

**St. Antoninus School Handbook
2021-2022**



**ST. ANTONINUS
SCHOOL**

A Place of Faith, Prayer, and Learning

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SAINT ANTONINUS PARISH SCHOOL

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SCHOOL IDEOLOGY

Mission Statement

St. Antoninus School, united in fulfilling the Catholic Church's mission of evangelization, education, and service, acknowledges that Jesus Christ is the reason for our school.

Recognizing His presence in every member of our community, we understand the importance to serve all God's people. Inspired by our vocation, we dedicate ourselves to work with our school parents to nurture our students' God-given talents academically, socially, and physically. Our intent is to empower the students with the confidence to succeed in life. **Belief Statements**

- We believe the purpose of Catholic education, in partnership with parents, is to form children in their faith.
- We believe compassion and acceptance to be the root of what it means to be a follower of Jesus Christ and emulating His love for all.
- We believe the goal of this Christ centered environment is to attain a sense of love and dedication which extends beyond our school community.
- We believe providing a Faith Formation gives students, staff and parish families, the opportunity to foster a deeper relationship with Christ.
- We believe in a student centered learning environment consisting of academic rigor and varied strategies that inspire all students to be successful.
- We believe in empowering the students with the confidence to succeed in life.
- We believe students, parents and staff contribute to the responsibility of enhancing and fulfilling the school's mission.

PHILOSOPHY STATEMENT

St. Antoninus Parish School is one of the chief missions and ministries of St. Antoninus Parish. Our school is a place of faith, prayer and learning. We believe that every child bears a divine dignity by Baptism and an eternal destiny of glory.

INFORMATIONAL NEEDS

Our Parish School seeks to provide our children with the knowledge and skills they need to live a truly human life.

FORMATIONAL NEEDS

Our Parish School seeks to provide our children opportunities to live a truly Catholic life: to worship our Triune God; to grow in Christian community; and to serve the needs of others.

TRANSFORMATIONAL NEEDS

Our Parish School seeks to encourage our children to open their hearts to our Triune God in whose image they are made. Through the Sacraments and the Word of God, our children are called to “live a life worthy of the calling they have received.”

SUMMARY

St. Antoninus Parish School is a place of faith, prayer, and learning. We strive to assist our children to value their baptismal dignity and to realize their eternal destiny of glory.

PRINCIPAL'S RIGHT TO AMEND

The Principal, or his/her appointee, retains the right to amend this parent/student handbook. Parents and students will be given prompt notification if changes are made.

ADMISSION AND TUITION

REGISTRATION REQUIREMENTS FOR ALL STUDENTS

New student registration begins the first Sunday following open house. New student registration requires the completion of state and locally required forms, transfer of previous records, and payment of the registration fee. The registration fee is non-refundable and is in addition to tuition. Final acceptance for new students in grades 4-8 is complete following an interview with the principal.

Returning student registration will occur beginning in **December** during each school year, **provided that all previous tuition and fees are paid in full by March 25**. Students already enrolled in FACTS, our tuition management company, will automatically be re-enrolled for the new school year once the registration fee is paid. The registration fee is non-refundable and cannot be credited against tuition. If registration is not completed by the designated dates each year, a \$50 late registration fee will be assessed per student.

ENROLLMENT PRIORITIES

Registered Parish Students

St. Antoninus Parish School is committed to offering its educational services to students whose families are registered members of St. Antoninus Parish Church. Families who move out of the parish boundaries may continue to enroll their students in St. Antoninus Parish School while paying the “in-parish tuition”.

Out-of-Parish Students

Students whose families are not registered parishioners at St. Antoninus Parish School may enroll at the out-of-parish tuition rate on a space available basis. Out-of-parish enrollment priorities are:

1. Catholic students who have siblings already enrolled
2. Other Catholic students
3. Non-Catholic students.

When Space Is Limited

For those students enrolling on a “space available” basis, enrollment priority will be given to those students already enrolled for the longest period of time. If necessary, spaces will be allocated by lot.

Enrollment During the School Year

Parents whose children are registered after the school year begins must meet with the principal prior to acceptance. Student records must be transferred to St. Antoninus Parish School prior to the student’s first day. Enrollment is not final until principal authorizes. In some cases, new students may be enrolled on a probationary status.

NEW-PARISHIONER REGISTRATION

New parishioners must register with the parish prior to or in conjunction with school registration in order to be eligible to receive the parishioner tuition rate.

WITHDRAWAL OF STUDENTS POLICY

The cost of a child's education is a full school year expense. Books, teaching supplies, and materials are purchased, teachers and support staff are hired, and classrooms are prepared with the anticipation of each student's full-year enrollment. As a result, St. Antoninus School has established the specific policies and guidelines regarding students who withdraw from school.

- Written notification must be submitted to the School Office at least two weeks before the effective date of the withdrawal. A Request for Records Release must be signed by the parent/legal guardian.
- Tuition must be current and up to date before student records can be release or sent to any other institution.
- Tuition must be paid according to the following structure:
 - Student withdraws before the first day of school – Payment due: June and July
 - Student withdraws from first day of school through December 15th – Payment due: June 1st through the end of the month of withdrawal.
 - Student withdraws after December 15th – No refund will be given

TUITION AND ASSISTANCE

All families at St. Antoninus School pay tuition. Rates are determined annually based on the financial needs of the school and are approved by the Pastoral Council and/or Finance Council. St. Antoninus Parish subsidizes school families receiving the in-parish tuition rate which is made possible by all contributions and donations made to St. Antoninus Parish Church and School.

TUITION RATES

Tuition rates are structured on an in-parish and out of parish rate schedule. These rates are determined and approved by the parish business office, in conjunction with such organizations as the parish council and finance council each year. Current tuition rates and payment schedules are easily accessible on our website at <http://saintantoninus.org/tuition-financial-aid>.

IN PARISH TUITION

The in-parish tuition rate is established for those whom the Parish administration determines to be registered, contributing members of the Parish.

OUT OF PARISH TUITION

Those who are not registered, supporting members of the parish must pay out-of-parish tuition. The Pastor and the Finance Committee determine this rate in consultation with the Education Commission. While out of parish tuition rates are higher than in parish rates, they are still less than the cost to educate a child.

Tuition must be paid in full by March 25th of the current school year in order to register for the following school year. Families who choose not to re-enroll must pay tuition in full before records to new school can be released.

TUITION PAYMENT OPTIONS

- Payment in full due June 1st paid via auto draft from a checking, savings, or credit card payment and will receive a \$100 tuition discount.
- Payments can also be made directly to FACTS, our tuition management company. If payment is not received by June 1st, the \$100 discount will be forfeited. The payment plan fee of \$20 is paid by Saint Antoninus Parish.
- Semi-annual payments are due June 1st and December 1st paid via auto draft from a checking, savings, or credit card payment and will receive a \$50 tuition discount.
- If payments are not received on the due date, the \$50 discount will be forfeited. School families are responsible for paying the payment plan fee of \$20, payable to FACTS.
- Ten monthly payments are due on the 10th or 25th of each month beginning in June and ending in March, paid via auto draft from a checking, savings, or credit card. School families are responsible for paying the payment plan fee of \$46, payable to FACTS.

FAMILIES OF EIGHTH GRADERS

Any school family of a graduating eighth grade student needs to be current with their tuition payments by March 31st of each school year or risk having their student withdrawn from St. Antoninus School before the start of the third trimester. Written notice will be provided to any family not in compliance with this policy.

TUITION PAYMENT SUMMARY

All accounts must be paid on time per the payment plan selected unless other arrangements have been made with the School Office Manager. If you find yourself in a situation where you cannot meet the payment plan schedule, you must contact the Parish Business Manager as soon as possible to discuss other options to avoid incurring late payment fees. The Business Manager

can be reached at (513) 922-5400, ext.3 or you can send an email to rinear@saintantoninus.org. Tuition payments will only be accepted via auto draft from a checking, savings, or credit card account set up through FACTS. Cash payments cannot be accepted.

Registration for returning students that do not meet the established registration deadline will be assessed a \$25 late registration fee per student.

Tuition policies are reviewed annually around the beginning of the third trimester of school by the Parish Finance Council and Education Commission. Any changes to these policies will be communicated promptly.

TUITION ASSISTANCE PROGRAM OVERVIEW

Choosing to send children to Saint Antoninus Parish School involves a prioritization of a family's financial responsibilities. The parish school makes every effort not to deny a Catholic education simply because of financial hardship. **The Arlene Vallejos Tuition Assistance Program (TAP)** funds are available for Grades 1-8 when families struggle to meet their financial obligations. Please note that such funds are not intended to cover the full cost of a family's tuition.

TUITION ASSISTANCE PROGRAM DETAILS Process

Guidelines

1. Saint Antoninus Parish offers a tuition assistance program (TAP) to families with students in grades 1-8. To apply for assistance, families must complete the FACTS application online. It can be found on our school website, www.saintantoninus.org. Our school administrators (Business Manager, Principal, and Pastor) will be responsible for awarding this aid through FACTS. Awards are prioritized by need and parish involvement. Funding for the tuition assistance program comes from generous donations from parishioners and organizations such as the PTO which are matched by the Elementary Scholarship Assistance Program (ESAP) up to \$10,000. This determines how much money can be awarded for TAP.
2. ESAP and The George Hubert Family Foundation Scholarship Program also provide two \$500 scholarships to 7th grade students for their 8th grade tuition. The scholarship is based on the student's application and NOT on financial need. Applications will be available in January and are due March 1. Please see www.esap.org for copies of the application.
3. Families are also encouraged to apply for tuition assistance through the Archdiocese of Cincinnati's Catholic Education Foundation each year. Information regarding this program is shared annually via the school newsletter. Parents can apply through www.catholicbestchoice.org.

Disbursement of Tuition Assistance Funds

Tuition Assistance (TAP) funds for the upcoming year will be disbursed no later than June 15th. Do not wait on notice of an aid award to make your first tuition payment which is due

according to the plan you have chosen in our tuition management program administered by FACTS. This will avoid any late fee, and when aid is awarded, it will be applied to the balance of your tuition account. This assistance is not offered to pay any delinquent tuition (prior year or current year).

ATTENDANCE

ABSENCES AND TARDINESS

Regular attendance is a most important factor in the establishment of a good scholastic record. Work missed through absences is difficult to make up, because there is no substitute for the active participation in daily classroom discussions and work. Students are expected to be in attendance for all days which are scheduled for instruction. There are certainly very good reasons for children to have to miss school such as personal illness, a family death, or a family emergency. We certainly do not want children to come to school if they are ill. For record keeping purposes at St. Antoninus School, there is no discrepancy between excused and unexcused absence. There is also no formal recognition for perfect attendance.

Notification to Office

A student's absence must be reported to the school office by 8:15 a.m. A message left on voice mail must include the caller's name, the student's name, grade number, and homeroom teacher, the date of absence, and reason for absence. Upon return to school, the parent must send a written note to the homeroom teacher stating the reason for the absence.

APPOINTMENTS, SCHEDULED EVENTS, VACATIONS

Whenever possible, medical and dental appointments should be scheduled outside of school hours.

Family vacations, during the school year, are discouraged for educational reasons. Assignments may not be given in advance. The responsibility lies with the student to get missed assignments. Any work given out prior to an arranged vacation is due upon return. Any work not given in advance after an arranged absence is given one day, per day absent, to complete missed work.

While prearranged absences are generally discouraged, St. Antoninus School recognizes that certain occupations and events scheduled out of parents' control prohibit all vacations from occurring during the normal school vacation times. (Weddings, ordinations, whole family reunions, etc.) Plans must be made out well in advance with individual teachers.

For all absences, students are responsible to make up the work they have missed. They will have one day for every day absent to complete assignments. Arrangements to pick up the child's work after 2:00 p.m. should be made before noon.

INCOMPLETE/ABSENT DAYS

Late Arrival

When a student arrives after 7:50 a.m., leaves before 2:15 p.m., or is out of school for any reason between 7:50 a.m. and 2:15 p.m. (excluding lunch time), his or her attendance will be considered “incomplete” for that day and will be designated as a tardy on their attendance record.

When a student arrives late, he/she should first report to the school office with a written note from his/her parent explaining the reason for being late. The student will be given a tardy slip to give to the homeroom teacher. If students come to school, but leave before 9:15 a.m., they will be marked absent for the day.

Student Safety

For the safety and security of everyone involved, students must always sign in and sign out in the school office when entering or leaving the building between 7:50 a.m. and 2:30 p.m. Parents should escort their children into the building when they are tardy.

Recording of Incomplete Days

Like absences, incomplete days will be noted on the student’s permanent record. Except for illnesses or conditions being treated and documented by the physician for the school, no student is to be absent more than 10 consecutive days during a trimester or more than 15 total consecutive days between trimesters.

EXCESSIVE ABSENCE AND TARDINESS

Students who are absent more than 10 days in a trimester, or who have a pattern of absences throughout the year, may be asked to produce a doctor’s excuse. As a reminder, parents will receive an emailed notification once a student reaches a combination of 10 absences and/or tardies in a trimester. Excessive, unexcused absences or tardiness may result in a failure to pass the current grade. **Unexcused absence and truancy from school will warrant proper corrective action in accordance with Ohio law.**

Students who are habitually tardy (approximately 2-3 times per week) not only disrupt the class but hinder their own academic achievement. **Habitually tardy students will use their recess time to make up for time missed due to their tardiness.**

ACADEMIC INFORMATION

Students at St. Antoninus School are exposed to a challenging, well-rounded curriculum. In addition to core subjects, we also offer spiritual development through religion classes and

sacramental preparation, foreign language classes, fine arts, enrichment and intervention opportunities. Additional support services are available for students as needed.

CURRICULUM

St. Antoninus Parish School offers an educational program that prepares students to realize the fullness of their being. From kindergarten through grade eight, students are challenged to apply themselves through age-appropriate learning experiences and activities.

Our instructional agenda is consistent with the **Archdiocesan Graded Course of Study** that is reviewed and revised by hundreds of teachers and administrators throughout the Archdiocese on a consistent basis.

Our curriculum includes Religion, English Language Arts, Mathematics, Social Studies, Science, Health, Technology, Music, Art, & Physical Education,

GRADE LEVEL STRUCTURE

Grade Four through Grade Eight

Grades four through eight are primarily departmentalized. To various degrees at different grade levels, the students are grouped by ability and achievement and with the student's best interest in mind. In every situation, and with every individual student, the goal is to determine the given starting point, and to move students toward additional knowledge, better understanding, and additional or improved skills.

In our student centered environment, teachers work to differentiate instruction on a day to day basis. Therefore, in any given classroom, there is more than one ability group represented. This system enables the more critical Language Arts objectives of the younger student to be met in the most effective manner while avoiding the imposition of "labels."

Grade One through Grade Three

Grades one, two, and three remain in their homeroom groupings throughout the day. Grades one and two are self-contained for Language Arts and Math, but may change teachers for other subjects. In grade three, students change classes for all subjects.

Kindergarten

Kindergarten is self-contained (remaining in one room with one teacher). We have both half day and full day kindergarten options. Students attending full day kindergarten will have a different teacher in the afternoon classes. Kindergarten classes have an instructional aide to support the classroom teacher.

HONOR ROLL RECOGNITION

Overview of Points for Honor Roll

Students in grades four through eight have the opportunity to achieve first or second honors at the end of the first, second, and third trimesters. Honors Roll is based on the following point system: **"A" = 4 points; "B" = 3 points; "C" = 2 points**

Honor points are given for grades earned in Expression (English), Mathematics, Reading, Religion, Science, Social Studies.

First Honors = 24 to 22 points Second Honors = 21 to 18 points

Students are Eligible For Effort Honor Roll if they have not received a checkmark under the heading “Personal Development” on that trimester’s report card, or receive a “D” or “F” in any of the core subjects identified in the above paragraph.

GRADING AND REPORTING

St. Antoninus Parish School operates on a three trimester system. Report Cards are sent home with the students within one week of the end of each term, with the exception of the third trimester when the report card is issued on the final day of school. Grades are also available through our online grading system throughout the school year.

Interims

In an effort to maintain appropriate communication with families, an interim report may be sent home with each student midway through each trimester. Parents regularly have access to grades through our online grading system. Mid-term interims are typically sent home only when students are at risk of failing a class or are performing well below their expected level.

Grades Four through Eight

In grades four through eight, the traditional “A” – “F” grades are assigned along with an “Effort” mark. This grading system is consistent with the Archdiocesan model.

Grades Kindergarten through Three

Students in the primary grades are developing their skills on a daily basis, and therefore, do not receive A-F grades. Grades K-3 follow the Archdiocesan report card model for grading.

HOMEWORK

Homework is assigned as a means of giving practice, reinforcing concepts on the individual level, evaluating progress, and developing good study/work habits. These objectives are essential to our purpose. Parents should see that homework takes priority over “extra”-curricular activities.

Homework teaches self-discipline because students must learn to budget their time and exert themselves to meet deadlines to best prepare for their futures. While children may not understand this, parents and guardians do. It is their responsibility to insist that each task be taken seriously and done carefully. Parents and guardians are not expected to help their child excessively, but interest goes far in encouraging a child. While many teachers utilize the school website to post homework, the plan book should be used as a means of communication with the teacher to help your child. **It is the student’s responsibility to complete the plan book daily.**

It is expected that each student will come to school with their homework completed. Not completing homework is NOT an option. Students may be required to do their homework instead of participating in recess. The plan book is marked appropriately, and parents may be requested to sign it. Students who have been absent may use this time to get their missing assignments completed.

All homework is to be completed on time. If an emergency arises, and the student is unable to finish the homework, he/she should bring a note written by the parent. *Extra-curricular activities do not constitute an emergency.* This is not a request to omit the assignment, but rather a request to postpone it for a good reason. Please remember that homework does not necessarily mean traditional, written work. Students may be requested to review class notes, read, work on projects, or study for a test, etc.

Guidelines for Homework Completion

Not all assignments are to be written. Reading and reviewing are important components. Time for homework should be set aside after every school day. Students are assigned an amount of homework that is age appropriate for each grade. The amount of time spent on homework each evening will vary according to the ability of the student. However, the homework should be within the range of the student's ability and of such a nature that the student, *not the parent or guardian*, will do the work. If you think that your child is spending an excessive amount of time on homework every night, please talk to his/her teacher about your concerns. The following guidelines are established for timing of daily homework:

- **Kindergarten** approximately 15 minutes
- **Grades 1 – 3** 20 to 45 minutes
- **Grades 4 – 6** 45 to 90 minutes
- **Grades 7 – 8** 60 to 120 minutes

SUMMER SCHOOL AND RETENTION

Guidelines

Every attempt is made to help our children succeed within the course of the school year. However, there are times when additional time outside the course of the school is needed for a child to meet the grade level requirements. For example, if a student is significantly weak in any one subject area, summer school may be recommended. If the student has a failing, yearly average in a given subject, summer school may be required for that subject. While retention is viewed as a last resort, if a student has a failing, yearly average in two or more subjects, that student may not be promoted to the next grade level.

Seventh or Eighth Grade Retention Policy

As a rule, seventh or eighth grade students in this situation will not be retained at St. Antoninus Parish School and would have to attend school elsewhere. These situations are clearly individual in nature, and each case is given individualized attention. The principal and teachers make these important decisions in dialogue with the parents.

AUXILIARY PROGRAMS AND STAFF

In addition to the regular educational program, St. Antoninus Parish School offers reading and math intervention programs, speech and language therapy, diagnostic psychological services, and learning disabled tutorial programs.

State and federal funds provide for these services. There are specific requirements and qualifications for participation in such programs. Administration, teachers, and parents make the recommendation that a student receive such services. Parents who would like additional

information about intervention programs for their child, should contact the homeroom teacher first, who will then contact the Intervention Assistance Team for additional information.

LIBRARY

Students visit the school library once a week, and can check out books for two-week periods. Fines are levied for overdue books in the amount of 5¢ per school day (no weekends). There are no fines for kindergarteners or first graders. All borrowers must reimburse the library for lost or damaged books.

OPTION C

Parents in all grades can view grades online through Option C. Grades should be posted no later than 2 weeks after the assignment has been received. Not every assignment is graded. Grades that are removed by teachers were used as review, not as a grade. Questions about grades should be directed directly to the teacher of record.

PARENT-TEACHER CONFERENCES

We want the parents/guardians to know that we are always glad to talk over school challenges which may arise. Many children perform better school work when contacts are made before report cards are issued. Parents or teachers should schedule a timely meeting, if they feel it is necessary. This is the best way to solve school issues. Classes may NEVER be interrupted for this purpose.

Formal scheduled conferences are held in the fall each year as needed. Additional conferences may be scheduled at parent or teacher request. PTO meetings and other school or sporting events are not an appropriate time for conferences and should not be expected.

STANDARDIZED TESTING PROGRAMS

Students in grades 2, 3, 4, 5, 6 and 7 will participate in the Iowa Test of Basic Skills and/or the Cognitive Abilities Assessment in the spring – typically in March. Students in the fifth and eighth grade take the ACRE test which assesses our religious education program. Eighth grade students taking Algebra I complete the State of Ohio End of Course Exam in May in order to be eligible to receive credit for Algebra I. Incoming Kindergarten students will take the Kindergarten Diagnostic Assessment. Students are also assessed formatively, regularly and, as needed, in math and reading with recommended standardized assessments.

RESPECT AND BEHAVIOR

SCHOOL DISCIPLINE

St Antoninus is a caring and supportive Catholic community, and as such, parents, teachers and classmates should expect to be treated in a Christian manner. All members of our community are expected to be respectful and polite to each other at any time and place.

We have wonderful students at St. Antoninus and our staff is dedicated to establishing and maintaining a good social and educational climate for all students. Therefore, it is necessary for all students to attain a measure of self-discipline in following the acceptable standards of behavior. We emphasize the importance of learning to assume responsibility for one's own actions.

St. Antoninus School is committed to providing a safe and nurturing environment. For this reason, students are to conduct themselves as responsible citizens at all times. At all times, students' language and actions must demonstrate respect for other people and property. Discipline should be based on the idea that a student must learn to accept the consequences of his/her actions. Appropriate decisions result in positive reinforcements, and poor decisions result in negative consequences.

Discipline will be administered fairly but firmly, whenever an individual's action interferes with the rights of teachers to teach and the students to learn. All adults on the staff are responsible for student discipline. Behavior which violates our code of conduct, may be stopped by anyone witnessing the behavior at school or school related/school sponsored activities.

It is understood that the code of conduct and rules stated in this handbook is not exhaustive, and that there may be inappropriate incidents that occur which are not stated herein. The administration and faculty reserve the right to apply disciplinary measures for any misconduct, even though it may not be specified in these rules and regulations. Students who fail to abide by these rules are subject to disciplinary policy and actions.

Whether in school, on the playground, or in Church, if disciplinary situations arise, the teacher and the student(s) involved will discuss the problem and plan to work toward a solution. If the seriousness or frequency of a problem warrants, the teacher will notify the principal and/or parents. If warranted, a conference will be scheduled with the teacher, parents, and principal.

GENERAL RULES AND EXPECTATIONS

The following general rules and expectations serve as reminders and are in support of the Student Code of Conduct and Demerit System.

1. Each student is responsible and accountable for his or her own actions.
2. Courtesy, respect, and consideration will be shown to all fellow students, staff, parents, workers, volunteers, visitors.
3. All students are subject to correction from any faculty or staff.
4. The School Uniform Code will be followed, including expectations for out of uniform days.
5. Improper language or gestures, deliberate injury, or threatening statements are unacceptable and will not be tolerated.
6. Stealing, cheating, plagiarism, or forgery of parent(s) signature(s) will not be tolerated.
7. Willful destruction of property or vandalism will not be tolerated, and parents are responsible for associated costs of repair or replacement. Accidental damage will also be subject to reimbursement of repair or replacement costs.
8. Books and materials are to be handled with care. Books must be covered and re-covered as necessary. Damage to books on loan is subject to a fine not to exceed the book's value.
9. Students are expected to come prepared for class and other school activities.
10. Each student is responsible for his or her own belongings. Personal items should be marked with the student's name.
11. The student's use of non-medical, personal electronics may only be used with the permission of a teacher or other staff member.
12. Weapons, or any item that might be considered a weapon by the principal, are not permitted at school.
13. Students are to be orderly in the halls and classrooms at all times, so that a positive learning environment is maintained. Students must walk in the halls and may speak quietly. No student should be in the hall without permission of a faculty or staff member.
14. Students are not permitted to leave the school premises during the school day without the written, signed permission of their parent(s) or guardian(s).

RULES – ON THE PLAYGROUND

1. No games involving physical contact are permitted.
2. No pushing, pulling, grabbing, or blocking is permitted.
3. Students are never to lift or carry another person.
4. Any accident or injury must be reported to the teacher/adult on duty.
5. Students may not leave the school grounds to retrieve a ball or any other object without the permission of the teacher/adult on duty.
6. Snow is not to be thrown or kicked for any reason.

RULES — In Church

1. When in Church, students are expected to demonstrate reverence for the presence of our Lord by entering and exiting quietly, and always maintaining appropriate decorum and behavior before the Blessed Sacrament.
2. When at Mass, students are expected to join in the communal worship by participating in songs and responses and listening to and reflecting upon the Scripture, Homily, and prayers.

ST. ANTONINUS BULLYING POLICY

It is the policy of St. Antoninus School (the “School”) that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.

The Parish and School’s internet and computer system may not be used to engage in harassment, intimidation, or bullying. The “Student Responsible Use of Technology” form must be signed by each student and on file with the School.

The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

Definition of Terms

- “Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.
- “Harassment, intimidation, or bullying” means either of the following:
 - Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
 - Causes mental or physical harm to the other student; and
 - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
 - Violence within a dating relationship.
 - “Harassment, intimidation, or bullying” also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:

- Causes mental or physical harm to the other student; and
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgment.

Types of Conduct

- Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:
 - Engaging in unsolicited and offensive or insulting behavior; ○ Physical violence and/or attacks;
 - Threats, taunts, and intimidation through words and/or gestures; ○ Extortion, damage, or stealing of money and/or possessions; ○ Exclusion from the peer group or spreading rumors; and
 - Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:
 - Posting slurs on the Internet, websites, blogs, or social media/networks; ○ Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
 - Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
 - Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

Complaints Regarding Harassment

Formal Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected

harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

Informal Complaints

Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

STUDENT CODE OF CONDUCT AND DISCIPLINE

Primary Grade Behavior Policy K- 3 is determined by the classroom teacher. Teachers will concentrate on teaching the students how to STOP and THINK before ACTING. At this time when students are learning school procedures, they are also learning the process of becoming self-disciplined.

Behavior Policy and Procedure for Rule Infraction Grades 4 – 8

Every student in grades 4-8 will receive a demerit card to keep inside his/her homework notebook. To protect the privacy of all students, these cards will be kept inside the assignment notebook. When an inappropriate behavior occurs, the supervising teacher will issue points and mark the child's behavior card accordingly. Students will receive warning before receiving 1 Point Violations at the teacher's discretion. Parents are encouraged to check this behavior record regularly. Students will receive a new behavior card each trimester. At that time, all students will start back at zero points. Any students who have not received any behavior points during the trimester will receive an out-of-uniform pass or another type of incentive from their homeroom teacher. *****Students will not be on the honor roll if they have had a detention during the trimester.**

Accumulation of Demerits

Demerits accumulate throughout the year. The number of demerits received correlates to the severity of the offense. For each 10 demerits accrued, the student is required to serve detention after school. Detention is held after school on Wednesdays and is supervised by the assigned teacher in his/her classroom. Parents will receive advanced notification of the need to serve a detention. The following violations are listed on the student demerit card.

DEMERIT SYSTEM

Each student in grades 4-8 are given a blank demerit card with the following information on it. Steps explaining the process for an accumulation of demerits follows the list of violations. Parents and students may want to use these tools as a way to better communicate any questions or concerns regarding demerits to your child's teacher(s).

1 DEMERIT VIOLATIONS

- A. Lack of Materials/Homework
- B. Uniform Violation (includes gym uniform)
- C. Gum/Food
- D. Failure to Return Signed Paper
- E. Not on Task/Not Following Directions
- F. Misplaced Behavior Card

4 DEMERIT VIOLATIONS

- G. Excessive Talking
- H. Profanity/Inappropriate Language or Behavior
 - I. Bus Misconduct
- J. Using Cell Phone or Electronic Device During School Hours Without Permission
- K. Failure to Have Behavior Card Signed
- L. Disruptive Behavior

AUTOMATIC DETENTION (Conference required with teacher/principal)

- M. Inappropriate Use of Technology
- N. Failure to Serve Detention
- O. Disrespect
- P. Blatant Refusal to Follow Directions/Defiance
- Q. Verbal or Physical Attack
- R. Dishonesty-Academic or Otherwise
- S. Damage to Property

SUSPENSION/EXPULSION (Conference Required with Teacher/Principal-Actions May Result in Legal Action)

- T. Harassment

- U. Bullying
- V. Theft
- X. Fighting/Instigating
- Y. Accumulating Detentions/Suspensions

DEMERIT SYSTEM (Continued) Step

One:

After a student accrues five points, parents sign the demerit card by a date determined by the teacher. Students must show the signature to the teacher by the due date to avoid further consequences.

Step Two:

After a student accrues ten points, a detention will be issued. Notification of the detention will be written on a detention notice that must be signed and returned by the due date to avoid further consequences.

Step Three:

After a student accrues twenty points, a second detention will be issued and a conference with the parent(s), teacher(s), and student will be scheduled. Notification of the detention will be written on a detention notice that must be signed and returned by the due date to avoid further consequences.

Step Four:

When a student accrues twenty-five points, the student is eligible for suspension. A conference will be held with the principal and the parent(s), teacher(s), and student. The student may also be on probationary status for the remainder of the trimester. At the conclusion of the trimester, the points will be erased, but the existence of a suspension remains for the remainder of the school year.

SUSPENSIONS/EXPULSIONS

If a student, or his/her parent/guardian, behaves in ways that hinder the school from pursuing its mission, objectives, or disciplinary norms, the administration may determine that St. Antoninus School is not the appropriate educational environment for that child. These behaviors include, but are not limited to, the following:

- Lack of respect for the school's mission, programs and activities.
- Lack of respect for school employees; hindering them from discharging their duties. □
Lack of respect for school/parish property.

****Out of School Suspension***

In certain situations that are extreme or not provided for in the demerit system, the principal may find it necessary to issue an out of school suspension. The principal, in consultation with the pastor, will determine the terms of and the length of the out of school suspension, and notify the parents. The student's work may be sent home in the same manner as if the student was absent. Work must be completed following the guidelines for absence.

EXPULSION BY DEFINITION

An expelled student is removed from the school community. A student is liable to immediate expulsion from school for the following reasons:

Students will be suspended or expelled for just cause, which shall include, but not be limited to, the following:

1. Three suspensions during the school year.

2. Possession of firearms, knives, explosives, or other dangerous objects.
3. Arson
4. Bomb threat
5. Gross misconduct
6. Vandalism
7. Felony conviction
8. Violent or threatening behavior
9. Possession, use, or sale of illicit drugs, alcohol, tobacco products, or other hallucinogenic substances on school grounds or at school sponsored events.
10. Physical assault, sexual harassment, or verbal harassment of any student, member of the staff or other person in authority.

Procedures to be followed in case of expulsion:

1. The case will be discussed with relevant staff, parents and the pastor.
2. The parents and student will meet with the principal.
3. Written notice will be sent to the parents stating the reasons for the student's expulsion.
4. The student's withdrawal/expulsion will be reported to the Attendance Department of the local public school district.
5. A report will be sent to the Archdiocesan Superintendent of Schools on each student dismissed from St. Antoninus School.

In consultation with the pastor, the principal will make the final decision on all cases.

The principal is the final recourse in all disciplinary situations and may waive or impose a disciplinary action for a just cause. Notification will be given in writing to the parents of the disciplined student.

ATHLETICS PARTICIPATION POLICY REGARDING SUSPENSIONS

Suspensions: In congruence with St. Antoninus Athletic Association By-Laws (Article X, Participants Section,) a student that is suspended from school will not be allowed to participate in athletics at St. Antoninus School during such suspension. The suspended student will not be allowed to begin participating in St. Antoninus sports until the date that he/she is eligible to start school after the suspension. For example, if the Principal notifies the President of the Athletic Association that a student has been suspended for five (5) school days from a Monday to a Friday and will be allowed back to school on the following Monday, that student will not be allowed to participate in athletics until the Monday that he or she starts school after the suspension. The Principal and parents will notify the President of the Athletic Association of any suspensions.

BEHAVIOR AT EXTRACURRICULAR ACTIVITIES

When a student is participating in an extracurricular activity, including but not limited to After School Care, Scouts, the musical, Student Council, etc., during after school hours, he or she is expected to be respectful and behave as a St. Antoninus student is expected to behave. Students who do not conduct themselves accordingly may be referred by the activity leader to the principal for disciplinary action.

OFF CAMPUS MISCONDUCT

The student disciplinary code and all penalties will apply to conduct off school grounds that may endanger the health or safety of students or faculty of St. Antoninus School or adversely affect the educational process. Examples of such conduct include, but are not limited to: illegal activity, threats of violence, use of alcohol, or drugs and harassment.

PLAGIARISM

Plagiarism is the act of using the ideas or words of others as one's own. Students at St. Antoninus School are instructed regarding the nature of plagiarism, and are expected to acknowledge the ideas and words of others appropriately through conventional standards. A student submitting a plagiarized work cannot earn a grade of A, but the student will have the opportunity to redo the assignment to earn partial credit. The length of time given for this task will be at the discretion of the teacher.

PREGNANCY POLICY

The decision to admit or retain a student in the school who has become pregnant or caused another student to become pregnant will be made by the pastor and/or principal after all involved parties have been consulted. In each case, the decision must take into account the welfare of the student(s) involved, and the common good and welfare of all the students. Each occurrence calls for an individual decision based upon the principles of Christian charity.

RESPONSIBLE USE OF THE INTERNET POLICY

Use of the internet at St. Antoninus School is guided by the principles stated in the Archdiocesan Responsible Use of the Internet Policy. A copy of this document will be sent home for parental signature before a student can use the internet at St. Antoninus. Please take special note of the following excerpt from the policy:

"Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action."

SUBSTANCE ABUSE/WEAPON POLICY

The possession, use, distribution or sale of tobacco products, narcotics, hallucinogens, inhalants, alcoholic beverages and other drugs, controlled substances and/or instruments used to administer drugs, weapons, facsimiles, dangerous objects, objects capable of inflicting harm or used in a dangerous way are not permitted. Any infraction of this code will result in suspension or expulsion from school.

UNIFORM/DRESS POLICY

St. Antoninus Parish School represents the parish in the community. Every student is an "ambassador" whose appearance and actions speak loudly. For this reason, all clothing must fit appropriately, not be oversized or undersized. Clothing should not be torn and must be free of holes. At no time are tank tops or spaghetti straps appropriate. Shorts, even when out of uniform,

must be worn at the waist and be no more than four inches above the back of the knee. No short shorts are permitted. Any exception to the dress code will be made at the discretion of the principal.

The St. Antoninus School uniform policy emphasizes modesty, cleanliness and good grooming. It has been instituted as a symbol of pride in our school and as a way of demonstrating self discipline and respect among our students.

St. Antoninus School considers the development of good grooming habits to be part of the learning process. Student conduct and disposition for learning correlate highly with dress and grooming. In school, cleanliness and neatness enable students to form good attitudes about themselves. This will help the student adapt to an atmosphere dedicated to self-discipline and learning.

For purposes of hygiene, students in the upper grades should use deodorant and bring stick or roll on deodorant to use on PE days. No aerosol deodorant cans may be brought to school. Students in grades 5-8 are also expected to change clothes for PE even on out-of-uniform days.

Parent cooperation to enforce the dress code is essential. Parents should be aware of appropriate apparel and overall appearance, and should see that their children leave for school looking their best within modest limits.

PLEASE MARK ALL ITEMS OF CLOTHING WITH THE STUDENT'S NAME.

ALL GRADES
Blouses/Shirts
Plain white or navy blue tailored or knit shirts with a collar - No denim or chambray permitted. Boys are permitted to wear black. Blouses and shirts must be tucked in except for banded waist knit shirts. Shirts may have St. Antoninus School emblem embroidered on them. Undershirts must be white with no printing. White turtlenecks may be worn under uniform shirts, sweaters, or sweatshirts. Dry fit material is permitted.
Sweaters
Solid navy, white, or gray cardigans or pullovers may be worn over blouse/shirt. No oversized sweaters or emblems may be worn.

Sweatshirts
Only St. Antoninus uniform sweatshirts may be worn in the classrooms. Grey or Navy sweatshirts and must be purchased from the PTO. Non uniform outerwear, such as high school or college spirit wear, may not be worn in the classrooms.
Socks and Leggings
Only solid navy, black, or white socks may be worn. Socks with stripes or other designs are not permitted. Girls may wear solid navy or black ankle length tights with socks in cold weather. White tights with feet are permitted.
Shoes
Dress or gym shoes may be worn. Shoes with any type of closure must be fastened. Shoestrings must be laced and tied. No sandals or other open shoes are allowed. Warm weather boots may be worn in inclement weather from November 1 st through March 31 st . Oversized or furry boots, such as Ugg-type boots, should not be worn during the school day. Students who walk to and from school that may need additional warmth should change into regular shoes upon arriving to school.
Make up, Jewelry, and Accessories
Makeup of any kind is not allowed. Only one earring may be worn per ear – boys are not permitted to wear earrings. Earrings may not hang below the ear lobe. Any form of jewelry that is distracting to the educational setting is not permitted. For example, a simple cross or religious medal may be worn on a simple chain. One simple ring may be worn on a hand. Temporary or permanent tattoos are not permitted. Hats or scarves may not be worn in the building except for special, announced occasions.
Hair and Grooming
Hair must be clean and neatly groomed -No extreme or distracting hair colors or styles are permitted. Only natural hair color is permitted. Hair should be kept off the face at all times with bangs above the eyebrows. Boys' hair must be short enough to be above the collar. Boys must be clean shaven. Hair accessories should be simple. No excessive adornments are permitted. No hair spray or gel may be brought to school.

GIRLS UNIFORM K-4
Plaid Jumper
Uniform skirt may not be more than 4 inches above the back of the knee. Shorts may be worn under the jumper but may not hang below the skirt.
Pants
Navy blue or khaki twill dress pants on – no knit pants are permitted. Trendy pants such as yoga, flared, bootcut, hip hugger, skinny legged, and cargo, etc. are not permitted.
Shorts/Skorts
Navy blue or khaki twill, or uniform walking shorts may be worn in August, September, October, April, May, and June . Shorts and skorts must not be more than 4 inches above back of the knee. Uniform plaid or navy skorts may be worn all year and with tights during winter months.
GIRLS UNIFORM 5-8
Pants
Navy blue or tan khaki tailored dress pants only – no knit pants are permitted. Trendy pants such as yoga, flared, boot-cut, hip hugger, skinny legged, and cargo, etc. are not permitted. <i>A black or brown belt must be worn with all pants that have belt loops.</i>
Shorts/Skirts/Skorts

Navy blue twill, or tan khaki uniform walking **shorts may be worn in August, September, October, April, May, and June.** Shorts and skorts must not be more than 4 inches above back of the knee. Navy, khaki, or uniform plaid skorts may be worn all year and with ankle length tights during winter months. (November through March) *A black or brown belt must be worn with all shorts and skorts that have belt loops.*

BOYS UNIFORM K-4

Pants

Navy blue twill or corduroy dress pants only – no knit pants are permitted. Pants must be worn at the waist. Trendy and cargo pants are not considered dress pants. **Pants must be worn during the months of November, December, January, February, and March.**

Shorts

Navy twill walking **shorts may be worn in August, September, October, April, May, and June.**

BOYS UNIFORM 5-8

Pants

Navy blue twill, tan khaki or corduroy dress pants only – no knit pants are permitted. Pants must be worn at the waist. Trendy and cargo pants are not considered dress pants. *A black or brown belt must be worn with all pants that have belt loops.* **Pants must be worn during the months of November, December, January, February, and March.**

Shorts

Navy twill, or tan khaki walking **shorts may be worn in August, September, October, April, May, and June.** *A black or brown belt must be worn with all shorts that have belt loops.*

This constitutes the school uniform policy regarding clothing students may wear and items relating to personal grooming and appearance. If an item is not included in the policy, please assume that it is not permitted. The school administration reserves the right to determine compliance and noncompliance with the above this policy. The school principal, and/or his/her designee, will make final determination of the appropriateness of any student's apparel or appearance.

GENERAL INFORMATION

AFTER-SCHOOL PROGRAM

The Afterschool Program at St. Antoninus School operates during the school year to support working parents and is located on the school campus. Additional information about our After School Program, including program [guidelines](#), can be obtained by contacting Erica Steinbeck 922-2500 ext. 2500 or emailing her at Steinbeck@saintantoninus.org.

ARRIVAL AND DISMISSAL

The safety of our students is always a primary concern. For this reason, the following procedures have been implemented. It is necessary that all families follow these rules when dropping off and picking up students.

DISMISSAL FROM SCHOOL OFFICE

Students released during the school day must leave from the school office. A written note signed by the student's parents/guardian is required for the student to be released during the day. The parent/guardian must sign the child out in the school office. If a child subsequently returns before the end of the day, he/she must be signed back into school by the parent/guardian.

EARLY DROP-OFF/LATE PICK-UP

Students may not be dropped off prior to 7:30, as there is no supervision prior to that time. When students are not picked up by 2:50 p.m., you will be charged an after-school fee of \$5.00 for every 15 minutes you are late. This fee also applies for late pick up following detention.

BUS RIDERS

Students who ride the bus will be dropped off and picked up in the upper lot by the Rosary garden each morning and afternoon. Students are under teacher supervision while waiting for their busses to arrive after school.

CAR RIDERS

MORNING TRAFFIC PATTERNS

Kindergarten Morning Drop Off AND Pick Up Procedures:

- Kindergarten follows the same procedure for arrival and dismissal.
- All Kindergarten cars will enter the driveway on the Linneman side (near the priest's garage)
- Pull down the driveway and pull into a parking spot in front of the Kindergarten classrooms (all the way down to the gym entrance).
- From here, your Kindergarten child can exit the car and walk straight into his/her classroom, or you may wish to accompany them into the classroom (possibly the first few days).
- Once your child is safely in the classroom you will pull out and exit the same driveway from which you came. At that point you can turn left onto Linneman, toward Cleves Warsaw, or right toward Julmar.
- This procedure will be exactly the same for pick up – both 11:15 am pick up (morning only students) and 2:30 pm pick up (all day students).
- Students should be dropped off starting at 7:30 am.
- Afternoon Kindergarten pick up will be 2:15 pm at the gym entrance.

Morning Drop Off Procedures for grades 1-8:

- All cars will enter through the northeast entrance off Julmar of the top lot and proceed down the hill to the lower lot.
- Cars will follow along the curb (next to the basketball hoops) straight ahead toward the building.
- Follow along the building until it comes time to unload your car. It will keep things flowing if the first car pulls up to about the midpoint of the building. All cars behind (to about just past the steps) should unload from the passenger side (front and back).
- For safety reasons, all students must exit the right side of their vehicles.
- Once all students are safely out and headed up the hill to the gym door (this is where students will enter) cars will continue around the outside of the playground (follow the lines that mark our “track”).
- All cars will exit onto Sylved. From Sylved you can either turn left or right onto Julmar, or continue straight on Sylved.
- All students in grades 1-8 will wait in the gym, in designated areas under teacher supervision.
- Students may be dropped off starting at 7:30 am. There will be no adult supervision in the gym before 7:30 am.

AFTERNOON TRAFFIC PATTERNS

Afternoon Pick Up Procedures for grades 1-8:

- All cars will enter the lot the EXACT same way you did for morning drop off - All cars will enter through the northeast entrance off Julmar of the top lot and proceed down the hill to the lower lot.
- Upon reaching the lower lot cars will begin to line up FACING EAST (this is the direct opposite of how we faced last year – you will be facing the fence, thus facing the exit). □
 Students will exit the building and wait on the west side of the lot (behind the cars). □
 Please leave a “path” along the blue painted line. This is where students will cross to find their cars. 8th grade Crossing Guards, as well as teachers, will be there to assist students.
- Once all students are safely in your car, you will pull straight ahead, making a left and exiting onto Sylved – again, the same way you exited in the morning.
- ALL students will be dismissed at the same time, starting at 2:30 pm. (grades 1-8)

STUDENTS WHO WALK TO/FROM SCHOOL

Walkers are advised to use sidewalks and crosswalks wherever available. Walkers will be dismissed through the lower (northeast) door, or the back (southwest) door. Except for the time necessary to assemble siblings or neighborhood groups, walkers should proceed to home immediately. Parents must always be cautious regarding these pedestrians on or near school grounds.

ATHLETIC PROGRAM

The St. Antoninus Athletic Association directs St. Antoninus' sport teams. They are responsible for sending out information about their programs. The following sports are part of their program: baseball, basketball, football, soccer, softball, volleyball, and golf. Students should have passing grades to play sports. Students who are suspended from school will also be suspended from athletics in congruence with the Athletic Booster Association By-Laws (Article X Section Participants).

BIRTHDAYS/PARTIES

Each student is recognized on his/her birthday. Students celebrating birthdays in the summer or when school is not in session may be recognized either at their half-birthday or in May. If your child is having a party outside of school, invitations may not be distributed through the school. Gifts should not be brought to school. Keep in mind the feelings of the children not included. When bringing birthday treats for the class, please check with the classroom teacher about any food allergies in the class.

BUS TRANSPORTATION

St. Antoninus School will comply with the Cincinnati Public and Oak Hills transportation policies with regards to bus service. Students from one school district may not ride the bus home with a student from another school district (i.e. someone from Cincinnati Public/First Student may not use an Oak Hills bus).

Our primary concern with the buses is the safety of each student and the bus driver. It is very important that our students behave at all times on the bus. When students choose otherwise, everyone's life is endangered.

Bus stops are established at various locations throughout the district. Parents are responsible to see that their children arrive at the bus stop no more than five minutes before the scheduled pickup time.

Bus code of conduct

1. Students will be orderly during the loading and unloading of the bus.
2. Students will ride regularly assigned bus or have permission to ride another bus.
3. Students will not eat on, or litter, bus.
4. Students will be seated promptly and remain in seat while the bus is in motion.
5. Students will keep all belongings and body parts inside the bus.
6. Students will cross the street ten or more feet from the bus.
7. Students will behave in a respectful manner and keep hands and feet to themselves.
8. Students will use appropriate language and avoid fighting or use of drugs on the bus.
9. Students will talk in a conversational tone at all times, and be silent at RR crossings and other dangerous areas.
10. Students will not deface (write on, scratch into with sharp object) bus property.
11. Students will obey all rules posted by the bus district and the bus driver has full authority to enforce the above regulations.
12. Procedures and consequences for violations 'as established by the Cincinnati Public and Oak Hills public school districts' will be followed in handling student misconduct on the school bus.

Bus Conduct (Continued)

- **First violation:** warning letter
- **Second violation:** three-day suspension of bus privileges.
- **Third violation:** five day suspension of bus riding privileges
- **Fourth violation:** bus privilege may be suspended for ten days or for the remainder of the semester.

Students who receive a bus misconduct slip will also receive disciplinary action according to the School Code of Conduct.

COMMUNICATION

The best educational atmosphere is one in which parent, teacher, school, and church work as complements to one another. The commitment of the faculty and administration is to work in a constructive, professional manner for the education of our students.

Lines of communication between all members of our educational community need to be open and direct and operate best when handled swiftly and confidentially.

Educational issues should be addressed to the classroom teacher first, before approaching the principal.

Teachers can be available after school every day, if needed, to meet with parents. Parents are asked to schedule such appointments in advance. Teachers cannot interrupt their instruction time for spontaneous appointments. Parents are asked to write or phone the teacher through the school office for an appointment time. Email and voicemail to the teacher are also acceptable. Drop in visits are discouraged, and are much less productive, as the teacher and/or principal will not be able to give parents total attention, and complete information, without preparation.

Time is set aside in the fall for brief, formal Parent-Teacher Conferences. Parents are encouraged to schedule these conferences using the predetermined format prior to conferences.

EMERGENCY CLOSING OF SCHOOL

The premise for all of us is that St. Antoninus School will be open for every school day. However, in case of inclement weather, St. Antoninus follows Oak Hills Local Schools. Parents can learn about school closing information through television and various social media outlets. We also contact families via the use of our school app & Facebook. **For this reason, it is imperative that the office has your current phone numbers.** We ask that parents patiently follow procedures and directives in order to insure students' safety. If the school is closed for any reason, other than weather, parents will be notified promptly.

WEATHER RELATED CLOSINGS & DELAYS

Oak Hills School District

St. Antoninus Parish School follows the Oak Hills School District regarding weather related closings, delays and early dismissals. All major radio and television stations carry these announcements. Social Media outlets such as Twitter and Facebook will also have an

announcement. Keep in mind that we have two independent bus systems servicing our students.

Closings & Delays

If Oak Hills Schools are closed, St. Antoninus Parish School is closed. If Oak Hills Schools are on a two-hour delay, St. Antoninus Parish School will open at 9:45 a.m. and dismiss at the usual time. Also, any delay means that there will be no morning kindergarten. With a delay, the bus system will operate on a delay, and will bring the students home at the usual time.

WEATHER RELATED CLOSINGS & DELAYS (cont.)

Cincinnati Public School Busses

Cincinnati Public School (CPS) busses run on their own schedule. If CPS is closed, they will not transport students at all that day regardless of our being open or delayed. If CPS is on a delay, the bus system operates on that delay. The CPS busses will bring students home at the usual time.

EARLY DISMISSAL OF THE SCHOOL

Oak Hills School District

St. Antoninus Parish School follows the Oak Hills School District regarding weather related closings, delays and early dismissals. All major radio and television stations carry these announcements. The school's website and voice mail will also have an announcement.

Communication from School

When school is dismissed early due to an emergency (bad weather), families may be notified via an email chain initiated by the school office. We will also utilize One Call Now to communicate to families.

After School Care

In these instances, there will be no after school childcare.

Contingency Plan

All parents are expected to have a contingency plan in place that will provide for the safe transportation and supervision of their children.

SCHOOL CRISIS MANAGEMENT AND CLOSING

There are procedures in place in the event of fire, tornado, and school safety needs according to state law. In all of these cases, the safety of the students is our primary concern. If such an event should occur, students will not be released from school until it is deemed safe by the authorities to do so. At that time, there will be sign out procedures to follow. If a parent arrives during those times, they will be expected to shelter with the children. School officials are required to follow the directives of the on-site local authorities if such an incident should occur.

FIELD TRIPS

Field trips are used to expand or enlarge upon classroom instruction. Permission slips for field trips will be sent home to be signed by the parent/guardian and returned to the teacher. No student may go on a field trip without a signed permission slip. No phone permissions can be accepted.

GENDER IDENTITY

The Archdiocese of Cincinnati has specified the following policy regarding gender identity:

In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with, the principles of Catholic doctrine. Catholic schools:

- Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
- Require that participation on school teams be according to biological sex.
- Require that names and pronouns be in accordance with the person's biological sex.
- Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
- Maintain names in school records according to the student's biological sex.
- Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.
- In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:
 - i. What is the specific request of the student and/or parents?
 - ii. Is the request in keeping with the teaching of the Catholic Church?
 - iii. Is the school reasonably able to accommodate the request?

HANDOUTS

The principal must first approve any printed material distributed through the students. When bringing material to hand out, it should be pre-counted in groups of 30. We will send all notices home on Mondays via email or paper copy. The youngest students will receive an envelope with notices for the week. The envelope should be returned the next day. In the interest of remaining environmentally friendly, material will be sent by email whenever possible.

HEALTH ROOM

The Health Room is staffed daily by a Registered Nurse. The School Nurse performs vision, hearing, and scoliosis screenings throughout the year.

LUNCH

All students in grades K-8 must pack a lunch. Hot lunches may be available on Fridays.

Students may be dismissed to go home for lunch. A signed and dated note from a parent is required. The note will be kept on file in the school office. Students must sign out/sign in at the school office if leaving the premises for lunch.

MEDICAL FORMS

Emergency medical forms are sent home with the students on the first day of school. These forms must be completed and returned to school the following day. Throughout the year, any changes in the information contained on the form must be reported immediately to the school office and Health Room. **Dispensation of prescription medications cannot take place at school without an authorization form signed by a parent and physician.** These authorization forms can be obtained in the Health Room or the school office. School personnel cannot administer medication for which no form is on file. A parent may come to school and personally administer the medication.

The Archdiocese of Cincinnati has secured Student Accident Insurance. Claims will be administered by BMI Benefits. Copies of the BMI claim form, claim form instruction sheet and brochure describing the program and frequently asked questions will be provided to each school family. This insurance is intended to cover costs not covered by your primary health insurance carrier. You are eligible to file a claim for accidents involving your child that occurred during a school-related activity. Part IA of the claim form must be completed and signed by the school. All other sections must be completed by the parent/guardian. You must attach copies of your primary carrier's explanation of benefits (EOB) and all itemized medical bills. The itemized medical bills should show the ICD-9 and CPT codes for the services provided, as well as other necessary information for insurance processing. Submit the completed claim form, itemized bills and primary insurance explanation of benefits to BMI Benefits, L.L.C. via mail or fax: Fax 732-583-9610, Mail P O Box 511, Matawan, NJ 07747, Phone 1-800-445-3126.

MEDICATION AT SCHOOL

The school nurse, or designated school personnel, will administer medication (prescription and over the counter) only if **both** the physician's and parent's portions of the Request for Administration of Medicine form are completed and signed by the physician and parent respectively. A note from the student's parent/guardian or verbal permission is not sufficient for school personnel to administer medication. Giving medicine without the above permissions could be interpreted as practicing medicine and is prohibited by law.

Medication sent to the school with the completed form must be in its original container and have an affixed label indicating the student's name, name of the medication, dosage, route of administration and times of administration. Medication needs to be brought to the office in the original bottle by the parent/guardian. The child should not carry medication back and forth to school. It is the student's responsibility to go to the health room at the correct time to receive his/her medication.

The student's parent/guardian must bring both the signed request form and the medication to the school office. **No medicine (Prescription or over-the-counter) may be kept by the student in their desk, school bag, lunch box or on his/her person.** Students are allowed to self administer cough drops.

MEDICAL REQUIREMENTS FOR ADMISSION

According to Ohio Law, The following information will be required before entering school:

1. Proof of immunization (basic requirements in accordance with Ohio State Law 33313671.)
 - a. Diphtheria, Tetanus, Pertussis (DTP) vaccine – minimum of four doses. It is recommended that one dose be administered after the fourth birthday. If the third dose is given after six years of age, the fourth dose is not required. Starting in 2010, one dose of Tdap or TD vaccine must be administered prior to 7th grade entry.
 - b. Oral Polio Vaccine (OPV) – minimum of four doses required.
 - c. MMR (Measles, Mumps, Rubella) vaccine – two doses; one given on or after first birthday, 2nd dose at least 28 days after dose 1.
 - d. Hepatitis B vaccine – three doses; 2nd dose at least 28 days after first dose. The third dose must be given at least 16 weeks after the first and 8 weeks after the second dose.
 - e. Varicella (chicken pox) vaccine – one dose on or after the 1st birthday; K&1 – two doses.

Each dose of vaccine should be denoted by complete month, day and year. Students should furnish proof of immunization prior to entry to St. Antoninus School. If the student has not submitted evidence that he/she is in compliance with the State School Immunization Law, the pupil will be excluded from school until the evidence is submitted.

2. TB Skin Test – all new school entries and transfer students from outside Hamilton County must have a Tuberculin Skin Test.
3. Medical examination by a physician and a dental examination by a dentist must be conducted within the year prior to enrollment.

NON-CUSTODIAL PARENTS

The responsibility for each child rests with the court designated custodial parent. This school will make every effort to support the parent in carrying out his/her responsibility. At the time of registration, or at the time of divorce, court papers showing proof of custody must be presented.

The non-custodial parent also has some inherent rights in regard to the child unless there is a specific court order limiting these rights. Upon written request from the non-custodial parent for

access to records, we will check with the custodial parent to determine that there are no court limitations to the request. Any court orders limiting the rights of the non-custodial parent must be part of their school file.

Conferences: It is the responsibility of the custodial parent to make all educational decisions pertaining to the child. It is the responsibility of the school, therefore to schedule conferences at the convenience of the custodial parent. It is not the responsibility of the school to schedule dual conferences. Wherever possible in the case of joint custody, both parents should attend the same conference.

NON-DISCRIMINATORY POLICY

Saint Antoninus School admits students of any sex, race, color, national and ethnic origin to all rights and privileges, programs and activities generally accorded or made available to members of our parish. It does not discriminate on the basis of sex, race, color, national and ethnic origin in administration of educational policies, admission policies, and other school administered programs, and in hiring teachers.

PARENT-TEACHER ORGANIZATION

All St. Antoninus School families are automatically a part of the PTO. This organization is a vital link of communication between home and school and supports the school in many ways. Parents and teachers are encouraged to attend PTO meetings throughout the school year. Parents are welcomed and encouraged to actively support our school.

SCHOOL HOURS

Our school hours for grades one through eight are 7:50-2:30 Monday through Friday. Morning kindergarten dismisses at 11:15 a.m. and all day kindergarten dismisses at 2:15 p.m. In order to maintain a safe environment for students and staff, the school buildings will be locked until 7:30. Students should not arrive before that time, unless they arrive on a school bus, because supervision of students is not possible. Students arriving after 7:50 a.m., unless arriving on a late bus, will be marked tardy. The school buildings will be locked from 8:00 until dismissal as needed. Parents coming to the school during these hours should enter the main building by use of the buzzer. Parents and volunteers must sign in at the office.

VOLUNTEERS

Volunteers are essential to the well-being of our school programs. We welcome parent and grandparent volunteers on a variety of special occasions. When coming to school, please report to the office, sign in and receive a visitor badge to wear while in the school. Volunteers must have completed the VIRTUS "Protecting God's Children" live training session, an electronic (on-line) background check through Selection.com and remain current with the monthly VIRTUS training bulletins. It is expected that parents follow the guidelines set forth according to the Decree on Child

Protection at any time they are volunteering with our children. Additional details are available accessing the [Decree on Child Protection](#).

WITHDRAWALS

Any family withdrawing a child from St. Antoninus School must inform the school office promptly in writing. This allows the office to notify teachers and the business office. **Tuition must be paid according to the “Withdrawal of Students Policy” stated in the Tuition Section of the Student Handbook.** Before any records can be released by St. Antoninus School, a signed (by the parent/guardian) record release form from the new school must be received by the office. All pertinent records, including health records, will be released. If there are extenuating circumstances, for example, tuition is still owed, only health records will be released, until the matter has been resolved. In such matters, the decision of the principal is final.

Changing schools can have a serious impact on a child’s academic and social progress. It is hoped that before parents come to a decision to remove a child from the school, they have been in discussion with the teachers and the administration and have explored a variety of options.

CONCLUSION

Children are our special gift from God. They are our greatest responsibility and our greatest contribution to the future of the world. Parents, faculty and staff have an immense responsibility to these children and to God. At St. Antoninus School, we believe that this responsibility can best be fulfilled by working closely together as a team to achieve our goal of establishing a Catholic community of believers.

Most parents find a level of involvement with the school which makes them comfortable. Very few parents are comfortable if they have no involvement at all. It is the hope of the faculty and staff of St. Antoninus School that the years spent associated with St. Antoninus School will enrich your lives and result in growth in faith for all of us.