting date/time) and inform the parent that their child will eat lunch in the office (on the day of the infraction) and be assigned After School Detention from 3:30 p.m. to 4:30 p.m. The designated classroom to be determined by teachers (only held on Mondays, Wednesdays, or Thursdays, as needed). After School Detention will be served by the next available school day (Monday, Wednesday, or Thursday) so that parents will plan to pick up their child at 4:30 p.m. If the child is not picked up by 4:30 p.m., the child will be placed in After Care and charged the following amounts: 5 minutes late - \$5.00; 6-10 minutes late - \$10.00; 11-15 minutes late - \$15.00; and 16-20 minutes late - \$20.00. School administrator Letter to Parent / Parent/Teacher Conference

Fourth - [Violation ongoing/not corrected/or repeated] A 4th violation of the same infraction will result in a parent-student-teacher conference with the school administrator. At this conference a plan for improvement or out of school suspension or dismissal from the school will be determined.

VIII. Organizations

School Advisory Board

St. Anthony of Padua Catholic School Advisory Board serves in an advisory role and assists the pastor and school administrator 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. 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 **6-8** may participate in after-school sports. Each student who wants to participate in an after-school sport must have an annual AIA physical form on file before they are eligible to play. It will be announced throughout the year which sports are playing and the sign-up period. There will be a sports fee charged for each sport. The sports fee helps cover the cost of referees, field rentals (if needed), and incidental sports equipment.

Students must have passing grades before playing each game. A student may not have a failing grade (“F”) in any academic subject, or more than two D’s.

Acceptable Grades. A student must have a minimum of a C average in their academic subjects (English Language Arts/Reading, Math, Social Studies, Science, and Religion) to play in a game. Grades will be checked on a regular basis before each game one to two 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.

If a student athlete is suspended from school for any reason, during the current sport season, they will be automatically dismissed from the team for the remainder of the season.

Coaches are on a volunteer basis. Parents may coach if they comply with parish and diocese regulations.

For St. Anthony’s to participate in an after-school sport, there needs to be at least a minimum number of students on the team and there needs to be at least two Coaches.

The school administrator or his designee coordinates all sports activities.

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 Statutes

The Diocese of Tucson Catholic School policies incorporate the following Arizona Statutes 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. School Compliance Information and Application

How to Report Abuse: Call 911 to make a police report. If the abuse happened in any other state, call the Police or Sheriff's Office in the specific area of that state. Call the Victim Assistance Program of the Diocese of Tucson 1-800-234-0344 and/or the Office of Child, Adolescent and Adult Protection at 520-838-2513
Report Abuse: <https://diocesetucson/reportabuse>

What is Compliance? Anyone who wishes to participate in School/Parish activities or volunteer in any capacity for St. Anthony of Padua School, Parish, Knights of Columbus, Catholic Daughters MUST be in compliance with the Diocese of Tucson. That means fingerprint background check. This includes a pre-screen application/interview with the Compliance Office, an on-line application process and safety environment training that is TASK SPECIFIC to the ministry or ministries the volunteer is applying for.

The Process:

1. Obtain the Pre-Screen Application by emailing Maureen at maureenberger@diocesetucson.org
2. YOU MUST HAVE A WORKING EMAIL ADDRESS: The Diocese of Tucson will not clear anyone without a working email. There are NO EXCEPTIONS TO THIS POLICY.
3. Email to Maureen your completed Pre-Screen Application. Complete instructions are included in the

application.

4. Fingerprinting (**This is coordinated by the Compliance Officer only**) Please note the Diocese no longer recognizes the DPS card as clearance and is reserved only for active school teaching staff)
5. Compliance officer completes reference check. **The biggest issue in processing any application is not providing the requested COMPLETE information on the application and conducting the REFERENCE check. You must notify your references that the Compliance Department will be contacting them. Please share with your references the caller ID # is 520-836-0601. Your application cannot move forward until this is completed. Attention to detail is critical!**
6. Once your references are completed the Compliance Department will then send you a link to begin the online process with specific instructions. Once your online application is completed and reviewed the Compliance Department will request a Background Check. You will then be directed to complete the online safety environment training and Permission to Obtain **directly** from the Diocese. Follow their instructions carefully!
7. Upon receipt of the Clearance Memo, the Compliance Officer notifies the School Principal, and an ID Badge is issued. **MANDATORY!** All School Staff, Teachers, School Volunteers, Religious Education Teachers, Youth Ministry Volunteers, Homebound and Hospital Ministry Volunteers must have a valid ID badge issued through the Compliance Department and must be worn at all times when on school/church campus.

You cannot be cleared if the following has occurred in your background: Domestic Violence, Sexual Crimes, Drug & Human Trafficking. All other felonies are reviewed case by case, for instance DUI's. If you have any questions, please email Maureen directly: maureenberger@diocesetucson.org

Please email the completed application to Maureen. Maureen's email: maureenberger@diocesetucson.org Please do not show up at the office or drop off your application unless directed by Maureen. If you need to make an appointment, please do so via Maureen's email. **FINGERPRINTING:** Maureen will email you the next fingerprinting session. Fingerprinting can only be done through the Compliance Department! **New Volunteer Compliance Pre-Screen Application/Please fill this form out completed and email back to Maureen** Contact Information: Maureen Berger, Compliance Department—
maureenberger@diocesetucson.org

COMPLIANCE OFFICE ONLY: Pre-Screen Interview Date/Time: _____
Parish ID#: _____ Applicant Name: _____
Volunteer Position: SCHOOL VOLUNTEER

Please complete this Pre-Screening Application in its entirety. If a field does not apply, please place an N/A in that field.

Date: _____ Your Name (exactly as it is on your Social Security Card): _____
Address/City/State/Zip: _____
Phone: _____ Email: _____
Volunteer position applying for: (list all if multiple) _____

READ ALL INSRUCTIONS CAREFULLY!!!!!!

IMPORTANT! References: Three references are required. No family, no relatives, no in-laws. References: Your references may **not** be family, a relative, in-law. All fields must be filled in. Please make sure you have notified your references and ask their permission to use them as a reference. The biggest delay in obtaining clearance is references not responding when called or they did not know they were listed as a reference. You may not list a priest as a reference due to the seal of confession.

1. Name: _____

Address/City/State/Zip: _____ (Full Address!)

Phone: _____ email: _____

Title: Their relationship to you: (i.e., supervisor, friend, co-worker) _____

2. Name: _____

Address/City/State/Zip: _____ (Full Address!)

Phone: _____ email: _____

Title: Their relationship to you: (i.e., supervisor, friend, co-worker) _____

3. Name: _____

Address/City/State/Zip: _____ (Full Address!)

Phone: _____ email: _____

Title: Their relationship to you: (i.e., supervisor, friend, co-worker) _____

Employment History: (If retired more than 5 yrs. just place "retired" in this section)

Employer Name: _____

Phone Number: _____ Supervisor: _____

Employer Address/City/State/Zip: _____

Reason for Leaving or Current _____

Education:

High School: _____ Date Graduated: _____ Degree obtained: _____

College: _____ Date Graduated: _____ Degree obtained: _____

Other: _____ Date Graduated: _____ Degree obtained: _____

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Pg 2 of 2: Compliance Application

Volunteer History:

Volunteer Organization's Name: _____

Phone Number: _____ Supervisor: _____

Address/City/State/Zip: _____

Volunteered (Month & Year) From: _____ to _____

What were your activities/duties? _____

Did you have contact with **children?** Yes ___ No ___ **Youth?** Yes ___ No ___ or Vulnerable **Adults?** Yes ___ No ___

Reason for Leaving or Current: _____

If you have additional Volunteer Service (i.e., Red Cross, Boys & Girls Club, Boy Scouts, Girl Scouts, Coaching, etc.) please list separately with the above information required. If you have volunteered in a capacity that had contact with children, youth, or vulnerable adults you will need to mark "YES" on Disclosure #2 and give specific details.

Disclosures 1-4: PLEASE MAKE SURE YOU ANSWER TRUTHFULLY AND ACCURATELY! If you volunteered or employed for any organization with contact with children, youth or vulnerable adults #2 must be a "YES" and your volunteer/employee history should reflect this. Be prepared to elaborate on duties.

1. Has a civil or a criminal complaint ever been filed against you that alleged sexual misconduct or child abuse by you or your participation in or facilitation of such activities (including internal complaints or allegations reported to management or supervisors at places of employment or volunteer locations)?
 ___ YES ___ NO If yes, explain. Provide the date, nature, and place of the incident leading to the

complaint; where the complaint was filed; disposition of the complaint; and identify, by name and title, the person(s) who investigated the complaint.

2. Do you presently serve, or have served, as a volunteer for any organization, entity or group in which you had substantial contact with children or vulnerable populations (such as elderly, mentally or emotionally disabled, etc.) **YES** **NO** If yes, explain. Provide the name and phone number of the organization, period of volunteer service, supervisor's name and briefly describe your activities and/or duties.
3. Have you ever chosen not to renew or continue any employment or volunteer service, had your employment or volunteer service terminated, or been subject to any disciplinary action for reasons relating to allegations of sexual misconduct, child abuse, or other misconduct. **YES** **NO** If yes, explain. Provide the date, nature and place of the occurrence(s) or allegation(s) and the disposition of the matters. Provide the name, address, and phone number of employer/supervisor at the time.

Disclosure #4/#5: Disclose truthfully! Your background will go back to when you were 18 regardless of where you previously lived and/or if charges were dropped, dismissed or expunged—they still show up on your background!!!! **Once you electronically file you cannot undo if you failed to disclose** as you will have electronically signed stating the information you have provided is true, correct and complete. Failure to take this part seriously and without due diligence will most likely result in a denial of your application.

4. Have you ever been convicted of a crime (felony or misdemeanor) other than a minor traffic violation? **YES** **NO** If yes, explain. Provide a full disclosure of the crime(s) for which you were convicted including the date and place of the conviction. If necessary, attach additional pages and documents. Please note that additional documents will be requested including court & probation records.
5. Have you ever been convicted of a crime (felony or misdemeanor) other than a minor traffic violation OUTSIDE THE UNITED STATE? **YES** **NO** If yes, explain. Provide a full disclosure of the crime(s) for which you were convicted including the date and place of the conviction. If necessary, attach additional pages and documents. Please note that additional documents will be requested including court & probation records.

XI. Money

All tuition, registration fees, lunch/ breakfast costs, Before Care and After Care will be billed through FACTS tuition program which is a part of Ren Web. 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 school administrator 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 volunteer 20 service hours per family, per year.** No extra hours are assessed on the parent for having more than one child in school.

Service hours can be worked at the school during the regular school day. Volunteers are needed to assist in specific classrooms, aiding the office staff and supporting fundraiser events, selling

products for school fundraisers, helping at the school, 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 \$10.00 payable by the parent/guardian.

Before and After Care Policy

Through FACTS, our financial program for the school, bills are electronically sent to parents/guardians by the 15th of each month for the previous month's bill. Therefore, the amount due each month must be paid 10 days after receipt of the bill or the 25th of each month. If not your child/ren may not come for Before Care or After Care until your bill is current.

ADDENDUM

The school administrator 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.

Updated June 7, 2023