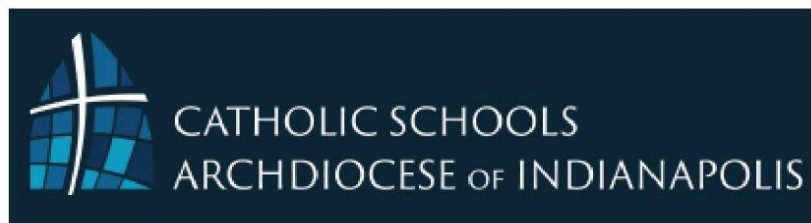




School Handbook  
2025-2026

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## Letter From the Superintendent of Catholic Schools

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We welcome you to the Office of Catholic Schools for the Archdiocese of Indianapolis. With open doors, open arms, and open hearts, the Office of Catholic Schools supports the formation of young culture and life as modeled by our Lord and Savior, Jesus Christ.

The Arch Indy Catholic schools have a long and rich history of serving the students, families, and communities in Central and Southern Indiana. Our 68 schools provide an academically rigorous and excellent education in culture infused with Catholic values and teachings. Our students excel on all metrics of academic achievement from standardized test scores to college, admissions and completion. Our students learn in an environment that is Christ-centered, faith-filled, and in service to others. Our graduates are productive citizens and servant leaders in our communities, nation, and world. All members of our school communities know they are loved, valued, and respected as God's unique creations.

Our outstanding Catholic schools focus on making saints by evangelizing hearts and catechizing minds. We prepare students as citizens of earth by integrating excellent academics with Gospel values, Catholic social teaching, and leadership development. Lastly, our students and staff focus on growing every day spiritually, academically, emotionally, and socially. Our students grown in community through the Sacraments, prayer, and serving others. Our amazing educators are committed to helping students succeed by providing opportunities and opening doors. Our students develop into lifelong learners with academic and critical thinking skills. Our Catholic schools and students excel in academics and extracurricular activities.

We invite you to explore our links to learn more about an education that prepares young people for a vocation/profession and a life of purpose. I encourage you to visit any of our Catholic Schools and experience the difference. The Office of Catholic Schools is here to assist you. Please let us know what we can do for you.

For the Great Glory of God,

Dr. Brian Disney, Superintendent

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# Introduction

## 1.1 Mission and Philosophy Statements

### 1.1.1 Mission Statement

St. Anthony School, an educational ministry of St. Anthony of Padua Catholic Church, exists to provide all students from preschool through eighth grade an exceptional education in a supportive atmosphere based upon Catholic values and tradition. St. Anthony School carries out the broader mission of the Parish to provide religious education, which affords students the opportunity to learn and develop as individuals in the community, creating a living example of God's love. For over one hundred years, St. Anthony School, located in Clarksville, Indiana, has served the Southern Indiana and Greater Louisville area as a regional school. Our school nurtures the unique talents and abilities of our students, preparing them for high school and beyond. St. Anthony School serves families of all faiths and backgrounds while providing its students with Catholic values, which stress responsible, social, intellectual, emotional, physical and spiritual growth.

### 1.1.2 School Philosophy

The role of St. Anthony School is to serve the needs of our families by designing, implementing, and nurturing religious and educational programs. Our school staff ensures that all education is imparted explicitly in a systematic manner, and promotes the basic tenets of the Catholic Faith. Students are guided by an outcome-based, student-centered, age-appropriate, and values-based education that is supported by a partnership among teachers, staff and families. The ministry of St. Anthony School is to guide students' education with Catholic values so that faith in God is real, meaningful, and alive.

The St. Anthony School community will be a role model of Christ through student instruction and community experience, stressing social justice concerns, promoting personal prayer, and endorsing stewardship, service, and the Eucharistic Liturgy. St. Anthony School's ministry will foster student growth towards maturity in faith and the integration of Catholic beliefs and practices into our students' daily lives

### 1.1.3 Vision Statement

St. Anthony will be the most sought after school in Southern Indiana and the Greater Louisville area, where your child will: SMILE, ACHIEVE, and SUCCEED.

### 1.1.4 Profile of the Graduate at Graduation

**Intellectually**, a graduate of St. Anthony of Padua Catholic School:

- Has mastered the fundamental skills of language, mathematics, and reading to the fullest extent of his or her capabilities
- Thinks critically, rationally, and logically
- Is prepared to pursue life-long learning
- Uses technology to access and evaluate information, analyze and solve problems, and communicate ideas
- Has participated in the study of fine arts and foreign language

**Spiritually**, a graduate of St. Anthony of Padua Catholic School:

- Demonstrates an understanding of the Catholic Church's teachings of Jesus Christ and His mission
- Recognizes the value of participating in faith-filled community
- Demonstrates moral decision-making based on Christian values
- Has an awareness of other religions and an appropriate respect for their beliefs

**Physically**, a graduate of St. Anthony of Padua Catholic School:

- Exhibits an understanding of good health by making nutritional choices and being physically active
- Has an understanding and appreciation of the abilities and limitation of himself or herself and others

**Socially**, a graduate of St. Anthony of Padua Catholic School:

- Demonstrates respect for human diversity and the dignity of all human beings
- Takes responsibility for his or her own actions
- Effectively uses interpersonal and interactive communication skills to resolve personal and social conflict in a peaceful manner
- Has participated in community service and values the importance of such service
- Demonstrates active and informed citizenship

#### 1.1.5 General Objectives

St. Anthony of Padua Catholic School's general objectives are:

- To provide a balanced program of worthwhile values, remembering that total education is the primary purpose of the school
- To encourage students to develop good work and study habits that will capitalize on their special aptitudes and interests
- To provide a motivational atmosphere that encourages all students to want to learn
- To instill a sense of creativity and flexibility in order to meet the changing needs of society and education
- To develop all students' respect for the rights of others as individuals and groups
- To assist students in developing an appreciation for art, music, literature, and other areas of the fine arts
- To assist students in acquiring a sense of responsibility for themselves, the community in which they live, and the world community
- To enable students to acquire critical thinking and problem-solving skills, enabling them to meet the challenges of their future
- To enable students to acquire basic skills while emphasizing the heritage, responsibilities, and the privileges of American citizenship

#### 1.1.6 Nondiscriminatory Policy Regarding Students/Families

St. Anthony School admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally afforded or made available to students. It does not discriminate on the basis of race, color, nationality, and ethnic origin in administration of its educational policies, admission policies, scholarship, and loan programs, or athletic and other school-administered programs.

The school respects the personal consciences of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. All students will therefore be expected to participate in religious instruction and Catholic Formation, including Christian service, offered at the school except actions that are intended only for Catholics (e.g., reception of the sacraments).

#### 1.1.7 Parents as Partners with the School

Among the many ways in which parents can fulfill their role as partners with the school are the following:

- To support the religious and educational goals of the school
- To read all school notes and newsletters showing their interest in the students' total education
- To support and cooperate with the discipline policy of the school. (*See also 3.2 Behavioral Expectations*)
- To treat all staff and teachers of St. Anthony Catholic Community with respect and courtesy when discussing student issues
- To see that the student pays and is held responsible for any damage to school books or property due to intent, carelessness, or neglect on the part of the student
- To meet financial obligations to St. Anthony of Padua Catholic School
  - Pay tuition on time or in a timely manner
    - If tuition is not paid, then the student is not allowed to return to following school year until the previous years tuition is paid or a payment plan has been set up
  - Keep lunch accounts current
    - Students will not be allowed to get extras if the account balance is not kept current, or contains a negative balance of \$20.00.
- To inform the school of any special situation regarding the student's safety, health, and well-being
- To complete and return to school any requested information promptly
- To set rules, times, and limits for your children to assure that certain student needs are met, such as:
  - (1) Getting to bed early on school nights
  - (2) Arriving to school and being picked up on time (*See Tardy Policy 2.3.6*)
  - (3) Dressing according to the school uniform code (*See also 3.1 Dress Code*)
  - (4) Completing class assignments completely, neatly and on time
  - (5) Having available lunch money in account or a sack lunch each day

#### 1.1.8 School Handbook Policy

Students and their parents/guardians are expected to read the school handbook at the beginning of the school year and to comply with the policies contained within.

**The handbook should be used as a guide, but will not address all possible situations.** Those situations that occur at school or at school-related events that are not specifically covered in this handbook will be dealt with on an individual basis; keeping in mind the age of the student/students involved, the seriousness of the situation, and recommendations of teachers, the Principal, and the Pastor.



Parents are asked to sign the slip that they have read the handbook and will comply with all policies. Failure to sign the form will not exempt you from following the rules. (Form can be found on Form 3 of Handbook)

## **1.2 Office Policies**

### **1.2.1 Office Hours**

St. Anthony of Padua Catholic School office hours are:

7:00 AM to 3:30 PM, Monday - Friday. Some closures are observed by both students and staff and can be found in the school's calendar. A copy of the current school calendar can be found on the school's website ([www.stap.us](http://www.stap.us)).

### **1.2.2 Address and Other Contact Records**

It is imperative for the safety and well-being of our students that the school office maintains updated contact information for all school families, including address and contact phone numbers. All families are expected to complete a new information sheet yearly for each child enrolled, prior to the beginning of the new school year or at the time of enrollment in the case of new students. Any contact information that changes during the course of the school year should be provided to the school office in a timely manner.

### **1.2.3 Rights of Parents/Custodians**

If a student is not living with both parents and/or a divorce situation, the school office will need to be provided with any documentation (*divorce decree and/or custodial agreement*) that is important to the situation applicable for legal purposes.

Non-custodial parents have the right to see a child's record and the right to receive copies of the student's progress report unless there is a document that states otherwise. For copies of these records please contact the school office during normal business hours or leave a message.

## **General Administrative Policies**

## **2.1 School Enrollment**

### **2.1.1 Admissions**

The Catholic Schools of the Archdiocese of Indianapolis welcome students who wish to apply regardless of race, sex, or national origin. Children of families from St. Anthony of Padua and other Catholic parishes are eligible to enroll in St. Anthony of Padua Catholic School. Children from families of other faiths are also eligible, pending available space.

At no time, regardless of class size will St. Anthony of Padua Catholic School knowingly become a refuge for those wishing to avoid social issues, such as busing and integration.

- To enter Kindergarten, a child must be five years of age by August 1
- To enter Grade 1, a child must be six years of age by August 1

- Parents of students transferring from other schools should send to the school the student's last report card
- Copies of the Baptismal Certificate, Birth Certificate, and the Immunization Record should be brought to school on the day of registration or no later than the first day of school

### 2.1.2 Admission Selection Procedure/Lottery

Beginning with the spring registration date each year, without exception, students registering for preschool who are at age 3 or 4; or for Kindergarten, who are age 5 by August 1 of the school year for which they are registering will be eligible for consideration for admission. For Grades 1 through 8, students will be eligible for consideration for admission based on proof of successful completion of the previous grade. Eligible students will be selected and placed in the school based on the maximum capacity of classrooms as set by the School Commission according to the following categories in order of preference:

1. Current students of SAS
2. Catholic children of participating parishioners who are siblings of students attending SAS in the current school year
3. Catholic children of participating parishioners who are siblings of a graduate of St. Anthony
4. Catholic children of participating parishioners
5. Catholic children of non-participating parishioners who are siblings of students attending SAS in the current school year
6. Catholic children of non-participating parishioners who are siblings of a graduate of St. Anthony School
7. Catholic children of non-participating parishioners
8. Non-parishioner Catholic children
9. Non-Catholic children

Within categories numbered 1 through 4 above, priority will be given according to the parish registration date of any family deemed to be a "Parish family/participating parishioner".

Within categories numbered 5 through 9 above, priority will be given according to the date of the St. Anthony School's admission application.

Each year's incoming student class will be selected soon after the registration/re-registration process is closed. For any student selected for the incoming class, his or her Catholic siblings will be placed in category #2 or #5 above for the school year for which they are registering depending on parishioner status.

### 2.1.3 Waiting List

Students not selected for admission to St. Anthony will automatically be placed on a wait list. If an opening becomes available, students on the waitlist will be given priority for those openings in the same order of preference as detailed in the Admissions Selection Procedures above. The wait list will exist from year-to-year only and the wait list for each school year shall be established after the selection process for the upcoming school year has ended and shall terminate when that school year ends.

### 2.1.4 Withdrawals

Families planning to withdraw a student from St. Anthony of Padua Catholic School are asked to inform the school prior to leaving. Parents will be asked to complete an exit survey or interview.

All outstanding work, the return of all school books, and materials along with the payment of all tuition and fees owed must be completed. Student report cards and school records will be held until the above requirements have been met. Student records are forwarded to the new school upon the new school's request and after all fees are paid in full that are owed to St. Anthony of Padua Catholic School.

## 2.2 Tuition and Fees

### 2.2.1 Tuition Policy

#### Introduction

It is the responsibility of the Pastor, Principal, Parish Finance Committee, and School Commission to ensure that adequate financial resources are available for St. Anthony of Padua Catholic School, and that enrollment is as affordable as possible to all families. Families are asked to consider carefully and prayerfully their budget, giving high priority to tuition as a significant investment in their children's educational and religious formation. Tuition, however, does not cover the entire cost of educating a student. St. Anthony of Padua Catholic Church realizes the significant role of its school in the life of the parish and therefore subsidizes the school budget to ensure that tuition remains affordable.

#### Tuition Payment

Tuition amounts are determined by the Pastor, Principal, and Parish Finance Committee based on the school budget and the number of students expected to attend. A **nonrefundable \$75** registration fee is due the beginning of March and a **nonrefundable 10% tuition deposit** (*representing the first tuition payment for August*) is due in the middle of May for the purpose of holding a classroom space for a child in the next school year and for determining faculty requirements for those children registered. School families make nine additional, 10% tuition payments for September through May. These payments are due each preceding month (*August through April*). Families may also pay tuition in full before the school year begins or half tuition before each semester begins.

St. Anthony of Padua Catholic School offers a payment program administered by Wesbanco to help school families manage their educational expenses. Wesbanco provides families with the options for budgeting tuition as a monthly payment that comes out of the family's savings or checking account. Additional information regarding this payment program can be obtained at the school's office during normal business hours.

### 2.2.2 Choice Scholarships (Vouchers)/Tax Credit Scholarships

St. Anthony Catholic School participates in the Indiana Choice Scholarship (Voucher) and Tax Credit/SGO Program. A child who attended public school the previous school year and is entering the first grade or higher may be eligible for the voucher program depending on income level. Kindergarten and current St. Anthony School students are eligible to receive a Tax Credit Scholarship depending on income level, and, in subsequent years, may qualify for the voucher program. For more information visit [DOE: Indiana Choice Scholarship Program](#) or contact the school office.

### 2.2.3. Assistance for Families in Need

St. Anthony of Padua Catholic Church offers to families on an emergency basis a limited amount of financial aid. If a financial emergency arises or a change in the financial status occurs, families need to contact the Principal or the school bookkeeper. Emergency financial aid may be given to

school families who are active parishioners in good standing (*per the qualifications listed above*). Pastor, Principal, and Parish Finance Committee determines both eligibility and the amount of aid to be awarded.

#### 2.2.4 Fines

A fine is imposed for any damage or writing in the rented books or any electronic devices used by students. If a book or electronic device is seriously damaged or lost, the cost of the book or electronic device must be paid. If a Chromebook is damaged, it is the parents'/students' responsibility to find a replacement to use at home. Students will be given a computer to use in class under teacher supervision.

#### 2.2.5 Returned Checks

There is a \$20.00 charge for returned checks.

#### 2.2.6 Refund Policy

St. Anthony of Padua Catholic School recognizes that families may need to withdraw their student from school due to relocation or other personal reasons. The school bases its refund policy on a desire to strike a balance between fairness to the withdrawing family and the impact on those families remaining in school. As a result, the registration fee and the 10% tuition deposit are nonrefundable.

If a family withdraws a child during the school year, then monthly tuition payments will be due for each month the child has attended, including the month that the child last attended. If any tuition payments have been pre-paid for any months that the child will not be attending, then those amounts will be refunded in full. For example, if a child is withdrawn during the month of October, then monthly tuition payments will be due for the months of August, September, and October. In this example, any monthly tuition payments paid for months beyond October will be refunded in full.

Families planning to withdraw their children from school during the school year must inform the Principal two weeks in advance of the day of withdrawal. Amounts outstanding for cafeteria or other fees may be deducted from any tuition refunded to a family.

If there are extraordinary circumstances for withdrawing a child from school (such as the illness of a child or a death in the family), a special request for tuition reimbursement may be made to the Principal and School Commission for consideration.

### 2.3 Attendance

#### 2.3.1 School Hours

School begins at 7:50 AM and dismisses at 2:40 PM. Phones will be answered from 8 AM to 2:15 PM daily. During times of the day when the phones are not answered, parents are free to leave a message on voicemail and the office staff will check for messages.

#### 2.3.2 Attendance

Attendance is vitally important to the success of the student. Please make every effort to have your child on time and present for each school day to ensure a successful school year.

*See 2.3.6 Tardiness/Tardy Policy and 2.3.7 & Absentee Policy for further information.*

### 2.3.3 Supervision of Students before and after School

Supervision will be provided for students from 7:15 AM until 2:50 PM. Students still waiting for drivers to come for them after 2:50 PM are brought to After School Care. Parents are required to pay the regular After School Care fee each time this occurs.

Students in Preschool through Grade 8 who arrive at school between 7:15 and 7:30 AM should go directly to the cafeteria. They may use the time in the cafeteria for resting, study, or quiet conversation. At 7:30 AM, the Preschool children are taken to the Preschool Building by the Preschool Aide; students in Kindergarten through Grade 8 are sent to their classrooms.

Students arriving at school between 7:30 and 7:50 AM should go directly to their classrooms. It is recommended that students arrive at school at least 5-10 minutes before morning bell, 7:50 AM, so they can be prepared to begin class when the bell rings. Students must be in the classroom at the time of the bell, 7:50 AM, or they will be considered tardy. ([see 2.3.6 Tardiness/Tardy Policy](#))

### 2.3.4 After School Care

St. Anthony School will be providing their own After School Care for next year. The YMCA will not be offering After School Care. We are still working on building the program and will have more details coming soon. Our Aftercare will begin right after school and end at 6:00 PM. Our program offers a safe and friendly environment where children can make new friends, enjoy fun activities, get homework assistance and much more. Please watch for more details throughout the summer.

### 2.3.5 Release of Students during School Day

Parents who must have a child released from school before the end of the school day should contact the office with all the necessary information (the time the child will be picked up, the name of the person who will be coming to get the child, the reason for early dismissal, and the time the child will be returning to school, if the child will be returning). The parent or designated person must come to the office and sign the child out. In conformity with the school policy, the parents should not go to the classroom to get the child.

### 2.3.6 Tardiness/Tardy Policy

One of the most valuable life skills a student can learn from his/her parent/guardian is the responsibility of arriving at school every day on time. This skill can easily be accomplished and will transfer as a valuable asset for the future. One of the most important times of the school day is the morning. This is a time for students to prepare for the day. Students can miss valuable instruction time by being late in the morning. The whole tone of a child's school day is set in the first part of the day. Please help support your children in learning habits that will help them be successful at school and throughout life. Students who arrive at 7:50 AM or later will need to be accompanied into the school via the front doors by their parent or their guardian who will need to sign them in while the student receives their tardy slip.

#### **Consequences for excessive tardiness per quarter**

1<sup>st</sup> tardy-Verbal warning

2<sup>nd</sup> tardy-Verbal warning

3<sup>rd</sup> tardy-Warning letter to parent

4<sup>th</sup> tardy- Phone call home to inform parents of next consequence

5<sup>th</sup> tardy- Lunch detention and phone call home to inform parents of next consequence

6<sup>th</sup> tardy- Before school detention (7:00am) and phone call home to inform parents of next consequence

7<sup>th</sup> tardy - Before school detention (7:00am) and phone call home to inform parents of next consequence

8<sup>th</sup> tardy - 1 day in school suspension and phone call home to inform parents of next consequence

9<sup>th</sup> tardy - 1 day out of school and phone call home to inform parents of next consequence

10<sup>th</sup> - 3 out of school suspensions

If a child receives 10 tardies in a quarter, then a meeting will be set up with parents and Principal to discuss further consequences and a phone call to DCS will be made.

**Students that are tardy are disruptive to the classroom and other students. It is important that all students are on time for school.**

#### 2.3.7 Absentee Policy

As parents, you have the responsibility to make school a #1 priority for your child. By making sure your child is in school every day, you ensure his or her opportunity to learn. Research indicates that when parents actively participate in their child's education, the quality of learning improves. Such participation also improves student test scores and creates an atmosphere that enhances student success.

Work missed during absences is difficult to make up because there is no substitute for active participation in daily classroom discussion and work. Reasons for excused absence from school include personal illness, family death, or a family emergency. An absence due to vacation, before or after a holiday, family trips or sports club competitions are considered unexcused. Family vacations during the school year are discouraged for educational reasons. Parents requesting student work from teachers prior to an unexcused absence will be at the discretion of the teacher and should not be expected.

On the day of your child's absence, the parent/guardian should call the school office before 8:30 AM. If a call has not been received, St. Anthony of Padua Catholic School office will call parents to verify student absence.

For all absences, students are responsible for making up the work they have missed. They will have a day for every day absent to complete assignments. Arrangements to pick up the child's work should be made before 2:30 PM by parents. The students' work will not be available until 2:30 PM. The absent student's work can be sent home with a sibling or another student/friend if arrangements have been made, or can be picked up in the school office between 2:30 PM and 3:30 PM or at After School Care between 3 PM and 6 PM of the same day. For most grades, assigned work will be posted on Google Classroom.

The responsibility lies with the student to get missed assignments. It is the responsibility of the parent or guardian to be sure his/her child understands the missed concepts and skills.

Doctor or dental appointments should be scheduled outside of school hours, whenever possible.

- Students recovering from or being diagnosed with "pink eye" (conjunctivitis) must be on medication at least 24 hours before returning to school

- **Students who have a fever should stay at home. Students may return to school if they are fever free without medication for 24 hours and have a doctor's note stating the student can return.**
- Students who are recovering from lice must be nit free or have been treated for lice before returning to school
- Students recovering from a stomach bug (vomiting and/or diarrhea) should remain home until symptom free for 24 hours

### **Consequences for excessive absences per quarter**

To provide consistent and appropriate action regarding students with a suspected attendance problem, these procedures will be followed for every student who acquires an excessive number of absences. Excessive unexcused absences or tardiness could result in failure to pass the current grade. Students may also be assigned to the next grade rather than being promoted if there have been excessive absences. (This is based on the understanding that 10 days absence, for any reason, is excessive.)

**5<sup>th</sup> Absence** - Parents will receive a letter stating the number of days their child has missed.

- Students who are absent more than five days in a semester or who have a pattern of absences will be asked to produce a doctor's excuse.

**10<sup>th</sup> Absence** - If your child has missed 10 days within a consecutive school year (this includes absences due to family vacations), parent(s) will be required to attend a meeting with the school principal, child's teacher, and counselor to discuss further action. A letter will be sent to the parent requesting that all future absences be documented with a doctor's statement and outlining other actions that may be taken.

- Indiana Choice Scholarship could be revoked

**20<sup>th</sup> Absence** - If your child has missed more than 20 days within a consecutive school year (this includes absences due to family vacations), DCS will be notified for educational neglect. DCS will make sure that parents who fail to ensure their children attend or neglect their other educational needs can face will :

- Fines.
- Orders to attend school with the child.
- Mandatory parenting classes.
- Community service.
- Mandatory counseling and other social services.

The principal will maintain close communication on all health issues regarding students. When a student obtains ten or more absences for illness, with or without a doctor's statement, the principal will contact the family to determine if a thorough explanation of the student's chronic illness pattern is needed from the physician. When absenteeism noticeably affects a student's academic or personal success and/or is a violation of the state law or school policy, the school shall take such action as is deemed appropriate.

**Excused Absences** may include: illness, medical or dental appointments with a note from the doctor or parent/guardian, death or serious illness in immediate family, and circumstances

reviewed by the principal. An excused absence does not allow a student to make Perfect Attendance.

**Unexcused Absences** include but are not limited to: traffic, vacations, shopping, staying home to visit with friends or family, transportation breakdown, too tired, etc.

## 2.4 Arrival and Dismissal Traffic

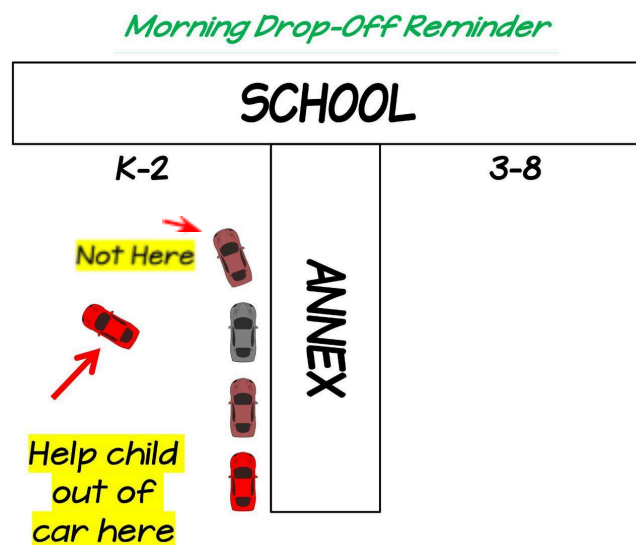
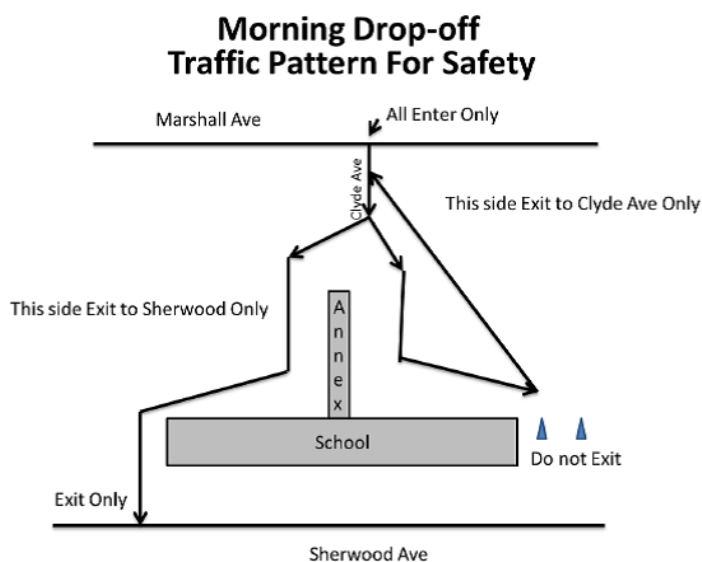
### 2.4.1 Arrival Traffic Procedures

In the morning there is only one entrance that may be used by those bringing children to school by car. All drivers must enter at the Marshall Ave./Clyde Ave. entrance. They may use the driveway on either side of the Annex building. Drivers using the lane on their right of the Annex, should drop their children off at the breezeway door, continue on the driveway to the right, and exit onto Sherwood Ave. Drivers who use the lane on their left of the Annex, should drop their children off at the breezeway doors or sidewalk along the building, make a U-turn, and exit where they entered. The reason the lane between the School and the Parish Center cannot be used during arrival time is to protect the children walking across the grounds to Church for morning Mass. As a reminder to drivers and for the safety of the children, cones will be used to block this lane.

Children may be dropped off only at the breezeway doors or along the building's sidewalk. They may not use the front entrance or the side entrance between the school and the Parish Center to enter the building. Drivers not entering the building may never drop their children off at the front door on Sherwood.

Parents are asked to see that the children they are driving are ready to exit the car as soon as the car stops. Taking a prolonged time to gather belongings and say "good-byes" can cause long waiting lines to form. **Drivers, under no circumstance, may ever pull around the car(s) in front of them and exit.** Doing this creates a dangerous situation. For safety reasons, children should exit the car on the side of the car closest to the Annex if possible.

Parents who wish to accompany their children to the breezeway doors in the morning (but may not enter into the building) are encouraged to use the parking lot on the school gym side of the building. Drivers leaving on the right side are not making a U-turn. On the Church side they are, and the parked cars limit the amount of space they have in making the U-turn, can cause unsafe conditions, and can slow the traffic flow.





## 2.4.2 Dismissal Traffic Procedures

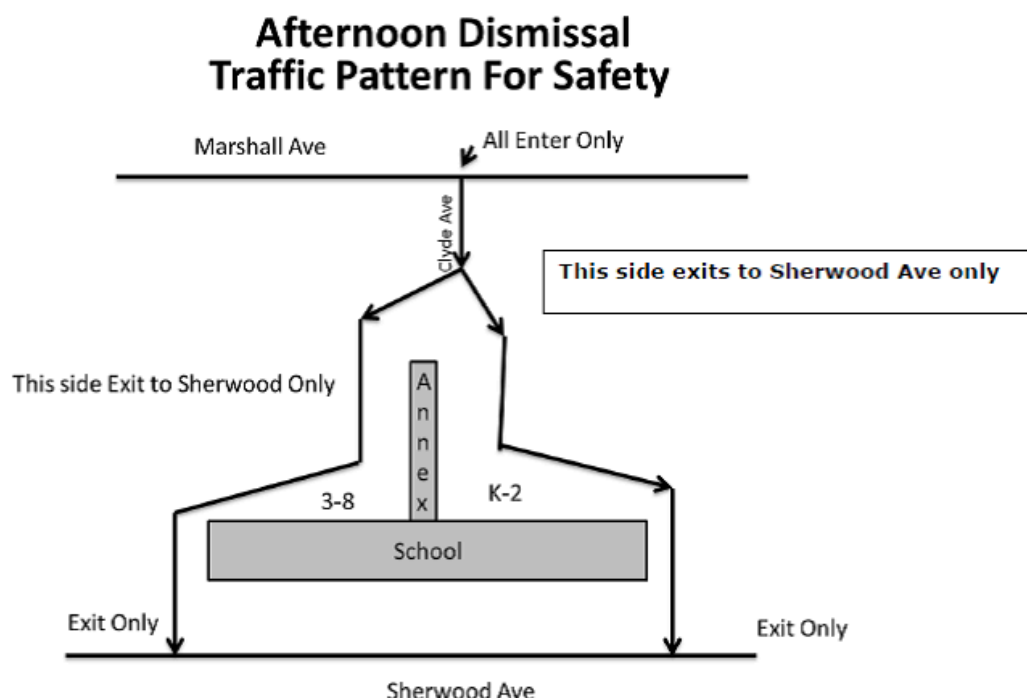
All parents coming in cars to get children at dismissal time must park their cars in one of the two parking lots located on the sides of the annex. **Drivers may not park on Sherwood Ave., have their children get in the car on Sherwood Ave., and then drive away. They may not park at the end of the Annex, get their child, and then attempt to leave by way of Marshall Ave. In addition, they may not park in the lot behind the Parish Center to get their children.** This is important for the safety and care of all children.

Children should not move toward a car until they have first spotted their driver. Once they see their driver, they should walk down the “aisle” that will bring them directly to the door of the car they will be entering. This will prevent them from having to walk from one “aisle” to another between other cars.

Parents are asked to, preferably, stand by their cars. However, they should not keep their car door open. They should never motion for their children to come toward them until the teachers have given the children the signal to move toward the cars. Also, the drivers should not begin exiting the parking lot until directed to do so by the teachers.

When entering the parking lot on the church side, drivers are asked to choose the line that is the shortest rather than the line that enables them to get out of the parking lot the fastest. When the lines farthest from the building are completely filled and the lines closest to the annex have only a few cars, it frequently happens that the additional drivers entering are pulling forward in the emptier lines at the same time that the children have begun walking to their cars. To avoid this dangerous situation of children walking while cars are moving, cones will be placed at the end of the lines. Once the first rows of cars in front of the cones leave the parking lot, the drivers behind the cones can move forward to wait for the second round of children to be directed to their cars.

**Parents are asked not to park on Sherwood Avenue and have students come out front to meet them, as this creates a safety concern for the children who walk home. If student walkers are picked up by car repeatedly in the front of the building, they will be dismissed to the car line. Parents may then pick up their child from the car line.**



## 2.5 School Cancellation/Weather Policy

### 2.5.1 Announcement of Cancellation

St. Anthony of Padua Catholic School will make its own ruling regarding school delays or closings. This announcement will be made on WDRB and WDRB.com. You can sign up for [Snow Fox Alerts](#) to receive alerts in a timely manner. **ST. ANTHONY SCHOOL** will be announced if that decision has been made.

In addition to WDRB news broadcasts, St. Anthony of Padua Catholic School website, St. Anthony of Padua Parent Facebook Page and Power School email and text messaging will be used. To receive emails and text messages you will need to **“Opt In” to School Messenger to get the alerts via text message on your mobile device. You can participate in this free service just by sending a test message of “Y” or “Yes” to our school’s short code number, 67587.** The reply message you receive may say Archdiocese of Indianapolis, but you are connected to St. Anthony School.

Decisions are never easy and if you, as the parent or guardian, feel that the roads are too bad to get your child to school, it is your prerogative to keep your child at home. Safety is our first concern when the decision is made to delay or close school. Local fire and police are called upon for help in this decision regarding road conditions, etc., before a decision is made.

### 2.5.2 Cancellation/Delay Plans

If weather and road conditions become bad enough to cause a change in the normal school schedule, one of the following plans will be announced on local radio and TV, school website, and St. Anthony of Padua School office answering machine:

- Plan One - Two Hour Delay

For a two-hour delay, the bell will ring at 9:50 AM. On days of delayed opening, the school and Preschool doors will open at 9:15 AM.

- Plan Two - School Closed

When this announcement is made, St. Anthony of Padua Catholic School Building will be closed, but classes will take place via remote learning. St. Anthony Preschool will also be closed.

### 2.5.3 Early Dismissal

If the weather becomes threatening after the children have arrived at school, **St. Anthony School MAY dismiss early.** Parents will be notified if this decision is made.

## **2.6 Communications**

### **2.6.1 Wednesday Folder/Bear Facts**

Every Wednesday you will receive an email that includes the Bear Facts. The Bear Facts include pertinent information regarding upcoming events, school policies, athletics, etc. It is imperative that families read these on a weekly basis. For your convenience, Bear Facts will be available on our website and SAS Parent Facebook Page.

Every Wednesday, all students will bring home a Wednesday folder that parents are required to sign and return the following school day. The Wednesday folder will contain lunch account information, graded papers, conduct information, etc.

### **2.6.2 Monthly Calendar/Lunch Menus**

Each month a monthly detailed calendar of events along with the menu (also available at [www.stap.us](http://www.stap.us)) will be posted on the school website.

### **2.6.3 School Website Policy/Media Release**

#### **Website Purpose**

The purpose of the website, [www.stap.us](http://www.stap.us) is to promote the school; to celebrate the achievements of the school community; to inspire the school community; and to provide information. Many forms can be found on the parish or school website.

#### **Approval of Website Information**

The Website Coordinator will only include information and photographs on the website with the approval of the school administrator. The school administrator shall follow the guidance included in this Website Policy when approving information for inclusion on the St. Anthony website.

#### **Names and Personal Information**

The name of a student(s) or parent(s)/guardian(s) may appear on the website provided the individual's photograph does not accompany the individual's name. Unless a staff member objects, the name of the staff member may appear on the website accompanied by a photograph. Phone numbers or addresses of students, parents, or school staff members may appear on the website with the consent (implied or otherwise) of the student's legal guardian or the school staff member as applicable. Requests to have any personal information removed from the website should be forwarded to the school administrator. The school administrator will direct a member of the Website Coordinator to remove the information as soon as reasonably possible.

#### **Photographs**

St. Anthony regards the safety of students and others associated with the school with the highest concern. The following guidelines will govern the use of photographs on the website:

- Photographs of children will not be used if the child's legal guardian has so requested
- In no event shall a student's photograph be accompanied by the student's name
- Only photographs of children and other persons in suitable clothing will be used

- Requests to remove a photograph from the website should be forwarded to the school administrator. The school administrator will direct a member of the Website Coordinator to remove the photograph as soon as reasonably possible

#### Accuracy of Information

The school administrator and the Website Coordinator will make all reasonable efforts to ensure that all information included on the website is accurate and up-to-date.

#### Privacy of Website Users

No form of tracking of visitors to the website will be used and personal information about site users will not be collected or stored. Counters will be used only for tracking the number of visitors to the website in a general, non-user-specific way.

#### Commercial Advertisement and External Links

St. Anthony will not permit commercial advertisements of any nature to appear on its website. Links to other websites and references to commercial or nonprofit entities are provided solely for information and are not intended as an endorsement by St. Anthony.

#### Copyright on Original Images

Copyright on all original images used within the website is held by St. Anthony. Images must not be used without the specific written permission of the school administrator.

#### Media Release

Media release forms were provided in the Registration packet sent home. This form provides St. Anthony of Padua Catholic School permission, on file, to use students' pictures, work and materials in order to promote the school. **Parents/Guardians are asked to sign and return this form to the school office.**

### 2.6.4 E-Mail Guidelines

St. Anthony of Padua Catholic School provides e-mail addresses for staff, teachers, and other persons on this website in order to facilitate better communication within our school community. Please observe the following guidelines when using e-mail:

- While the transmission of electronic correspondence is nearly instantaneous, staff members and teachers may not be able to read and or respond to your message immediately
- Teachers, in particular, will not generally be able to check and/or respond to email during the school day. As a result, please do not use email for communication of an immediate nature, such as "Is my child out of uniform tomorrow?" or "Can you help me with my child's homework tonight?" or "My child will be absent today". If you need to change the way that your child will be going home, please call the office-DO NOT email the teacher. They may not see it in time to relay the message.
- Teachers will have the ultimate jurisdiction over what e-mail contact from parents they consider is appropriate and will communicate their individual policies to parents where necessary. E-mail contact between parents and teachers is not intended to supplant the personal responsibility that students have of communicating their homework and other important school-related messages to their parents.
- Please be aware that staff and teachers may not be available to receive your email at all times throughout the year. Teachers and office staff are generally available during the

school year and are generally not available during summer vacation and on school holidays and other days when school is not in session. Only the Principal is generally available year round.

- Parents must supervise their children's use of e-mail as they would any other area of computer and Internet usage. Consequently, the e-mail system is primarily for use by adults.
- Current and prospective school families are highly encouraged to use the e-mail system, but please note that many questions may be answered immediately by exploring the internal content and outside links provided throughout the website. Parents should always read through all printed material sent home with their children first, as these papers may provide immediate answers as well.

#### 2.6.5 Communicating Parent Concerns

The staff and administration of St. Anthony School serves to keep communication open between home and school. If a parent has a concern with something in the classroom or about their child, they are encouraged to speak to the classroom teacher first. If the concern is not resolved, the parent should contact the Principal. If the situation is not resolved at a conference with the Principal, both parties have a right to contact the Pastor.

#### 2.6.6 Interference with Teachers' Responsibilities to Care for Students

Parents should not come to the classroom to speak with a teacher during the time there are children in the classroom. This includes the time between 7:30 and 7:50 AM. The teachers need to be free at this time to give their time and attention to the children who are coming to their classroom for the beginning of a new school day.

Parents, who enter the building any time during the day to give a message for their child or their child's teacher, or to leave something for either of them, should always report first to the office. Under no circumstances should a parent enter the building and go directly to a classroom.

During the time a teacher is involved with his/her students, any desired communication with either the teacher or the child must be handled by the office staff.

#### 2.6.7 Cell Phone

The staff of St. Anthony School highly discourages the bringing of cell phones to school. If the parents feel that a child needs a cell phone the cell phone must remain turned off and in a student's backpack. The cell phone may not be used at any time during the school day, as this disrupts the learning process. If a student's cell phone goes off, or if a student chooses to use his or her cell phone during the school day (including morning care, dismissal, and after school care), then the staff will confiscate the cell phone and parents will need to retrieve it from the Principal. Students whose cell phones are in their possession during the day will receive a grade appropriate consequence.

#### 2.6.8 Smart Watch Policy

The staff of St. Anthony School prohibits the bringing of smartwatches to school. If a student wears a smartwatch to school, then the staff will confiscate the smartwatch and parents will need to retrieve it from the Principal. Students who wear a smartwatch will receive a grade appropriate consequence.

#### 2.6.9 Search and Seizure

St. Anthony of Padua Catholic School reserves the right to have all students empty the contents of any items brought on site by students, this includes but is not limited to, purses, pockets, backpacks, lockers, gym bags, etc. if illegal substances, weapons, or theft is suspected. Such searches will be done in the presence of the Principal and another staff member with student(s) present. Parents/Guardians will be contacted in the event of a search to the property of a student. Refusal to cooperate with a request of this nature will result in St. Anthony of Padua Catholic School contacting police officials. All junior high lockers are the property of St. Anthony of Padua Catholic School and may be searched if a teacher, staff member, or administrator deems necessary. Any searches and seizures will be conducted in accordance with the Archdiocesan school guidelines. Students may be asked to turn out their pockets, but school personnel are not allowed to “search” students' clothing at any time.

## **2.7 Health Information/CHIRP**

### **2.7.1 Immunizations**

The chart found in Appendix A outlines the requirements for immunizations. Prior to the first day of school, parents must have all required immunization records updated and submitted to school. *(See Appendix A: Immunization Requirements for a chart listing current immunization requirements mandated by the Indiana State Department of Health)*

A CHIRP form was sent home with the new school year packet. Parents/Guardians are asked to sign the CHIRP form giving St. Anthony of Padua Catholic School permission to input their child(ren)s immunization records into the Indiana State Health Department. If you have questions regarding CHIRP, you may contact the school office.

### **2.7.2 Screenings**

Vision is tested in Grades 1, 3, and 8. Speech testing takes place for all Kindergarten students at the beginning of the school year. Grades 1, 4, and 7 students are given a hearing test.

### **2.7.3 Medication Policy**

In order to protect the health and welfare of children and staff members, Indiana laws require that school personnel observe certain safeguards in the administration of prescription medication to students:

- The parent must complete a “Parental Medication Release Statement,” which is available in the School Handbook *(See Form 2: Parental Medication Release Statement)* or from the School Office, before prescription medication can be administered by the school staff
- The prescribing physician must provide a written order stating the amount of medication, the hours of administration, and the period of time medication is to be administered. This information can be found on the label of the original pharmacy container
- Medication that is brought to school must be checked in at the school office and kept in its original pharmacy container
- The continuance of long-term medication must be re-verified at the beginning of each school year

- Non-prescription medication may be administered in compliance with the permission of a parent. Such medicine should be sent to school in its original container and accompanied by a signed medication release form (*Form 2*)

#### 2.7.4 Wellness Policy

Federal law now requires all schools to have a Wellness Plan in place to meet federal requirements. Therefore, St. Anthony School has adopted a Wellness Policy to provide nutritious food, snacks, and beverages to the students and to provide opportunities for physical activity.

We will celebrate all students' birthdays. There will be three dates on the school calendar scheduled for birthday celebrations. We will celebrate July, August, September, and October birthdays first; November, December, January, and February second; and March, April, May, and June last. The Wellness Committee will select the dates and notify the room parents.

Students will also celebrate Halloween, Christmas, and Valentine's Day with a treat. Room parents will be notified as to the day and time and what the official menus may consist of. (*See also Appendix B: Appropriate and Inappropriate Snack List for suggested appropriate and inappropriate snacks for school.*)

**Students are allowed to bring snacks to school to be eaten in the classroom during snack time. In accordance with the Wellness Plan, students will need to bring healthy snacks.**

### 2.8 Lunch Programs and Fees

#### 2.8.1 Lunch Program

**\*\*Microwaves are not available to warm up student lunches.\*\***

The government-sponsored hot lunch program will be offered to all students every full day school is in session. The cost of the lunch includes main lunch and milk. Students may purchase water or juice for an extra charge. A menu will be posted at the beginning of each month. Lunch can be purchased at school or brought from home. Milk may be bought for \$.50. Soft drinks may not be brought to school. Parents are welcome to come to school and eat with their children; however, lunch must be purchased through the school cafeteria. No fast food items can be brought to the cafeteria for either a child or an adult's lunch.

Due to liability issues as well as the need for all parent/guardians with child contact to have Safe Parish, parent/guardians are not allowed to accompany student(s) to the playground. Teachers are supervising the students and do not have the capacity to talk with parents/guardians during this time.

Parents/Guardians are also asked to help St. Anthony of Padua Catholic School maintain a high standard in the wellness policy by only sending healthy food in cold lunches, avoiding "junk" food, sugary treats, sugary drinks, etc. **Candy and soft drinks are never allowed to be sent with students for cold lunches.**

Financial assistance is available for low-income families. Please keep in mind that extras and water are not included in the Free/Reduced Lunch program. Accounts will be charged if a student gets any type of extra items for lunch. If you think that you may qualify for the Free/Reduced Lunch Program, please contact the school office for more information.

## 2.8.2 Payment for Lunch

The school uses the Meal Tracker Program for recording the payment of lunches. Parents may deposit payments of any amount into their lunch account at any time. Checks should be made payable to St. Anthony Cafeteria. **Cafeteria checks cannot be combined with other school fees.** Payment toward the account should be placed in an envelope. The family's name should be on the envelope.

After a family's payment has been made, each child in that family is issued an ID card. Just before lunch, teachers distribute the cards to the children in their class. The amount spent is deducted from that child's account. When the family's account gets below \$10.00 per child, a paper is sent home indicating the amount remaining in the account. Frequently, in such cases, many parents respond by sending just the amount listed, as though the reminder is a statement of an amount that is overdue. They pay that exact amount. Then, within the next week, the account is once again depleted, and another notice must be sent home. It is important to note that when such a notice is sent home, it is not meant to be a bill; rather it is a reminder to pay the amount listed plus an additional amount to replenish the account for an extended period of time.

**If a child's account goes into a negative balance situation, he or she will not be allowed to get extras. If it is more than \$10.00 negative, the parent will be notified and other arrangements may have to be made. Families whose accounts are more than \$20.00 negative will need to choose between cheese and crackers or peanut butter sandwiches or they may be asked to bring a lunch from home until the account is brought current.**

## 2.8.3 Food Allergy Policy

Students with severe food allergies will have a designated peanut/nut free table provided in the cafeteria for use during the lunch period. Peanut butter and snacks containing peanuts, nuts, or nut oils are not allowed in the classroom. Classes who have students with severe allergies should refrain from bringing snacks that contain peanuts or nuts. When the classes have classroom parties, the teachers need to contact the room parents and also the parents of the child with allergies to find out what items they can have at the party.

## 2.9 Harassment and Abuse

### 2.9.1 Harassment Policy

Harassment is considered as any verbal or physical conduct that shows hostility, aversion, or a bullying attitude toward another. It is expected that no student at school be subjected to any form of harassment by another student. Harassing conduct can include insults, threats, hurtful teasing, hostile acts, bullying, inappropriate sexual conduct, and other behaviors which have the purpose or effect of interfering with another student's environment, performance, or other opportunities.

Students are encouraged to report acts of harassment against themselves or others. Retaliation against a student who makes a report is strictly prohibited.

All reasonable reports or awareness of harassment of any student against another student will be investigated. Disciplinary action, appropriate to the conduct deemed to have occurred, will be taken. Such action may include suspension, psychological evaluation, and even expulsion.

### 2.9.2 Bullying/Cyberbullying



St. Anthony School takes all incidents of bullying seriously. [Our school bullying policy is posted on the school website](#), and all students understand the policy and agree to abide with it.

A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other people, and he or she has difficulty defending himself or herself. Three important components are: 1. Bullying is aggressive behavior that involves unwanted, negative actions. 2. Bullying involves a pattern of behavior repeated over time. 3. Bullying involves an imbalance of power or strength.

### 2.9.3 Compliance with Child Abuse Laws

St. Anthony School abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

## 2.10 Other School Policies

### 2.10.1 Seclusion and Restraint Policy

St. Anthony School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that school have a Seclusion and Restraint Plan. The purpose of the plan is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Parents can access a full copy of our school's plan by request in the school office.

### 2.10.2 Indoor Air Quality

St. Anthony School adheres to the Indiana Indoor Air Quality Program. Questions and concerns relating to indoor air quality at St. Anthony School should be sent to the school office.

### 2.10.3 Pesticide Policy

St. Anthony School is in compliance with Indiana regulations regarding the use of pesticides in the school. The policy can be found in the school office.

## **Dress Code and Behavior Expectations**

### 3.1 Dress Code (See Appendix C)

### 3.1.1 Philosophy

The St. Anthony of Padua Catholic School dress code identifies students as members of the school community and has many benefits:

- It helps students focus on learning, as shown by research, and promotes good behavior as students identify with the group
- It promotes school spirit and a good self image, as uniforms for sports teams do
- It helps students focus on more appropriate forms of self-expression in the classroom, such as intelligence and creativity, with the elimination of “status labels”
- It promotes simplification for parents and students concerning what to wear, and thus eliminates questions over what is appropriate dress for school
- It saves parents money, as uniforms utilize durability, reusability, and year-to-year consistency, versus unregulated clothing whose styles and quality change over time

St. Anthony's school dress code must be met and maintained. Students' appearance is under the judgment of the outside community and students must maintain a neat appearance at all times.

### 3.1.2 Uniform Clothing Regulations

#### **K-4 Girls Uniform Regulations**

##### **Pants and Shorts**

- Navy blue color
- Twill material, pleated and plain in front
- Pants and shorts have belt loops
- Shorts should have a hem and a five to six inch inseam
- Belts of a solid navy blue, black, or brown color are recommended
- Pants must be worn at the waist, not below the waist
- Pants must be hemmed with no ragged edges and must not touch the floor

#### **K-4 Girls Uniform Regulations (cont.)**

##### **Jumpers, Skirts, & Skorts**

- Navy blue color
- Can be no shorter than three inches above the middle of the knee
- It is required that shorts be worn under the skirts and jumpers
- Leggings or tights may be worn under jumpers, skirts, and skorts in the cold months-they must be solid navy blue or white and must go to the ankles

## Shirts

- Girls may wear white or light blue polos, blouses, or turtlenecks
- Polos and blouses can be short or long sleeved
- Long sleeve shirts cannot be worn under polo shirt

## Sweaters & Sweatshirts

- Navy crew neck, navy or gray 1/4 zip sweat wicking, navy or gray 1/4 zip cotton sweatshirts ([are purchased through RiverCity Workwear](#)) and a uniform shirt must be worn underneath
- A uniform shirt must be worn under sweatshirts
- Navy cardigan, navy v-neck, or navy slipover (round or v-neck) may be worn

## Socks

- Socks must be solid navy, black, or white, no other colors permitted
- Socks must be visible above the shoe
- Girls may wear solid navy or white tights instead of socks (no designs in the material).

## Shoes

- Leather shoes or athletic shoes may be worn
- Crocs, sandals, or opened toed shoes are not permitted
- Shoestrings must be tied securely

## K-4 Girls Uniform Regulations (cont.)

### Hair

- Haircuts, colors, extreme highlights, and styles of an extreme nature are not permitted (***highlights must be close to the child's natural hair color***)

### Jewelry

- Jewelry should be simple and not a distraction
- Simple necklace may be worn; choker necklaces are not permitted
- One or two rings may be worn
- Earrings may not be worn by boys
- Small post earrings may be worn by girls; hoop earrings may not be worn

## Make-up

- No make-up may be worn

## **K-4 Boys Uniform Regulations**

### **Pants and Shorts**

- Navy blue color
- Twill material, pleated and plain in front
- Pants and shorts have belt loops (except Kindergarten who do not have to wear a belt)
- Shorts should have a hem and a five to six inch inseam
- Belts of a solid navy blue, black, or brown color are recommended
- Pants must be worn at the waist, not below the waist
- Pants must be hemmed with no ragged edges and must not touch the floor

### **Shirts**

- White or light blue polos can be worn
- Polos can be short or long sleeved
- Long sleeve shirts cannot be worn under polo shirt

## **K-4 Boys Uniform Regulations (cont.)**

### **Sweaters & Sweatshirts**

- Navy crew neck, navy or gray 1/4 zip sweat wicking, navy or gray 1/4 zip cotton sweatshirts ([are purchased through RiverCity Workwear](#)) and a uniform shirt must be worn underneath
- A uniform shirt must be worn under sweatshirts
- Navy cardigan, navy v-neck, or navy slipover (round or v-neck) may be worn

### **Socks**

- Socks must be solid navy, black, or white, no other colors permitted
- Socks must be visible above the shoe

### **Shoes**

- Leather shoes or athletic shoes may be worn
- Crocs, sandals, or opened toed shoes are not permitted
- Shoestrings must be tied securely

### **Jewelry**

- Jewelry should be simple and not a distraction
- Simple necklace may be worn; choker necklaces are not permitted
- One or two rings may be worn
- Earrings may not be worn by boys

## **Hair**

- Haircuts, colors, extreme highlights, and styles of an extreme nature are not permitted (***highlights must be close to the child's natural hair color***)
- Boys' hair must be worn above the eyebrows, above the ears, and above the collar level and clean in appearance
- Facial hair is not acceptable at any time

## **5-8 Girls Uniform Regulations**

### **Pants and Shorts**

- Navy blue or tan color
- Twill pants, pleated and plain in front
- Pants and shorts must have belt loops
- Girl's shorts should have a hem and a five to six inch inseam
- Belts of a solid navy blue, black, or brown color are required
- Pants must be worn at the waist, not below the waist
- Pants must be hemmed with no ragged edges and must not touch the floor

### **Skirts or Skorts**

- Navy blue or khaki color
- Skirts and skorts can be no shorter than three inches above the middle of the knee
- It is required that shorts be worn under the skirts
- Leggings or tights may be worn under skirts in the cold months-they must be solid navy blue or white and must go to the ankles

### **Shirts**

- Girls may wear white, light blue, or navy polos, blouses, or turtlenecks
- Polos and blouses can be short or long sleeved

- Long sleeve shirts cannot be worn under polo shirt
- Navy blue shirts may NOT be worn with navy blue pants

### **Sweaters & Sweatshirts**

- Navy crew neck, navy or gray 1/4 zip sweat wicking, navy or gray 1/4 zip cotton sweatshirts ([are purchased through RiverCity Workwear](#)) and a uniform shirt must be worn underneath
- A uniform shirt must be worn under sweatshirts
- Navy cardigan, navy v-neck, or navy slipover (round or v-neck) may be worn

### **Socks**

- Socks must be solid navy, black, or white, no other colors permitted
- Socks must be visible above the shoe
- Girls may wear solid navy or white tights instead of socks (no designs in the material).

### **Shoes**

- Leather shoes or athletic shoes may be worn
- Clogs, Crocs, sling backs, or sandals are not permitted
- Shoestrings must be tied securely

### **Hair**

- Haircuts, colors, extreme highlights, and styles of an extreme nature are not permitted (***highlights must be close to the child's natural hair color***)

### **Jewelry**

- Jewelry should be simple and not a distraction
- Simple necklace may be worn; choker necklaces are not permitted
- One or two rings may be worn
- Earrings may not be worn by boys
- Small post earrings may be worn by girls; hoop earrings may not be worn

### **Make-up**

- **Minimal** amount of lipstick, mascara, and eye shadow may be worn

## **5-8 Boys Uniform Regulations**

### **Pants and Shorts**

- Navy blue or tan color
- Twill pants, pleated and plain in front
- Pants and shorts must have belt loops
- Girl's shorts should have a hem and a five to six inch inseam
- Belts of a solid navy blue, black, or brown color are required
- Pants must be worn at the waist, not below the waist
- Pants must be hemmed with no ragged edges and must not touch the floor
- No jogger pants are allowed

### **Shirts**

- White, light blue or navy polos can be worn
- Polos can be short or long sleeved
- Long sleeve shirts cannot be worn under polo shirt
- Navy blue shirts may NOT be worn with navy blue pants

### **Sweaters & Sweatshirts**

- Navy crew neck, navy or gray 1/4 zip sweat wicking, navy or gray 1/4 zip cotton sweatshirts ([are purchased through RiverCity Workwear](#)) and a uniform shirt must be worn underneath
- A uniform shirt must be worn under sweatshirts
- Navy cardigan, navy v-neck, or navy slipover (round or v-neck) may be worn

### **Socks**

- Socks must be solid navy, black, or white, no other colors permitted
- Socks must be visible above the shoe

## **5-8 Boys Uniform Regulations (cont.)**

### **Shoes**

- Leather shoes or athletic shoes may be worn
- Clogs, Crocs, sling backs, or sandals are not permitted
- Shoestrings must be tied securely

## Jewelry

- Jewelry should be simple and not a distraction
- Simple necklace may be worn; choker necklaces are not permitted
- One or two rings may be worn
- Earrings may not be worn by boys

## Hair

- Haircuts, colors, extreme highlights, and styles of an extreme nature are not permitted (***highlights must be close to the child's natural hair color***)
- Boys' hair must be worn above the eyebrows, above the ears, and above the collar level and clean in appearance
- Facial hair is not acceptable at any time

### 3.1.3 Issues of General Appearance

Students' uniforms must be clean and in good repair. Shirttails must always be completely "tucked in". Uniforms must not be oversized or baggy. Parents must see that their children's uniforms are neat and clean.

### 3.1.4 Dress Code for Non-Uniform Days

Throughout the school year, certain days are designated as non-uniform days. It is expected that students be dressed appropriately on such days. The following uniform rules apply even on non-uniform days:

- Jewelry, hair, and make-up rules for uniform days also apply for non-uniform days

Among types of clothing **NOT** permitted are the following:

- Sleeveless tops and tank tops/Skinny jeans, leggings, pants with holes
- See-through blouses and/or extremely short skirts or shorts
- Clothing with drug-related logos or slogans
- Clothing that reveals underwear, bare shoulders, or midriff
- Clothing that makes others feel uncomfortable or is disruptive to the learning process



- Clothing that is considered obscene
- Clothing that contains profanity or racial remarks, is offensive to the general population, or is associated with gangs

Parents of students who come to school inappropriately dressed will be contacted and asked to bring a change of clothing for their child

### 3.1.5 Uniform for P.E. Class

**Students in Grades 4 through 8 are required to wear a uniform for P.E. class.**

This uniform, which consists of navy shorts and gold shirt, must be purchased through [RiverCity Workwear](#). Uniform sweatshirts and sweatpants may be worn in cold weather.

Students in grades 4th through 8th will wear their PE uniform to school on the day they have PE. This will eliminate changing in the restrooms and allow more time for PE. **Students MAY ONLY wear the designated PE uniform on the designated PE day. If they do not have PE clothes, they may not come out of uniform and they will lose points for that day in PE.**

## 3.2 Behavior Expectations

### 3.2.1 General Policies

St. Anthony School wants to provide each student the opportunity to grow spiritually, intellectually, emotionally, and physically. Students' conduct must reflect their Catholic values, self-discipline, and respect for self and others. In order to provide a safe environment, students and parents are expected to know and abide by all school rules.

The following behavior is expected on school premises:

- Show respect for ALL staff, volunteers, and peers
- Fighting will not be tolerated
- Profanity, abusive language, and verbal or physical harassment of others will not be tolerated (*See also 2.9.1 Harassment Policy*)
- Demonstrate responsibility in use of and caring for all areas of school
- Move through the halls quickly and quietly in consideration of those in class
- Chewing gum is never permitted on the premises at any time
- Students should keep hands and feet to themselves at all times which includes no public displays of affection
- Students may not single out an individual for gift giving
- A student may not leave the school grounds at any time without permission from the school office

- Students must remain silent during all safety drills

### 3.2.2 Behavior in Classrooms

Students are expected to comply with the school's discipline guidelines, which include:

- Follow directions
- Be respectful to those in charge
- Have a positive, respectful attitude
- Complete assignments
- Do not have gum or candy
- Keep hands, feet, and objects to oneself

### 3.2.3 Behavior in Hallways

Students are expected to observe the following:

- No loud talking
- Walk quietly to and from classrooms
- Be mannerly and courteous
- Stairs should be walked one at a time

### 3.2.4 Behavior in the Cafeteria

Students are expected to observe the following:

- Be quiet, polite, and orderly in the cafeteria
- Walk to the service area and into the cafeteria in a quiet manner
- Get milk straws, condiments, or extra food before going to their assigned area
- Remain seated until they have finished their lunches
- Never take food from other students
- Make certain their table, floor, chair is clear and clean before leaving the cafeteria
- All trash must be placed in proper containers
- As soon as students have been dismissed, they are to leave the cafeteria quietly and orderly
- **No soft drinks or drinks in glass containers may be brought from home**
- Students are not allowed in the kitchen
- Students are required to eat lunch
- Respect should be given to anyone in authority who is present in the cafeteria/kitchen area

- Fast-food lunches may not be eaten in the cafeteria at lunch time by parents or students (for example Subway, McDonalds, etc.)
- Lunches should be healthy (*See 2.7.4 Wellness Policy*)

### 3.2.5 Behavior in Restrooms

Students are expected to observe the following:

- Students are to talk quietly
- Keep restrooms clean
- Trash needs to be placed in the trash container
- Report any problems to a teacher
- No climbing or hanging on stalls

### 3.2.6 Behavior on the Playground

Students are expected to observe the following:

- Physically aggressive games are prohibited including tackle football
- Students should be kind and respectful in their games
- Students are not to leave the playground for any reason without the permission of the teacher on duty
- Food, candy, and/or gum are not permitted
- Students must use recess as a time for physical activity

### 3.2.7 Behavior in Church

Students are expected to observe the following:

- Attend all school Mass
- Exhibit reverent behavior
- Take an active part in the liturgy

### 3.2.8 Intolerable Behavior

The following behaviors are never permissible and will result in serious consequences, which will include detention, suspension, or expulsion:

- Fighting, bullying, or threatening another student
- Blatant defiance of school/parish staff
- Profanity or verbal abuse
- Misuse of school property (all electronic devices)

- Continuous refusal to prepare assignments or participate in class
- Willful destruction of property or vandalism
- Stealing
- Possession of a weapon or other dangerous object
- Possession or use of tobacco products, alcohol, drugs, or inhalants

Note: Any student who is caught selling drugs or alcohol at school or a school-related event will be expelled from St. Anthony School and will be reported to law enforcement. Also, any student in possession of a firearm or weapon at school or a school-related event will be expelled from St. Anthony School and will be reported to law enforcement.

### 3.2.9 Suspension from School

When normal corrective measures do not change student behavior or in the event of a single serious incident, the principal may place the child in an in-school or out-of-school suspension for a period of one to three days. A conference may be called by the school or the parents. During this time, a plan will be devised for the student which may include school consequences, counseling, and/or a behavioral contract. Failure to abide by the terms of the suspension may result in the dismissal of a student from St. Anthony School. **During a suspension, the student is required to complete assigned work. With an Out of School Suspension students will receive 0's for all assignments during the suspension.** Students suspended from classes may not participate in field trips or any other school-related, co-curricular activities during the suspension period.

### 3.2.10 Expulsion from School

In extreme cases or when other measures of the behavioral program have not corrected unwarranted behavior, St. Anthony School reserves the right to dismiss students from the school. In fairness to students and their parents, a due process will be followed. The decision to expel a student will be made only by the Principal.

## Academics and Special Services

### 4.1 Academics

#### 4.1.1 Home Study Policies

Home study is designed to strengthen and reinforce the lessons taught and to supplement class work. It can assist students to become self-reliant and self-directed, to broaden their experiences, to raise questions, to stimulate new interests, and to extend knowledge. It is the responsibility of the student to complete

all homework assignments by the time designated for completion. After or before school detention may be given for continued failure to complete homework assignments.

Guidelines for the amount of time allotted for homework are as follows:

- Grades K, 1, and 2: 15-30 minutes
- Grades 3, 4, and 5: 30-60 minutes
- Grades 6, 7, and 8: 60-90 minutes

#### 4.1.2 Testing

Students in Grades 3 through 8 will be given the ILEARN Test according to Indiana state guidelines. Any student who does not pass this test will receive intervention from the school.

Students in 3<sup>rd</sup> grade will be required to take the I-READ test.

Standardized tests help to measure student achievement with national and local norms. The tests are good indicators of the strengths and weaknesses in the students' skill areas.

Students in grades K-8 will be assessed with the iReady Diagnostic test. These assessments will be given several times throughout the year.

#### 4.1.3 First Communion/Reconciliation Program

Parents of students in the First Communion/Reconciliation Programs must attend all meetings and all activities scheduled in preparation for the receiving of the sacraments. Most questions should be directed to the second grade teacher.

#### 4.1.4 Principal's List and Honor Roll

St. Anthony School has an academic Honor Roll for students in Grades 4 through 8. The purpose is to recognize student academic achievement. Students who earn A's in all subjects and maintain a satisfactory effort and cooperation in all classes will be on the Principal's List.

Students who make all A's and B's in all subjects and maintain a satisfactory effort and cooperation in all classes will be on the Honor Roll.

#### 4.1.5 Graduation

For dress, the graduates will wear gowns. The gowns are to be purchased through the school in the spring and will become the property of the students. Boys must wear shirts, ties, and dress slacks under the gowns. Girls must dress appropriately. If they choose to wear a dress, then it must be of appropriate length. Dresses may not be strapless, halter top, or spaghetti straps, nor may they be low cut. The dresses worn by 8<sup>th</sup> grade girls must have straps that are a minimum of ½ inch wide.

## **4.2 Special Services**

### **4.2.1 Student Support Team**

The Student Support Team will be committed to providing services to students and families experiencing academic, behavioral, social or emotional challenges. They will work with students and teachers proactively to support their social and emotional development. Support team will also collaborate with classroom teachers to develop plans and strategies for student success in the classroom and school environment. If the Student Support Team or individual on the team or student wishes to meet on a regular basis, the parent will be notified.

### **4.2.2 Other Services**

St. Anthony School provides speech therapy, individual testing through the county, and tutoring for students who need these services. Contact the school office if you need more information.

## **Organizations and School Activities**

### **5.1 Organizations**

#### **5.1.1 School Commission**

The School Commission consists of nine (9) parishioners who are discerned by the existing School Commission. These are the decision-making (voting) members of the Commission. The pastor and school administrator are ex-officio (non-voting) members of the Commission. Each member serves a three year term and may serve no more than two consecutive three year terms. Terms begin on July 1 and end on June 30.

The School Commission's purpose and function are to:

- Develop and adopt school policies
- Formulate the school's annual and long-range plans, including the setting of goals and objectives
- Maintain the schools computer network and encourage continuous improvement of the school's technology program
- Assist Finance Committee in development of the annual operating budget for the School
- Achieve, through the Principal, archdiocesan, and parish goals for Catholic school education
- Report on the status of the school to the parish
- Communicate school policy and decisions to the parish community
- Participate in the performance review of the Principal on how he/she has administered Committee policy and met the goals set by the Committee.

### **5.2 In-School and Out-of-School Activities/Parish Activities**

#### **5.2.1 Athletics**

Students can participate in all deanery-sponsored athletic programs offered for their age group. At the beginning of the school year, students are given the opportunity to register for the programs of their choice.

Participation in St. Anthony Parish Athletics is a privilege. St. Anthony may restrict students, coaches and parents from participating in or attending games, practices and events where St. Anthony Parish Athletics is represented. Reasons for restrictions include, but are not limited to: poor conduct, poor sportsmanship, poor academics and school attendance. Non-compliance to adhere to policies or good sportsmanship may lead to further restrictions, forfeiture of games and/or the denial of participation in St. Anthony Parish Athletics.

An athletic fee (not deductible from tuition) of \$90.00 for the first child or \$180.00 for the family is required by those wishing to participate in a sport at St. Anthony. Additional fees may apply for deanery sponsored sports (football, tennis). Students must have a current physical examination on file. A form for this examination can be obtained from the School Office or it can be found on the school website. This form must be completed by the child's doctor or the Sports Physical Examination form that many doctors have, can be used.

The number and variety of sports programs that can be offered depend upon the number of volunteers willing to help. Coaches, assistant coaches, referees, committee members, and team coordinators are all needed. For home games, there must be sufficient volunteers to take care of set-up, score/possession table, admissions, concessions, and clean-up.

With sufficient volunteers, the following programs will be offered. (Even more programs can be offered if an additional number of parents are willing to volunteer their time and talent to make this happen.)

Boys: Football (Grades 1-8), Biddy Basketball & Basketball (Grades Preschool-8), Track (Grades 3-8), Cross Country (3-8), Biddy Soccer & Soccer (Grades K-8), and Volley tots (K-2).

Girls: Cheerleading (Grades K-8), Dance Team (Grades PK-8), Cross Country (3-8), Volleyball (Grades 3-8), Volley tots (K-2), Biddy Basketball and Basketball (Grades Preschool-8), Track (Grades 3-8), and Biddy Soccer & Soccer (Grades K-8).

### 5.2.2 Field Trips

Occasional field trips to religious, historical, cultural, industrial, and business places are encouraged. The type and frequency of trips is determined by distance, age level of students, and the educational value of the trip. Every field trip is academically oriented. Specific goals are set and follow-up activities are organized by the teacher and the students. Written permission of the parents or guardians must be obtained in order for children to participate. Permission by phone alone cannot be accepted. *(See Form 1: Field Trip Permission Form)*

A field trip is a privilege and as such each student must earn the right to participate by his/her appropriate conduct, behavior, and attitude throughout the year. A student with excessive detentions or continued misbehavior may be denied the privilege of going on field trips. Such students are, nevertheless, required to attend school on the day of the trip.

For the safety of all and to assure proper supervision of all the children, adults who accompany students on their field trips may not bring other children with them for the field trip.

### 5.2.3 Authorized School Programs

Only those functions that involve St. Anthony School students and are authorized and sanctioned by the principal will be recognized as official school-sponsored



functions. School authority extends to all such functions regardless of time and location. Functions not authorized or sanctioned are considered private, and the school assumes neither authority nor responsibility.

#### 5.2.4 Party Invitations

Invitations for birthday parties, slumber parties, etc., should not be distributed at school unless every student in the class is receiving an invitation. Invitations should not be distributed at athletic events; this is in consideration of other students.

## Appendix A: Immunization Requirements

### Required and Recommended School Immunizations, Indiana 2025-2026



Updated 11.12.2024

Grade	Required		Recommended
Pre-K	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus and Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps and Rubella) 2 Hepatitis A	Annual influenza COVID-19Haemophilus influenza B Pneumococcal conjugate
K-5	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A	Annual influenza COVID-19
6-11	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria and Pertussis)	Annual influenza 2 or 3 HPV (Human papillomavirus) COVID-19
12	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap	Annual influenza 2 or 3 HPV 2 MenB (Meningococcal) COVID-19

**HepB:** The minimum age for the third dose of Hepatitis B is 24 weeks of age.

**DTaP:** Four doses of DTaP/DTaP/DT are acceptable if fourth dose was administered on or after the fourth birthday.

**Polio:** Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the fourth birthday and at least six months after the previous dose.

\*For students in grades K-12, the final dose must be administered on or after the fourth birthday and be administered at least six months after the previous dose.

**Varicella:** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12<sup>th</sup> grade. Parent report of disease history is not acceptable.

**Tdap:** There is no minimum interval from the last Td dose.

**MCV4:** Individuals who receive their first dose on or after their 16<sup>th</sup> birthday only need one dose of MCV4.

**Hepatitis A:** The minimum interval between first and second dose is six calendar months. Two doses are required for all grade levels.

For additional immunization information, visit: [in.gov/health/immunization](https://in.gov/health/immunization) or call 1 (800) 701-0704 during normal business hours.

### Vacunas escolares obligatorias y recomendadas, Indiana 2025-2026



Actualizado 12.11.2024

Grado	Obligatoria	Recomendada	
Pre-K	3 hepatitis B 4 DTaP (difteria, tétano y tos ferina) 3 polio	1 varicela 1 MMR (sarampión, paperas y rubéola) 2 hepatitis A	Gripe anual COVID-19 Enfermedad por <i>Haemophilus influenzae</i> tipo b Antineumocócica conjugada
K a 5.º	3 hepatitis B 5 DTaP 4 polio	2 varicela 2 MMR 2 hepatitis A	Gripe anual COVID-19
De 6.º a 11.º	3 hepatitis B 5 DTaP 4 polio 2 varicela	2 MMR 2 hepatitis A 1 MCV4 (antimeningocócica) 1 Tdap (tétano, difteria y tos ferina)	Gripe anual 2 o 3 HPV (Virus del papiloma humano) COVID-19
12	3 hepatitis B 5 DTaP 4 polio 2 varicela	2 MMR 2 hepatitis A 2 MCV4 1 Tdap	Gripe anual 2 o 3 HPV 2 MenB (antimeningocócica) COVID-19

**HepB:** La edad mínima para la tercera dosis de la vacuna contra la hepatitis B es 24 semanas de edad.

**DTaP:** Las cuatro dosis de DTaP/DTaP/DT son aceptables si la cuarta dosis se administró al cumplir cuatro años o después de esa fecha.

**Polio:** Tres dosis de la vacuna contra la poliomielitis son aceptables para todos los niveles de grado si la tercera dosis se administró al cumplir cuatro años o después de esa fecha y al menos seis meses después de la dosis anterior.

\*Para los estudiantes de K hasta 12., la dosis final debe administrarse al cumplir cuatro años o después de esa fecha y por lo menos seis meses después de la dosis anterior.

**Varicela:** La documentación del médico sobre el historial de la enfermedad, incluido mes y año, se considera prueba de inmunidad para los niños que ingresan a preescolar hasta 12.º grado. No se aceptará el informe de los padres sobre el historial de la enfermedad.

**Tdap:** No hay un intervalo mínimo desde la última dosis de Td.

**MCV4:** Las personas que reciben la primera dosis al cumplir 16 años o después de esa fecha solo necesitan una dosis de la vacuna MCV4.

**Hepatitis A:** El intervalo mínimo entre la primera y la segunda dosis es seis meses calendario. Se requieren dos dosis para todos los niveles de grado.

Para obtener información adicional sobre las vacunas, visite:

[in.gov/health/immunization](https://in.gov/health/immunization) o llame al 1 (800) 701-0704 en el horario de atención habitual.

## **Appendix B: Appropriate and Inappropriate Snack List**

### **Appropriate (Healthy) Snacks**

Fruit (sliced, peeled, dried, and/or ready to eat)  
Vegetable sticks (carrot, celery, etc.)  
Gogurt  
Peanut butter crackers  
Cheese and crackers  
Cheese (cubes, slices, stick, etc.)  
String cheese  
Goldfish  
Granola bars  
Cereal (non-sugared)  
Cereal bars (non-sugared)  
Nuts (low salt)  
Raisins  
Applesauce  
Banana bread  
Any snack crackers (Cheese-Its, Triscuits, etc.)  
Oyster crackers  
Trail mix (no candy)  
Original Chex-Mix  
Popcorn (plain)  
Pretzels  
Graham crackers (plain)  
Teddy Grahams

### **Inappropriate (Unhealthy) Snacks**

Fruit Roll-Ups  
Fruit-by-the-Foot  
Cookies  
Chips  
Fruit snacks (gummies, etc.)  
Rice Krispies treats  
Sugary cereal  
Sugary cereal bars  
Popcorn balls (caramel, butter, sugar)  
Candy  
Snack Cakes  
Donut

## Appendix B (cont.): In-Classroom Celebration Guidelines

### Birthday Celebrations:

- Each party will be celebrated in the classroom from 2PM-2:30PM or a time designated by the teacher on dates specified on the school calendar.
- Room Parents will cater the food for the celebration.
- Menu items will be:
  - o Yogurt Fruit Parfaits **or**
  - o Muffin or cupcake (*avoid excessive icing*) **and**
  - o Juice boxes

### Christmas Celebrations:

- Each party will be celebrated in the classroom on a date specified on the school calendar. Times will be determined by the Principal and Teacher.
- This celebration will include games and parent participation.
- Room Parents will cater the food for the celebration and provide gifts.
- Menu items will be:
  - o Fruit and/or Vegetables
  - o Pastry (*muffins, doughnuts, cookies, etc*)
  - o Chips and Queso/Dip
  - o Hot chocolate, milk or juice

### Valentine Celebrations:

- Each party will be celebrated in the classroom from 2PM-2:30PM or on a time designated by the teacher on a date specified in the school calendar.
- Room Parents will cater the food for the celebration.
- Valentine greetings are allowed if one is provided for each student.
- Menu items will be (*only 2 items below chosen by the room mother*)
  - o Fruit and/or Vegetables
  - o Cookie
  - o Chips and Queso/Dip
  - o Ice Cream
  - o Juice boxes

### Halloween Party

- The Halloween Party will be on a date specified on the school calendar. Room parents will provide the food and drinks for the party. **This is a party where the teacher will oversee the food and games. Trick-n-Treat bags can be provided, but they will be sent home.**
- Room parents will choose any **two** food items plus drinks.
  - o Fruit &/or vegetables with dip
  - o Cookies or brownies
  - o Ice Cream
  - o Chips with Queso/dip
  - o Juice Boxes or water

### St. Anthony School- Form 2 -Self-Administration of Medication Parent/Guardian Release

Archdiocese of Indianapolis Policy Statement 2008-02 recognizes that parents have the primary responsibility for the health of their children. It is strongly recommended that medication be administered at home. St. Anthony School is aware that some children may require medication or other medical care while in our care to maintain good health.

If a student must take medicine while at St. Anthony School, please be mindful of the following:

- Parents should confer with their medical practitioner to arrange medication intervals to avoid administration of medication at school whenever possible.
- When medication must be taken at school, parents shall provide explicit written directions from their medical practitioner regarding the need for medication and/or specific medical care
- Circumstances requiring the direct measuring and administration of medications, injections, blood tests, observations of symptoms, specific emergency responses by non-medically trained staff or the possession and use of inhalers or other medical devices shall be handled on a case-by-case basis according to a specific individual health plan developed and signed by a medical practitioner and kept on file for the student.
- Students are not permitted to carry medications (including analgesics, herbs, enzymes, oils, etc.) on their persons except for inhalers or other medical devices with permission. Medications will be secured in the office.
- All medication is to be taken in the presence of designated staff and documented in a confidential log.
- NO MEDICATION of any kind is to be provided by the school, staff or volunteers.
- Prescription medication must be in the original pharmaceutically dispensed and labeled container. The prescription label will be considered the written order of the medical practitioner in most cases.
- Non-prescription medication must be in the original container in which it was purchased. Medicine cups should be provided for liquid medication.
- Parents must fill out a new form for each medication or to change medication instructions.
- Self- Administration of Medication releases must be renewed at the beginning of each school year.

Please complete the form below for administration of medication during school:

Name of Student:
Name of Medication: <input type="checkbox"/> Prescription <input type="checkbox"/> Non-Prescription <input type="checkbox"/> Refrigeration Required
Diagnosis/reason medication is required:
Dosage, method of administration (e.g. by mouth) and any additional instructions (e.g. take with food):
Time (hour) medication should be taken:
Start and end date medication is to be taken:
Side-effects of the medicine and/or symptoms of condition being treated:

I hereby give permission for non-medical staff to oversee self-administration of the medication specified above by my child:

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Emergency Phone #s: \_\_\_\_\_

## Appendix C: Uniform Examples



5-8 grade only



5-8 grade only



K-4 grade only



5-8 grade only



K-4 grade only  
Drawstring



5-8 grade only



K-4 grade only

## Appendix C: Uniform Examples (cont.)



Worn under skirts or  
jumpers



Worn under skirts or  
jumpers



Youth & Adult Sizes



Adult Sizes Only



Youth & Adult Sizes



Youth & Adult Sizes



Adult Sizes Only

St. Anthony School Handbook

**2025-2026**

It is extremely important that every family, parent and student, read the school handbook which includes all our policies and procedures for the school. **This states the school's rules and expectations in all areas. Failure to sign this page does not exempt you or your child from our rules and expectations.**

By signing below, I attest that I have read the 2025-2026 School Handbook, and I agree to follow the school policies and procedures.

Date: \_\_\_\_\_

Family Name(Please Print): \_\_\_\_\_

Parent's Signature \_\_\_\_\_