

**St. Antoninus School  
Handbook  
2011/2012**

**Mr. John F. Corey, Principal**



**ST. ANTONINUS  
SCHOOL**

## **TABLE OF CONTENTS**

**Philosophy**

**Student's Rights & Responsibilities**

**School Administration**

**Enrollment, Registration & Withdrawal**

**School Funding**

**Academic Issues**

**School Discipline**

**School Uniform**

**General Procedures**

- Daily Schedule
  
- Car Riders Drop Off / Pick Up
  
- Bus Riders / Walkers
  
- Absence / Incomplete Day
  
- School Closings & Delays
  
- Health Room, Medical Forms
  
- Field Trips
  
- Library, Lunch, Messages, Phone Calls
  
- Visitors, Student's Responsibility / Forgotten Items,  
Lost and Found, Textbooks

**How to Get Involved**

**Parent Agreement**

## **Philosophy of St. Antoninus Parish School**

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

### **Mission**

Parents are the primary educators of their children, and promise at Baptism to raise their children in the practice of the Faith. Godparents promise to assist them. St. Antoninus Parish accepts its mission as “godparents” for our children, assisting parents in the practice of the Faith by providing for our children’s informational, formational and transformational needs.

### **Informational Needs**

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

### **Formational Needs**

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

### **Transformational Needs**

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

### **Summary**

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

## **Student's Rights and Responsibilities**

### **FUNDAMENTAL RIGHTS**

- Every student has the right to be cherished as a gift to our humanity.
- Every student has the right to information and guidance that will promote the discovery and development of his or her God-given talents and abilities.

### **RESPONSIBILITIES**

#### **Dignity**

Every student will acknowledge his or her own dignity, and respect the dignity of every other person.

#### **Best Work**

Every student will do his or her best work at school and at home.

#### **Care of Mind and Body**

Every student will take care of his or her mind and body.

#### **Help Others**

Every student will help others, and show kindness and courtesy toward others.

#### **Learning Environment**

Every student will respect and promote a learning environment that recognizes and celebrates the diversity.

#### **Respect Authority**

Every student will respect the teaching authority of the parents, faculty and staff.

## **School Administration**

### **SCHOOL POLICY**

In dialogue with the Pastor, Principal and Director of Religious Education, the **Education Commission** evaluates and recommends the administration on the development of school policy. The **Principal** is the day-to-day administrator of these policies within the school. The **Pastor** is the ultimate authority with regard to the establishment of policy and the overall operation of the parish and school.

### **SCHOOL OFFICE**

The principal and the school secretary staff the office. The office is located on the upper level of the Father McCarthy Education Center (main entrance). Parents are welcome and encouraged to contact the school office about questions or concerns relating to school administration. Telephone messages may be left on the office voice mail 24 hours a day.

#### **Messages**

Messages are retrieved periodically during the school day and every effort is made to respond as promptly as possible when necessary. Written messages will be placed in the Principal's mailbox. Phone messages are sent to the appropriate person via e-mail. It is advised that a parent schedule an appointment if there is a lengthy or sensitive issue to be discussed.

### **SCHOOL – HOME COMMUNICATION**

#### **White Envelope**

The school office will call or write with general information as the need arises. Written information may be sent through the mail, home with a student, or through the weekly "white envelope." The "white envelope" contains a variety of information that comes from the school office, the Religious Education office, the PTO, the Athletic Club, and/or the Parish House.

#### **Parish School Website**

You can also find a great deal of information on the parish school website: [www.saintantoninus.org](http://www.saintantoninus.org).

#### **Parent—Teacher Communication**

When a parent has a concern regarding their child and his or her teacher, the first recourse is the teacher. Parents are encouraged to send a note or e-mail or to call the office. A message to return the call will be forwarded to the teacher(s). Personal information will always be handled confidentially either by phone, e-mail or letter. As a general rule, teachers will not be interrupted for messages during the school day.

#### **Issue Resolution**

If an issue is not resolved, teachers or parents are encouraged to notify the principal. If necessary, the principal or parents are then to address the Pastor.

## **School Administration (cont.)**

### **SCHOOL – HOME COMMUNICATION**

#### **Meet the Teacher Night**

Early in the school year, an Open House evening is held where we welcome all of our community. After a brief assembly, parents have the opportunity to go to classrooms, meet teachers, and learn about class procedures.

#### **Parent—Teacher Conferences**

These conferences are generally scheduled in November and again in February. Though not required, conferences provide an excellent opportunity to discuss student progress and get to know the teachers. Conferences may otherwise be initiated by either teacher or parent at mutually agreeable times.

#### **Catholic Schools Week**

Usually held in late January, this nationwide observance of our Catholic educational heritage provides a variety of opportunities for the school and community to share. The particular events will be announced through various school and parish bulletins as the week approaches.

## **Enrollment, Registration & Withdrawal**

### **OVERVIEW**

St. Antoninus Parish School affords equal educational opportunities to all students without regard to race, color, national origin, or sex. Admission of a handicapped student is contingent upon the determination of the principal that the school can reasonably meet the instructional needs of the child.

### **ENROLLMENT**

#### **Registered Parish Students**

St. Antoninus Parish School is committed to offering its educational services to students whose families are registered members of St. Antoninus Parish Church. Families who move out of the parish boundaries may continue to enroll their students in St. Antoninus Parish School while paying the “in-parish tuition” so long as the family is a supporting member of the parish, making weekly, recordable Sunday contributions in accordance with the Parish Office guidelines.

#### **“Out-of-Parish” Students**

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

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

#### **When Space Is Limited**

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

#### **Enrollment During the School Year**

Parents whose children are registered after the school year begins must meet with the principal. Normally, student records must be transferred to St. Antoninus Parish School prior to the student’s first day.

#### **Student—Teacher Ratio**

The student: teacher ratio for any given grade will be determined by a “**30 plus 1**” rule. This would mean that any given classroom could house up to 31 students so long as not every room at that grade level has 31 students. The Education Commission may recommend varying limits as particular circumstances warrant.

## **Enrollment, Registration & Withdrawal (cont.)**

### **After School Child Care Program**

Parents whose work schedules necessitate after school child care have the option of registering St. Antoninus Parish School students of grades one through six in the After School Child Care Program. Students in grades seven and eight can only be admitted if they have younger siblings in the program. Registration information is available by calling the school office.

## **REGISTRATION**

New student registration is on the first Sunday following Open House. New student's registration requires the completion of state and locally required forms, transfer of previous records, and payment of the registration fee. The Registration fee is non-refundable. Returning student registration occurs between **March 11** and **mid-April** for the following school year, **provided that all previous tuition and fees are paid in full by March 10**. Students already enrolled are automatically registered for the following year when the registration fee is paid by the **mid-April date**. The registration fee is non-refundable and will be credited against tuition.

## **WITHDRAWAL OF A STUDENT**

### **Release Process**

Parents who intend to withdraw their child from St. Antoninus Parish School should notify the office at least one week prior to the final day. A form allowing St. Antoninus Parish School to release records must be signed by parents or legal guardians and all applicable tuition and fees must be verified with the parish business manager and paid before any records can be forwarded.

### **Pregnancy Policy**

Upon confirmation of a student's pregnancy, parents are expected to notify the Pastor and/or principal in order to arrange a conference. Giving consideration to Church teachings and the range of ages present in our parish school, the pregnant student (and the father, if also a registered student) will be dismissed from St. Antoninus Parish School. Every consideration will be given in order to assist with guidance and counseling.

## School Funding

### OVERVIEW

The parish school is funded by school family tuition, state money, parishioners' contributions and parish fundraisers. Tuition traditionally covers a little over 50% of the school's yearly budget. The Pastor and the Finance Commission determine tuition each year in consultation with the Education Commission.

### IN-PARISH TUITION

#### Tuition Guidelines

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

#### Tuition Payment Options

- **One time/annual payment** is due in June, directly payable to St. Antoninus School.
- **Semi-annual payments** are due in June and December, directly payable to St. Antoninus School.
- **Ten monthly payments** are due on the 10th of each month, beginning in June and ending in March. Monthly tuition is to be paid in full by March 10. Payments are made through the **Tuition Management Systems (TMS)**, an outside resource.

Any family of a graduating eighth grader will be subject to withdrawal of the student from St. Antoninus before the beginning of the fourth quarter if tuition is not current by December 10. Written notification will be provided at the end of the first semester if tuition is not current to any family at risk of this policy.

### OUT-OF-PARISH TUITION

Those who are not registered, supporting members of the parish must pay out-of-parish tuition. The Pastor and the Finance Committee determine this rate in consultation with the Education Commission.

### INDIVIDUAL SUPPLY LISTS

Some supplies or other materials which are required by the educational program but are for the sole use of an individual student must be purchased separately. At the end of each year, a supply list is available for each grade level. The students should be properly equipped for the start of school.

## School Funding (cont.)

### TUITION ASSISTANCE PROGRAM

#### Overview

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

#### Process Guidelines

1. St. Antoninus offers a tuition assistance program (**TAP**) to families with students in grades 1-8. To apply for assistance, families must complete the **Private School Aid Service (PSAS)** form. It must be postmarked by **May 1**. PSAS forms are available on the school website during the application period of February through April.
2. If you have a child(ren) entering grades 5-8, they must apply for the Educational Scholarship Assistance program (**ESAP**) **before applying for (TAP) through PSAS**. ESAP financial aid applications must be postmarked by **March 1**. Information and forms for ESAP are available on the St. Antoninus school website or by going to the Elder High School website [www.elderhs.org](http://www.elderhs.org).
3. The same PSAS form is used for both programs – only one application and fee is required. St. Antoninus policy requires that families requesting assistance through the parish **MUST** also apply for ESAP if they are eligible (have students entering grades 5-8).
4. There are additional awards given to one seventh grade boy and one seventh grade girl at each ESAP participating Catholic grade school. The scholarship is for the eighth grade year and is based on an application with a short essay. This award is not dependent on financial need. The scholarship award is \$500 per student. **Scholarship applications are due by March 1**. Applications are available on the Elder website [www.elderhs.org](http://www.elderhs.org).

	<b>PSAS ESAP</b>	<b>Scholarship</b>	<b>PSAS TAP</b>
<b>By March 1</b>	<b>Grades 5-8</b>	<b>Seventh grade boys and girls</b>	<b>Grades 5-8</b>
<b>By May 1</b>			<b>Grades 1-4</b>

## **School Funding (cont.)**

### **Disbursement**

Disbursed in early June, TAP funds cover upcoming and current year tuition costs. This assistance is not being offered to pay any delinquent tuition. (See "Registration.")

## **Academic Issues**

### **CURRICULUM**

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

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

Our curricula includes:

- Religion
- Language Arts
- Mathematics
- Social Studies
- Science
- Technology
- Music and Art
- Physical Education
- Spanish (7<sup>th</sup> & 8<sup>th</sup>)

### **STRUCTURE**

#### **Grade Four through Grade Eight**

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

In any given room, there is more than one ability group represented. For example, in room #, there may be a group of accelerated readers and a group of remedial readers. This system enables the more critical Language Arts objectives of the younger student to be met in the most effective manner while avoiding the imposition of “labels.”

#### **Grade One through Grade Three**

Grades one, two, and three are self-contained for Language Arts and Math, but change rooms (teachers) for other subjects.

#### **Kindergarten**

Kindergarten is self-contained (remaining in one room with one teacher).

## **Academic Issues (cont.)**

### **HONORS RECOGNITION**

#### **Overview**

Students in grades four through eight can earn first or second honors at the end of the first, second, third, and fourth quarters. Honors are based on the following point system:

**“A” = 4 points; “B” = 3 points; “C” = 2 points**

#### **For Grades 4 through 6**

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

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

Students are ineligible for honors if they receive a checkmark under the heading “Personal Development” on that quarter’s report card, or receive a “D” or “F” in any of the subjects identified above during that quarter. If a student in Grade 6 receives 30 or more demerits within a quarter, he/she would be ineligible for honors.

#### **For Grades 7 and 8**

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

**First Honors = 28 to 26 points      Second Honors = 25 to 21 points**

Students are ineligible for honors if they receive a checkmark under the heading “Personal Development” on that quarter’s report card or receive a “D” or “F” in any of the subjects identified above during that quarter. If a student in Grades 7-8 receives 30 or more demerits within a quarter, he/she would be ineligible for honors.

## **GRADING**

#### **Four Quarters**

St. Antoninus Parish School operates on a four quarter system. Report Cards are sent home with the students within one week of the end of each quarter, with the exception of the fourth quarter when the report card is issued on the final day of school.

#### **Interims**

Midway through each quarter, an Interim report is sent home with each student.

#### **Grades Four through Eight**

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

## **Academic Issues (cont.)**

### **Grades One through Three**

In grades one through three, the “S+” (strong progress) – “U” (unsatisfactory progress) scale is used, along with an “Effort” mark. This grading system is consistent with the Archdiocesan model.

## **HOMEWORK**

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

### **General Rule**

**Kindergarten** approximately 15 minutes

**Grades 1 – 3** 20 to 45 minutes

**Grades 4 – 6** 45 to 90 minutes

**Grades 7 – 8** 60 to 120 minutes

Not all assignments are to be written. Reading and reviewing are important components. Time for homework should be set aside after every school day.

## **SUMMER SCHOOL AND RETENTION**

### **Guidelines**

If a student is significantly weak in any one subject area, summer school may be recommended. If the student has a failing, yearly average in a given subject, summer school may be required for that subject. When a student has a failing, yearly average in two or more subjects, that student will not be promoted to the next grade level.

### **Seventh or Eighth Grade**

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

## **AUXILIARY PROGRAMS AND STAFF**

In addition to the regular educational program, St. Antoninus Parish School offers limited Remedial Reading and Math programs, Speech and Language therapy, diagnostic psychological services, and learning disabled tutorial programs.

State and federal funds provide for these services. There are qualifications for inclusion in such programs. Administration, teachers, and parents make the recommendation that a student receive such services.

# **School Discipline**

## **OVERVIEW**

St. Antoninus Parish School seeks to cultivate the Christian virtues of charity, integrity, honesty, and justice, all of which are reflective of a respect for one's own life and the lives of each other. The list of rules and regulations is not intended to be exhaustive.

### **Discipline Policy**

The administration and faculty reserve the right to apply disciplinary measures for any misconduct even though it is not specified in these rules and regulations. Students who fail to abide by these rules are subject to disciplinary policy and actions.

### **Process**

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

### **RULES—General**

1. Each student is responsible and accountable for his or her own actions.
2. To all staff, parents, workers, volunteers, visitors and students, courtesy, respect, and consideration will be shown.
3. All students are subject to correction from any faculty or staff.
4. The School Uniform Code will be followed except when an "out-of-uniform" day has been permitted by the principal.
5. Improper language or gestures, deliberate injury, or threatening statements will not be tolerated.
6. Stealing, cheating, or forgery of parent(s) signature(s) will not be tolerated.
7. Willful destruction of property or vandalism will not be tolerated, and parents are responsible for associated costs of repair or replacement. Accidental damage will also be subject to reimbursement of repair or replacement costs.
8. Books and materials are to be handled with care. Books must be covered and re-covered as necessary. Damage to books on loan is subject to a fine not to exceed the book's value.
9. Students are expected to come prepared for class and other school activities.
10. Each student is responsible for his or her own belongings. Personal items should be marked with the student's name.

## **School Discipline (cont.)**

11. The student's use of personal electronics such as iPods, Walkmans, Discmans, hand-held game devices, cell phones, or recording devices is not permitted at school.

12. Weapons, or any item that might be considered a weapon by the principal, are not permitted at school.

13. Students are to be orderly in the halls at all times so that a learning environment is maintained. Students must walk in the halls and may speak quietly. No student should be in the hall without the expressed permission of a faculty or staff member.

14. Students are not permitted to leave the school premises during the school day without the written, signed permission of their parent(s).

### **RULES — On the Playground**

1. No games involving physical contact are permitted.
2. No pushing, pulling, grabbing, or blocking is permitted.
3. Students are never to lift or carry another person.
4. Any accident or injury must be reported to the teacher on duty.
5. Students may not leave the grounds to retrieve balls without the permission of the teacher on duty.
6. Any and all playground equipment must be used with safety in mind for self and others.
7. Snow is not to be thrown or kicked for any reason.

### **RULES — In Church**

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

### **DEMERIT SYSTEM (GRADES 6 - 8)**

A "demerit" system is used to communicate to students and parents our concern regarding behavior that is inconsistent with our stated rules and regulations.

#### **Number of Demerits Given**

The number of demerits given (ranging from 1 to 20) will depend upon the nature of the misconduct.

#### **Parent Notification**

Parents are notified by use of a triplicate **Demerit Slip** form. The top copy is given to the student and must be signed by a parent and returned to the teacher the next day.

## **School Discipline (cont.)**

### **Accrual of Demerits**

Demerits accumulate throughout the year. For each 10 demerits accrued, the student is required to spend one half-hour of detention after school (2:30 – 3:00 p.m.). At 50 demerits, in addition to detentions, a **Disciplinary Probation Plan** will be written by the principal in consultation with the parents. A breach of this plan may, at the discretion of the principal, result in the expulsion of the student.

### **Suspension**

If the nature or severity of the misbehavior warrants, the principal may suspend the student from school. Parents will be notified in writing of the suspension. Course work will be the responsibility of the student. Tests will be made up by the second day of the student's return to school.

## School Uniform

### OVERVIEW

St. Antoninus Parish School represents the parish in the community. Every student is an "ambassador" whose appearance and actions speak loudly. Any exception to the dress code will be made at the discretion of the principal.

- **General Dress Code**
- The following are some general rules for both regular and warm weather dress code:
- Simple hygiene is a minimum expectation. Regular bathing is recommended for junior high students.
- The boys' hair must not extend below the shoulders or below the eyebrows.
- All students' hair must be of a natural color.
- **For grades 3-8** a brown, black, or blue belt must be worn with pants or shorts.
- Shirts and blouses must be long enough to remain tucked in all day (with the exception of the "over shirt").
- Dress shoes or gym shoes are permitted and must be properly fastened at all times. Shoes with wheels are not appropriate.
- Socks (white, black or navy) must completely cover the ankle.
- Clothing worn as outerwear cannot be worn during class times.

### General Dress Code Restrictions

- No visible tattoos are permitted.
- No make-up is permitted. Girls may wear only clear nail polish.
- Girls may neither wear dangling earrings nor more than one pair of earrings.
- Boys may not wear earrings of any type.
- A simple cross or religious medal may be worn on a simple chain. One simple ring may be worn on a hand.
- No other types of jewelry are to be worn to school.
- No high school or college spirit wear (except as outerwear).
- Underclothing must be inconspicuous.
- T-shirts, if worn under the uniform shirt, must be solid white.
- No hats, scarves, or other headwear may be worn inside the building. Girls may wear plain hair bands (no ribbons or scarves attached).

## **School Uniform (cont.)**

### **Boys' Uniform**

#### **Pants: K – 8**

Solid color, navy blue chino style pants are to be worn. Dress cords are permitted. Pants having rivets, patch pockets, and/or cargos are not permitted.

#### **Pants: Grades 6 – 8**

May wear khaki chino style pants in addition to the navy blue pants. Dress cords are acceptable. Pants having rivets, patch pockets, and/or cargos are not permitted.

#### **Shirts: K – 8**

Solid white or solid navy blue shirts with a collar, knit polo shirts with a collar (of stated colors), or St. A. spirit wear polo shirts of stated colors may be worn.

#### **Sweatshirts: K – 8**

Navy blue uniform sweatshirt may be worn.

### **Girls' Uniform**

#### **Jumper/Skirt**

The uniform jumper is worn in grades K-4. The uniform skirt is worn in grades 5 through 8. The hem of the jumpers and skirts must touch the top of the knee cap.

#### **Slacks: K – 8**

Solid color, navy blue chino style pants may be worn. Dress cords are permitted. Pants having rivets, patch pockets, cargos, and/or knit slacks (stretch/exercise) are not permitted.

#### **Slacks: Grades 6 – 8**

May wear khaki chino style pants in addition to the navy blue pants. Dress cords are acceptable. Pants having rivets, patch pockets, cargos, and/or knit slacks (stretch/exercise) are not permitted.

#### **Leggings and Tights**

Only the approved navy blue uniform leggings may be worn. White tights (must have feet) are permitted.

#### **Blouse**

Solid white or solid navy blue blouses with a collar, knit polo shirts with a collar (of stated colors), banded hem "over shirt" (of stated colors), or turtlenecks (of stated colors), or St. A. spirit wear polo shirts of stated colors may be worn.

#### **Sweaters/Sweatshirts**

Solid white hoodless sweaters or the navy blue uniform sweatshirt may be worn.

## **School Uniform (cont.)**

### **GYM UNIFORM**

A gym uniform is required for grades 4-8. The uniform is purchased through Spirit wear/PTO at various times throughout the year.

### **WARM WEATHER UNIFORM**

During the months of **August, September, May and June**, students have the option of wearing either the regulation uniform or the regulation uniform with solid navy blue or khaki walking shorts (khaki for grades 6 – 8 only).

No knit, spandex, lycra, or multi-layered shorts are permitted. All other clothing must meet the regulation uniform code.

At the principal's discretion, shorts may be deemed appropriate in other months due to unseasonably warm weather.

### **OUT-OF-UNIFORM GUIDELINES**

When the principal permits an "out-of-uniform" day, the following guidelines must be followed:

- At no time should there be bare midriffs; i.e. low-cut pants or skirts, or short cut shirts.
- Shorts must extend to within three inches of the top of the kneecap.
- Shirts and pants must be styled and worn so that they do not allow for the exposure of any part of the under garments.
- Shoulders must be covered (no tank tops or spaghetti straps) and shirts must have sleeves and cannot have a deep neckline.
- T-shirts cannot display graphics or wording that refer to alcohol, drugs, violence, or sex.
- All clothing must be clean and in good repair.
- For safety reasons, shoes may not be open-backed (no flip-flops or clogs).

## General Procedures

### DAILY SCHEDULE

<b>7:35 a.m.</b>	Supervision in designated areas begins.		
<b>7:45 a.m.</b>	First bell rings and children must then enter the building. In inclement weather, the students may enter the building immediately, following the teachers' directions.		
<b>7:50 a.m.</b>	Children are to be in their homerooms. Students arriving later than 7:50 will be marked Tardy. (See "Tardy/Incomplete Days.")		
<b>8:00 a.m.</b>	Classes begin.		
<b>Lunch &amp; Recess</b>	<b>Grades 7, 8</b>	<b>Mon, Tues, Wed, Thurs</b>	<b>10:55 a.m. — 11:30 a.m.</b>
		<b>Fri</b>	<b>11:00 a.m. — 11:50 a.m.</b>
	<b>Grades 5, 6</b>		<b>11:00 a.m. — 11:50 a.m.</b>
	<b>Grades 1,2,3,4</b>		<b>11:50 a.m. — 12:40 p.m.</b>
<b>2:15 p.m.</b>	Afternoon homeroom for grades 1 through 5. Classes still in session for grades 6 through 8.		
<b>2:25 p.m.</b>	Bell signals dismissal for grades 1 through 4.		
<b>2:30 p.m.</b>	Bell signals dismissal for grades 5 through 8.		

### CAR RIDERS

#### MORNING TRAFFIC PATTERNS

**Those cars whose youngest student is in grade 5 - 8** should drop off using the front driveway. The students in grades 5 - 8 will wait in front of the school building.

**Those cars whose youngest student is in grades 2, 3 or 4**, enter the lower lot from Sylved Lane, approach the steps and drop off the students along the lower building. These students will enter the building through the lower level entrance to the new wing and proceed to the cafeteria where a teacher will supervise.

## **General Procedures (cont.)**

**Those cars whose youngest student is in grades K and 1** enter the lower lot from Sylved Lane, move along the fence to the back driveway, and drop off these students between the Gym lobby entrance and the upper Kindergarten entrance.

**ALL CHILDREN MUST EXIT CARS ON THE RIGHT.**

## **AFTERNOON TRAFFIC PATTERNS**

All cars must enter from Sylved Lane and park in the lower playground to await the children. When all students are aboard, cars proceed in a one-way, single-file pattern to the back of the building exiting onto Linneman Road. Only those carpools that are also picking up children from A Child's Garden preschool are permitted to park in the upper lot at dismissal.

## **TRAFFIC SAFETY ISSUES**

### **In the Morning**

Some parents of younger students (K-3) may need to walk their child(ren) into the building. On these occasions, parents must park facing the fence in the back driveway. This necessitates their crossing the traffic flow **with** their child(ren). All parents must exercise caution as these children are brought into school.

**Giving priority to safety rather than convenience, it is imperative that cars maintain a single-file line until they are past the drop-off zone and prepare to turn right or left onto Linneman Road.**

### **In the Afternoon**

Upon dismissal, cars are not permitted to exit the lower lot except through the back driveway onto Linneman Road. **No cars are permitted to use the ramp to the upper lot.** No cars are to exit onto Sylved Lane. This is necessary for the safety of those students who walk home and cross the ramp to the upper lot or use the exit onto Sylved Lane.

## **BUS RIDERS**

Students who ride the bus are expected to observe the rules and regulations of the school as well as any and all behavioral expectations of the transportation authority. While on the bus, misconduct by any student will be subject to the disciplinary actions of the school and/or the transportation authority. When a student's typical transportation plans change, the parent must provide a note to inform the teacher on bus duty.

## **General Procedures (cont.)**

### **STUDENTS WHO WALK TO/FROM SCHOOL**

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

### **SAFETY PATROL GUARDS**

In the morning (7:30 – 7:45) and afternoon (2:25 – 2:45), student patrol guards are posted at the following locations to assist the students who walk to and from school:

- Entrance at Sylved Lane
- Front Unloading Zone (morning) / Lower Lot (dismissal)
- Back Driveway Crosswalk
- Linneman Road (at Lucenna Drive)

### **ABSENCES**

#### **Notification to Office**

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

#### **Appointments, Scheduled Events, Vacations**

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

While prearranged absences are generally discouraged, St. Antoninus School recognizes that certain occupations and events scheduled out of parents' control (weddings, ordinations, whole family reunions, etc.) prohibit all vacations from occurring during the normal school vacation times. Plans must be made out well in advance with individual teachers. Many times work may not be given out in advance without teacher instruction. Any work given out prior to an arranged vacation is due upon return. Any work not given in advance after an arranged absence is given one day per day absent.

## **General Procedures (cont.)**

### **TARDY / INCOMPLETE DAYS**

#### **Late Arrival**

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

When a student arrives late, he/she should first report to the school office with a written note from his/her parent explaining the reason for being late. The student will be given a tardy slip to give to the homeroom teacher.

#### **Absent**

A student arriving after 9:15 a.m. or leaving before 1:15 p.m. will be marked absent for one-half day. If a student leaves before 9:15 a.m., they will be marked absent for the day.

#### **Permanent Record**

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

#### **Sign In / Out**

Students must always sign in and sign out in the school office when entering or leaving the building between 7:50 a.m. and 2:30 p.m.

### **WEATHER RELATED CLOSINGS & DELAYS**

#### **Oak Hills School District**

St. Antoninus Parish School follows the Oak Hills School District regarding weather-related closings, delays and early dismissals. All major radio and television stations carry these announcements. The school’s website and voice mail will also have an announcement. Keep in mind that we have two independent bus systems servicing our students.

#### **Closings & Delays**

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

#### **Cincinnati Public School Busses**

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

## **General Procedures (cont.)**

**Note:** Parents should not call the rectory for information regarding closings or delays.

### **EARLY DISMISSAL OF THE SCHOOL**

#### **Oak Hills School District**

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

#### **Phone Chain**

When school is dismissed early due to an emergency (bad weather), families may be notified via a phone chain initiated by the school office and room parents.

#### **No After School Care**

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

#### **Contingency Plan**

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

#### **Please Be Patient**

It is imperative that parents patiently follow procedures and directives in order to insure students' safety.

## **General Procedures (cont.)**

### **HEALTH ROOM**

The Health Room is staffed full-time: three days per week by a Registered Nurse and two days a week by a Health Room Clerk. The School Nurse performs vision, hearing, and scoliosis screenings throughout the year.

#### **Notification of Illness**

Parents will be notified in the event their child is sent to the Health Room with injuries requiring attention other than simple first aid. Parents will be contacted if their child has a fever greater than 100° or vomits at school. Parents should not place other students at risk by sending children with infectious or contagious illnesses to school.

## **General Procedures (cont.)**

### **MEDICAL FORMS**

Emergency medical forms are sent home with the students on the first day of school. These forms must be completed and returned to school the following day. Throughout the year, any changes in the information contained on the form must be reported immediately to the school office and Health Room.

**Dispensation of prescription medications cannot take place at school without an authorization form signed by a parent and physician.**

These authorization forms can be obtained in the Health Room or the school office. School personnel cannot administer medication for which no form is on file. A parent may come to school and personally administer the medication.

### **FIELD TRIPS**

Field trips are scheduled at each grade level as part of the regular school program. Parents or legal guardians must sign permission forms and the appropriate medical and medication forms must be on file in the Health Room before students can participate. An additional fee is often required for field trips.

#### **St. Antoninus Parish School Chaperone Guidelines**

The St. Antoninus Parish School staff appreciates the willingness of parents to volunteer their time with the children. In order to provide the best educational experience for the students, it is important for the parents to understand their responsibilities as chaperones. Our school assumes the chaperone will conduct his or herself in a professional manner.

Per the Archdiocesan Decree on Child Protection, please take these guidelines seriously. Some expectations:

- Parents are responsible for the safety and welfare of the children in their group.
- Parents must not bring other siblings along.
- Students deserve confidentiality in and out of the class/field trip environment. Do not discuss students with ANYONE.
- Parents cannot smoke or drink alcoholic beverages while on a school field trip.
- Parents should dress appropriately for school activities.
- Parents are representatives of St. Antoninus Parish School and should speak and act in a manner appropriate for school.
- Parents should ride the bus with the children unless the teacher has made other arrangements for transportation.

## **General Procedures (cont.)**

- Parents cannot transport their own children; all students will ride the bus. (Exceptions may be made for students with special circumstances; i.e. wheelchair bound, etc.)
- Parents should check with the teacher's policy before bringing spending money.
- Parents need to be familiar with school/class rules and follow them.
- Parents need to speak with students in a positive manner.

## **LIBRARY**

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

## **LUNCH**

All students in grades 1-8 must pack a lunch. Hot lunches are available on Fridays. Order forms for hot lunches are sent home on Mondays in the white envelope. The form must be returned with payment by Wednesday morning to each child's homeroom teacher. White milk, chocolate milk, or orange drink are the only drinks available. Students can purchase a drink card good for 20 drinks through their homeroom teacher. Students may be dismissed to go home for lunch. A signed and dated note from a parent is required. The note will be kept on file in the school office. Students must sign out/sign in at the school office if leaving the premises for lunch.

## **MESSAGES**

Messages for teachers can be left with the office and will be forwarded via e-mail (or e-mail the teacher directly). Leaving messages for students is discouraged. Students should not be asked to return a call unless there is an emergency. In general, teachers or students will not be interrupted for messages unless there is an emergency.

## **STUDENT PHONE CALLS**

A student who needs to make a phone call from school must obtain permission from the school office. Students are permitted to use the telephone for emergencies and school-related matters. The office reserves the right to refuse permission and to limit the length of a call.

## **VISITORS**

Visitors who enter any of the school buildings must first report to the school office for a visitor sticker. A visitor must sign in on the visitors' log and list his or her name, location during the visit, and the time in and time out of the visit. Unless the visitor has an appointment or approval from the school office, they may not interrupt the classroom.

## **General Procedures (cont.)**

### **STUDENT'S RESPONSIBILITY / FORGOTTEN ITEMS**

Students are expected to come to school prepared for the day. Parents are asked to assist the student and school in developing this responsibility. When parents need to bring an item to school, it must be brought to the school office. When a forgotten item such as an assignment or lunch is brought to the office, it will be the responsibility of the student to come to the office to claim it. The office will not be delivering them to the classroom nor interrupting class to have students come to the office. Students are reminded to check the office when they are missing any item.

Parents and students should be advised that access to the building, classrooms, or lockers cannot be assumed after 3 p.m.

### **LOST AND FOUND**

A Lost and Found bin is located in the cafeteria. Smaller items (like jewelry) will be kept in the school office. Students are to look in both places. Unclaimed items are given to needy families. Please remember to clearly mark items with the student's name.

### **TEXTBOOKS ON LOAN**

All students are loaned the necessary textbooks for their classes. Students must reimburse the school for lost textbooks and those damaged beyond use. An appropriate fine may be levied for other damaged or defaced books. If additional copies are available, those students with an ISP (Individualized Service Plan) may borrow them on a first-come, first-served basis.

## **HOW TO GET INVOLVED**

Our school community is blessed with a large number of parents willing to assist with our efforts. Many of the volunteer services at St. Antoninus Parish School are coordinated through the PTO. Others are arranged through individual teachers or the school office. At the beginning of the year, parents will receive a form on which they can indicate those activities in which they would like to become involved. Throughout the year parents will hear of additional opportunities.

The following list is not intended as an exhaustive of volunteer opportunities:

Room Parent Library Volunteer

Health Room "Everybody Counts"

Art Volunteer Cafeteria Volunteer

White Envelope Volunteer

Field Trip Chaperone

Hot Lunch Volunteer

In keeping with the Archdiocesan Decree on Child Protection, regular volunteers are required to attend an orientation regarding the Decree and to undergo a background check that requires the volunteer to be fingerprinted. A regular volunteer is one who has significant contact with children more than once per month or more than three hours per month.

If you need information on how to meet the requirements of the Decree, please contact the school office.