



Student & Parent Handbook

2010 – 2011



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Dear Parents & Students,

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

The Parent/Student Handbook reflects the policies of St. Anthony Grade School for the 2010-2011 school year. Please read this document carefully and sign the Handbook Verification Form. This agreement states that you intend to abide by the policies of St. Anthony Grade School during the 2010-2011 school year.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Mrs. Mary Lynn Byers
Principal

ST. ANTHONY GRADE SCHOOL MISSION STATEMENT

“Pressing on to the goal of service to the Lord by stretching our intellect, confirming our values, and living our faith.”

STUDENT/PARENT HANDBOOK

INTRODUCTION: The student’s purpose in going to school is to develop spiritual, mental, physical, social, and emotional powers to his/her full capacity. Therefore, it is the duty and responsibility of the student to cooperate with teachers in forming his/her whole person according to the Christian ideal, to become exemplary members of the Church, good citizens of the world, and loyal members of one’s family. The purpose of this handbook is to state clearly the rules and regulations of St. Anthony Grade School which have been formulated to assure a studious atmosphere so that each student may make the best of his/her opportunity to obtain a good foundation in his/her education.

Education in faith is the primary purpose of education programs in the Catholic Church. Students and the parents of students who are minors are expected to subscribe to this concept. Rejection of the Catholic faith and its tenets is the reason to deny acceptance to the program and activities.

ADMISSIONS POLICY ST. ANTHONY OF PADUA SCHOOLS

St. Anthony of Padua Schools accepts only students who desire both religious and academic formation.

St. Anthony of Padua Schools admits students in accordance with all policies established by the Diocese of Springfield as outlined in the “Handbook of Catholic Education Policies.”

Unfortunately, St. Anthony Grade School is not equipped to accept, handle, or educate all students. Therefore, students with disabilities will be accepted on a case-by-case basis in order to evaluate the ability of the school to meet the needs of the student.

All students will be accepted on a three month probationary period to evaluate the ability of the school to meet the needs of the student and to see if the student can comply with the school’s expectations.

Admission to St. Anthony Schools will be denied to any student expelled from another school, be it public or private.

Preference of enrolling in St. Anthony of Padua Schools shall be in the following order:

1. Siblings of children already enrolled in the schools;
2. Catholic families in the parish;
3. Catholic families in the neighboring parishes;
4. Non-Catholic families interested in enrolling.

Enrollment can be denied if the number will result in a class size larger than the allowed maximum. The allowed maximum of students in a homeroom shall be twenty-four. Upon reaching the maximum for a particular homeroom, a waiting list will be established.

Continued enrollment in the schools shall be based upon the fulfillment of all financial, academic, physical, and spiritual obligations of both students and parents of students as stated in the school handbooks. For students entering from a non-certified private school or from a home school, we reserve the right to test to determine proper placement.

NONDISCRIMINATORY POLICY

St. Anthony admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and school administered programs.

PHILOSOPHY

ST. ANTHONY GRADE SCHOOL

Looking to Jesus as our Master Teacher in fulfilling the four apostolic goals of Catholic Education (**doctrine, community of faith, worship, and service**) we believe:

1. Parents, church, and school have a partnership in the responsibility of teaching, modeling, and sharing the faith to fully develop each child.
2. It is our shared responsibility to teach and live the Christian social doctrines of the Church.
3. Our school educates the whole person to the fullness of each child's personal and Christian potential.
4. Attention is given to each child's individual potential through the use of varied teaching methods.
5. A disciplined educational environment is conducive to instruction, which thereby encourages a positive Christian interaction in the learning process.
6. We strive to create self-responsibility, personal commitment, and service in our students.
7. Each person is a citizen of the world with a specific purpose destined for eternal life.

School Song

It's the school with the spirit
It's the school with the pep
School with the loyalty
School with the rep
School with the fighting team
So, hey watch 'em go
Hey, bullpups, hit 'em high, hit 'em low
We're in there to win this game
We're in it to win
We'll fight till the finish
And we'll never give in
We're backing those Bullpups
Those champions to be
For V-I-C-T-O-R-Y
VIC-TOR-Y
Hey

ABSENCE/ATTENDANCE:

Absence from school is always detrimental to the progress of the student. Class discussions and lectures cannot be repeated and make-up tests are difficult to schedule. Every effort should be made to schedule prearranged absences and medical/dental appointments to coincide with school vacations. If medical/dental appointments cannot be made during vacations, then every effort should be made to schedule them before and after school, during lunch, or during study hall.

Absence from school may be classified in three categories:

- EXCUSED* -
1. Illness of student;
 2. Death in the immediate family;
 3. Family emergency or other circumstances which cause reasonable concern to the parents for the safety or health of the student.

UNEXCUSED - some examples are:

1. Shopping;
2. Hunting;
3. Routine medical and dental appointments;
i.e. sport physicals, regular dental checkups

PREARRANGED – These may be requested in advance by the parent through the principal. The principal will then determine, through teacher input, if the student can afford to be absent for the day(s) requested. Requests should be made one week in advance using appropriate form (a blank Prearranged Absence Form can be found at the back of this book). Teachers may provide the homework two days before the absence. Assignments are to be made up no later than the close of the second school day of attendance after returning from the absence unless prior arrangements are made with the instructor. Teachers reserve the right to administer quizzes and tests as well as request that work is turned in prior to a planned absence. (This would apply only when the students have all the necessary information beforehand). Approval of the request at the principal's office only means the student will not be considered truant and will not receive zeroes for the absence. Work, which is not made up, must be considered failing work and the teachers are not required to give make-up tests or extra help in such cases. It is up to the student to acquire current classroom work upon return. To avoid misunderstandings, only trips where students are accompanied by parents will an excused absence be granted.

It is important that students and their parents realize that it is the responsibility of the student to initiate the contact with his/her teacher to make up work missed when the student is absent. Students have the right to make up an excused absence. For an unexcused absence, this right is forfeited and a zero is recorded in that teacher's gradebook for the missed class.

1. When a student is absent, parents should either telephone the school office or send a note with a brother or sister, who should bring the note to the office immediately. Lack of notification will result in a call from the office.
2. Students should be fever free for 24 hours before returning to school.

3. If a student is absent 1 ½ hours, during any part of the day, it will be considered a ½ day absence.
4. A student is tardy when he/she arrives after the first bell. Six times tardy or more during one quarter is considered excessive. This may result in detention or some other consequence.
5. Any absence or tardiness or leaving the school grounds during the school day, including leaving the school grounds for lunch, affects the opportunity to receive The Perfect Attendance Award.
6. A written excuse is required for any tardiness or absence. A child must report to the office before going to class.
7. It is the responsibility of the student to make up all work and tests missed during the time of an excused absence or tardiness. One day will be allowed for each day of absence to make up work. It is strongly recommended that parents/brother/sister/ another student pick up an absent student's work by the office each day.
8. The report card can be withheld until work is completed.

ACADEMIC HONESTY/PLAGIARISM:

Academic honesty should be the goal of all students. Violation of this goal is deemed academic dishonesty, any action intended to obtain or assist in obtaining credit for work which is not one's own. This includes cheating, copying, plagiarism, and forgery.

The consequences for academic dishonesty may vary according to the seriousness of the action and the frequency. An office referral may be deemed necessary.

Copying homework and cheating on tests normally results in an automatic zero for a grade. Parent notification may also be a consequence.

Forging a signature will result in parent notification.

ACADEMIC TESTING:

The Terra Nova Standardized Test is administered to students in Grades 3-8 in the fall of each year. The results of these tests will be kept in the permanent file. Parents shall receive a copy of this information. The results of these tests may be used to help determine correct placement.

The Acre Religion Assessment Test is given to the students in Grades 5 & 8 during the month of February. Results are kept in the office.

ACCIDENTS / FIRST AID:

All student accidents, injuries, or illness happening on parish/school property during educational activities shall be reported to the administrator or a properly designated authority as soon as possible. The level of care the school is able to provide is limited to ice packs and band-aids. If further attention is needed, parents will be notified. St. Anthony Grade School has an automated external defibrillator located in the gymnasium area for use in an emergency.

AFTER SCHOOL PROGRAM:

An after school program (Pups' Club) is provided for a fee to students in grades Kindergarten through 6.

AIDS POLICY:

Students with AIDS (Human Immunodeficiency Virus, the virus that causes AIDS, also known as HTVI-III or LAV) who are enrolled or who are seeking enrollment shall be permitted to attend school and/or parish religious education programs. Students who are known to have AIDS should be individually evaluated by the administrative team, physician, and other professional personnel to determine if their behavior or physical condition poses a high risk of spreading the disease. One purpose of the evaluation is to prepare a specific plan for the education and care of the student. ...*THE HANDBOOK OF CATHOLIC EDUCATION POLICIES*, Diocese of Springfield, Illinois.

ANIMALS ON SCHOOL PROPERTY:

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

ARRIVAL / DEPARTURE

For the safety of our students, the only doors that will be unlocked for morning drop off are the doors on the east side of the school. At 8:15 a.m. all doors will be locked. All parent volunteers, tardy students, etc. must enter school by way of the front door.

Bus: Buses will **drop off** students in the school parking lot. Students should enter school through the front door, off Second Street.

Private Vehicle: Students using personal transportation should be **dropped off** in the circle drive on the east side of school, off Second Street. Students should enter school through the front door.

Buses will **pick-up** students on E. St. Louis Avenue, heading west.

Parent Pick-Up will take place in the school parking lot and the circle drive. Vehicles for families whose last name begins with letters A-M should enter the circle drive from the north. Families with last names beginning with the letters N-Z will use the school parking lot, entering the east entrance.

Parents of Unit 40 students may wait on East St. Louis Avenue between North First Street and North Second Street for their child's bus to arrive.

Refer to DISMISSAL ORDER (page 11) for diagrams.

ASBESTOS:

Notification of School Asbestos Management Plan – The School Asbestos Management Plan required by the Federal Government was completed and submitted to the Illinois Department of Public Health in 1989. The School and the State have accepted recommendations in the plan. A copy of the Asbestos Management Plan is on file in the school office and is available for inspection during normal business hours. The tri-annual reinspection has been completed and is on file in the School Management Plan.

ASSEMBLY:

Students are to be seated by homeroom. A quiet, orderly, and respectful atmosphere before, during, and after all assemblies will be required. Applause is the only acceptable sign of appreciation at assemblies. Any student who finds it necessary to whistle, boo, or stomp feet may be required to leave the assembly and be punished.

ASSIGNMENTS:

Meaningful assignments are given to reinforce the material that has been taught. Students should spend at least the following amount of time doing homework:

- Primaryone half hour;
- Intermediate.forty minutes – one hour;
- Junior Highone hour – one hour and a half.

If for any serious reason, a student is unable to complete assignments the parents are asked to send a note of explanation to the teacher. An individual teacher may or may not accept any assignment turned in with inkblots, scratch-outs, or not neatly done. The assignment must be redone.

When assignments that need to be typed, cannot be typed due to computer/printer problems, the student should neatly write the assignment. A note from the parent explaining the problem should accompany the assignment.

Each student in Grades 2 – 8 will be given and must use an assignment notebook. Assignments will be posted on the board and the teacher’s web page each day.

REQUIRED HEADING FOR ASSIGNMENTS (Grades 3-8):

Name	Date
St. Anthony	Grade
Subject p. (number)	

ASSUMPTION OF RISK AGREEMENT AND RELEASE:

Parents will be requested to sign an Assumption of Risk Agreement and Release form when they wish their child to leave the school grounds without an adult guardian during the normal school day. This includes students who walk to orthodontist appointments, etc. (a blank Assumption of Risk Agreement and Release form can be found at the back of this book).

ATHLETICS:

Boys - baseball, cross country, basketball, track

Girls - cheerleading, softball, cross country, volleyball, basketball, track

Participants in sports are required to have a sports physical each year, parental permission, and proof of insurance. A student will be permitted to participate in the athletic program only if he/she meets eligibility requirements and signs a copy of the team rules for each sport in which he/she participates. (See *ELIGIBILITY REQUIREMENTS*).

STATE MEETS: Only state qualifiers are permitted to attend with the team. These qualifiers must be accompanied by their parents who will accept the responsibility as chaperones. Parents may take siblings out of school to accompany the family. A note should be sent to school if a sibling will be absent from school to attend a state meet.

SPORTING EVENT RULES:

The following are to be observed by spectators and enforced by ushers and school personnel at St. Anthony sporting events in the gymnasium:

1. For sporting events, junior high students should sit together on the south bleachers, east end. Intermediate students may sit next to junior high. Primary students should sit with their parents. Absolutely no one should be in the balcony at any time.
2. Spectators must remain seated during the playing time. Students should walk up and down the bleachers, no running or jumping from the bleachers.
3. Only drinks with screw-top lids are permitted in the gym.
4. No noisemakers, confetti, or signs will be permitted in the gym.
5. NO ONE should be on the gym floor before the game, at intermission, or after the game.
6. No booing, kicking the bleachers, stomping, or unsportsmanlike conduct will be permitted.

AWARDS:

There will be an awards' assembly at the end of the school year. Awards may be given for scholarship, a particular subject, attendance, physical fitness, school patrol, band, etc. To publicize the achievements of our students and the great work they do, we like to occasionally publish our students' names, photographs, or achievements in our school publications or release the information to local newspapers. We may also post the information on the school's web site.

BEHAVIOR: Also refer to **DISCIPLINE** (page 10)

The school uses the Positive Behavioral Interventions and Supports (PBIS) program. The goal of this school wide system is to define, teach, and support appropriate behavior. Behavioral errors are corrected proactively.

The school has chosen four overall behavioral expectations. These expectations are taught to the entire student body by specific examples. Appropriate behaviors are acknowledged by a

reward system both in the classroom and school wide. (SEE... “**BEHAVIOR MATRIX**” Appendix C.)

When students violate the behavioral expectations the consequences may include: a warning, time out, loss of recess, a call to parents, loss of a privilege, or an office referral. A serious violation will result in an automatic office referral.

BICYCLES:

The school is not responsible for any damage done to bicycles. We require that ALL BICYCLES HAVE LOCKS on them. As a safety measure, bicycles may not be ridden on the school premises during the school day and must be walked across streets bordering school property. Bikes are to be put in the bike racks.

BIOMETRIC INFORMATION:

St. Anthony Schools will abide by Public Act 095-0232 regarding the use of student biometric information for student services.

BIRTHDAYS:

Birthday party invitations, when distributed in school, should be given to all students in the room. If it's a party for girls, then all girls in the classroom should be invited. If it's a party for boys, then include all boys in the classroom.

Birthday treats should be simple and individually wrapped. Treats are appropriate for Grades K – 5. Refer to Appendix B.

The school recognizes all students having birthdays each month.

BOARD OF EDUCATION:

St. Anthony Parish has a Board of Education, which meets on the third Monday of each month. The first fifteen minutes of the meeting is an open session to listen to general concerns. To have an item listed on the agenda contact the Board chairperson or the Pastor at least ten days prior to the meeting. Meetings are open to the public.

BOMB THREATS:

If the school receives a telephoned or written bomb threat, the police department must be notified immediately. Ordinarily, the principal should accept the decision of the police authorities concerning the course of action to be taken. All threats will be taken seriously.

BOOKS:

1. Books are the property of the school; these should receive care so that we can continue to use them for seven years.
2. Drawing, writing on/in, or mutilating books in any way is subject to the payment for the damage done...even if it means payment for the whole book.
3. If a book is lost, payment must be made for it.

4. Books SHOULD BE COVERED at all times.
5. Students are not to return to homerooms for books without the teacher's permission after class periods have started.

BULLYING:

We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our schools. If bullying does occur, all pupils should report the incident and know that the incident will be dealt with promptly and effectively. Anyone who knows that bullying is occurring is expected to report the incident to the staff or school administration.

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racial racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focusing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumors, teasing

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving.

BUS:

Bus transportation is provided by Effingham Unit 40, at no additional cost, to those families who reside in the Effingham public school boundaries.

The buses drop off in the school parking lot and pick up the children on East St. Louis Avenue.

Students...

1. May not leave school grounds while waiting for buses.
2. Requesting changes in assigned buses must be approved by the Unit 40 Transportation Department beforehand.
3. Should always be courteous and have good conduct on the bus and while waiting in line to get on the bus. Parents will be notified of misconduct on the buses and students will be disciplined.
4. Have the responsibility to be on time for the bus and cannot expect the bus to wait.
5. Are to wait in their designated lines.

CHANGE OF ADDRESS:

All students are requested to report to the school office any change of address, telephone number, parents' occupation(s), etc. to update school records.

CHORUS:

Chorus is offered in grades 6, 7 & 8 as an elective. Chorus is a semester commitment on the part of the student. There is a drop period of ten days at the start of the semester only, unless approved by the administration. Chorus is a graded subject. A participation fee is charged.

CHURCH:

- There is to be quiet and order on the way to and from church.
- Students walk in pairs to and from church.
- While in church students should remember that they are in the presence of God who loves them and who has given them so much. Students respond to this love by their participation, reverence and respect in church.

CLASSROOM VISITS:

Any parent wishing to visit a classroom should call the office at least twenty-four hours before the desired visit to request permission. The purpose of the visit should be communicated at the time of the request. Each request will be taken into consideration.

When a student wishes to visit the school a request for permission should be made through the office.

CLEANING RESPONSIBILITIES:

The cleanliness of the school is part of the student's responsibility. Therefore each student should take pride in keeping it in tip-top shape.

- Paper off the floor at all times
- Lockers clean and in order
- Coats hung up properly
- Feet away from walls
- Nothing left on top of desk or on the floor in the evening
- Boards clean

COMMUNICABLE DISEASES:

The Principal shall notify the Department of Public Health when a student is sent home because of a suspected communicable disease, such as head lice, pink eye (viral conjunctivitis).

In case of absence due to communicable disease, a release card from the Department of Public Health or a letter from a family physician indicating that the Department of Public Health regulations have been fulfilled must be presented when the student returns to school.

COMMUNICATIONS:

Parents wishing to speak with teachers may call the school office to leave a message or to set an appointment. Teachers may send a written message, call, or use E-mail to communicate with parents.

Monthly newsletters as well as various announcements are sent home with the students as well as posted on our website.

St. Anthony Grade School uses an electronic notification system to provide important information about school events or emergencies.

CONFLICT RESOLUTION:

Conflicting students may be taken to the principal's office where students, teachers, and/or principal will resolve conflicts. Consequences will be handed out as needed.

CORPORAL PUNISHMENT:

Corporal punishment is not an acceptable method of discipline at St. Anthony Grade School.

COURTESY:

"What you are speaks so loudly that I cannot hear what you say!" Education demands COURTESY – treating others as you wish to be treated. You should be known for your courtesy.

- Address teachers properly: "Mr.," "Mrs.," "Miss", "Sister", "Ms", "Father", "Yes, Sir", "No, Ma'am", etc.;
- Use "Thank you!" to show appreciation;
- Offer a helping hand;
- The terms, "Please", "Thank you", "Excuse me", and "Pardon me" are signs that you respect yourself and others;
- Smile and be thoughtful of others; try making others happy;
- Use a quiet, courteous tone of voice in speaking to others;
- Students step aside to permit adults to pass by in the hall, etc.;
- To avoid hurting others' feelings party invitations should not be distributed at school unless all classmates are invited.

Always be courteous and friendly to all. You will see what a difference it makes in how you feel about yourself and others.

CUSTODY:

Divorced or separated parents must file with the principal's office a court-certified copy of the custody section of the divorce or separation decree. The school will not be held responsible for failing to honor arrangements that have not been made known.

DAILY ORDER:

School doors open at 7:25 a.m. No student is to arrive at school before 8:00 a.m. unless it is absolutely necessary. All students arriving before 8:00 a.m. must go **DIRECTLY** to the Gym.

A bell rings at 8:00 a.m. for all students to go to homerooms and study quietly. Only with the teacher's permission may a student leave homeroom after the 8:00 bell.

The bell for HOMEROOM will ring at 8:15 a.m..

Homeroom is from 8:15–8:25 a.m. Those arriving after 8:15 a.m. are considered **TARDY** and must present a written excuse from a parent to be admitted to school. There is an interval between classes for Grades 3–8. Only appropriate behavior is acceptable during the exchange of classes. When students enter the room for class, they must go directly to their assigned seats and get prepared for class. Then they may talk quietly until the second bell rings. This is to be observed by all students. School is dismissed at 3:00 p.m.

DEFICIENCIES: See... **PROGRESS REPORTS**

DENTAL EXAMS:

All children entering kindergarten, second, and sixth grades must have a current, completed dental exam on file.

DEPARTURE / ARRIVAL: See ... **ARRIVAL / DEPARTURE**

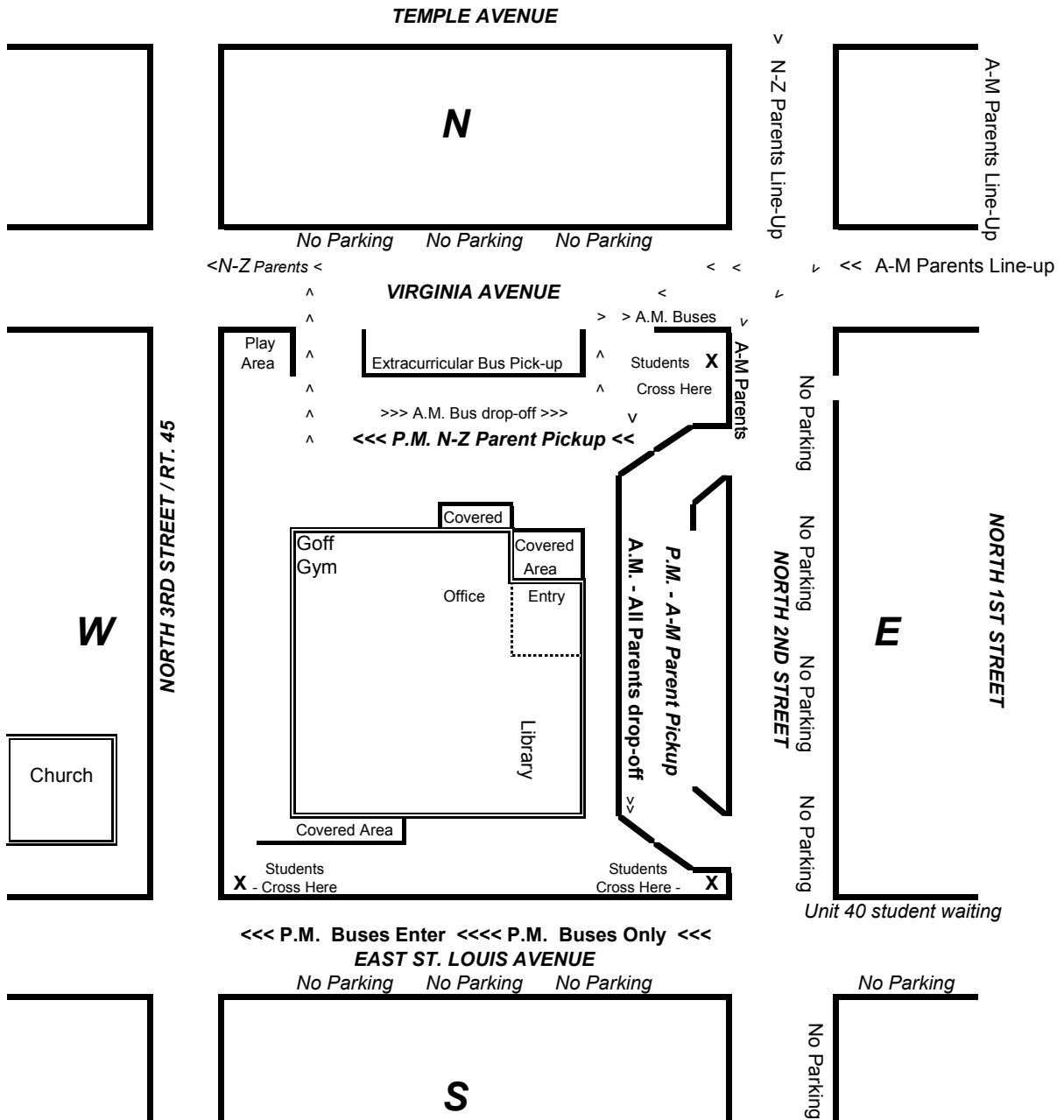
DISCIPLINE: Also refer to **BEHAVIOR** (page 5)

The school may impose consequences for conduct occurring outside of school when that conduct detrimentally impacts the school, another student, a staff member, or the schools' reputation.

Engaging in any activity, on or off the campus, including without limitation, the use of any computer or other device whether such computer or other device is located on or off campus, that: (a) poses a threat or danger to the safety of the other students, staff or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment.

DISMISSAL ORDER:

Buses will use East St. Louis Avenue. All other vehicles are to pick up students using North 2nd Street or North 1st Street. If students are walking home, they must cross at corners indicated on the map. Students will not be allowed to cross at the corner of North 3rd Street and Virginia Avenue. (Refer to diagram.)



DRESS CODE:

Students at St. Anthony Grade School are expected to be neat in appearance and maintain a high standard of respectability in dress and manner. When attending school or school day activities students are expected to adhere to the St. Anthony Grade School Dress Code. At extracurricular events dress is more relaxed and jeans may be worn, but students must still maintain an appropriateness of dress and behave in a manner as not to detract from the reputation of the school and our Christian Catholic values.

St. Anthony Grade School encourages parents to take an active role and responsibility, in partnership with the school, to assure that students come to school and school related events dressed appropriately.

The school administration will have the decision-making authority on appropriateness of school dress and violations of dress code. All fashions, jewelry and hairstyles that are excessive in nature will not be allowed. Any student found in violation of the dress code will call for appropriate clothing to be brought to school.

Males and Females are allowed to wear:

Full-length dress type slacks/pants of appropriate fit and repair.

Knee length shorts during the months August, September, May, and June.

Belts are to be worn with belt loops.

Collared shirts, with sleeves, worn tucked in. Small emblems on shirts are acceptable.

Shoes with closed back or straps with heels 1½ inches or less. Socks are to be worn at all times with the exception when wearing sandals in the months of August, September, May and June;

Sweaters (St. Anthony sweatshirts on designated days) worn over an approved shirt.

Hair (of appropriate length and style) should be clean, neatly groomed, without drastically affecting the natural color. Nails and skin should be clean and neatly groomed. Males should be clean-shaven.

Female specifics

Appropriate dress will cover the body from neckline to mid-thigh, with mid thigh defined as the area reached by extending the arms to the sides of the body.

Dresses, jumpers and skirts of appropriate length, fit, and repair may be worn.

Capris and skorts of appropriate length, during August, September, May and June.

Sleeved tops of appropriate fit are allowed. Any shirt resembling a T-shirt is unacceptable. When leggings are worn, only a dress or skirt is appropriate (no tunic tops). (Note: leggings are a form of tights, not a form of pants.)

May wear earrings, which are small and inconspicuous, in the ears.

Male specifics

Banded collar shirts and neat Henley knit shirts, worn tucked in. Any shirt resembling a T-shirt is unacceptable.

Earrings are unacceptable.

Please note the following restrictions:

- 1) No denim (this includes jeans, jeans jacket, jeans shirt, jeans skirt, jeans dresses, jeans jumper, jeans shorts, and jeans capris.)
- 2) No camouflage
- 3) No flip-flops, no backless shoes
- 4) No cleavage, no midriff exposed
- 5) No visible underwear
- 6) No large logos or numbers on clothing
- 7) No sweatshirts
- 8) No visible tattoos
- 9) No visible body piercings other than traditional earrings (for girls)
- 10) No gang, cultic, or rock accessories
- 11) No rips, tears, frayed, or threadbare material

Special Note

Cooperation is a key in having a successful dress code. We expect the school staff, parents and students to accept the above designations in the spirit requested.

Consequences may include 1) for the younger children (grades K-2) a note home to notify parents of violation if violation is minor, 2) for grades 3-8 students will be required to correct immediately (this may require a call home).

Habitual or frequent violations will be documented with a formal letter to the parents. A parent conference may be requested should the violations continue.

EARTHQUAKE:

In the event of an earthquake persons should drop to the floor and get next to the nearest object, such as a desk or table, for protection.

ELECTRONIC DEVICES:

Any electronic device that is disruptive to the educational process shall be prohibited. These include but are not limited to beepers, pagers, cell phones, iPod's, MP-3 players, etc. Refer to page 26 for further information (Telephone and Personal Contact). Teacher permission for specific classes will be an exception.

Electronic devices including cell phones may be brought to a school or parish activity under the following conditions:

1. Electronic devices must be kept in the OFF position during parish program or school hours.
2. Electronic devices may not be used for picture taking unless authorized by the administrator and or designee.
3. There should not be any harassment or threatening of persons via the electronic devices.
4. Internet or e-mail access, sending any electronic messages, gambling or making purchases of any kind using any electronic device are not permitted.

5. Violators of these rules regarding electronic devices may forfeit their privileges of bringing them to school or program.

ELIGIBILITY REQUIREMENTS:

All junior high students (gr. 6-8) who participate in any athletics and any students participating in an IESA sanctioned activity must...

1. Maintain a passing grade in all subjects.
2. Maintain appropriate conduct for all areas.
3. Be present for school by 11:30 A.M. on the day of an activity. (Absences, approved by the administration, such as for a funeral or for a doctor or dentist appointment are exceptions).

Upon receipt of an F in a subject, the student will be put on a one-week probation.* Conduct issues will be addressed on an individual basis. (Administration reserves the right to resolve questions concerning holiday breaks). This probation period will begin on the Monday following the notification of the coaches and continue through Sunday. During this probation time the student must improve his/her grade to meet the requirements. Should the student fail to meet the requirements he/she must continue on probation until the requirements are fulfilled and verified at the following grading period. Due to the importance of forming a strong academic foundation and also for creating team stability, the administration, along with the coaching staff, may dismiss any student/athlete who has continuous difficulty maintaining academic eligibility.

* Probation means the student will be allowed to practice and attend competitions. The student may sit with the team, but may not dress for the games.

EMERGENCY EVACUATION PROCEDURES

In the event of a crisis that requires the students to be transported off site, the school staff will follow the procedures set down in the St. Anthony Schools' Crisis and Safety Procedures Manual. The off site location will be determined, in conjunction with the appropriate emergency response personnel, based on the nature of the problem. Parents will be notified by electronic means (if information has been provided) and by radio of the site where students are being held/housed. Please do not call the school.

EXIT INTERVIEW:

Upon leaving the St. Anthony School System an exit interview form may be sent to the parents. Completion of the form may provide an opportunity for the school to improve.

EXPULSION:

Procedure for expulsion is in accord with diocesan guidelines. The general situations, which demand removal of a student from the school include:

1. Delinquency and immorality which warrant commitment to a correctional institution or which constitute a definite menace to other students;

2. Chronic and incorrigible misbehavior, which undermines classroom discipline and impedes the academic progress of the entire class.

The school reserves the right to require a parent to withdraw from a working relationship.

When all other means have failed and expulsion is being considered, the following procedures are to be followed:

- The student is to be suspended for a period not to exceed one week.
- The parents of the student are to be granted a conference with the pastor and principal in the hope that a solution to the problem will be found which will forestall the necessity of expulsion.
- The pastor, in consultation with the principal, is to make the final decision and to communicate this decision to the parents. If expulsion is necessary, he will also help them make arrangements for further education of their child.
- If the pastor decides to expel the student from school, charity would suggest that some help be given to the family in finding another Catholic school, if at all possible, that would accept the student on a probationary basis.
- If expulsion is necessary, the date of withdrawal and the word “withdrew” are sufficient for the permanent records.

EXTRACURRICULAR OPPORTUNITIES:

These may include scholastic bowl, student council, athletics, band performances, contests, literary contest, spelling bee, vocabulary contest, chess club, bridge, opportunities at mass, choir.

FAIR EMPLOYMENT PRACTICES:

Faculty and staff at St. Anthony Grade School will be recruited and hired without regard to race, sex, ethnic background, age or disability which can be reasonably accommodated and which is unrelated to all duties essential to the position. As a Catholic School, however, St. Anthony Grade School seeks to integrate religious truths and values into the lives of its students, in part by the presence of teachers who express such an integrated approach to learning and living in their private and professional lives. All staff members undergo background checks as well as attend a safe environment training workshop.

FIELD TRIPS:

Any student taking part in a school/class field trip must have a permission slip signed by parents. A blank Release/Request – Standard Activity form can be found at the back of this book. While field trips must be educational in nature it is a privilege to participate. Therefore students may be denied this privilege.

FINANCIAL POLICY:

Tuition is determined by the number of children in school and membership in a Catholic parish. Tuition is paid according to a commitment made to St. Anthony of Padua Tuition

Program. All tuition arrangements should be completed by June 1st. No one will be denied an education due to financial need. Scholarships are available to families that qualify.

There is a book fee for each student. The first installment is due July 1st, the second and last installment is due February 1st. Report cards may not be issued nor will records be forwarded at the end of the school year until all fees are paid. No student will receive a diploma unless all financial responsibilities have been met. Students may be denied admittance the following school year if all financial responsibilities from the previous year have not been met. Should extreme financial circumstances arise, parents are to discuss this with the parish business office.

****REFUNDS:** Should a student transfer to another school before the end of the school term an appropriate refund of tuition will be given.

FINES:

If a fine is not paid by report card time, cards are held until the fine is paid.

Fines are issued for the following:

- Library fines: lost books must be paid for.
- Gum, candy, spit wads, spitting fines: Students are not allowed to chew/consume gum, food, or candy during school hours in the school building, outside the cafeteria, on the playground, or while waiting for buses or rides (unless permitted by a teacher):
 1. \$2.00 for students in Grades 6 - 8;
 2. \$1.00 for students in Grades 1 - 5.
- Kicking ball fines:
 1. \$2.00 for students in Grades 6 – 8;
 2. \$1.00 for Students in Grades 3 – 5;
 3. According to the teacher on duty in Grades K – 2.
- Books: \$0.25 fine for books not covered.
- Cell Phones: second offense \$20 fine (refer to Telephone and Personal Contact)

FIRE DRILLS:

Student Responsibilities:

1. To know the fire exits which are posted for each classroom.
2. To leave the building quickly and quietly without running.

GRADING AND HONOR ROLL:

Grade K-1

VG = Very Good
G = Good

S = Satisfactory
NS = Not Satisfactory

Grades K, 1, 2, 3 – Handwriting Only

G = Good **S** = Satisfactory **NS** = Not Satisfactory

Grades 2 – 8 Code

Points:	Grade:	Scale:	Points:	Grade:	Scale:
12	A+	100-99	6	C+	84-83
11	A	98-95	5	C	82-79
10	A-	94-93	4	C-	78-77
9	B+	92-91	3	D+	76-75
8	B	90-87	2	D	74-72
7	B-	86-85	1	D-	71-70
			0	F	69-0

A Honor Roll: 10 points or above.

B Honor Roll: 8 points or above, up to and not including 10.

HONOR ROLL includes the average of the following subjects:

Grades 6 – 8: Religion, Literature, Language Arts, Math, Science, and Geography/ History. (PE/Art/Computers/Spanish/Study Skills/Health/Research/ Creative Writing are not included).

However a student may not get below a “C-” in any subject. A “D+” automatically keeps a student off the Honor Roll.

Names of Honor Roll Students will be publicized. If you do not want your child’s name published, you should notify the office in writing.

GRIEVANCE PROCEDURE:

For issues involving students and/or policies at our schools, the following procedures should be followed. The parent should contact the teacher about the concern. If this does not resolve the issue, an appointment should be made with the Principal. If the issue is still not resolved, an appointment can be made with the Pastor to discuss the issue. If deemed by the Pastor, a conflict resolution committee will meet to resolve the conflict. The committee shall be made up of the Pastor, the Principal, the board chairperson, and three appointed board members. The decision of the Pastor is final.

In the case of an athletic issue, the parent should contact the coach, the Athletic Director, the Principal, then the Pastor. The same basic procedures apply.

GROUPING:

Students in Grades 4–8 are ability grouped in math. To maintain the integrity of this system, the progress of students shall be reviewed regularly (Grades 6-8, first two quarters; Grades 4–5, each semester). Students in the top math groups are expected to maintain adequate grades to warrant this placement.

HUMAN SEXUALITY:

Human Sexuality education is offered at St. Anthony Grade School. Should parents not want this opportunity for their child they may request that their child not be part of the class. The

parents will be notified when the class begins and will have an opportunity to review materials.

ILLNESS:

Students should be fever free for 24 hours before returning to school. If your child has a contagious disease, such as mumps, measles, etc., it is to be reported to the office so the Health Department can be contacted. See... **“SCHOOL HEALTH POLICIES”** Appendix A

INCLEMENT WEATHER:

Announcements regarding school cancellations or early dismissals will be broadcast on WCRC, WCRA, WXF and WKJT. Please do not contact the school or the principal, but rather, listen to the radio. In addition parents will be notified electronically (if e-mail information has been provided.)

INSTRUMENTAL MUSIC:

Music is a co-curricular activity that contributes to the development of the intellectual, cultural, emotional, and physical aspects of human life. Instrumental music (band) is one phase of this activity which the school offers beginning in Grade 5. A participation fee is charged. Band is a semester commitment on the part of the student. There is a drop period of ten days at the start of the semester only, unless approved by the administration. A grade is given for this class.

INSURANCE:

Proof of insurance for each student is required. Student Accident Insurance is provided by an independent company at a nominal fee. Those using this insurance must make checks payable to the company.

INTERNET USAGE POLICY: See Appendix D - Acceptable Use of Electronic Networks

KINDERGARTEN:

To enter kindergarten a child must be five years old before September 1. (A request for early admittance is subject to administrative review.) Each child is required by law to have a physical exam before entering Kindergarten. The physical exam form may be obtained at your physician’s office. The health history portion of the exam must be completed and signed by the parent/guardian. Lead screening is also required. The law states that each kindergarten student’s immunizations must be completed before entering kindergarten, including Varicella (chicken pox) vaccine or verification by parent or physician that the child has had the chicken pox disease. Also, each kindergartener is required by law to have a dental and vision exam. Dental and vision exam forms can be obtained at your dentist and optometrist office.

LEARNING DIFFERENCES:

St. Anthony Grade School has a full time resource teacher who provides services for those students with learning disabilities. The Response to Intervention plan is used for those students who display learning difficulty in reading and math. (See page 24.)

LIBRARY:

1. Classes visit the library weekly/biweekly depending upon grade level.
2. The library is open to students before and after school and during study hall when the librarian or library aide is on duty. Students should have a signed pass when using the library resources.
3. Books may be returned at any time.
4. Notices are sent to students reminding them of overdue books. Fines are not charged for overdue books. However, if an overdue book is not returned, it is considered lost and must be paid for.
5. The librarian will determine the cost of lost and/or damaged books.
6. Books can be donated to the library in memory or honor of someone at any time. The librarian will provide books for this purpose. A special bookplate will be placed in the front of the book with the person's name.
7. Computers for research may be used only when a librarian is present and the student has signed the log.

LOST AND FOUND:

If you should lose something, be sure to report the loss to the office immediately. Anything found should be brought to the office and placed in the LOST & FOUND.

LUNCH PROGRAM:

All students are urged to eat a nutritious lunch. Since the menu is published, parents should discuss it with their children and decide what days the child is able to eat the meals offered. A sack lunch should be provided on days when the menu is unacceptable to the child's taste to discourage the waste of food in the cafeteria. **Soda and fast food lunches may never be brought as the child's lunch.** Lunch shall be eaten with a minimum of noise. Violators will be disciplined. On days when peanut butter is on the school lunch menu, a table will be designated as a "peanut free" table. This "peanut free" table will be available to those students with peanut allergies.

The lunch program runs on a debit format. When paying for lunch, the money and a deposit slip should be included in a marked, sealed envelope. Lunch accounts are debited through the scanning of the student's identification/name badge.

The cost of a school lunch is as follows:

Grades K-5	\$1.80 per meal
Grades 6-8	\$2.05 per meal
Grades 9-12	\$2.30 per meal
Extra milk	\$0.30 each

Free or reduced-price meals are available for those students whose families qualify based upon the National School Lunch Program guidelines.

Report cards may not be issued at the end of each semester until the student's lunch account reflects a zero or a positive balance.

MARKING FOR OWNERSHIP AND IDENTIFICATION:

Articles such as pencil cases, school bags, lunch bags/boxes, coats, boots, caps, books, notebooks, etc. must be marked with the student's name on them. Please report loss of articles immediately.

MASS ATTENDANCE:

Children have an opportunity to prepare for and participate in the Eucharistic celebration at 8:30 a.m. once a week. Mass schedule is as follows:

Wednesday	Grades Kindergarten, One, Two
Thursday	Grades Three, Four, Five
Friday	Grades Six, Seven, Eight

MEDICAL REQUIREMENTS:

State Law requires that every child entering Kindergarten and Sixth Grade must have a PHYSICAL EXAM REPORT on file in the school office. This report should be brought to the school office before September 15th. Immunizations must also be up to date. Any student who is not in compliance by September 15th shall be excluded from school unless an appropriate written explanation for non-compliance is provided. (Should there be an outbreak for which a child has not been inoculated parents will be notified and that child will be excluded from school until the outbreak subsides.)

For students entering St. Anthony Grade School from other countries, proof of freedom from tuberculosis must be provided.

Foreign exchange students enrolling in or attending St. Anthony Grade School, regardless of duration of stay, must meet all health requirements prior to admission. (This includes physical exam, immunizations, and proof of freedom from tuberculosis.)

MEDICATION: See...**SCHOOL HEALTH POLICIES** Appendix A and Medication Form.

MENTAL HEALTH:

The administration or designee shall develop protocols for responding to students with emotional, or mental health problems that impact learning ability. The school, however, assumes no liability for preventing, identifying, or treating such problems.

Counseling services are available through the school.

MIDTERMS: See... **PROGRESS REPORTS**

MONEY AND VALUABLES:

If it is necessary for your child to have a large sum of money or something of great value in school, it should be brought to the office to be kept until dismissal.

PATROL:

Children crossing Third Street are to cross at the corner where the Crossing Guard is located. Children crossing other streets are to cross at the corner with the help of the School Patrol Persons. School Patrol Persons are stationed at the corner of E. Virginia and N. Second Streets as well as E. St. Louis and N. Second Streets. No one is to cross in the middle of the block.

PAYMENTS:

Any money sent to school should be enclosed in a SEALED ENVELOPE with the child's name, homeroom number, the amount and the purpose written on the envelope. This information is very important in keeping accounts straight. Separate envelopes should be used for each different account.

PERMISSION:

Common courtesy requires that you ask to leave the classroom to go to the Office, Band Room, Restroom, etc. The teacher is responsible for your whereabouts and MUST know where you are. This also applies when on the playground. NO STUDENT(S) may leave the playground for any reason at all without the permission of the supervising teacher. This is an extremely serious matter.

PESTICIDE SPRAYING:

The district has the kitchen and other parts of the building sprayed as needed. The pesticides are applied by a professional company and are considered safe for school building use. If your child has allergies to pesticides you should contact the building principal.

PHYSICAL EDUCATION CLASSES:

The only requirement for students in Grades K–8 is to have clean and oil-free tennis shoes with socks for PE classes held in the gym.

Students must have a Doctor's note to be EXCUSED from PE or any of the individual activities. If a student has any underlying medical condition, which will restrict or hinder participation in any or all activities, a Doctor's note must verify it. Notification should be made at the beginning of each school year or as soon as the inhibiting condition is diagnosed. Teachers will require the Doctor's note; please cooperate in this matter. Another doctor's note is necessary once the student is permitted to return to class/activity.

PLAYGROUND RULES:

All students are required to participate in appropriate physical activity.

1. No picking up or throwing of rocks, etc.
2. No pushing or shoving on equipment.

Anyone disobeying rules will not play on equipment for up to one week (starting the day they were disciplined).

POLICE QUESTIONING AND APPREHENSION:

When students become involved with a law enforcement officer, the officer will be requested to confer with the student when he/she is not under the jurisdiction of the parish/school, if this can be arranged. The following steps will be taken to cooperate with the authorities:

- The officer will properly identify him/herself;
- Parents/guardians will be notified immediately and informed of the intent of the law enforcement authorities;
- Parents/guardians have the right to be present if the conference is held in the parish/school.

PREGNANCY:

Each student involved in a pregnancy will be dealt within a sensitive and Christian manner on an individual basis. A conference will be held with the student, his/her parents, and the principal and pastor to determine the arrangements for the student's completion of his/her education.

PRESCHOOL:

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

PROGRESS REPORTS / DEFICIENCIES / MIDTERMS:

Progress Reports will be given out in the report envelope to parents at mid-quarter. These envelopes **ARE TO BE SIGNED AND RETURNED TO SCHOOL**. These reports give the students an opportunity to work harder on trouble areas before receiving the report card. It is important for the student to evaluate oneself from time to time to see how one is doing. Teachers and the principal will be happy to help a student do this. If a student needs extra help with a particular subject, the student may set up a time with the particular teacher for help. Teachers are here to help students, and they are happy to give the student additional help when needed.

PROMOTIONS:

Because success at each grade level is important to and affects progress on the next level, a student will be promoted when he/she has demonstrated mastery of the subject matter.

Upon successful completion of the required elementary program and twenty-one service hours as an eighth grader, a student will be promoted to high school.

PROPERTY:

The school, the church, your books, the desks and the equipment you use are all made available for you in order that you may have the best education possible. Most of the material is expensive and requires much upkeep. Therefore, we ask each student to take the best possible care of the school: walls, desks, tables, and equipment. If it happens that you accidentally break something or mar it, we ask that you go to the office and tell the Principal. This is important as it helps us to keep things in good repair.

PUBLICITY/PHOTOS:

To publicize the achievements of our students and the great work they do, we like to occasionally publish our students' names, photographs, or achievements in our school publications or release the information to local newspapers. We may also post the information on the school's web site. A release form shall be provided for parents so that photos or videotapes may be used for publicity.

RECESS:

Students are to play in their assigned areas. You may never leave the playground without the permission of a teacher. There is to be no talking upon entering the building. On days when the weather is inclement and recess is held inside, you must be seated in a desk or on the floor and play/talk quietly. There is to be no loud talking, running around, or throwing things in the classroom. Other students are having class and their right to learn must be respected. Only students with written notes from their parents may stay inside during recess. These students with notes must report to the office.

RELEASE OF SCHOOL RECORDS:

The parent(s) or guardian(s) has/have the right to access the student's records. A twenty-four hour notice is required. Should parents want a copy of such records a release form is to be signed. This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. "In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order."

Non-custodial parents may receive copies of school correspondence and report cards by providing self-addressed, stamped envelopes.

Student records shall be released without parental consent to the following:

1. Local, state, and federal educational officials for educational and administrative purposes
2. Court order or subpoena
3. In an emergency where the records are needed by the enforcement or medical officials to meet a threat to the health or safety of the persons

The written consent of the parent/guardian is required for all other releases of information. Parents may examine their child's record in the school office upon request.

REPORT CARDS:

Report Cards are issued to Grades K-8 four times a year, twice a semester. Parents should study the reports and if there is any question about the report, the teachers will be happy to discuss this with the parents after school hours by appointment.

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

RESPECT:

All persons are created by God and therefore deserve respect. All people associated with our school shall demonstrate respect for all persons at all times. Respect for property is also an expectation.

RESPONSE TO INTERVENTION:

In accordance with the RtI (Response to Intervention) program, each child's reading and math ability will be tested three times per year – Fall, Winter, and Spring. If a child is either at benchmark or above, no further testing above the three times per year will be done. However, if a child scores below benchmark, supplemental reading, and/or math sessions will be given to help improve reading and/or math skills. Assessment (progress monitoring) will be given periodically to monitor a child's progress. Parents will be informed of the results of the benchmark/progress monitoring assessments.

RETENTION:

The minimum academic requirements for primary students are that they must have adequate social skills and maturity for that grade. Failure in reading or math may result in retention.

For students in Grades 3-8 a failure in three or more major subjects is grounds for repeating that grade.

Careful vigilance of the child's progress is the responsibility of the parents. A thorough study of the report card will prove beneficial. Checking with the teacher(s) may help prevent a child from getting behind in his/her work.

RETREATS:

Eighth grade students are expected to participate in a retreat, provided by the parish, prior to Confirmation.

RIGHT TO AMEND:

The Administration retains the right to make exceptions and/or amend any policy in the Parent/Student Handbook for just cause. Parents will be given prompt notification if changes are made.

RIGHT TO WAIVE/DEVIATE:

The administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at the administration's discretion.

SACRAMENTS:

First Reconciliation and First Eucharist are celebrated in second grade.
Confirmation is celebrated in eighth grade.

SAFETY:

The school has an active Safety/Crisis Management Plan. An integral part of this plan stipulates that gangs are not permitted in the school or on school grounds. All threats will be taken seriously.

SEARCH/SEIZURE:

School authorities will strive to maintain an educational atmosphere that is safe. When a reasonable cause warrants, school personnel may conduct a search of a student and/or his/her personal possessions. The search may result in the seizure of possessions, which then may be turned over to the proper authorities.

The school is co-tenant of lockers, desks, cubicles, etc. and reserves the right to search them at any time without notice. Searches may be conducted to locate anything considered harmful, illegal, or stolen. Such items could be, but are not limited to, drugs, tobacco, alcohol, weapons, firearms, explosives, lighters, knives, projectiles, or any other object that may cause bodily harm or endangerment to others.

SEX OFFENDER REGISTRY:

Parents are able to review information regarding Illinois Sex Offender Registry through a link on the Illinois State Police website, <http://www.isp.state.il.us>. Search may be done by name, zip code or county. Access is free.

STORM WARNING (TORNADO) REGULATIONS:

Student's Responsibility:

1. Know the way to the designated area.
2. Move to the designated area quickly and quietly. NO RUNNING.
3. Once in the designated area face the wall.
4. Listen to directions.
5. If a tornado is sighted, sit with head buried between knees.

SUBSTANCE ABUSE POLICY:

In an effort to provide an environment that is conducive to learning and which reflects our Catholic school philosophy and mission, the faculty and administration of St. Anthony Grade School, in a spirit of cooperation with our young people and their families, are committed to

assisting our young people when drug/alcohol problems are present. However, the school will not compromise the safety and positive learning culture in our school.

Any student involved in illegal use or possession of any alcohol, depressants, stimulants (including nicotine and tobacco-related products), anabolic steroids or hallucinogenic substances while he/she is present on campus or at any school related activity will be subject to disciplinary action prescribed by the school principal.

The minimum consequence for violation of the school's policy will result in a three-day school suspension, along with an assessment and or enrollment in an approved drug-counseling program (at the expense of the student). Depending on the severity and circumstances of an offense, school expulsion may be a result for any offense of the Substance Abuse Policy.

To further deter violations of the Substance Abuse Policy, the school administration reserves the right, when reasonable suspicion warrants, to search school lockers, use police search dogs and or use a portable breathalyzer at school and school related events. Refusal to submit to a breathalyzer will result in an automatic four-day suspension. The administration will also have the authority to request law enforcement officials to conduct investigations in any violations of the Substance Abuse Policy.

Any St. Anthony Grade School student who is arrested for a drug or alcohol related offense outside of school will be required to attend an alcohol/drug abuse education course that is approved by the grade school administration.

SURVEILLANCE CAMERA:

Recording cameras are used throughout the building for the safety of the students and staff as well as for the security of the building.

SUSPENSION:

When it is necessary to suspend a student, the Principal may hold a conference with the parents. Suspension shall cause a student to be barred from classes and extra-curricular activities. The suspended student is still responsible for subject matter covered in class. The length of the suspension will be determined by the seriousness of the incident. It shall not exceed five days.

Reasons for Suspension:

1. **Aggressive Behavior** - Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, extortion, bullying, or other comparable conduct.
2. **Violation under the Substance Abuse Policy**
3. **Violation under the Weapons Policy**
4. **Forgery:** The act of fraudulently using in writing the name of another person or falsifying other data on school forms. This applies to Junior High Students; lower grades will be handled on an individual basis.

5. **Gross Misbehavior:** The act of deliberate or willful conduct detrimental to normal function of the program or activity under school sponsorship, or the act of threats to staff members or other students. This also includes any other acts, which directly or indirectly jeopardize the health, safety, and welfare of the school population.
6. **Obscenity:** The act of possessing or using profane, obscene, vulgar, or blasphemous language or gestures by pupils in verbal or written form or in pictures or caricature.
7. **Stealing, Vandalism, and Property Damage:** Students who steal, destroy, or vandalize school property or property belonging to others will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If a student should accidentally damage something, he/she should report it to a teacher or the school office immediately.

Other behavior or conduct which is of such a gross nature as to constitute a violation of the spirit or intent of these rules, though not explicitly stated above, may result in suspension. A student accused of a serious wrong may be placed on a home study leave, at parents' expense, pending an investigation. See **EXPULSION** for additional information.

TELEPHONE AND PERSONAL CONTACT:

Unless absolutely necessary no teacher or child will be called to the telephone during class time. Important messages will be relayed to the teacher or child. The office telephone is for **BUSINESS PURPOSES ONLY** and **WILL NOT** be used by **STUDENTS** except for school purposes.

Cellular phones, beepers, pagers, when brought to school for after school activities, are permitted only if they are kept in the office or in backpacks and turned off. Should one of these devices go off and/or be found on a student during school hours the device will be confiscated and kept until the end of the day for the first offense. The offending student will notify the parent. A second offense may result in a \$20 fine in addition to the parent picking up the phone. The school is not responsible for any lost electronic devices. (Refer to page 13 Electronic Devices.)

TELEPHONE PASSES:

Hoping to reinforce personal responsibility, students are given a certain number of telephone passes during the year. If students need to call home for lunches, homework, etc. that should be arranged prior to the beginning of the school day. A student must then turn in a telephone pass to call home. A student that must call home due to illness, medication, or change in practice schedules is allowed to use the telephone without using his/her telephone pass. Students are rewarded if their telephone passes are not used:

- Students in Grades 6–8 are given 2 passes each semester;
- Students in Grades 3–5 are given 2 passes per quarter.

TRANSFER OF RECORDS:

Records of students leaving St. Anthony Grade School shall be sent to the new school in one of two ways:

1. For graduating eighth graders who will attend St. Anthony High School, the entire original file will be sent.
2. For any student going to any other school, a copy of the file contents will be sent to the new school. St. Anthony Grade School will retain originals. This assumes all bills, fees, fines, etc. have been paid.

A Student Transfer Form will be sent to the new school within ten days after receiving a properly signed Release of Records Form. A properly signed release form is required for student records to be forwarded to any school other than St. Anthony High School.

TRUANCY:

Any student who misses 10% of the school calendar without a medical or legal excuse will be considered truant and this may result in notification with the proper authorities.

USE OF SCHOOL GROUNDS:

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

VIDEO TAPING:

Video taping and/or audible taping of students/classes may occur for clinical purposes, professional purposes, promotional purposes, as well as for educational purposes. A release form for these purposes will be provided for parents.

VISION AND HEARING SCREENING:

All children entering Kindergarten, or upon first entry into an Illinois school beyond Kindergarten (i.e. grades 1-12) are required to have an eye exam performed by an optometrist or ophthalmologist.

Vision and hearing screening may be done during the school year by the Effingham County Health Department for the following children: Grades K, 1, 2, 3, 5, & 8, Special Ed, new students, and teacher referrals.

Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test. If a vision examination report is not on file at the school for your child, your child will be screened, regardless of his/her grade level.

Hearing screening is not a substitute for a complete evaluation by a doctor.

If either screening indicates a concern, the parents will be notified.

VISITORS:

All visitors are to sign in with the office upon arrival to the school.

VOLUNTEERS:

St. Anthony Grade School appreciates volunteer participation. All volunteers are expected to attend a safe environment training workshop before volunteering or interacting with the students.

WAVES:

Working and Volunteering for Education in our Schools is the name given to our parent organization.

WEAPONS POLICY:

No weapons are allowed on school property or at any school event or activity that bears a reasonable relationship to school.

Students found in possession of a firearm or any incendiary device will be considered for expulsion from St. Anthony Grade School.

Students found to be in possession of a knife or any instrument that is perceived or used as an incendiary device and/or weapon,* or who is verified to have threatened to perpetrate a violent act against another student, an employee of St. Anthony Grade School, or any other person present at the school, activity/event may be immediately suspended from school for a term of up to ten days. Additionally, any student who is verified to have threatened to perpetuate a violent act against another student or an employee of St. Anthony Grade School at an off-campus site may be immediately suspended from school for a term of up to ten days. All threats are to be taken seriously and investigated. If after investigation the Principal deems it warranted, the school may require a student who threatens others through words or actions to be removed from school and not permitted to return until a psychologist or psychiatrist indicates in writing that it is safe for both the student and others in the school for the student to return to school.

A police report will be filed on all incidents of violation of this policy.

*“For purposes of this section, the term ‘weapon’ means possession, use, control, or transfer of any object which may be used to cause bodily harm, including but not limited to a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined by Section 1.1 of the Firearm Owners Identification Act use of weapon as defined in Section 24-1 of the Criminal Code, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or ‘look-alikes’ thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.”

WEBSITE:

www.stanthony.com The website is a source of valuable information for parents, students, and other interested parties. St. Anthony Grade School's website includes daily announcements and the lunch menu along with other interesting information.

WELLNESS POLICY:

St. Anthony Grade School adheres to the Diocese of Springfield's Wellness Policy. The school is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. Parents are encouraged to offer nutritious snack alternatives for school treats. See Appendix B. This policy is available on site for viewing.

APPENDIX A

SCHOOL HEALTH POLICIES:

As a general principle, medication is not to be given at school. Acutely ill students will be sent home. Students convalescing from an acute illness should remain at home until the need for medication no longer exists.

Students should not be allowed to have any drugs in their possession on the school grounds. Students may carry asthma medication with them providing the proper forms have been completed and are on file in the school office.

Special circumstances exist for a health problem that can be expected to be of a long duration. When such a condition exists, the following policy will be adhered to:

A. PRESCRIPTION MEDICATION:

To assure school attendance for students who must use medication in the treatment of chronic disabilities or illness...

Any student, who is required to take oral medication during the regular school day, must comply with school regulations. These regulations must include at least the following:

1. Written orders from a physician detailing the name of the drug, dosage, and time interval medication is to be taken.
2. Written request and permission from the parent or guardian of the student requesting that the school comply with the physician's orders.
3. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
4. Every medication given must be recorded on a medication log that includes date, time, dosage, and signature of person giving medication.
5. Only the person designated by the Principal or registered nurse shall be allowed to dispense the oral medication pursuant to the physician's orders and then that person shall make notations required by #4 above.

The use of intramuscular or intravenous medication must be cleared with the physician and administered by a registered nurse.

NON-PRESCRIPTION MEDICATION:

1. NO non-prescription medication will be dispensed in our school.
2. Non-prescription medication includes aspirin, Tylenol, antacid, an antihistamine, and any other medication.
3. No topical application of alcohol, peroxide, or calamine lotion or any other medication will be used.
4. If injury occurs, we will use soap and water and inform the parent if the child needs further treatment or needs to be sent home.
5. If the child needs medication the parent will be called and he/she assumes the responsibility to bring the child the medication or takes the child home.

APPENDIX A (continued)

A. COMMUNICATION:

Opportunities must be provided for communication with the parent and physician regarding the efficiency of the medication administered during school hours.

1. Observe, evaluate, and report to student's parent, the student's health status and reaction at school to the medication(s) that has/have been prescribed by the physician. It is the parent's responsibility to inform the physician of any complications.
2. Report to the parents those factors in the school that might seriously impede the child's recovery.

B. IMMUNIZATION:

1. All students must be in compliance with Illinois State Law Regulations concerning immunizations, unless there is a doctor's form stating a legitimate reason for the student not being immunized.
2. Any child who is not in compliance by the start of the school year of the current year will be asked to remain at home until the child has proper immunizations.
3. Immunizations are provided by the County Health Department if the parent desires.

C. HEALTH RECORD:

1. All children entering kindergarten must have on file by the start of the school year a recent completed written health exam by a physician.
2. All children entering sixth grade must have on file by the start of the school year of the current year a completed written health exam by a physician.
3. Any child not in compliance with the health exams will be asked to remain at home until this exam is taken care of.
4. It is the parent's responsibility to inform the school of any physical abnormalities. For example, birth defects, allergies, epilepsy, diabetes, etc.
5. All children entering second and sixth grades must have on file by May 1, 2009 a current completed dental exam.

ST. ANTHONY GRADE SCHOOL - Effingham, IL

Doctor's Medication Authorization Form

To be completed by the child's parent(s)/guardian(s) and kept in the school nurse's office or in the Principal's office.

Student's Name _____ Birthdate _____

Address _____

Home Phone: _____ Emergency Phone: _____

To be completed by the student's physician:

Physician's Printed Name _____

Office Address: _____

Office Phone: _____ Emergency Phone: _____

Medication: _____

Dosage: _____ Frequency: _____

Time medication is to be administered or under what circumstances: _____

Method of Administration _____ Discontinuation Date _____

Diagnosis requiring medication: _____

Intended effect of this medication: _____

Must this medication be administered during the school day in order to allow the child to attend school or to address the student's medical condition? Yes No

Expected side effects, if any: _____

Time interval for re-evaluation: _____

Other medications student is receiving: _____

Physician's printed name _____ Physician's Signature _____ Date _____

PARENT: SEE REVERSE SIDE

THIS SECTION TO BE COMPLETED BY PARENT(S)/GUARDIAN

I/We, the undersigned parent(s)/guardian(s) of the minor child, _____, a student at St. Anthony Grade School, hereby request St. Anthony Grade School to allow said child to attend school in spite of a special health problem and to be given medication prescribed as directed by physician on reverse side of this form under the supervision of school personnel.

The medicine is to be furnished by me and labeled by the physician or pharmacist with said child's name, doctor, and drug store, name of drug, and the specific time it is to be given at school. I/We assume all responsibility for any mistake in furnishing an incorrect dosage.

For and in consideration of allowing said child to attend school in spite of this special problem, we hereby release, relieve and discharge St. Anthony Grade School and/or any of its agents or employees, from any and all liability for any injury or damage to the health of said child arising out of, or resulting from the necessity of said child having to take medication during school hours.

I/We have read, understand and agree to the school's regulations concerning giving medication at school.

Parent's Signature _____ Date _____

Address _____

Telephone Number _____

For Parent(s)/Guardian(s) of Students who have asthma and/or severe allergy:

(Parent/Guardian signature required for student to carry and self-administer asthma medication or epinephrine auto-injector)

I authorize the school district and its employees and agents to allow my child or ward to possess and use his/her asthma medication or epinephrine auto-injector (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication (105 ILCS 5/22-30).

If you agree please sign: _____
Parent(s)/Guardian(s) Signature

Date _____

APPENDIX B

Healthful Food and Beverage Options for School Functions *

At any school function (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff and community wellness. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans are listed below.

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit wedges – cantaloupe, honeydew, watermelon, pineapple, oranges, tangelos, etc.
- Sliced fruit – nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
- Fruit salad
- Cereal and low-fat milk
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice or fruit as the first ingredient
- Dried fruits – raisins, cranberries, apples, apricots
- Single serving applesauce or canned fruit in juice
- Peanut butter with apple wedges or celery sticks
- Fruit smoothies made with fat-free or low-fat milk
- Trail mix (dried fruits and nuts)
- Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)
- Lean meats and reduced fat cheese sandwiches (use light or reduced fat mayonnaise in chicken/tuna salads)
- Party mix (variety of cereals, nuts, pretzels, etc.)
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip (Ranch, onion, bean, etc.)
- Low-fat muffins (small or mini), granola bars and cookies (graham crackers, fig bars)
- Mini bagels with whipped light or fat-free cream cheese
- Pasta salad
- Bread sticks with marinara
- Fat-free or low-fat flavored yogurt & fruit parfaits
- Fat-free or low-fat pudding cups
- Fat-free or low-fat milk and milk products (string cheese, single-serving cottage cheese, cheese cubes)
- Flavored soy milk fortified with calcium
- Pure ice cold water

** This list is not all-inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices.*

Expectations	Commons/Hallways/Dismissal	Bathroom	Playground	Cafeteria	Classroom	Assemblies	Church & Library
Pawsitively Christian	Be patient Be considerate Refrain from harassment	Be in own space	Include and respect everyone Refrain from harassment	Express gratitude Be patient Serve willingly	Use kind words and actions Be honest	Be a good audience	Be considerate Refrain from harassment
Pawsitively Respectful	Use appropriate voices Go with the flow of traffic	Treat property appropriately Use quiet voices	Use appropriate language Play fairly/follow game rules Use equipment properly	Use quiet voices Respect property Use good manners	Respect everyone including yourself Respect property Listen to others	Use appropriate response Be attentive Use good posture	Respect property Respect each other Use appropriate voices
Pawsitively Cooperative	Follow adult directions Walk	Keep facilities clean Finish promptly	Line up quickly & quietly Share space and equipment Follow adult directions	Follow adult directions Walk Keep food & drink in cafeteria	Follow adult directions Follow the rules Participate Do fair share	Enter & exit quietly Participate appropriately	Follow adult directions Move appropriately
Pawsitively Responsible	Keep belongings neatly in appropriate space Keep areas tidy	Flush toilet Wash hands Dispose of trash	Place equipment in barrels Take care of equipment	Clean up after yourself Place items in correct areas 1 Use the restroom	Keep room tidy Have materials for class Be on task	Follow adult directions	Use resources as intended

APPENDIX D

St. Anthony of Padua Parish and Schools

Effingham, Illinois

Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with St. Anthony of Padua Parish and Schools goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Terms and Conditions

1. Acceptable Use - Access to the St. Anthony of Padua Parish and Schools electronic networks must be
 - (a) for the purpose of education or research, and be consistent with the educational objectives of St. Anthony of Padua Parish and Schools, or
 - (b) for legitimate business use.
2. Privileges - The use of the St. Anthony of Padua Parish and Schools electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator and building principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time; their decision is final.
3. Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law; including but not limited to music files such as MP3's and video files;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space; playing games online or downloading games;
 - f. Hacking or gaining unauthorized access to files, resources, or entities;
 - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
 - h. Using another user's account or password;
 - i. Posting material authorized or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.
 - n. Any communication or materials created outside of school that are discussed, distributed or brought into the school setting or substantially interfere with the educational process are subject to disciplinary action.

4. Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not become abusive in messages to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
 - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties - St. Anthony of Padua Parish and Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. St. Anthony of Padua Parish and Schools will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. St. Anthony of Padua Parish and Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification - The user agrees to indemnify St. Anthony of Padua Parish and Schools for any losses, costs, or damages, including reasonable attorney fees, incurred by St. Anthony of Padua Parish and Schools relating to, or arising out of, any violation of these procedures.
7. Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the Network Administrator, Software Coordinator, or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism also includes any physical change or damage to computer hardware or peripherals.
9. Telephone Charges - St. Anthony of Padua Parish and Schools assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
10. Copyright Web Publishing Rules - Copyright law and St. Anthony of Padua Parish and Schools policy prohibit the re-publishing of text or graphics found on the Web or on St. Anthony of Padua Parish and Schools Web sites or file servers without explicit written permission.
 - a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b. Students and staff engaged in producing Web pages must provide with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided to the Network Administrator upon request. Web pages may be deleted without prior notification.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

- d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

11. Use of Electronic Mail

- a. St. Anthony of Padua Parish and Schools electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by St. Anthony of Padua Parish and Schools. St. Anthony of Padua Parish and Schools provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
- b. The St. Anthony of Padua Parish and Schools reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- d. Electronic messages transmitted via St. Anthony of Padua Parish and Schools Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with St. Anthony of Padua Parish and Schools. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of St. Anthony of Padua Parish and Schools. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
- f. Use of St. Anthony of Padua Parish and Schools electronic mail system constitutes consent to these regulations.

Internet Safety

- 1. Internet access is limited to only those “acceptable uses” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in these procedures, and otherwise follow these procedures.
- 2. Staff members shall supervise students while students are using St. Anthony of Padua Parish and Schools Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.
- 3. Each St. Anthony of Padua Parish and Schools computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.
- 4. The system administrator and Building Principals shall monitor student Internet access.

LEGAL REF.: Children’s Internet Protection Act, P.L. 106-554.
 20 U.S.C § 6801 et seq.
 47 U.S.C. § 254(h) and (l).
 720 ILCS 135/0.01.

Revised: June, 2004

Authorization for Electronic Network Access

Each staff member must sign the St. Anthony of Padua Parish and Schools Authorization for Electronic Network Access as a condition for using the St. Anthony of Padua Parish and Schools electronic network. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted access. All users of St. Anthony of Padua Parish and Schools computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network. The failure of any student or staff member to follow the terms of the Authorization for Electronic Network Access, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

I understand and will abide by the *Acceptable Use of Electronic Networks*. I understand that St. Anthony of Padua Parish and Schools and/or its agents may access and monitor my use of the Internet, including my E-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using St. Anthony of Padua Parish and Schools electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the Internet.

DATE: _____

USER SIGNATURE

(Required if the user is a student:)

I have read this *Authorization for Electronic Network Access*. I understand that access is designed for educational purposes and that St. Anthony of Padua Parish and Schools has taken precautions to eliminate controversial material. However, I also recognize it is impossible for St. Anthony of Padua Parish and Schools to restrict access to all controversial and inappropriate materials. I will hold harmless St. Anthony of Padua Parish and Schools, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this *Authorization* with my child. I hereby request that my child be allowed access to St. Anthony of Padua Parish and Schools Internet.

DATE: _____

PARENT/GUARDIAN NAME *(Please Print)*:

SIGNATURE:

PREARRANGED ABSENCE FORM

Date _____

We, _____

the parents of _____

have chosen to take our child/children out of school for the period _____

_____.

Due to missed class time we realize that this absence from school may affect academic achievement. Assignments are to be made up no later than the close of the second school day of attendance after returning from the absence unless prior arrangements are made with the instructor.

PREARRANGED – These may be requested in advance by the parent through the principal. The principal will then determine, through teacher input, if the student can afford to be absent for the day(s) requested. Requests should be made one week in advance using appropriate form (a blank Prearranged Absence Form can be found at the back of this book). Teachers may provide the homework two days before the absence. Assignments are to be made up no later than the close of the second school day of attendance after returning from the absence unless prior arrangements are made with the instructor. Teachers reserve the right to administer quizzes and tests as well as request that work is turned in prior to a planned absence. (This would apply only when the students have all the necessary information beforehand). Approval of the request at the principal's office only means the student will not be considered truant and will not receive zeroes for the absence. Work, which is not made up, must be considered failing work and the teachers are not required to give make-up tests or extra help in such cases. It is up to the student to acquire current classroom work upon return. To avoid misunderstandings, only trips where students are accompanied by parents will an excused absence be granted.

It is important that students and their parents realize that it is the responsibility of the student to initiate the contact with his/her teacher to make up work missed when the student is absent. Students have the right to make up an excused absence. For an unexcused absence, this right is forfeited and a zero is recorded in that teacher's gradebook for the missed class.

Parent Signature

Parent Signature

ASSUMPTION OF RISK AGREEMENT AND RELEASE

We, the undersigned parents of _____, acting individually
(student name)
and as parents and next friends of _____, a minor, do hereby
(student name)
assume all responsibility for and all risk of injury that may occur to _____
(student name)
as a student at St. Anthony Grade School while walking to an appointment. For valuable
consideration, the undersigned do hereby release and discharge all teachers, employees and
agents of St. Anthony Grade School from all claims, demands, rights or causes of action,
present or future, whether known, anticipated or unanticipated, and resulting from or
arising out of going to an appointment.

We will not take legal action against St. Anthony Grade School or their assignees on
behalf of myself or child as a result of any injury or loss, however great, traveling to or
from or during appointments.

We also have medical insurance, which will pay for treatment in case of injury, and said
insurance is valid. _____
(name of insurance)

We have read, understand and signed the foregoing Assumption of Risk Agreement and
Release this _____ day of _____, 20 _____.

Parent

Parent

RELEASE / REQUEST FORM – STANDARD ACTIVITY

We request that our child _____ be allowed to go on the field trip to _____ with _____ (hereafter the "Organization") presently scheduled to depart on _____ and to return on _____ because we believe this trip will benefit our child both educationally and spiritually.

We understand that all rules of conduct and standards of behavior, as deemed by the Organization will apply to this trip and we have discussed these with our child. We further understand that we must assume all responsibility and liability for our child while traveling to, from, and during this trip. With this knowledge, we freely assume this responsibility and liability.

We also understand that it may not be financially feasible for the Organization to provide transportation for all those who are going on this field trip. Therefore, we understand that some participants may be traveling by bus or by privately owned vehicles which may or may not be covered by insurance. With this knowledge, we hereby consent to our child traveling to, from, and during this trip in either of these manners.

We further understand that the Organization is not responsible for any damages or accidents that may result from our child's actions or the actions of others. To the greatest extent possible, we release the Organization and the Diocese of Springfield in Illinois, and all those acting on their behalf, from all liability for damages to or caused by our child as a result of this trip and we agree jointly and severally to indemnify them for any such damages.

Emergency Contact / Medical Information (Please Print)

Father/Guardian _____ Daytime phone (____) _____

Mother/Guardian _____ Daytime phone (____) _____

Address _____ Home Phone (____) _____

Other Contact Person _____ Phone (____) _____

Medical Insurance Company _____

Company Address _____ Policy Number _____

Medical Conditions/Allergies _____

We hereby also give our consent for our child to receive emergency medical care during this trip. We hereby also give our consent for photographs of our child to be taken and released.

Signature of father/guardian _____ Date _____

Signature of mother/guardian _____ Date _____

