



ST. ANTHONY OF PADUA
CATHOLIC COMMUNITY
ALL ARE WELCOME

Family and Student Handbook 2024-2025

"Love God - Serve One
Another"

Mission Statement: St. Anthony of Padua School community engages students in academic excellence while guiding them to live as a reflection of Jesus.

Family and Student Handbook

2510 Richmond St. N.W.
Grand Rapids, MI 49504

www.saparish.com

2024-2025 HANDBOOK of PERMANENT POLICIES, GUIDELINES and INFORMATION

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St. Anthony of Padua Catholic School

Mission Statement

Why we exist

St. Anthony of Padua School community engages students in academic excellence while guiding them to live as a reflection of Jesus.

Vision Statement

Where we are headed

Be a Catholic school recognized for its dynamic environment of faith formation, academic excellence and commitment to inclusivity.

Accreditation

St. Anthony of Padua Catholic School is fully accredited through the Michigan Non-public Schools Accrediting Agency. As part of this state non-public system, we meet or exceed all applicable standards and guidelines, including the standards of Catholic schools in the Diocese of Grand Rapids printed below.

Parental Partnership

In selecting St. Anthony of Padua to partner for education, families indicate that the policies, rules, regulations and consequences of the school have been examined and accepted by parents and guardians. It is expected that the judgment of school authorities concerning decisions, policies, rules and regulations and/or the discipline of the students will be respected and supported by the parents and guardians. If conflict arises, parents and guardians are expected to discuss the problem privately with those concerned and not in front of the student(s), other parents or guardians, or with others in general. Education is a partnership. The parent is the primary educator: the school supports the parent in this endeavor. However, if in the view of the administration, there is a breakdown in this partnership, parents may be asked to remove their child from the school.

Diocese of Grand Rapids

Alliance of Catholic Schools

Mission & Vision statement of the Catholic Schools of Grand Rapids Diocese

Mission: We prepare students to seek and fulfill God's plan for learning and life.

Vision: We are an alliance of Catholic schools expanding outstanding educational ministry.

School governance

In December 2010, the Diocese of Grand Rapids contracted with Richard Burke of Catholic School Management, Inc., to complete a study of governance within our Catholic Schools. St. Anthony of Padua School is a parish owned model supported within the Diocese of Grand Rapids. The Catholic School Governance models for the Diocese of Grand Rapids have been specifically selected to engage the talents of community members and broaden the base of support giving school communities an increased ability to take responsibility for their health and vitality. St. Anthony of Padua School has a Principal, a School Board made up of Parents (a goal of no more than 40% of membership), Alumni/Parents of alumni, Leaders within the civic, business and professional communities and parishioners, Pastor and Bishop. There are support areas around the Pastor, including a Finance Council, Parish Council, Stewardship Council, Superintendent of Schools, and the Diocesan School Board. Specifics on the model and the roles and responsibilities can be found [here](#).

School Board

St. Anthony of Padua has a Board of Directors composed of nine to seventeen members. This is an advisory and policy-making body that oversees aspects of school education and operations. The board is joined by the pastor and the principal. The school board typically has bi-monthly meetings that are generally open unless otherwise noted. All school policies can be found on the school website.

How the school is financed

As a Diocesan parish owned school serving grades preschool through eighth grade within the Catholic Diocese of Grand Rapids, St. Anthony of Padua School is a parish-funded entity.

Profile of a Graduate

Profile of a St. Anthony Graduate

A student graduating from St. Anthony . . .

- ❖ Is committed to Catholicism in word and action.
- ❖ Is an empowered learner.
- ❖ Has a strong academic foundation.
- ❖ Is a problem solver.
- ❖ Is an independent thinker.
- ❖ Is a collaborator.
- ❖ Is personally responsible.
- ❖ Is service oriented.
- ❖ Is inclusive and empathetic.
- ❖ Is generous, virtuous.
- ❖ Is goal and solution oriented.
- ❖ Lives his/her life as a reflection of Jesus.

St. Anthony of Padua School Staff Contact Information

Grade	Name	Ext./Voicemail	Email address
Principal	Jenny Pudelko	203	jpudelko@saparish.com
Dean of Students	Chad Wieber	204	cwieber@saparish.com
Administrative Assistant	Lisa Barnum	200	lbarnum@saparish.com
Marketing Coordinator	Ben Novitsky	102	bnovitsky@saparish.com
PS-3 and 4	Nancy VanHammen	315	nvanhammen@saparish.com
Developmental Kinder	Michelle Heitzman	317	mheitzman@saparish.com
Kindergarten	Brianne Robach	307	brobach@saparish.com
First Grade	Kellie Sutherland	309	ksutherland@saparish.com
First Grade	Amy Domanski	306	adomanski@saparish.com
Second Grade	Cindy Novitsky	310	cnovitsky@saparish.com
Third Grade	Sarah Rasch	311	srasch@saparish.com
Fourth Grade	Alissa Alkema	330	aalkema@saparish.com
Fifth Grade	Janet Kucek	328	jkucek@saparish.com
Fifth Grade	Sue McCartney	329	smccartney@saparish.com
MS Science	Andrew McCune	318	amccune@saparish.com
MS Language Arts	Sara Patterson	319	spatterson@saparish.com
MS Math	Ellen Schwartzfisher	321	ellens@saparish.com
MS Social Studies	John Finn	325	jfinn@saparish.com
MS Theology/Religion	Mindy Serra	326	mserra@saparish.com
Skills Support	Cheryl Ware	301	cware@saparish.com
Academic Support	Lynne Babb		lbabb@saparish.com
STEM/Technology	Beth Schlosser	320	bschlosser@saparish.com
Art	Kaleigh Wright	312	kaleighwright@dogrschools.org
Music	Emily Mills	120	emilymills@dogrschools.org
Spanish	Trisha Wilbon	327	trishawilbon@dogrschools.org
Physical Education	Becky Bacon	113	beckybacon@dogrschools.org
Childcare	Michelle Heitzman	313	mheitzman@saparish.com
Athletics		200	athletics@saparish.com
Scrip		305	scrip@saparish.com
Dir. of Religious Ed.	Theresa Tuttle	103	ttuttle@saparish.com
Dir. of Youth Ministry	Zaven Mouradian	106	zmouradian@saparish.com

ADMISSION, ENROLLMENT AND REGISTRATION

The enrollment team at St. Anthony of Padua School is committed to enrolling any family who desires a Catholic education for their children. Prior to enrollment, administration meets with the new family to discuss the mission, philosophy, and curriculum.

When enrolling at St. Anthony, parents are asked to commit to partnering in Faith, education and financially. Financial aid is available through the Diocese of Grand Rapids, as well as from St. Anthony scholarship fund.

REGISTRATION POLICY

A return date will be established approximately two weeks after registration materials sent home: Current school families have until this date to register for next year by returning the tuition contract & support with registration fee. Current families may register only if their tuition and parish support payments are up to date.

After the deadline for registration of current families, unregistered current students will be removed from class lists and new openings may be filled by new students. Registrations will be accepted from St. Anthony Parishioners (not already enrolled in school), parishioners of other Catholic parishes that do not have a school, and non-Catholics.

Registrations from families transferring from other Catholic schools will be accepted only if their obligations to the original school have been completely fulfilled.

ACADEMICS

ACADEMIC AWARDS/HONOR ROLL

Students in grades 4 – 8 will be recognized at the Academic Awards Celebration on the last day of school for their academic achievement during the current school year.

Recognition for effort and achievement encourage many children to continue achieving and doing their best. For that reason we acknowledge our hard working students with Honor Roll distinctions.

The **Merit** category of the Honor Roll recognizes students who earn a 4.0 GPA.

The **First Honors** category recognizes students who maintain a grade point average between 3.5 and 3.99.

The **Second Honors** category recognizes students who maintain a grade point average between 3.0 and 3.49.

- Infinite Campus GPA is used to determine Honor Roll grades.
 - Due to the timing of these awards, not all 4th quarter grades may be able to be considered for the final Academic Awards Celebration.
- The student is automatically disqualified from the Honor Roll for the quarter within which a cheating incident occurs, or is discovered.
- Every subject given a letter grade will be credited toward the Honor Roll.

CONFERENCES

The school hosts parent/teacher conferences in November and February. Parents are free to contact teachers by email or voicemail to set up an individual conference as needed.

GRADING SCALE

Grading System for Grades 4 – 8

Grade	Score	Minimum Percentage
A+	97-100	96.5
A	93-96	92.5
A-	90-92	89.5
B+	87-89	86.6
B	83-86	82.5
B-	80-82	79.5
C+	77-79	76.5
C	73-76	72.5
C-	70-72	69.5
D+	67-69	66.5
D	63-66	62.5
D-	60-62	59.5
E	0-59	0
CR	Credit	
NC	No Credit	
INC	Incomplete	
NA	Not Assessed at this time	

INTEGRITY

Honesty is an integral part of character and involves students taking full responsibility for their own work based on teacher expectations.

Violations of academic honesty, or cheating, include but are not limited to:

- Copying from another student's written work, homework assignments, papers, projects, lab reports, quizzes, tests, etc. or allowing your work to be copied.
- Giving, receiving, or asking another student for answers for tests/exams.
- Claiming another's work as your own (plagiarism), including sources found on the Internet or in print.
- Using or consulting unauthorized equipment, devices or programs. (such as calculator, cell phone, text, smartwatch, AI websites (see policy) when not permitted)

The following will happen when a student is caught for academic dishonesty:

1. Zero credit for the test or assignment.
2. Expectation to complete the assignment without cheating.
3. Parent contact from the classroom teacher.
4. A disciplinary referral sent to the Principal and a minimum 2-hour detention for a first offense.

A disciplinary referral sent to the principal for a second offense will result in suspension, a parent conference, and behavior contract. Repeat offenses will affect eligibility to participate in extra curricular activities. Students in grades 1-5, involved in cheating will be handled within the discipline code (Appendix C).

USE OF ARTIFICIAL INTELLIGENCE (AI) POLICY

Our Catholic school students are formed to strive for personal excellence as a spiritual goal. They are expected to be Christ-like in word and action and to use right judgment and show integrity when completing academic coursework. Academic misconduct, including any forms of cheating or plagiarism, will not be tolerated and dishonesty undermines our mission as a Catholic school. All academic work submitted by students to their instructors is expected to be the student's own work.

1.0 Purpose

- A. Artificial Intelligence (AI) tools are now being used more frequently in the field of education. This policy seeks to promote ethical behavior and provide parameters around the responsible use of AI tools to complete academic work.
- B. Artificial Intelligence (AI) is defined in this policy as: The ability of a machine or computer system to perform tasks commonly associated with intelligent beings. This can be seen in applications such as image recognition, image generation, language translation, and text generation.

- C. Plagiarism: The presentation of another's ideas, words, or creative work as one's own without proper acknowledgment.
- D. AI-Assisted Cheating: The misuse of AI tools or technologies, such as language models, to complete or assist in academic work without proper authorization or citation.

2.0 Scope

This policy applies to all students, faculty, and staff. It encompasses all forms of academic work, including but not limited to homework, quizzes, tests, essays, projects, presentations, and any other assignments or assessments.

3.0 Policy

- A. It is understood that all academic work which a student submits to his/her instructor is the result of the student's own work. This includes completing assignments and assessments independently, unless instructed otherwise, and appropriately citing all sources.
- B. Acts of academic dishonesty using AI include but are not limited to the following actions: prompting an AI chatbot (such as ChatGPT) to create a full writing assignment, generating an image using an AI tool when asked to produce an original work, using an AI tool to perform mathematical calculations for an assignment.
- C. Faculty and staff are responsible for educating students about the principles of academic integrity and the responsible use of AI tools in their academic work.
- D. Students are responsible for understanding the proper use of AI tools and technologies in their academic work. When using AI, students must:
 - a. Seek approval from their instructor before using AI tools for any assignment or assessment.
 - b. Clearly indicate and cite any AI-generated content within their work.
 - c. Use AI ethically and responsibly, recognizing the limitations of AI-generated content and avoiding overreliance on such tools.
 - d. Any suspected violation of this policy will be investigated using the school's established procedures for academic dishonesty.

PROMOTION

1.0 General

St. Anthony of Padua School shall identify the academic goals and accomplishments students must attain in order to move from one grade to the next. St. Anthony of Padua School shall attempt to avoid placing students in a grade level for which they are not prepared.

1.1 Subject Completion

St. Anthony of Padua School will establish a grade point level at which a student is determined to have successfully completed an academic subject. For grades 6, 7 and 8, a grade level subject is successfully completed when a student earns a grade point of 70% (=C-) or higher when all four quarters are averaged together. For grades 4 and 5, a grade level subject is successfully completed when a student earns a grade point of 60% (=D-) or higher when all four quarters are averaged together.

1.2 Grade Level Promotion

Students will be promoted when they have successfully completed all subjects offered at the grade level.

1.3 Exemptions

Under unusual circumstances, such as the lengthy illness of a student or the death of a family member, special exemptions from these requirements may be made by the principal in consultation with teachers or other professionals, such as special education consultants or physicians. Based on individualized service plans, special education students may also be exempt from normal subject completion requirements.

1.4 Year-End Activities and Graduation

The school principal, in consultation with teachers, will determine the level of participation in year-end activities and graduation by those students who have not successfully completed one or more subjects.

1.5 Summer School

Students may need to attend summer school (or an equivalent tutoring/home-study program) to attain required learning objectives or to complete assignments that were not successfully completed during the school year if so directed by the school principal in consultation with teachers. The school principal may require written documentation of completion of required goals. Failure to successfully complete the summer school program may result in denial of re-enrollment at St. Anthony of Padua School and a “no promotion” notation in the student’s cumulative file. Eighth grade students will not receive a diploma.

HOMEWORK

Based upon researched best practices, St. Anthony of Padua School staff believes the following about homework:

It is our responsibility as educators to provide instruction, assessment, and support for learning during the school day. We will strive to optimally use each day to capitalize on our learning opportunities. Students are expected to be responsible learners, engaging in learning with effort and attention. Responsible learners:

- ✓ Take good notes
- ✓ Are organized
- ✓ Ask clarifying questions
- ✓ Turn in work on time
- ✓ Complete work with quality and neatness

Time will be given for most work to be completed at school so that instructional support can be provided. Some work may be sent home for practice or completion (i.e. work not finished in class). Students who miss school due to absences need to refer to the school absence policy for guidelines on making up work. Communication between the school and home is important for a student’s academic success (this includes completion of homework).

In addition, St. Anthony has the following expectations for students after school:

- ❖ Time for faith, family, and friends
- ❖ Time for health, rest, and recreation

- ❖ Time for reading
- ❖ Time for studying

- ❖ Time for long term projects

Students are expected to follow the due dates posted within Canvas, this is both for in-person or remote learning. Integrity is one of our core values at St. Anthony and students are expected to use integrity when submitting assignments. If a student is absent or not able to be in school, he/she is responsible for the work missed while out of school. Because all work is accessible on Canvas, students will be expected to meet deadlines for assigned work. If circumstances do not allow a student to meet a deadline, arrangements need to be made with the teacher prior to the assignment due dates.

STEWARDSHIP PROJECTS: SERVICE/ENVIRONMENTAL AWARENESS

As a Catholic community, one of the values we try to instill in our students is that of service to others. Thus, throughout the course of the year, we undertake several service projects as a school. Many of those projects fall under our Ministry Curriculum. Each grade K-8, adopts a special ministry outreach for the year.

We also educate our students in the wise use of the environment. We participate in Earth Day activities annually and provide opportunities for projects such as; recycling, planting trees and grounds clean-up.

When a special need arises locally, statewide, nationally or even internationally, that allows us to serve or conserve, we stand ready as a school to get involved. Individual participation in school-wide service and environmental awareness projects is optional, but strongly encouraged.

SPECIAL EDUCATION

St. Anthony of Padua School students with disabilities may qualify for Special Education and/or accommodations described below:

SPECIAL EDUCATION

All Special Education services are provided by the public schools, which determine eligibility for services. Resident public school districts provide these services for St. Anthony of Padua School students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). Documentation, including the current Individualized Service Plan (ISP) must be on file at both St. Anthony of Padua School and the local public school providing the services.

Parent/guardian involvement in this procedure is required. Students whose eligibility has been documented by an ISP may take up to two classes with modified curriculum per semester at their resident public school and are eligible for teacher consultant services through Grand Rapids Public Schools and/or the KISD. To inquire about Special Education programs, please contact the St. Anthony of Padua School Office. Additionally, students at St. Anthony of Padua School can receive assistance through the Skills Support teacher.

AMERICANS WITH DISABILITIES ACT (ADA)

MICHIGAN PERSONS WITH DISABILITIES CIVIL RIGHTS ACT (MPWDCRA)

St. Anthony of Padua School complies with the ADA and the MPWDCRA to ensure that individuals will not be discriminated against. Students with disabilities may be served within the regular education program based on an accommodation plan developed by the school staff in conjunction with parents/guardians and other appropriate professionals. "Accommodation" refers to changes which are necessary to provide access for a student with a disability to participate, and which do not fundamentally alter or lower the standard or expectations of the course/assignment/test. Typical components of a plan might include allowing more time to complete tests or assignments, preferential seating, books on tape, etc.

Documentation of a student's disability must be on file at St. Anthony of Padua School. St. Anthony of Padua School reserves the right to require an examination and/or evaluation by a healthcare provider or specialist of its own choosing. The accommodation plan must be on file in the St. Anthony of Padua School office. Parents/guardians who believe their child may have a disability that limits the child's ability to function properly in school should contact the St. Anthony of Padua School office. St. Anthony will provide services for students within the resources available. Administration in consultation with the pastor reserves the right to limit the enrollment of students who needs cannot be accommodated.

STUDENT ASSESSMENTS

Student progress is monitored through a variety of means. Assignments, projects, discussion, daily observation, quizzes, and tests are some of the ways teachers assess learning. Communication between home and school about student progress is critical and a sign of real partnership in your child's education. Teachers, parents and students are encouraged to contact each other as often as necessary to meet individual learning needs.

Standardized testing programs are administered to assess the overall academic achievement. Screening is required for all incoming Kindergartners.

- **NORTHWEST EVALUATION ASSOCIATION: MAP Test Measure of Academic Progress**

NWEA Measure of Academic Progress Test at grades Kindergarten-8 is given 2-3 times each year. This electronic test includes a series of subtests designed to measure achievement in reading, language usage, and math skills taught in schools throughout the nation. The test results allow teachers to create individualized plans for students based on RIT scores. Students in grades 5-8 will also be given the science portion of the test.

- **DIBELS**

All Kindergarten-2nd grade students take the DIBELS assessment in the fall, winter, and spring of each year. 3rd-8th grade students may also be assessed using the DIBELS test. DIBELS stands for Dynamic Indicators of Basic Early Literacy Skills. DIBELS are measures that help teachers and schools determine how students are performing on important reading skills. Each of the DIBELS tests only takes about one minute to complete. DIBELS tests are "indicators" of the student's overall reading status, and are not intended to be in-depth or comprehensive measures of reading. Just like using a thermometer to take your child's temperature, which provides a quick indicator of your child's general health, these quick DIBELS tests provide teachers with information about

your child's reading health and how well he or she is progressing on a particular early reading skill.

The critical skills necessary for successful beginning reading include: phonemic awareness, phonics, fluency, vocabulary, and comprehension. The DIBELS measures assess students on four of these five critical skills, which are often referred to as the "Big Ideas" of reading.

- **PSAT**

During the 8th grade year, our students at St. Anthony take the PAST. The PSAT is a standardized test that measures the knowledge and skills in reading, writing, and math. PSAT scores range from 320-1520 and are on the same score scale as the SAT. This serves as a baseline to measure students' progress as they move through high school

- **ACRE Religion Assessment**

In grades 5 and 8, students at St. Paul the Apostle take the ACRE Religious Education Assessment. This assessment helps St. Anthony staff and our diocesan leaders to evaluate the faith knowledge and attitudes of our students. The ACRE test provides both faith knowledge questions as well as questions related to religious beliefs, attitudes, practices, and perceptions.

STUDENT RECORDS

St. Anthony of Padua School maintains student records that contain student/family identifying information: residential information, attendance, academic information including courses taken, grades and credits earned, standardized test scores, health records, disciplinary and student assessment reports. Data in all student cumulative records is periodically reviewed for accuracy and relevance. Information no longer pertinent or required by law is destroyed.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

STUDENT SERVICES

Auxiliary services are provided by the Kent Intermediate School District, the Grand Rapids Public School System, and the Public Health Department. These services are offered at our school or at a public school site. They include but are not limited to: school psychologist, vision, hearing and scoliosis screening, speech and language, occupational therapy, and teacher consultants.

TECHNOLOGY USE

St. Anthony views the use of digital resources as central to the delivery of its educational program and expects that all students will use digital resources responsibly as an essential part of their learning experiences, whether in-school or remote. It is the policy of St. Anthony to maintain an environment that promotes ethical and responsible conduct in all digital resource activities. The use of assigned digital resources is a privilege and carries extraordinary responsibilities for the student and for their parent or guardian. All devices have been equipped with GoGuardian to monitor, manage, and filter the content on the device.

St. Anthony students and families must understand:

1. Students will be assigned (on loan) a chromebook or ipad to be used for educational purposes only. The conditions surrounding this equipment can be equated to those of a school textbook. Families will be required to sign an Equipment Use Agreement upon receiving the device.
2. Users of the school equipment and network must comply at all times with school policies regarding internet safety and technology, use of the internet, social networks and other forms of electronic communication.
3. Users are accountable to all school and diocesan policies and local, state, and federal laws.

4. Rules and guidelines are in effect before, during, and after school hours for all equipment whether on or off the school campus.
5. Files stored on school equipment or on the network are property of the school and may be subject for reviewing and monitoring.
6. Students are expected to keep the equipment in good condition. Failure to do so will result in paying a fee for repair or replacement as determined by administration.
7. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
8. Students may only log in under their assigned school username. Students will not share their password with other students at any time.
9. Students may not loan equipment to any other person for any reason as students are held financially responsible for any loss of components.
10. Failure to comply with the rules as outlined in this handbook may result in disciplinary action. St. Anthony may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity. St. Anthony reserves the right to confiscate the equipment at any time.

Internet Safety Tips

For Parents:

- Install and update spyware and adware blocking software on your computer. Spybot Search and Destroy and Malwarebytes are both free programs that can be downloaded from www.cnet.com.
- Use a firewall and anti-virus software and keep it updated
- Take advantage of spam blocking tools provided by your Internet provider
- Internet filter software gives you the ability to control content displayed
- Bookmark favorite sites for children
- Family discussion on use of email or IM, buddy list not longer than age of child and you know everyone listed * Consider Gmail as it stores Instant Messaging text in chat history log
- Use kid-sized search engines for children; KidRex or GoGooligans that also have safety features.
- Limit their time on the computer, unless they have a special project for school
- Sit down with them as often as possible and find out where they go online
- Tell them to get your permission before posting any content online or downloading to your computer
- Place the computer in a central location where it's easy to monitor its use.

For Students

- Don't give out personal information without your parents' permission

- Tell your parents if you come across information that makes you feel uncomfortable.
- Never agree to meet someone you have “met” online without first checking with your parents
- Never send someone your picture or anything else without checking with your parents
- Don’t respond to any message that is mean or makes you feel uncomfortable
- Talk to your parents about online rules. Decide on the time of day, how long you should be online and areas that are safe to visit.
- Don’t believe everything you read online
- Check with your parents before downloading or installing any programs
- Be a good online citizen; be respectful of other people’s feelings, don’t spread rumors, or assist in cyber bullying. * Images and ideas that you post online can be viewed by anyone, not just your friends.

TEXTBOOKS

Textbooks are on loan to each student for the academic year and are inspected by the teacher prior to distribution. The student is expected to handle them with care and have them covered at all times. Waterproof bags must be used when transporting books to and from school. Damage and replacement fees will be assessed at year-end if appropriate.

ATHLETICS/EXTRACURRICULAR

St. Anthony of Padua School has an eligibility code for extra-curricular activities published in the Athletic and Extracurricular Handbook. The purpose of this code is to encourage responsible academic effort and proper conduct among students prioritizing academics over extracurricular school activities. This applies to sports and all other voluntary extra-curricular activities. Eligibility can be found in the Athletic and Extracurricular Program Handbook (saparish.com)

The Athletic and Extracurricular Program handbook is posted on the school website.

Click on the link below to go directly to the site.

www.saparish.com.

athletics@saparish.com

ATTENDANCE

Regular school attendance represents an essential cornerstone for learning and is based upon a partnership between home and school in promoting responsible attendance habits. The student, the parents/guardians, and the school share the responsibility for school attendance. Students are expected to attend class regularly and to be on time. Continuity in the learning process is seriously disrupted by excessive absences or tardies.

Regular attendance, punctuality, self-discipline, and responsibility are important educational goals that are directly related to employability and success in future educational pursuits.

1.0 GENERAL GUIDELINES and EXPECTATIONS

- 1.1 Student absences should be limited to no more than 12 per school year.
- 1.2 Absences of more than two days due to illness must be verified by a doctor's statement.
- 1.3 In extreme cases, the Kent County Truancy Officer may be consulted about frequent absences.
- 1.4 In all cases, the administration in consultation with the pastor has the right to make determinations about attendance.
- 1.5 Skipping class is an unexcused absence and will result in suspension.
- 1.6 A minimum of half day of attendance on the day of an extra-curricular event is required for participation in the event unless permission is secured from administration.
- 1.7 Vacations during the school year are discouraged (see section 5.0).
- 1.8 In general, students will have one day for every day missed to make up work.
- 1.9 In the event of an absence, the responsibility for making up school work rests with the student.

2.0 ABSENCES

- 2.1 An absence occurs when a student misses more than 15 minutes of any class.

3.0 EXCUSED ABSENCES

Excused absences are absences that are excused by both the parent and the attendance office. Excused absences usually fall into one of the following categories: illness, death in the family, prior permission, approved family vacation, family emergencies, and appointments.

- 3.1 If a child is absent, the parent or guardian must call the school office one-half hour after the start of school each day of the absence.
- 3.2 The school office is responsible to contact all parents or guardians who do not contact the office within one-half hour of the start of school.
- 3.3 The child will be allowed a reasonable time (as determined by the individual teacher) to make up all missed work (See 1.10).
- 3.4 Student work may be requested and picked up in the office after school that day or the day the student returns.
- 3.5 In the event of excessive absences, parent(s) and student shall meet with the principal to determine the appropriate course of action. Also to be determined is the amount of schoolwork that needs to be completed and the time frame for doing so.

- 3.6 Student/parent initiated absence from class 12 times per year will result in an administrative review and an attendance contract. The school will give written notification to the student and parent after the 5th absence. Excessive absences will result in a loss of credit for the class(es). Violation of the compulsory school attendance laws will result in parental contact and referral to the KISD for legal action.

4.0 UNEXCUSED ABSENCES

Unexcused absences are absences without permission or excuse, such as the following: skipping, leaving early, or absence without parent or doctor excuse.

- 4.1 In the event of an unexcused absence, parent(s) and student shall meet with the principal to determine the appropriate course of action.
- 4.2 In the event of excessive unexcused absences, parent(s) and student shall meet with the principal to determine the appropriate course of action. Also to be determined is the amount of schoolwork that needs to be completed and the time frame for doing so.
- 4.3 Student/parent initiated absence from class 12 times per year will result in an administrative review and an attendance contract. The school will give written notification to the student and parent after the 5th absence. Excessive absences will result in a loss of credit for the class(es). Violation of the compulsory school attendance laws will result in parental contact and referral to the KISD for legal action.

5.0 PRE-ARRANGED ABSENCES (not involving illness or emergency)

- 5.1 The parent must submit a written note prior to the pre-arranged absence to the school office and each of the applicable teachers.
- 5.2 Completion of absence contract one week in advance is preferred.
- 5.3 Once an absence contract is completed, it is signed, returned to parents, and a copy is kept on file (see appendix attached).
- 5.4 All work requested and given before the absence must be completed and handed in within 24 hours of the student's return to school.
- 5.5 The student will be given one full day for each school day missed to make up all other work.
- 5.6 Teachers are not required to provide assignments in advance.
- 5.7 If a conflict arises, the parent must contact the principal.

6.0 APPOINTMENTS

- 6.1 A parent or guardian must submit written notice to the teacher on the day of the appointment.
- 6.2 The teacher must notify the school office about which student and the time of pick-up.
- 6.3 Parent(s) must report to the school office to pick up and sign out students.

7.0 Consequences for Absences

- 1-4th offense Recorded
- 5th offense Parent notification letter
- 12th offense Parent conference
Attendance contract
Possible loss of credit
- More than 12 truancy notification

TARDY POLICY (for students in Grades 6-8)

Tardiness to class impairs the development of a responsible person. The classroom teacher will issue guidelines at the beginning of the year explaining clearly what constitutes tardiness for his/her class.

Please see Disciplinary Code (Appendix D) for further information.

DAILY ROUTINE

ARRIVAL OF STUDENTS

Doors open at 7:45 am for students to enter the building. Students may not be dropped off outside prior to 7:45 am, as there is no adult supervision. If parents need to drop off earlier, arrangements can be made for the students to go to Child Care, which opens daily at 7 am.

All students will enter through the main church entrance and walk directly to their homerooms.

Preschool and developmental kindergarten students will enter through the main entrance and meet their teachers in the Gathering Space. Parents are welcome to walk their children in to meet the teacher in the Gathering Space.

The time between 7:45 am and 8:00 is used for academic time - reading, table work, homework, etc. as determined by the classroom teacher. Students need to be ready for announcements/morning prayer and instruction by 8:05 am.

DISMISSAL OF STUDENTS

THERE ARE TWO TYPES OF "CAR RIDERS" - THOSE PICKED UP IN THE CAR LINE AND THOSE PICKED UP UNDER THE AWNING. Students MAY NOT walk into the parking lot unattended. Parents must go through the car rider line or walk up to the awning to pick up students.

Students will be dismissed from their classrooms daily by number. Each family will be assigned a 3-digit number, which needs to be displayed in the windshield. When a parent pulls up in the loading zone of the car rider line, a staff member will take your number and the number will be displayed in all classrooms (beginning at 3:14 pm). Upon seeing their number displayed, the students will be expected to leave the classroom and safely walk to the sidewalk. When all cars are fully stopped, students will be allowed to get into their car in the designated area.

Students who walk will be dismissed from their classrooms at 3:14 pm and walked to the crosswalk by a staff member.

Students who ride the bus will be dismissed from their classroom together and brought to the bus loading zone (approximately 3:15 pm) by a St. Anthony staff member.

Parents choosing to park in the lot (and not utilize the car line) are asked to walk to the awning area and wait for their students there. A staff member will come to the awning to call student numbers (between 3:15 pm - 3:20 pm). When arriving and leaving this area, everyone is expected to use the designated crosswalk and wait to be signaled across the walkway.

Parents are asked not to gather inside the entryway of the school to wait for their children at the end of the day.

Preschool/DK: Preschool and DK parents who are picking up their child at 11:15 am may wait under the awning and the students will be brought to the area by their teacher.

Child care: Child Care drop off will take place at the gym doors. Parents are asked to call the Child Care phone when picking up students from Child Care.

Students who are not picked up by 3:30 will be sent to Childcare. Parents may pick up the child there. Parents will be charged the regular childcare fee. Parents will need to fill out appropriate paperwork when picking up their child from Childcare.

LUNCH

Each student eats lunch in the cafeteria. Trash is to be disposed of in the barrels provided and trays stacked neatly on the cart. Hot lunch and milk are available daily. Please see current prices and menus in the school newsletter. Students will be expected to space according to current guidelines while in the hot lunch line and while at their assigned tables. Hot lunch is served through a partnership with West Catholic High School. All questions regarding hot lunch should be directed to Mary Wieber, director of food services (marywieber@grwestcatholic.org).

When packing a cold lunch, students should be bringing a healthy lunch. Soda, energy drinks, or caffeinated beverages are not allowed to be brought to school.

PLAYGROUND RULES (in addition to the General School Rules):

- Each student is expected to display Christian sportsmanship and behavior.
- Outdoor supervisors are to be respected and obeyed at all times. Any injury needs to be reported to an outdoor supervisor for a decision as to necessary treatment.
- Any infractions of the rules will be reported to the principal or Dean of Students for immediate action.
- Students must stay in designated areas: playground, grassy area behind the playground, blacktop in front of the playground, and basketball courts. Students may not go behind the bus garage.
- No dangerous/contact games or rough play (i.e. tackle football, piggy back) allowed.
- Use all equipment properly:
 - *Do not play games on slides (tag, etc.).*
 - *Do not go up the slides, only use them as intended.*
 - *Do not save the swings for other students, use on a first come-first serve basis.*
 - *Do not play on top of the zipper.*
 - *Do not jump off or do tricks on the swings.*
- The Early Childhood playground is for students ages 5 and below. Students in Preschool, Developmental Kindergarten, and Kindergarten will use the Early Childhood playground. Slide rules listed above apply to EC playground as well.
- Boots worn in the snow are to be removed at the classroom door in order to keep snow from being tracked through the classroom.
- Students are not allowed to push anyone down, white wash, or take another person's article of clothing (hat, mittens). Snow throwing is not permitted.
- No food, drink, or gum are to be consumed outside of the classroom or cafeteria.
- All students are to remain outside until the bell rings. *Students are only allowed back up into the school when they have a signed slip from their teacher or when granted permission from an outside supervisor.* Should the playground bell ring early (wind-chill factor, etc.), the outdoor supervisors will patrol within the school building.

- Since children go outside daily, they must be dressed appropriately, i.e. boots, hats, mittens or gloves, and warm jackets/coats.
- In case of indoor recess, students are to remain in their classrooms and conduct themselves in an orderly manner. *Classrooms will have posted rules to follow.* Outdoor supervisors will patrol the hallways and classrooms.

RECESS

All students will be outside for scheduled recess times, with the exception of study hall (CAT time), teacher permission or club/group meeting (Rosary Club, House Meeting, Yearbook Club, Drama Club, etc.). Students should always be prepared to go outside.

WATER BOTTLE

Students should bring a reusable water bottle to school each day labeled with their name. The building is equipped with several water bottle filling stations and only water is allowed in the classrooms. Water bottles should be able to close and be leak resistant as much as possible. (Stanleys Water Cups are highly discouraged, as they spill and are oversized). Only water should be brought in as a beverage in the classroom.

WINDCHILL GUIDELINES

Students will be kept inside if the actual temperature OR wind-chill temperature is 10 degrees or below.

DISCIPLINE

DISCIPLINE

One of the goals of St. Anthony of Padua School is to help our students grow in self-discipline. Respect for one's self and for others is our constant concern. GENERAL SCHOOL RULES have been formulated to ensure fair and consistent discipline. The rules reflect Christian values and common sense. It is the right of every member of St. Anthony of Padua Community to expect a Christian environment of peace and justice within our school. We are confident that this policy will help us create the proper climate for pursuing a Christian education.

General School Rules:

These apply during any functions related to school – including field trips and all St. Anthony of Padua School and Community events on or off school and parish property. In addition, the discipline codes for grades 1-5 and middle school (appendices B and D) are in effect.

- Any weapons brought onto school property or to a school function, or in possession of a student will result in an immediate indefinite suspension and be subject to expulsion pursuant to Michigan Revised School Code 1976 PA 451. Any item that can be used to threaten or injure, as determined by the school administration may be considered a weapon.
- Bullying, acts of violence, and harassment are against school rules and not permitted. The Discipline Codes in Appendix B and D contain more details
- Children are never allowed to leave the school premises during the school day to go to the store, home or any other destination without written notification from a parent/guardian to the child's homeroom teacher and permission from the principal.
- Cyber-bullying or any other form of electronic or digital bullying is forbidden and can be prosecuted by legal authorities. This applies to occurrences during school as well as after school. For more information please see the school's Acceptable Use Policy for Technology.
- Dress code violations are located in the dress code section of the handbook.
- Electronic equipment: The use of personal electronic or battery-powered devices (i.e. cell phones, cameras, PDA's, radios, electronic games, CD players, MP3, smart watches, etc.) is prohibited in the school building during the school day. Such items must be kept in the backpack or locker at all times or they will be confiscated and given to the principal and returned to the parent **after a \$20.00 per incident fee has been paid**. Any electronic device when not being used for an academic purpose, are subject to the same guidelines.
- Skateboards, toys, cosmetics, cards, figures, and other toy-like items from home are asked to be left at home or in the backpack during the school day.
- Gang activity and/or membership is forbidden and is covered in the discipline rubric.
- Gum chewing, drinking pop, and/or eating (other than at snack or lunch-time) are strictly forbidden, unless given teacher permission (i.e. holiday party). This includes car and bus rider lines. Soda and energy drinks are not allowed at lunch.
- Instruction begins at 8:05 a.m. and children may begin entering their classrooms at 8:00 a.m. Students are tardy if they are not in their seat at 8:05 a.m.

- Name calling, using vulgar and abusive language orally or in writing, or making vulgar gestures is forbidden. Obscene material, drawings, photos, digital or electronic images, songs or song lyrics are forbidden
- Parents/guardians are responsible for all damage done by their child as the result of carelessness, horseplay or deliberate destruction of school property. (i.e. marking desks, damaging books, writing on walls, etc.) Atonement for damages will involve cleaning-up and/or monetary payment for the damaged item(s).
- Student substance issues are covered in the disciplinary rubric.
- Students are asked to keep hands, feet, objects to themselves and off other's property.
- Students are forbidden to bring fireworks of any kind to school. Violators will be subject to suspension and/or expulsion.
- Students are subject to the authority of all teachers and supervising parents on school premises and on field trips. Disrespect to parents or teachers will not be tolerated.
- Students who come to school early for teacher help must sign in at the school office and receive a pass.

LOCKER DECORATIONS

Exterior decorations

- All student locker decorations must be approved by a teacher or administrator.
- Locker decorations are limited to special activities (such as birthdays) or school-related events.
- Approved items will be dated by a staff member and can then be displayed for a maximum one-week period.
- Items must be hung with approved adhesive materials (masking tape, poster putty).
- An appropriate time for decorating the locker needs to be arranged with the administrator or teacher.

Interior decorations

- Students may decorate the inside of their assigned locker.
- Items need to be hung with approved adhesive materials. (masking tape, poster putty).
- Internal decorations need to be in good taste and appropriate for the standards of a Catholic school. Content in question will be reviewed and acted upon by the administrator.
- Internal decorations may be hung for the duration of the school year.
- Teachers will provide periodic locker checks.
- Lockers must be cleaned out by the last day of school. Cleaning of the locker involves the removal of all print materials, decorative items, adhesive, and adhesive residue.

CLASSROOM RULES AND GUIDELINES

Classroom guidelines and rules vary somewhat from teacher to teacher and depending upon grade level. Classroom rules and procedures will be posted, provided on a newsletter or syllabus and sent home to parents. Teachers ask students to help form the classroom expectations and encourage them to share in the responsibility of providing a safe, productive, happy classroom. When in doubt about a classroom consequence or procedure, please call the teacher!

TYPES OF DISCIPLINARY ACTION

The following disciplinary actions will be utilized following the levels listed on the Discipline Codes

(Appendix B and D) or as a specific situation warrants. St. Anthony staff references two behavior rubrics to address [disruptive behavior](#) and [hurtful/mean behavior](#).

Silent Lunch Recess

Students must sit and eat in silence for the entire lunch/recess period. Students are usually asked to complete a “Time to Think” worksheet during this time.

Detention

Students may be detained before or after school. Students and parents will be given at least a 24 hour notice by the teacher or administration in order that transportation arrangements can be made.

Saturday or extended detention

Students will serve a three-hour detention on a Saturday morning or on a half-day afternoon. Saturday detentions will be set up in advance.

Suspension

Suspensions are given for a serious breach or violation of school rules. They involve the removal of a student from the regular routine of school life. A conference with the student and parent is required before a student can be readmitted to school.

Suspended students are expected to make up all assignments for 80% credit. Assignments not satisfactorily completed will receive a zero. All assignments are due the day the student returns to class.

Projects and tests are due on the day they are assigned and will be given full credit.

ISS – in-school suspension

OSS – out-of-school suspension

Disciplinary probation/contract

A student is placed on probationary status when involved in a serious or continuous rule violation(s) or when receiving a third suspension from school. The student will be placed on a contract that outlines the terms a student must follow to remain a student at St. Anthony of Padua School. The contract will be agreed upon and signed by the principal, student and student’s parents. Any violation of the agreement by the student may lead to expulsion from school after a disciplinary review.

Expulsion

Expulsion is the permanent dismissal of a student from school. It is enacted by the St. Anthony administration in consultation with the Pastor when there is a repeated, prolonged, and open disregard for school rules or authority, or where circumstances of crime, scandal, morality, safety or disruption necessitates this extreme disciplinary action.

The principal, acting with the authority of the Pastor, shall exercise the right of expulsion only after suspension and having a conference with the student and the student’s parent or guardian.

Parents/guardians of the expelled student have the right to appeal within 30 days of the effective date of expulsion. A written request for appeal should be made to the Pastor.

DUE PROCESS

The constitutional rights of individuals assure the protection of due process. Every effort shall be made by administrators and faculty members to resolve the problem(s) through effective use of school and community resources in cooperation with the student and the parent or guardian.

1. All appeals need to be made at the level where an issue originates.
2. If adequate resolution is not attained, the next level of authority should be petitioned: teacher/staff, principal, Pastor, Diocesan Superintendent of Catholic Schools, Diocesan Board of Catholic Education, and the Office of the Bishop.

SCHOOL VIOLENCE PREVENTION DEFINITIONS

Violence

Violence is any look, gesture, word or action that hurts or threatens a person's body, feelings, friendships/reputation, or property regardless of the intent.

Bullying

Bullying is a type of violence where one person or a group of persons repeatedly uses power in a mean and deliberate manner. It can take the form of a look, sign, word, or act that hurts or threatens a person's body, feelings, friendships/reputation or property. St. Anthony uses a rubric to redirect and change hurtful/mean behavior. The rubric can be found [here](#).

Harassment Definition

Harassment is a type of violence that occurs when a person with more power repeatedly tries to hurt another person's body, feelings, friendships/reputation, or property. It results in the creation of a hostile, intimidating, discriminatory, or offensive school environment. It can be based on gender, race, culture, ethnicity, religious belief, or disability.

Sexual harassment is unwanted and repeated behavior of a sexual nature. It includes all unwanted verbal and physical contact of a sexual nature, including name calling. It can take the form of a look, gesture, word, email, joke, or action.

DRESS CODE

St. Anthony of Padua School believes a dress code contributes to school pride and a productive, peaceful environment. Students study and behave better when they are neat, clean, and modestly dressed for school. Extreme or inappropriate grooming or dress does not contribute to a positive educational atmosphere. The school reserves the right to interpret the following standards.

With the ever-changing trends in fashion, it is not always possible for the dress code to be current. Therefore, the school reserves the right to make judgments during the year on acceptable school attire.

Dress code violations and consequences are covered on the discipline rubric.

Girls Dress Code

Bottom:

- Solid navy or khaki cotton pants.
- Solid navy, khaki or uniform plaid skirt/skort (must be no shorter than 3" above the knee.)
- Belts must be worn with looped pants in grades 3rd - 8th.
 - Solid black, navy, khaki, white, or brown
- White or navy tights or leggings are allowed to be worn under skirts. The length of the skirt must still be of appropriate length even when leggings are worn.

Top:

- Long or short-sleeved white, navy, or light blue collared polo or button-up shirt.
- Must be neatly tucked in.
- White undershirts (long or short sleeve) are allowed.

Jumper/Dress:

- Navy, light blue, khaki, or uniform plaid jumper (must be no shorter than 3" above the knee.)
- Navy or light blue polo dress (must be no shorter than 3" above the knee.)

Sweater:

- Solid color navy, white, or gray cardigan, crew neck, vest, or v-neck sweater.
 - With or without St. Anthony logo but no other brand markings.
- Collared shirt must be worn underneath.

Sweatshirt:

- Solid color navy, white, or gray crew neck, ½ zip or full zip sweatshirt or fleece that includes the St. Anthony logo and no other brand markings.
- Collared shirt must be worn underneath.
- Hoodies are not allowed.

Shoes/Socks:

- Socks must be worn and visible at all times.
- Solid white or navy tights are acceptable.
- Dress or tennis shoes, with a closed toe and back need to be worn at all times. No sandals, slippers, mules, clogs, "Crocs", heels, open-toe or open-backed shoes allowed at any time, including dress-down days for student safety.
- Athletic shoes must be worn during PE class.
- During inclement weather, boots should be worn or brought to school for recess. Winter boots may not be worn during the school day.

Jewelry/Accessories:

- Hats or bandanas are not permitted.
- Sunglasses are not allowed.
- Only small post earrings are allowed. No dangling earrings are permitted.
- Necklaces may be worn, but cannot extend beyond the shirt's collar for student safety.
- Nail length should be of natural length. Fake nails are discouraged. Nail polish is permitted.
- Tattoos (including temporary) and piercings other than in the ear are not permitted.

Hair/Makeup:

- Natural makeup is permitted in grades 6th - 8th.
- Hair must be of natural color, maintained, and not cover the student's eyes.
- Eccentric hairstyles or designs are not permitted.

Boys Dress Code

Bottom:

- Solid navy or khaki cotton pants.
- Pants with cargo pockets are not permitted.
- Belts must be worn if pants or shorts have loops in grades 3rd -8th.
 - Solid black, navy, khaki, white or brown

Top:

- Long or short-sleeved white, navy, or light blue collared polo or button-up shirt.
- Must be neatly tucked in.
- White undershirts (long or short sleeve) are allowed.

Sweater:

- Solid color navy, white, or gray cardigan, crew neck, vest, or v-neck sweater that includes the St. Anthony logo and no other brand markings.
- Collared shirt must be worn underneath.

Sweatshirt:

- Solid color navy, white, or gray crew neck, ½ zip or full zip sweatshirt or fleece.
 - Must include the St. Anthony logo and no other brand markings.
- Collared shirt must be worn underneath.
- Hoodies are not allowed.

Shoes/Socks:

- Socks must be worn and visible at all times.
- Dress or tennis shoes, with a closed toe and back need to be worn at all times. No sandals, slippers, mules, clogs, “Crocs”, open toe or open-backed shoes allowed at any time, including dress-down days for student safety.
- Athletic shoes must be worn during PE class.
- During inclement weather, boots should be worn or brought to school for recess. Winter boots may not be worn during the school day.

Jewelry/Accessories:

- Hats or bandanas are not permitted.
- Sunglasses are not permitted.
- Earrings are not permitted.
- Necklaces may be worn, but cannot extend beyond the collar of the shirt for student safety.
- Tattoos (including temporary) are not permitted.

Hair/Makeup:

- Hair must be of natural color, be maintained, and should not cover the student’s eyes.
- Hair length should not extend below the collar of the student’s shirt.
- Make-up is not permitted.

Color Days Dress Code

Birthday Dress

- Students may have a color day on their birthday or on the day they coordinate with their teacher to celebrate their summer birthday.

Warm Weather Dress Code

- In addition to regular dress code guidelines, the warm weather dress code begins with the arrival of warm weather at parent discretion on April 1st and lasts no longer than October 31st in the fall.
- The summer dress code allows for appropriate-length shorts in navy or khaki for boys and girls in K-8. The length needs to be just no shorter than 3” above the knee.
- Girls may wear capri/crop pants in navy or khaki (Grs. K-8).

Attire for singing at School Mass/Dress Up Days

- Students will have a dress-up day for Mass and there may be other designated whole school dress-up days. Boys are asked to wear collared shirts and girls who choose to wear skirts and dresses are asked to wear clothing that is modest and appropriate, adhering to the 3” guideline for uniform skirts. Leggings may only be worn if the top can be worn without the leggings, adhering to the 3” guideline. Dresses may not be strapless or have thin straps.

Color Days

- Students may wear jeans, t-shirts, sweatpants, wind/athletic sweatpants.

- Pajamas or pajama-like clothing are not permitted.
- Leggings may only be worn if the top is made to be worn without the leggings, adhering to the 3" guideline.
- If the day is a designated specific color day, students need to follow the guidelines specified by the administration.

Spirit Days

- Students may wear a St. Anthony shirt with uniform bottoms on spirit days.
- Spirit days occur on the first Wednesday of each month.

Preschool and Developmental Kindergarten Students

- Students in these grades may wear neat, clean play clothes of any style and color. Some classroom activities include paint and messy materials, so please dress accordingly. Socks must be worn at all times. Shoes that are comfortable for play/running need to be worn. Flip flops and shoes without a back are not permitted.

Parental/School Communication

- If parents are in question about the appropriateness/acceptability of a particular item, they should bring it into the school office to be approved before removing the tags.
- Dress code violations will be handled as follows:
 - Warning - student is given a warning that the clothing is not appropriate. If it is not a distraction in the academic setting, no consequence will be given and student will be expected not to wear that attire again.
 - First offense – a reminder note is sent home. Student will be given clothes to change into. The school office will keep a record of this note.
 - Second offense – parents called, change of clothes must be brought to school. Students will be kept out of class until clothing arrives.

EARLY CHILDHOOD INFORMATION

PRESCHOOL (2-DAY AND 3-DAY PROGRAM AVAILABLE)

Readiness Entrance Recommendations

1. Child must be 3 (Preschool 2-day) or 4 (Preschool 3-day) years of age on or before September 1st of the year entering.
2. Birth certificate must be presented at registration.
3. Health appraisal must be completed with the doctor's signature before the first day of school.

Upon completion of the child's screening observation, Attendance in a readiness program may be suggested for the child. Additional information from preschool and parents will be considered. The principal, in consultation with parents, will make the final determination.

Daily Schedule

Tuesday/Thursday (Preschool 2-day) and Monday/Wednesday/Friday (Preschool 3-day):

Morning Session: 8:05 -11:10 a.m. Afternoon Session: 12:10 – 3:15 p.m.

Uniforms are not required for preschool students. Children should bring a healthy snack and water bottle.

DEVELOPMENTAL KINDERGARTEN

Readiness Entrance Requirements

1. Child must be age appropriate. (Guidelines suggest the student will be 5 years of age by November 1st of the see year entering.)
2. Birth certificate must be presented at registration.
3. Health appraisal must be completed with the doctor's signature before the first day of school.

Information from preschool and parents will be considered for placement. The principal, in consultation with parents, will make the final determination.

Daily Schedule

Monday through Friday: 8:05 - 11:15 a.m.

Uniforms are not required for Developmental Kindergarten students. Children may bring snacks and juice boxes.

KINDERGARTEN

Readiness Entrance Requirements

1. Child must be 5 years of age on or before September 1st of the year entering.
2. All entrants must be screened for kindergarten.
3. Birth certificate must be presented at registration.
4. Health appraisal must be completed with the doctor's signature before the first day of school.

Upon completion of the child's screening observation, attendance in a readiness program may be suggested for the child. Additional information from preschool and parents will be considered. The principal, in consultation with parents, will make the final determination.

Full Day Daily Schedule

Monday through Friday: 8:05 a.m. – 3:15 p.m.

Kindergarten students follow the school dress code. Children may bring snacks and juice boxes.

GENERAL INFORMATION

ACCEPTABLE USE POLICY

In order to use the St. Anthony computer network or equipment, students and staff must have a signed acceptable use policy on file.

BACKPACKS

All students are asked to use a backpack to bring belongings, homework and supplies to and from school. Middle school students are allowed to bring backpacks from class to class, as time at lockers will be limited. Students are expected to use the provided carrying case for their Chromebook to ensure that it is well taken care of at all times.

BAND

The band program is run through West Catholic High School. The program is a before school program and students are bussed to St. Anthony of Padua School on the days when they have band.

CANVAS

Canvas is our Learning Management System for grades 4 through 8. This web-based program will be used for teacher communication to both parents and students. It will also be used for students while in school or out of school to get their daily assignments. It is expected that all 4th - 8th grade students will regularly log in to Canvas. In the event of a student's absence, he/she will be responsible for checking Canvas for work and communicating with his/her teacher. Canvas will also be the platform used for checking missing assignments and turning in assignments.

CELEBRATIONS: BIRTHDAY

The St. Anthony community looks forward to celebrating the birthday of each member of the school community. Birthday treats may be sent in for the children in your child's class, as treats will not be shared with anyone in other classrooms. Parents are encouraged to visit the Wellness Policy when determining a birthday treat. Students with summer birthdays are encouraged to celebrate on their 6 month birthday to avoid a large number of celebrations at the end of the school year. In the event of an out of school celebration, please refrain from passing out invites at school unless all classmates are invited.

CELEBRATIONS: SCHOOL PARTIES

Holiday celebrations are scheduled on the school calendar for Halloween, Christmas, Valentine's Day, and End of Year. These are often organized collaboratively with the classroom teacher and the room parents. Generally, parents are invited to visit and join in the fun. All visitors must sign in to the office.

CHANGE OF INFORMATION

If you have any change of information which is essential for the school to know (address, phone number, baby-sitter, etc.), please contact the school immediately via phone or email (schooloffice@saparish.com). Change in information may not be sent to an employee's cell phone.

COMMUNICATION

St. Anthony of Padua School communicates once a week with school families. A newsletter is sent each Thursday from the school office. The newsletter can also be found on the school website. Parents are strongly encouraged to read the newsletter thoroughly.

Infinite Campus is used to send text messages to parents in emergency situations or urgent notifications. Parents need to contact the office if they prefer NOT to receive these text notifications.

CUSTODIAL/NON-CUSTODIAL RIGHTS

If there are any court-ordered restrictions to custodial/non-custodial parents/guardians, it is the responsibility of the custodial parent/guardian to see that an administrator has a copy of the official document. The principal then sees that the secretarial staff and respective teachers are aware of such information.

FIELD TRIPS

Educational field trips, such as a visit to the library or museum, or to attend a concert are strongly encouraged. Permission slips must be completed by parent/guardian and returned to the teacher or your child will not be allowed to accompany his/her class. Any teacher wishing to take children off the school premises must notify the principal before plans are made. Transportation will be provided by bus or parental car pools.

GRIEVANCE PROCEDURE

A grievance is not a routine matter, but rather a circumstance thought to be unjust or injurious involving a consequent element of resentment. The grievance can arise from a situation that is impeding a student's academic progress or his/her social development. No matter what the situation, the school is always concerned. The GRIEVANCE PROCEDURE that must be followed is:

- 1) Contact the teacher involved first.
- 2) If after consulting with the teacher, a problem still exists, contact the principal. Many problems can be resolved through open communication.
- 3) The pastor will have final authority over all grievances.

HYGIENE

Students must be mindful of hygiene and sanitary practices.

Students are expected to be washing hands frequently for at least 20 seconds. Posters are located near sinks as a reminder for students and will be practiced with teachers.

Students are expected to sanitize their hands when leaving/entering a room, after using the restroom, being outdoors and eating.

In the instance a student needs to sneeze or cough, students must make every attempt to do so into their elbow away from others, as described in by the Kent County Health Department.

- Intentionally coughing or sneezing in the direction of another student will result in disciplinary action.

- Touching, manipulating, removing the mask of another student will result in disciplinary action, at a minimum, and could be disciplined as “**Harassment**”, as referenced in the student handbook.
- Obscene reactions to a cough or sneeze by others which disrupts the school environment will not be tolerated and could result in disciplinary action.

Students are expected to clean up after themselves and sanitize their lunch area upon completion.

INFINITE CAMPUS

Infinite Campus is our student management software that St. Anthony of Padua School uses to track attendance, discipline and grading. Each family will be given a remote access id to logon to this system and check for the latest information regarding your child. Students 5th - 8th grade will also be given their login information. Infinite Campus is also used to send emergency messages to parents and add money to a student lunch account.

LIBRARY

Each student visits the school library once a week with his/her class. No additional books will be issued to students who have overdue books. The maintenance and operation of our library is accomplished through volunteer help under the direction of the school librarian and the principal. Addition and deletions of library materials are contingent upon principal approval.

LITURGICAL CELEBRATIONS & SACRAMENTS

Prayer is vital in our spiritual life as Catholics. Students participate in various prayer forms daily. Our most important activity of the week is participation in the Holy Mass. Students in K and above attend Mass weekly. Mass begins promptly at 8:30 at St. Anthony Catholic Church, and it is important for students to be on time, just as any other day. This school liturgy is planned by teachers, students and the priest is celebrated. Parents and family are cordially invited to attend the weekly school liturgies and special liturgical events that are scheduled throughout the year. Please refer to your school calendar.

While our aim in worship activities is joyful praise, the school staff also seeks to ensure the highest standards of respectfulness at these times. Students enter the church in silence and in prayerful preparation for the celebration and participate with disciplined reverence. Parents and guests in attendance are asked to model this same disciplined reverence by maintaining quiet before, during, and after Mass.

The religion curriculum includes knowledge and application of concepts regarding the sacraments of the Catholic Church. In Second Grade the teacher partners with the parish faith formation office to prepare the students for First Holy Communion and First Reconciliation.

At Mass, students who have not made their First Communion and non-Catholic students will have the opportunity to approach the altar with their class. These students may cross their arms across their shoulders and receive a blessing from the priest.

LOST AND FOUND

The lost and found cabinet is located in the main hallway. At the end of each semester all unclaimed items will be donated to an agency. Students are encouraged to check the lost and found if they have a missing item and return any found items to the lost and found. Parents are encouraged to check the lost and found during fall and winter parent teacher conferences.

MOVIES

All movies viewed by our children in school are to be rated "G" or "PG" (with Administrator approval) by the Motion Picture Association. All other films may not be considered or presented due to the uncertainty of the film's content or intent. Films used for entertainment purposes are not to be shown without first obtaining permission from the school principal. Films used to supplement literary selections in the classroom may be used with discretion. They must be previewed by the teacher and, if questionable, approved by the principal.

PASSES

Passes give reason and/or permission for a student either for being late or in an area of the school the rest of their class is not (out-of-bounds). Students without passes will be either tardy or given a disciplinary write-up.

REMOTE LEARNING

If school is not able to be open, or students need to remain at home (quarantine, appts., illness, etc.), students are expected to keep up on their work as assigned in Canvas (grades 4th - 8th). Teachers will set up opportunities to meet with students via Google Meet if they will be out of school for an extended period of time.

Students are expected to regularly check Canvas and their email if they are absent from school. If a student is struggling with an assignment or has a question about the assignment, it is his/her responsibility to contact the teacher for help.

SCHOOL PICTURES

School pictures are taken each year in the fall. A group photo will also be taken each fall.

SCHOOL SUPPLIES

Supply lists are posted online by the end of June for the following school year.

SCHOOL WEBSITE

St. Anthony of Padua School website can be found at www.saparish.com.

St. Anthony of Padua School attendance and grades can be monitored through an Infinite Campus. A link can be found on the school app or parent portal on the website.

www.saparish.com

STUDENT EMAIL ACCOUNTS

All students are assigned an email account upon enrolling at St. Anthony. The same email address is used throughout their time at St. Anthony. This account must be used for educational purposes only and can only be used to communicate with others within the school domain. Students are only allowed to log into their own account and may never share their password with

other students. Students are expected to come to the office to contact their parents regarding illness or matters that have occurred in school so that school administration is aware.

TELEPHONE

Students will not be called to the phone. Messages will be delivered to them by the school office. ALL COMMUNICATION MUST BE DONE THROUGH THE OFFICE. The school phone is for school business and emergencies only.

TRANSPORTATION

Catholic Secondary Schools Transportation Department now handles all St. Anthony bus riders. There are basic bus rules that are to be followed (copies available in the school office). Repeated misconduct will result in permanent suspension from riding the bus.

TUITION PAYMENT PLAN

Parents are required to sign a contract for tuition and recommended weekly support to the Parish. Weekly support does not apply to non-parishioners.

Tuition is payable monthly, quarterly, bi-yearly, or can be paid in full by the beginning of school. You will receive tuition statements which will help you keep track of tuition payments.

Tuition does not include fees for registration, bus, sports fee (Grades 5 - 8). Any fees charged to a family will be added to the Finals site account. In addition to tuition, all families receiving the parishioner rate should be tithing consistently to the church.

Tuition collection is done by a third party vendor as required by Diocesan policy. St. Anthony uses 'Finalsite Enrollment' (formerly SchoolAdmin) as their third party vendor.

If a family experiences unemployment, hospitalization or other extreme circumstances during the year, please inform the parish business manager immediately so that other arrangements can be made. Waiting until after the due date to resolve the situation will not be helpful to your needs or to the needs of the parish. Failure to meet financial obligations or to make timely, long-term arrangements will result in non-acceptance for re-enrollment at St. Anthony of Padua School or for non-parish support for graduates going on to West Catholic. Student records will not be forwarded until all financial obligations are met.

Tuition assistance is available and the application can be found online. The application must be completed in the time frame suggested. All financial assistance given by the Diocese of Grand Rapids and St. Anthony is based on this application. Preference is given on a first come first serve basis. St. Anthony is committed to partnering with any family who desires a Catholic education, but requires a commitment from the parents financially, as well.

VISITORS/PARENTS

If a parent needs to meet with a teacher, he/she is encouraged to send an email to set up an appointment with the teacher. Teachers are available to meet with parents from 7:40 – 8:00 am and 3:15 - 3:35 p.m. All parents and visitors need to report to the office prior to entering the school to sign in.

In the event a parent needs to pick up his/her child for an appointment, parents may come into the office or call the school office upon arrival and the child will be brought to the car.

All parents who are volunteering in the building or on school field trips while students are present are required to have volunteer paperwork on file and be VIRTUS (protecting God's children trained.) This training is only required one time; every parent is encouraged to complete the training.

HEALTH, WELLNESS and SAFETY

BACKGROUND CHECK POLICY

St. Anthony of Padua Parish will evaluate the background of all employees and volunteers who have regular contact with minors. Background checks on such individuals will be conducted utilizing the appropriate law enforcement and other community agencies.

BOMB THREAT/INTRUDER THREAT

St. Anthony of Padua School has developed plans that serve as guides for the proper handling of a bomb threat or an intruder threat. Staff members have been trained to carry out the plans. *(Parents, please follow the general emergency procedures listed at the end of this section.)*

CRITICAL RESPONSE PLAN

St. Anthony of Padua School has developed plans that will serve as a guide for the handling of school violence or the threat of school violence. Staff members have been trained to carry out the plans. *(Parents, please follow the general emergency procedures listed at the end of this section.)*

CRISIS TEAM

St. Anthony of Padua School has a trained Crisis Team responsible for systematically and appropriately handling all emergency incidents. In the event of an emergency, your child(ren) may be seen by one of our trained Crisis Team members.

DRILLS

According to state regulations, the school must have five fire drills, two tornado drills, and three lockdown drills per year. A record is kept of drill dates and the amount of time it takes for our students to exit the building. Children are taught how to respond to the sounds of both drills and where to seek safety. For the safety of everyone, drills must be carried out in an orderly manner and in silence. Teachers practice drills with their children from all possible locations. Documentation of these drills (once complete) are on the school website.

FIRE/EVACUATION DETAILS

In the rare event of fire or an emergency prohibiting re-entry into the building (such as broken gas or water main, toxic chemical spill, or bomb threat), students will be relocated. If the situation is likely to involve a short wait, students will be moved and isolated to a safe area of the campus. If the situation appears to involve a longer period of time, students will walk to Highland Hills Baptist Church for the remainder of the day. The dismissal procedure would depend on the situation, but the goal would be to keep transportation arrangements as close to normal as possible. Details would be announced on local media.

(Parents, please follow the general emergency procedure listed at the end of this section.)

HEALTH INFORMATION

Michigan Law requires "that all children enrolling in any public, private, parochial or denominational school in Michigan for the first time shall submit either a statement by a physician that they have been properly immunized or protected against diphtheria, tetanus, pertussis, measles, rubella, mumps, poliomyelitis, hepatitis B, and varicella (chickenpox). In order for

parents/guardians to obtain a Certified Non-Medical Waiver Form from the local health department, they will have the opportunity to speak with a healthcare professional about concerns and questions and receive education on the benefits of vaccination and risks of disease before obtaining this signed form (the school does NOT provide waiver forms).

Compliance with this law is accomplished through the completion of the green "Health Appraisal" form, available in the school office, or through submission of alternative documentation described above.

HEALTH SERVICES

The Kent County Health Department offers the following services:

Vision Screening	Grades PS-1-3-5-7
Hearing Screening	Grades DK-K-2-4-6

Any child not in the specified grade will be tested upon parent or teacher request.

HEAD LICE

If you discover head lice, keep your child home until proper treatment and precautionary measures have been followed. The health department or your family physician will be able to advise you on proper treatment. Your child may return to school after receiving 24 hours of proper treatment.

ILLNESS

If a child is ill, he/she needs to remain at home and not return until symptom free and fever-free unassisted by medication for 24 hours. The Kent County Health Department suggests that a child who is well enough to be in school be well enough to participate in all school activities, including outdoor recess and physical activities. If a child remains at home during the school day due to illness, the child may not participate in extracurricular activities.

If a child becomes ill during the school day, the parents and/or emergency contacts will be called to pick up the child as soon as possible.

Below is the recommendation from the Health Department of when to keep your child home from school. St. Anthony recommends that parents follow the following is a list of signs and symptoms that serve as attendance exclusion criteria:

- Fever, rectal (in infants) or oral temperature greater than 98.6 degrees
- Rash with fever
- Diarrhea (loose stools that cannot be contained with a diaper)
- Vomiting
- Unusual tiredness
- Poor feeding
- Persistent crying or irritability
- Breathing difficulties or persistent coughing
- Yellow skin or eyes (jaundice)

IMMUNIZATIONS

Incoming students, 7th Graders, Kindergartners and Preschoolers must have up to date immunization records on file in compliance with the Kent County Health Department. Immunization records needed for other after school activities must be obtained from your healthcare provider.

MEDICAL EMERGENCIES

In case of an accident at school, emergency first aid will be administered. Every effort will be made to contact the parent(s)/guardian(s). In case of failure to contact the parent/guardian (either at home or their place of work), the authorized person on the child's EMERGENCY FORM will be contacted. If possible, it is helpful if your children know your schedule (i.e. work, golf league, classes, etc.). If your child requires any unusual medical attention, please alert our school office through the Emergency Form.

MEDICATION

Medication, prescription and non-prescription, will be administered to a student during the school day if a medication form (Appendix A) has been completed and signed by the child's physician. All medication must be sent to school in its original container or prescription bottle. Medication must be clearly labeled with the student's name, date, doctor's name, and complete instructions for administration. All medication must be given to the Secretarial Staff immediately upon a student's arrival at school.

PROTECTION OF CHILDREN AND YOUNG PEOPLE

The Grand Rapids Catholic Schools administration shall evaluate the background of all employees and other individuals who have regular unsupervised contact with minors. Those individuals who are deemed to have regular unsupervised contact with minors shall be determined by the building administrator, but shall include and not be limited to individuals supervising extracurricular activities, chaperones who may have unsupervised time with minors, or individuals participating in any overnight activities with minor students. Background checks on such individuals will be conducted utilizing appropriate law enforcement and other community agencies, which selection shall be made by the building administrator in consultation with the executive director. All applicants for such related employment or volunteer activities will be notified of these background checks and their involvement will be conditional upon the securing of such checks.

The Grand Rapids Catholic Schools will cooperate with parents, civil authorities, education and community organizations to provide appropriate education and training for children, youth, parents, ministers, educators and other volunteers about ways to make and maintain a safe environment for children.

When a background check reveals prior involvement with law enforcement, the building administrator in consultation with the Pastor shall make a decision as to whether or not the prior criminal history prevents the individual from being employed or from having regular unsupervised contact with minors. If a decision is made that such prior record does not prohibit employment or

unsupervised contact with minors, the Pastor shall provide notification of the decision, and any conditions which may be imposed, to the Education Commission.

VIRTUS

PROTECTING GOD’S CHILDREN: TEACHING TOUCHING SAFETY PROGRAM

Our school participates in the Protecting God's Children: Teaching Touching Safety Program as directed by the Diocese of Grand Rapids. Two age-appropriate lessons are taught to Y5-Gr. 8 students during the school year. This program is part of an on-going effort by the U.S. Catholic Conference of Bishops to help create and maintain a safe environment for children and to protect all children from abuse. The program covers the topics of: private body parts and personal boundaries, how to identify safe friends and safe adults, the difference between safe and unsafe touches, and what to do if they are touched in an unsafe manner. You may access more information by visiting the VIRTUS online website at www.virtus.org. If you would like to view the lessons, please contact your child's teacher.

SCHOOL CLOSING & BUS DELAYS

The school will generally follow Grand Rapids Catholic Secondary Schools for weather-related school closings. School closings or delays will be announced on the local news stations (ABC, NBC and Fox), as well as St. Anthony Social Media pages. A text message and email will also be sent to families. When school is closed, so is Childcare. SCHOOL REOPENINGS WILL NOT BE ANNOUNCED.

Catholic Secondary Transportation Department, which handles all our bussing, has adopted the following inclement weather bussing policy:

Situation/Condition

If your Public School District is closed in your area...

Response/Policy

No Catholic Schools Transportation in the A.M. or P.M. into the closed Public School District areas.

If your Public School District has a two-hour and Catholic Schools is on a regular schedule...

No Catholic Schools Transportation in the A.M delay ONLY into the Public Schools Districts that are delayed.

Catholic Schools have a two-hour delay...

Catholic Schools Transportation will begin transporting two hours after regular time.

- **When school is closed, childcare is closed.**
- **When school has a two-hour delay, child care may open at normal time as determined by current circumstances.**
- **If school has a two-hour delay, there will not be DK or Preschool AM classes.**

SEVERE WEATHER/TORNADO DETAILS

St. Anthony of Padua School will follow the bussing policies of Catholic Secondary Schools of Grand Rapids concerning severe weather and tornadoes. Students remain in school during a severe weather warning. Parents are asked to not call the school. Full cooperation is needed so that school phone lines are available for emergencies. We do not recommend that parents travel

to school in severe weather. However, if parents decide to pick up their children they must report to the main office and sign for them. *(Parents, please follow the general emergency procedure listed at the end of this section.)*

SMOKE FREE ENVIRONMENT

As an educational institution, we are called to promote, preserve, and protect the wellness of those who frequent our facilities. It is our policy that we are a smoke-free facility.

SEARCH AND SEIZURE

Lockers, desks and other storage spaces are school property and the school reserves the right to search them at any time. Dangerous weapons, illegal substances, cell phones and any possessions forbidden by the school handbook may be confiscated. If the principal or a teacher believes that a student is carrying any such items, the principal/teacher will ask the student for it. If the student refuses, the student may be asked to empty pockets, purses, book bags, etc. If the student still refuses, the principal/teacher will make the decision to either:

- gain possession of the article immediately if persons are in danger;
- request the parent/legal guardian come to school to conduct the search of the student;
- suspend or expel the student;
- call the local police department.

St. Anthony of Padua has rules regarding the acceptable use of cell phones and the consequences for misuse of the cell phone, which may include but are not limited to confiscation, fines, retention or disposal.

WELLNESS POLICY

The school has developed and implemented a Wellness program that meets federal requirements, promotes a healthy school environment, and enhances the development of lifelong wellness practices. The Wellness policy for St. Anthony of Padua School is currently being rewritten to comply with West Catholic High School and our combined Wellness and Food Service goals.

GENERAL EMERGENCY PROCEDURE FOR PARENTS

We ask that you follow this procedure if you hear of any school emergency:

Turn on your radio or television. We will try to keep the media informed of any and all emergency information.

Please do not call the school. Our telephone lines must be kept open to respond to the emergency.

Please do not come to school unless you are requested to pick up your child. Congestion in the parking lot could prevent emergency vehicles from being able to get to our building.

MIDDLE SCHOOL INFORMATION

The following pages have been created to prepare and transition students from elementary to middle school. These consistent expectations will provide you with a clearer sense of your responsibilities and ensure success in middle school.

STUDENT PLANNERS

All students are required to use a planner to help them organize their homework and plan their after-school time. The planner needs to be carried with the student from class to class. In addition to using the planner to organize homework, the planner will go back and forth between home and school, every day. Students in 6th grade are provided with a planner, while students in 7th and 8th grade have the discretion of determining which planner they prefer.

CONFERENCES

Parent/Teacher conferences are held in November and February. All core subject area teachers will be available to meet during evening hours.

DISCIPLINE

Refer to the discipline section of the handbook.

DISTRIBUTION OF GRADING

At each middle school grade level the distribution of grade components changes with assessments having increasing weight.

	Grade 6	Grade 7	Grade 8
Homework/Daily Work	45%	40%	35%
Assessments	55%	60%	65%

EXAMS

Students in Grades 6-8 will take cumulative semester exams in all core subjects in January and June in preparation for high school. Exams carry the following weight in the calculation of semester grades; 5% in 6th grade, 10% in 7th grade and 15% for 8th grade.

HOMEWORK

Homework is a student responsibility. Assignments completed at home are provided to reinforce and extend concepts and skills learned during the school day. Homework is expected to be turned in at the assigned date/time. Incomplete work will be graded as is. Homework and test grading information is available on Infinite Campus. Assignments can be found on Canvas.

HOUSE SYSTEM/SERVICE EXPECTATION

The St. Anthony House System intends to be a dynamic and exciting way to foster a positive climate and culture for students and staff. It's a way to organize students into smaller, close-knit groups that prioritize relational development and a persistent experience of Christian community that builds character, relationships, school spirit and a closer bond to God and others. The House system performs in ways that students and staff can feel more connected to and involved

with the school community around them. Students in 6th - 8th grade are placed in a House during their 5th grade year. Each house member is expected to fully participate in all aspects of being a member of a house, including participation in service opportunities both inside and outside of school.

MISSING ASSIGNMENT INTERVENTION ROOM & POLICY:

At St. Anthony of Padua School, all students are expected to submit homework. Missing assignments will be marked as “**missing**” in Infinite Campus and recorded as a zero. Students must attend the **Homework Intervention Room** the next morning (7:30–8:00 AM, Monday–Friday) to complete or correct the work. Parents will receive an email notification.

Late Work Policy:

- **1 day late:** 10% deduction
- **More than 1 day late:** Maximum of 50% credit

Middle School teachers will staff the Homework Intervention Room to provide support. If a student is unable to attend due to family conflicts, parents must contact the appropriate staff member. Persistent missing work will be referred to Administration for further intervention.

Students will receive one free late assignment coupon each semester. This coupon can be used in any class on any class assignment. It can not be used on projects or major writing assignments. If the coupon is not used at the end of the semester, the student will receive an incentive to be determined at a different date.

Canvas submissions will be due the following school day at 8:10 am.

Paper assignments will be due the following school day as soon as the student enters the class.

HOMEWORK IN OTHER CLASSES

Unless given permission, students are not allowed to work on homework for other classes in another teacher’s classroom or during homeroom. Students caught doing other class work will have their work confiscated and returned to the class it was for. The teachers involved will determine a consequence.

LATE WORK

- If, on the day an assignment is due, it is in the student’s locker/desk, it will be accepted immediately following the class period.
- Under extenuating circumstances, and with a note from parents, homework extensions may be granted. Reasons concerning sports or other after school activities will not warrant an extension.
- When students are absent from school due to illness or vacation, it is the responsibility of the student to meet with the teacher outside of class time to make any necessary arrangements for missing work/tests in a timely manner or to check Canvas for assignments.

LOCKERS

Middle school students have the use of lockers for their school supplies, coats and backpacks. Students may go to their lockers between every class period or with teacher permission. Students must adhere to locker policy listed in discipline. Lockers are the property of the school and can be searched by a teacher or administration at any time. Chromebooks may NOT be stored in lockers. If students bring a cell phone to school, it must be kept in their locker throughout the school day.

RETREATS

Each middle school grade will participate in a minimum of an annual class retreat in addition to a House Retreat.

Grade 8	NET Retreat	<ul style="list-style-type: none">• Gifts and Talents	Dec	SS Peter and Paul Activity Center
Grade 7	Leadership Retreat	<ul style="list-style-type: none">• Legacy• Unity	May/June	TBD
Grade 6	Camp	<ul style="list-style-type: none">• Build Community	Fall	Spring Hill

TESTS/QUIZZES

The following is the maximum number tests/quizzes given per day to Middle School students:

- 6th Grade: 2 tests + 1 quiz per day
- 7th Grade: 2 tests + 2 quizzes per day
- 8th Grade: 3 tests + 2 quizzes per day

Success for you in all your endeavors is our genuine desire. Let us know how we can help you reach your GOD-GIVEN potential in all of your learning experiences.

PARENTAL PARTNERSHIP

BOARD OF DIRECTORS

The Board of Directors serves the community of St. Anthony in its mission to provide quality educational programs for all of its parishioners. Interested parties are welcome at the Board of Directors' meetings and will be introduced after the opening prayer. The Public Comment section on the agenda gives interested parties an opportunity to share ideas/comments. Comments are limited to 3 minutes. The Board will not respond to the thoughts, suggestions or questions presented during public comments. The Chair of the Board, or one of its members, may contact an interested party for further discussion and to gain a fuller understanding of the topic, which may lead to further consideration by the Board. Should such a discussion take place, the Board member will report back to the Board for further consideration or resolution.

Each Board member is assigned an area of responsibility and calls other parishioners forward to help research and develop recommendations for the Board. Monthly meetings provide a time to gain input from other committees, to consider matters of policy, to be updated on long term projects, and to receive reports from parish administrators explaining relevant topics. Board members' other responsibilities include setting goals, acting as liaisons between parish organizations, researching issues and advising parish administrators, and approving annual budgets

Board of Directors' meetings are open and dates are published in the school monthly calendars. Contact information for the Board of Directors can be found on the school website.

FUNDRAISING

St. Anthony of Padua limits fundraising as much as possible. Our two major fundraisers during the school year are the Auction for All and Wildcat Walk. Families are asked to participate in these two events as they help to reduce additional fundraising and sustain our exceptional programming.

HOME AND SCHOOL ASSOCIATION

Home and School Association is a support group that helps to round out our students' academic and faith development. Many worthwhile projects have been undertaken by this organization to further our school. Home and School sponsors fundraisers to help with additional school needs. They also oversee the Room Parent Program and various other needs that arise during the course of each school year. All parents of students at the school are considered members of the association and are expected to lend their support. To foster open communication, parent attendance is strongly encouraged at Home and School meetings.

PARENTAL INVOLVEMENT

In keeping with our Mission and Belief Statements, we emphasize that parents/guardians are the primary educators of our students. We invite our children's parents/guardians to complement St. Anthony of Padua's professional educators in the following ways:

1. Membership in the Parent Leadership Organization and active participation in at least one of its committees:

Auction for All
New Family Welcome
School Liturgy
Room Parents
Staff Appreciation
Art Work Assistant

Fund Raising
Hospitality
Field day
Media Center
Ministries Outreach
Welcome / Bulletin Board

Theater Productions
Talent Show
Club Advisor
Book Fair
Restaurant Nights
Catholic Schools Week

2. Volunteer to serve in the following areas:

- Recess Supervision/Substitute (tuition stipend given)
- Field Trip Driver/Chaperone
- Library
- Athletic Boosters
- Coaches/Asst. Coaches for our Athletic Teams
- Reading Volunteer

3. Run for elected office or seek appointment to:

- Board of Directors
- Home and School Association
- Athletic Boosters
- Other Parish Commissions

4. Attend Parent/Teacher Conferences twice each year.

5. Initiate Parent/Teacher contact (by telephone, note, or in person) when you have a concern that affects your child's progress in school.

6. Direct the completion of students' homework.

7. Support/Attend School Related Activities:

- Sacramental Meetings
- School Programs, Open Houses, & Events
- Sport Programs
- Fund-Raisers that support St. Anthony of Padua School

TIME SCHEDULES FOR 2024-2025

FULL DAY SCHEDULE

7:45 am	Arrival Begins
8:00 am	First Bell
8:05 am	Instruction Begins
11:15 am	DK, Pre-school Dismissal
11:20-11:40 am	Grades K, 1, 2 Recess
11:40 - 12:00 pm	Grades K, 1, 2 Lunch
11:46 - 12:05 pm	Grades 6, 7, 8 Recess
12:05 - 12:25 pm	Grades 6, 7, 8 Lunch
12:10 -12:30 pm	Grades 3, 4, 5 Recess
12:30-12:50 pm	Grades 3, 4, 5 Lunch
3:14 pm	Dismissal Start

HALF DAYS (11:15 dismissal)

11:05 a.m.	Get Ready Bell
11:10 a.m.	Line-up for car riders
11:15 am	Dismissal

We encourage parents who drop off children to ensure the children arrive as close to 8:00 a.m. as possible. Please do not drop your children off before 7:45 a.m., as there is no supervision until that time. Classroom instruction begins at 8:05 a.m. and students are tardy if they are not in their seats at 8:05 a.m.

MIDDLE SCHOOL SCHEDULE

Monday -Thursday Schedule

7:45-8:05 am	Arrival and Curriculum Assistance Time (CAT)
8:05 am	Announcements
8:10-9:04 am	1st Hour
9:04-9:58 am	2nd Hour
9:58-10:52 am	3rd Hour
10:52-11:46 am	4th Hour
11:46-12:25 pm	Recess/Lunch
12:30-1:24 pm	5th Hour
1:24-2:18 pm	6th Hour
2:18-3:12 pm	7th Hour
3:14 pm	Dismissal Starts

Friday Schedule

7:45-8:05 am	Arrival and Curriculum Assistance Time (CAT)
8:05-8:30 am	Homeroom
8:30-9:15 am	Mass
9:15-10:00 am	Houses/Electives
10:00 - 10:35 am	1st Hour
10:35-11:10 am	2nd Hour
11:10-11:46 am	3rd Hour
11:46-12:25 pm	Recess/Lunch
12:30-1:10 pm	4th Hour
1:10-1:50 pm	5h Hour
1:50-2:30 pm	6th Hour
2:30 - 3:12 pm	7th Hour
3:14 pm	Dismissal Starts

St. Anthony of Padua School
2510 Richmond St., N.W.
Grand Rapids, Michigan 49504

MEDICATION ADMINISTRATION FORM AND DIRECTIONS

Date _____

Name of Child _____ Date of Birth _____

Address _____ Emer. Phone No. Home _____

Parent/Guardian _____ Work _____

I hereby request and authorize school personnel to administer my child's prescribed medication as directed by our doctor.

"Administration of medication to pupils; liability. A school administrator, teacher, or other school employee designated by the school administrator, who in good faith administers medication to a pupil in, the presence of another adult pursuant to written permission of the pupil's parent or guardian and in compliance with the instructions of a physician is not liable in a criminal action or for civil damages as a result of the administration except for an act or omission amounting to gross negligence or willful and wanton misconduct." **Michigan Compiled Laws, 1982 (380.1178)**

Signed _____
(Parent or Guardian)

DOCTOR'S ORDERS

You are hereby directed to give to _____
(Name of Child)

his/her medication (name) _____

in the amount of _____ tablets/capsules at _____ am/pm

daily, or as follows _____

Duration _____

Possible side effects _____

Signature _____ Phone No. _____
(Physician)

Name _____ Date: _____

IMPORTANT: The medication must be sent directly from the pharmacy or physician's office or brought to the school by the parent.

Fax this completed form to: 616-453-8053

Appendix A

Virtues Based Expectations for Behavior

VIRTUE	MEANING	WAYS TO CULTIVATE	OPPOSING TRAITS
Kindness	Genuine concern about others	Speak, act, and think kindly	Cruel looks, words, or actions
Courtesy/Mercy	Treating others with respect	Be polite and well mannered; aware of others' feelings	Not treating others with dignity/kindness
Respect/Mercy	Speaking and acting according to one's own and others' rights, status and circumstances	Respectful in words and actions; allow others to go first	Resisting the directives of rightful authority
Responsibility	Fulfilling one's just duties; accepting the consequences for one's words and actions	Be accountable for words, actions and decisions	Unreliable; failing to accept responsibility for words/actions
Honesty	Sincerity, openness, and truthfulness in words / actions - including academic integrity	God sees the heart - choose to do and say what is right	Dishonest in words and actions; telling lies
Good Judgment/Prudence	Thinking rightly about a decision; acting rightly	Carefully consider all options before speaking or acting	Act or speak without thinking
Obedience	Listen and follow directions without complaint	Listen, follow directions and give a prompt response	Refusing to listen and follow rightful directives
Prayerfulness	Being still; listening; willing to talk to God as a friend	Use proper respect and posture – kneel, sitting still, etc.	Being distracted during prayer and/or Mass
Docility	Willingness to be taught	Listen and follow directions Thank for rightful corrections	Being stubborn; inflexible
Foresight	Failing to consider later consequences	Pray, think, act; gather information to plan	Failing to consider consequences
Meekness	Calm in spirit, while focusing on others' needs	stay calm; let others go first; less complaining	Losing your temper
Self-Control/Temperance	Control thoughts, feelings and actions	Practice restraint; control feelings	Acting impulsively Being excessive in words or actions
Modesty	Follow the dress code	Follow the dress code	Not following dress code
Perseverance	Doing what is needed even if it is difficult	Complete tasks/work even if hard or boring	Giving up on task/work
Gratitude	Thankful in mind and heart	Be aware of others' feelings Be polite and well mannered	Not being appreciative; taking others for granted
Humility	Awareness all comes from God. Appreciation for yours and others' gifts	Acknowledge gifts of others; look at own gifts honestly	Failure to recognize gifts; too proud

*Adapted from Disciple of Christ – Education in Virtue / The Dominican Sisters of Mary, Mother of the Eucharist

St. Anthony of Padua Catholic School 2024-2025

Reference the [Disruptive Behavior Rubric](#) or [Hurtful Behavior Rubric](#) for Specific Details

UNACCEPTABLE BEHAVIORS

Less Severe

Disrespectful, rude or inappropriate behavior
 Inappropriate disruption of class/lunchroom
 Violation of class/school rules
 Vulgar language
 Throwing objects (not directed at an individual)
 Eating/Drinking/Chewing Gum
 Lying
 Forgery (K-3)
 Spitting - not directed at an individual

More Severe

Stealing
 Forgery (4-8)
 Hitting, biting, pushing, grabbing, spitting, throwing objects towards or at another person, punching, kicking or other similar action
 Vandalism
 Leaving school property/out of bounds
 Promoting gang membership/using gang signs
 Disrespect of a teacher/staff member
 Bullying behaviors: mean teasing (any mean look, gesture, word or action, repeated over time and behaviors that hurt a person's body, feelings, friendships or property; planned exclusion
 Racial, ethnic, sexual, religious, or other forms of severe harassment
 Causing injury to another by failing to adhere to the school or classroom disciplinary code

Infractions Governed By Handbook Policies

Tardiness
 Dress Code
 Electronic Equipment – use of unauthorized personal device / inappropriate use in school
 Academic Integrity
 Intimidating / threatening actions or language directed to staff or other students
 Fighting
 Weapons
 Substance abuse
 Cyber bullying/obscene or inappropriate social media use

POSSIBLE CONSEQUENCES

Less Severe

Warning
 Parent Notification
 Time to Think page
 Silent Lunch/Recess
 Detention
 Reflection/Reading/Writing/Research
 Restitution
 Community Service
 Extra-curricular ineligibility

More Severe

Parent Notification
 Time to Think page
 Silent Lunch/Recess
 Detention
 Reflection/Reading/Writing/Research on
 Virtues/Saints/Manners/Other
 Restitution
 Community Service
 Extra-curricular ineligibility
 Self-Improvement Behavior Contract
 In School Suspension
 Out of School Suspension
 Expulsion

* All Consequences may be one or a combination of listed options