

# St. Anthony Student and Family Handbook



## **West Deanery Unified Catholic Schools Mission Statement**

The West Deanery Unified Catholic Schools are Roman Catholic schools that provide an academically rigorous education for our diverse student population. Students are challenged to grow in Mind, Body, & Soul and to engage in charitable stewardship of their unique talents and abilities.

### **Theme for 2026-2027**

Rebuild My Church

*"Francis, go and rebuild my Church, which you see is falling into ruin."*

## ***Location***

St. Anthony Catholic Elementary School is on Warman Avenue in Indianapolis and is a Pre-Kindergarten through 8<sup>th</sup> grade Catholic school under the authority of the Indianapolis Archdiocese Office of Catholic Schools. We serve as the grade school for members of the St. Anthony parishes, but we are not considered a parish school, as we operate under the West Deanery Unified Catholic School Corporation with St. Michael St. Gabriel School and Cardinal Ritter High School.

## ***Franciscan Values***

As a West Deanery Unified Catholic School Corporation (WDUCS), we honor the values of the Sisters of St. Francis, our founders.

### ***1. Dignity of the Individual***

We, the West Deanery Unified Catholic Schools, in recognition of our Baptismal character, aspire to acknowledge God's presence and guiding influence in everything we do and everyone we encounter. With the belief that everyone is created in God's own image and likeness, we honor and promote the personal gifts and talents that our students, staff, families, and friends possess. We accept the challenge to develop authentic relationships through mutual support, collaboration and acceptance of the diversity that is present among us.

### ***2. Peace and Justice***

We, the West Deanery Unified Catholic Schools, are called to promote and advance peace and justice wherever needed. As a stepping-stone to bringing about a lasting peace in the world, we first must pray and reflect on how our daily decisions impact others, our community, and our world. By each of us answering our own call from God, we become the building blocks for justice in the world. As one in Christ, we will share our gifts and talents for the betterment of others and we will confront ideals and practices that deter us from living the Gospel values that are paramount to our faith. In accordance with our mission, we constantly look with a renewed passion and innovative mind-set to the needs among our families, community, and world to be an example of peace and justice by our thoughts and actions.

### ***3. Reconciliation***

We, the West Deanery Unified Catholic Schools, recognize the universal importance of reconciliation in our individual lives and our institution. In accordance with our Franciscan heritage, we celebrate reconciliation as an expression of God's love that we must exemplify in our own lives. We believe the redemptive values of reconciliation opens us up to new opportunities and growth to further our mission within the communities we reside.

### ***4. Responsible Stewardship***

We, the West Deanery Unified Catholic Schools, acknowledge with great gratitude that everything we have is a gift from God. Confident in God's providence and always mindful of those in need, we are entrusted to utilize and share in a sustainable manner these gifts, talents and treasures to their fullest extent.

## ***Philosophy Statement***

At Cardinal Ritter High School and St. Anthony Catholic School, we believe in the education and development of the whole child intellectually, spiritually, morally, emotionally and physically. Our comprehensive academic approach, in partnership with parents and community, assimilates an understanding of the Gospel values through service and worship.

## ***Vision Statement***

Cardinal Ritter High School and St. Anthony Catholic Elementary School, working within their Catholic identity and values, will provide an educational opportunity for their students to be life-long learners, discerning believers and responsible leaders in a globally diverse society. Providing a superior learning environment, students will utilize technology, problem solving and critical thinking skills to maximize their learning potential.

## **Absence Information**

### ***School Hours***

School starts at 7:45 a.m. and dismisses at 3:00 p.m.

### ***Attendance and Tardy Procedures***

Before Care is available on school days from 6:30 a.m. to 7:30 a.m. and costs \$3.00 per day. Students arriving at school prior to 7:30 a.m. will be charged the daily before care fee added to their SMART tuition account. School begins at 7:45 a.m. Please help your child begin his/her day on time. Persistent tardiness is discouraging to both students and staff and affects student learning.

Children cannot learn if they are not present during instructional time. The Indiana State Department of Education establishes, each year, the total number of instructional days for schools. It is the policy of the state and the Archdiocesan Office of Catholic Schools that each school has a procedure for monitoring students' attendance by recording each student's attendance and times tardy. This procedure includes steps for a school to take in those instances where failure to attend interferes with the student's academic performance and/or are excessive in number. **Note: Excessive absences do not include those children with acute or chronic illnesses that are medically documented.**

**If a student is going to be absent for the day, a parent or guardian must call the school office at 317-636-3739.** Excused absences will be granted for funerals and doctor appointments, as long as we have a note or a call has been made. A note should be on file in the main office for these absences to be excused. Students who will be gone for an extended period of time should contact the principal before the school absence. If a child is marked with a whole day absent from school, he/she may not be able to participate in extracurricular activities for that day.

Once your child has a total of seven absences, a letter may be sent to Child Protective Services for information purposes only. If you have documentation of your child's absence(s), please send it to the office and your child's attendance record will be appropriately amended. Once a child reaches 10 or more absences, a conference with the Principal may be required. A certified letter may then be sent to the parent/guardian, as well as Child Protective Services notifying them of the student's truancy.

**Note that twenty-five or more days of absence, even for medical reasons, in a given school year may result in retention in the present grade.** The administration reserves the right to issue consequences regarding individual situations of absence, tardiness, or truancy. A written notification regarding the specific situation will be sent to parents/guardians prior to consequential decisions. Serious illness, injury, etc., will be considered on an individual basis.

It is a reasonable expectation that in order for learning to exist, each student must arrive at school on time. Students who are tardy excessively from the instructional program will fall behind in academic achievement. A student, who is tardy to school, not only places his/her own learning in jeopardy, but also interrupts the learning of other students. Students are considered tardy if they are not in their classroom by the 8:00 a.m. announcements.

The Principal or Social Worker/Counselor may contact Social Services when excessive tardies or absences accumulate. Once Social Services have been contacted, the school will work in cooperation with them to ensure the student is living in a healthy environment. Further determination for the child's well being will be determined by the appropriate agency.

## **Academic Information**

### ***Curriculum***

- The Archdiocesan curriculum guidelines, consistent with the State of Indiana Academic Standards, are followed for the teaching of all secular subject areas.
- St. Anthony offers students opportunities for growth in the following major subjects:

### ***Religion***

- The majority of the religion curriculum is composed of Catholic doctrine and tradition, Bible study, and Catholic Social Teaching. We follow the Archdiocesan religion standards, which includes teaching of Theology of the Body.
- Liturgical services are typically held on Thursdays at 9:00 a.m. for the school community.

### ***Language Arts***

- Students learn reading (phonemic awareness, phonics, fluency, comprehension, and vocabulary) and appreciation of literature.

### ***Writing***

- English grammar and composition is taught with a focus on MLA documentation in the upper grades.

### ***Mathematics***

- Grade level focused math skills will be taught in all grades.

### ***Science***

- General Sciences and Laboratory Experiences are included.

### ***Social Studies***

- History, Geography, Economics, Indiana History, and Current Events are reviewed.

### ***Spanish***

- A basic introduction to Spanish is taught to students in grades 7 and 8.

### ***Special Area Classes***

- These classes consist of art, music, library, and physical education. All are required of students in Grades K-8. Students are exposed to Technology in the classroom.

### **Academic Probation**

A student in Grade 6-8 whose academic performance indicates serious deficiencies may be placed on academic probation. This includes those students who receive two or more F's in a given grading period. Students on academic probation will be given an improvement plan, which will be reviewed by the academic advisor and may include mandatory tutoring.

### **Accreditation**

Saint Anthony School within the Catholic Archdiocese of Indianapolis is fully accredited through Lumen Accreditation and in good standing with The Catholic University of America, effective July 1, 2024 through June 30, 2026.

## **Admission Information**

Please see our admissions policy for information on how families can apply to St. Anthony on our school website.

Our school considers a student's registration as a contract among parents, students, and faculty that the rules and policies of the school will be observed. Attending St. Anthony is a privilege, not a right.

### ***Pre-Kindergarten***

Children who are three years old by August 1st and potty trained are eligible to enter our Pre-Kindergarten 3 program, and those children who are four years old by August 1st and potty trained are eligible to enter our Pre-Kindergarten 4 program which currently has a track for students who are three and four years old. A birth certificate and shot records are to be shown at the time of registration.

### ***Kindergarten***

Children who are five years old by August 15th are eligible to enter Kindergarten at St. Anthony. A birth certificate is to be shown at the time of registration. Also, a baptismal certificate is necessary only if the child was baptized in the Catholic Church and plans to receive sacraments through the school. Registration dates are scheduled in late winter or early spring and again in the summer before the opening of the new school year.

### ***First Grade***

Children six years old by August 1st are eligible for first grade.

All new students entering Pre-Kindergarten, Kindergarten, or first grade at St. Anthony need to have a birth certificate and all vaccination records at the time of registration.

### ***New/transfer student probationary period:***

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Anthony Catholic School. The recommendation and decision of the school is final. If after admission, the educational and/or behavioral needs of a student exceeds what would be considered reasonable, the student may need to be separated from St. Anthony Catholic School. This decision will be made for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from St. Anthony Catholic School is made by the school, the student's tuition due would be prorated.

### ***Tuition Guidelines***

St. Anthony Catholic School in Indianapolis works diligently to keep costs as low as possible without compromising the programming, personnel, and other effective instructional components of our schools. It is our goal to provide financial support to all school families to the fullest extent possible. However, all school families must assume responsibility for paying the agreed-upon tuition charges in full and on time as outlined by the Office of Catholic Schools. Full tuition for the 2026-2027 school year has been set for PK students at \$5,585.00 and Kindergarten-8th grade students at \$7,875.00. All families are asked to work with the school administration to determine eligibility for tuition assistance. Families may be asked to submit income verification in the form of a 1040 tax form. You will be contacted by school administrators if income verification is required. School administrators, in partnership with the Office of Catholic Schools, will review all applications and make tuition determinations by August of the current school year. Assistance is not to exceed the amount of tuition.

How is need-based Financial Aid determined? Need-based financial aid is determined by independent analysis of a household's complete financial picture. Income verification may be required through a 1040 tax form. If requested and unavailable, please see school administrators for next steps.

In what order will types of assistance be determined and provided?

1. Employee Discount (if applicable)
2. IN Choice Scholarship, Voucher, (if applicable)
3. IN Tax Credit Scholarship (SGO)
4. Archdiocesan Needs-Based Financial Assistance

What type of assistance is available?

- Financial Aid from the Archdiocese of Indianapolis
- Indiana Choice Scholarship (often referred to as a voucher) Application submitted in school to IN Dept. of Ed.
- IN Tax Credit Scholarship (SGO): Application submitted in school to Institute for Quality Education, the Scholarship

Granting Organization used by St. Anthony Catholic School requirements:

- Your child is entering Kindergarten OR
- Your child is entering a private school for the first time after attending a public school OR
- Your child received a tax credit scholarship the prior year OR
- Your child is currently receiving a voucher and has previously received a tax credit scholarship

By receiving a tax credit scholarship, one may be eligible for the Indiana Choice Scholarship in the year following. SGOs set their own eligibility requirements, but family income cannot exceed 400% of federal free or reduced lunch levels. To qualify, students must be entering kindergarten and be an Indiana resident. Should you apply for a scholarship through the Institute for Quality Education (IQE), each year thereafter, you may reapply for assistance even if you did not receive assistance in the first year. Who must provide financial information? To qualify for aid, the parent/legal guardian legally responsible for the child to be enrolled in the school must be:

- The person who provides the financial information for financial assistance
- The individual who signs the financial assistance application, and
- The person who establishes the tuition payment plan through SMART tuition.

**Registration fees are NON-REFUNDABLE.** Please see the information in the school office for tuition rates. Families must be current with tuition in order to register for the upcoming school year. The payment of the registration fee and completion of all required paperwork guarantees your child a place on the school roster for the next school year, as long as classes are not full. In most cases a goal of twenty-eight (28) students will be used as the maximum in each classroom. It is advised that you register your child/children as early as possible. Once a grade level is full, you may wish to place your child on a waiting list. Families whose payments are two (2) months behind, without written/signed arrangements agreed upon by the family and the administration, may be asked to remove their child(ren) from St. Anthony.

Records will not be forwarded to requesting schools if a family leaving St. Anthony owes tuition or additional fees, such as lunch fees or aftercare fees.

All students must pre-register and pay registration fees. **No roster spots will be saved based on past enrollment.**

### ***Fees***

Report cards may be withheld and future registration denied if fees are not paid. If a problem exists concerning these payments, please call the school at 317-636-3739.

### ***Financial Assistance***

A limited tuition assistance fund exists for those families who, due to various circumstances, are unable to pay the entire amount of the tuition fees. Please note there is no financial assistance for PreKindergarten students. The guidelines for this fund are as follows:

- The budget committee will establish a set amount that will be available in this fund each year.
- Families asking for assistance must make their request known to the School Administration and apply through FACTS®.
- Priority will be given to participating parishioners from St. Anthony for the use of the tuition assistance fund.

### ***Withdrawal Procedure***

Withdrawing a student prior to the end of the school year significantly impacts the financial planning of St. Anthony Catholic School. In accordance with WDUCS policy, families will be charged the prorated tuition amount for the remainder of the semester in which the child is being withdrawn. This tuition repayment policy includes students who are asked by administration to withdraw for disciplinary or other reasons. Families must notify the school office in writing and complete proper paperwork before a student can be withdrawn from the school. Families will need to indicate the next school to which the child's records should be sent. Records will not be forwarded to the next school until all tuition and fees have been paid.

### **Announcements**

Morning prayer, the Pledge of Allegiance, and announcements will be made at 8 a.m. Additional announcements will be made beginning at 2:50 p.m.

Students will stand to participate in morning prayer and the pledge of allegiance. Students will remain quiet and respectful for the duration of the announcements. Students who are not present in their homeroom for morning announcements will be counted tardy.

### **Asbestos**

St. Anthony does contain some asbestos in non-friable, sealed locations in parts of the school. It is considered safe and is inspected on a regular basis. All maintenance personnel are trained to work safely around the asbestos. The asbestos abatement plan is on file in the main office. Federal law requires this notice. St. Anthony has complied with the EPA School Rule (1982) and AHERA (1986). The management plan for meeting the requirements of AHERA is available upon request in the school office.

### **Athletics/ CYO**

We participate in the Catholic Youth Organization (CYO). Sports programs encourage students to exhibit sportsmanship. Students can be dismissed or denied from playing a sport if they are not in good standing at the school.

### **Bathroom Breaks:**

Students will have whole class and individual bathroom breaks throughout the day. Students waiting in the hall to use the restroom should have their hands to their sides, in a single file line, and wait quietly. No more than four students at a time should be in the bathroom. Students are expected to flush the toilet and wash their hands before leaving the bathroom. Students are to make sure all trash is placed in the trash bins and all liquid mess is wiped up. Leave the bathroom quickly and quietly for the next students in line.

### **Before and Aftercare Program**

The school doors will open at 6:30 a.m. every day for before care. Students that arrive before 7:30 a.m. are to go directly to the cafeteria. Before Care is available on school days from 6:30 a.m. to 7:30 a.m. and costs \$3.00 per day. Students arriving at school prior to 7:30 a.m. will be charged the daily before care fee added to their SMART tuition account. We ask that parents try not to drop off students until around 7:30 a.m. unless before care is absolutely needed.

Aftercare is available through Hawthorne Community Center. Parents are responsible for contacting Hawthorne Community Center for Aftercare registration.

### **Early Dismissal: Updated for the 26-27 SY**

NO early dismissals/dismissal changes will be allowed after 2:30 for a regular dismissal day or 1:00 on an early dismissal day. This allows office staff time to complete all end of day tasks and students to remain in class until the end of the instructional day. All dismissals before 2:30/1:00 are considered a half day absence and count against a student's required days in attendance.

**Late Pick Up:** Updated for the 26-27 SY

Daily dismissal is at 3:00 PM, with an early dismissal at 1:30 PM on Wednesdays and prior to school breaks. There may also be additional early dismissal days for holidays and Holy Days, as outlined in the school calendar provided at the beginning of the year and available on the school website.

We ask that all parents arrive on time for dismissal. Please note that St. Anthony School does not offer aftercare, and late pickups place an undue burden on our staff, requiring them to remain beyond their contracted hours and delaying their personal and professional commitments.

To address ongoing concerns, the school will implement an inconvenience fee of 5.00 for every 15 min a parent is late after dismissal concludes. Additionally, after three late pickups, parents will be required to meet with the principal. Continued disregard for dismissal procedures may result in disciplinary consequences, up to and including dismissal from the school. We appreciate your cooperation in ensuring a safe, respectful, and timely dismissal process for all students and staff.

**Birthdays and Birthday Parties**

Students will be allowed to dress down on their birthday. (Attire should still be appropriate for school.) Students may only bring in pre-packaged items or pre-made items from a grocery store rather than homemade desserts. Please do not order pizzas to be sent to the school.

**Cheating**

Cheating of any type, including AI generated, will not be tolerated. Plagiarism is considered cheating. Students who choose to cheat face a failing grade, detention, and/or suspension. Students involved in cheating may be unable to participate in school-sponsored extracurricular activities.

**Child Abuse Laws**

St. Anthony abides by the Child Abuse Laws of the State of Indiana. This law mandates that all cases of **suspected** abuse and/or neglect be reported immediately to Child Protective Services.

**Circle of Grace**

Circle of Grace is a safe environment program for Pre-Kindergarten through Grade 12 students. This program will now be embedded in the new Archdiocesan standards rather than being its own separate program beginning in 2021-2022.

**Communication between Home and School**

**Main Office Phone Number: 317-636-3739**

**Office Hours: 7:30 a.m.-4:00 p.m.**

Communication between home and school is very important. School communications will be sent electronically whenever possible. It is the goal of administration to use as little paper communication as possible. This is to ensure that everyone receives the most timely and accurate information.

Communication between home and school should be an open, two way dialogue. To provide the quickest and most accurate answers to parent questions regarding the classroom, it is appropriate to first speak with the classroom teacher. The teacher can provide guidance, support, and help with parent questions about classroom activities, assignments, and minor behaviors.

If there is a communication breakdown despite the teachers and parents efforts, or if they escalate to a level that cannot be resolved with an email I would suggest setting up an in person meeting. At this point, it may be appropriate to involve the school administration to address the situation

**Cell Phones/Smart Devices**

Students may not carry cellular phones, ipods or any other portable communication/listening devices on their person from the time they exit the car until the time they get in the car. This includes watches that have cellular connections or can be synced to a cellular device such as samsung, gizmo, apple watches, or other devices. Such items must stay in the student's locker or backpack, powered off, from the time they arrive at school until dismissal. Cell phone use during the school day

is considered a major discipline infraction and will result in disciplinary action according to the school handbook guidelines. Any cell phone seen or used during the school day will be taken from the student(s) who violate this rule and will require the parent/guardian to come in and pick up the cell phone. Additionally, the Administration reserves the right to search any cell phone or smart device bought on school property (see also: Search and Seizure Policy).

### ***Newsletters***

The school newsletter will be sent by email. Elementary newsletters are also sent each week on Friday with any other forms of communication from the main office. Take the time to read the information and discuss it with your children, as needed. Oftentimes we may be asked to make changes for some of our events due to other events that may be taking place on campus, so it is important that these items be reviewed carefully.

### ***Thrillshare***

School Messenger alerts (email, text, or calls) will be sent when information is time sensitive. Dismissal changes due to weather will be sent via Thrillshare.

### ***Office Telephone***

The office telephone is not to be used for calls concerning forgotten gym clothes, books, or homework. If a child needs to use a phone for any other reason, the office staff will make the call for the student.

### ***Facebook***

Those interested in some of the daily activities of our students and staff should follow us on Facebook: St. Anthony Catholic School-Indianapolis .

### ***Website***

The school website is <https://stanthonyindy.org/>. Here you will find our newsletters and monthly calendar, as well as the handbook and information about the school.

### **Crisis Plan**

St. Anthony has implemented an emergency plan in case of a lockdown/evacuation emergency. If we are to evacuate the school, we will relocate to Hawthorne Community Center. If the situation calls for an evacuation more than 3 miles away, we will relocate to Cardinal Ritter High School. All teachers and staff are trained on the evacuation procedures in order to keep your student safe.

### **Child Custody**

St. Anthony adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. St. Anthony will require a court document to be on file which indicates child custody in cases where parents are in dispute. Direct contact will be made with the primary custodial parent for daily information, parent conferences and school mailings. The non-custodial parent may have access to any student records and general information regarding the program. If there is a court order indicating the non-custodial parent should not have access to the child or his/her records, this needs to be on file in order for the school to be in compliance. Any parents that are unable to settle their differences between themselves and continue to put their child in harm or harass the school staff may be asked to meet with the school Principal. This also applies to disputes regarding tuition payments and behavior. It is the responsibility of the parents to share any official custodial information determined by the courts. Official custodial agreements will be kept in a confidential file. In the absence of any court document, the school will view each parent as having full legal custody of his/her child.

### **Discipline**

St. Anthony is committed to fostering an environment for students, staff, community, neighbors, and visitors, which is safe, conducive to the learning process, and free from unnecessary disruptions. A safe school environment includes the school and grounds during school hours and school-sponsored activities and events. The following code and guidelines have been created for this purpose in accordance with Archdiocesan Standards and Indiana State Law.

The philosophy of St. Anthony is based upon the idea that the school assists parents in training their children for good citizenship. Self-discipline is essential to good citizenship, the first requirement for success at St. Anthony.

Every teacher in every classroom will have standards of expected behavior. Student actions that take away from the learning environment will be termed as disrupting class. Each teacher has the ability to post classroom specific rules and guidelines as approved by the Principal.

Discipline referrals will be categorized in two ways: Major Behaviors and Minor Behaviors. The following chart is a guideline and subject to the discretion of administration. Students receiving behavior referrals will bring home a parent notification form to be signed and returned the next school day.

- **Major Behaviors:** Fighting, Physical Aggression, Defiance/Non-Compliance/Insubordination, Disrespect, Abusive Language/Profanity, Harassment, Bullying, Property Damage/Vandalism, Theft, Technology Violation, Bomb Threat/False Threat, Possession of Illegal Substance or Weapon.
- **Minor Behaviors:** Defiance/Non-Compliance, Disrespect, Disruption, Inappropriate language, Physical contact/aggression, Property misuse, Technology violation, Excessive tardies, Lying/cheating/plagiarism, Dress code violations

Multiple infractions will result in further disciplinary action according to the school's scale. Including, but not limited to, detentions, discipline board meetings, suspensions, and expulsions.

#### ***Detentions, Discipline Board Meetings, Suspensions, and Expulsions***

The school reserves the right to issue school detentions and suspensions for inappropriate behavior. If a student does not show improvement and continues to have discipline problems, the school can put a discipline contract into place and/or will hold a discipline board meeting with the parent(s) and student.

Students who pose a threat to themselves or to others may be asked to withdraw or be expelled from the school. Students who have been expelled from the school will not be allowed to return to the school and may not register to attend another school for an entire year from the date of expulsion.

#### ***Bullying and Harassment***

The staff and Administration of St. Anthony believe that all students should be treated with respect and dignity. Therefore, bullying and harassment will not be tolerated. If a student feels that he/she is being bullied or harassed, the student is asked to report the problem to his/her teacher or directly to the Administration so that it may be documented. Members of the Administrative team will look into the issue and discuss the problem with those parties involved in the matter. At the discretion of the Administrative Team, proper disciplinary action will be taken toward any person who may not be treating others with respect or who may be threatening other students. This includes, but is not limited to, in-school and out-of-school suspensions, expulsion, or withdrawal.

#### ***Fighting***

Additionally, fighting will not be tolerated on school grounds or at any school function. Any student involved in such an altercation, even in self-defense, may be subject to disciplinary action, which includes, but is not limited to, in-school and out-of-school suspensions and expulsion.

#### ***Search and Seizure***

The Administration reserves the right to search anything brought on school property, as well as a student's desk or locker, which belong to the school. This includes cell phones and other electronic devices. Such searches will be made under the supervision of two staff members, one of which will be an Administrator.

#### ***Social Media and Electronics***

Engagement in online blogs, such as, but not limited to, Facebook®, Snapchat®, Instagram®, TikTiok®, etc.,

or caught cyber-bullying another student may result in disciplinary action if the content of the student blog includes defamatory comments regarding the school, the faculty, other students, or the parishes.

Students involved in possession or transmission of inappropriate photos or sexting on their cell phones or other electronic devices may face suspension and/or expulsion. Law enforcement may be contacted as well.

### **Uniform Code**

St. Anthony will no longer keep uniforms on hand for sale at school, except for the school logo sweatshirts. The cost per sweatshirt will be \$20.00. The approved uniform plaid is *French Toast* brand Red/Navy plaid. You can shop their Amazon store [\*\*BY CLICKING HERE\*\*](#) for all your uniform needs. Solid color uniform pieces can also be purchased from Target, Amazon, Costco, Walmart, and other retailers.

- Uniforms are required Monday through Friday. Students who are on campus during school hours, including during before care must follow the St. Anthony dress code unless otherwise directed.
- On Wednesday's students may follow the Spirit Wear Uniform Code.
- Please note that a uniform infraction may necessitate a call to the parents who may be asked to bring the proper uniform garment(s) to school. This also includes the correct shoes listed in the uniform requirements.
- The school reserves the right to tell students when their attire does not adhere to the dress code or is inappropriate.

### **Pre-K Uniforms**

- Students are required to wear a solid red or white collared shirt. Short or long sleeve polo shirts are generally best.
- Boys and girls may wear navy blue bottoms – shorts and pants.
- Girls may wear French Toast brand solid navy or navy and red plaid skirts, jumpers, and skorts.
- Families may also purchase the school uniform sweatshirt that students in Kindergarten-Grade 8 wear. Students may not wear any St. Anthony/Notre Dame ACE Academy logo items.

#### **Uniform Tops -Boys and Girls**

- A solid red or white short or long sleeve polo shirt is required. These can be purchased at any store.
- Students may not wear long sleeve shirts under their short sleeved shirts.
- Students may wear the **St. Anthony** navy blue or red crewneck sweatshirt with the St. Anthony logo on it. These may be purchased at the school. Students may NOT wear any St. Anthony/Notre Dame ACE Academy logo items.
- Students must wear a collared, uniform shirt underneath their sweatshirt.
- Fleece jackets, sweatshirts with or without hoods, other sweaters, etc. are not permitted.

#### **Uniform Bottoms**

##### **Boys in Grades K-5**

- Navy blue pants- May be purchased at any store.
- Navy blue shorts- May be purchased at any store.
- Pants or shorts must not have outside pockets. Cargo pants, jeans, and sweatpants are not acceptable as uniform bottoms.

##### **Boys in Grades 6-8**

- In addition to the navy blue uniform pants, middle school students may wear the khaki uniform pants with Cardinal Ritter logo. These can be purchased from the CRHS website or their used uniform sales.
- In addition to the navy blue uniform pants, middle school students may wear the khaki uniform shorts with Cardinal Ritter logo. These can be purchased from the CRHS website or their used uniform sales.

##### **Girls in Grades K-3**

- Girls may wear French Toast brand solid navy or navy and red plaid skirts, jumpers, and skorts.
- Navy blue shorts or pants- May be purchased at any store.
- Pants or shorts must not have outside pockets. Cargo pants, leggings, jeans, and sweatpants are not acceptable uniform bottoms.

### **Girls in Grades 4-5**

- Girls may wear French Toast brand solid navy or navy and red plaid skirts, jumpers, and skorts.
- Navy blue shorts or pants- May be purchased at any store.
- Pants or shorts must not have outside pockets. Cargo pants, jeans, sweatpants, and leggings are not acceptable uniform bottom.

### **Girls in Grades 6-8**

- Girls may wear French Toast brand solid navy or navy and red plaid skirts and skorts. (Skirts and skorts may not be shorter than 2" above the knee.)
- Navy blue shorts or pants- May be purchased at any store.
- In addition to the navy blue uniform pants, middle school students may wear the khaki uniform pants with Cardinal Ritter logo. These can be purchased from the CRHS website or their used uniform sales.
- In addition to the navy blue uniform pants, middle school students may wear the khaki uniform shorts with Cardinal Ritter logo. These can be purchased from the CRHS website or their used uniform sales.

### **Hair Accessories**

- Acceptable headwear for girls includes headbands, hair ties, and barrettes. Small flowers or bows are also acceptable.
- Hair should be styled or groomed so that it is out of the eyes or face of the student.
- For all boys and girls: Extreme hairstyles, including mohawks, designs or characters shaved into the side or back of a student's hair, one half of a shaved head, and/or non-natural colors (such as blue, green, purple, red, or pink) are not permitted. Extreme highlights are also not permitted.

### **Shoes and Socks**

- Athletic-style sneakers are generally required because of P.E. and/or recess. (Students are responsible for additional pairs of shoes they may bring to school, if they wish to change shoes for gym or athletic practice.)
- Dress shoes, such as flats, and croc style shoes may be worn, but no heels, open-toe shoes, or sandals for safety reasons. Students should wear athletic shoes for P.E. class.
- Socks are to be worn at all times.

### **Personal Grooming**

- Students should keep their jewelry to a minimum.
- Small stud or hoop earrings are acceptable. No large hoop earrings should be worn.
- Boys in grades 6-8 may wear a small stud earring in their ears.
- Nose, eyebrow, tongue, or lip rings are not acceptable. Only earrings are allowed.
- Make-up should be kept at a minimum.

### **Miscellaneous**

- Belts are to be worn with shorts and pants which contain belt loops.
- Shirts are to be tucked in at all times.
- No fake tattoos may be worn.
- Students may not draw designs on their bodies, including their hands.
- All questions regarding student attire will be addressed by the administrative staff, as warranted.

### **Dress Down and Spirit Wear Days**

- Generally there will be Spirit Wear days each Wednesday. Dress includes blue jeans, or appropriate shorts with a top that demonstrates spirit toward our school or Cardinal Ritter High School, our high school partner in the West Deanery Unified Catholic Schools (WDUCS). Students must be in uniform if they do not want to participate.
- Other days may be specified as dress down or out-of-uniform days. These days will be announced in the school newsletter. Please be sure your child's attire is school appropriate. **Torn jeans and short shorts are never permitted.**

### **Drop-Off and Dismissal**

#### ***Drop-Off***

Parents are to pull alongside the school building Warman Avenue. Parents will be directed to pull forward as far as possible and drop their children off at the main entrance to the school. Students should exit only from the passenger side of the car, closest to the school. Please follow the directions of those teachers and parents on duty.

PLEASE do not drop off your child across the street or behind the school.

### ***Dismissal***

Announcements will begin at 2:50 Monday, Tuesday, Thursday, and Friday; and 1:20 on Wednesday. Hawthorne and Walkers will be called at 2:55pm (M/T/Th/F) & 1:25pm (W). Hawthorne students will walk to Door 3. Walkers will go to Door 8 (the side door exit between the school and church). These students must be on the Hawthorne and Walk list and will be checked off daily by the staff member on duty. Student Pick up will be called at 3:00pm (M/T/Th/F) & 1:30pm (W) for Homeroom Teachers to walk students to the parking lot. Walkers/ walk-up students/and Preschool students are only dismissed from door #8 at 3:00 p.m. Once dismissed walkers are to go home promptly.

Only those individuals authorized in advance by the parents or guardian will be allowed to take the child/children home. No child/children will be dismissed early until signed out by a parent or an authorized person. If the school office is unfamiliar with the individual picking up a student, we may ask to see the person's identification.

During main dismissal in the parking lot, all cars will proceed into the parking lot across from the school. Parents will park in rows of 5 cars facing South to pick up their students. All parents are to remain in cars and students will be released to them. Teachers will remain with their students until all of the students have been picked up. Once all cars in the line are loaded, cars will be dismissed to exit the park lot. Cars must follow the car line procedure when picking up students. Parents should follow the instructions of the teachers or staff on duty. Additionally, students may not leave the parking lot to find their rides, as this poses a safety risk. Parents may not walk up to the school building to pull their student out of the dismissal line as this also poses a safety risk.

Failure to follow dismissal procedures may result in disciplinary action, as student safety is of the utmost importance.

### ***Policy for Parents Registering Students as Walkers/Walk-Up Pick Up***

#### Purpose:

The purpose of this policy is to establish clear guidelines for parents or legal guardians who wish to register their students as walkers with the school office. And for parents wishing to walk-up to the school to pick up their child. Walking to and from school is a healthy and environmentally friendly option, and this policy aims to ensure the safety and well-being of students during dismissal and their walk home.

#### Definitions:

- "Walker": A student who walks to and from school, unaccompanied by a parent or guardian.
- "Parent": Refers to a legal parent, guardian, or caregiver responsible for the student.
- "Walk-Up": Refers to a legal parent, guardian, or caregiver who walks up to pick up their child, they do not get in the carpool line across the street.

#### Eligibility for Walker Registration:

To be eligible for walker registration, the following criteria must be met:

The student must live within a reasonable walking distance from the school, as defined by the school administration.

The student must be of an appropriate age and maturity level to walk independently to and from school.

The parent must provide their written consent for the student to be registered as a walker to the main office. We will not take a student's word that they are a walker.

#### Registration Process:

Parents must submit a formal request for walker registration to the school office. The request should include the following information:

Student's full name, grade, and homeroom teacher.

Parent/guardian contact information verified in PowerSchool by the front office manager (phone number, emergency contacts, email, home address).

A signed permission form affirming that the parent understands the conditions and responsibilities associated with walker registration.

The school administration will review the request and may conduct a brief meeting with the parent and student to discuss expectations and safety guidelines if needed. Upon approval, the school office will provide the parent and student with a walker identification badge or tag, which must be worn visibly during the walking commute.

### **Responsibilities of Parents and Students:**

Parents or legal guardians are responsible for ensuring that their registered walker(s) are aware of and adhere to the designated walking route and safety guidelines.

Parents registering to “walk up” and pick up their students must pick them up from the supervising teachers at Door #8 (The door between the Church and School).

Parents will not be allowed to stand along Warman Ave. in front of Door #1 or Door #2 to walk up for students. We will have designated teachers directing parents towards Door #8.

Students are expected to follow the established walking route and cross streets at designated crosswalks or intersections, whenever possible.

Parents are responsible for promptly informing the school office of any changes in their walker's daily schedule or if the student is no longer eligible or allowed to walk to school.

Parents should reinforce the importance of pedestrian safety rules and general safety precautions with their children.

### **Safety Measures:**

**Suspension of Walker Registration:** The school reserves the right to suspend walker registration for a student if they repeatedly fail to follow safety guidelines or if there are concerns about their well-being during the walking commute. In such cases, parents will be required to make alternative transportation arrangements.

### **Policy Review:**

This policy will be reviewed annually to ensure its effectiveness and relevance. Any necessary updates or changes will be communicated to parents and the school community.

This policy aims to promote safe and responsible walking practices for students, with the cooperation and support of parents or legal guardians. By registering students as walkers/ walk-up dismissal with the office, we hope to create a secure and efficient dismissal experience for all students within the St. Anthony School community.

### **Drone Policy**

In compliance with all FAA regulations and related laws, drones may be used at St. Anthony Catholic School under the following applications. The operator and pilot must be properly trained and certified. If the operator and/or pilot are not an employee of WDUCS, they must receive prior permission from the Athletic Director, Principal, or President. Further applications may be found in the WDUCS Policy Manual upon request.

### **Emergency Contact Information**

The school must have accurate information on how to contact parents or guardians in case of an emergency. Given recent pandemic concerns, this information is imperative. Contact information must be provided for each student at the beginning of the school year and updated as needed during the year. If you have an unlisted telephone number, you must provide it for our contact file. However, upon your request, we will not release your unlisted number. In case of an illness or emergency, we will contact the first number on the list and proceed through the other listed numbers as needed.

### **Emergency Drills**

State Law requires that fire, tornado, and lockdown drills are done throughout the school year. Fire drills are conducted once a month. Tornado and lockdown drills are conducted a few times each semester. Children should understand that these drills are done for their safety. Students who do not comply with the rules and expectations during these drills are subject to disciplinary action.

### **English Language Learners (ELL) Services**

ELL Services are provided to those students who qualify. Please contact the main office if you have questions.

### **Field Trips**

Parents should generally have a three week notice for field trips. Field trips may not be approved with less time.

- Everyone is encouraged to use the resources of this great city as educational experiences for students.
- Teachers will need to state the educational objective of the trip, preparation given, and a summary of the follow-up activities.
- A field trip is a privilege and not a right. Students may be asked to stay behind for disciplinary reasons or excessive

absences.

- Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any trip due to, but not limited to, poor academic performance and/or poor conduct.
- There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition. Please do not expect certain field trips just because they have been done in the past.
- A written **official permission slip**, signed by the parent is required before a child will be permitted to attend a field trip.
- Parents may refuse to permit their child from participating in a field trip. The Administration will decide on an alternate arrangement for the student who does not participate.
- **All chaperones must have completed the Safe & Sacred training before going on any trip. Documentation must be present at the school. Chaperones that do not pass the background check will be removed from the chaperone list. We recommend parents complete this training at the start of the school year if they are interested in volunteering or chaperoning throughout the year, as the background checks take a few weeks.**
- Parents who are not “official” chaperones **may not** drive their car to a field trip destination with the plan of accompanying the class on the field trip.
- The school reserves the right to limit the number of chaperones on a given field trip.
- **Additionally, parents who chaperone a field trip may not bring other children on the trip. Chaperones have made a commitment to monitor the students of St. Anthony. Additional children on the field trip take away from the responsibility and commitment made.**

### **Final Exams**

All students in Grades 6-8 will take final exams at the end of each semester.

### **Food Programming**

We are pleased to inform you that St. Anthony Catholic School will be implementing the Community Eligibility Provision (CEP) for meals served on the National School Lunch Program and School Breakfast Program for the 2026-2027 school year. All students enrolled at St. Anthony are eligible to receive a healthy breakfast and lunch at school at no charge each day of the 2026-2027 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application. Additional entrees can be purchased for 3.00 each using a student's Meal Time account.

### **Cafeteria Rules:**

1. Students are to enter in alphabetical order, with students who have cold lunch at the front of the line.
2. Students should sit at their assigned tables and pray the Prayer of Thanksgiving
3. Students will wait for their class to be called up to the lunch line.
4. Students should proceed through the lunch line quietly and courteously and then be seated.
5. Teachers should instruct the students on good conduct and table manners.
6. Students are to remain seated AT ALL TIMES in their assigned seat.
7. Talking quietly while eating lunch is permitted. Students are reminded that all noise/talking is to stop when the lights go out or when asked by the teacher.
8. Students must have permission to leave their seats.
9. Students will be instructed by the teacher on duty to clean up and throw away trash.
10. Students who have been dismissed should line up to go outside, or to their classrooms in bad weather, for recess or return back to class.
11. Assigned students (classroom job) will wipe down tables.
12. No fast food or soda is permitted in the cafeteria during school hours.

### **Gifts and Party Invitations**

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be limited at this time and be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade. The school cannot provide families with email or home addresses for students.

## **Hallway Procedures**

Students are expected to always walk in the hallways on the right side of the hallway. Students should show respect for themselves, their classmates, and their teachers in the hallways by keeping their hands to themselves, using indoor voices, and keeping their eyes forward on their teacher.

## **Health Program**

### ***Health and Immunization Requirements***

All students must have on file verification that they are up to date on all required shots.

### **Indiana 20256-2027 Required and Recommended School Immunizations:**

| Grade                                   | Required                                                             |                                                                                              | Recommended                                           |
|-----------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-------------------------------------------------------|
| Pre-K                                   | 3 Hepatitis B<br>4 DTaP (Diphtheria, Tetanus & Pertussis)<br>3 Polio | 1 Varicella (Chickenpox)<br>1 MMR (Measles, Mumps & Rubella)<br>2 Hepatitis A                | Annual influenza                                      |
| K-5 <sup>th</sup> grade                 | 3 Hepatitis B<br>5 DTaP<br>4 Polio                                   | 2 Varicella<br>2 MMR<br>2 Hepatitis A                                                        | Annual influenza                                      |
| 6 <sup>th</sup> -11 <sup>th</sup> grade | 3 Hepatitis B<br>5 DTaP<br>4 Polio<br>2 Varicella                    | 2 MMR<br>2 Hepatitis A<br>1 MCV4 (Meningococcal)<br>1 Tdap (Tetanus, Diphtheria & Pertussis) | Annual influenza<br>2/3 HPV (Human papillomavirus)    |
| 12 <sup>th</sup> grade                  | 3 Hepatitis B<br>5 DTaP<br>4 Polio<br>2 Varicella                    | 2 MMR<br>2 Hepatitis A<br>2 MCV4<br>1 Tdap                                                   | Annual influenza<br>2/3 HPV<br>2 MenB (Meningococcal) |

HepB: The minimum age for the 3<sup>rd</sup> dose of Hepatitis B is 24 weeks of age.

DTaP: 4 doses of DTaP/DTP/DT are acceptable if 4<sup>th</sup> dose was administered on or after child's 4<sup>th</sup> birthday.

Polio\*: 3 doses of Polio are acceptable for all grade levels if the 3<sup>rd</sup> dose was given on or after the 4<sup>th</sup> birthday and at least 6 months after the previous dose.

\*For students in grades K-10, the final dose must be administered on or after the 4<sup>th</sup> birthday and be administered at least 6 months after the previous dose.

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

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

MCV4: Individuals who receive dose 1 on or after the 16<sup>th</sup> birthday only need 1 dose of MCV4.

Hepatitis A: The minimum interval between 1<sup>st</sup> and 2<sup>nd</sup> dose is 6 calendar months. 2 doses are required for all grades K-12.

A very short grace period is given for parents to get their children's shots completed. Children who do not have the required shots filed with the school may be sent home until they have completed the immunization requirements.

St. Anthony has a school nurse contracted through St. Vincent Hospital.

## **Health Clinic Policy and Procedure**

### ***Allergies***

St. Anthony recognizes that an allergy is an important condition affecting many children and positively welcomes all pupils with allergies. Please be sure that all student allergies are noted on the child's medical form and discuss any allergy concerns you have with the school nurse. The better informed the staff is at the school, the better we can help your child, should an issue arise. Due to various allergies that students may have, we ask that students not share food or consume food that they are unsure what it contains.

### ***Illness and Medication Policies***

On school days when your child is ill, we ask you to call the school office by 9:00 a.m. **that** day. If your child/children is/are out three (3) days or more due to illness, please send a statement from your doctor. Additional documentation may be required from a doctor for a child to return to school following illness, injury, or incident at the discretion of the school administration and school nurse.

**\*\*Children with fevers may not report to school. A fever is 100.4 degrees and higher. Students must be fever free for 24 hours without the use of fever reducing medication before returning to school.**

## **HEALTH CLINIC, MEDICATION, AND MEDICAL EMERGENCIES**

Students who are injured or become ill are to report their condition to a teacher and then with the permission of the teacher may go to the school clinic. We are fortunate to have a licensed healthcare professional on duty or on call throughout the school day. Any student who visits the health care center for emergent problems, chronic health issues or daily prescription medications will not be required to have a pass.

Occasionally, the need arises for the health care professional to request a parent to pick up a child who has become ill. Parents will be notified if their child has a fever, vomiting, diarrhea, a \*significant illness or injury, or is in need of emergency treatment. (\*For further guidance please see the Indiana Department of Education document titled "How Sick is Too Sick") If a student is too ill to remain at school, the parent or emergency contact shall be notified and arrangements made for transportation before the student is released. If a child is sent home ill during the school day, we request that parents not return the child to school later on that same school day. The school may require clearance from a licensed physician for a student to return to school whenever it is deemed necessary in order to protect the health of the student or other students.

In case of medical emergencies, every effort will be made first to contact the parent of the student. If the parent cannot be reached, or if in the opinion of school officials, immediate action is required, emergency ambulance services will be called. The cost of such emergency ambulance service shall be the responsibility of the parent. An accident or injury requiring treatment is followed up with a report to the Superintendent. If a parent wishes to be notified each time their child visits the school clinic, regardless of the reason, that will be done. Parents should notify the health care professional in their school of that preference.

All visits to the health care professional's office are documented on a clinic pass sent home with students, as well as, in the school's electronic system, allowing parents to view the frequency and reasons for visits if requested.

## **ADMINISTRATION OF MEDICATION**

Our school health care professionals are always willing to give your child medication when needed. They are bound by Indiana State Law to follow certain regulations regarding these medications. The health care professionals are not permitted to exceed the recommended dosages as stated on the original label without a physician note.

Inhalers and epi-pens may be carried by the student with physician and parent permission notes on file in the health care professional's office. Both physician and parental permission in writing must be updated every school year for the use of an epi-pen or inhaler,

All other medication (besides inhalers and individual epi-pens) must be kept in the health care professional's office. Only the school health care professional or designee shall administer medications to students. The administration of medications and/or treatments for students on a field trip will involve a concerted effort between the nursing and school staff, along with the parents and student. A school health care professional will rarely, if ever, accompany students on field trips.

In the interest of student safety, it is preferred that all medication, both prescription and non-prescription, should be transported to and from the school health care professional's office by a parent or guardian. If transported to/from school by a student, the parent/guardian must provide written permission to do so. This written permission only authorizes to/from school transportation. During school hours, the medication must be kept in the school health care professional's office. All medications for elementary school children must be transported by a parent or guardian. Insulin in an insulin pump is excluded from this policy. Insulin by any other delivery route is included in this policy in its entirety.

### **Prescription medication: (ordered by the physician)**

- Medication must be turned in to the clinic in the original pharmacy-labeled container with the student's name/date/medication/ dosage and the time dosage is to be administered.
- Any prescription medication must be accompanied by a physician's order. This order can be brought in by the parent or faxed to the school health care professionals' office by the physician. Any change in dose of a prescription medication would require a new physician order forwarded to the school health care professional.
- Written permission from the parent giving the school authority to administer the medication must also accompany the prescription medicine. The form for this written permission may be found in the SA clinic or front office.

- If a medication is to be stopped, the parent should notify the school health care professional of the withdrawal of consent in writing. \*\*\*\*Please ask your pharmacist when filling the medications that require refrigeration (i.e. liquid antibiotics) to fill a separate bottle with appropriate dosage to remain at school to avoid transportation problems, temperature change, or a missed dose when transportation problems occur.

#### **Non-prescription medication:**

- The school will provide Tylenol, Ibuprofen, Tums and diphenhydramine or its generic equivalent in the dose appropriate for student's age and weight as per the package instructions. When you register your student, you can request permission for one or all of these medications. Parents of elementary school students who receive any of these medications will be notified of their administration. This notification may come in the form: of a phone call, email, or a note on their clinic visit pass that they should bring home. All other medication must be provided by parent/guardian and dispensed by the clinic.
- Written permission from the parent/guardian must be on file before any medication can be given, including over the counter decongestants, antihistamines or cough medicines that are brought in from home per the policies stated above. The amount to be dispensed must be on file before any medication will be given. A permission form may be obtained from the health care professional any time throughout the school year.
- Forms are also available on the district website under the health forms section.

#### **Homeopathic Products:**

St. Anthony Catholic School, in concert with the National School Nurse Association guidelines, does not honor requests by parents/guardians to dispense over the counter herbs, minerals, and vitamins and other homeopathic products. Homeopathic products will only be dispensed with a physician's order.

#### **Medication Return:**

At the end of the school year OTC and prescription medications MUST be picked up by parents by the last day of school for students. All unclaimed medications will be discarded after the last day of school.

#### **HEALTH SCREENINGS**

As required by the state of Indiana, health screenings will be conducted with all students in the grade levels shown on the schedule below. The screenings will be conducted during the first semester of each school year. Parents will be notified of the scheduled date for hearing and vision screenings. If a parent does not wish for his/her child to be screened, please complete the form that will be sent home with each student from the healthcare professional prior to the Marion County Health Departments visit.

#### **Vision and Hearing Screenings:**

Vision screening of 1st grade, 3rd grade, and 8th grade students (as prescribed by law) will be conducted by health care professionals of the Marion County Health Department. Hearing screening for 1st grade, 4th grade and 7th grade will be conducted by health care professionals of the Marion County Health Department. Parents will be notified of any physical discrepancies discovered by school personnel. Parents should follow up with their pediatricians or eye doctor.

#### **Speech & Hearing Screenings:**

Students in kindergarten, 1st, 4th grade, and 7th grade students receiving special services will have their speech &/or hearing screened during the fall semester of the school year by district speech- language pathologists. #IN 511 IAC 7-41-8

(Updated 03/2023 Keiona Cox-K'Peahay HCP)

## **Homework**

### ***Picking Up Homework Assignments***

If your child is ill for more than one day, please contact your child's teacher to discuss homework that was assigned. We want to limit parents having to pick up work from the main office when possible.

### ***Make-Up Work***

Students will have one day for each day they are absent to make up all missed classroom and homework assignments. For example, work missed on the first day of absence is due on the day after they return to class. Work missed on the second day of absence is due two days after the student returns to class, etc.

## **Human Dignity Policy**

The Archdiocesan policy on harassment and violence can be found at

[http://www.archindy.org/oce/download\\_documents/newsletters/harassment\\_policy\\_f.pdf](http://www.archindy.org/oce/download_documents/newsletters/harassment_policy_f.pdf)

St. Anthony understands the importance of sensitivity to the backgrounds, feelings, and concerns of students and community members and of meeting the moral imperative of an equal opportunity society free of prejudice and discrimination. Accordingly, in this school, behavior by any member of the school community which insults, degrades, harasses, or stereotypes any other person on the basis of race, gender, handicap, physical condition, socioeconomic background, ethnic or national origin, or religion will not be tolerated.

## **Lost and Found**

Any items found should be placed in the Lost and Found area outside the school cafeteria so the owner has the opportunity to claim his/her property. A student who has lost an item may search the Lost and Found. Items still remaining in the Lost and Found and go unclaimed at the close of a month will be donated. Students may also check with the main office for lost items of high value.

## **Mass**

All School Mass is on Thursday at 9 am. Students are expected to enter and exit the church quietly. Students should genuflect as they enter and exit their pew. Jackets should not be worn to mass unless absolutely necessary in freezing weather. If jackets are worn they should not be worn when going up to receive communion. Hands should be folded in prayer or arms crossed against your chest when approaching and returning from communion. Students are expected to fully participate in mass by kneeling, standing, singing, and responding.

## **Off-Campus Conduct**

The Administration of St. Anthony reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off-campus behavior includes, but is not limited to, cyber-bullying, sexting, or fighting.

## **Office Records and Contact Information**

Parents/Guardians are requested to notify the main office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date. Additionally, the main office may ask for updated records for immunizations, birth certificates, baptismal certificates, or other school records that may not be clear to read. Please assist us in getting these documents to us in a timely manner.

### **Parent-Teacher Association (PTO)**

The parents' organization is called the Parent-Teacher Organization (PTO). It is not limited to parents, but parents become members by having their children enrolled in the school. The purpose of this organization is to enhance the children's school experience by assisting the school with special projects and fund-raising or volunteering. Your support and involvement are needed and appreciated. This group generally meets once a month, but dates will be announced in advance.

### **Parent-Teacher Conferences**

Scheduled conferences are held annually during the first quarter in all grade levels. All parents or guardians are encouraged to attend conferences and are welcome to schedule additional conferences with teachers at any time. Additional conferences may be called by the teacher or parent throughout the year.

### **Parent's Role in Education**

We consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life spiritually, physically, mentally, emotionally, and psychologically. Your choice of St. Anthony involves a commitment and exhibits a concern for helping your child to recognize God as the greatest part in his/her life.

Once you have chosen to enter into a partnership with us at St. Anthony, we trust you will be loyal to this commitment. During these formative years (Pre-K to Grade 8), your child needs constant support from parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

### **Photography of Students/ Student Activities**

Photographs and videos of students and student activities are often taken to document and share the great things that are happening at St. Anthony. Images of students and staff may be used for various print or online applications. Unless otherwise notified by parents/guardians, student images without individual name identification may be used for such publications. Parental permission will be requested before listing a student image with name for publication in print or online, with the exception of our yearbook. **A photo and videography release is provided at the end of this handbook for parents to complete, which will remain on file.**

### **Promotion Policy and Retention Policy**

Advancement to the next grade in St. Anthony School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level. Attendance may also play a factor in retaining (the repetition of a grade) a child, if the child has not met the standards for that grade level.

Promotion to the next grade depends on successful completion of subject areas. The Administration may recommend retention, tutoring, or summer tutoring or classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade. If a student fails three quarters, he or she may be retained the following year.

### **Report Cards and Progress Reports**

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or generally every nine (9) weeks at the end of each quarter.

Progress grades can be viewed throughout each quarter on PowerSchool.

### **Recess**

Students in Grades PreK-8 have recess. Students should dress appropriately (gloves, hats, and coats) during colder weather. If the temperature is above 32 degrees and not raining/snowing, we will generally go outside. If there is inclement weather, there will be recess in each classroom.

### **Playground Rules:**

- Students are not permitted to remain inside during a recess period without a doctor's written recommendation or medical concern.
- The school is not responsible for personal toys. Electronic devices are not permitted. Students should not bring equipment from home, as we are not responsible for it.
- No tackle football may be played.
- No hard balls or bats may be used on the playground.
- Students are to obey and respect any adult who is on playground duty.
- Students will walk quietly to assigned places and then return to their classroom.

### **Responsibilities**

Association with an institution of learning carries with it responsibilities which, when fulfilled, enrich the learning experience and go far toward making the best possible situation for all concerned.

#### ***Parent and Guardian Responsibilities***

As parents and guardians, you are the MOST influential people in the life of your child. **You are the primary teachers of your child.** The responsibility of educating your child, morally and academically, rests with you. We are very pleased and honored that you have chosen St. Anthony as a means of helping you to accomplish this goal. We share with you the ever-continuing goal of providing the best possible educational experience for your child. The faculty, staff, and Administration are dedicated to a process of continual assessment and updating of the curriculum and the education process to better serve you and your child. Working together with us, it would be helpful if you would:

- Pray with and for your child and your family.
- Set positive examples by modeling Christian behavior toward others, including how one acts or talks.
- Make sure students arrive at school on time – NO LATER than 7:45 a.m. daily.
- Report absences to the school office by 9:00 a.m.
- Make sure students have necessary supplies.
- Send students to school wearing clean, appropriate uniform apparel.
- Check assignment notebooks and/or homework folders daily.
- Check student book bags for notes from the teacher or the school office.
- Provide a study environment in the home.
- Set guidelines to ensure your child's proper rest.
- Ensure your child is in school for the full school day unless the child is actively ill, running a fever, or vomiting.

#### ***Administrator Responsibilities***

- Model Christian values and behaviors.
- Make every effort to be aware of current professional trends and practices as they relate to St. Anthony and communicate this information when appropriate.
- Be available to students, teachers, and parents whenever possible.
- Maintain professional confidence.
- Stay current and aware of student social and academic performance.
- Review all communications between the school community and parents.

#### ***Teacher Responsibilities***

- Set a positive example by modeling Christian behavior toward others.
- Maintain professional conversation during staff gatherings and when in a public forum.
- Respect students verbally. Refrain from publicly chastising a student.
- Collect, record, and return homework assignments. Give age-appropriate homework assignments.
- Provide weekly lesson plans, seating charts, and an updated substitute folder so that valuable learning time will not be lost by your absence.
- Document all parent telephone conversations and conferences.

### **Student Responsibilities**

As a student in St. Anthony, you are the most important person in this school! Your parents, guardians, pastor, principal, and teachers are here to assist you to develop and to use all of your talents. Your primary responsibility during this period in your life is to be the best student you can be! Ways to reach this goal include:

- Setting aside time for personal prayer and reflection every day.
- Respecting yourself and others through word and deed.
- Being honest.
- Desiring knowledge.
- Being well-rested and on time for school.
- Coming to class prepared with materials and completed homework.
- Participating in class discussions.
- Seeking help when you need it.

### **Returning to School after Dismissal**

Students are not permitted to return to the school building after the 3:05 p.m. dismissal unless accompanied by a teacher. Students who choose to return to school after 3:05 p.m. without a teacher may face detention.

### **Sacramental Preparation**

Most sacramental preparation takes place at the parish level. Typically, second graders participate in First Reconciliation and First Eucharist. Non-Catholic students and their families are invited to attend the religious events as a show of support and care. Non-Catholic students may participate in the preparation process; however, they will not receive the sacrament. Parents, teachers, and the Administrator of Religious Education, in consultation with each other, determine the time for reception of the sacraments. We are happy to provide you with information for Sacramental Preparation through both St. Anthony parishes.

### **Safe Parish/ Background Checks**

St. Anthony, as well as the Archdiocese of Indianapolis, are charged with protection of all of God's children from harm, especially from sexual or other abuse. All staff and volunteers are required to undergo the Archdiocesan background check, as well as successfully complete and update the approved training program. "Safe Parish" is the approved online training program for the Archdiocese. All Safe Parish certificates and background checks must be on file for all school employees and volunteers.

### **School Office Hours**

The school office is open on all school days from 7:30 a.m.-4:00 p.m., with the exception of early release days which is open from 7:30 a.m.-3:00 p.m. Each May the summer office hours will be publicized.

### **Seclusion and Restraint Policy**

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

### **Service Hours**

This year, families will be required to complete 5 service hours during the year of the student's enrollment for 2026-2027. Some opportunities for service will be made available outside of the school. Families must understand that in order to volunteer, they must have completed the Safe & Sacred training, required by the Archdiocese of Indianapolis.

### **Shadowing**

Students in the 8<sup>th</sup> grade who wish to visit a high school (to make a final decision between two schools) may only be excused twice. All shadowing requests go to the school office and should be approved before the shadowing day.

### **Social Work/Counseling**

Social work/counseling services are provided on a part-time/full-time basis to our school through a contractual agreement with Catholic Charities Indianapolis. Services include: individual counseling, small group counseling, preventative classroom guidance programs, consultation to teachers, and consultation with parents. Students may be referred to the social worker by a parent and/or teacher, or if the student is in Grade 6-8, we invite the students to refer themselves as needed. In the case of a student referring themselves, we ask that if parents do not want their child to see the social worker/counselor, that they notify the school of their

decision. In the event of E-learning, the social worker/counselor, who is trained in telehealth, will continue to provide services remotely. The social worker/counselor will use technology to reach out to students virtually either through their class meetings or individually to ensure they are performing to their best ability.

### **Student Records**

Again, St. Anthony adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the U.S. Mail or faxed to the school.

Students requesting records/transcripts/recommendations should make a five school-day request to the School Office. All forms should be submitted to the St. Anthony School Office for distribution. Completed forms will be sent via the U.S. Mail or faxed.

**No records will be sent to transferring schools of students whose financial commitment is in arrears.**

### **Title IX**

St. Anthony adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

### **Transfer of Students**

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until all accounts have been settled.** (See previous section on Student Records for transcript information.)

### **Visitors**

St. Anthony Catholic School is closed to visitors during the school day with the exception of pre-approved events or volunteer opportunities scheduled through the school office and PTO. All school visitors must sign in with the school office and receive a visitors pass with the permission of the school Principal, Assistant Principal, or their appointed designee. Visitors may not disrupt the school day or academic processes. Volunteers must complete Safe Parish and have a background check on file before interacting with students.

### **Voucher Program and SGO Scholarships – School CHOICE Tax Credit Scholarship**

The Indiana Scholarship Tax Credit Program provides eligible income families with scholarships given by certified Scholarship Granting Organizations (or SGOs) to attend the school of their choice. The SGO Scholarships for our students are funded by donations to a SGO fund and designated for St. Anthony students. Donors receive a 50% state tax credit for their donations in addition to any federal tax deductions. Families who fall under 300% of the Federal Free and Reduced Lunch qualifying amount are eligible to apply for a Tax Credit Scholarship and must do so each year.

#### **CHOICE SCHOLARSHIP (VOUCHER)**

The Indiana Choice Scholarship Program provides scholarships to eligible students to attend a school of choice to Indiana families by utilizing a portion of state funds allocated for that child to follow them to the non-public school of their choice. St. Anthony participates in the School Choice program in Indiana that is commonly known as the voucher program. This program provides scholarships (vouchers) to eligible students by utilizing a portion of the state funds allocated for that child to follow them to the non-public school of their choice.

To be eligible, a student must satisfy these initial requirements:

- Be a resident of Indiana
- Be accepted for enrollment into an eligible school (St. Anthony is an eligible school).
- Be between the ages of 5 and 22 no later than August 1 of the school year.

**Lottery (if needed):** If the number of applicants meeting both the income and St. Anthony’s admission requirements exceeds our enrollment capacity at a given grade level, state guidelines require a lottery (random drawing) to be held to determine accepted students. Thereafter, a “waiting list” of applicants meeting our admission requirement will be

established to determine enrollment should additional seats become available. Information concerning application to these two programs and deadlines is published regularly in the school newsletter and on the school website.

### **Weather Emergencies**

Should there be a need to close school, we will notify you using the SchoolMessenger system. Be sure your number is up-to-date with the school office. Additionally, St. Anthony School has been approved to use E-Learning Days during inclement weather, as well as planned make-up day sessions. E-Learning days can and will be announced in a situation in which there is a cancellation. An outline of student expectations can be found on our website. Please check announcements on the TV and internet. The announcement will be listed as St. Anthony Catholic School, Indianapolis. You will find the announcements on Channel 4, 6, 8, 13, and 59 and on our Facebook page. Please plan accordingly.

### **Right to Amend**

St. Anthony Catholic Elementary School reserves the right to amend this Handbook. Notice of amendments may be sent to parents via the e-newsletter or through e-mail communication.



## Behavior Infraction Parent Notification/Notificación de Infracción de Comportamiento a los Padres

Date/Fecha \_\_\_\_\_

Teacher/Maestro \_\_\_\_\_

(Somos St Anthony Spartans. Creemos en la dignidad de cada individuo. Promovemos la paz y la justicia. Buscamos la reconciliación. Practicamos la administración responsable.)

Comments:

- 
- This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**Please sign and return to school the next day. Por favor firme y regrese a la escuela al día siguiente.**

Parent Signature: \_\_\_\_\_  
(Firma del padre)



Scan for the St. Anthony Family Handbook in English or Spanish



English/Inglés



Spanish/Español

Busque el manual de la familia St. Anthony en inglés o español

### Verification of Reading the St. Anthony Student and Family Handbook, 2026-2027

You can access the Student and Family Handbook online at <https://stanthonyindy.org/>.

Our signatures verify that we have read the Student and Family Handbook for St. Anthony Catholic School, as well as the Archdiocesan Mission Policy. We are aware of the rules and policies of the school and will do our part to uphold and support them. We understand that failure to do so may result in the requested removal of our child(ren) from St. Anthony. If any changes occur, I will also abide by them, upon notice of such changes. Please sign and return this page to your child's homeroom teacher by Friday, August 18, 2023. This will be kept on file in the main office.

\_\_\_\_\_  
Father/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student(s) Signature(s) and Grade(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Photography & Videography Release

I, the undersigned, do hereby give permission to St. Anthony, the West Deanery Unified Catholic Schools, and the Archdiocese of Indianapolis to use photographs or video of my child or children for educational and promotional literature, including websites and other social media accounts, such as Twitter and Facebook. I understand no minors will be identified under any circumstances without explicit consent. These photographs or video will remain the property of St. Anthony and will not be used for profit.

Signature: \_\_\_\_\_

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

Please print the following information:

Child's Name/ Children's Names: \_\_\_\_\_

Relation to child: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_