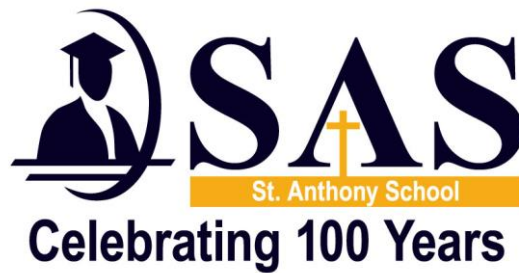


# **ST. ANTHONY SCHOOL PARENT AND STUDENT HANDBOOK 2017-2018**



## **EIGHTH GRADE GRADUATION 2017**



Be it known  
To all who enter here  
That ***Christ*** is the reason  
For this school,  
The unseen but ever present  
Teacher in its classes,  
The model of its faculty,  
The inspiration of its students.

**PASTOR**

Monsignor Frank Chiodo

**PRINCIPAL**

Dr. Joseph F. Cordaro

**SCHOOL SECRETARY**

Darcy Swesey

**BOARD OF EDUCATION**

Mary Porter  
Mike Swesey  
Ruth Sereg

Joe Fitzgerald  
Carolyn Lavorato

Three new BOE members will be selected in August, 2017

Monsignor Frank Chiodo, Pastor

Kari Howard, Faculty Rep.

## **Mission Statement for St. Anthony School**

St. Anthony School will provide a quality education program to St. Anthony Parish Community where all are expected to learn. That Christ is the reason for this school, the unseen but ever present teacher in its classes, the model of its faculty, the inspiration of its students.

### **Purposes of Catholic Schools**

The United States Catholic Bishops maintain that Catholic schools continue to be “the most effective means available to the Church for the education of children and young people.” Catholic schools afford the fullest and best opportunity to realize the fourfold purposes of Christian education:

- ◆ Provide an atmosphere where the Gospel message is proclaimed
- ◆ Create community in which Christ is experienced
- ◆ Provide service to others as the norm
- ◆ Cultivate thanksgiving and worship of our God

*In Support of Catholic Elementary and Secondary Schools, USCCB, 1990 & 2005*

### **Further, Catholic Schools are:**

- ◆ the environment in which Christian education is carried out
- ◆ places of evangelization
- ◆ places of complete formation
- ◆ places of enculturation
- ◆ places of apprenticeship in a lively dialogue between young people of different religions and social backgrounds

*Catholic Schools on the Threshold of the Third Millennium, 1997*



## **ST. ANTHONY SCHOOL**

### **GOALS FOR 2017-2018**

- ❑ To set higher expectations for all students in the area of reading and writing, therefore improving reading and writing skills.
- ❑ To set higher expectations for all our students in the area of math, therefore improving the math skills.
- ❑ To introduce and train teachers, students, and staff to Chrome Books and utilize Google Docs within the classroom and teaching in 6-8 grades.

## The Role of Parents in Catholic Education

The parent/guardian has the primary and sacred responsibility to educate his/her child/ren in the Catholic faith. *The Catechism of the Catholic Church states:*

### **2223**

Parents have the first responsibility for the education of their children. They bear witness to the responsibility first by creating a home where tenderness, forgiveness, respect, fidelity, and disinterested service are the rule. The home is well suited for education in the virtues. This requires an apprenticeship in self-denial, sound judgment, and self-mastery—the preconditions of all true freedom. Parents should teach their children to subordinate the “material and instinctual dimensions to interior and spiritual ones.” Parents have a grave responsibility to give good example to their children. By knowing how to acknowledge their own failings to their children, parents will be better able to guide and correct them.

### **2226**

Education in the faith by the parents should begin in the child's earliest years. This already happens when family members help one another to grow in faith by the witness of the Christian life in keeping with the Gospel. Family catechesis precedes, accompanies, and enriches other forms of instruction in the faith. Parents have the mission of teaching their children to pray and to discover their vocation as children of God.<sup>35</sup> The parish is the Eucharistic community and the heart of the liturgical life of Christian families; it is a privileged place for the catechesis of children and parents.

It is essential to the child's growth and development in the Catholic Faith that the parents/guardians live the life of faith at home. The effectiveness of St. Anthony School's education process depends upon this.

### **Christian Parents:**

1. Participate in the Eucharistic Liturgy EVERY Sunday with their children. The third commandment tells us to *keep holy the Sabbath*. *The Catholic Church specifies the law of the Lord more precisely: “On Sundays and other holy days of obligation the faithful are bound to participate in the Mass:* (CCC 2180). The Eucharist is the source, the heart, and the summit of Christian life.
2. Persevere in prayer. Family prayer is vital. The Christian family is the first place for education in prayer.
3. Live a life of Christian witness. This means living a moral life that reflects the values and teachings of Jesus Christ.
4. Are faithful to the teachings of Jesus Christ as presented in the doctrines, dogmas, moral teachings, and social teachings of His church. This means that it is necessary to learn the teachings of the Catholic Church.
5. Strive to be Holy.
6. Read Scripture. Ignorance of Scripture is ignorance of Christ (St. Jerome)

**\*\*REMEMBER: You can't pass on what you don't have.\*\***  
**BEFORE SCHOOL:**

School begins promptly at 8:20 a.m. each morning. Students who ride the bus are always excused for tardiness if the bus arrives late. Students that arrive at school in cars or who walk are not to come earlier than 8:05 a.m. The school is not responsible for any non-bus rider who comes to school before this time.

**Children are to be dropped off only at the playground area west or north of the school on SW 1st or Edison Avenue. There will be no playground supervision prior to 8:20 am. NOTE: Students arriving at school before 7:55 a.m. will be sent to Adventure Club. Parents will be charged for this service on their FACTS Tuition Account.**

#### **AFTER SCHOOL:**

School dismisses at 3:20 p.m. on regular school days. Each student should go home as soon as possible. For your child's safety and your own peace of mind, it is best to make arrangements at home for the care of your child after school. All students must be off the school grounds by 3:30 p.m. unless they are in the SAS Adventure Program or parents have made arrangements with the student's teacher. Once the student leaves the school premises or when he/she gets off the school bus, the student becomes the responsibility of his/her parents.

**Children may not return to school after leaving the school grounds unless accompanied by an adult.** Students who do not ride the bus **MUST** be off the playground area by 3:30 p.m. Those not picked up by 3:30 will be sent to Adventure Club and parents will be charged for this service.

### **PROCEDURES FOR PARENTS**

#### **MESSAGES TO STUDENTS:**

To leave a message for your child at school, please call the school office by 2:30 p.m. Messages will be delivered to students prior to departure from school.

To pick up your child during the school day, notification in writing must be sent to the homeroom/house teacher in advance. Upon arrival to school, the parent must report to the school office. The office will then send for your child.

#### **SCHOOL SECURITY:**

The safety of our students and staff is vital for our school security. Visitors coming into the building must first stop at the office. Not at any time or for any purpose should a visitor go directly to a classroom. This is for the welfare of the students and staff. Any parent may visit the classroom and are encouraged to do so. All that we ask of you is the courtesy of a note to the teacher prior to your visit.

**ALL DOORS OF THE SCHOOL WILL REMAIN LOCKED AT ALL TIME. ENTRANCE TO THE SCHOOL MUST BE AT THE FRONT DOOR WHERE ALL VISITORS MUST "BUZZ" THE OFFICE TO ENTER. THE FRONT DOOR WILL BE UNLOCKED ONLY FROM 7:55 TO 8:40 AM AND 2:55 TO 3:40 PM ON SCHOOL DAYS.**

### DAILY CALENDAR:

The school's main source of communication is the St. Anthony E-News letter sent to all emails every Friday. To sign up for the Enews, go to [SASeNewsletter@gmail.com](mailto:SASeNewsletter@gmail.com). Once a month a school calendar is sent home or posted on the SAS website. Early dismissals and activities will be posted on the school calendar. We also communicate through the Sunday Church Bulletin.

### WEATHER CLOSING OF SCHOOL:

The decision to dismiss school or delay the start of school due to inclement weather is made by the Principal. This is announced through the **telephone broadcasting service** and local TV and radio. When school is canceled or released early because of inclement weather, ALL evening activities will be canceled for that day.

### CAFETERIA



*The cafeteria will be utilizing a computer software program to record payments and purchases. Each student will have an account and each lunch/milk purchased will credit his or her FACTS account.*

#### **COSTS:**

Breakfast	\$1.70
Student Lunch	2.85
Adult Lunch	4.00
Milk	.50

### BREAKFAST:

Breakfast will be served from 7:55 a.m. to 8:15 a.m. Breakfast will NOT be served after 8:15 am.

### LUNCH:

Hot lunch is served each full school day. A menu is published each month so the student will have the option of choosing which days he or she wishes to have hot lunch. An alternative cold sandwich lunch that will include a cold sandwich, and choice of fruit and vegetable will also be available from the café for lunch. Students who carry a sack lunch from home may purchase milk for 50 cents each day.

**All lunch charges will be credited to the student's FACTS account.**

All phone calls from parents regarding lunch/breakfast accounts should be directed to Mrs. Rasmussen through the school phone number (243-1874).

### **FAST FOOD LUNCHES:**

Parents are discouraged from bringing “fast food” meals to their students during the school day. All students are expected to eat a sack lunch from home or the schools hot/cold lunch. Students who forget their lunches at home will be allowed to charge a hot/cold lunch at the school and have the lunch to their FACTS Account.

### **STAYING INSIDE DURING RECESS:**

All children are expected to participate in all recesses unless excused by a notice from their doctor.

### **ABSENCE:**

*Attendance at school is required by state law. **Students who are tardy or absent more than 10 times will violate the school attendance policy.***

- ❑ The school office is to be notified by 9:00 am in all cases when a student is going to be absent from school. The office phone number is 243-1874.
- ❑ Any student who misses 10 days in any one year (excused or unexcused) may be required to have their parents attend a conference with the building principal and homeroom teacher. Excessive absenteeism may result in disciplinary measures.
- ❑ Any student who is going to be absent from school for an extended period of time must make arrangements with his/her homeroom teacher and/or other content area teachers.
- ❑ **Any student who misses 3 or more days in a row is required to have a doctor's note upon returning to school.**
- ❑ It is not recommended on a one-day absence that assignments be sent home. However middle school students may choose to contact a classmate the evening of his/her absence for important updates.
- ❑ The homeroom teacher will decide the extent of all make-up work.

A note must be sent with your child when he/she returns to school after being absent. This note is for the Nurse's file and must contain a brief explanation as to the type of illness.

### **REPORTS TO PARENTS:**

Conferences are scheduled during the first and second trimesters of each school year. Report cards are sent the end of each trimester for grades K-8. Middle School parents can check their student's academic, attendance, and behavior progress daily through “Power School”. An ID and Password will be given to all parents at the beginning of the school year. Students earnings a C- or below at mid term receive deficiency slips that may prompt a parent-teacher conference. Other conferences may be held at the discretion of the parents, teacher, or principal. The present staff encourages you to meet often enough that both the



parent and the teacher observe the child making progress and are comfortable with schoolwork.

## **LIBRARY**



The St. Anthony School Library and Media Center are vital parts of the continued academic growth of our student body. The success of these major parts of our school is dependent on each member of the faculty, student, and community taking part in preserving and sharing in its limited resources.

A late fee of \$.10 per day per item will be assessed for all overdue materials. Overdue notices will be given to students weekly. Parents will be notified by phone and/or mail if materials become two weeks overdue.

Students are responsible for any damage to or loss of materials they check out of the library. Repair and replacement costs will be assessed for damaged and lost materials. Damage fines and replacement costs will be determined by the librarian and assessed to the student's FACTS Account. Fees for paperback books will be non-refundable. Students with an overdue damaged or lost item may not check out other materials until the overdue item is returned and/or fees are paid. Any unpaid library fines or replacement costs may result in the following:

- ❑ Student may not be allowed to register for the upcoming school year.
- ❑ Student's report card may be held.
- ❑ Student's diploma may be held.

### **BUS:**

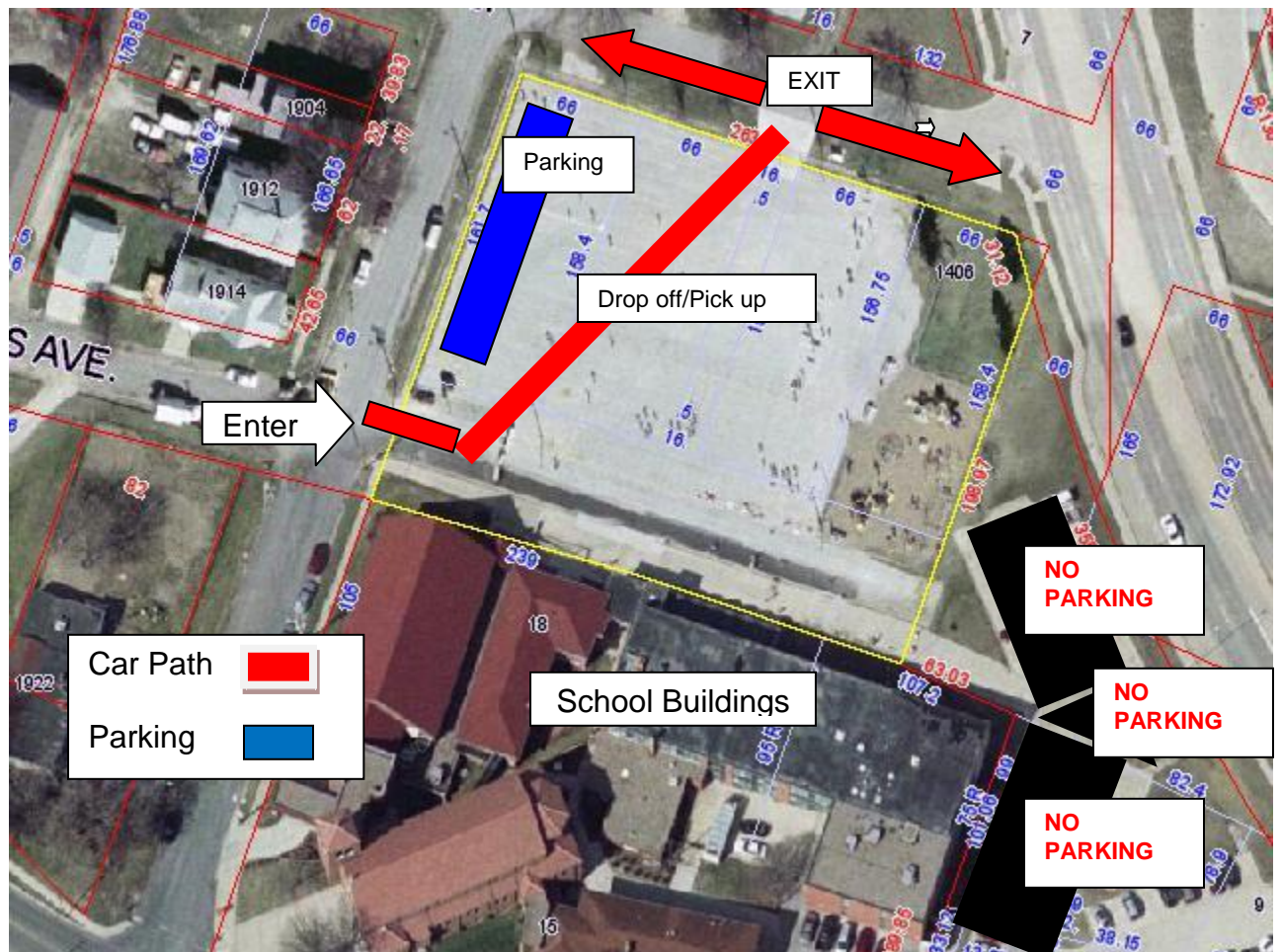
Our buses are a service provided for the students of St. Anthony School. State regulations require that children behave on the bus for the safety and well being of all students. In the event of misconduct, the student will be given **ONE** warning. If his/her conduct does not improve, **the bus driver may give detention. Bus riding privileges may be denied if repeated offenses occur. The safety of students is our goal and responsibility.** Monthly bus fees are set by the Board of Education at \$35 per student or \$50 per family per month. All bus charges will be assessed to the student's FACTS Account.

### INTERNET ACCEPTABLE USE:

The St. Anthony Board Of Education has established a policy governing the use of the Internet at school by students. This policy will be enforced at all times. Parents wishing their students to have access to the Internet must read and sign the **St. Anthony School Internet Agreement** with their student.

### DROP OFF/PICK UP OF STUDENTS FOR SCHOOL:

For the safety of our students, parents are asked to observe the drop off/pick up/parking procedures are mapped below. Adult supervision of traffic will be available before and after school.



## Summary of Uniform Policy 2017-18 School Year

### For All Students

- **Uniform Sources**

Appropriate sources for uniform clothing are identified and listed for parents' convenience. We've experienced problems with tight or form-fitting clothes, low-rise pants, shirts with buttons that run too low, etc. We considered taking the same route that Dowling has - requiring that all uniforms are purchased from just one approved vendor. Parents told us on the survey that they didn't want just one vendor, so we're hoping that an approved list is a workable compromise. We worked to find retailers with appropriate uniform sections to provide a variety of sizes and price ranges. This assures that uniform items will be appropriate for school.

**All uniform clothing items must be purchased from the uniform departments at the appropriate vendors:**

**JC Penney** - Uniform Section available in some stores, by catalog and on-line at [www.jcpenney.com](http://www.jcpenney.com).

**Sears** - Uniform section available in some stores, by catalog and on-line at [www.sears.com](http://www.sears.com).

**Land's End - Jumper** or Skirts, Mail-Order

**Target** - Uniform Section available in some stores and on-line at [www.target.com](http://www.target.com).

**Kohl's** - Uniform Section available in some stores and on-line at [www.kohls.com](http://www.kohls.com).

**Dillard's** - Uniform Section available in some stores and on-line at [www.dillards.com](http://www.dillards.com).

**Gap** - Uniform Section available in some stores and on-line at [www.gap.com](http://www.gap.com).

**Old Navy**- Uniform Section available in some stores and on-line at [www.oldnavy.com](http://www.oldnavy.com).

### Middle School 2017-18

- Capris - Girls will be allowed to wear capri pants during months that shorts are permitted. All capris must be purchased from one of the approved vendors listed above
- All uniform clothes must be purchased at one of the approved vendors listed above.
- New Emphasis on Consistent Enforcement.
- Shirts - Students will be allowed to wear polo shirts in white, light blue, navy, maroon, and red.
- Pants - Students will be allowed to tan/khaki/blue pants.
- P.E. Shorts - Must have 6" inch inseam.
- Multiple offenses of this policy will result in automatic warnings.
- Skirts must be navy only

### SCHOOL UNIFORMS: GENERAL RULES FOR ALL STUDENTS

Uniforms will be worn at school at all times, unless a school "out -of-uniform day" is declared. Anything that distracts or detracts from the purpose of the uniform will not be allowed. **PLEASE DON'T EXPECT YOUR CHILD TO BE THE EXCEPTION TO THE UNIFORM DRESS CODE.**

**SCHOOL SHOES:**

- Dress shoes or tennis shoes are allowed.
- No open toe. Must have closed heel and be flat-soled.
- Children should be able to play safely in the shoes that they wear to school.
- No sandals or clogs are permitted.

**MAKE-UP:**

Excessive use of make-up will not be tolerated. Permissible make-up can include light eye shadow, light colored nail polish and light lipstick/gloss for girls only. No make-up is permitted in grades K-5.

**HAIRSTYLES:**

- Hairstyles should be simple, clean cut, and well groomed.
- Boys' hair should not reach the collar or go over the top of the ears or below the eyebrow. Mohawk type haircuts are not permitted.
- Only natural-looking highlights will be permitted. No stripes, coloring, bleaching or any hair that distracts students will be permitted.
- The school principal has the authority to require students to cut their hair or change their hairstyle if in his or her opinion the length or style is inappropriate. Wigs or hair extensions (this include but not limited to woven feather) are not permitted for any student without special permission of the principal.

**JEWELRY:**

- Girls can wear earrings, but no dangling earrings and no earrings that are lower than the ear lobe are permitted.
- No more than one earring is allowed in one ear at any time.
- Only bracelets and necklaces of a religious nature can be worn. Only one bracelet or necklace may be worn at a time. Ropes are not part of the SAS dress code at any time.
- Boys will not be allowed to wear earrings at any time.

**OUT-OF-UNIFORM DRESS CODE:**

Out-of-Uniform Days at St. Anthony School allow students to be out of uniform and gives each student a chance to contribute \$1.00 to a worthy cause or give some special item to the needy. Students should observe these Out-of-Uniform Day rules unless their teacher or the principal gives specific instruction:

- Pants must be clean, well kept, and in good taste and within the guidelines set for uniform pants and shorts.
- Tops must be clean and well kept. Tops with large writing may **NOT** be worn. Tops must be in good taste and are not allowed to promote a non-Christian values or the use of tobacco, alcohol, or drugs. Sleeveless tops are not acceptable in school. This includes basketball jerseys and tank tops of any kind unless worn with a T-shirt underneath.
- Socks are required.
- All uniform jewelry rules apply during out-of-uniform days

**The success of these special days depends on the full cooperation of students and parents.**

## **Grades K-5**

### **Uniform Policy Enforcement:**

Uniform clothing is to be clean, fit appropriately and in good repair. Your student should be dressed appropriately for school - no tight, form-fitting or revealing clothing, no skin showing between shirts and pants and no undergarments should be visible.

#### ***Pants***

- Color: Navy blue.
- Style: Straight or boot cut leg, ankle length made of broad cloth or corduroy. Must be at or just below waist.
- No low-rise, stretch, knit pants or bell-bottom pants are permitted. Pant length cannot touch floor.
- All Pants must be purchased from one of the approved vendors listed above

#### ***Shorts***

- May be worn in August, September, May and June.
- Color: Navy blue
- Style: Plain, same uniform style as pants. No cargo shorts.
- Must have at least 6" inseam and not extend longer than middle of the knee.
- All shorts must be purchased from one of the approved vendors listed above

#### ***Belts***

- Belts must be worn with all pants with belt loops and students are NOT allowed to cut off belt loops. All uniform pants/short have belt loops. Extra belt length must be worn in the belt loops.
- Belt must be an item intended to be a belt.

#### ***Sweaters & Sweatshirts***

- Solid navy blue cardigan, vest or a long-sleeved, crew neck pullover sweater. No monograms, labels or insignias.
- St. Anthony or Dowling sweatshirts. Fleece sweatshirt from SAS or DCHS will be allowed but must have the St. Anthony School or Dowling Catholic Emblem on the front. No hooded sweatshirts allowed.
- Uniform shirt must always be worn under sweater or sweatshirt.

#### ***Shirts***

- Must be tucked in at all times.
- All shirts must be purchased from one of the approved vendors listed above
- White turtlenecks may be worn by all students but must be of the type, style, and material sold by Carpenter Uniform Co. St. Anthony logo on the neck is optional.
- White or light blue polo style shirts. Must be plain with no insignia or labels of any kind. Maximum of 5 buttons, only top two can be unbuttoned. Polo shirts can be long- or short-sleeved.
- No undergarments, including camisoles, should be visible.

#### ***Socks***

- Solid color navy, black, or white. Socks must always be worn.

**GIRLS ONLY** (in addition to above):

**Capri Pants**

- Navy. August, September, May and June only.
- All Capris must be purchased from one of the approved vendors listed above

**Skirts/Skorts/Culottes**

- Uniform plaid skirts only must be purchased through Lands End. Skirts will be no shorter than 2" above the top of the kneecap.
- May wear navy or white tights under. Pants may be worn under skirts only when outside on playground. Navy Blue skirts, skorts or culottes MAYNOT be worn.

**Shirts**

- White cotton or cotton/poly blend blouse with either a button down collar. Sleeves must be straight cut sleeve length at just above the elbow or to the wrist.
- All shirts must be purchased from one of the approved vendors listed above

## **Grades 6-8**



**Uniform Policy Enforcement:**

Uniform clothing is to be clean, fit appropriately and in good repair. Your student should be dressed appropriately for school - no tight, form-fitting or revealing clothing, no skin showing between shirts and pants and no undergarments should be visible.

When a student comes to school out of uniform:

- The teacher will write up a warning slip for the student, indicating exactly how the student is violating the uniform policy and give it to the student's

homeroom teacher.

- The first violation is 1 warning, the second violation is another warning and the third violation is detention. Parents will be contacted by the homeroom teacher after the third violation.
- The uniform closet has loaner shirts/pants for students to wear for the day if they are out of uniform. For example, if a student is wearing a shirt that does not meet the uniform policy, they will be sent to the office to put on a loaner shirt and then return to class.

**P.E.:**

- St. Anthony T-shirt must be purchased from the P.E. teacher at the beginning of the school year.
- Shorts may be any color. They must have at least 6" inseam.
- Tennis shoes & socks are required.

**Pants**

- Color: Khaki or plain tan.
- Style: Straight or boot cut leg, ankle length made of broad cloth or corduroy. Must



- be at or just below waist.
- No low-rise, stretch, knit pants or bell-bottom pants are permitted. Pant length cannot touch floor.
- All pants must be purchased from one of the approved vendors listed above.

### **Shorts**

- May be worn in August, September, May, and June.
- Color: Navy blue, khaki or plain tan.
- Style: Plain, same uniform style as pants. No cargo shorts.
- Must have at least 6" inseam and not extend longer than middle of the knee.
- All shorts must be purchased from one of the approved vendors listed above.

### **Belts**

- Belts must be worn with all pants with belt loops and students are NOT allowed to cut off belt loops. All uniform pants/short have belt loops. Extra belt length must be worn in the belt loops.
- Belt must be an item intended to be a belt; for example no ribbons, scarves or rope.

### **Sweaters & Sweatshirts**

- Solid navy blue white cardigan, vest or a long-sleeved, crew neck pullover sweater. No monograms, labels or insignias.
- St. Anthony or Dowling sweatshirts. Fleece sweatshirt from SAS or DCHS will be allowed but must have the SAS or Dowling Catholic Emblem on the front. No hooded sweatshirts allowed.
- Uniform shirt must always be worn under sweater or sweatshirt.

### **Shirts**

- Must be tucked in at all times.
- All shirts must be purchased from one of the approved vendors listed above
- White turtlenecks may be worn by all students but must be of the type, style, and material sold by Carpenter Uniform Co. St. Anthony logo on the neck is optional.
- White, light blue, navy, maroon or red polo style shirts. Must be plain with no insignia or labels of any kind. **Maximum of 5 buttons, only top two can be unbuttoned.** Polo shirts can be long- or short-sleeved.
- **No undergarments, including camisoles, should be visible.**

### **Socks**

- Solid color navy, black, or white. Socks must always be worn.

**GIRLS ONLY** (in addition to above):

### **Capri Pants**

- Tan/khaki/blue. August, September, May and June only.
- All capris must be purchased from one of the approved vendors listed above.

### **Skirts/Skorts/Culottes**

- Navy blue skirts may be purchased through at one of any appropriate vendors. Skirts may be no shorter than 2" above the top of the kneecap.
- May wear navy or white tights under. Pants may be worn under skirts only when outside on playground.

### **Shirts**

- White cotton or cotton/poly blend blouse with either a button down or Peter Pan

collar. Sleeves must be straight cut sleeve length at just above the elbow or to the wrist.

- All shirts must be purchased from one of the approved vendors listed above.

### **Socks**

- Solid color navy, black, or white knee-highs, tights, anklets. Socks must always be worn.

## **OUTDOOR COLD WEATHER GEAR**

When cold weather arrives in Iowa, we know that temperatures can vary from day to day. Please remember that we will go outside everyday unless the wind chill falls below zero or unless weather is inclement.

### **Primary Grades (PK-2)**

The playground is often wet, so boots are a necessity. Girls need to have warm pants to cover their legs and, of course, hats and mittens must be worn if they are to have fun in the colder weather. All students must bring shoes to wear inside on days that they wear boots. Snow pants must be worn for any student to be allowed to play on snow piles on the playground.

#### **Intermediate Grades (3-5)**

Our playground is often covered with snow and/or slush. It is at these times that the students will need to wear boots in order to keep their feet warm and dry. If students wish to play in the snow, snow pants are also required. On days when the playground is dry, students will be allowed to go out without boots, but will need to stay away from any snowy or wet areas. Failure to follow these rules will result with a checkmark on their behavior cards.

## **DOWLING CATHOLIC SWEATSHIRTS:**

The Catholic schools in Des Moines are proud to be part of the Dowling Connection. We all consider ourselves as part of a PK-12 school district that includes all the Catholic elementary schools and Dowling Catholic. We are part of a rich and exciting tradition. As part of our connection with this district, the following uniform policy will be in effect for all grades.

“All students will be allowed to wear a Dowling Catholic sweatshirt as part of the uniform throughout the school year. Students must follow all other uniform rules. The regular polo or oxford shirt must be worn under the sweatshirt. Sweatshirts must be clean and in good condition. THIS DOES NOT INCLUDE HOODED SWEATSHIRTS, SPORTS JERSEYS OF ANY KIND, OR T-SHIRTS. THIS DOES NOT INCLUDE SWEATSHIRTS FROM SCHOOLS OTHER THAN DOWLING CATHOLIC.”



## **DISPENSING MEDICATION AT SCHOOL:**

In order to establish and maintain a system of safe storage, handling, and dispensing of prescribed medication at St. Anthony School, the following procedure is listed below:

- ❑ All prescription and non-prescription medication that must be taken during the school day must be turned into the office.
- ❑ A licensed physician or dentist must prescribe all medications.
- ❑ Prescription medications must be in the original pharmacy-labeled container. The pharmacy label on prescription medication is considered the physician's instructions.
- ❑ Parents must complete the Parent Request for Giving Medication forms for an/all medication that is to be administered at school. A new parent request form must be signed for new medication or dosage changes.
- ❑ Parents may administer medication at school to their own children without the above-mentioned request form.
- ❑ A student may be considered for Co-administration or self-administration of medication with demonstrated competency or instructions from the physician and parental permission.
- ❑ Antibiotics that are prescribed for three times per day should be given at home.
- ❑ These guidelines have been developed in consultation with the Department of Health, Board of Nursing, Pharmacy Examiners and related professional associations.

## **DISCIPLINE**

### **DEFINITION AND PURPOSE:**

Discipline for the purpose of this document is defined as controlled behavior to develop within an individual responsibility for his or her own actions in accordance with socially accepted conduct. The home and Catholic school must work in such a way that children learn to be Christian, develop sensible and appropriate behavior and act responsibly at all times. Respect for authority should be instilled in the minds of children, and expected, from the behavior of all youth. The goal is a mature person capable of self-control. Good discipline originates in the home because the parent is the first teacher of the child. It is the

parent's obligation, by teaching by example, to develop in the child good habits of behavior as well as proper attitudes toward the school.

It is the school's obligation to expand, encourage and develop those habits and attitudes within a scholarly, Christian atmosphere to achieve maximum educational benefits for all pupils. Good conduct is considered an ordered pattern of behavior exhibited by students, which allows learning to take place. Each individual student must contribute to the good of the group and so order him or herself in a fashion acceptable to all. In this capacity each student is responsible for his or her behavior and will be held accountable for any conduct which is disruptive or is considered an infraction of the school rules as discussed below.

### **THE "CARD"**

Students in grades K-5 will be adopting a "Card" system that will monitor behavior and academic deficiencies throughout the year. The "Card" will be sent home at the end of every week for a parent's signature and must be returned the first day of the following week. This "Card" will be the primary source of communication between the student's teacher and the parent.

### **DETENTION PROCEDURE:**

#### ***Grades K-2***

Detention for K-2 will be held during lunch recess. Students may not participate in games and must stand in designated areas on the playground. The teacher may give detention from 3:25 to 4:00 pm.

#### ***Grades 3-8***

Detention for grades 3-8 will be held daily from 3:25-4:20 p.m. It will be the responsibility of the parents to pick the child up at school at 4:20 p.m. The parents will be notified during the day if a student must serve detention.



## SAS Rule of 3

For Each Trimester:

• 3 Warnings from one teacher	= Behavior Detention
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• 3 Late Assignments in one class	= Academic Detention
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• 3 Behavior Detentions	= Saturday School
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### **\*SATURDAY SUSPENSION AND STUDENT CONTRACT:**

Any student who has received a Saturday School Suspension (See Rule of Three above) will be required to meet with the principal or his/her assigned replacement on a Saturday or a day set by the administration, at a designated place and time not to exceed three hours. After two Saturday School Suspensions for the trimester by any student, the student and their parents/guardians will be required to meet with the principal, counselor, and the pastor to set up a behavior contract for the remainder of the school year.

### **SUSPENSION:**

Suspension is defined as that period of time a student will be taken out of the regular classroom and sent to the library or another classroom for one day. Students will be assigned written work from the principal and assignments from their teacher(s) and will be under strict supervision of the Librarian and the principal. Students receiving a suspension are ineligible for athletic or extracurricular events as determined by the principal/assistant principal. **NOTE:** Students may be subject to immediate suspension for a serious infraction of any of the above-defined rules. The principal will use his/her own discretion in determining if the infraction is serious enough to warrant suspension.

**At trimester- All students will start with a clear Detention/suspension slate.**

### **EXPULSION:**

The principal will notify the Board of Education of the recommendation for expulsion. (This may require an unscheduled Board meeting as only the Board expels). Parents and student may request a hearing before the Board prior to the final decision. Every consideration will be made in order to avoid expulsion of a student from St. Anthony School. This may include referring the student and his or her family to a local community resource for counseling. Readmission after

expulsion would not take place until the following school year and only with the explicit permission of the Board of Education.

Any student who uses, sells, or has possession of a controlled substance (drugs or alcohol) while on the parish grounds or at school related functions may be subject to immediate expulsion. Any student who brings a weapon on the school grounds may be subject to immediate expulsion. Any students who threatens any group or individual at St. Anthony School, whether on or off campus, may be subject to immediate expulsion from school.

## **PAROCHIAL SCHOOL DANCES**

Students are expected to abide by all school rules while attending sponsored dances at St. Anthony School or other area schools. This extends to any place of business following a dance. Parents are recommended to supervise their students following dances. Disciplinary action may result from inappropriate behavior.

Each month during the school year, a Diocesan school in the Des Moines metro area hosts a parochial school dance for 7<sup>th</sup> and 8<sup>th</sup> grade students. The dances are an opportunity for students from various metro Catholic schools to socialize and interact in a Christ-centered environment. The students represent the Catholic schools and are expected to act like Christians in word and deed.

The Superintendent and Parochial School Administrators expect students attending school dances to abide by the following guidelines:

- 1) Adult chaperones are present at all Catholic school dances. Students must obey, without question, the directions of the chaperones.
- 2) Harassing/bullying words or actions will not be tolerated.
- 3) Improper touch or provocative dancing will not be tolerated.
- 4) Students are to tell an adult chaperone immediately of any improper conduct.
- 5) Most host schools provide refreshments for students to purchase. No other items (snacks, drinks, glow sticks, silly string, etc.) are allowed.

## **Dress Code for Parochial School Dances**

In effort to promote modesty, dignity, self respect, and respect of others, the following dress code will be enforced at all Parochial school dances:

- ✦ **No shorts.** Jeans, pants, slacks, capris, corduroys are acceptable.
- ✦ **Shirts must have sleeves.** T-shirts, polo style, turtlenecks, button downs, sweatshirts, sweaters, fleece are acceptable. No sleeveless shirts, tank tops or strapless shirts.

- ✦ **Shirts must fit appropriately.** Bare midriffs, low cut, or tight shirts are not allowed and are not appropriate attire in keeping with the guidelines of modesty and dignity.

**The parochial school dances are a privilege, not a right. This means the privilege can be taken away if the students' words, actions or attire do not merit the privilege. Students who misuse the privilege of attending the dance will be removed immediately and their parents will be contacted to pick them up.**

\*\*\*Sixth grade students may be invited to attend the May parochial school dance.

#### **LOCKERS/DESKS:**

School lockers and desks are the property of St. Anthony School. They may be searched at any time without permission of the student or parent. Students are responsible for keeping their locker/desks clean and undamaged. Locks will be provided for lockers by the school. Only school locks are permitted on school lockers. Students may lose their locker privileges if they do not conform to the school locker regulations. All lockers, desks, student bags, and property may be searched at the discretion of the principal.

#### **PHONE CALLS:**

To reach the teacher, call the school office (243-1874). If the teacher is free, they will be called to the phone. If the teacher is in class, he or she will be notified and will get back to you later to make an appointment. When the students are in school, we believe the teacher should be working with the students.

To reach the principal, call the school office (243-1874). Your call will be returned if you leave your name and number. However, please do not hesitate to call again. There are times when your principal is not immediately available; when students are in the building their attention and care come first and are given first priority.

The principal and teachers' free time is their own. Please do not contact them outside of school hours.

#### **CELLULAR PHONES AND OTHER ELECTRONIC EQUIPMENT:**

Students are not allowed to bring electronic equipment to school. (This includes but is not limited to cell phones, CD players, Ipods, games, and toys) Phones and messages are available through the school office. Laptop computers may only be brought to school with a teacher's permission and at the student's own risk of breakage. Electronic games should remain at home. Cell phone use is not permitted at St. Anthony School unless authorized. Students making calls or texting during the school day will have their cell phone confiscated for 24 hours for the first offense. On the second offense, student's cell phone will be

confiscated for 2 weeks and on the 3<sup>rd</sup> offense the phone will be confiscated until the end of the school year.

**Student cell phone use before and after school will be defined as the following:**

Before school:

Student must keep cell phones and electronics in their backpack or student bag beginning when they walk in the front door of the school. Electronics may be taken out of the bags only with teacher or school permission during the day.

After School:

Students must keep their cell phones and electronics in their backpacks or student bag until they arrive at the foyer in the front of the school. Students may use their cell phones and electronics as they wait inside the foyer for a ride when the weather is inclement and students have been granted permission. Student may NOT gather in the foyer area if weather is acceptable for going outside. Teachers or administrators will determine if students may remain the building.

**STUDENT VISITORS:**

St. Anthony School students wanting to bring a student from another school to visit St. Anthony School for a day or part of a day must have a written note from their parents at least one day before the visit. The parent's note must include the purpose of the visit, the length of time the student visitor will be at the school, and transportation and lunch concerns information. Prior to any visit, the visit must be approved by the principal.

**GRADING**

**HOMEWORK:**

Each teacher will give you a plan for that particular grade as the school year begins. Appropriate amounts of homework time should be planned for each child. We encourage attention being given to adequate rest, balanced diet, and taking part in family activities and responsibilities. Homework should not be used as a wedge against doing their fair share at home.

**ACADEMIC DETENTION:**

Academic Detention is assigned to a middle school student who has missed 3 assignments in one class or 5 assignments overall in content areas. Academic Detention will begin at 3:20 p.m. each day for a student who must make up assigned work or have failed to meet academic standards. Failure to be present at Academic Detention could result in disciplinary action.

**INCOMPLETE GRADE POLICY:** Incomplete grades (I) can be given to students who fail to complete work for the trimester, or year. All incomplete grades will turn to failures if the student has not completed all necessary work within two weeks of notification. Failing two trimesters of one content area may result in summer school.

**EXTRA CURRICULAR ELIGIBILITY:**

To participate in ANY extra curricular activity (athletics, chorus, band, mock trial, dances, etc.) a student must be passing ALL subjects. Once a student falls below failure--they will be ineligible for participation until they have raised their grade. The student's teacher and the principal will determine Pass/Fail. Teachers report to coaches each Thursday or prior to an event, and any student not passing a class may not participate in the weekend's event.

**STUDENT RECORDS**

A permanent record of each student is kept on file in the school office. According to the Family Educational Right and Privacy Act, parents may have the right to see their child's permanent record upon request. Anyone over the age of 18 has the right to see his/her records. Should parents/guardians wish to see the records of their child (ren), contact needs to be made with the principal. Student records are private property and are submitted only when lawfully requested.

**GRIEVANCE PROCEDURE FOR PARENTS**

If an occasion arises that a parent feels a problem has occurred at school, the procedure to follow is:

1. Contact the teacher involved with the problem. The principal will generally refer parents to the teacher if this step is not completed.
2. Contact the principal or assistant principal if the problem is not resolved.
3. If a parent does not feel an agreement has been reached, the problem may then be taken to the Board of Education. If parents wish to speak at a board meeting, they should contact the board president or the principal 10 days prior to the meeting date to be put on the agenda or limit their comments to the allotted Open Forum minutes.

**MIDTERM GRADE REPORTS:**

With the use of My Students Progress, every parent has the access to their student's academic, behavior, and attendance records at any time. Therefore, midterm reports will not be sent home for all students. Deficiency slips will be sent home with students with a grade of C- or below in any class at midterm. Deficiency slips must be signed by parents and returned to the teacher immediately.

**HONOR ROLL:**

Sixth grade through eighth grade students are eligible for Honor Roll each trimester when an A or A/B average is achieved.

**Full Credit Classes (meet in blocks):**

Religion  
Language Arts/Reading

**Partial Credit Classes (do not meet every day)**

Technology (1 day)  
Music (1 day)

Language Arts/Writing  
Math  
Social Studies  
Science

Physical Education (2 days)  
Art (1 day)

\*\*\*Technology, art and Music grades are averaged together and then average that grade with the PE grade.

## SAS Middle School Rules

**Before and After School:** No student is allowed in the classrooms, hallways, computer lab, library, church, or parish hall before or after school without adult supervision. Students may not come upstairs before 8:10am without written permission by a teacher. All students who are walkers, riders, and Adventure Club must leave the building when the office dismisses them. Adventure Club students must report to Mr. Grandanette after school and have signed permission to reenter school to assist a teacher. Violations of these rules will result in an automatic warning.

**During School Hours:** Students are not allowed outside the classroom, i.e. in the bathroom, hallways, lockers, library, computer lab, parish hall, Pre-K, office, or church, without teacher permission. Students may not go to their lockers outside of the designated locker times without teacher permission. Violations will result in an automatic warning.

**Cell Phones and Electronics:** Cell phones are not allowed out of students' bags during the school day. If seen outside of a school bag, cell phones will be confiscated. **No other electronics, including I-Pods, are allowed on school property.** Calculators are allowed but students are not allowed to play games on calculators during school hours. For more information see Cell Phones above.

### Cheating

*Tests:* Cheating on a test consists of any behavior that can be construed as cheating, e.g. talking, wandering around the room, having notes open anywhere, having writing on arms or hands, wandering eyes, passing notes, etc. Any student caught cheating on a test will receive a 59%, or the grade they had earned at the time they were caught, whichever is lower. The guilty student(s) must serve a behavioral detention as consequence for cheating on a test.

*Homework:* The penalty for cheating on homework assignments is all parties involved receive a zero and each must redo the work during academic detention. Having possession of a fellow student's work at any time is considered cheating.

**Detention:** A teacher will promptly notify the parent/guardian of any student who has earned detention. Detentions earned after 2:30 pm can be served the following day after school if arrangements to be picked up at 4:20 cannot be made for the day it was earned. All detentions earned before 2:00pm **MUST** be served after school that day unless there are extenuating circumstances (which do NOT include sports/music/extra curricular practices, plans with friends, etc.) If necessary, parents must reschedule their student's detention with the office. If a



detention is not served and has not been granted extension, the student must serve an additional detention for each day the original detention is not served.

**Special Trips/Activities:** A student may be held from special school trips/activities if they have excessive missing work and/or excessive behavioral detentions.

**Gum policy:** Penalty for chewing gum or distributing gum to others anywhere on school property will be a warning.

**Hallway and Library/Computer Lab Etiquette:** Students are expected to be quiet, respectful of property, and considerate of others while in the hallways, passing classes, at their lockers, and in the library and computer lab. Any student who changes any settings on a school computer will receive an automatic detention.

**Lunchroom Etiquette:** Tossing/throwing food, including to another person or into the garbage can, is not allowed and will result in an automatic detention. Only students who are getting hot lunch/milk are allowed in the lunch line. Students must stay seated in their original places once they've sat down, unless they have permission from the supervisor to move. All students will be expected to clean up after themselves; no leaving trash behind. Students who leave a mess will have to assist in cleaning up the entire lunchroom during recess. Any student who is not respectful during prayer will receive an automatic warning.

**PDA (Public Display of Affection):** There is to be NO physical contact between students on school grounds (e.g. hugging, holding hands, arms around each other's shoulders/waists, kissing, massaging, etc.)

**P.E.:** Students in grades 6-8 must change out for P.E. unless they have a note from a parent or doctor. The first violation of this rule will be a loss of points. Any additional violations will result in detention(s).

### **Tardy arrival to school or to class**

Parents will receive a phone call after a student has arrived late to morning homeroom (after 8:20am) three times. The fourth tardy will result in detention. Students who arrive at school after 8:20 am must first check in with the office to be allowed into class.

Students who arrive late to class will receive a warning unless they have a pass from a teacher.

**Uniforms:** Students MUST be in uniform at all times while on school property. This means during recess and before and after school. Students who repeatedly un-tuck their shirts at lunch/recess/after school will receive warning(s).

## **St. Anthony School Social Media Recommendations for Best Practices**

### **General Recommendations for Best Practices**

The keys to success in social media are being honest about who you are, being thoughtful before you post, and respecting the purpose of the community where you are posting.

**Be transparent.** Be honest about your identity. If you are authorized by your supervisor to represent your school in social media, say so. If you choose to post about your school on your personal time, identify yourself as a faculty or staff member. Never hide your identity for the purpose of promoting your school through social media.

**Maintain confidentiality.** Do not post confidential or proprietary information about your school, its students, its alumni or your fellow employees. Use good ethical judgment and follow school policies. If you discuss a situation involving individuals on a social media site, be sure that they cannot be identified.

*As a guideline, do not post anything that you would not present at a conference or reveal to a news source. Adhere to federal requirements, such as FERPA, Family Educational Rights and Privacy Act.*

**Protect your identity.** While you want to be honest about yourself, do not provide personal information that scam artists or identity thieves could use against you. Do not list your home address, telephone number, work telephone or e-mail address. It is a good idea to create a separate e-mail address that is used only with your social media site.

**Be accurate.** Make sure that you have all the facts before you post. It's better to verify information with a source first, than to have to post a correction or retraction later. Cite and link to your sources whenever possible; that's how you build community. If you make an error, correct it quickly and visibly.

**Be respectful.** You are more likely to achieve your goals or sway others to your beliefs if you are constructive and respectful.

**Be a valued member.** If you join a social network like a Facebook group or comment on someone's blog, make sure you are contributing valuable insights. Do not post information about topics unless you are sure it will be of interest to readers. Self-promoting behavior is viewed negatively and can lead to you being banned from Web sites or groups.

**Think before you post.** There's no such thing as a "private" social media site. Everything you do online, even within a closed network, is not private and can and will live forever, even if you delete the post. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied.

**Be aware of liability.** You are legally liable for what you post on your own site and on the sites of others.

#### **– Usage Guidelines –**

Do not use the school's name to promote or endorse any product, cause or political party or candidate. Use of Trademarks and copy-righted materials is prohibited. Adhere to the usage guidelines of the school.

Respect school time and property. School computers and your work time are to be used for school-related business. It's appropriate to post at work if your comments are directly related to accomplishing work goals. You should maintain your personal sites on your own time using non-school computers.

The goal of the Boards Department is to provide the best information possible to aid your school with a safe and productive entry into the ever-changing world of social media. Watch for additional information and ideas regarding guidelines for policy recommendations in future newsletters. We welcome any ideas you would like to share that have proven to be helpful in your schools, as well as any questions you may have that you would like to see addressed here.

## **PARENT'S GUIDE TO SECTION 504**

A Parent's Guide to Section 504 in the Diocesan Schools is a pamphlet, which describes the applications of Section 504 to the Rehabilitation Act of 1973 to students whose parents choose to enroll them in the diocesan Catholic Schools.

This pamphlet is designed specifically to provide parents and educators with the necessary information to work in unison to provide students with an appropriate education in so far as law requires this as it applies to the diocesan schools. This pamphlet is available upon request from the school office.

## **BULLYING OR SEXUAL HARASSMENT**

It is the policy of the educational programs governed by the Diocesan Board of Education to maintain learning and working environment that is free from bullying or sexual harassment and/or harassment of any type. No employee, volunteer or student associated with these programs shall be subjected to sexual harassment or harassment of any kind. Any person who alleges harassment by an employee, volunteer or student of an educational program governed by the Diocesan Board of Education may complain directly to his/her teacher, immediate supervisor, principal or the superintendent of schools for the Diocese of Des Moines. Detailed procedures to be followed are outlined in Diocesan Board Policy 571 and Regulations 571.1 and 571.2; copies are available in our school office. The principal (call 243-1874) is the Level I investigator for all sexual harassment claims.

## **NOTICE OF NONDISCRIMINATION**

Applications for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment with St. Anthony School are hereby notified that this school does not discriminate on the basis of race, color, national origin, sex, age, or disability as defined in Section 504 of the Rehabilitation Act of 1973 as it applies to the diocesan schools and Title I of the Americans with Disabilities Act, as it applies to the diocesan schools, in admission or access to, or treatment or employment in, its programs and activities. Any person having inquires concerning St. Anthony School's compliance with regulations implementing Title VI, the Title IX, of the Civil Rights Laws, the American with Disabilities Act or Section 504 is direct to contact: the school's counselor who has been designated by the principal to coordinate the schools' efforts to comply with regulations related to these laws.

Title:	504 Coordinator
Location:	St. Anthony School
Telephone:	515-243-1874

## **ASBESTOS AWARENESS**

St. Anthony School has been notified that our building contains asbestos in a few areas of the school. These areas have been identified in our asbestos plan and are contained and inspected twice a year. None of these areas are a direct hazard to our students, faculty, or staff.

